



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes March 11, 2013**

Members Present: Richard C. Boockmeier, Vern E. Gove, Andy Ross, Robert R. Westby  
Absent with Notice: Mary Cupery

Also In attendance during all or portions of the meeting: Susan Moll, Rich Hasse, Joe Ruf, Dawn Woodard, Shonna Neary, Mike Babcock, Pat Beghin, John Hartman, Lyn Jerde

The meeting of the Executive Committee was called to order by Chair Ross at 2:00 pm. The meeting was properly noticed as required by the Wisconsin Open Meetings Law.

### **Approval of Agenda**

Motion by Westby to approve the agenda as published. Second by Boockmeier. Motion carried.

### **Approval of Minutes**

Motion by Boockmeier to approve the minutes of the February 11, 2013 regular Executive Committee meeting. Second by Gove. Motion carried.

### **Operational Review – Veterans Service Officer**

Motion by Gove to approve the February, 2013 expenditure report for the Veterans Service Office. Second by Westby. Motion carried.

Rich Hasse reported out of county travel for his office.

Haase proposed placing a plaque outside the VSO as a tribute to honor citizens of Columbia County who were killed in action during the most recent wars in the Persian Gulf, Afghanistan or Iraq. Boockmeier reported the Judiciary and Property Committee will be looking into the policy for placing items in the hallways of the main corridor at the next committee meeting.

Motion by Boockmeier to table the request to place a plaque outside the VSO until the next meeting. Second by Gove. Motion carried.

Motion by Boockmeier to approve the 2012 Veterans Service Officer Annual Report. Second by Gove. Motion carried.

### **Update on Status of Mental Health Redesign Study**

Dawn Woodard gave an update on the status of the mental health redesign study. Woodard is asking for a member of the Executive Committee to be part of the Mental Health Redesign Study Committee. Mary Cupery was recommended as the liaison representing the Executive Committee.

### **Policies & Procedures Revisions: Clothing Allowance/Uniforms for Highway Employees**

Shonna Neary gave an update on revisions to the Policies and Procedures Manual, regarding the clothing allowance for highway employees. The Highway Committee approved changing the wording to exclude mechanics, master mechanics, parts room employees, working mechanic foreman and management from the \$50 annual safety clothing allowance. Also approved was a change to include the working mechanic's

foreman to be provided with uniforms and a clothing allowance of \$75 per year. A handout outlining the revision requests was distributed.

Motion by Westby to approve the requested clothing allowance revisions to the Policies and Procedures Manual. Second by Gove. Motion carried.

### **Replacement Requests**

Neary, on behalf of Tom Lorfeld, requested to replace the parts person position which became vacant when the employee was hired as the working mechanic foreman. Motion by Gove to approve the hiring of a parts person at the Highway Department. Second by Boockmeier. Motion carried.

Mike Babcock, on behalf of Dennis Richards, is requesting to replace a secretarial position which became vacant due to retirement. Motion by Boockmeier to approve the replacement request for a Secretary. Second by Westby. Motion carried.

### **County Emergency Plan Update**

Pat Beghin distributed a draft of the Columbia County Emergency Plan that will be finalized at the next Courthouse Security meeting (March 12<sup>th</sup> at 11:30 am). The plan will be distributed to departments a week in advance to the courthouse training day, March 29, 2013.

### **County Safety Training**

Beghin gave an overview of the courthouse security training day. Chair Ross was asked to speak to the employees at the start of the training. Training will be conducted on several safety and security issues, including a tornato warning, fire safety, fire extinguisher use, blood borne pathogens, and a test of the paging system.

It was clarified that the Annex building will also be closed to participate in the training.

### **Grade Promotion for Internal Employee**

John Hartman is requesting to promote an employee from Support Specialist I to Support Specialist II. The estimated cost for the promotion is \$8,569. The majority of the funding will come from the IT Consultant account, with additional funds from other miscellaneous accounts.

Motion by Gove to approve the grade promotion for the internal employee. Second by Westby. Motion carried.

### **ERN Update**

Chair Ross gave an update on the Emergency Response Number (ERN) project. The proposal is to have the Land Information Department assign the ERN numbers and the County would be responsible for placing the ERN signs. The signs will have the ERN #, town, and road name. Final approval for the ERN project is tentatively scheduled for the April County Board meeting.

### **Shooting Range Update**

Ross gave an update on the shooting range proposal. Approval to move forward with the concept of a shooting range is tentatively scheduled to be presented to the County Board in April.

### **MATC Training Update**

Ross gave an update on the progress of the MATC training sessions. A "Kick Off Meeting" with Department Heads was held last Friday, March 8<sup>th</sup>, and training is scheduled to start on March 19<sup>th</sup>. There will be a total of 5 sessions for the first phase of training. The second phase of training is scheduled to resume in the fall.

### **Appointments**

Motion by Boockmeier to recommend reappointing Attorney Vytas Salna and Neal James, Alternate, to the Ethics Inquiry Board for a 3 year term to April, 2016. Second by Westby. Motion carried.

**Operational Review – County Clerk**

Motion by Boockmeier to approve the February, 2013 expenditure reports for the County Board, County Clerk, and Insurance. Second by Westby. Motion carried.

Motion by Westby to approve the 2012 County Clerk Annual Report. Second by Gove. Motion carried.

**Chair's Comments**

Chair Ross stated that Supervisor Kessler has proposed some resolutions for consideration. The resolutions will be presented at the County Board meeting and may be referred back to the Executive Committee for review.

**Set Next Meeting Date**

The next regular meeting of the Executive Committee will be April 8, 2013 at 1 pm.

Motion by Boockmeier to adjourn at 3:42 pm. Second by Gove. Motion carried.

Respectfully Submitted,

Richard Boockmeier  
Acting Executive Committee Secretary

*These minutes were recorded by Susan M. Moll, Columbia County Clerk.*