



# COLUMBIA COUNTY

Board of Supervisors

400 DeWitt Street  
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

## **Columbia County Executive Committee Minutes October 8, 2012**

Members Present: Mary Cupery, Vern E. Gove, Andy Ross, Robert R. Westby

Members Absent: Richard C. Boockmeier

Also In Attendance: Susan Moll, County Clerk; Dawn Woodard, Director of Health and Human Services; Dennis Richards, Sheriff; Rich Hasse, Veterans Service Officer; Cory Wiegel, Director of Buildings and Grounds; Joe Ruf, Corporation Counsel/Human Resources Director; Lyn Jerde, Portage Daily Register

### **Purchase of New Chairs for County Board Room**

A demonstration of chairs being considered for purchase in the county board room was given prior to the start of the Executive meeting.

The meeting of the Executive Committee was called to order by Chair Ross at 1:08 pm. The meeting was properly noticed as required by the Wisconsin Open Meetings Law.

### **Approval of Agenda**

Motion by Cupery to approve the agenda as published. Second by Gove. Motion carried.

### **Approval of Minutes**

Motion by Westby to approve the minutes of the September 10, 2012 regular Executive Committee and the September 19, 2012 Executive Committee meetings. Second by Gove. Motion carried.

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

Motion by Westby to approve the September, 2012 expenditure report for the Veterans Service Office. Second by Cupery. Motion carried.

Out of county travel was reviewed for the Veterans Service staff.

Rich Hasse, Veteran Service Officer, had requested to relocate his department to the main level of the Administration Building to be more accessible to elderly/disabled clients. The west half of Room 126 was identified for office space. Hasse is requesting to use existing excess wages/fringes to cover the cost of remodeling and office furniture for the new space.

Motion by Gove to approve the line item transfer of \$26,546.00 from Wages/Fringes to the Capital Outlay account. Second by Cupery. Motion carried.

Hasse shared information about the “Experience Works” program which helps low-income seniors gain job experience. The VSO would like to use this as an additional source for offering manpower with no additional cost to the county.

Joe Ruf explained that the 2011 Wisconsin Act 96 amended the Wis. Statutes to include members of the county veterans service commission and county veterans service officers to be covered on a blanket bond. The bond amount of \$164,000 for each position is based on the 2012 county tax levy for the Veterans Service Department. The additional premium for the five positions will be \$2,460.

Motion by Gove to approve the position schedule bond amount of \$164,000 for the Veterans Service Officer, Assistant Veterans Service Officer, and the three members of the Veterans Service Commission. Second by Westby. Motion carried.

### **Circles of Support Oversight Committee**

The Finance Committee approved a budget for the Circles of Support program, contingent on transferring oversight from the Public Safety Committee to the Health and Human Services Committee. Sheriff Richards and Dawn Woodard, Director of Health and Human Services were in agreement to the change in oversight.

Motion by Gove to move the oversight of funds for Circles of Support from the Sheriff's Department and the Public Safety Committee to Health and Human Services Department and the Health and Human Services Committee. Second by Cupery. Motion carried.

### **County Space Needs**

Chair Ross would like to appoint an ad hoc committee to study a 5 and 10 year plan for the County's space needs. The study could include a review of courthouse security and determine if the current building is a courthouse or administration building. The study could also review the possible sale of land at Health and Human Services or at the Highway shop. Committee structure would include the chairpersons of committees involved and meet 4-6 times beginning in 2013.

### **50 Year Anniversary of Administration Building**

A celebration for the 50<sup>th</sup> anniversary of the Administration Building will be held prior to the county board meeting on November 13<sup>th</sup>. A group photo of the county board members is scheduled to be taken at the next county board meeting in October. Lyn Jerde, reporter for the Portage Daily Register, is working on a three part series on the history of the building, which will be published in the paper.

### **Closed Session**

Motion by Gove to go into closed session at 1:52 pm pursuant to Wisconsin State Statutes Section 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Review/Adjust Compensation of Sheriff's Office Lieutenants], [Wage Review/Adjustment for LTE Mechanic Position], and [Review/Adjust Compensation of Highway Commissioner]. If the committee goes into closed session, it will return to open session. Second by Cupery. Roll call vote: Ayes: 4, as follows: Cupery, Gove, Ross, Westby. Noes: 0. Boockmeier was absent for the meeting. Ruf, Richards and Moll were present in closed session.

Motion by Westby to return to open session at 2:30 pm. Second by Cupery. Approval was unanimous.

### **Return to Open Session**

### **Wage Review/Adjustment for LTE Mechanic Position**

Motion by Gove to approve the wage adjustment for the LTE mechanic position as recommended by the Highway Committee. Second by Westby. Motion carried.

**Review/Adjust Compensation of Highway Commissioner**

Motion by Westby to approve the recommendation of the Highway Committee to hire Thomas Lorfeld as Commissioner under the terms discussed. Second by Cupery. Motion carried.

**Review/Adjust Compensation of Sheriff's Office Lieutenants**

Motion by Cupery to recommend compensation of the lieutenants as recommended by the Public Safety Committee. Second by Gove. Motion carried.

**Operational Review – County Clerk**

Motion by Westby to approve the September, 2012 expenditure report for Insurance. Second by Cupery. Motion carried.

Motion by Westby to approve the September, 2012 expenditure reports for the County Clerk's office and County Board. Second by Gove. Motion carried.

Moll reported no work related out of county travel for October.

**Set Next Meeting Date**

The next regular meeting of the Executive Committee will be Monday, November 5, at 1 pm.

Motion by Gove to adjourn at 2:45 pm. Second by Cupery. Motion carried.

Respectfully Submitted,

Mary Cupery  
Executive Committee Secretary

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