

**Executive Committee**

June 12, 2006

9:00 a.m.

**Present:** County Bd. Chair Baumgartner, V. Chair Wopat, Supervisors Pufahl, Martin and Ross (arrived late)

**Also Present:** John Bluemke – Planning and Zoning; Bill Casey – Solid Waste, Wendy Metcalf-H&HS; Father Murphy, Pastor Inglett, Veterans Service Officer Chrzas, Corporation Counsel/HR Director Ruf and Clerk Jeanne Miller

Chair Baumgartner called meeting to order at 9:00 a.m..

Agenda was approved as noticed on motion by Supervisor Martin, second by Supervisor Wopat. Motion carried.

Minutes of the May 2006 meeting were approved as distributed on motion by Supervisor Wopat, second by Supervisor Pufahl. Motion carried.

**River Haven Shelter Committee**

Wendy Metcalf, Pastor Inglett and Father Murphy reviewed activities that have taken place in establishing a homeless shelter in Columbia County.

The shelter would house 12-14 individuals; have four bedrooms (three on the first floor, one on the second), kitchen, two baths and office space. A ramp will be constructed on the Taylor side of the building and continue around the front of the building. Changes to the building were discussed and floor plans were passed around for the committee to look at. Remodeling will not affect the structural integrity of the building.

The importance of establishing one point of service in Columbia County compared to current system of agencies working independently was discussed, noting that this could result in dollar savings. The current method of assisting individuals was seen as frustrating for both the homeless and the workers. The location was is key with the food pantry nearby, along with the police and fire departments, as well as schools. Individuals requiring assistance can be housed up to thirty (30) days.

Donations can be sent to the Community Action of Central Wisconsin. That organization stepped forward and will act as the projects 501-C fiscal agent. Insurance will be secured through this organization in addition to a checking account. Contact information is being circulated through service groups in the area. The timetable for opening of the shelter was said to be October of 2006. Metcalf mentioned there is no cost to the county. Supervisor Pufahl made a motion to support this project and recommended the approval of this shelter. Second by Supervisor Martin. Motion carried.

Members of the River Haven committee were reminded of upcoming Finance and County Board meetings.

### **Replacements Positions**

Director Casey requested the replacement for a truck driver position vacated by a resignation. He anticipated an internal transfer would occur into the position.

Supervisor Wopat indicated that Human Resource Committee had recommended and approved of refilling whatever positions remains after the internal transfer. Motion was made by Supervisor Pufahl to approve of the replacement position. Second by Supervisor Martin. Motion carried.

Casey gave a brief update on building replacement and repair since the fire.

### **Utility Easement – Hwy. 16**

Director Casey had been approached by the power company wanting him to sign papers for the construction of additional power lines on Hwy. 16 requiring an easement of 65 feet from the centerline, or 35 feet of right of way of county property. He noted that his concerns were not necessarily directed towards the right of way, but rather the long-term implications of the future use of the property by signing this document. The County would be paid \$11,000 for the easement.

Planning and Zoning Director Bluemke was present for the discussion and recommended that a decision not be made at this time. Bluemke has been involved in conversations in 2004 regarding additional utility lines. He explained that a conditional use permit has not been issued and is required. A map was used for demonstration purposes showing the proposed utility lines and an existing 345-power corridor. At a meeting last week, Bluemke made the suggestion that the utility look at using the existing corridor. The response was that the DNR was not agreeable to putting poles in wetland. The County would like some documentation from the utility company confirming that fact. The project would require additional poles being added if the decision was made to use the existing corridor. It was felt that a number of influences are driving this project, with the Village of Wyocena seen in the forefront. Chair Baumgartner indicated that the driving force was the need for a new sub station; the second is a huge motor to pump oil from the pipeline, which is at its maximum. Bluemke indicated that he would be in contact with the utility company in the future. If the additional poles and power lines were added in the existing corridor, the County would require no permits. A meeting is scheduled for July 5<sup>th</sup>.

Supervisor Wopat made a motion to table this matter until next month when additional information is available, second by Supervisor Pufahl. Motion carried.

### **Planning and Zoning - Administrative Assistant**

Director Bluemke requested replacement of a position as a result of a retirement. Jeanne Baertsch retired as of June 7<sup>th</sup> after working for the county for 36 years. The job description has been updated to include an emphasis on computer skills. Educational requirements are: associate degree in business with a minimum two years experience or high school supplemented by course work with work experience. Bluemke mentioned the possibility that an internal transfer could occur. Motion was made by Supervisor Martin, second by Supervisor Ross to approve of position replacement request. Motion carried.

### **Increase Planning and Zoning Staff Hours**

John Bluemke requested approval to use \$3,000 from the operating budget to fund the additional hours for a half-time position in his office until the full time position is once again staffed. The increase should be considered temporary and will not permanently change the position from half time to full time. Hours will be increased a maximum of 161 hours for eight weeks. Planning and Zoning Committee and Human Resource Committee have approved this request. Supervisor Martin stipulated that the increase was temporary until the office position was refilled. Motion was made by Supervisor Pufahl, second by Wopat to approve of increased staff hours for half time position. Motion carried.

### **Intern Project Position Planning and Zoning**

John Bluemke also requested that an intern/project position be approved; he had presented the proposal at the last Human Resource Committee meeting and it was approved. Director Bluemke explained that the position would assist in work related to land use activity. The salary would be \$10 per hour, with funding to come from the \$6,000 received from municipalities for land use planning. If the position is filled this year, the department would benefit; otherwise, request would be submitted during the budget process. Motion was made by Supervisor Ross, second by Supervisor Pufahl to approve of intern/project position request for the Planning and Zoning Department. Motion carried.

### **County Clerk – Project Employee Position**

The Clerk requested approval to hire a project employee to assist in the work associated with state voter registration and planning for the fall elections. She explained that she would take her request to Human Resource Committee for consideration after support was received from governing committee. A list of upcoming department activities included: Statewide Voter Registration responsibilities, trainings, election programming, equipment trainings, Chief Election Inspector Trainings, poll worker trainings, program evaluation/prioritization and budget preparation. Clerk Miller indicated the list did not reflect the amount of work that would be required to accomplish each of the tasks. Motion was made to recommend the position by Supervisor Wopat, suggesting that the financing proposal be discussed with Finance Committee. Second by Supervisor Martin, motion carried.

### **NACO Conference**

Chair Baumgartner announced that he would comment on the upcoming conference at the County Board meeting, explaining that anyone wishing to attend may do so at their own expense.

### **Veterans Service Officer**

Ms. Chrzas had just returned from the National CVSIO Conference in Las Vegas. She mentioned the programs offered at the conference. She felt it was an excellent week of training.

The recent theft of veterans' confidential information was discussed. Ms. Chrzas said that the first estimate of veterans and spouses affected was 26.5 million. It is now felt to be much higher. The information included social security number, addresses,

phone numbers, etc. Acts of identify theft have been reported. Veteran Service Offices are encouraged to refer veterans to an 800 number. A question and answer sheet had been prepared by the VA to share with veterans. The Columbia County Veteran Service Office will keep track of any inquiries made and report that information to the Regional Director's office in Milwaukee.

For information only, Chair Baumgartner has scheduled John Hartman to give a short presentation at the Committee Chair/Department Head meeting to discuss computer data security.

Claims, at one time, were assigned numbers. Sometime in the 1990's, the VA started using social security numbers. Ms. Chrzas feels that the VA should go back to assigning claim number making it more difficult to steel number and identify theft.

### **VSO Vouchers**

Motion to approve of VSO vouchers was made by Supervisor Pufahl, second by Supervisor Ross. Motion carried.

### **County Clerk Out-of-County Travel**

Supervisor Martin made a motion, second by Supervisor Wopat, to approve the Clerk's request for travel to Statewide Voter Registration Training in Green Lake County and attendance at the Wisconsin County Clerk Conference in Waukesha County. Motion carried.

### **County Clerk Vouchers**

Motion to approve vouchers as presented was made by Supervisor Pufahl, second by Supervisor Ross. Motion carried.

### **WCA Conference**

Four hotel reservations had been made for two nights. The county will pay for one night's lodging – Sunday night. Supervisors interested in attending are: Chair Baumgartner, Supervisor Pufahl, and Supervisor Ross will check his schedule. A deadline was set for notifying Clerk of attendance, number of nights staying and whether spouse would be attending. Chair Baumgartner said he would mention the conference to the County Board asking anyone interested in attending to contact either him or the Clerk.

### **CWCAC - Energy Assistance**

Supervisor Pufahl provided a copy of correspondence he had received from the Central Wisconsin Community Action Council, Inc. relating to energy services provided to Columbia and surrounding counties. This organization expressed interest in providing energy assistance to Columbia. In terms of numbers, the energy services provided to Juneau and Adams County far exceeded services to Columbia County. A discussion was held on the current process of contracting. Supervisor Pufahl felt that H&HS should be encouraged to take a look at CWCAC. The suggestion was made that a presentation be given by someone (from that organization) other than the director. Supervisor Pufahl commented that individual personalities could affect how decisions are made. The committee reviewed costs of furnace replacement by the current vendor, Energy Services, Madison. Average cost

was \$3,332 per replacement. Adams and Juneau County reflected a much lower rate of \$2,260 and \$2,359 respectively for furnace replacements in those Counties. The committee questioned whether the same services were being provided in Adams and Juneau as are provided in Columbia. Supervisor Martin made a motion that because of a tighter fiscal forecast, the Executive Committee request the Health and Human Services Board to seek proposals for 2007 energy assistance programs here in Columbia County. Second by Supervisor Pufahl. Motion carried.

### **Committee Chair/Department Head Meeting**

Current topics include: budget, evaluation forms, program justification, safety and computer data security. Any additional agenda items should be given to the Clerk.

### **Appointments:**

#### **Local Library Board**

- Cambria – reappoint Heather Tessman, term to expire 7/09*  
*appoint Sharon Quade, term to expire 7/09*
- Lodi - reappoint Julie Moskal, term to expire 7/09*
- Pardeeville- reappoint Mary Gorman, term to expire 7/09*  
*appoint Betty Meierdirk, term to expire 7/09*
- Portage - appoint Eleanor McLeish, term to expire 7/09*
- Poynette- reappoint Harriet Keller, term to expire 7/09*
- Rio - reappoint Peter Jensen, term to expire 7/09*

Motion was made by Supervisor Martin, second by Supervisor Ross to approve of Local Library Board Appointments. Motion carried.

### **Zoning Board of Adjustments:**

- Reappoint Carol Genrich Dugan, term to expire 6/09*
- Reappoint Donald Berger, term to expire 6/09*

Motion was made to approve of Zoning Board of Adjustment reappointments by Supervisor Martin, second by Supervisor Pufahl. Motion carried.

### **Rules Governing Political Activity**

For discussion purposes, the committee went into Closed Session on motion made by Supervisor Ross, second by Supervisor Pufahl. Roll call vote was unanimous to go into Closed Session at 10:50 a.m.

Motion to return to Open Session was made by Supervisor Martin, second by Supervisor Ross. Roll call vote was unanimous. Committee returned to Open Session at 11:26 a.m.

Supervisor Martin made the following motion:

“The Executive Committee will write a letter as a body to all employees who are running for constitutional offices, to remind them that their campaigns must be conducted within State Election rules, Columbia County and Department Policies and Procedures. If clarification is necessary they should check with the Human Resource Department.” Second by Supervisor Wopat. Motion carried. HR Director/Corporation Counsel will draft a letter to be sent by the Executive Committee.

### **Supervisory District 5 Vacancy**

Ken Ebnetter, a candidate for the District 5 vacancy on the County board joined the meeting. The members of the Executive Committee introduced themselves with the Districts they represented. Mr. Ebnetter stated that he had been interested in the position when he became aware of the vacancy, but work commitments kept him from running at that time. Having completed a project that he was involved in, he was interested in the position. Ebnetter's previous work experiences, service group memberships and involvement in the National Board of Directors of Amateur Radios were mentioned. Ebnetter had no perceived opinion or agenda that he would be pursuing if appointed to this position. Motion was made by Supervisor Pufahl to recommend Ebnetter to the County Board for consideration for the Supervisory District 5 vacancy. Second by Supervisor Ross. Motion carried.

Chair Baumgartner indicated that the Executive Committee's meetings, on July 10th commence at 8:00 a.m. with a Joint Meeting of the Human Resource and Executive Committees to begin at 9:00 a.m. Personnel requests are due July 1<sup>st</sup>, a list of requests should be provided to members for the committee members prior to the July 10<sup>th</sup> meeting.

### **Communications**

Resolutions:

Washburn County – Sheriff's Dept. Investigating costs to small Municipalities

Polk, Dodge & Door - Fuel Tax Revenue and Vehicle registration put towards special funding

### **Correspondence:**

- WCA asking for nominations for 2<sup>nd</sup> Vice President of WCA
- DNR letter to Township of West Point regarding property adjacent to Gibraltar that is for sale.
- Chair Baumgartner stated that the August meeting of the Executive Committee will be held on the normal meeting day and time.

Motion to adjourn was made by Supervisor Martin, second by Supervisor Ross at 11:50 a.m. Motion carried.

Secretary of Record,

Recording Secretary,

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Barry Pufahl

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Jeanne Miller