

## **Executive Committee**

Monday, July 11, 2005

9:00 a.m.

**Present:** Chair Martin, Supervisors, Baumgartner, Pufahl, See and Westby.

**Also Present:** Bill Casey, Donna Chrzas, Mike Babcock, Attorney Joseph Ruf, John Hartman, Sandra Roberts, Susan Lorenz and Paul Ferguson (Daily Register) and Shanna Herrick.

Chair Martin called the meeting to order at 9:00 a.m. No changes to agenda. **Motion to approve agenda as published was made by Supervisor Westby, second by Supervisor Pufahl. Motion carried.**

**Motion to approve the June 6 and June 15, 2005, minutes by Supervisor Pufahl, second by Supervisor See. Motion carried.**

### **Personnel Requests**

A request to replace the Baler/Machiner Operator at the Solid Waste facility was made by Bill Casey, Solid Waste Director. The position was vacated due to transfer to maintenance at new jail. As a result of this vacancy, Bill Casey requested the position require Commercial Drivers License (CDL). He clarified there would be no financial impact. **Motion to approve of position request with expansion of Commercial Drivers License (CDL) was made by Supervisor Pufahl, second by Supervisor Westby. Motion carried.**

Mike Babcock appeared on behalf of Sheriff Rowe to request the replacement of two (2) jailers due to vacancy. He provided a letter to committee members from Sheriff Rowe regarding absence. He indicated that funding had been included in the 2005 Budget for jail expansion.

**Motion was made by Supervisor Baumgartner, second by Supervisor Pufahl to approve both requests. Motion carried.**

### **Veterans Service Officer**

Donna Chrzas, Veterans Service Officer, gave a brief report on County Veterans Service Officers National Association Conference held June 12-17 in Corpus Christi. She reviewed upcoming schedule to include the following meetings: Wisconsin Department Veteran Affairs (WDVA) to be held in Manitowoc with tentative date of August 18-19 and Southwest County Veterans Service Officers meeting August 26 in Monroe County.

**Motion was made by Supervisor Westby, second by Supervisor Pufahl to approve of out-of-county travel. Motion carried.**

Concerns and security issues were addressed regarding emails.

### **Veterans Service Officer Vouchers**

**Vouchers were approved as submitted on motion by Supervisor See, second by Supervisor Westby. Motion carried.**

### **County Clerk Vouchers**

**Vouchers were approved as submitted on motion by Supervisor See, second by Supervisor Baumgartner. Motion carried.**

### **County Clerk/Election Update**

Chair Martin stated that at next month's Executive meeting a large portion would be devoted to election equipment. Three (3) vendors are scheduled for presentations providing a brief overview of proposal to include the following: service(s) provided, service(s) required, guarantee offered with product(s), overall costs, surcharges, maintenance costs and what makes their company the best provider. The Committee will go into closed session with each vendor individually regarding pricing.

### **Appointments**

**Zoning Board of Adjustments:** Norm Wills to replace Clifford Lawton (resigned because of relocation) and Douglas Richmond to replace Norm Wills as alternate with terms to expire June of 2007. **Motion made by Supervisor Westby, second by Supervisor See. Motion carried.**

**Tourism Committee:** Ron Abegglen, Dan Amato, Jeffrey Bump, Jeannie Doyle, Nancy Elsing, Gary Errthum, Paul Fisk, Judy Goodson, Jeff Grothman, Katy Helmer, Ken Jahn, Carol Larson, Sharon McCormick, Andrew Nussbaum, Bob O'Brion, Sally Pierick, Mary Rosin, Andy Ross, Steve Shattuck, Dale Strmiska and Bob Williams with terms to expire April of 2006. **Motion made by Supervisor Pufahl, second by Supervisor Baumgartner. Motion carried.**

It was also noted that Kathy Portzen of Columbia County Economic Development Corporation resigned and her replacement is Barbara Martin.

### **Bioterrorism Pandemic Disaster Plan**

Susan Lorenz, Public Health Administrator/Health Officer, provided a handout outlining the State guidelines/recommendations for Mass Clinic Plan for Columbia County in case of need for mass immunization. All counties in Wisconsin need to create a similar plan. Currently working with Portage Schools regarding location of clinic. She explained that County employees are being looked at to participate in plan. The benefit to employees participating would be that employee and their families would be the first immunized in such an event. A survey would be provided to define the duties employees would be comfortable providing. The plan has been reviewed by Attorney Joseph Ruf and approved at the Human Resources Committee meeting in June. The plan will be presented at the Department Head/Committee Chair meeting on July 26, 2005. Susan was also asked to present at September 21, 2005, County Board meeting. **Motion made by Supervisor Pufahl, second by Supervisor Westby, to approve proposal to use County employees to staff Mass Clinic for Columbia County. Motion carried.**

### **Communications**

Chair Martin reviewed the following:

- Resolutions received from Marathon, Bayfield, Florence and Adams County's regarding non aquatic invasive species; Monroe County, segregation of transportation funds; Adams County, Department of Natural Resources use of wildlife damage funds for chronic wasting disease and Assembly Bill 412 Condemnation of County/Municipal Land; and Jackson County, similar to Resolution passed by Columbia County last month regarding Health and Human Services Programs.
- The County Board meeting for July will be held at the new Highway facility at 7:00 p.m. with tours beginning at 6:00 p.m. No scheduled August meeting and October meeting to be held at Ethanol Plant.
- Wisconsin Counties Association appointments.
- Highway facility to host open house for Towns Association. Supervisor Baumgartner indicated the following changes Columbia County Chapter of the Wisconsin Towns Association: James Foley, Chair, Harlan Baumgartner, Vice Chair and Kathy Kampen, Clerk/Treasurer.
- Several articles to include: Statewide Voter Registration, Lakehead Pipelines and Prescription Drug Discount Card Program. Chair Martin explained all County residents are eligible to participate in program. No cost to counties or citizens. To sign up you simple call a toll free number. No administrative responsibilities. Committee members to provide their input at next month's meeting.
- State sales tax report showed \$100,000 ahead of last year.

**Policy Regarding the Sharing of Intellectual Property/Electronic Information/Computer Codes**

John Hartman, Management Information Services Director, explained that as a result of discussion at the Finance Committee meeting last month the above topic was referred to the Executive Committee for review. It was also the consensus that a committee should be set up to provide policies and procedures regarding this issue to protect the County. He was asked to research topic and briefed the Committee on findings. Both Corporation Counsel and John Hartman agreed that a countywide policy was needed. The Committee discussed the approach and necessary steps that should be taken. The following departments will be asked to cooperate in development of policy: Land Information; Planning and Zoning; Land and Water Conservation; Accounting and Management Information Services. All recommendations will be submitted to Executive Committee for approval. Chair Martin will report to Finance Committee on Thursday, July 14, 2005.

**Motion to adjourn meeting was made by Supervisor See, second by Supervisor Baumgartner at 10:26 a.m. Motion carried.**

Secretary of Record,

Recording Secretary

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Barry Pufahl

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Shanna L. Herrick

CC: Committee w/agenda