



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Minutes December 6, 2021

Members present: James E. Foley, Vern E. Gove, Bob Koch, Barry Pufahl, JoAnn Wingers

Also in attendance during all or portions of the meeting: Nancy Long, Eric Shimpach, Rebekka Cary, Dave Drews, Heather Gove, Chris Hardy, Dean Kaderabek, Greg Kaminski, Lisa Krintz, Sue Moll, Shonna Neary, Joe Ruf, Amy Yamriska

The meeting of the Executive Committee was called to order by Chair Gove at 1:00 p.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held at the Administration building, Meeting Room #115, 112 E. Edgewater Street, Portage, Wisconsin.

Public Input

None.

Approval of Agenda

Motion by Foley to approve the agenda as published. Second by Koch. Motion carried.

Approval of Minutes

Motion by Wingers to approve the minutes of the November 1, 2021 Executive Committee meeting. Second by Koch. Motion carried.

Motion by Foley to correct the approved minutes of the October 11, 2021 Executive Committee meeting to state the motion made by Foley to approve \$3,488.85 in ARPA Funding for personal protective equipment/disinfectant for the Highway Department. Second by Wingers. Motion carried.

Operational Review: Veterans Service Officer

Motion by Koch to approve the November, 2021 Expenditure Report from 10/29/2021 through 12/2/2021 for the Veterans Service Office. Second by Pufahl. Motion carried.

Cary reported the budgets are in line and there was no compensatory time or out of county travel. She received a check in the amount of \$2,205.00 from the USBC Bowling Assoc. to help the veterans of Columbia County.

Resolution: Support Property Tax Credit for Eligible Disabled Veterans, Spouses, and Unremarried Surviving Spouses

Motion by Foley to approve the resolution to support the property tax credit for eligible disabled Veterans, spouses, and unremarried surviving spouses. Second by Koch. Motion carried.

Operational Review: Register of Deeds

Motion by Foley to approve the November, 2021 Expenditure Report from 10/29/2021 through 12/2/2021 for the Register of Deeds Office. Second by Koch. Motion carried.

Krintz reported the budgets are in line and a staff member earned .25 hours of compensatory time and there was no out of county travel. The software upgrade will be implemented later today.

Operational Review: Land Information

Motion by Wingers to approve the November, 2021 Expenditure Report from 10/29/2021 through 12/2/2021 for the Land Information Office. Second by Koch. Motion carried.

Kaderabek stated budgets are on target and there was no compensatory time. There will be out of county travel for a staff member who will be attending a conference in Wisconsin Dells on January 26-28th..

Operational Review: County Clerk

Motion by Foley to approve the November, 2021 Expenditure Report from 10/29/2021 through 12/2/2021 for the County Board. Second by Wingers. Motion carried.

Motion by Koch to approve the November, 2021 Expenditure Report from 10/29/2021 through 12/2/2021 for the County Clerk and Elections. Second by Pufahl. Motion carried.

Motion by Pufahl to approve the November, 2021 Expenditure Report from 10/29/2021 through 12/2/2021 for Insurance. Second by Koch. Motion carried.

Moll reported budgets and compensatory time are in line and there was no out of county travel.

2022 Property Insurance Renewal

Motion by Koch to approve the 2022 Property Insurance renewal with no changes to the deductibles. Second by Pufahl. Motion carried.

2022 Liability Insurance Renewal

Motion to Wingers approve the 2022 Liability Insurance renewal with the current deductible of \$50,000. Second by Foley. Motion carried.

Identity Recovery Coverage Insurance

Motion by Pufahl to reject the Identity Recovery coverage for 2022. Second by Wingers. Motion carried.

American Rescue Plan Act (ARPA) Funding Update

Neary gave an update on the ARPA funding. A report was provided with funding requests from departments.

MIS

Zoom Subscription \$3,999.00

Motion by Pufahl to approve \$3,999.00 in ARPA funding for a Zoom Subscription. Second by Koch. Motion carried.

Columbia Health Care Center COVID-19 Fund Request

Yamriska requested to use COVID deferred revenue funds to purchase new laundry isolation bags in the amount of \$1,210.00 and hard wiring the COVID screening kiosks in the amount of \$16,000.00.

Motion by Koch to approve the purchase requests in the amount of \$17,200 from the COVID funds. Second by. Motion carried.

New Position Request for Dementia Care Specialist – ADRC

H. Gove requested a new part time position for a Dementia Care Specialist. The State recently allocated \$40,000 which would support the position at 18.75 hours.

Motion by Pufahl to approve the new position request for a part time Dementia Care Specialist at 18.75 hour per week, paid with state allocated funds. Second by Wingers. Motion carried.

Department Head Meeting

Draws would like to hold a department head meeting to discuss the upcoming Microsoft 365 implementation.

Motion by Gove to approve the Department Head Meeting, requiring Department Heads to attend. Second by Foley. Motion carried.

Out of County/State Travel Requests

Motion by Pufahl to approve the out of county travel request for Chris Hardy to attend the 2022 Winter Road School Highway Conference on January 17-19, 2022 at Chula Vista Resort in Wisconsin Dells. Second by Foley. Motion carried.

Motion by Foley to approve the out of county travel request for Carter Jenatscheck to attend the Jail Academy in Appleton on January 25 – February 25, 2022. Second by Wingers. Motion carried.

Motion by Koch to approve the out of state request for Accounting staff to attend a conference in Austin, Texas on June 5-8, 2022. Second by Foley. Motion carried.

Appointments

Motion by Foley to appoint Jeremiah Johnson to the Traffic Safety Commission to complete Mike Vasquez remaining term to May, 2022. Second by Pufahl. Motion carried.

Resolution: Changes to Personnel Manual for Management

Ruf reviewed requested changes to the Personnel Manual for Management to include the following:

III. The Hiring Process/Vacant Positions

Add: "If/when Committees are not available to timely meet and review/approve replacement requests, then the County Board Chair may authorize immediate hiring with Committee review to follow."

XXI. Special Provisions for the Highway and Transportation Department/On-Call and Call-In Pay for Managerial Employees

Remove: "Operations Superintendent, Shop Superintendent"; Add: "Fleet Manager, Construction Manager, Patrol Superintendents (East, West), and Highway Project/Program Manager."

Motion by Foley to approve the resolution with changes to the Personnel Manual for Management as presented. Second by Pufahl. Motion carried.

**Resolution: Transfer Funds for Additional Recycling and Solid Waste Department
Administrative Secretary Compensation**

Motion by Pufahl to approve the resolution to transfer funds for additional Recycling and Solid Waste Department Administrative Secretary compensation in the amount of \$38,270. Second by Wingers. Motion carried.

Resolution: Honoring Kyle Bernander

Supervisor Bernander resigned from County Board as he moved out of his district.

Motion by Koch to approve the resolution honoring Kyle Bernander and his years of service to the County Board. Second by Pufahl. Motion carried.

Resolution: Appointment of Shonna Neary as County Comptroller/Auditor

Lois Schepp, current County Comptroller/Auditor has announced her plans to retire in August, 2022. Shonna Neary has been selected by the County Comptroller/Auditor Interview Committee to succeed Schepp. Neary will be placed in the position of County Comptroller/Auditor Select effective on January 1, 2022, upon Schepp's retirement, Neary shall immediately begin her permanent appointment.

Motion by Koch to approve the resolution appointing Shonna Neary as the County Comptroller/Auditor as presented. Second by Wingers. Motion carried unanimously.

Compensation Review – Public Health Nurse

Motion by Foley go into closed session pursuant to Wisconsin Statutes Section 19.85 (1)(c), Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Compensation Review – Public Health Nurse]. If the Committee goes into closed session, it will return to open session. Second by Wingers. The roll call vote was unanimous. The Executive Committee went into closed session at 1:45 p.m. with Foley, Gove, Koch, Pufahl, Wingers, Shimpach, H. Gove, Moll, and Ruf attending.

Motion by Foley to return to open session. Second by Wingers. Motion carried. The Committee returned to open session at 1:47 p.m.

Motion by Pufahl to approve the compensation adjustment for the Public Health Nurse from Grade K, Step 1 to Grade K, Step 7. Second by Foley. Motion carried.

Set Next Meeting Date

The next meeting of the Executive Committee will be held on January 10, 2022 at 1:00 p.m.

Motion by Foley to adjourn the Executive Committee meeting. Second by Wingers. Motion carried. The Executive Committee meeting was adjourned at 1:48 p.m.

Respectfully Submitted,



Bob Koch

Executive Committee Secretary