

COLUMBIA COUNTY

Board of Supervisors

112 E. Edgewater Street
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: www.co.columbia.wi.us

Columbia County Executive Committee Minutes January 7, 2019

Members present: Dan F. Drew, James E. Foley, Vern E. Gove, Barry Pufahl, JoAnn Wingers

Also in attendance during all or portions of the meeting: Tom Borgkvist, Kevin Kessler, Nancy Long, Kristen Anderson, Roger Brandner, Rebekka Cary, Ellen Ellingsworth, Katelyn Knapp (Nurse Intern), Brian Kocovsky, Susan Lorenz, Karen Manske, Sue Moll, Becky Mulhern, Joe Ruf, Lois Schepp, Dawn Woodard; Lyn Jerde (Portage Daily Register)

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.

Approval of Minutes

Motion by Foley to approve the minutes of the December 10, 2018 Executive Committee regular meeting. Second by Wingers. Motion carried.

Approval of Agenda

Motion by Drew to approve the agenda (Revision 3) as published. Second by Foley. Motion carried.

Operational Review – Veterans Service Officer

Motion by Pufahl to approve the December 2018 Expenditure Report from 12/7/2018 through 12/27/2018 for the Veterans Service Office. Second by Drew. Motion carried.

Cary reported out of county travel for the upcoming year.

Operational Review – Register of Deeds

Motion by Foley to approve the December 2018 Expenditure Report from 12/7/2018 through 12/27/2018 for the Register of Deeds Office. Second by Wingers. Motion carried.

Manske shared a budget summary showing accounts for the end of 2018.

Manske reported there will be no compensatory time or out of county travel for the month.

Operational Review – Land Information

Motion by Wingers to approve the December 2018 Expenditure Report from 12/7/2018 through 12/27/2018 for the Land Information Office. Second by Foley. Motion carried.

Anderson reported out of county travel for the month. Staff are finalizing end of year reports and establishing 2019 tax parcels.

Replacement of Land Information Director

Gove stated Kristen Anderson will be leaving on February 5, 2019 for other employment. The process to hire a replacement will need to begin. The job description will also be reviewed and updated.

Motion by Foley to proceed with the replacement of the Land Information Director. Second by Wingers. Motion carried.

Operational Review – County Clerk

Motion by Wingers to approve the December 2018 Expenditure Report from 12/7/2018 through 12/27/2018 for the County Board. Second by Foley. Motion carried.

Motion by Foley to approve the December 2018 Expenditure Report from 12/7/2018 through 12/27/2018 for the County Clerk and Elections. Second by Wingers. Motion carried.

Motion by Wingers to approve the December 2018 Expenditure Report from 12/7/2018 through 12/27/2018 for the Insurance. Second by Foley. Motion carried.

Moll reported budgets and compensatory time are in line. The office has been short staffed due to a staff member on family leave and planned vacations. There will not be a statewide primary in February. The only primary required in Columbia County will be a local primary in the Town of Lodi.

Financial Handbook Updates

Schepp reviewed changes to the Financial Handbook.

New Job Description for Mobility Manager

Mulhern requested a Carlson Dettman review to determine a pay scale for a new job description for Mobility Manager. The request is for a study only. Pending review results, the new position may replace the Transportation Director position. Mulhern stated a Mobility Manager position versus Transportation Director may allow for more grant opportunities. She currently has a staff person who has completed the certification to qualify as Mobility Manager.

Motion by Drew to approve the new job description for the Mobility Manager position. Second by Wingers. Motion carried, not unanimous.

Increase Registered Dietician Technician Hours to Full Time

Woodard requested to increase the Registered Dietician Technician hours from 90% to 100%. She stated the position would be responsible for some of the WIC duties currently done by the public health nurse position. No additional county dollars would be needed for the request. Woodard stated funds from other sources would be allocated to cover the increased hours.

Motion by Wingers to approve the increase in hours to full time for the Registered Dietician Technician with no additional funding from the County budget. Second by Gove. Motion failed.

Replacement Request for Public Health Nurse

Woodard requested to replace the Public Health Nurse position which was vacated by a recent resignation. Lorenz gave an overview of the responsibilities of the position.

Motion by Drew to approve the replacement request for a Public Health Nurse. Second by Wingers. Motion carried, not unanimously.

Resolution: Kirk Konkel Memorial

Motion by Foley to approve the Kirk Konkel memorial resolution. Second by Drew. Motion carried.

Resolution: Recognition of Jane E. Kohlwey

Motion by Wingers to approve the resolution recognizing Jane E. Kohlwey. Second by Drew. Motion carried.

Resolution: Recognition of Dennis Richards

Motion by Pufahl to approve the resolution recognizing Dennis Richards. Second by Drew. Motion carried.

New Position Requests – Patrol Deputies

Brandner stated new patrol deputy positions were considered during the budget process. Due to the pending change in leadership, the new management was asked to complete an assessment of the positions. Based on the assessment, Brandner would like to request 1 new patrol deputy, paid from county dollars at an estimated cost of \$81,000. He stated the squad and additional equipment would be paid from other sources. Ruf clarified county dollars to be used could be absorbed from the current budget due to savings on retirements and lower overtime pay.

Motion by Foley to approve the request for one new Patrol Deputy position. Second by Drew. Motion carried.

New Position Detective Sergeant

Brandner requested to change a detective position to detective sergeant position. Funds for the Drug Budget would cover the salary increase.

Motion by Drew to approve the request to increase the Detective position to Detective Sergeant. Second by Wingers. Motion carried.

Detective Lieutenant Wage Adjustment & Lieutenant's Wage Adjustments

Closed Session:

Motion by Drew to go into closed session pursuant to WI State Statute 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. [Detective Lieutenant Wage Adjustment; Lieutenant's Wage Adjustments]. 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 1:57 p.m. with Gove, Drew, Wingers, Foley, Pufahl, Borgkvist, Kessler, Long, Brandner, Kocovsky, Moll, and Ruf attending.

Motion by Foley to return to open session. Second by Wingers. Motion carried. The Committee returned to open session at 2:08 p.m.

Motion by Pufahl to approve the wage adjustment for the Detective Lieutenant. Second by Drew. Motion carried.

Motion by Pufahl to approve the lieutenant wage adjustments. Second by Wingers. Motion carried.

Removal of County Veterans Service Officer

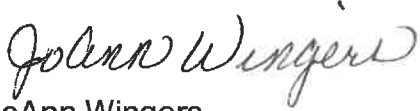
This item was tabled for a special meeting.

Set Next Meeting Date

The next meeting of the Executive Committee was tentatively scheduled for February 11, 2019 at 1 p.m. in Meeting Room #115 of the Administration building.

Motion by Drew to adjourn the meeting. Second by Wingers. Motion carried. The Executive Committee meeting was adjourned at 2:11 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "JoAnn Wingers".

JoAnn Wingers
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk