



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes January 10, 2022**

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

Also in attendance during all or portions of the meeting: Eric Shimpach, Darren Schroeder, Roger Brandner, Kurt Calkins, Rebekka Cary, Dave Drews, Chris Hardy, Greg Kaminski, Bob Koch, Lisa Krintz, Sue Moll, Shonna Neary (by phone), Joe Ruf, Brian Zirbes

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 revised agenda as published. Second by Wingers. Motion carried.

### **Approval of Minutes**

Motion by Pufahl to approve the minutes of the December 6, 2021 and December 15, 2021 Executive Committee meetings. Second by Foley. Motion carried.

### **Election of the Committee Secretary**

Bob Koch resigned as county supervisor, creating a vacancy for the committee secretary position.

Motion by Gove to nominate Barry Pufahl for committee secretary. Second by Wingers. Motion carried.

### **Replacement of County Board 2<sup>nd</sup> Vice Chair**

Supervisor Koch's resignation as county supervisor created a vacancy for 2<sup>nd</sup> Vice Chair.

Motion by Foley to add the election of the County Board 2<sup>nd</sup> Vice Chair to the January County Board agenda. Second by Wingers. Motion carried.

### **Operational Review: Veterans Service Officer**

Motion by Foley to approve the December, 2021 Expenditure Report from 12/3/2021 through 1/6/2021 for the Veterans Service Office. Second by Wingers. Motion carried.

Cary reported the budgets are in line and there was no compensatory time. She reported out of county travel to LaCrosse on Friday, January 14<sup>th</sup> to attend a state conference; and a staff member will be attending a conference at Ho-Chunk in Wisconsin Dells on Friday, January 14<sup>th</sup>.

Motion by Wingers to approve the out of county travel requests as presented. Second by Foley. Motion carried.

**Operational Review: Register of Deeds**

Motion by Wingers to approve the December, 2021 Expenditure Report from 12/3/2021 through 1/6/2021 for the Register of Deeds Office. Second by Pufahl. Motion carried.

Krintz reported the budgets are in line and staff earned compensatory time (1/4 hour and 3/4 hour between 2 staff members) and there was no out of county travel.

**Operational Review: Land Information**

Motion by Wingers to approve the December, 2021 Expenditure Report from 12/3/2021 through 1/6/2021 for the Land Information Office. Second by Pufahl. Motion carried.

Kaderabek was not able to attend the meeting and asked Moll to give an operational overview. Budgets are on target and there was no compensatory time. The Land Information Council (LIC) met on December 28, 2021 to review the updated "Columbia County Land Information Plan 2022-2024". The 2022 WI Land Information Program (WLIP) grant application for Columbia County was approved in the amount of \$61,000.00. The WI Department of Administration (WIDOA) and will be sending out the grant agreements for a signature later this month.

At a previous meeting Kaderabek reported out of county travel for the GIS Analyst to attend the WI Society of Land Surveyors (WSLS) conference in Wisconsin Dells on January 26-28, 2022. Formal approval is needed.

Motion by Pufahl to approve the out of county travel request as presented. Second by Wingers. Motion carried.

**Operational Review: County Clerk**

Motion by Foley to approve the December, 2021 Expenditure Report from 12/3/2021 through 1/6/2021 for the County Board. Second by Wingers. Motion carried.

Motion by Wingers to approve the December, 2021 Expenditure Report from 12/3/2021 through 1/6/2021 for the County Clerk and Elections. Second by Foley. Motion carried.

Motion by Foley to approve the December, 2021 Expenditure Report from 12/3/2021 through 1/6/2021 for Insurance. Second by Wingers. Motion carried.

Moll reported budgets are in line and there was no out of county travel. Staff will earn compensatory time for the upcoming Primary Election on February 15, 2022 for the two county supervisory district primaries. She reported 18 contested county supervisory district races for the April election.

**Out of County/State Travel Requests**

Ruf reviewed the travel guidelines as outlined in the Columbia County Procurement Manual, which states travel must be in the budget or approved by the Governing Committee. During the peak of COVID, additional approval for out of county and state travel was required by the Executive Committee. After discussion, it was decided no additional approval by the Executive Committee is needed if the out of county travel was approved in the budget. Out of state requests would need approval by the Executive Committee.

Motion by Pufahl to require additional approval by the Executive Committee for out of state travel requests only. No additional approval is needed if the out of county travel was approved in the budget. Second by Foley. Motion carried.

Motion by Foley to approve the out of state travel request for Greg Kaminski to attend the Solid Waste Conference in Las Vegas on May 10-13, 2022. Second by Wingers. Motion carried.

### **Live Streaming of County Board Meetings**

Drews stated ARPA funds were used to purchase equipment to have the capability to live stream county board meetings. The equipment will be installed in February or March, with the ability to begin live streaming in April. Only county board meetings will be streamed, live only, and viewable by the public with no interaction. The video will not be archived.

Motion by Pufahl to begin live streaming county board meetings in April when the new board is seated. Second by Wingers. Motion carried.

### **COVID Premium Pay for Administrative Assistant**

Ruf explained county employees earn COVID premium pay of \$100 per month and paid out quarterly with the stipulation the employee must still be employed by the County at the time of payout. A UW-Extension Administrative Assistant earned \$300 in COVID pay from October-December, however, payout is scheduled for January 28, 2022 and the employee was laid off at the end of December. The Human Resources Committee denied the request.

Motion by Foley to deny the COVID Premium Pay request for the UW-Extension Administrative Assistant. Second by Wingers. Motion carried.

### **American Rescue Plan Act (ARPA) Funding Update**

Neary attended by phone and gave an update on the ARPA funding. Hardy asked for clarification if the Highway Department could move forward with the projects paid with ARPA funds or if they need to report the scope of the projects for approval.

Motion by Foley to request all departments report the scope of ARPA funded projects to the Executive Committee for final approval. Second by Wingers. Motion carried.

Bob Koch inquired about the procedure to ask for ARPA funds to purchase a laptop for the Emergency Management Department.

Motion by Gove to approve ARPA funds to purchase a laptop for the Emergency Management Department. Second by Foley. Motion carried.

Koch was asked to work with Accounting on the filing of appropriate paperwork for the request.

### **Appointments**

Motion by Pufahl to recommend the appointment of Kim Manley to the Information Services and Property Committee. Second by Foley. Motion carried.

Motion by Foley to recommend the appointment of Bob Koch to the Local Emergency Planning Committee and Traffic Safety Commission, replacing Kathy Johnson. Second by Wingers. Motion carried.

Motion by Foley to recommend approval of the Emergency Fire Wardens for 2022 as provided on the list. Second by Wingers. Motion carried.

**EquiTrust Life Insurance Company Annuity Donation to HHS**

Ruf stated a former client named Columbia County Health and Human Services as beneficiary of approximately \$3,000-5,000. Approval by the Executive Committee is required to accept the donation. Ruf stated the funds will be deposited in a county account determined by the Finance Committee.

Motion by Wingers to accept the donation of approximately \$3,000-5,000 to Columbia County. Second by Foley. Motion carried.

**Resolution: Recognize School Choice Week**

Motion by Foley to approve the resolution recognizing January 23-29, 2022 as School Choice Week. Second by Wingers. Motion carried.

**Resolution: Honoring Bob Koch**

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

**Resolution: Jail Staff Recruitment and Retention Incentives**

Brandner gave an overview of a competitive package for jail staff recruitment and retention, to include a retiree health insurance stipend; weekend shift premium pay; and a five (5) years of service incentive pay. The competitive package would be in lieu of protective retirement status as previously considered. The package would cost the county \$126,460 for 2022, which was not included in the 2022 budget.

Motion by Pufahl to approve the resolution for jail staff recruitment and retention incentives. Second by Wingers. Motion carried.

**Set Next Meeting Date**

The next meeting of the Executive Committee will be held on February 7, 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 1:53 p.m.

Respectfully Submitted,



Barry Pufahl  
Executive Committee Secretary

*These minutes were recorded by Sue Moll, County Clerk*