



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Minutes January 12, 2023

Members present: Denise Brusveen, Chris Polzer, Darren W. Schroeder
Members absent with notice: Adam R. Field

Also in attendance during all or portions of the meeting: Tess Carr, Char Holtan, Tammy Brueggman, Rebekka Cary, Susan Fisher, Heather Gove, Chris Hardy, Bob Koch, Lisa Krintz, Sue Moll, Vicki Matula, Shonna Neary, Joe Ruf, Jonathan Richie (Portage Daily Register)

The meeting of the Executive Committee was called to order by Chair Polzer at 8:03 a.m. A quorum of the committee was present. 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 Schroeder to approve the revised 2 agenda as published. Second by Brusveen. Motion carried.

Approval of Minutes

Motion by Brusveen to approve the minutes of December 15, 2022 Executive Committee meeting. Second by Schroeder. Motion carried.

Operational Review: Veterans Service Officer

Motion by Schroeder to approve the December, 2022 Expenditure Report from 12/9/2022 through 1/5/2023 for the Veterans Service Office. Second by Brusveen. Motion carried.

Cary reported the budgets are on target and there was no compensatory time. Out of county travel was reported for a staff member who traveled to Tomah twice. Cary stated the Columbia County CVSO will receive a supplemental grant in the amount of \$17,528.00. Brueggman shared a story of a veteran she worked with to file a claim and was awarded back pay to 1969.

Operational Review: Register of Deeds

Motion by Brusveen to approve the December, 2022 Expenditure Report from 12/9/2022 through 1/5/2023 for the Register of Deeds Office. Second by Schroeder. Motion carried.

Krintz reported the budgets are on target and there was no compensatory time. She reported out of county travel to Madison on March 6-8th to attend the WCCO Conference.

Operational Review: Land Information

Motion by Schroeder to approve the December, 2022 Expenditure Report from 12/9/2022 through 1/5/2023 for the Land Information Office. Second by Brusveen. Motion carried.

Krintz reported the budgets are on target and there was no out of county travel. A staff member earned 4 1/2 hours of compensatory time.

Motion by Schroeder to approve the position replacement request for the GIS Analyst. Second by Brusveen. Motion carried.

Operational Review: County Clerk

Motion by Schroeder to approve the December, 2022 Expenditure Report from 12/9/2022 through 1/5/2023 for the County Board. Second by Brusveen. Motion carried.

Motion by Brusveen to approve the December, 2022 Expenditure Report from 12/9/2022 through 1/5/2023 for the County Clerk and Elections. Second by Polzer. Motion carried.

Motion by Brusveen to approve the December, 2022 Expenditure Report from 12/9/2022 through 1/5/2023 for Insurance. Second by Schroeder. Motion carried.

Moll reported the budgets are in line. Staff will earn compensatory time in February for the Spring Primary. She reported out of county travel to Madison on March 6-8th to attend the WCCO Conference.

Out of State Travel Requests

No requests were received.

Citizen Member Appointment Form

A form for citizen members interested in being appointed to a county committee was reviewed. It was noted the form could be updated as changes occur.

Motion by Brusveen to approve the citizen member appointment form as presented. Second by Schroeder. Motion carried.

Appointments:

Motion by Schroeder to approve the appointment of Eleanor McLeish, Citizen Member, to the Columbia County Library Systems Board for a term to January, 2024. Second by Brusveen. Motion carried.

American Rescue Plan Act (ARPA) Funding Update

Neary gave an update on the ARPA funding and provided a handout.

American Rescue Plan Act (ARPA) Funding Review

The following department request was considered:

Emergency Management

Modem upgrades to river gauges

\$ 1,770.00

Koch stated the modems for the river gauges need to be upgraded as the Verizon 3G has been expired. Neary stated \$25,000 was initially designated to upgrade the river gauges. The request will be taken from these designated funds.

Resolution: Authorize American Rescue Plan Act Expenditures

Motion by Schroeder to approve the resolution to transfer \$1,770.00 in ARPA funds for modem upgrades to the river gauges. Second by Brusveen. Motion carried.

Resolution: Support Public Service Commission of Wisconsin Broadband Grant Application and Commit Matching Funds for Broadband Project: Towns of Lodi and West Point

Carr lead discussion regarding a resolution to provide up to \$50,000 of ARPA funds towards a broadband project in the Towns of Lodi and West Point. Funding will only be expended if the grant is awarded for the project. The Town of West Point will be meeting tonight to consider funds towards the project. The Town of Lodi has a special meeting scheduled on January 26 to also consider funding for the project. The grant application deadline is February 22.

Motion by Schroeder to review a revised resolution to include the funding commitment from the towns. Second by Polzer. Motion carried.

The Executive Committee will meet prior to the county board meeting scheduled next week to review the revised resolution.

Request to Extend DOH PH Community Health Worker

Gove explained the current grant for the community health worker ends on June 30, 2023. She requested consideration to extend the DOH PH Community Health Worker to December 31, 2024 using ARPA funding designated for Health and Human Services.

Motion by Brusveen to approve the request to extend the Community Health Worker until December 31, 2024 using HHS ARPA funding. Second by Schroeder. Motion carried.

Medical Advisor Application Procedure

This was addressed with the approval of the citizen member application form.

Position Replacement Request for Medical Examiner

Motion by Brusveen to approve the position replacement request for Medical Examiner. Second by Schroeder. Motion carried.

Position Description for Medical Examiner

Motion by Schroeder to approve the position description for the Medical Examiner as presented. Second by Brusveen. Motion carried.

Salary Range for Medical Examiner

Motion by Brusveen to set the salary range for the medical examiner position at Grade M, Step 6. Second by Schroeder. Motion carried.

Medical Examiner Hiring Process

Ruf gave an overview of the process to interview and hire the medical examiner position.

Selection of Vendor for DOA Statewide Parcel Map Database Reporting & Columbus Highway Shop Real Estate

Motion by Schroeder to go to closed session pursuant to Wis. Stat. § 19.85(1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." [Selection of Vendor for DOA Statewide Parcel Map Database Reporting; Columbus Shop Real Estate]. If the committee goes into closed session, it will return to open session. Second by Brusveen. The roll call vote was unanimous. The Executive Committee went into closed session at 10:02 a.m. with Brusveen, Polzer, Schroeder, Holtan, Fisher, Hardy, Krintz, Moll, Matula, Neary, and Ruf attending.

Motion by Brusveen to return to open session. Second by Schroeder. Motion carried. The Committee returned to open session at 10:33 a.m.

Resolution: Authorize Highway and Transportation Department to Submit Online Bid to Purchase Property at 121 Hurrelle Street, Columbus, Wisconsin

Motion by Schroeder to approve the resolution authorizing the Highway and Transportation Department to submit online bid to purchase property at 121 Hurrelle Street in Columbus, Wisconsin. Second by Brusveen. Motion carried.

Motion by Schroeder to award the DOA Statewide Parcel Map Database Reporting project to Dean Kaderabek in the amount of \$3,000.00. Second by Brusveen. Motion carried.

February County Board Meeting

Motion by Polzer to postpone the February county board meeting, with the next county board meeting to be held on March 15, 2023. Second by Schroeder. Motion carried.

Chair's Comments

None.

The next regularly scheduled meeting of the Executive Committee is February 9, 2023 at 8:00 a.m.

The Executive Committee meeting was adjourned at 10:44 a.m.

Respectfully Submitted,



Darren W. Schroeder
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk