



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Minutes March 8, 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: Denise Brusveen, Nancy Long, Eric Shimpach, Rebekka Cary, Heather Gove, Chris Hardy, Dean Kaderabek, Cathy Karls, Lisa Krintz, Sue Moll, Gretchen Powell, Joe Ruf, Cory Wiegel, Susan Endres (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.

Public Input

None.

Approval of Agenda

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

Approval of Minutes

Motion by Foley to approve the minutes of the January 11, 2021 and January 28, 2021 Executive Committee meetings, and the January 20, 2021 Joint Committee meetings (with Information Services and Property Committee and Human Resources Committee; with Human Resources Committee; with Human Resources Committee and Public Safety Committee; with Public Safety Committee). Second by Wingers. Motion carried.

Operational Review: Veterans Service Officer

Motion by Koch to approve the January and February, 2021 Expenditure Report from 1/8/2021 through 3/4/2021 for the Veterans Service Office. Second by Foley. Motion carried.

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

Counselor Position Shared with Sauk County

Cary presented a proposal from the Sauk County Veterans Service Office requesting to share a counselor position. The counselor would be hired by Sauk County. The annual cost to Columbia County would depend on the number of days the counselor would be in the county. One day a week would be \$19,000; two days a week would be \$38,000. The shared position is not budgeted for 2021.

Motion by Pufahl consider the shared counselor position during the 2022 budget process. Second by Foley. Motion carried.

2020 Veterans Service Annual Report

Cary gave a review and highlights of the Veterans Service Annual Report.

Motion by Pufahl to approve the 2020 Annual Report for the Veterans Service Department. Second by Koch. Motion carried.

Operational Review: Register of Deeds

Motion by Wingers to approve the January and February, 2021 Expenditure Report from 1/8/2021 through 3/4/2021 for the Register of Deeds Office. Second by Foley. Motion carried.

Krintz reported the budgets are in line and there was no out of county travel.

2020 Register of Deeds Annual Report

Krintz gave a review and highlights of the Register of Deeds Annual Report.

Motion by Pufahl to approve the 2020 Annual Report for the Register of Deeds Office. Second by Wingers. Motion carried.

Operational Review: Land Information

Motion by Wingers to approve the January and February, 2021 Expenditure Report from 1/8/2021 through 3/4/2021 for the Land Information Office. Second by Pufahl. Motion carried.

Kaderabek stated budgets and compensatory time are on target for the year to date and there was no out of county travel.

2020 Land Information Annual Report

Kaderabek gave a review and highlights of the Land Information Annual Report.

Motion by Koch to approve the 2020 Annual Report for the Land Information Department. Second by Pufahl. Motion carried.

Operational Review: County Clerk

Motion by Foley to approve the January and February, 2021 Expenditure Report from 1/8/2021 through 3/4/2021 for the County Board. Second by Wingers. Motion carried.

Motion by Wingers to approve the January and February, 2021 Expenditure Report from 1/8/2021 through 3/4/2021 for the County Clerk and Elections. Second by Pufahl. Motion carried.

Motion by Foley to approve the January and February, 2021 Expenditure Report from 1/8/2021 through 3/4/2021 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 Spring Election to be held on April 6th.

2020 County Clerk Annual Report

Moll gave a review and highlights of the County Clerk Annual Report.

Motion by Koch to approve the 2020 Annual Report for the County Clerk's Office. Second by Foley. Motion carried.

Appointments:

Local Emergency Planning Committee

Motion by Koch to recommend the appointment of Troy Haase to the Local Emergency Planning Committee for a term to April, 2022. Second by Wingers. Motion carried.

2021 Columbia County Emergency Fire Wardens

Motion by Foley to approve the appointment of the Emergency Fire Wardens as recommended by the Wisconsin Department of Natural Resources. Second by Wingers. Motion carried.

Right-of-Way Transfer to WisDOT (STH 113 Town of Lodi)

Hardy, Highway Commissioner, gave a brief explanation of the Wisconsin Department of Transportation (WisDOT) request for the Right-of-Way Transfer of parcel numbers 5, 5A and 6 located along STH 113 in the Town of Lodi.

Motion by Pufahl to approve the title to the right of way, for the parcels identified, be transferred to the WisDOT. Second by Wingers. Motion carried.

Award Bi-Polar Ionization System Contract for the Jail and Law Enforcement Center

Wiegel, Facilities Management Director, requested bids for the bi-polar ionization system for the jail and Law Enforcement Center. The lowest bid was from Johnson Controls in the amount of \$41,320.00. The system is substantially similar from systems already installed and should meet the County's needs. The project is grant funded.

Motion by Pufahl to award the Bi-Polar Ionization System contract to Johnson Controls in the amount of \$41,320.00. Second by Wingers. Motion carried.

Plexiglass Dividers in County Board Room

Gove had inquired about pricing for plexiglass dividers to be placed between each board member's desk in the County Board Room. Adding dividers would allow supervisors to sit at their assigned seats during board meetings. Powell, Facilities Management, stated the cost of dividers between each supervisor would be \$644.00. If dividers were added at the end of each row it would be an additional \$224.00. Dividers for the front desk would be an additional \$112.00. Gove stated funds are available in the County Board budget.

Motion by Foley to approve the purchase of plexiglass dividers, installed between supervisors and at the end of each row, in the amount of \$868.00 with funds from the County Board budget. Second by Pufahl. Motion carried.

Countywide Mask Mandate

Gove distributed a letter and resolution, received from Outagamie County, calling on the Wisconsin State Legislature to pass legislation establishing enforceable statewide measures, such as mandatory masking, for controlling the COVID-19 pandemic. Gove recently met with City of Portage officials requesting a countywide mask mandate. Newly released CDC recommendations for fully vaccinated people was also distributed.

Motion by Foley to not proceed with Outagamie County's request for a mask mandate and continue to follow CDC guidelines. Second by Wingers. Motion carried.

Redistricting Update

County Clerk Moll gave a brief overview of changes to the redistricting process, following a delay in receiving Census population data, and shared a proposed timeline provided by the Wisconsin Counties Association.

LTE Public Health Nurse

H. Gove, Health and Human Services Director, presented several position replacement requests and changes.

Motion by Wingers to approve the LTE Public Health Nurse. Second by Pufahl. Motion carried.

LTE Public Health Nurse Hourly Rate

Motion by Foley to approve the hourly rate of \$32.45 for the LTE Public Health Nurse. Second by Wingers. Motion carried.

Position Request to Revise Social Worker (ADRC) to Disability Benefit Specialist (“DBS”)

Motion by Wingers to approve the revised position request from Social Worker to Disability Benefit Specialist. Second by Pufahl. Motion carried.

Position Description – Disability Benefit Specialist (“DBS”)

Motion by Pufahl to approve the position description for the Disability Benefit Specialist. Second by Koch. Motion carried.

Position Replacement Request – I & A Specialist

Motion by Pufahl to approve the position replacement request for the Information & Assistant Specialist. Second by Pufahl. Motion carried.

Position Request – Increase I & A Specialist from 28.75 to 37.5 hours per week – ADRC

Motion by Pufahl to approve the increase of hours from 28.75 to 37.5 hours per week for the Information & Assistant Specialist. Second by Wingers. Motion carried.

Medical Examiner Hiring Process

Ruf gave an overview of the hiring process for the Medical Examiner position. The process for hiring department heads, as stated in the Personnel Manual for Management, will be followed.

Motion by Pufahl to direct Human Resources to move forward with the recruitment process for the Medical Examiner position. Second by Foley. Motion carried.

***Assistant Director of ADRC Compensation**

***Land Information Director Compensation**

***Facilities Management Department Management and Organization**

***Facilities Management Department Operations Manager Compensation**

Motion by Foley to 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 [Assistant Director of ADRC Compensation; Land Information Director Compensation; Facilities Management Department Management and Organization; Facilities Management Department Operations Manager Compensation]. 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 1:47 p.m. with Foley, Gove, Koch, Pufahl, Wingers, Brusveen, Long, Shimpach, Moll, and Ruf attending. H. Gove was present for discussion on the Assistant Director of ADRC Compensation.

Motion by Foley to return to open session. Second by Wingers. Motion carried. The Committee returned to open session at 3:32 p.m.

***Assistant Director of ADRC Compensation**

Motion by Pufahl to authorize Human Resources to proceed as discussed in Closed Session. Second by Koch. Motion carried.

***Land Information Director Compensation**

Motion by Pufahl to authorize Human Resources to proceed as discussed in Closed Session. Second by Wingers. Motion carried.

***Facilities Management Department Management and Organization**

Motion by Foley to authorize Human Resources to proceed as discussed in Closed Session. Second by Pufahl. Motion carried.

***Facilities Management Department Operations Manager Compensation**

Motion by Foley to authorize Human Resources to proceed as discussed in Closed Session. Second by Wingers. Motion carried.

Set Next Meeting Date

The next regularly scheduled meeting of the Executive Committee will be held on April 12, 2021 at 1 p.m.

Motion by Foley to adjourn the Executive Committee meeting. Second by Koch. Motion carried. The Executive Committee meeting was adjourned at 3:36 p.m.

Respectfully Submitted,



Bob Koch
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk