



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Minutes March 11, 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, Susanna Bradley, Nancy Long, Mike Weyh, Greg Bisch, Roger Brandner, Rebekka Cary, Karen Manske, Sue Moll, Joe Ruf, Cory Wiegel, Andy Phillips (von Briesen & Roper, S.C. law firm), Lyn Jerde (Portage Daily Register), Eric Shimpach

The meeting of the Executive Committee was called to order by Chair Gove at 12:30 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 Agenda

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

Approval of Minutes

Motion by Wingers to approve the minutes of the February 11, 2019 Executive Committee regular meeting. Second by Foley. Motion carried.

Operational Review – Veterans Service Officer

Motion by Wingers to approve the January & February 2019 Expenditure Report from 12/28/2018 through 3/7/2019 for the Veterans Service Office. Second by Foley. Motion carried.

Cary reported projected out of county travel for the year.

Cary presented the Annual Report for the Veterans Service Office.

Motion by Pufahl to approve the 2018 Veterans Service Annual Report. Second by Foley. Motion carried.

Operational Review – Register of Deeds

Motion by Foley to approve the January & February 2019 Expenditure Report from 12/28/2018 through 3/7/2019 for the Register of Deeds Office. Second by Drew. Motion carried.

Manske shared a budget summary, stating revenue for January and February was slightly down from projected numbers.

Manske presented the Annual Report for the Register of Deeds Office.

Motion by Foley to approve the 2018 Register of Deeds Annual Report. Second by Wingers. Motion carried.

Operational Review – Land Information

Motion by Wingers to approve the January & February 2019 Expenditure Report from 12/28/2018 through 3/7/2019 for the Land Information Office. Second by Drew. Motion carried.

Manske presented the Annual Report for the Land Information Department.

Motion by Pufahl to approve the 2018 Land Information Annual Report. Second by Drew. Motion carried.

Operational Review – County Clerk

Motion by Foley to approve the January & February 2019 Expenditure Report from 12/28/2018 through 3/7/2019 for the County Board. Second by Wingers. Motion carried.

Motion by Wingers to approve the January & February 2019 Expenditure Report from 12/28/2018 through 3/7/2019 for the County Clerk and Elections. Second by Foley. Motion carried.

Motion by Pufahl to approve the January & February 2019 Expenditure Report from 12/28/2018 through 3/7/2019 for the Insurance. Second by Foley. Motion carried.

Moll reported budgets are in line. Staff will earn compensatory time during the upcoming election in April. Moll reported out of county travel to Madison for the Wisconsin County Constitutional Office (WCCO) Conference. She also reported on a ballot printing issue which has been resolved.

Moll requested approval of the updated Constitutional Office Deputy Position Description and to fill the position vacated by a staff member who transferred to another department.

Motion by Drew to approve the updated Constitutional Office Deputy Position Description and approve the request to fill the Constitutional Office Deputy Position vacancy. Second by Foley. Motion carried.

Moll presented the Annual Report for the County Clerk's Office.

Motion by Wingers to approve the 2018 County Clerk Annual Report. Second by Drew. Motion carried.

Appointments

Motion by Foley to recommend the appointment of Jon Plumer, Legislative Representative, to the Local Emergency Planning Committee to April, 2020. Second by Wingers. Motion carried.

Motion by Wingers to recommend the appointment of Amanda Blank, Citizen Member, to the Local Emergency Planning Committee to April, 2020. Second by Drew. Motion carried.

Motion by Foley to recommend the re-appointment of Keith Klafke, from Red Cross Representative to Citizen Member, to the Local Emergency Planning Committee to April, 2020. Second by Drew. Motion carried.

Increase Hourly Rate for Part-Time Secretary

Brandner stated the Department has not been able to fill a vacant part-time secretarial position in the Sheriff's Office. He requested to increase the hourly rate for the part-time secretary position from \$14 per hour to \$18 per hour. The additional cost would be approximately \$5,500 (if the new hire is in the state retirement system) or \$4,200 (without state retirement system benefits). Currently, staff are being paid overtime to cover the workload. Filling the part-time position should be a cost savings to the County.

Motion by Pufahl to approve an increase in the hourly rate for a part-time secretary from \$14 to \$18 per hour. Second by Foley. Motion carried.

Window Shade Bids

Wiegel presented the results from the window shade bid opening. One vendor, KJ's from West Bend, submitted a bid of \$47,635.03 for 1% shades; and \$41,632.91 for blackout shades.

Motion by Foley to proceed with the blackout shades in the amount of \$41,632.91. Second by Pufahl. Motion carried.

Removal of County Veterans Service Officer

Closed Session:

Motion by Foley to go into closed session pursuant to Wis. 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; and, Wis. State Statute Section 19.85(1)(f), Stats., Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. [Removal of County Veterans Service Officer]. 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 1:04 p.m. with Gove, Drew, Wingers, Foley, Pufahl, Borgkvist, Bradley, Long, Weyh, Bisch, Brandner, Moll, Ruf, and Attorney Andrew T. Phillips of the von Briesen & Roper, S.C. law firm attending.

Motion by Foley to return to open session. Second by Drew. Motion carried. The Committee returned to open session at 1:53 p.m.

Set Next Meeting Date

The next meeting of the Executive Committee was scheduled for April 8, 2019 at 1 p.m. in Meeting Room #115 of the Administration building.

Motion by Wingers to adjourn the meeting. Second by Foley. Motion carried. The Executive Committee meeting was adjourned at 1:54 p.m.

Respectfully Submitted,



JoAnn Wingers

Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk