



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Emergency Meeting Minutes March 30, 2020

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

Others were also in attendance by teleconference during all or portions of the meeting.

The emergency 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 Agenda

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

Coronavirus/COVID-19 Situation Report

Ruf gave an update on essential services, stating nothing significant to report and county operations continue.

Changes to County Department Operations in Response to Coronavirus/COVID-19 State of Emergency:

Emergency Staffing Plans for County Departments/Changes to County employee work schedules and work rules

Several departments submitted change requests with operational staff plans. Each request was reviewed and Department Heads were available to answer any questions.

Accounting & Treasurer: Neary gave an overview, stating staff are working mostly remote. Accounting Department staff are sharing duties with the Treasurer's Office. Some functions will require a staff person to go to office on occasion. Staff may be contacted through email.

Child Support Agency: Ruf gave an explanation, stating staff are split in 3 groups, rotating every third week so there will always be staff in the office.

Clerk of Courts: Raimer explained half her staff currently work in the office and the other half work at home. The office is still open to the public to make payments or file paperwork. One judge and staff are in the office at all times, requiring her staff to be physically in the office to conduct hearings. Staff working remotely are doing e-filings and are available to handle calls, if needed. Raimer is inquiring on how to implement a drop box if the public would be restricted from entering the courthouse in the future. Gove asked Raimer to inform the Executive Committee of any changes.

District Attorney: Ruf explained the District Attorney's plan was approved last week and staff are working remotely, with a staff person periodically stopping in the office to check mail. Committee

members asked to review the plan again sharing concerns regarding the lack of staff physically in the office. Yaskal stated all staff are currently working remotely and everything is working well with all reports being processed and court hearings being conducted remotely through Zoom.

Health and Human Services: Day gave an update on requested changes to staffing in various departments with staff working remotely and flexibility with having minimum staff in the office while continuing with the A & B team rotation.

Health Care Center: Yamriska requested to continue with rotating teams of staff with a possible change to the social worker rotation.

Highway: Hardy requested to accelerate the 4 day/10 hour work week and shared procedures being implemented to prevent the virus spread.

Land and Water Conservation Department & Planning and Zoning: Calkins will continue staff rotations and requested the ability to reduce team members reporting to the office due to health concerns.

Register of Deeds: Manske requested to rotate staff every other week to keep staff healthy. The staff person at home will not be able to work remotely.

Solid Waste: Kaminski requested to limit access to the public by limiting hours to the public to bring in recycling materials.

Judge Voigt reported that one court is operating every day.

Motion by Pufahl to approve the District Attorney revised plan. Second by Drew. Motion carried, not unanimously.

Motion by Drew to approve the Accounting/Treasurer revised plan. Second by Wingers. Motion carried.

Motion by Gove to approve the Child Support revised plan. Second by Foley. Motion carried.

Motion by Wingers to approve the Clerk of Courts and Register in Probate revised plans. Second by Drew. Motion carried.

Motion by Pufahl to approve the Courts revised plan. Second by Drew. Motion carried.

Motion by Drew to approve the Health and Human Services revised plans. Second by Wingers. Motion carried.

Motion by Foley to approve the Health Care Center revised plan. Second by Drew. Motion carried.

Motion by Pufahl to approve the Highway and Transportation revised plan. Second by Wingers. Motion carried.

Motion by Foley to approve the Land and Water Conservation/Planning and Zoning revised plans. Second by Pufahl. Motion carried.

Motion by Wingers to approve the Register of Deeds revised plan. Second by Drew. Motion carried.

Motion by Drew to approve the Solid Waste revised plan. Second by Foley. Motion carried.

Individual Matters from Departments Requiring Immediate Attention:

Columbia Health Care Center

Retain Engineering Firm for Water Main Project & Proceed with Requests for Proposals for Water Main Project

Motion by Foley to approve the engineering firm for the water main project and proceed with request for proposals for the project. Second by Wingers. Motion carried.

Sheriff's Office

Safer at Home Order – Processing Complaints About Non-Compliance

Gove stated the Sheriff requested additional staff to assist Dispatch and Emergency Management with non-emergency calls related to non-essential business violations, large groups, etc. related to the "Safer at Home" emergency orders. The County Clerk's Office may also need additional assistance to deliver election supplies for municipal clerks. Ruf could be given the authority to transfer county staff from one county office to another. He will address individual requests as they are received.

Motion by Foley to authorize the Human Resources Director to transfer county staff from one county department to another as needed. Second by Drew. Motion carried.

Solid Waste and Recycling

Position Replacement Request – Truck Driver

Motion by Pufahl to approve the replacement request for a truck driver at Solid Waste. Second by Foley. Motion carried.

Schaefer Systems Bid for Village of Pardeeville Garbage and Recycling Carts

Kaminski gave an overview of bids submitted for garbage and recycling carts for the Village of Pardeeville. After review of the bids, Kaminski recommended awarding the contract to Schaefer Systems. They were not the lowest bid, however, they met all the required criteria.

Motion by Drew to award the bid for garbage and recycling carts to Schaefer Systems. Second by Pufahl. Motion carried.

Highway and Transportation

Acceptance of Bids and Proposals by E-Mail

Hardy asked for approval to accept bids and proposals by e-mail.

Motion by Pufahl to approve the request to accept bids and proposals by e-mail. Second by Foley. Motion carried.

Discretionary Maintenance Agreement & Snowplow bids

Hardy requested approval of the Discretionary Maintenance Agreement in the amount of \$70,000 for maintenance to USH 151 rout and seal from Dane County line to Dodge County line and recommends awarding the snowplow truck equipment bids to Burke Truck & Equipment in the amount of \$336,250. Items have been approved in the 2020 budget.

Motion by Pufahl to approve the Discretionary Maintenance Agreement and snowplow truck award as presented. Second by Wingers. Motion carried.

MIS

Laptop Purchase Requests

Drews would like approval to purchase an additional 50 laptops with an estimated cost of \$40,000. The request for additional laptops is necessary to meet the needs of county employees working remotely from home. Funds will be used from the MIS budget for now, with possible reimbursement from the COVID-19 fund.

Motion by Pufahl to approve the request to purchase additional laptops at an estimated cost of \$40,000. Second by Foley. Motion carried.

Governor Evers “Safer at Home” Emergency Order

Ruf stated Human Resources staff have been addressing questions related to vacation carry-over requests; who should be on paid leave or not; and other concerns regarding employee safety as it relates to the current COVID-19 situation.

Ordinance – Create Title 2, Chapter 4, Self-Organized County

Motion by Foley to approve the ordinance to become a self-organized county. Second by Drew. Motion carried.

Resolution – Emergency Procedure to Fill County Board Vacancies

Motion by Wingers to approve the resolution to on emergency procedures to fill county board vacancies. Second by Foley. Motion carried.

Special/Emergency County Board Meeting in Early April

A special/emergency County Board meeting was scheduled for April 2, 2020 at 9:45 a.m. to consider the ordinance and resolution. The County Clerk will work with MIS to set up a teleconference meeting, allowing supervisors and department heads to join in person or by phone or computer. Corporation Counsel staff will email supervisors and department heads on how they plan to participate.

County Board Organizational Meeting – April 21, 2020

Ruf explained the County Board Organizational meeting must be held on April 21, 2020, however, the Board could call the meeting to order and adjourn to another date to conduct organizational business. No decisions need to be made now.

Motion by Foley to adjourn the meeting. Second by Wingers. Motion carried. The Executive Committee meeting was adjourned at 2:55 p.m.

Respectfully Submitted,



JoAnn Wingers
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk