



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Emergency Meeting Minutes April 15, 2020

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

Also in attendance in person during all or portions of the meeting: Borgkvist, Drews, Hardy, Moll, Ruf, and Nicole (Portage Daily Register). Others were also in attendance by teleconference.

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

Approval of Minutes

Motion by Pufahl to approve the minutes of the Executive Committee March 9, 2020 regular meeting, and the Executive Committee emergency meetings of March 17, March 20, March 24, March 30, 2020. Second by Drew. Motion carried.

Limitations on Spending by County Departments During Public Health Emergency

Schepp was available remotely to give a financial status of the county. She has been working closely with the Treasurer's Office to monitor cash flow projections due to decreased revenues, and discussing the tax settlement to be paid out in August. Schepp shared a memo she sent to department heads asking departments to limit "non-essential" purchases.

Limitations on Hiring New and Replacement County Positions During Public Health Emergency

Ruf explained that during the current Public Health Emergency, the hiring process has been limited to hiring employees who can start immediately to fill essential positions. Some positions, which are in a work from home situation, will not be filled immediately. He stated all position requests will be reviewed by the Executive Committee.

Motion by Foley to continue with the limited hiring process and approve the position replacement requests for a Highway maintenance worker, Highway equipment operator and two jailers. Second by Wingers. Motion carried.

April 21, 2020 County Board Organizational Meeting

Ruf explained an organizational meeting of the County Board must be held on April 21, 2020 pursuant to Wis. Statutes. Due to the current Public Health Emergency, he shared options on how this could be achieved to comply with the requirements. The County Board could meet in-person or remotely, take the Oath and consider a resolution to delay the election of officers, committee appointments, and other requirements, and install the current officers and committees until a full County Board meeting could be held after the conclusion of the current Public Health Emergency.

Motion by Foley to approve the resolution on the County Board Reorganization during COVID-19 Public Health Emergency. Second by Pufahl. Motion carried.

Resolutions Concerning 2019 Overdrawn County Accounts

Motion by Foley to approve the resolutions concerning overdrawn county accounts for the Register in Probate and Clerk of Courts, transferring \$29,530 from the pre-closing General Fund; Solid Waste, transferring \$356,770 from the pre-closing General Fund; Capital Projects, transferring \$37,630 from the pre-closing General Fund; Human Resources and Personnel, transferring \$37,250 from the pre-closing General Fund; and Health and Human Services, transferring \$136,860 from HHS Reserves and \$366,091 from the pre-closing General Fund. Second by Wingers. Motion carried.

Limitations on Out of State Visitors During Public Health Emergency

Ruf shared a "Q & A for County Travel Bans" handout provided by the Wisconsin Counties Association. It stated counties do not have the authority to limit out of state visitors.

Closure of County Recreational Areas (Parks, Boat Landings)

As many state parks are closed, discussion was held on whether to close county parks. No action was taken to close county recreational areas at this time. Ruf stated the Public Health Officer has authority to close campgrounds if deemed a health issue.

Hardy was in attendance and clarified the process for installing piers and porta potty stations at county recreational areas. He stated the State closed the bathrooms to the public at Ferry Park.

Coronavirus/COVID-19 Situation Report

Ruf reported on the daily call-in status report with Emergency Management, reported numbers are holding steady. The next question will be when and how to re-open after the "Safer at Home" is lifted.

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

Highway Department COVID-19 Ferry Operations Plan

Hardy reviewed the Ferry Operations Plan during the "Safer at Home" mandate, to include hours of operation to be limited to essential travel, rules of operation and safety requirements for county employees operating the ferry. He also reviewed Highway Operations Amendments #3 and #4.

Motion by Foley to approve the Highway Department COVID-19 Ferry Operations and Highway Operations Plans as presented. Second by Drew. Motion carried.

Individual Matters from Departments Requiring Immediate Attention:

Highway and Transportation

Salt Storage MOU

Motion by Pufahl to approve the Road Salt Storage Annual Agreement between the Wisconsin Department of Transportation and Columbia County for the 2020/2021 Winter Season. Second by Wingers. Motion carried.

Salt Material Bid Award

Motion by Pufahl to award the salt material bid to Morton Salt at a unit price of \$82.60 per ton. Second by Wingers. Motion carried.

Bridge Inspection Contract Award

Motion by Foley to award the bridge inspection contract to CEDP of Madison, WI, in the amount of \$19,494. Second by. Motion carried.

2020 Capital Plan:

Keyscan Bid Award

Hardy recommended to award the keyscan bid to Integral Building Systems, as it is the same vendor who submitted a bid for the video systems, even though the vendor was not the lowest bid.

Motion by Pufahl to award the keyscan bid to Integral Building Systems in the amount of \$15,980. Second by Drew. Motion carried.

Video Systems Bid Award

Motion by Foley to award the video system improvements bid to Integral Building Systems in the amount of \$63,709. Second by Wingers. Motion carried.

Sand Mix Storage Bid Award

Hardy stated the bids submitted for the sand mix storage building for the CS Dome were \$1,520 over budget. He proposed using \$1,520 from the single axle plow truck savings towards the sand mix building project.

Motion by Wingers to award the sand mix storage building bid to Structures Unlimited in the amount of \$59,520, using \$1,520 from the savings of the single axle plow truck purchase. Second by Foley. Motion carried.

Purchase Breaking Ball for Excavator

Hardy requested approval to purchase a breaking ball for the excavator, which is needed to complete concrete demolition. The breaking ball was not included in the budget. He proposed using \$5,500 from the single axle plow truck savings towards the purchase of a breaking ball.

Motion by Wingers to approve the purchase of a breaking ball from Ginnow Equipment in the amount of \$5,500, using funds from the savings of the single axle plow truck purchase. Second by Pufahl. Motion carried.

Transfer Funds from Single Axle Plow Trucks to Security System Update

Hardy stated the single axle plow truck bids were \$18,277 under budget. He requested to use \$4,689 to cover the cost of the camera and keyscan replacements, as bids were higher than anticipated. He stated \$6,568 surplus remains in the Capital Outlay account.

Motion by Foley to approve the transfer of funds from the single axle plow trucks to the security system update, in the amount of \$4,689. Second by Wingers. Motion carried.

County Bridge Aid for Town of Scott

Motion by Foley to approve the County Bridge Aid for Town of Scott, Cunningham Road, in the amount of \$10,287.11. Second by Wingers. Motion carried.

Amendment to Jewell Associates Design Contract – Hall Road Bridge

Hardy gave an explanation of Amendment #1 to the contract between Jewell & Associates, WisDOT, and the County, regarding an addition of a pier with the streambed and 2 span bridge versus the original planned single span structure. The change was justified by engineering and within the original SMA budget for design.

Motion by Foley to approve the increase of \$3,925.20 and the amendment to the base contract with Jewell Associates for the Hall Road bridge. Second by Pufahl. Motion carried.

MIS

Laptop Purchases

Drews requested to purchase 10 additional laptops for a total of \$8,000.

Motion by Foley to approve the request of \$8,000 to purchase 10 additional laptops. Second by Wingers. Motion carried.

Sheriff's Office

Request to Purchase UV Light Disinfection Device

Brandner requested to purchase a UV light disinfection device in the amount of \$40,000. The mobile unit could be used in various departments. There is a 3-year warranty on the unit and a 2 week delivery from when the order is placed. Funds are available with reimbursement to be requested from federal funds.

Motion by Gove to approve the purchase of a UV light disinfection device at a cost of \$40,000. Second by Pufahl. Motion carried.

Establish COVID-19 Isolation Sites & COVID-19 Hazard Pay for High Risk County Employee Positions

Motion by Foley to go into closed session pursuant to Wis. State Statute Section 19.85(1)(e), Stats., 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 [Establish COVID-19 Isolation Sites]; and 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 [COVID-19 Hazard Pay for High Risk County Employee Positions]. 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 2:09 p.m. with Drew, Foley, Gove, Pufahl, Wingers, Borgkvist, Drews, Hardy, Moll and Ruf attending. Kathy Johnson and Roger Brandner were also in attendance remotely.

Motion by Foley to return to open session. Second by Wingers. Motion carried. The Committee returned to open session at 2:32 p.m.

Motion by Foley to direct Ruf to continue working with the Emergency Management Director to establish COVID-19 Isolation sites. Second by Wingers. Motion carried.

Motion by Pufahl to approve Hazard Pay of an additional \$5 per hour and directed Ruf to present a list for review at the next scheduled meeting. Second by Drew. Motion carried.

Set Next Meeting Date

The next scheduled meeting of the Executive Committee was scheduled for April 30, 2020 at 9 a.m. in Meeting Room #115 of the Administration building to hold a public hearing on Planning & Zoning rezone requests.

Motion by Foley to adjourn the meeting. Second by Wingers. Motion carried. The Executive Committee meeting was adjourned at 2:35 p.m.

Respectfully Submitted,



JoAnn Wingers
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk