

# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Executive Committee Minutes May 12, 2022

Members present: Denise Brusveen, Adam R. Field, Chris Polzer, Matthew L. Rohrbeck, Darren W. Schroeder

Also in attendance during all or portions of the meeting: Jeff Leckwee, Liz Miller, Eric Shimpach, Rebekka Cary, Dave Drews, Heather Gove, Dean Kaderabek, Lisa Krintz, Sue Moll, Shonna Neary, Joe Ruf, Katelyn Schara, Cheryl Fahrner (CCEDC)

The meeting of the Executive Committee was called to order by Chair Polzer at 8:00 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

Cheryl Fahrner, CCEDC, received a request from a potential developer looking for incentives to make their project viable. Grants are available for items such as flood plain site required improvements which may require the County to complete the application process. Fahrner asked if the County could coordinate and assist with the requests. She was advised to work with Corporation Counsel Ruf to determine the appropriate department.

### Approval of Agenda

Motion by Rohrbeck to approve the agenda as published. Second by Schroeder. Motion carried.

### Approval of Minutes

Motion by Schroeder to approve the minutes of the April 11, 2022 and April 19, 2022 Executive Committee meetings. Second by Brusveen. Motion carried.

### Operational Review: Veterans Service Officer

Motion by Field to approve the April, 2022 Expenditure Report from 4/8/2022 through 5/5/2022 for the Veterans Service Office. Second by Brusveen. Motion carried.

Cary reported the budgets are in line; Staff earned a total of 5 hours compensatory time; Out of county travel was reported as follows: May 17 – Yellow Ribbon Program, May 31 – out all day, May 20 – High Ground in Neilsville for a SWCVSO meeting with all staff attending, May 21 – Armed Services Day in Ft. McCoy. Staff will be attending Memorial Day Services in Poynette and Fall River. Cary will be attending a national association conference in Texas in June and will not be able to attend the June Executive Committee meeting.

Cary stated the Open house was a success. There were 9 resource tables set up and approximately 100 people attended. Ten veterans signed up for services.

**Operational Review: Register of Deeds**

Motion by Schroeder to approve the April, 2022 Expenditure Report from 4/8/2022 through 5/5/2022 for the Register of Deeds Office. Second by Field. Motion carried.

Krintz reported the budgets are on target and there was no compensatory time. She reported out of county travel on May 25 to LaFayette County for a district meeting and June 6-8 to Waukesha County for the ROD summer conference. She will be attending a Fidler Conference in Iowa on May 16-18. The out of state request was previously approved.

**Operational Review: Land Information**

Motion by Schroeder to approve the April, 2022 Expenditure Report from 4/8/2022 through 5/5/2022 for the Land Information Office. Second by Field. Motion carried.

Kaderabek reported budgets are on target and there was no compensatory time. He reported out of county travel to Madison for the Real Property Listers to attend a regional meeting, and he will be out on May 24 to attend a Spillman users meeting in Beaver Dam, and May 25-26 in Stevens Point for a land information regional meeting. Kaderabek also demonstrated some new web applications available through the Land Information Department.

**Operational Review: County Clerk**

Motion by Brusveen to approve the April, 2022 Expenditure Report from 4/8/2022 through 5/5/2022 for the County Board. Second by Schroeder. Motion carried.

Motion by Schroeder to approve the April, 2022 Expenditure Report from 4/8/2022 through 5/5/2022 for the County Clerk and Elections. Second by Field. Motion carried.

Motion by Field to approve the April, 2022 Expenditure Report from 4/8/2022 through 5/5/2022 for Insurance. Second by Brusveen. Motion carried.

Moll reported budgets and compensatory time are in line. She reported out of county travel on May 20<sup>th</sup> to Green County to attend the WCCA District 1 meeting. Moll shared the winning artwork for the county directory.

**American Rescue Plan Act (ARPA) Funding Update**

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

Motion by Field to present any approvals by this committee to the full county board for final approval related to ARPA funds and expenditures. Second by Brusveen. Motion carried.

Motion by Rohrbeck to require all budget items not already obligated/awarded, with the exception of the ballistic shields and vapor detection unit, to come before the Executive Committee for final review. Second by Schroeder. Motion carried.

The following department requests were considered:

Sheriff's Office

Tactical Armor and Plates \$ 7,800.00

Motion by Field to approve \$7,800.00 in ARPA funds to purchase tactical armor and plates for the Law Enforcement Center. Second by Brusveen. Motion carried.

Lifesaving CPR Equipment \$ 3,600.00

Motion by Field to approve \$3,600.00 in ARPA funds to purchase lifesaving CPR equipment for the Law Enforcement Center. Second by Brusveen. Motion carried.

MIS

Microsoft 365-G3 \$170,000.00

Motion by Schroeder to approve \$170,000.00 in ARPA funds to purchase Microsoft 365-G3 for the MIS Department. Second by Rohrbeck. Motion failed on a roll call vote. 2 Yes: Rohrbeck, Schroeder; 3 No: Brusveen, Field, Polzer.

Treasurer

3 Panic Buttons \$ 4,000.00

Motion by Rohrbeck to deny the request of \$4,000.00 in ARPA funds to install 3 panic buttons in the Treasurer's Office. Second by Field. Motion carried.

**Out of State Travel Requests**

None.

**Appointments:**

**South Central Library Systems Board**

Motion by Schroeder to recommend the appointment of Henry St. Maurice to the South Central Library Systems Board to complete Nancy M. Long's remaining term to January, 2025. Second by Polzer. Motion failed on a roll call vote. 2 Yes: Polzer, Schroeder; 3 No: Brusveen, Field, Rohrbeck.

**Aging & Disability Resource Center (ADRC)**

Motion by Brusveen to recommend the re-appointment of Darlene Anderson-Prest and Jolene Wheeler to the Aging & Disability Resource Center for a 3 year term to April, 2025. Second by Rohrbeck. Motion carried.

**Lake District: Pardeeville Lake Management District**

Motion by Rohrbeck to recommend the appointment of Steven Balsiger to the Pardeeville Lake Management District for a 2 year term to April, 2024. Second by Brusveen. Motion carried.

**Local Library Board (Lodi)**

Motion by Rohrbeck to recommend the re-appointment of Stephanie Beckman and the appointment of Kate Nesheim to the Lodi Library Board for a 3 year term to May, 2025. Second by Schroeder. Motion carried.

### **Traffic Safety Commission**

Motion by Field to recommend the appointments to the Traffic Safety Commission as presented, for a 2 year term to April, 2024. Second by Schroeder. Motion carried.

The recommended appointments are:

Bob Koch, Emergency Management/Highway Safety Coordinator

Josh Sween, Education Rep

Michael Brouette, Medical Rep

Joseph Ruf (or designee), Legal Rep

Liz Miller, County Board

Josiah N. Wynn, County Board

Citizen Members: Jerry Blystone, Rich Hoege, Kenneth Hutler, Penny Kiefer, Avis Link, Chuck Miller  
Wayne Smith

### **Resolution: Sheriff's Office E911 Communications Center Staffing and Compensation**

Motion by Field to approve the resolution on Sheriff's Office E911 Communications Center Staffing and Compensation. Second by Schroeder. Motion carried.

### **Ordinance: Amend Title 7 – Medical Examiner Fees**

Motion by Rohrbeck to approve the ordinance to amend Title 7 – Medical Examiner Fees. Second by Brusveen. Motion carried, not unanimous.

### **Existing Position Replacement Request Process**

Ruf gave an explanation of the existing position replacement request process as outlined in the Personnel for Management Manual. Currently a request must go through the governing committee, Human Resources Committee, and Executive Committee, in that order; and the Finance Committee if there is a fiscal impact. The Chair could make an exception and approve the replacement request prior to committee review and approval. Ruf suggested the following change: The department head would contact Human Resources to begin the hiring process, then inform the governing and Human Resources committees. Another suggestion was to automatically proceed with the replacement request if there are no changes in the position description, or costs. No action was taken.

### **Amend County Board Standing Rule 1 Board Meetings, (6) Meeting Hour – Change commencement time of May through October Board meetings from 7 p.m. to 6 p.m.**

Motion by Rohrbeck to amend County Board Standing Rule 1 Board Meetings, (6) Meeting Hour – to change commencement time of May through October Board meetings from 7 p.m. to 6 p.m.. Second by Brusveen. Motion carried, not unanimous.

### **Review County Board Standing Rule 9**

The original wording for Rule 9 states "Expenditure of non-designated state and federal new dollars totaling \$50,000 or more (annually) must be approved by the County Board. This includes all federal Covid-19 relief/ARPA funds."

Motion by Rohrbeck to propose the following change to Rule 9 "All State and Federal new dollars, awarded to the County and not designated to a specific department, must have County Board approval for expenditures totaling \$50,000 or more (annually)." Motion failed for lack of a second.

Motion by Brusveen to propose the following change to Rule 9 “All State and Federal new dollars, awarded to the County and not designated to a specific department, must have County Board approval for expenditures totaling \$50,000 or more (annually). This included, but not limited to, all federal Covid-19 relief/ARPA funds. Second by Field. Motion carried.

**Chair’s Comments**

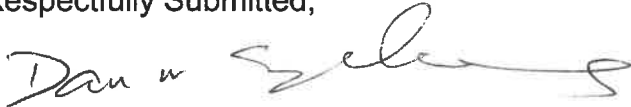
Chair Polzer commented on new committee chairs who were well organized and showed leadership. He appreciated department heads providing committee members with department overviews. He also stated county supervisors will need to be prepared for the 2023 budget process.

**Set Next Meeting Date**

The next meeting of the Executive Committee will be held on June 9, 2022 at 9:30 a.m.

Motion by Rohrbeck to adjourn the Executive Committee meeting. Second by Brusveen. Motion carried. The Executive Committee meeting was adjourned at 9:55 a.m.

Respectfully Submitted,



Darren W. Schroeder  
Executive Committee Secretary

*These minutes were recorded by Sue Moll, County Clerk*