



COLUMBIA COUNTY

Board of Supervisors

112 E. Edgewater Street
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: www.co.columbia.wi.us

Columbia County Executive Committee Minutes June 10, 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: Susanna Bradley, Eric Shimpach, Rebekka Cary, Susan Fisher, Max Jenatscheck, Dean Kaderabek, Karen Manske, Sue Moll, Cory Wiegel, Lyn Jerde (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.

Approval of Agenda

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

Approval of Minutes

Motion by Drew to approve the minutes of the May 6, 2019 Executive Committee regular meeting. Second by Foley. Motion carried.

Operational Review – Veterans Service Officer

Motion by Foley to approve the May 2019 Expenditure Report from 5/3/2019 through 6/6/2019 for the Veterans Service Office. Second by Wingers. Motion carried.

Cary reported the department budget is on track with the exception of the Wages account. She also reported out of county travel to Madison on June 14th for a WICVSAO Executive meeting and on June 28th for a Southwest CVSO meeting in Prairie du Chien.

Gove announced interviews for the Veterans Service Officer (VSO) are scheduled for June 17th, with the election of the VSO to be held at the June 19 County Board meeting.

Operational Review – Register of Deeds

Motion by Wingers to approve the May 2019 Expenditure Report from 5/3/2019 through 6/6/2019 for the Register of Deeds Office. Second by Drew. Motion carried.

Manske reported the Revenues account is back on track. She also reported out of county travel to Madison.

Back Scanning Project

Manske received 4 quotes, ranging from \$82,000 to \$190,000, for the back scanning project. She would like to proceed with a Request for Proposals for the project. Retained fees are planned to be

to fund the project. She stated the quotes varied from vendors being onsite vs offsite to complete the project. Manske would prefer an onsite vendor as there are no backups for the existing records.

Motion by Foley to proceed with the Request for Proposals for the back scanning service with the project to begin 2020. Second by Drew. Motion carried.

Operational Review – Land Information

Motion by Wingers to approve the May 2019 Expenditure Report from 5/3/2019 through 6/6/2019 for the Land Information Office. Second by Drew. Motion carried.

Kaderabek stated budgets are in line for the year to date. He reported there is no out of county travel planned for the month.

Operational Review – County Clerk

Motion by Foley to approve the May 2019 Expenditure Report from 5/3/2019 through 6/6/2019 for the County Board. Second by Wingers. Motion carried.

Motion by Wingers to approve the May 2019 Expenditure Report from 5/3/2019 through 6/6/2019 for the County Clerk and Elections. Second by Foley. Motion carried.

Motion by Pufahl to approve the May 2019 Expenditure Report from 5/3/2019 through 6/6/2019 for the Insurance. Second by Wingers. Motion carried.

Moll reported budgets and compensatory time are in line. She reported out of county travel on June 23-26 to St. Croix County for the annual Wisconsin County Clerks Association Conference.

Award Metal Detector/X-Ray Machine Bid

Jenatscheck reported the current walk through metal detector and X-ray machine equipment are reaching the end of life and need to be replaced. A Request for Proposals was sent out and three bids were received by the deadline. Jenatscheck gave an overview of the three proposals and recommended Astrophysics, based on the \$3,000 worth of upgrades and the full 12 month warranty at no cost.

Gove stated funds from the re-bonding will be used to cover the equipment replacement costs.

Motion by Foley to award the bid to Astrophysics, Inc. in the amount of \$27,660. Second by Pufahl. Motion carried.

Facilities Management Intern Position Request

Wiegel requested an intern position for the remainder of 2019. He stated he has requested to change a part-time position to a full-time position in 2020 and hiring an intern in the interim would help with the paperwork backlog. The limited term employee would start in the middle of June and work to the end of the year at a cost of \$12,900.78.

Gove stated he was approached by a college student, and former FLAG student, for an opportunity to earn college credit working as an intern in county government.

Motion by Drew to recommend the approval of the intern position request as presented. Second by Wingers. Motion carried.

Building Rules and Parking Policy

A draft of the proposed building rules and meeting room guidelines were distributed for review. The parking policy and on street parking restrictions at the Administration and Health and Human Services buildings and the Courthouse are being reviewed. The rules and guidelines are in draft form, any changes or suggestions could be forwarded to Chair Gove or the County Clerk.

Appointments

Motion by Wingers to recommend the appointment of Jolene Wheeler and Darlene Anderson-Prest as citizen members to the Aging and Disability Resource Center Board for a 3 year term to April, 2022. Second by Foley. Motion carried.

Motion by Pufahl to recommend the re-appointment of Norm Wills as alternate to the Board of Adjustment for a 3 year term to July, 2022 and appoint Darren Schroeder from alternate to permanent member for the remaining term of July, 2021. Second by Foley. Motion carried.

Set Next Meeting Date

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

Motion by Foley to adjourn the meeting. Second by Wingers. Motion carried. The Executive Committee meeting was adjourned at 1:42 p.m.

Respectfully Submitted,



JoAnn Wingers
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk