



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes June 15, 2023**

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

Also in attendance during all or portions of the meeting: Doug Richmond, Rebekka Cary, David Drews, Heather Gove, Greg Kaminski, Lisa Krintz, Sue Moll, Shonna Neary, Joe Ruf, Carol Sjoblom, Jason Willemarck, Jonathan Stefonek (Lodi Enterprise/Poynette Press)

Several members of the public were also in attendance.

The meeting of the Executive Committee was called to order by Chair Polzer at 8:01 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.

### **Approval of Agenda**

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

### **Public Input**

Members of the public were in attendance and spoke on the River Haven Project and resolution on the agenda.

### **Approval of Minutes**

Motion by Schroeder to approve the minutes of the May 11, 2023 and May 17, 2023 Executive Committee meetings. Second by Brusveen. Motion carried.

### **Operational Review: Veterans Service Officer**

Motion by Brusveen to approve the May 2023 Expenditure Report from 5/5/2023 through 6/8/2023 for the Veterans Service Office. Second by Field. Motion carried.

Cary reported the budgets are on track and a staff member earned 1 hour of compensatory time for services provided after office hours, and a staff member earned 11 hours of compensatory time covering the office when other staff were out attending a conference. No out of county travel was reported.

Cary gave an update on the National Conference she attended and stated a digital marketing campaign is in progress using funds from an additional \$17,000 grant the office received. In recognition of Flag Day, their office is collecting flags for retirement and encouraged members to visit the Memorial at the American Legion in honor of Laverne Griffin.

**Operational Review: Register of Deeds**

Motion by Brusveen to approve the May 2023 Expenditure Report from 5/5/2023 through 6/8/2023 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 to Portage County on June 21-23 to attend the ROD Conference.

**Operational Review: Land Information**

Motion by Field to approve the May 2023 Expenditure Report from 5/5/2023 through 6/8/2023 for the Land Information Office. Second by Schroeder. Motion carried.

Krintz reported there was no compensatory time or out of county travel.

**Contracted GIS Services**

Ruf gave an update on the need to hire contracted services for upcoming GIS services. Request for Proposals (RFP) for some of the contracted services has been posted. Recruitment for the vacant Land Information Director position continues.

**Operational Review: County Clerk**

Motion by Schroeder to approve the May 2023 Expenditure Report from 5/5/2023 through 6/8/2023 for the County Board. Second by Brusveen. Motion carried.

Motion by Schroeder to approve the May 2023 Expenditure Report from 5/5/2023 through 6/8/2023 for the County Clerk and Elections. Second by Brusveen. Motion carried.

Motion by Field to approve the May 2023 Expenditure Report from 5/5/2023 through 6/8/2023 for Insurance. Second by Schroeder. Motion carried.

Moll reported the budgets are in line. Compensatory time was earned for staff to attend the night county board meetings, and she reported out of county travel to Marathon County June 19-21<sup>st</sup> for the Annual County Clerk's Conference. Moll stated a Recall Election has been called for County Supervisory District 10. The election will be held on July 11th.

**Wisconsin DNR Sales Agent Contract**

Moll gave a brief review of the DNR sales process through the County Clerk's Office. She stated equipment upgrades are being done and contracts are being renewed. She showed a history of DNR License Revenue comparison over several years. Moll is looking for direction to proceed with DNR Sales or discontinue the service.

Motion by Schroeder to approve the DNR Sales Agent Contract, upon review by Corporation Counsel. Second by Field. Motion carried.

**Appointments:**

Moll received a phone message from Pat Beghin stating he decided not to seek reappointment to the Board of Adjustment.

Motion by Schroeder to approve the reappointment of Ralph Hemling, Citizen Member to the Board of Adjustment, for a 3 year term to July, 2026 and the appointment of Charlie Kirk, Citizen Member to the Board of Adjustment, for a term to July, 2024.

Motion by Schroeder to approve the appointment of Katie A. Bortz, RN Citizen Member to the Health and Human Services Board, for a 3 year term to April, 2026.

Katie Bortz was in attendance and introduced herself.

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

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

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

The following department request was considered:

MIS

Upgrade Fiber Optic – LEC and Jail

\$ 16,760.00

**Resolution: Authorize American Rescue Plan Act Expenditures**

Motion by Field to approve the resolution to transfer \$16,760.00 in ARPA funds to cover the cost of the fiber optic upgrade at the Law Enforcement Center and Jail. Second by Brusveen. Motion carried.

**COVID-19 Premium Pay**

Ruf gave an update on the Human Resources Committee review of the COVID-19 premium pay. This will be reviewed during the budget process and reevaluated by the end of 2023. Neary stated total yearly payout is approximately \$660,000.00.

**Solid Waste Fire Update**

Kaminski gave an update on the fires stating the recycling and storage facility were a total loss. They continue to pick up garbage and the drop off sites are operational. Only county recycling material is being accepted currently. He is looking into renting a baler to process the recycling material and generate some revenue. County officials have been working closely with the insurance company to determine the estimated replacement costs and revenue loss.

**Resolution: Thank You to Agencies That Responded to Major Fires at the County Recycling and Solid Waste Processing Facility**

Motion by Brusveen to approve the resolution thanking agencies that responded to the major fires at the county recycling and solid waste processing facility. Second by Polzer. Motion carried.

**Resolution: Authorize Transfer of Ownership of City of Portage Parcel Numbers 678 and 678.A**

Field was not in support of the resolution, stating more discussion needs to be held. Brusveen shared concerns with the budget projections and suggested the parcels could be sold and not given away.

Motion by Schroeder to approve the resolution to authorize the transfer of ownership of City of Portage Parcel Numbers 678 and 678.A. Second by Polzer. Motion failed.

**Outside Counsel Expenditures**

Motion by Brusveen to go into closed session pursuant to Wisconsin Statutes Section 19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved [Outside Counsel Expenditures]. If the Committee goes into closed session, it will return to open session. Second by Field. The roll call vote was unanimous. The Executive Committee

went into closed session at 9:54 a.m. with Brusveen, Field, Polzer, Schroeder, Richmond, Neary, Moll and Ruf attending.

Motion by Field to return to open session. Second by Schroeder. Motion carried. The Committee returned to open session at 10:35 a.m.

The Executive Committee meeting was adjourned at 10:35 a.m.

The next regularly scheduled meeting of the Executive Committee is July 13, 2023 at 8:00 a.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Darren W. Schroeder", with a stylized flourish at the end.

Darren W. Schroeder  
Executive Committee Secretary

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