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Columbia County Executive Committee Minutes August 9, 2021

Members present: James E. Foley, Vern E. Gove, Bob Koch, Barry Pufahl, JoAnn Wingers

Also in attendance during all or portions of the meeting: Roger Brandner, Rebecca Cary, Kathy Johnson, Dean Kaderabek, Lisa Krintz, Sue Moll, Shonna Neary, Joe Ruf

The meeting of the Executive Committee was called to order by Chair Gove at 1:01 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.

Public Input

None.

Approval of Agenda

Motion by Pufahl to approve the agenda as published. Second by Koch. Motion carried.

Approval of Minutes

Motion by Foley to approve the minutes of the July 12, 2021 and July 21, 2021 Executive Committee meetings and July 21, 2021 joint meeting with the Finance Committee. Second by Pufahl. Motion carried.

Operational Review: Veterans Service Officer

Motion by Koch to approve the July, 2021 Expenditure Report from 7/9/2021 through 8/5/2021 for the Veterans Service Office. Second by Wingers. Motion carried.

Cary stated compensatory time is in line and there was out of county travel to King last month, and this month there will be out of county travel to Fond du Lac for a Veteran event and to Mauston for a Southwest VSO District meeting.

2022 Budget Requests – Veterans Service

The 2022 Veteran Service Budgets were reviewed.

Motion by Koch to approve Account #4710 Veterans Service 2022 budget request for a total county appropriation of \$206,150. Second by Wingers. Motion carried.

Motion by Wingers to approve Account #4720 Veterans Relief 2022 budget request for a total county appropriation of \$14,400. Second by Pufahl. Motion carried.

There was no 2022 Capital Outlay request for the Veterans Service Office. Department goals were reviewed.

Operational Review: Land Information

Motion by Pufahl to approve the July, 2021 Expenditure Report from 7/9/2021 through 8/5/2021 for the Land Information Office. Second by Foley. Motion carried.

Kaderabek stated budgets are on target and there was no and compensatory time and reported out of county travel in September for the Property Lister to attend a conference in Door County.

2022 Budget Requests – Land Information

The Land Information Department Budgets were reviewed.

Motion by Foley to approve Account #1720 Land Information 2022 budget request for a total county appropriation of \$554,770. Second by Wingers. Motion carried.

Motion by Pufahl to approve Account #1721 Land Records and Expendable Trust 2022 budget request for a total county appropriation of \$0. Second by Wingers. Motion carried.

Motion by Foley to approve Account #1722 Land Records Expendable Trust 2022 budget request for a total county appropriation of \$0. Second by Koch. Motion carried.

Motion by Wingers to approve Account #1723 WLIP Program 2022 budget request for a total county appropriation of \$0. Second by Pufahl. Motion carried.

Motion by Foley to approve Account #1724 County Surveyor 2022 budget request for a total county appropriation of \$58,000. Second by Koch. Motion carried.

There was no 2022 Capital Outlay request for the Land Information Department. Department goals were reviewed.

Operational Review: Register of Deeds

Motion by Foley to approve the July, 2021 Expenditure Report from 7/9/2021 through 8/5/2021 for the Register of Deeds Office. Second by Wingers. Motion carried.

Krintz reported the budgets are in line. She noticed the County was being overcharged for a software upgrade and will receive a \$5,500 refund from the vendor, Fidler. Krintz reported staff earned over 6 hours of compensatory time, and she will have out of county travel to Green County for a District meeting.

2022 Budget Requests – Register of Deeds

The 2022 Register of Deeds Budget was reviewed.

Motion by Koch to approve Account #1710 Register of Deeds 2022 budget request for a total county appropriation of (\$151,990). Second by Pufahl. Motion carried.

Department goals were reviewed.

Operational Review: County Clerk

Motion by Pufahl to approve the July, 2021 Expenditure Report from 7/9/2021 through 8/5/2021 for the County Board. Second by Wingers. Motion carried.

Motion by Foley to approve the July, 2021 Expenditure Report from 7/9/2021 through 8/5/2021 for the County Clerk and Elections. Second by Pufahl. Motion carried.

Motion by Wingers to approve the July, 2021 Expenditure Report from 7/9/2021 through 8/5/2021 for Insurance. Second by Foley. Motion carried.

Moll reported budgets and compensatory time are in line and there was out of county travel for August.

2022 Budget Requests – County Clerk

The County Clerk's Office and Elections Budgets were reviewed.

Motion by Koch to approve Account #1410 County Clerk 2022 budget request for a total county appropriation of \$329,110. Second by Pufahl. Motion carried.

There was no 2022 Capital Outlay request for the County Clerk budget.

Motion by Wingers to approve Account #1420 Elections 2022 budget request for a total county appropriation of \$22,850. Second by Koch. Motion carried.

There was no 2022 Capital Outlay request for the Elections budget. Election goals and County Clerk goals were reviewed.

2022 Budget Requests – County Board

Motion by Wingers to approve Account #1190 County Board 2022 budget request for a total county appropriation of \$97,060. Second by Pufahl. Motion carried.

Motion by Foley to approve Account #1191 Commissions and Committees 2022 budget request for a total county appropriation of \$61,650. Second by Wingers. Motion carried.

Gove did not list 2022 goals, stating it would be up to the incoming Board Chair to determine. He did state his remaining 2021 goals would include training for staff to know where to go in case of an emergency; and implementation of employee appreciation/recognition.

2022 Insurance Budget

Neary presented the proposed 2022 budget request for employee bond, property, liability and auto insurance.

Motion by Foley to approve Account #1960 Property, Liability, Auto Insurance 2022 budget request for a total county appropriation of \$149,600. Second by Wingers. Motion carried.

Line Item Transfer

Gove requested a line item transfer of \$1,330, from Capital Outlay – County Board to County Board – Contracted Services, for Architect services for the building/remodel/expanding options for the HHS Director and Facilities Management offices.

Motion by Koch to approve the line item transfer request of \$1,330.00 as presented. Second by Pufahl. Motion carried.

American Rescue Plan Act (ARPA) Funding Update

Neary gave an overview of the American Rescue Plan Act (ARPA) funding. Columbia County was allocated \$11,174,917 to be committed by December 21, 2024 (with final payments for expenditures by December 31, 2026). Columbia County has received 50% of the funding (\$5,587,458.50). Neary presented a list of possible uses for the funds.

Current eligible expenditures which have already been incurred, include:

- Circuit Court/Facilities Management: Courtroom modifications - \$5,339.41
- Medical Examiner: Gloves - \$425.80
- County Jail: Gloves - \$13,678.90
- Health Care Center: PPE, food service disposables, disinfectant supplies, bed tables for use in quarantine - \$24,875.33
- County Board – Partitions, remote meeting equipment - \$3,188.00

Motion by Foley to approve \$47,507.44 ARPA funds for eligible expenditures already incurred as presented. Second by Koch. Motion carried.

Neary presented additional expenditure requests received from departments. The amounts are estimates only as departments will need to follow bid procedures. Neary also stated only eligible items will be brought forward for the Executive Committee to consider.

Motion by Foley to approve \$20,000 ARPA funds for a well replacement at Wyona Park. Second by Wingers. Motion carried. It was noted this item was included in the 2022 Highway Budget and will be removed.

Motion by Koch to approve \$25,000 ARPA funds for the purchase of three (3) river gauges. Second by Pufahl. Motion carried. It was noted this item was included in the 2022 Emergency Management Budget and will be removed.

The Health Care Center would like to purchase isolation gowns, enclosed bulletin boards for postings, sanitizer stations, isolation carts, vital machines with stand, accushield-touchless temperature scanning and health screening kiosks, personal protective equipment and cleaning materials.

Motion by Foley to approve \$30,000 ARPA funds for Health Care Center items as presented. Second by Wingers. Motion carried.

Motion by Gove to approve ARPA funds for the purchase of two (2) laptops for the Register of Deeds Office. Second by Pufahl. Motion carried.

Sheriff Brandner joined the meeting to review and prioritize requests from the Sheriff's Office.

1. License plate reader cameras - \$147,000
2. Ballistic shields - \$99,000 (included in the 2021 Sheriff Budget)
3. Electronic control device - \$125,000
4. MX908 multi threat trace and vapor detection unit - \$92,000
5. Gloves - \$25,500
6. Body cameras - \$375,000

Motion by Pufahl to approve \$863,500 ARPA funds for Sheriff's Office items as presented. Second by Wingers. Motion carried. It was noted the ballistic shields were included in the 2021 Sheriff's Office Budget and will be removed.

Motion by Pufahl to approve \$26,250 ARPA funds for a ductless AC unit in the data room at the Courthouse. Second by Foley. Motion carried. It was noted this item was included in the 2022 Facilities Management Budget and will be removed.

Appointments:

Town of Lewiston Tax Incremental District (TID) No. 1 and Village of Pardeeville Tax Incremental District (TID) No. 2

Motion by Foley to approve the appointment of Steve Rohrbeck as the County Representative to the Town of Lewiston TID No. 1 and the appointment of Barry Pufahl as the County Representative to the Village of Pardeeville TID No. 2. Second by Koch. Motion carried.

Resolution: Amend County Board Standing Rules, Procedures to Change Employee Handbook and Personnel Manual

Ruf stated the resolution is to correct the Standing Rules to match the procedures outlined in the County Code of Ordinances to change the employee handbook and personnel manual.

Motion by Foley to approve the resolution to amend the County Board Standing Rules, procedures to change the Employee Handbook and Personnel Manual. Second by Pufahl. Motion carried.

Removal of Non-Government Links from the County Website

Ruf explained some website links currently included on the Columbia County website may give the impression the organization/business is under county jurisdiction.

Motion by Koch to remove any non-government website links from the County's website. Second by Wingers. Motion carried.

Closed Session:

Update on County Logo

Motion by Foley to go into closed session pursuant to sec. 19.85(1)(g), Wis. Stat., 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 [Update on County Logo]. 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 2:50 p.m. with Foley, Gove, Koch, Pufahl, Wingers, Moll, and Ruf attending.

Motion by Foley to return to open session. Second by Pufahl. Motion carried. The Committee returned to open session at 3:08 p.m.

Motion by Foley to authorize Corporation Counsel to proceed as discussed in Closed Session. Second by Koch. Motion carried.

Set Next Meeting Date

The next meeting of the Executive Committee will be held on Wednesday, September 8, 2021 at 9 a.m. (Note: The original scheduled meeting date of September 6th is Labor Day and most county offices are closed.)

Motion by Wingers to adjourn the Executive Committee meeting. Second by Foley. Motion carried. The Executive Committee meeting was adjourned at 3:12 p.m.

Respectfully Submitted,



Bob Koch
Executive Committee Secretary