



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Minutes August 10, 2020

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

Also in attendance during all or portions of the meeting: Rebecca Cary, Katie Day, Dean Kaderabek, Karen Manske, Sue Moll, Becky Mulhern, Joe Ruf, Lois Schepp, Chelsey Scott

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 #113 & #114, 112 E. Edgewater Street, Portage, Wisconsin.

Public Input

Pufahl shared a request from a constituent requesting the Executive Committee consider the Redistricting resolution during the September committee meeting.

Approval of Agenda

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

Approval of Minutes

Motion by Koch to approve the minutes of the July 6, 2020 Executive Committee meeting. Second by Pufahl. Motion carried.

Motion by Wingers to approve the minutes of the July 15, 2020 Executive Committee meeting, and July 15, 2020 Joint Information Services and Property Committee, Human Resources Committee, Executive Committee, and Finance Committee meeting. Second by Foley. Motion carried. Pufahl abstained.

Operational Review: Veterans Service Officer

Motion by Foley to approve the July, 2020 Expenditure Report from 7/03/2020 through 7/31/2020 for the Veterans Service Office. Second by Koch. Motion carried.

Cary reported replacement flag holders may be purchased by the family through the Veteran's Service Office.

2021 Budget Requests – Veterans Service

The 2021 Veteran Service Budgets were reviewed.

Motion by Koch to approve Account #4710 Veterans Service 2021 budget request for a total county appropriation of \$174,360. Second by Wingers. Motion carried.

Motion by Pufahl to approve Account #4720 Veterans Relief 2021 budget request for a total county appropriation of \$14,400. Second by Koch. Motion carried.

There was no 2021 Capital Outlay request for the Veterans Service Office.

Operational Review: Register of Deeds

Manske reviewed the Register of Deeds budget summary.

Motion by Pufahl to approve the July, 2020 Expenditure Report from 7/03/2020 through 7/31/2020 for the Register of Deeds Office. Second by Wingers. Motion carried.

Manske reported budgets and compensatory time were in line and there was no out of county travel.

2021 Budget Requests – Register of Deeds

The 2021 Register of Deeds Budget was reviewed. Manske requested \$6,000 to purchase hardware for an AVID Upgrade.

Motion by Pufahl to approve Account #1710 Register of Deeds 2021 budget request for a total county appropriation of (\$95,900), and 2021 Capital Outlay request of \$6,000. Second by Koch. Motion carried.

Operational Review: Land Information

Motion by Koch to approve the July, 2020 Expenditure Report from 7/03/2020 through 7/31/2020 for the Land Information Office. Second by Foley. Motion carried.

Kaderabek stated budgets and compensatory time are on target for the year to date, and there was no out of county travel to report.

2021 Budget Requests – Land Information

The Land Information Department Budgets were reviewed. Kaderabek requested \$15,000 to purchase hardware for secure online access by the public.

Motion by Pufahl to approve Account #1720 Land Information 2021 budget request for a total county appropriation of \$547,250, and Capital Outlay request of \$15,000. Second by Foley. Motion carried.

Motion by Koch to approve Account #1721 Land Records and Expendable Trust 2021 budget request for a total county appropriation of \$0. Second by Wingers. Motion carried.

Motion by Koch to approve Account #1722 Land Records Expendable Trust 2021 budget request for a total county appropriation of \$0. Second by Foley. Motion carried.

Motion by Foley to approve Account #1723 WLIP Program 2021 budget request for a total county appropriation of \$0. Second by Koch. Motion carried.

Motion by Pufahl to approve Account #1724 County Surveyor 2021 budget request for a total county appropriation of \$58,000. Second by Koch. Motion carried.

Operational Review: County Clerk

Motion by Wingers to approve the July, 2020 Expenditure Report from 7/03/2020 through 7/31/2020 for the County Board. Second by Foley. Motion carried.

Motion by Foley to approve the July, 2020 Expenditure Report from 7/03/2020 through 7/31/2020 for the County Clerk and Elections. Second by Koch. Motion carried.

Motion by Pufahl to approve the July, 2020 Expenditure Report from 7/03/2020 through 7/31/2020 for Insurance. Second by Wingers. Motion carried.

Moll reported budgets are in line and there will be no out of county travel. Staff will earn compensatory time during the Partisan Primary Election.

2021 Budget Requests – County Clerk

The County Clerk's Office and Elections Budgets were reviewed. Moll requested \$550 to purchase a printer to replace an existing printer which is no longer covered under the maintenance agreement. She also reported Columbia County was awarded \$48,340.70 through an Election Securities subgrant. A portion of the funds will be used to purchase laptops and key fobs for the County Clerk staff. The budget request may be modified in September, once funds are received by the County.

Motion by Foley to approve Account #1410 County Clerk 2021 budget request for a total county appropriation of \$329,110, and Capital Outlay request of \$550. Second by Wingers. Motion carried.

Motion by Foley to approve Account #1420 Elections 2020 budget request for a total county appropriation of \$2,070. Second by Pufahl. Motion carried.

There was no 2021 Capital Outlay request for the Elections budget.

2021 Budget Requests – County Board

Motion by Foley to approve Account #1190 County Board 2021 budget request for a total county appropriation of \$106,970. Second by Pufahl. Motion carried.

Motion by Foley to approve Account #1191 Commissions and Committees 2021 budget request for a total county appropriation of \$61,650. Second by Pufahl. Motion carried.

2021 Insurance Budget

Schepp and Scott presented the proposed 2021 budget request for employee bond, property, liability and auto insurance.

Motion by Wingers to approve Account #1960 Property, Liability, Auto Insurance 2021 budget request for a total county appropriation of \$149,600. Second by Koch. Motion carried.

ADRC Position Revision – Information and Assistance Specialist (Increase Hours from Remainder of 2020)

Day and Mulhern requested to increase the hours for the ADRC Information and Assistance Specialist to 100% for the remainder of 2020. ADRC grant funding will cover the cost of the increase in hours. The position will return to normal hours in January, 2021.

Motion by Koch to approve the request to increase hours to 100% for the for the remainder of 2020 for the ADRC Information and Assistance Specialist position. Second by Wingers. Motion carried.

2021 ATB (Across the Board Increase)

Ruf gave a brief overview of the Across the Board Increase. The Human Resources Committee took no action during their meeting. The decision was deferred through the budget process.

**Coronavirus (COVID-19) Public Health Emergency:
Requiring Face Coverings in County Buildings**

Ruf stated the current state mandate requires everyone to wear a face covering in public if they are able to, with some exclusions. The County could provide further restrictions in county buildings if necessary. As part of the Courthouse opening plan, requiring face coverings for all individuals entering the building could be an acceptable requirement.

Motion by Pufahl to require face coverings to be worn by all individuals entering the Columbia County Courthouse. Second by Foley. Motion carried.

Purchase of Additional UV Light Disinfection Device(s)

Ruf stated the current UV light disinfection device, purchased with grant funds, has been heavily used by several county departments throughout different county buildings, including the Columbia Health Care Center. The device is "portable", however, transporting the device from the Law Enforcement Center to other buildings can be challenging. Grant funds may be available to purchase additional UV light disinfection devices. A device at the Courthouse may aid with the Courthouse Opening Plan requiring certain areas to be disinfected throughout the day.

Pufahl moved to purchase an additional UV light disinfection device for the Courthouse. Koch moved to amend the motion to include the purchase of an UV light disinfection device for the Columbia Health Care Center in addition to the Courthouse.

After amendment, motion by Foley to approve the purchase of two (2) additional UV light disinfection devices, one at the Courthouse and one at the Columbia Health Care Center. Second by Pufahl. Motion carried.

Set Next Meeting Date

The next regularly scheduled meeting of the Executive Committee will fall on Monday, September 7th, which is Labor Day and most county offices are closed. The Executive Committee meeting was scheduled for Tuesday, September 8, 2020 at 1 p.m. in the Administration building.

Motion by Koch to take a 5 minute recess before proceeding with the joint meeting of the Ad Hoc 911 Radio Upgrade Committee. Second by Foley. Motion carried. The Executive Committee recessed at 1:58 p.m.

**Columbia County Joint Executive Committee and Ad Hoc 911 Radio Upgrade
Committee Minutes
August 10, 2020**

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

Also in attendance during all or portions of the meeting: Greg Bisch, Dave Drews, Sue Moll, Joe Ruf, Lois Schepp; Representatives from Ramaker & Associates, Inc. (James Kaiser and Jason Frazier)

The meeting of the Ad Hoc Radio Upgrade Committee was called to order by Chair Foley at 2:03 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 #113 & #114, 112 E. Edgewater Street, Portage, Wisconsin. The Ad Hoc 911 Radio Upgrade Committee joined the Executive Committee.

Award Contract for Caledonia Tower Footings

A copy of the Scope of Work and pricing from Ramaker & Associates, Inc. was distributed.

Motion by Pufahl to approve the Ramaker & Associates, Inc. Scope of Work for Construction Phase Engineering in the amount of \$10,800. Second by Weyh. Motion carried.

Three bids submitted for the Caledonia Tower Footings were reviewed. The lowest bid of \$58,980 from TowerMRL, Inc. was acceptable by Ramaker.

Motion by Koch to award the contract for the Caledonia tower footings to TowerMRL, Inc. in the amount of \$58,980. Second by Pufahl. Motion carried.

Approval of Minutes

Motion by Koch to approve the minutes of the September 27, 2019 Ad Hoc 911 Radio Upgrade Committee meeting. Second by Pufahl. Motion carried.

Motion by Wingers to adjourn the Ad Hoc 911 Radio Upgrade Committee meeting. Second by Koch. The Ad Hoc 911 Radio Upgrade Committee adjourned at 2:22 p.m.

Motion by Pufahl to adjourn the Executive Committee meeting. Second by Koch. Motion carried. The Executive Committee meeting was adjourned at 2:23 p.m.

Respectfully Submitted,



Bob Koch
Executive Committee Secretary



JoAnn Wingers
Ad Hoc 911 Radio Update Committee Secretary

These minutes were recorded by Sue Moll, County Clerk