



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Minutes August 12, 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: Tom Borgkvist, Greg Bisch, Matt Bortz, Roger Brandner, Rebekka Cary, Dean Kaderabek, Karen Manske, Sue Moll, Shonna Neary, Joe Ruf, Nicole Aimone (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 Drew to approve the agenda as published. Second by Foley. Motion carried.

Approval of Minutes

Motion by Foley to approve the minutes of the July 8, 2019 Executive Committee regular meeting. Second by Wingers. Motion carried.

Operational Review – Veterans Service Officer

Motion by Pufahl to approve the July 2019 Expenditure Report from 7/4/2019 through 8/8/2019 for the Veterans Service Office. Second by Drew. Motion carried.

Cary reported the department budget is on track with the exception of the Wages account. She reported out of county travel to Madison for a Vet Fair planning meeting; Madison for a quarterly meeting; and Grant County for the Southwest CVSO meeting. Tamra Brueggman, the new Assistant Veterans Service Officer, started work last week. She is out of the office today for a pre-planned vacation. Introductions will be made at the next meeting.

2020 Budget Requests – Veterans Service

Department goals for the Veterans Service Office were reviewed.

Motion by Foley to approve Account #4710 Veterans Service 2020 budget request for a total county appropriation of \$164,770. Second by Pufahl. Motion carried.

Motion by Pufahl to approve Account #4720 Veterans Relief 2020 budget request for a total county appropriation of \$14,400. Second by Wingers. Motion carried.

There was no 2020 Capital Outlay request for the Veterans Service Office.

Court Services Unit Staffing and Hourly Rate

Sheriff Brandner reported no applications were received for the armed court services staff position. He requested to hire additional non-armed security staff for the Court Services Unit, at an hourly pay rate of \$17, with the hiring process to begin in 2019.

Motion by Pufahl to approve the hiring of non-armed court services staff, at a rate of \$17 hour. Second by Drew. Motion carried.

Courthouse Security Training Closure November 22 or December 13

Motion by Drew to approve the closure of the Courthouse for security training on November 22 or December 13. Second by Pufahl. Motion carried.

Note: Sheriff Brandner later confirmed the Courthouse security training will be held on Friday, November 22nd in the morning.

Operational Review – Register of Deeds

Motion by Wingers to approve the July 2019 Expenditure Report from 7/4/2019 through 8/8/2019 for the Register of Deeds Office. Second by Foley. Motion carried.

Manske reported the budget and compensatory time are inline. She reported out of county travel to Washara County at the end of the month for the Register of Deeds Retreat.

2020 Budget Requests – Register of Deeds

Department goals for the Register of Deeds Office were reviewed.

Motion by Foley to approve Account #1710 Register of Deeds 2020 budget request for a total county appropriation of (\$80,190). Second by Pufahl. Motion carried.

There was no 2020 Capital Outlay request for the Register of Deeds Office.

Operational Review – Land Information

Motion by Drew to approve the July 2019 Expenditure Report from 7/4/2019 through 8/8/2019 for the Land Information Office. Second by Wingers. Motion carried.

Kaderabeck reported department budgets and compensatory time are in line.

Kaderabek requested approval for out of state travel to Utah for Spillman GIS training. He would like to use funds originally designated for ESRI GIS training toward the Spillman training. No additional funds are needed.

Motion by Foley to approve the out of state travel request to UT for Spillman training. Second by Wingers. Motion carried.

2020 Budget Requests – Land Information

Department goals for the Land Information Department were reviewed.

Motion by Drew to approve Account #1720 Land Information 2020 budget request for a total county appropriation of \$556,230. Second by Wingers. Motion carried.

There was no 2020 Capital Outlay request for the Land Information Department.

Motion by Pufahl to approve Account #1721 Land Records and Expendable Trust 2020 budget request for a total county appropriation of \$0. Second by Drew. Motion carried.

Motion by Pufahl to approve Account #1722 Land Records Expendable Trust 2020 budget request for a total county appropriation of \$0. Second by Wingers. Motion carried.

Motion by Foley to approve Account #1723 WLIP Program 2020 budget request for a total county appropriation of \$0. Second by Drew. Motion carried.

Motion by Drew to approve Account #1724 County Surveyor 2020 budget request for a total county appropriation of \$58,000. Second by Wingers. Motion carried.

Operational Review – County Clerk

Motion by Foley to approve the July 2019 Expenditure Report from 7/4/2019 through 8/8/2019 for the County Board. Second by Wingers. Motion carried.

Motion by Wingers to approve the July 2019 Expenditure Report from 7/4/2019 through 8/8/2019 for the County Clerk and Elections. Second by Pufahl. Motion carried.

Motion by Foley to approve the July 2019 Expenditure Report from 7/4/2019 through 8/8/2019 for the Insurance. Second by Wingers. Motion carried.

Moll reported budgets and compensatory time are in line. She reported out of county travel to Madison on August 16 to attend Election Security Training; Middleton on August 20 for training on Phishing and Scams & Strategic Planning; and Madison on August 29 for Voting Equipment Review Panel.

Moll requested approval to notify the State Historical Society of Wisconsin (SHSW) of some pending files marked for destruction. Corporation Counsel has reviewed the list of pending files, which include committee minutes and annual reports from 1999 and earlier. A list of the files was distributed for the members to review. Moll also reported on a box of miscellaneous items she is not required to retain or notify the SHSW, however, the items may be of interest to the SHSW, or the County Historical Society if a contact person can be identified.

Motion by Pufahl to approve the request to notify the State Historical Society of Wisconsin of pending files marked for destruction. Second by . Motion carried.

2020 Budget Requests – County Clerk

Department goals for the County Clerk's Office and Elections were reviewed.

Motion by Foley to approve Account #1410 County Clerk 2020 budget request for a total county appropriation of \$315,950. Second by Drew. Motion carried.

There was no 2020 Capital Outlay request for the County Clerk budget.

Motion by Wingers to approve Account #1420 Elections 2020 budget request for a total county appropriation of \$20,950. Second by Foley. Motion carried.

There was no 2020 Capital Outlay request for the Elections budget.

2020 Budget Requests – County Board

Goals for the County Board were reviewed.

Motion by Foley to approve Account #1190 County Board 2020 budget request for a total county appropriation of \$86,820. Second by Wingers. Motion carried.

Motion by Foley to approve Account #1191 Commissions and Committees 2020 budget request for a total county appropriation of \$61,650. Second by Pufahl. Motion carried.

2020 Insurance Budget

Neary and Bortz presented the proposed 2020 budget request for employee bond, property, liability and auto insurance.

Motion by Foley to approve Account #1960 Property, Liability, Auto Insurance 2020 budget request for a total county appropriation of \$149,600. Second by Drew. Motion carried.

2020 Position Schedule Bond Limits

Moll stated current limits and deductibles for position schedule bond and public employee blanket bond/crime coverage need to be reviewed as part of the 2020 renewal process. Ruf, Neary and Schepp reviewed the current limits and recommended no changes, with the exception of the position schedule bond limits. Neary recommended a change in the current position schedule bond limits for the County Veterans Service Officer, Assistant County Veterans Service Officer, and the three members of the Veterans Service Commission, from \$200,000 to \$180,000, based on the Veterans Service Office levy.

Motion by Drew to approve the 2020 renewal of the position schedule bond coverage with a change in the current limits for the County Veterans Service Officer, Assistant County Veterans Service Officer, and the three members of the Veterans Service Commission, from \$200,000 to \$180,000. Second by Wingers. Motion carried.

2020 Public Employee Blanket Bond Current Limits and Deductibles

Motion by Pufahl to approve the 2020 public employee blanket bond current limits and deductibles as presented, with no changes. Second by Foley. Motion carried.

2020 Equipment Breakdown Deductible

Moll stated Cory Wiegel, Facilities Management Director, reviewed the equipment breakdown and confirmed the current deductible is sufficient for next year.

Motion by Foley to approve the 2020 Equipment Breakdown deductible as presented, with no changes. Second by Drew. Motion carried.

Set Next Meeting Date

The next meeting of the Executive Committee was scheduled for September 9, 2019 at 1 p.m. in Meeting Room #115 of the Administration building. Department budgets will be reviewed.

Motion by Foley to adjourn the meeting. Second by Wingers. Motion carried. The Executive Committee meeting was adjourned at 2:08 p.m.

Respectfully Submitted,


JoAnn Wingers
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk