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## **Columbia County Executive Committee Minutes September 11, 2017**

Members present: Mary Cupery, James E. Foley, Vern E. Gove, Kirk Konkel, JoAnn Wingers

Also in attendance during all or portions of the meeting: Kristen Anderson, Rich Hasse, Karen Manske, Sue Moll, Joe Ruf, Fred Teitgen, Melissa Duane

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 Wingers to approve the minutes of the August 8, 2017 Executive Committee regular meeting. Second by Foley. Motion carried.

### **Operational Review – Veterans Service Officer**

Motion by Konkel to approve the August 2017 Expenditure Report from 8/3/2017 through 9/7/2017 for the Veterans Service Office. Second by Cupery. Motion carried.

Hasse reported out of county travel for his department. He is planning to attend the Wisconsin CVSO Association Fall Training Conference in Oshkosh.

### **2017 Veteran's Grave Payments**

Hasse reviewed the grave payments for 2017. He indicated some cemetery associations do not turn in reports every year, which affects the consistency of the yearly budgeted amount. Hasse plans to work with the cemetery associations in the future to rectify this.

Motion by Foley to approve the 2017 Veteran's Grave Payments in the amount of \$7,770. Second by Konkel. Motion carried.

### **Operational Review – Register of Deeds**

Motion by Wingers to approve the August 2017 Expenditure Report from 8/3/2017 through 9/7/2017 for the Register of Deeds Office. Second by Foley. Motion carried.

Manske stated budgets are in line and reported out of county travel to Stevens Point for a vendor sponsored training, and Milwaukee for a fall conference.

### **Operational Review – Land Information**

Motion by Foley to approve the August 2017 Expenditure Report from 8/3/2017 through 9/7/2017 for the Land Information Office. Second by Wingers. Motion carried.

Anderson reported on projects the department is currently working on to include a Nutrient Management Plan program; Mapping online web portal; and Site address and GIS management integration. Anderson also reported out of county travel for her department as follows: 2 staff traveling to Trigo for a Property Lister meeting; Land Records User meeting in Sauk County; 2 staff to Green Bay for the ERSI Users Group meeting.

### **Operational Review – County Clerk**

Motion by Wingers to approve the August 2017 Expenditure Report from 8/3/2017 through 9/7/2017 for the County Board. Second by Cupery. Motion carried.

Motion by Wingers to approve the August 2017 Expenditure Report from 8/3/2017 through 9/7/2017 for the County Clerk and Elections. Second by Konkel. Motion carried.

Motion by Cupery to approve the August 2017 Expenditure Report from 8/3/2017 through 9/7/2017 for Insurance. Second by Foley. Motion carried.

Moll reported out of county travel to the WCCA/WCA Fall Conference in Wisconsin Dells on September 25 - 26th.

Moll also gave an update on the status of the new election equipment to be delivered and available for municipal clerks on September 27<sup>th</sup>. Training on the new equipment will be held in January/February 2018.

### **2017 Dog License Fund Payments**

Motion by Foley to approve the 2017 Dog Listing Payments in the amount of \$158.50 to be paid from the Dog License Fund. Second by Konkel. Motion carried.

Moll informed members the municipalities have until Friday, September 15<sup>th</sup> to turn in reports for payment. If additional reports are received in the County Clerk's Office, a committee meeting will need to be scheduled before the County Board meeting.

### **2018 Insurance Renewals with Wisconsin County Mutual:**

Moll stated current limits for public employee blanket bond/crime coverage, position schedule bond, and liability coverage were reviewed in order to process 2018 renewal calculations. 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 \$195,000 to \$200,000, based on the Veteran Service Office levy.

Motion by Foley to approve the 2018 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 \$195,000 to \$200,000. Second by Wingers. Motion carried.

Motion by Foley to approve the 2018 renewal of the public employee blanket bond/crime coverage with no changes. Second by Cupery. Motion carried.

Motion by Cupery to approve the 2018 renewal of the liability coverage with no changes. Second by Foley. Motion carried.

#### **Ordinance: Amend Title 25 – Recreational Areas**

Ruf reviewed changes to the ordinance to include a reference on prohibited smoking on County property; Removal of any mention of Richmond Memorial Park (also known as Gibraltar Park); and Updated governing committee authority and department duties.

Motion by Foley to approve the ordinance amending Title 25 - Recreational Areas – Chapter 1 with the changes as presented. Second by Konkel. Motion carried.

#### **River Haven Homeless Shelter Lease and Insurance**

Ruf explained representatives from the River Haven Homeless Shelter requested to extend the lease agreement. Melissa Duane, Economic Support Specialist Administrator for Columbia County Health and Human Services and a River Haven Shelter Board member, explained the roof is in need of repair and some windows need weatherizing. Volunteers have offered to donate time and materials to make the necessary repairs, however, the Shelter would like to extend the lease before committing to the building improvements.

Motion by Foley to extend the lease agreement with the River Haven Homeless Shelter, Inc. for a term of five (5) years from July 1, 2016, until June 30, 2021. Second by Wingers. Motion carried.

Proof of Insurance has been placed on file with the Corporation Counsel's Office. Improvements to the shelter may be made at the shelter's expense and must be approved by the Executive Committee and coordinated with Columbia County Buildings and Grounds.

#### **Hold Harmless Agreement – New Health and Human Services Building Art**

Teitgen presented a Hold Harmless Agreement requested by the artist of the metal sculptures and explained the reasoning for the agreement. He stated the artist plans to suspend the metal sculptures from the ceiling at the Health and Human Services building using 200# test UV resistant cord. After review of the agreement, Items #2 and #3 need to be changed, as the artist will install the metal sculptures.

Motion by Foley to direct Ruf to make the requested changes to the Hold Harmless Agreement and review the amended agreement at the October Executive Committee meeting. Second by Cupery. Motion carried, not anonymous.

#### **Sale of "Old" Highway Office Building (303 Old Hwy. 16 W, Wyocena)**

Motion by Foley to go into closed session pursuant to Wisconsin State Statute Section 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" [Sale of "Old" Highway Office Building (303 Old Hwy. 16 W, Wyocena)]. The Committee will return to open session. Second by Wingers. Roll call vote was unanimous. The Executive Committee went into closed session at 2:03 p.m. with Cupery, Foley, Gove, Konkel, Wingers, Moll and Ruf attending.

Motion by Foley to return to open session. Second by Konkel. Motion carried. The Executive Committee returned to open session at 2:42 p.m.

**Set Next Meeting Date**

The next meeting of the Executive Committee will be held on Monday, October 9, 2017 at 1 p.m. in Meeting Room #115. Foley will not be in attendance.

Motion by Foley to adjourn the meeting. Second by Konkel. The Executive Committee meeting was adjourned at 2:44 p.m.

Respectfully Submitted,



JoAnn Wingers  
Executive Committee Secretary

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