



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes October 11, 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: Nancy Long, Jodi Burmania, Dave Drews, Heather Gove, BJ Hellenbrand, Dean Kaderabek, Greg Kaminski, Lisa Krintz, Bob Lambert, Sue Moll, Shonna Neary, Joe Ruf, Jessica Walter, and Andy Ross and Cheryl Fahrner (CCEDC)

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.

### **Public Input**

Andy Ross informed the members of recent economic development based on new technologies for fusion energy. Cheryl Fahrner, CCEDC Director, reported that UW-Madison is working on a grant proposal and asked if Columbia County would be interested in creating a partnership or be part of the cluster. Columbia County would qualify due to the closure of the coal plant. Grant information was distributed to the Committee.

### **Approval of Agenda**

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

### **Approval of Minutes**

Motion by Koch to approve the minutes of the September 8, 2021 and September 14, 2021 Executive Committee meetings. Second by Wingers. Motion carried. Pufahl abstained from voting on the September 8<sup>th</sup>, 2021 minutes.

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

Motion by Wingers to approve the September, 2021 Expenditure Report from 9/3/2021 through 10/7/2021 for the Veterans Service Office. Second by Foley. Motion carried.

Cary was not be able to attend the meeting as she was out attending a conference.

### **2021 Veterans Grave Late Payments**

Moll stated a report from the Newport Lutheran Cemetery was received in the County Clerk's Office on September 14, 2021. The statutory deadline for filing reports was September 1<sup>st</sup>.

Motion by Pufahl to approve the 2021 Veterans Grave payment in the amount of \$40.00. Second by Koch. Motion carried.

### **Operational Review: Register of Deeds**

Motion by Foley to approve the September, 2021 Expenditure Report from 9/3/2021 through 10/7/2021 for the Register of Deeds Office. Second by Pufahl. Motion carried.

Krintz reported the budgets are in line and a staff member earned 1½ hours of compensatory time. She reported out of county travel to Sauk County in October and Dane County in November. Krintz also reported computer upgrades were delayed and will be 100% live by October 18<sup>th</sup>.

### **Operational Review: Land Information**

Motion by Koch to approve the September, 2021 Expenditure Report from 9/3/2021 through 10/7/2021 for the Land Information Office. Second by Foley. Motion carried.

Kaderabek stated budgets are on target and there was no compensatory time. He reported out of county travel in October to Fond du Lac and Madison in November.

### **Operational Review: County Clerk**

Motion by Wingers to approve the September, 2021 Expenditure Report from 9/3/2021 through 10/7/2021 for the County Board. Second by Foley. Motion carried.

Motion by Foley to approve the September, 2021 Expenditure Report from 9/3/2021 through 10/7/2021 for the County Clerk and Elections. Second by Wingers. Motion carried.

Motion by Koch to approve the September, 2021 Expenditure Report from 9/3/2021 through 10/7/2021 for Insurance. Second by Foley. Motion carried.

Moll reported budgets and compensatory time are in line and there will be no out of county travel.

### **2022 Position Schedule Bond Limits**

Neary stated current limits for the Position Schedule Bond need to be reviewed as part of the 2022 renewal process. She reviewed the current limits and recommended the following changes:

- Medical Examiner: Change to Katelyn Schara
- Rebekka L. Cary, County Veterans Service Officer: \$221,000 (from \$190,000)
- Tamra Brueggman, Assistant County Veterans Service Officer: \$221,000 (from \$190,000)
- Jan Bauman, Veteran Service Commission: \$221,000 (from \$190,000)
- Norman C. Bednarek, Veteran Service Commission: \$221,000 (from \$190,000)
- Keith F. Miller, Veteran Service Commission: \$221,000 (from \$190,000)

Neary explained 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 \$190,000 to \$221,000, was based on the Veterans Service Office levy.

Motion by Foley to approve the 2022 renewal of the position schedule bond coverage with a change in the current limits as presented. Second by Wingers. Motion carried.

### **2022 Commercial Crime Limits and Deductibles**

Neary stated current limits and deductibles for the public employee blanket bond/crime coverage needs to be reviewed as part of the 2022 renewal process. She reviewed the current limits and recommended no changes to the current limits and deductibles.

Motion by Pufahl to approve the 2022 renewal of the public employee blanket bond current limits and deductibles as presented, with no changes. Second by Koch. Motion carried.

**Personal Tool Insurance: Master Mechanics**

BJ Hellenbrand, Highway Fleet Manager, stated master mechanics at the Highway Shop are required to provide their own tools for the job. He is asking the County to consider providing insurance coverage to cover personal tools at the Highway Shop. The total value of tools is approximately \$407,404. Moll stated an estimated yearly premium with a \$500 deductible is \$815, and \$550 for a \$1,000 deductible. If approved, Neary stated the coverage would be added to the 2022 county policy. The cost would be covered by the Shop Operation cost pool.

Motion by Gove to approve the 2022 \$500 deductible insurance coverage for personal tools owned by master mechanics with an estimated premium of \$815. Second by Koch. Motion carried.

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

Neary gave an update on the ARPA funding. A report was provided with funding requests from departments.

Facilities Management

LEC cameras \$ 15,000.00

Motion by Pufahl to approve \$15,000.00 in ARPA funding for LEC cameras. Second by Foley. Motion carried.

Health Care Center

EZ Lift \$ 6,550.00  
Nursing Aide training \$ 4,500.00  
PM LPN coverage – staffing agency \$ 8,392.00  
CNA coverage – staffing agency \$ 5,600.00  
Nursing Aide training \$ 4,152.50  
CAN to Medication Aide certification \$ 2,500.00  
Create visiting areas \$ 53,260.00

Motion by Pufahl to approve \$84,954.50 in ARPA funding for and EZ Lift, Training and Staffing, and the creation of visiting areas. Second by Koch. Motion carried.

Health & Human Services

Ford Escape (2) - home delivered meals \$ 47,198.00

Motion by Foley to approve \$47,198.00 in ARPA funding for 2 Ford Escapes vehicles to deliver home meals. Second by Wingers. Motion carried. Koch abstained.

Highway

Personal protective equipment/disinfectant \$ 3,488.85

Motion by Foley to approve \$3,488.85.00 in ARPA funding for personal protective equipment/disinfectant. Second by Wingers. Motion carried.

Medical Examiner

Forensic Filer - case management software \$ 3,000.00

Motion by Gove to approve \$3,000.00 in ARPA funding for Forensic Filer case management software. Second by Pufahl. Motion carried.

## MIS

AV equipment - County Board room	\$ 18,700.00
Fiber optic line	\$ 10,000.00
Office 365 (migration; license through 2024)	\$380,000.00

Motion by Pufahl to approve \$18,700.00 in ARPA funding for AV equipment in the County Board Room. Second by Wingers. Motion carried.

Motion by Wingers to approve \$10,000.00 in ARPA funding for fiber optic line. Second by Foley. Motion carried.

Motion by Foley to approve \$380,000.00 in ARPA funding for Office 365 migration and licensing through 2024. Second by Pufahl. Motion carried.

## Solid Waste

Fabric building for alternate transfer station	\$250,000.00
Expand transfer station tipping area	\$120,000.00
Replace transfer station compactor	\$270,000.00
Repair recycling facility/install fans	\$ 75,000.00
Repair transfer station floor/demo bunker	\$200,000.00

Motion by Foley to hold \$915,000.00 in ARPA funding for improvements at Solid Waste, with final approval once final costs are determined. Second by Wingers. Motion carried.

## **Public Health Workforce Grant Funding to Recruit and Retain County Public Health Division Staff**

Heather Gove requested approval for a one time \$3,000 recruitment/retention payment to Public Health Division staff. New hires would receive payment on their start date, but required to pay a portion back if they do not remain employed for a full year. Current employees will also receive payment. Current employees with less than 1 year of service will be required to pay a portion back if they do not remain employed for 1 year. The total request of \$24,000 will be funded through the Public Health Workforce Grant.

Motion by Pufahl to approve the recruitment/retention payment request in the total amount of \$24,000 from the Public Health Workforce grant fund. Second by Koch. Motion carried.

## **Increase Hours from 37.5 hrs/wk to 40.0 hrs/wk for ADRC APS Social Worker**

H. Gove requested to increase the current ADRC APS Social Worker hours from 37.5 to 40 hours per week. The increase in hours would be paid with funding.

Motion by Wingers to approve the increase in hours for the ADRC APS Social Worker from 37.5 to 40 hours per week. Second by Foley. Motion carried.

## **Increase Hours from 37.5 hrs/wk to 40.0 hrs/wk for Elder Benefit Specialist**

H. Gove requested to increase the current Elder Benefit Specialist hours from 37.5 to 40 hours per week. The increase in hours would be paid with funding.

Motion by Foley to approve the increase in hours for the Elder Benefit Specialist from 37.5 to 40 hours per week. Second by Pufahl. Motion carried.

## **Approval Process for Out of County and Out of State Conferences, Meetings, and Travel During COVID-19 Pandemic**

Ruf explained the current process for approval of out of county and out of state travel is done through the budget process (i.e. approved in 2021 for 2022 travel). During the continued COVID-19 Pandemic, the proposal would be to also require Executive Committee approval for all out of county or out of state conferences, meetings, and travel paid by the County.

Motion by Wingers to modify the approval process during the COVID-19 Pandemic, requiring Executive Committee approval for all out of county or out of state conferences, meetings, and travel paid with County funds. Second by Foley. Motion carried.

**Appointment: City of Columbus Tax Incremental District (TID) No. 5**

Motion by Foley to appoint Matthew L. Rohrbeck as county representative to the proposed City of Columbus Tax Incremental District No. 5, replacing Henry St. Maurice. Second by Wingers. Motion carried.

**Resolution: Changes to Personnel Manual for Management**

Ruf explained the changes to the Personnel Manual for Management would update management employees in the Facilities Management department to receive on call pay.

Motion by Pufahl to approve the resolution to make changes to the Personnel Manual for Management. Second by Koch. Motion carried.

**Resolution: Appeal of Impartial Hearing Officer's Employee Grievance Decision**

Ruf explained a former employee is appealing an Impartial Hearing Officer's (IHO) decision to the County Board, which is the final step in the grievance system. The resolution states the County Board affirms the IHO's decision denying Davenport's grievance.

Motion by Koch to approve the resolution regarding the Appeal of Impartial Hearing Officer's Employee Grievance Decision. Second by Pufahl. Motion carried.

**Ordinance: Amend Chapter 2 – County Board of Supervisors**

Ruf stated the amendment to the ordinance would increase salaries and per diems for the County Board of Supervisors, to take effect upon the seating of the newly elected Board in April, 2022.

Motion by Pufahl to pass the resolution to the full County Board for consideration. Second by Wingers. Motion carried.

**Set Next Meeting Date**

The next meeting of the Executive Committee will be held on November 1, 2021 at 1:00 p.m.

Motion by Foley to adjourn the Executive Committee meeting. Second by Wingers. Motion carried. The Executive Committee meeting was adjourned at 2:04 p.m.

Respectfully Submitted,



Bob Koch  
Executive Committee Secretary

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