



# COLUMBIA COUNTY

Board of Supervisors

112 E. Edgewater Street  
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

## **Columbia County Executive Committee Minutes November 4, 2019**

Members present: Dan F. Drew, James E. Foley, Vern E. Gove, Barry Pufahl

Members absent with notice: JoAnn Wingers

Also in attendance during all or portions of the meeting: Eric Shimpach, Rebekka Cary, Katie Day, Jessica Hale, Dean Kaderabek, Susan Lorenz, Karen Manske, Sue Moll, Becky Mulhern, Joe Ruf, Cory Wiegel; Travis Hamele and Nancy Smith of United Country Realty

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.

Supervisor Pufahl was named acting secretary in the absence of Supervisor Wingers.

### **Approval of Agenda**

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

### **Approval of Minutes**

Motion by Foley to approve the minutes of the October 7, 2019 Executive Committee regular meeting. Second by Pufahl. Motion carried.

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

Motion by Foley to approve the October 2019 Expenditure Report from 10/4/2019 through 10/31/2019 for the Veterans Service Office. Second by Pufahl. Motion carried.

Cary reported the budgets are in line. She also reported out of county travel to Madison on November 13 and November 19.

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

Motion by Drew to approve the October 2019 Expenditure Report from 10/4/2019 through 10/31/2019 for the Register of Deeds Office. Second by Foley. Motion carried.

Manske reported the budget is on track and there is no compensatory time or out of county travel.

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

Motion by Foley to approve the October 2019 Expenditure Report from 10/4/2019 through 10/31/2019 for the Land Information Office. Second by Drew. Motion carried.

Kaderabek stated budgets and compensatory time are on target for the year to date. Two staff, Brian Zirbes and Vicki Matula, will be attending the Esri Conference in Green Bay on November 6 & 7<sup>th</sup>. Kaderabek gave an update on the Text/Email Notification to notify subscribers of when a tax bill was created, if a tax bill was paid, or if a second installment is due. An update to the 911 System was

completed. He received a letter of resignation from Karin O'Malley. He would like approval to hire a replacement as soon as possible.

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

Motion by Pufahl to approve the October 2019 Expenditure Report from 10/4/2019 through 10/31/2019 for the County Board. Second by Foley. Motion carried.

Motion by Foley to approve the October 2019 Expenditure Report from 10/4/2019 through 10/31/2019 for the County Clerk and Elections. Second by Drew. Motion carried.

Drew questioned the date of the Highway claim, Moll confirmed the claim was for an incident in 2018. Motion by Pufahl to approve the October 2019 Expenditure Report from 10/4/2019 through 10/31/2019 for the Insurance. Second by Drew. Motion carried.

Moll reported budgets and compensatory time are in line. She reported out of county travel on December 6<sup>th</sup> to Madison for Election Security Communications training.

#### **Appointments**

Motion by Drew to recommend the reappointment of Norm Bednarek to the Veterans Service Commission for a 3 year term to December, 2022. Second by Foley. Motion carried.

#### **2020 Property Insurance Renewal**

Motion by Foley to approve the 2020 Property Insurance Renewal with current deductibles. Second by Pufahl. Motion carried.

#### **HHS – New Position Request – Part-Time Transportation Clerk**

Mulhern requested a new position for a part-time transportation clerk. The position will be funded by a grant.

Motion by Pufahl to approve the new position request for a part-time transportation clerk. Second by Foley. Motion carried.

#### **HHS – Revised Position Request – Registered Dietician Tech**

Lorenz requested increased hours for the Registered Dietetic Technician position. The increased cost will be covered by Fit Families funding.

Motion by Foley to approve the revised position request for the Registered Dietetic Technician. Second by Drew. Motion carried.

#### **Closed Session:**

##### **Sale of Former Highway Office Building and 2652 Murphy Road Property**

Motion by Foley to go into closed session pursuant to Wis. 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 Former Highway Office Building and 2652 Murphy Road Property]; If the Committee goes into closed session, it will return to open session. Second by Drew. The roll call vote was unanimous. The Executive Committee went into closed session at 1:27 p.m. with Drew, Foley, Gove, Pufahl, Shimpach, Hale, Moll and Ruf attending. Hamele and Smith from United Country Realty were also in attendance. Wiegel also joined the meeting.

Motion by Drew to return to open session. Second by Foley. Motion carried. The Committee returned to open session at 1:55 p.m.

Motion by Pufahl to direct Corporation Counsel to draft a commercial agreement for the former Highway Office Building, as discussed in closed session. Second by Drew. Motion carried.

**Set Next Meeting Date**

The next regularly scheduled meeting of the Executive Committee was scheduled for December 9, 2019 at 1 p.m. in Meeting Room #115 of the Administration building. A joint meeting with the Human Resources Committee will be scheduled before the County Board meeting to review the Land Information position replacement request for a Real Property Lister. Gove also stated a special meeting may be held at the end of November.

Motion by Foley to adjourn the meeting. Second by Drew. Motion carried. The Executive Committee meeting was adjourned at 2:03 p.m.

Respectfully Submitted,



Barry Pufahl  
Acting Executive Committee Secretary

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