

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Minutes November 6, 2017

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

Also in attendance during all or portions of the meeting: Kristen Anderson, Rich Hasse, Karen Manske, Sue Moll, Joe Ruf, Lois Schepp; Marty Malloy (M3 Insurance); Lyn Jerde (Portage Daily Register)

The meeting of the Executive Committee was called to order by Chair Gove at 1:01 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.

Chair Gove stated he may take items out of order to accommodate those presenting subject matter.

Approval of Minutes

Motion by Wingers to approve the minutes of the October 9, 2017 Executive Committee regular meeting. Second by Cupery. Motion carried.

Budget Guide Presentation

Schepp was present to address any questions about the Budget Guide. Committee members heard the presentation at previous committee meetings.

2018 Auto Insurance Coverage

Marty Malloy of M3 Insurance announced the County's current insurance company for vehicle collision and comprehensive coverage has given a notice of nonrenewal for 2018, due to the County's loss history. He is in the process of obtaining quotes from other insurance companies for consideration and recommended the County obtain a proposal from Wisconsin County Mutual for consideration. Malloy stated he should have quotes within the next couple of weeks.

Operational Review – Veterans Service Officer

Motion by Wingers to approve the October 2017 Expenditure Report from 10/6/2017 through 11/2/2017 for the Veterans Service Office. Second by Cupery. Motion carried.

Hasse reported out of county travel for his department.

Policy/Structure for Use of CVSO Donation Funds Account Monies

Hasse would like to put some control measures in place for donations his office receives. He has requested to work with the Accounting Department to establish a concept for proper financial management of the donations. Once a program has been formulated, he will bring it back to this committee for final consideration.

Motion by Foley to recommend the Veteran Services Office work with the Accounting Department to develop a concept for the financial management of donations received by the Veteran Services Office. Second by Konkell. Motion carried.

Hasse reported the American Legion donated a set of flags for display outside of the Veteran Services Office. With the approval of Chair Gove, a Flag Presentation Ceremony will be held at the beginning of the November County Board meeting.

Operational Review – Register of Deeds

Motion by Foley to approve the October 2017 Expenditure Report from 10/6/2017 through 11/2/2017 for the Register of Deeds Office. Second by Konkell. Motion carried.

Manske stated budgets are in line with the exception of the scanning project, which was over budget by approximately \$1,500. She stated revenue projections have been met and if revenues exceed, it could offset the overage. She will continue to monitor the budget and report back to the committee. She reported out of county travel this Thursday in Milwaukee to attend a seminar on Blockchain, a public ledger of cyptocurrency transactions developed by Bitcoin (electronic cash system). She stated the Register of Deeds Association is following this to see if it could have a future impact on how documents are recorded in her office. She will give a report on the seminar at the next committee meeting.

Operational Review – Land Information

Motion by Foley to approve the October 2017 Expenditure Report from 10/6/2017 through 11/2/2017 for Account #1720 of the Land Information Office. Second by Wingers. Motion carried.

Motion by Wingers to approve the October 2017 Expenditure Report from 10/6/2017 through 11/2/2017 for Account #1721 of the Land Information Office. Second by Foley. Motion carried.

Anderson reported out of county travel for her department and projects the Land Information Office is working on, to include special assessments; online receipting; working with MIS to transition electronic surveys to the Enterprise System; and a programming change to accessing data files. Anderson and Moll also reported on the 2020 Census project, with the first step beginning now to review and update the address listings.

Operational Review – County Clerk

Motion by Foley to approve the October 2017 Expenditure Report from 10/6/2017 through 11/2/2017 for the County Board. Second by Wingers. Motion carried.

The County Clerk and Elections Budgets were reviewed. Moll stated the report shows the payment for the new election equipment and servers and a credit for 2017 software and election equipment maintenance. She stated there are some outstanding software and hardware invoices, however, the project should be under budget by approximately \$35,000.

Motion by Konkel to approve the October 2017 Expenditure Report from 10/6/2017 through 11/2/2017 for the County Clerk and Elections. Second by Wingers. Motion carried.

There was no October Expenditure Report for Insurance.

Sale of Election Equipment

Moll reported the sale of 2 M100 tabulators owned by the County plus 2 M100 tabulators owned by municipalities. The County received full payment for the sale of the 4 tabulators. Moll asked for direction on what to do with the funds, if a portion should be returned to the 2 municipalities or retained by the County. She stated the County paid for half the cost of the equipment in 2006. Foley, who is the Chair for one of the municipalities that provided the election equipment, recommended the County keep 100% of the funds from the sale of the tabulators.

Motion by Wingers to approve the County retain all the funds received from the sale of the election equipment. Second by Cupery. Motion carried. Foley abstained from voting.

Veterans Service Commission Appointment

Motion by Foley to recommend the re-appointment of Keith Miller to the Veterans Service Commission for a 3 year term to December, 2020. Second by Wingers. Motion carried.

Intergovernmental Agreement with the City of Portage

A map of the proposed parking lot was distributed along with a copy of the intergovernmental agreement.

Ruf explained the cooperative agreement between the City of Portage and the County. He stated funds for the parking lot project will not come from building project funds. A funding source will be determined and require Finance Committee approval.

Motion by Foley to recommend approval of the Intergovernmental Agreement with the City of Portage as presented. Second by Cupery. Motion carried.

Chair's Comments

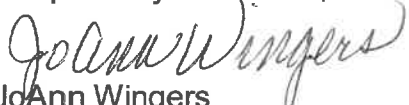
Chair Gove announced John Hartman's retirement effective January, 2018. The process to hire a replacement has started. Cheryl Davis will be the interim MIS Director until a new director is hired. John Bluemke, Planning and Zoning Director, may also consider retirement in April, 2018.

Set Next Meeting Date

The next meeting of the Executive Committee will be held on Monday, December 11, 2017 at 1 p.m. in Meeting Room #115.

Motion by Foley to adjourn the meeting. Second by Konkel. The Executive Committee meeting was adjourned at 2:24 p.m.

Respectfully Submitted,


JoAnn Wingers
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk.