



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes December 15, 2022**

Members present: Denise Brusveen, Adam R. Field, Chris Polzer, Darren W. Schroeder  
Also in attendance during all or portions of the meeting: Rebekka Cary, Dave Drews, Susan Fisher, Heather Grove, Greg Kaminski, Bob Koch, Lisa Krintz, Sue Moll, Shonna Neary, Joe Ruf, Carol Sjoblom, Jason Willemarck

The meeting of the Executive Committee was called to order by Chair Polzer at 8:00 a.m. A quorum of the committee was present. 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**

None.

### **Approval of Agenda**

Motion by Schroeder to approve the revised agenda as published. Second by Polzer. Motion carried, not unanimous.

Brusveen objected to approving the agenda as a motion made during the November Executive Committee to add items to the December agenda was not included. It was noted the agenda item will be added to a future agenda.

### **Approval of Minutes**

Motion by Brusveen to approve the minutes of the October 13, 2022 and November 10, 2022 Executive Committee meetings. Second by Schroeder. Motion carried.

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

Motion by Brusveen to approve the October and November, 2022 Expenditure Report from 10/7/2022 through 12/8/2022 for the Veterans Service Office. Second by Schroeder. Motion carried.

Cary reported the budgets are on target and there was no compensatory time or out of county travel.

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

Motion by Schroeder to approve the October and November, 2022 Expenditure Report from 10/7/2022 through 12/8/2022 for the Register of Deeds Office. Second by Brusveen. Motion carried.

Krintz reported the budgets are on target and there was no compensatory time or out of county travel.

Field arrived at 8:13 a.m.

Motion by Schroeder to approve the resolution to request the State to revise the current real estate transfer fees revenue sharing formula. Second by Field. Motion carried.

**Operational Review: Land Information**

Motion by Field to approve the October and November, 2022 Expenditure Report from 10/7/2022 through 12/8/2022 for the Land Information Office. Second by Brusveen. Motion carried.

Krintz reported the budgets are on target and there was no compensatory time or out of county travel.

**Operational Review: County Clerk**

Motion by Field to approve the October and November, 2022 Expenditure Report from 10/7/2022 through 12/8/2022 for the County Board. Second by Schroeder. Motion carried.

Motion by Field to approve the October and November, 2022 Expenditure Report from 10/7/2022 through 12/8/2022 for the County Clerk and Elections. Second by Brusveen. Motion carried.

Motion by Brusveen to approve the October and November, 2022 Expenditure Report from 10/7/2022 through 12/8/2022 for Insurance. Second by Schroeder. Motion carried.

Moll reported the budgets and compensatory time are in line and there was no out of county travel to report.

Motion by Schroeder to approve the line item transfer request within the Elections Budget of \$3,270.00 from Publications/Subscriptions to Ballots. Second by Brusveen. Motion carried.

**2023 Liability Insurance Renewal**

Motion by Schroeder to approve the 2023 Liability Insurance renewal with no changes to the deductible. Second by Field. Motion carried.

**Identity Recovery Coverage Insurance**

Motion by Schroeder to reject the Identity Recovery Coverage Insurance for 2023. Second by Brusveen. Motion carried.

**2023 Property and Equipment Breakdown Insurance Renewal**

Motion by Field to approve the 2023 Property Insurance and Equipment Breakdown Insurance renewal with no changes to the deductibles. Second by Brusveen. Motion carried.

**Out of State Travel Requests**

No requests were received.

**Appointments:**

Motion by Brusveen to appoint Keith Miller to the Ad Hoc Opioid Abatement Committee. Second by Schroeder. Motion carried.

Motion by Schroeder to appoint Steven Rohrbeck to the Columbia Health Care Center Committee, replacing Andrew C. Kolberg. Second by Brusveen. Motion carried.

Motion by Schroeder to reappoint Liz Miller, County Board Representative, to the Columbia County Library Systems Board 3 year term to January, 2026. Second by Field. Motion carried.

Motion by Schroeder to reappoint Betty Reiter, Citizen Member, to the Columbia County Library Systems Board 3 year term to January, 2026. Second by Polzer. Motion carried.

Motion by Schroeder to reappoint Debra Torrison, School District Representative, to the Columbia County Library Systems Board 3 year term to January, 2026. Second by Polzer. Motion carried.

Brusveen questioned the status of the application process for citizen members. Ruf stated an application form will be drafted for the committee to review at the January meeting.

Motion by Field to reappoint Jim Grothman as County Surveyor for a 2 year term to January, 2025. Second by Brusveen. Motion carried.

No action taken on the HHS Medical Advisor appointment as Dr. Kreckman declined the appointment.

Motion by Field to appoint Robert Maier to the Local Emergency Planning Committee, completing Marie Darling-Ellis term to April, 2024. Second by Schroeder. Motion carried.

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

Neary gave an update on the ARPA funding and provided a handout. She also stated an additional \$50,000.00 in ARPA funds will be received in 2023, which could be used for Capital Outlay needs not approved through the budget process.

#### **American Rescue Plan Act (ARPA) Funding Review**

The following department requests were considered:

##### Solid Waste

Consulting Services – Transfer Station	\$ 20,000.00
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Motion by Schroeder to approve the transfer of \$20,000.00 in ARPA funds from the Transfer Station Tipping Area Expansion to Consulting Services-Transfer Station. Second by Polzer. Motion carried.

##### MIS

Option #1: OpenMeetings Software	\$12,000.00
Option #2: M.I.S. – County Board Room – AV System	\$23,200.00

Drews presented options for the County Board Room.

Motion by Schroeder to place the item on the County Board agenda for a decision. Second by Brusveen. Motion carried.

#### **Ordinance: Amend Chapter 8 – County Departments; Subsection 100: Accounting; SEC. 8.114 County Vehicles**

Neary stated the amendment is a change in how departments report county vehicle odometer readings, no longer requiring a report to the governing committees.

Motion by Brusveen to approve the ordinance amendment as presented. Second by Schroeder. Motion carried.

#### **Ordinance: Amend Chapter 7 – Fees – SEC. 7.17 Solid Waste**

Kaminski reviewed proposed fee increases for Solid Waste.

Motion by Schroeder to approve the ordinance amendment as presented. Second by Brusveen. Motion carried, not unanimous.

**Position Replacement Request – Land Information Director**

Motion by Schroeder to approve the position replacement request for the Land Information Director. Second by Field. Motion carried.

**Position Description – Land Information Director**

Ruf presented the Position Description for the Land Information Director. There were no changes.

Motion by Field to approve the Position Description for the Land Information Director. Second by Brusveen. Motion carried.

**Salary Range – Land Information Director**

Ruf stated the current salary range for the Land Information Director position is Grade Q.

Motion by Field to lower the salary range for the Land Information Director to Grade O. Second by Brusveen. Motion carried.

**Land Information Director Hiring Process**

Ruf gave a brief overview of the hiring process for a Department Head. He stated the Interview Committee will consist of Chair Polzer, Schroeder (Finance Committee), Field (Human Resources Committee), and Brusveen (Vice Chair).

**Appointment of Interim Land Information Director**

Ruf stated Lisa Krintz was appointed as the interim Land Information Director.

**City of Portage Request for Interim Use of the Southeast Corner of Market Square Parking Lot**

A request was received from the City of Portage for a mobile clinic to be parked in the Market Square parking lot. The clinic is not associated with any county departments.

Motion by Schroeder to approve the request from the City of Portage for interim use of the southeast corner of the Market Square parking lot. Second by Polzer. Motion carried.

**Agreement Between Town of West Point and Columbia County re: Weast Park and Pleasant View Park Assessor's Plat**

No action taken.

**Resolution: Authorize American Rescue Plan Act Expenditures**

Motion by Brusveen to approve the resolution authorizing American Rescue Plan Act expenditures in the amount of \$20,000.00 for the Solid Waste Consulting Services. Second by Schroeder. Motion carried.

**River Haven Presentation**

Carol Sjoblom, HHS Economic Support Administrator, and Chair of the River Haven Board of Directors, gave a presentation on the River Haven Homeless Shelter. The River Haven Board of Directors has put together a 2-5 year plan to build a new homeless shelter and convert the current shelter to transitional housing. The Board is looking for a donation from the County for the shelter and parking lot as a possible building site.

**Chair's Comments**

None.

The next regularly scheduled meeting of the Executive Committee is January 12, 2023 at 8:00 a.m.

Motion by Field to adjourn the meeting. Second by Schroeder. Motion carried.

The Executive Committee meeting was adjourned at 10:20 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Darren W. Schroeder", with a long, sweeping flourish extending to the right.

Darren W. Schroeder  
Executive Committee Secretary

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