



## **Columbia County Executive Committee Minutes August 8, 2011**

Members Present: Kenneth W. Hutler, Andy Ross, Fred C. Teitgen, Robert R. Westby, Debra L. Healy Wopat

Also In Attendance: Susan Moll, Donna Chrzas, Lois Schepp, Kurt Dey, Cory Wiegel, Dennis Richards, Dawn Woodard, Joe Ruf, Lyn Jerde (Portage Daily Register), Craig Cawley (Town of Pacific)

Meeting called to order by Chair Westby at 9:00 am. The meeting was properly noticed as required by the Wisconsin Open Meetings Law.

### **Approval of Agenda**

Motion by Teitgen to approve the agenda as published. Second by Hutler. Motion carried.

### **Approval of Minutes**

Motion by Wopat to approve the minutes of the July 11, 2011 Executive Committee meeting. Second by Teitgen. Motion carried.

### **Transfer Remnant Parcel to Town of Pacific**

Craig Cawley, Supervisor for the Town of Pacific, inquired about a parcel of property near the cemetery that the Town would like to build a storage shed. The parcel is deeded to Columbia County, according to a 1921 deed. Kurt Dey, Highway Commissioner, stated that the property may have been a former wayside and deeded to Columbia County on behalf of the state. Further review will determine if the County has the authority to transfer ownership of the parcel. Joe Ruf arrived later in the meeting. He will follow up with the highway commissioner about the parcel and determine if the Wisconsin Department of Transportation needs to be involved in the transfer of the property. Motion by Ross to transfer the parcel to the Town of Pacific contingent on site plan approval by the highway commissioner and pending clarification of ownership and authority to transfer the property. Second by Teitgen. Motion carried.

### **2012 Budget Presentation**

Lois Schepp gave an overview of the budget process and distributed a budget review checklist for the governing committee to use as a guideline when reviewing department budgets.

### **Replacement Request**

Kurt Dey is requesting to fill 4 of the 6 vacancies at the Highway Department. The Highway Committee has approved the request to fill up to 4 positions with the Human Resources Committee concurring. Dey will meet with the townships as hiring will be based on their snow removal needs. The request will go to the Finance Committee on Thursday. Motion by Hutler to approve the request to hire up to four positions in the Highway Department. Second by Teitgen. Motion carried.

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

Motion by Wopat to approve the July, 2011 expenditure report for the Veterans Service office. Second by Hutler. Motion carried.

Motion by Teitgen to approve the 2012 Veteran Service budget request for Department #4710 in the amount of \$158,049; the 2012 Veteran Relief budget request for Department #4720 in the amount of \$17,420. Second by Hutler. Motion carried.

There is no 2012 Capital Outlay request for the Veterans Service office.

### **Replacement Requests**

Motion by Hutler to approve Cory Wiegel's request to fill the janitor position in the Building and Grounds Department that was vacated by retirement. Second by Ross. Motion carried.

Sheriff Richards stated that a detective left employment for another position outside of the county and the vacant position will be filled internally. He is requesting to fill a deputy sheriff position that will be vacated by the promotion. Motion by Ross to approve Sheriff Richard's request to fill the deputy sheriff position that will be vacated by promotion to detective. Second by Teitgen. Motion carried.

Motion by Teitgen to approve Dawn Woodard's request to fill the Behavioral Health and Long Term Support Division Administrator and the Social Worker positions at Health and Human Services. Second by Ross. Motion carried.

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

Motion by Wopat to approve the July, 2011 expenditure report for the County Clerk's office. Second by Teitgen. Motion carried.

Motion by Ross to approve the 2012 County Clerk budget request as presented for Department #1410 in the amount of \$259,408. Second by Teitgen. Motion carried.

Motion by Teitgen to approve the 2012 Elections budget request for Department #1420 in the amount of \$76,129. Second by Hutler. Motion carried.

There is no 2012 Capital Outlay request for the County Clerk's office.

### **Title 9 Fees Ordinance**

Ruf stated that the fee ordinance is going through final committee approvals and should be ready for the committee to review in September.

### **County Board 2012 Budget Request**

Motion by Teitgen to approve the 2012 County Board Administration budget request for Department #1190 in the amount of \$58,500; and the 2012 County Board Commissions and Committees budget request for Department #1191 in the amount of \$58,375. Second by Hutler. Motion carried.

### **Chair's Comments**

Chair Westby stated that the engineering team from Ayres Associates will be doing a one day in-depth review of the nursing home tomorrow beginning at 10 am. The full report is expected to be distributed around August 17-19<sup>th</sup>. A walk through of the nursing home is tentatively set from 4:30 pm to 6:30 pm on August 24<sup>th</sup> before the county board meeting. Westby updated the committee on the status of taking over dispatcher duties from the City of Portage. The City does not attend to provide funding after 2011. The County could raise the operating levy if the Department of Revenue certifies

start up costs for the dispatch. Approximately 3-4 additional dispatchers are needed. The Human Resources Committee approved a requirement that payroll checks for all employees will be direct deposited beginning in 2012. Westby stated that all supervisors will also be asked to have their checks direct deposited.

**Set Next Meeting Date**

The next regular meeting of the Executive Committee will be held on Monday, September 12, 2011, beginning at 9 am.

Motion by Teitgen to adjourn at 11:04 am. Second by Hutler. Motion carried.

Respectfully Submitted,

Kenneth W. Hutler  
Executive Committee Secretary

*These minutes were recorded by Susan M. Moll, Columbia County Clerk.*