



## Columbia County Executive Committee Minutes July 11, 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 Joe Ruf, Candy & Don Roeker, Father Murphy, Susan Raimer, Mike Babcock, Dawn Woodard, Lyn Jerde (Portage Daily Register)

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 Wopat. Motion carried.

### **Approval of Minutes**

Motion by Ross to approve the minutes of the June 6, 2011 Executive Committee meeting and June 15 Executive Committee meeting. Second by Hutler. Motion carried.

### **River Haven Lease**

Candy Roeker, Chairman/Supervisor of the River Haven Homeless Shelter, is asking the committee for changes to the River Haven Homeless Shelter lease. The original signed lease listed the lessee as Renewal Unlimited, Inc. River Haven is now a non-profit 501 (c)(3) organization. The lessee should be changed to the River Haven Homeless Shelter. Corporation Counsel Joe Ruf addressed insurance concerns. The liability insurance will be maintained by Renewal Unlimited, Inc. as the insured. A copy of Certificate of Liability Insurance has been placed on file. The requirement to maintain \$1,000,000 property coverage will be omitted from the lease as the property is included with the county's property insurance. The Property and Insurance Committee will meet prior to the county board meeting on July 20<sup>th</sup> to review and take action on the lease. It was noted that the mailing address for River Haven is PO Box 641, Portage, WI.

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

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

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

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

Staff will receive compensatory time for working the upcoming recall elections. There will be some budget issues with the election budget that will be discussed when the recall elections are complete.

### **Replacement Request**

Susan Raimer is requesting to replace the Deputy Clerk of Court position. The position is vacant as an employee transferred to another department. Motion by Wopat to approve the request to replace the Deputy Clerk of Court position. Second by Hutler. Motion carried.

### **2012 Position Request**

Raimer explained that she would like to request additional funding in the 2012 budget for a chief deputy. The position has been vacant since 2008, due to a retirement. Raimer is asking to reclassify a current staff member to chief deputy with an increase in pay. One of the responsibilities of the chief deputy is to handle the duties of the clerk of court in her absence.

### **Appointments**

Motion by Teitgen to recommend appointment of LeeAnn Perelli to Commission on Aging to complete Terry Bartel's remaining term to April, 2013. Second by Ross. Motion carried.

Motion by Ross to recommend appointment of Margie Walstad and Michelle Rolfe to the Lodi Local Library Board; Karen Depries to the Pardeeville Local Library Board; and Beverly Hoffman to the Portage Local Library Board; each appointment for a 3 year term to May, 2014. Second by Teitgen. Motion carried.

### **Replacement Request**

Mike Babcock is requesting to replace a dispatcher to fill a vacancy from a staff person who has retired. Motion by Wopat to approve the request to replace a dispatcher in the Sheriff Department. Second by Teitgen. Motion carried.

Babcock stated that they are finalizing the details of the County taking over all dispatching for the City of Portage. Three additional dispatchers will be needed by January 2012 to handle the increased dispatch duties. The Sheriff's Department is requesting that the positions be filled by November, 2011, so that staff will be trained and ready to go by 2012.

Motion by Wopat to approve the request for additional dispatchers based on available funding through the 2012 budget process. Second by Ross. Motion carried.

### **2012 requests**

The Sheriff's Department is requesting to increase a deputy sheriff to full-time. It is a partially funded position through a contract with the Village of Cambria. Approximately \$29,000 is needed to keep the position full-time. An increase of hours for the emergency management deputy coordinator is also requested.

Motion by Wopat to review the deputy sheriff and emergency management deputy coordinator requests during the 2012 budget process. Second by Teitgen. Motion carried.

### **Replacement Requests**

Dawn Woodard is requesting to replace a social worker position. The vacancy is because the employee was hired as a Division Administrator. Motion by Ross to approve the request to replace a social worker at the Health and Human Services Department. Second by Wopat. Motion carried.

Erik Pritzl has accepted a position at Dodge County. Dawn Woodard has been appointed as the acting Health and Human Services Director.

Motion by Wopat to approve the request to refill the Health and Human Services Director position. Second by Teitgen. Motion carried.

John Hartman is requesting to restore an applications developer I position to full-time. Funding will be used from a vacant position that will not be refilled. Motion by Teitgen to approve the request to restore an applications developer I position to full-time. Second by Hutler. Motion carried.

### **2012 Requests**

A joint meeting with the Human Resources Committee will not be held. Ruf stated that the Human Resources Committee has reviewed the 2012 requests to be addressed as part of the 2012 budget process.

### **Fee Ordinance**

Ruf is working with departments to revise the county's fee ordinance. Department heads will review and present changes to their governing committees for approval. Final review and action on the ordinance will be scheduled for August.

### **Chair's Comments**

Chair Westby announced a going away party for Judge Miller on July 29, and the swearing in for Judge Voigt on August 1. The Policies and Procedures Policy is currently being revised.

### **Set Next Meeting Date**

The next regular meeting of the Executive Committee will be held on Monday, August 8, 2011, beginning at 9 am.

Motion by Teigten to adjourn at 10:49 am. Second by Ross. Motion carried.

Respectfully Submitted,

Kenneth W. Hutler  
Executive Committee Secretary

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