



Columbia County Executive Committee Minutes August 9, 2010

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

Also In Attendance: Susan Moll, Donna Chrzas, Dennis Richards, Mike Babcock, Erik Pritzl

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 Ross to approve the agenda as published. Second by Wopat. Motion carried.

Approval of Minutes

Motion by Teitgen to approve the minutes of the July 12, 2010 and July 21, 2010 Executive Committee meetings and the July 21, 2010 Joint Executive and Human Resource committee meeting. Second by Hutler. Motion carried.

Operational Review – Veterans Service Officer

Motion by Wopat to approve the July, 2010 expenditure report for the Veterans Service office. Second by Hutler. Motion carried.

Donna Chrzas reported that she has no out of county travel for the next month.

Motion by Wopat to remove \$2,000 from the 2011 budget request for department #4720, Veteran Relief in account #537140, Setting of Markers. Second by Teitgen. Motion carried.

Motion by Hutler to approve the 2011 Veteran Service budget request for Department #4710 in the amount of \$163,842; the 2011 Veteran Relief budget request as amended for Department #4720 in the amount of \$17,420; the zero amount requested in the 2011 Capital Outlay for the Veteran Service office. Second by Teitgen. Motion carried.

Position Replacement Requests

Motion by Wopat to approve Sheriff Richards request to replace two Deputy Sheriff positions in the Sheriff's Department that were vacated due to promotions within the department when two sergeants resigned. Second by Teitgen. Motion carried.

Motion by Wopat to approve the new deputy request without recommendation and forward the request to the Finance Committee for review during the budget process. Second by Ross. Motion carried.

Motion by Teitgen to approve Erik Pritzl's request to replace the Social Worker position at the Health & Human Services Department that will be vacant due to a staff resignation. Second by Ross. Motion carried.

Fred Teitgen left the meeting at 10 am.

2011 Outgoing Mail Options

Moll gave an update on a meeting recently held with the county department heads to discuss the outgoing mail options for 2011. After reviewing the pros/cons of several options, the consensus was to try a "mixed" version of the mail service and postage meters. Several of the offices (Clerk of Courts, Branches I, II, III, Reg. of Probate, Court Commissioner, District Attorney/Victim Witness, Child Support, Corp. Counsel and Human Resources) would like to request postage meters in their 2011 budgets to process their outgoing mail. The remaining offices (Accounting, Building & Grounds, County Clerk, LWCD, Land Info, MIS, P&Z, Reg. of Deeds, Solid Waste, Treasurer, Veterans Service) would like to continue using the mailing service. United Mailing Service (UMS) has indicated that they would continue to process the remaining 30% of the county's mail with no additional increase in rates. The main concerns with the departments requesting postage machines are the 2:30 pm pick up time and time sensitive mail delivery by the mailing service. The benefits of the mailing service are the cost savings of not having to lease/purchase a postage machine, plus costs for maintenance and supplies. Also, lessens the workload of staff by not having to process and deliver the mail to the post office. Westby will check with Corporation Council to determine the legal ramifications of outsourcing the county mail.

Operational Review – County Clerk

Motion by Wopat to approve the July, 2010 expenditure report for the County Clerk's office. Second by Hutler. Motion carried.

The 2011 Capital Outlay for the County Clerk & Election budgets was discussed. It was recommended that one printer be requested to meet the needs of the county clerk and election duties. Motion by Wopat to reduce \$10,000 in each of the 2011 Capital Outlay requests for the County Clerk and Elections and to remove \$5,000 for the Ballot on Demand software in the Elections Capital Outlay request. Second by Hutler. Motion carried.

Motion by Wopat to approve the 2011 Capital Outlay requests as amended with \$10,000 requested in the County Clerk budget and \$10,000 requested in the Elections budget for the purchase of one printer. Second by Ross. Motion carried.

Motion by Wopat to approve the 2011 Elections budget request for Department #1420 in the amount of \$42,699. Second by Hutler. Motion carried. The committee recommended that Moll pursue a 4 year maintenance contract for the election equipment and software to "freeze" the fees that currently increase by 5% each year.

Motion by Hutler to approve the 2011 County Clerk budget request as presented for Department #1410 in the amount of \$291,770. Second by Ross. Motion carried.

Motion by Wopat to approve the 2012 proposed budgets for the County Clerk and Elections, with a recommendation to consider setting up the Elections budget as a non-lapsing account to regulate the fluctuation of the budget from year to year based on the number of elections. Second by Hutler. Motion carried.

County Board 2011 Budget Request

Motion by Ross to approve the 2011 County Board Administration budget request for Department #1190 in the amount of \$58,600. Second by Wopat. Motion carried.

Motion by Wopat to approve the 2011 County Board Commissions and Committees budget request for Department #1191 in the amount of \$58,375. Second by Ross. Motion carried.

Committee Appointments

Motion by Hutler to appoint Donald Nelson as an alternate to the Zoning Board of Adjustment for a 3 year term to July, 2013; and appoint Norm Bednarek to the Veterans Service Commission to complete the remaining term to December, 2010. Second by Ross. Motion carried.

Chair's Comments

Bob Hamele received an award for 10 years of service on the Agriculture and Extension Education Committee presented by the Wisconsin Associated County Extension Committees, Inc. (WACEC). The chair also shared correspondence from the State Historical Society; resolutions approved by other counties; possible future presentation by WCA on the option for employees to sign up for whole life insurance.

Set Next Meeting Date

The next regular meeting of the Executive Committee will be held on Tuesday, September 7, 2010, beginning at 9 am.

Motion by Ross to adjourn at 11:45 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.