

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Thursday, April 5, 2018

TIME: 1:30 p.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Al Breu, Bill Clendenning, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

EXCUSED: Michael Feirer

OTHERS PRESENT (for part or all of meeting): Marla Cummings, Brenda Nelson, Reuben Van Tassel, Terry Stelzer, Adam Fandre, Amy Kaup, Heather Gehrt, Brandon Vruwink, Kim McGrath, Mark Stickney, Bill Leichtnam, Dennis Polach, Joe Zurfluh

The meeting was called to order by Chairman Wagner.

Public Comment – Zurfluh commended Chairman Wagner for his foresight in rescheduling the Tuesday meeting in light of the snow storm that moved through the area earlier in the week. Rozar, on behalf of the entire Committee, thanked Wagner for his leadership and service as Chairman of the Executive Committee.

Consent Agenda

Motion (Henkel/Rozar) to approve the consent agenda as presented. Motion carried unanimously.

The Committee reviewed the County Clerk's Letter of Comments.

Maintenance Manager Van Tassel reviewed his Letter of Comments. He reported the transformer project is moving along, with one new transformer scheduled to be operational the evening of April 6th. The facility management software is being used for work orders and engineers have completed the condition assessment of all equipment.

There were no new recommendations from the Ad Hoc Property Committee to review. Van Tassel stated work continues on the vacated Emergency Management office space on the first floor of the Courthouse and it does look like usable space. Discussion was had regarding replacement of Supervisor Kremer on the Ad Hoc Property Committee with no decision made at this time.

Van Tassel stated that this month is the County's chance to opt out of the Muppet Lot parking lot lease if they so choose. Brandon Vruwink spoke in favor of renewing the lease for the lot. He stated 15-16 cars/day park there, and with Human Services working on bringing future State training to Wood County, all available parking spaces would be needed. It is a fairly inexpensive lease providing utilized parking options.

Motion (Breu/Henkel) to instruct Corporation Counsel to negotiate renewal of the Muppet Lot parking lot lease in the best interest of the County. Motion carried unanimously.

Van Tassel provided an update on the jail sewer line repairs. A local plumber was called with hopes of lining the pipes to resolve the leaking issues much like had been done at River Block last year. Unfortunately, the cast iron pipes are too deteriorated and the lining process was unsuccessful. The only option now is to actually replace the deteriorated pipes and try to do so with minimal disruption of service in the jail kitchen. Discussion was held as to the urgency of the project and the need to get the issue resolved as soon as possible. Henkel voiced concern with this affecting food preparation and the necessity of the Health Department being involved. Rozar questioned how the repair will be funded. Van Tassel stated there are capital improvement projects scheduled for this year that could be postponed with the funding reallocated to the repair costs. Money can also be used out of contingency if necessary.

Motion (Rozar/Breu) to instruct Van Tassel to confer with Corporation Counsel to verify if this repair constitutes an emergency repair, give appropriate notice, and move forward with repairs as soon as possible. Motion carried unanimously.

Risk Management Director Stelzer reviewed his Letter of Comments.

IT Director Kaup discussed her Letter of Comments, stating the IT Department continues to work on security awareness and training.

Wellness Coordinator Fandre reported the second quarter of the Wellness Program has begun and he is working with employees to get health coaching sessions scheduled. So far, approximately 400 employees have signed up for health coaching.

Treasurer Gehrt discussed her Letter of Comments. One bid was received on the Airport Avenue property; however, the bid was below the minimum amount. Discussion was held on how to proceed. Pliml stated with current market conditions, he believes it is best not to accept less than the requested minimum bid.

Motion (Clendenning/Breu) to reject the bid received on the Airport Avenue property and re-open the bidding. Motion carried unanimously.

Finance Director Cummings reviewed her Letter of Comments, stating IT continues to work on getting data needed to move to Dynamics payroll. A demo of the Dynamics payroll system has been scheduled for April 16th. Retro back pay was completed and there was a rounding issue; no one has contacted Finance regarding incorrect back pay being. A second round of information was forwarded to the IRS for their audit. There was an issue with sick leave being paid out to CCCW employees upon retirement and the payouts not being run through the payroll system, so taxes were not withheld. There will be an approximate \$15,000 owed to the IRS and up to \$5,000 in backup withholding due to incorrect 1099 reporting. The Finance Department is currently gearing up for the May audit.

Cummings presented a resolution to amend the 2018 Maintenance budget to fund the build-out for the Finance Department at River Block and purchase furniture for the new offices.

Motion (Clendenning/Rozar) to approve the resolution to amend the 2018 Maintenance budget to fund the build-out for the Finance Department at River Block and purchase furniture for the new offices. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution, co-sponsored by the Judicial & Legislative Committee, to create and fund a half-time legal secretary position in the Corporation Counsel's office.

Motion (Rozar/Feirer) to approve the resolution to create and fund a half-time legal secretary position in the Corporation Counsel's office. The resolution will be forwarded to the Judicial & Legislative Committee and County Board for consideration. Motion carried unanimously.

Human Resources (HR)

Human Resources Director McGrath reviewed her Department's Letter of Comments. Horton Group will be giving their presentation at the May Executive Committee meeting.

Motion (Pliml/Rozar) to go into closed session at 2:33 p.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to consider two applications for leaves of absence.

Roll call vote: Wagner: yes; Rozar: yes; Henkel: yes; Breu: yes; Pliml: yes; Clendenning: yes. Motion carried.

Motion (Rozar/Henkel) to return to open session at 2:35 p.m. Motion carried unanimously.

The Committee approved two leaves of absence in closed session.

Agenda items for next meeting: None.

Next month's EC meeting is scheduled for Tuesday, May 1st at 8:30 a.m.

Motion (Henkel/Wagner) to adjourn the EC meeting at 2:38 p.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar

Donna M. Rozar
Secretary

All minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee (EC) secretary.
Minutes in draft form until approved at the next EC meeting.