

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, March 5, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Highway Department  
Wisconsin Rapids, WI

**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,  
Donna Rozar, Adam Fischer

**EXCUSED:** Bill Winch

**OTHERS PRESENT** (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

**Public Comment** – None

**Consent Agenda:**

Supervisor Clendenning requested pages 3, 5, 10, 38, and 43 be pulled from the consent agenda for discussion.

**Motion (Rozar/Fischer) to approve the Consent Agenda, excluding the items requested pulled for discussion. Motion carried unanimously.**

Clendenning requested clarification from the minutes of the 1/29/19 Executive Committee meeting regarding the original motion for an evening County Board meeting in October that was never voted on. Chair Machon indicated it was just for discussion because a resolution was not necessary.

Clendenning asked if item #4 from the 1/29/19 Executive minutes regarding the Maintenance Planner job description had any changes. Chair Machon indicated it would be discussed later as an agenda item.

Clendenning questioned the County Clerk's Letter of Comments regarding storage space needs and wondered about storage space under the steps at the Courthouse between rooms 114 and 115. Maintenance Manager Van Tassel indicated the County Clerk has not mentioned his space needs but space could definitely be found.

Clendenning questioned the dates of the Wellness Board meeting minutes and wondered why they were so delayed. Supervisor Rozar explained the Wellness Board only meets quarterly.

**Motion (Fischer/Rozar) to approve the pulled items from the Consent Agenda. Motion carried unanimously.**

Benjamin Walljasper from Enterprise Fleet Management presented information regarding fleet vehicle options tailored to the Health and Human Services Departments. Discussion ensued.

**Motion (Rozar/Fischer) to enter into a 5-year master lease with Enterprise for the Health Department starting with 3 vehicles, and for the Human Services Department, starting with 6 vehicles.**

**Motion (Fischer/Clendenning) to amend the motion to include a launch date of 10/1/19. Motion failed. Voting no: Rozar, Machon, Curry, Polach.**

**Motion (Rozar/Clendenning) to amend the motion to allow the Health Department to enter into an agreement with Enterprise in a timely manner and allow the Human Services Department to enter into an agreement whenever they are ready to begin. Motion failed. Voting no: Fischer, Clendenning, Polach.**

**Motion (Rozar/Clendenning) to amend the motion to enter into an agreement with Enterprise with the Health Department authorized as soon as possible and the Human Services Department authorized to start at their discretion. Motion carried unanimously.**

Supervisor Rozar spoke on behalf of the Health and Human Services Department regarding the control environment resolution #16-2-1 from February 16, 2016. Discussion ensued. It was determined high priority needs to be given to monthly meetings between the Finance Department and accounting staff from applicable departments. If issues arise, they should first go to oversight committees for resolution and if necessary, come back to the EC for further discussion.

Jason Grueneberg from Planning and Zoning (P and Z) presented initial draft versions of grant request forms for the Lean Process Improvement Grant (LPI) and the Renewable and Sustainable Grant (RSG). Discussion ensued. Supervisor Clendenning asked for permission to work with Grueneberg to further develop the grant form and process. Permission was granted and further information will be presented back to the EC as Grueneberg and Clendenning progress in the program development.

Agenda item #17e- Resolution to amend the 2019 District Attorney Budget was moved up due to time restrictions of the presenter.

Assistant District Attorney David Knaapen spoke on behalf of the resolution requesting \$11,500.00 from the contingency fund for 4 stand-up desks in the D.A.'s office. Discussion ensued.

**Motion (Rozar/Curry) to approve the resolution to amend the 2019 budget for District Attorney for the purchase of 4 stand-up desks in that office. Motion failed. Voting no: Rozar (have a problem passing a motion that failed at the oversight committee), Machon (won't support because of the process and because of CIP, should come back as CIP at budget time), Fischer (in favor of the wellness aspect but voting no because of the process).**

Break at 9:52 a.m. Meeting reconvened at 10:00 a.m.

Nancy Turyk from U.W. Extension gave an update on the SolSmart certification process. Turyk indicated the City of Marshfield is on-board and has begun the process to get certified. Turyk was contacted by the Grand Rapids Town Chairman, Arne Nystrom, for more information for the town and also in regard to renewables at the airport. Turyk will also present at the next Towns Association meeting in the Town of Cary. She has been working with the IT Department and the website is moving along nicely. Turyk indicated that if the County creates an Energy Taskforce or Solar Work Group, they can get extra points for certification. Maintenance Manager Van Tassel indicated he is working with National Renewable Energy Laboratory (NREL) in association with SolSmart to do a free analysis on up to five County facilities. Discussion ensued.

Turyk indicated she only received nine County Strategic Plan surveys back from the County Board Supervisors. Supervisor Rozar stated they will be working on a second survey. Discussion ensued. Supervisor Clendenning stated that he believes a county strategic plan is a waste of time.

Jason Grueneberg from Planning & Zoning distributed information regarding the history of Wood County Zoning Ordinances. Discussion ensued. Supervisor Curry clarified the presentation is just for informative and discussion purpose. There is no agenda to change anything related to Countywide zoning.

Supervisor Clendenning requested that due to various schedules, he would like to request an evening County Board meeting.

**Motion (Clendenning/Rozar) to hold a County Board meeting at 6:00 p.m. on October 6, 2019 at the Courthouse. Motion carried unanimously.**

Grueneberg from P and Z presented a resolution to pursue the rezoning of vacant land on 17<sup>th</sup> Avenue in Wisconsin Rapids to enhance its salability. Discussion ensued. Clendenning stated he is opposed to requesting a zoning change. Rozar questioned whether the intent of the rezoning is to make the property more marketable.

Machon stated there may be a mis-interpretation that the property is not available to residents if it were to be listed for sale. Priscilla Kite, a resident who lives next to the property spoke of the rural beauty the property gives neighbors in its current state.

**Motion (Rozar/Curry) to accept the resolution to pursue the rezoning of vacant land on 17<sup>th</sup> Avenue, Wisconsin Rapids to enhance its salability and send to County Board. Motion carried. Voting no: Clendenning (can sell it without changing the zoning).**

Clendenning spoke on behalf of the Judicial & Legislative Committee regarding Courthouse security. He stated it was determined that Courthouse security was the number one issue that should be addressed in 2019. Sheriff Becker indicated there are not funds in the 2019 Sheriff's budget for increased Courthouse security. Becker distributed information detailing the potential cost for this security. Discussion ensued. Polach indicated Courthouse security is a topic every month at the Public Safety Committee. Fischer indicated the proper process for this issue is for discussion to begin at the oversight Committee.

Break at 11:11 a.m. Meeting reconvened at 11:18 a.m.

Maintenance Manager Van Tassel presented estimate information regarding future CIP projects to adhere to the Finance Department's budget timeline requirements. Van Tassel indicated the new work order and preventative maintenance software installed last year has been helpful in identifying and quantifying many needs, and as a result has increased the CIP totals from past years. Finance Director Cummings indicated she would schedule a date for CIP meetings.

Agenda item #15a was inadvertently left on the agenda from last month.

Deputy Treasurer Cheryl Krohn presented a resolution to tax deed properties. She also presented a resolution to sell a tax deed property.

**Motion (Clendenning/Rozar) to accept both resolutions regarding tax deed property. Motion carried unanimously.**

Agenda item #17a was tabled till next month because the representative for the Purchase/County card did not show up for this meeting.

A resolution to amend the 2018 Snowmobile Maintenance budget for additional expenditures which were not anticipated during the original budget process was presented.

**Motion (Clendenning/Fischer) to amend the 2018 Snowmobile Maintenance budget for additional expenditures which were not anticipated during the original budget. Motion carried unanimously.**

A resolution to amend the 2019 budget to include monies that were amended in Resolution 19-2-6 to the wrong function for microwave replacements was presented.

**Motion (Rozar/Clendenning) to amend the 2019 budget to include monies that were amended in Resolution 19-2-6 to the wrong function for microwave replacements. Motion carried unanimously.**

A resolution to amend the 2019 Land & Water Conservation (LWCD) Admin budget function for additional expenditures not anticipated during the original budget process was presented.

**Motion (Rozar/Curry) to amend the 2019 Land & Water Conservation (LWCD) Admin budget function for additional expenditures not anticipated during the original budget process. Motion carried unanimously.**

Health Department Director Sue Kunferman presented information regarding a proposed No-Show Procedure for the Employee Wellness Program. Discussion ensued.

**Motion (Clendenning/Curry) to implement a No-Show Procedure for the Employee Wellness Program. Motion carried unanimously.**

HR Director McGrath distributed a draft of the revised Employee Policy Handbook to Committee members. McGrath stated she is asking for consent from the Committee for two requests in regards to the Handbook. First, McGrath would like to distribute the draft electronically to all department heads to solicit their feedback. Second, McGrath would like to send the draft to the County Mutual Insurance Company for a free legal review of the policies as written. The consensus of the Committee was for McGrath to go forward with both requests. Supervisor Rozar mentioned that the Health and Human Services Committee discussed the policy regarding holding two positions with Wood County at their last meeting and directed Human Services Director Vruwink to work with McGrath to change that policy to allow an employee, in certain circumstances, to hold two positions. McGrath indicated she would work with Vruwink on the policy.

McGrath presented the Facilities Manager job description. Supervisor Rozar stated she discussed the Facilities Manager position with the department heads that report to HHS and there was no opposition to the change. Supervisor Fischer questioned the benefit to changing the Maintenance Manager to a Facilities Manager. Supervisor Rozar stated it would be beneficial to have someone with a big picture perspective when it comes to prioritizing maintenance and CIPs at County-owned facilities. Supervisor Clendenning stated he believed this position change is unnecessary. It was discussed that currently the Maintenance Manager needs to obtain permission from this Committee in order to assist other departments with maintenance projects and that it can be cumbersome to do so.

**Motion (Rozar/Curry) to approve the job description of the Facilities Manager. Motion failed due to a tie. Voting no: Polach (not necessary at this time), Clendenning (not in the budget), Fischer (current job description is fine as-is)**

Chair Machon presented the Administrative Coordinator's report.

**Motion (Fischer/Curry) to go into closed session at 12:10 p.m. pursuant to §19.85(1)(f), Wis. Stats., to discuss the compensation package of the Parks & Forestry Director. Roll call vote: Clendenning: yes; Curry: yes; Fischer: yes; Machon: yes; Polach: yes; Rozar: yes. Motion Carried.**

**Motion (Fischer/Clendenning) to return to open session at 1:04 p.m. All ayes. Motion carried.**

The Chair adjourned the meeting at 1:05 p.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.