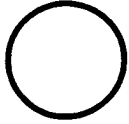


EXECUTIVE COMMITTEE

DATE: Tuesday, February 19, 2019
TIME: 8:30 a.m.
LOCATION: Wood County Courthouse
Room 317A
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. **IT Department**
 - (a) Resolution - Printer/Copier Management Program
4. Facility Manager Job Description – to be referred to HHS Committee
5. Resolution – Amend 2019 budget – Land & Water Conservation (County-wide nitrate sampling)
6. Request for rezoning of 17th Ave. Property
7. Adjourn



Motion: Adopted:
 1st _____ Lost:
 2nd _____ Tabled:
 No: _____ Yes: _____ Absent: _____

Number of votes required:
 Majority Two-thirds

Reviewed by: PAK, Corp Counsel
 Reviewed by: MAC, Finance Dir.

INTENT & SYNOPSIS: To centralize the Administration of Wood County's printer and copier fleet.

FISCAL NOTE: To Transfer \$39,629 from Department budgets and available funds in contingency (51590) to IT (51450). At the time of this request the funds available in contingency are \$450,000. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51212	Branch I	\$251.00	
51221	Clerk of Courts	\$1,473.00	
51320	Corp Counsel	\$310.00	
51420/51440/51120	County Clerk	\$1,006.00	
51310	District Attorney	\$1,308.00	
52601	Dispatch	\$637.00	
54219	Edgewater	\$3,475.00	
52520/52130/52510/52540	Emergency Management	\$359.00	
51510	Finance	\$524.00	
54121/54130/54122	Health	\$1,984.00	
53110	Highway	\$652.00	
51435	Human Resources	\$575.00	
56121/56123/56125	Land Conservation	\$319.00	
51611	Maintenance	\$323.00	
54365	Norwood	\$3,939.00	
55210	Parks & Forestry	\$846.00	
56320	Planning & Zoning	\$408.00	
51710	Register of Deeds	\$972.00	
51550	Safety/Purchasing	\$136.00	
54710	Veterans	\$322.00	
51590	Contingency	\$19,811.00	
51450	IT		39,629.00

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fisher, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

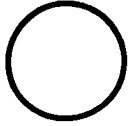
WHEREAS, the main County Printer Management contract is up for renewal, and

WHEREAS, the overall County financial expenditures for printer and copier services is significant, and

WHEREAS, having a single Department administer and manage a County wide contract is advantageous to the County, and

WHEREAS, centralized administration of one County contract will improve the management of security compliance in order to provide protection of the County network infrastructure, and

WHEREAS, centralized administration will reduce/eliminate departmental expenditure fluctuation by allowing IT to manage hardware costs so that individual departments will not be sporadically required to, and



WHEREAS, the purpose of the County’s Printer Management Program is to provide the best software and network security, quality hardware, and cost effective solution that meets the printer and copier needs of all County Departments, and

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2019 to transfer up to \$19,811 from the Contingency Account (51590) and transfer the departmental savings projects from the Department Printer/Copier Accounts to the IT function account (51450), and

BE IT FURTHER RESOLVED, the Administration of Wood County’s printer and copier fleet be centralized and Administered in the IT Department, and

BE IT FURTHER RESOLVED, all costs associated with cost per page printing and copying will remain in each Department Budget, and

BE IT FURTHER RESOLVED, that the County Clerk shall publish a class one notice of this resolution within ten days.

Wood County
Position Description

Name:		Department:	Maintenance
Position Title:	Facilities Manager DRAFT	Pay Grade:	12 FLSA: E
Date:	January 2019	Reports To:	Executive Committee

Purpose of Position

The purpose of this position is to plan, schedule and oversee all maintenance, repair and beautification projects and activities on and in county buildings and facilities including the Wood County Courthouse, River Block, Edgewater Haven, and the Wood County Annex and Health Center (Norwood Health Center). Determines priority of maintenance work to be performed and provides estimates for project duration, scope, and materials. The work is performed under the direction of the Executive Committee.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Planning

- Plans, schedules, and oversees all routine maintenance services on an ongoing basis.
- Establish a shared vision of preventative maintenance planning with all County maintenance staff (including staff at outlying County facilities).
- Develops and maintains a five and ten year plan for county wide maintenance projects and capital improvement projects. Communicates long-range plans to the appropriate maintenance staff members.
- Develops a plan and timeline for preventive maintenance projects. Assesses need for maintenance, repair and/or improvement and develops specifications. Continually works to evolve maintenance from reactionary to a proactive process.
- Acts as a consultant for maintenance supervisors and staff of all facilities.
- Development of the County's CIP plan and prioritizes long term projects.
- Communicates regularly with maintenance supervisors of the County's Healthcare facilities and collaborates on all capital projects, renovations, and the assessment of future needs. Provides knowledge and expertise on materials, safe work practices, appropriate maintenance history, and other critical information.
- Collaborates with Department Heads, other members of management, and/or facility administration to assess departmental and/or facility needs. Provides estimates of project and completion time, priority, and cost.

- Coordinates major maintenance activities between County facilities to maximize efficiencies and control costs.
- Provides overall direction and vision of the County's maintenance philosophy and priorities to all maintenance department staff employees. Works closely with all County facilities maintenance teams.

Budgetary

- Prepares annual maintenance budget for Courthouse maintenance. Forecasts materials, equipment, supplies and staffing needs. Submits and recommends budget. Administers budget and approves expenditures.
- Ensures that maintenance work is carried out at a minimum cost in labor and materials.
- Annually presents to the Executive Committee with a schedule of major or multi-facility projects and projected costs. Presents CIP requests for the Wood County Courthouse, River Block, Edgewater Haven, and the Wood County Annex and Health Center (Norwood Health Center).
- Reviews and verifies invoices. Approves vouchers for payment.

Contract Management

- Prepares specifications for contracts and letting of contracts for multi-facility projects.
- In coordination with the County facilities maintenance teams, monitors the work of outside contractors to ensure compliance with contract and specifications. Approves any changes or deviations from such contract.
- Develops, implements, and oversees the building inspection program and ensures compliance with the program.

Other Management Duties

- Prepares reports, completes forms, drafts correspondence and memos regarding the Maintenance Department's activities and projects.
- Approves Maintenance Department employees' requests for vacation. Approves time cards.
- Coach, mentor, and support the Lead Maintenance Technician in the Maintenance Department. Provide ongoing feedback and direction with goal setting and prioritization of work.
- Ensures all appropriate safe working policies and procedures are followed by employees and contractors under his direction.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs incidental skilled carpentry, masonry, plumbing, electrical, engine and other repair tasks.
- Ensures courthouse building, boilers, elevators and other equipment are in safe operating condition.
- Performs other maintenance tasks as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma; and two year vocational/technical diploma in maintenance, mechanical, plumbing and electrical systems repair; five years building and building systems repair with supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin motor vehicle operator's license required. Must complete "OSHA 10 hour" or higher level of safety training within three months of date of hire.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, treat and mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as billing invoices, vouchers, expenditure reports, budgets, work orders, architectural drawings, specifications, electrical diagrams, maintenance records, maintenance reports, materials safety data sheets, computer software operating manuals, technical operating and repair manuals, statutes, regulations, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with maintenance staff, courthouse personnel, vendor representatives and the general public.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments such as snowblower, snowplow, motor vehicles, mechanic's tools, carpenter tools, mason tools, electrician tools, welder, cutting torch, shovel, telephone, computer terminal and calculator. Ability to repair complex equipment and machinery.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as assembling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.

Environmental Adaptability

Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, irate individuals, noise, machinery, electrical currents and/or dust. This exposure may cause some discomfort and presents a risk of injury.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date



ITEM# 1-5
DATE February 19, 2019
Effective Date Upon Passage and Publication

RESOLUTION# _____

Introduced by Conservation, Education, and Economic Development and Executive
Page 1 of 2 Committees

LAR

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MAE</u> , Finance Dir.		

INTENT & SYNOPSIS: To amend the 2019 budget for Land and Water Conservation Department (LWCD) function (56121) for the purpose of funding a County-wide Nitrate sampling effort of private wells on a predetermined grid of one well per section in all 22 townships in the County. The Land & Water Conservation Department (LWCD) will generate a mail list to offer the sampling to predetermined well owners.

FISCAL NOTE: To transfer \$8,280 from available balance in contingency (51590) to the Wood County Land and Water Conservation Department (LWCD) function (56121). At the time of this request, the funds available in contingency are \$450,000. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
56121	Land – Well testing		\$8,280
51590	Contingency	\$8,280	

WHEREAS, to get a better representation of water quality & develop a nitrate level baseline throughout the County it is important to get a uniform grid sampling across the County, and

WHEREAS, the Wood County Land and Water Conservation Department has been mapping wells that have historical well sample data as a starting point to align new sampling efforts to most of those same wells along with other non-sampled wells to complete the one private well per section grid, and

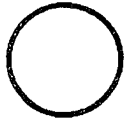
WHEREAS, with the recent sampling effort in the spring of 2018, Wood and Juneau Counties discovered that from the collective well sampling, results came back at a staggering 42% of wells testing above the 10 ppm Nitrate, which is the State drinking water standard. Many of the wells had levels in the 20's, 30's & even 40 ppm, and

WHEREAS, the Land and Water Conservation Department and County Health Department would like to encourage the County residents to use this opportunity to test their private wells for free through this effort. This effort will also promote awareness of how important it is to test your well and have a clean, safe, supply of drinking water, and

WHEREAS, the Land and Water Conservation Department will be able to use this sampling effort as a tool to help build a 3-D groundwater model, which is part of the long term strategy to better plan and protect the water quality in our County and potentially partner with other counties or entities to broaden the scope of the 3-D groundwater model and even potentially look at sharing the costs with other partners, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”, and

WHEREAS, the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures, and



ITEM# 4-

DATE February 19, 2019

RESOLUTION# _____ Effective Date: Upon Passage and Publication

Introduced by Conservation, Education, and Economic Development and Executive
Page 2 of 2 _____ Committees

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2019 to transfer \$8,280 from the Contingency Account (51590) to the Land and Water No-Till (56121) function, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.