

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, November 7, 2017  
**TIME:** 8:30 a.m.  
**PLACE:** Room 114, Wood County Courthouse  
**PRESENT:** Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

**OTHERS PRESENT** (for part or all of the meeting): Reuben Van Tassel, Brenda Nelson, Cindy Cepress, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Heather Gehrt, Terry Stelzer, Sue Kunferman, Shane Wucherpennig, Cindy Robinson, Andrew Smith (US Bank), Dennis Polach, Warren Kraft, Kimberly McGrath

The meeting was called to order by Chairman Wagner.

**Public Comment** – No public comment

### **Consent Agenda**

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

County Clerk Cindy Cepress reviewed her Letter of Comments.

Maintenance Manager Van Tassel reviewed his Letter of Comments, stating that he is in the process of choosing a facility management software program and has had the opportunity to visit two counties to see how their facility management software is being utilized. Chairman Wagner asked Van Tassel to present his findings to the Ad Hoc Property Committee before making a final choice.

Discussion was held regarding the Ad Hoc Property Committee meeting held on October 26. During that meeting, three motions were made regarding how to move forward with County properties located at 1010 Airport Avenue and 2611 12<sup>th</sup> Street South in Wisconsin Rapids, as well as the two CBRF properties in Marshfield. The need for a commercial appraisal on the 12<sup>th</sup> Street property was discussed and the consensus of the Committee was that the cost for appraisals would be paid out of the Maintenance Department budget.

**Motion (Rozar/Pliml) to accept the three motions made at the October 26, 2017 Ad Hoc Property Committee. Motion carried unanimously.**

Van Tassel requested that the Executive Committee assign space needs in both the Courthouse and River Block to the Ad Hoc Property Committee as there are still a number of items that need to be addressed in both buildings. Wagner would like the Ad Hoc Committee to prioritize the remaining space needs that need to be addressed.

**Motion (Pliml/Feirer) to assign the issue of space needs to the Ad Hoc Property Committee. Motion carried unanimously.**

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments.

The IT Letter of Comments was reviewed. IT Director Kaup gave an update on the data center move that took place last month.

The Committee reviewed a Social Media policy presented by IT. Kaup stated this policy has been a work in progress over three years. Drafts of the policy were sent to department heads and employees involved in the policy writing twice for their review.

**Motion (Pliml/Breu) to accept the Social Media Policy as presented. Motion carried unanimously.**

Wellness Coordinator Fandre presented the Wellness Program update. He stated there are 217 new participants in the Wellness Program.

Treasurer Gehrt reviewed her Department's Letter of Comments. Gehrt stated the software system in her Department is changing the application used by the Property Lister, creating more work and requiring more training. She budgeted to cut a half-time position but will be keeping 20 percent to make the Tax Lister I position full-time so that employee can assist the Property Lister. This change will not have an impact on her Department's budget.

Gehrt introduced Andrew Smith from US Bank. He gave a presentation on a purchase card program. Under this program, the County would have an administrator who would oversee all departments, and each department head would oversee the cards issued to employees in their departments. The administrator would be able to make real time changes to accounts as needed. Pliml stated he believes a purchase card program is a good idea but would like to have Gehrt look into other options before the County commits to one. Smith offered to set up a webinar for department heads to get more information. This issue will be addressed again at the December Executive Committee meeting.

Gehrt presented a resolution to accept offers of sale of tax deeded properties in the Town of Dexter, Town of Remington, and City of Marshfield.

**Motion (Rozar/Breu) to approve the resolution to accept offers of sale of tax deeded properties in the Town of Dexter, Town of Remington, and City of Marshfield. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

A resolution to tax deed properties in the Town of Sigel and City of Wisconsin Rapids was presented.

**Motion (Feirer/Henkel) to approve the resolution to tax deed properties in the Town of Sigel and City of Wisconsin Rapids. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Gehrt presented a resolution to authorize the sale of tax deed property in the Town of Grand Rapids to the former owner.

**Motion (Henkel/Clendenning) to approve the resolution to authorize the sale of tax deed property in the Town of Grand Rapids to the former owner. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Gehrt discussed a parcel of land in the City of Marshfield located at the corner of N Maple Ave and Becker Road. The parcel is only 0.07 acres and has been in the County's possession since the 1980s. The neighboring property owner has been maintaining the property, not realizing the parcel did not actually belong to him. He is willing to purchase the parcel for \$1 if the County pays for removal of a dead willow tree on the lot. Gehrt received one quote for \$2,500 for tree removal. The Committee would like Gehrt to pursue additional tree removal quotes.

**Motion (Rozar/Feirer) to allow the Treasurer to move forward with the sale of the property for \$1.00 after removal of a dead tree at a cost not to exceed \$2,500. Motion carried unanimously.**

Gehrt presented information regarding County owned property in the Votava Subdivision in the City of Nekoosa. The property is in wetlands and a flood zone. The City has no plans to ever complete a roadway to these properties. Gehrt proposed contacting the Nekoosa School District to see if they would be interested in purchasing the properties at the cost of \$1.00 each to be used for educational/conservation purposes. The Committee directed Gehrt to move forward with contacting the Nekoosa School District.

The Finance Department Letter of Comments was reviewed.

Finance Director Martin distributed updated copies of slides to be presented at the November 14<sup>th</sup> public hearing on the proposed 2018 budget for review by the Committee.

Martin requested that an official motion be made to allow the Finance Department to accept the quote from Wipfli for the implementation of the new payroll software. The quote is for approximately \$56,000.

**Motion (Breu/Clendenning) to approve entering into the agreement with Wipfli for the implementation of new payroll software. Motion carried unanimously.**

Martin stated there continued to be issues with a number of payroll withholding accounts that need resolution. Wagner stated he is working with the HR Director on these issues. A meeting on November 2<sup>nd</sup> with Finance, IT, HR, and Wagner was held with the job description and duties for the new payroll position finalized. The Payroll Administrator position has been posted. Also, a Deputy Finance Director has been hired and will be joining the Department November 27<sup>th</sup>.

Break at 9:46 a.m. Meeting reconvened at 9:53 a.m.

### **Human Resources (HR)**

Warren Kraft, HR Director, introduced Kimberly (Kim) McGrath as the HR Administrator, effective November 6, 2017. Kim succeeds Paula Tracy who retired last month.

Kraft presented a memo regarding the Educational Reimbursement Policy, including research about other counties' practices. Discussion on the research took place. Warren requested Committee members present the memo to their oversight committees for review with their respective department heads and provide comment. Further discussion will take place at the scheduled Executive Committee (EC) meeting in January 2018.

Kraft announced that Tim Deaton of The Horton Group will attend the next regularly scheduled EC meeting to share with the committee a preliminary peek at year-end claim experience.

Agenda items for next meeting: Purchase card program, Resolution from University Commission: UW-Marshfield/Wood County regarding communication tower

A special meeting will be held in Marshfield at City Hall on Monday, November 20<sup>th</sup> at 12:00 p.m. to conduct department head reviews for which the EC has oversight.

Next month's Executive Committee meeting is scheduled for Tuesday, December 5<sup>th</sup> at 8:30 a.m.

**Motion (Wagner/Henkel) to adjourn the Executive Committee meeting at 10:19 a.m. Motion carried unanimously.**

Submitted and signed electronically,

*Donna Rozar*

Donna Rozar  
Secretary

Human Resources agenda items minutes taken and prepared by Kimberly McGrath. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.