

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, September 6, 2016

**TIME:** 8:00 a.m.

**PLACE:** Room 114, Wood County Courthouse

**PRESENT:** Trent Miner, Hilde Henkel, Al Breu, Michael Feirer, Ed Wagner, Donna Rozar, Lance Pliml

**OTHERS PRESENT** (for part or all of meeting): Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Warren Kraft, Jason Grueneberg, Heather Gehrt, Sue Kunferman, Brandon Vruwink, Joe Zurfluh, Bill Clendenning, Dennis Polach, Jordan Bruce, Chad Schooley, Lori Heideman, Shane Wucherpennig, Gus Mancuso, Paula Tracy, Jason and Kelly Rodeghier

The meeting was called to order by Chairman Miner.

**Public Comment** – Bill Clendenning stated he would prefer a new conference table and chairs be purchased for conference room 114 to replace the current furnishings.

Jason Grueneberg and Reuben Van Tassel gave updates on the River Block and Courthouse remodel projects. Greuneberg stated the floor plans for River Block have been finalized with minor changes made. The current cost for the scope of work at River Block is approximately \$600,000 over the amount bonded for the project. The Subcommittee is waiting until all the bids are in before they determine a true budget overage. Concrete work is currently being done to replace sidewalks on the west side of the building. Discussions are being held with Consolidated Water Power to develop a backup plan in the event of a power failure at River Block. Van Tassel discussed moving Dispatch, IT, and the Veterans office in the Courthouse. His preliminary estimate for the moves is \$750,000. Finance has been working with Dispatch to find money within their budget to help fund the move. IT suggested postponing a project in their capital outlay so the money can be used for the Data Center.

Ed Wagner raised concerns regarding the problems with how communication is being handled regarding to the River Block and Courthouse moves; and in essence having two managers of these projects (Greuneberg and Van Tassel). Bill Clendenning stated that issues are being brought to the Subcommittee meetings that are a surprise to some Subcommittee members. Miner reiterated that adherence to the chain of command as directed by the Executive Committee needs to be followed. Everything needs to go through the Subcommittee before going to the architect or construction manager.

### **Consent Agenda**

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

The Executive Committee reviewed the Maintenance Letter of Comments.

Van Tassel discussed the inspection of the Courthouse electrical system that took place on August 24<sup>th</sup>. Adjustments were made to increase the voltage which should help in the short term. There are currently two transformers serving the Courthouse; the first is housed in the electrical room on the first floor and the second is on the roof. Van Tassel gave an estimate of \$150,000 to relocate two new transformers to the south side of the building. The first phase of that project would be cabling and a foundation which will cost between \$30,000 and \$50,000.

Van Tassel discussed the probability of a budget resolution for 2016 due to the unexpected expenses with the replacement of the Courthouse chiller and the River Block down payment.

Risk Management Director Stelzer reviewed his Letter of Comments.

Stelzer discussed his calculations for the Workers Compensation Reserve Fund due to a decrease in injuries and related costs.

IT Director Kaup reviewed her Letter of Comments. The IT Department is now at full staff.

Kaup presented a resolution to amend the 2016 Voice-Over IP budget to cover a purchase made in 2015 that was back ordered and paid for in 2016.

**Motion (Wagner/Pliml) to approve the resolution to amend the 2016 Voice-Over IP budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Kaup presented documentation to the Committee and requested education reimbursement for her summer 2016 coursework (tuition and books).

**Motion (Rozar/Feirer) to approve a \$2,001.39 educational reimbursement for Amy Kaup, paid from the IT training account. Motion carried unanimously.**

Kaup explained that the IT budget for 2017 is down slightly from 2016 due to fewer projects being scheduled because of the relocation of the IT Department within the Courthouse next year.

Wellness Coordinator Joanis presented updates on the Wellness program. The new wellness year begins in October. Joanis commended the HR Department for the quick response to the request for eligibility data by Aspirus Business.

Treasurer Gehrt handed out her Letter of Comments and reviewed same with the Committee.

Gehrt discussed the current office staffing with her department. A vacancy was created when an employee was terminated. The position has been restructured from a full-time position to a three-quarter time position, and the accounting duties were given to the Deputy Treasurer. The position has also been made a pay grade 4 instead of a grade 5.

Gehrt gave an update on the tax deeded property on 1<sup>st</sup> Street in Wisconsin Rapids. Kolo Trucking and Excavating will be razing the structure in October. WE Energies is requesting \$1,500 to cap off the natural gas, and the City of Wisconsin Rapids is requiring that asbestos testing be done at an estimated cost of \$5,000. Gehrt is having difficulty locating someone locally that can do that testing. Suggestions were provided by Committee members on how to get that testing done.

Finance Director Martin presented information regarding the 2016 debt issue process, projections, timing, as well as a resolution to authorize the issuance and award the sale of promissory notes. Bids on the borrowing for the Highway projects and the improvements and refinancing of borrowing for the purchase of River Block will be Monday, September 19<sup>th</sup>. Bids will be tallied and provided prior to County Board on September 20<sup>th</sup>. The attachments to the resolution will be completed prior to the County Board meeting.

**Motion (Wagner/Rozar) to approve the resolution authorizing the issuance, and to award the sale of \$9,730,000 general obligation promissory notes series 2016A. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Finance Director Martin presented the 2017 budget books for the Committee members to study in preparation for the upcoming budget hearings. He noted the summary of department budgets indicates a deficit of \$3.9 million. Miner requested that the Committee tentatively plan on an additional budget meeting on September 22.

Martin discussed a resolution for borrowing, not to exceed \$500,000 to fund renovations related to relocating departments within the Courthouse.

**Motion (Wagner/Henkel) to postpone action on this resolution until after the budget meetings. Motion carried unanimously.**

Finance Department correspondence was discussed as outlined on the agenda.

Break at 9:34 a.m. Meeting reconvened at 9:45 a.m.  
Donna Rozar excused for remainder of meeting.

### **Human Resources**

Warren Kraft reviewed a memo with the Executive Committee relating to certain employees' placement in the pay plan. After discussion, no action was taken by the Committee.

The catastrophic sick leave account policy was also discussed. This was a topic brought to Mr. Kraft's attention from the employee feedback group. His recommendation is to look at this again next year, but make available a voluntary short-term disability plan. He will continue to monitor.

Mr. Kraft provided a health insurance update. With the 2017 health plan budget, there is an anticipated \$900,000 impact. He is working with the consultant to establish health insurance premiums for 2017. Open enrollment will be held in October, a little earlier this year, in order to afford ample time to enter the necessary data into the payroll system.

The 2017 Human Resources budget was briefly discussed. There is a request for a major increase in the licensing fee line item for electronic filing.

**Motion (Pliml/Breu), to go into closed session at 9:55 a.m. pursuant to §19.85(1)(f), Wis. Stats., to discuss an employee's complaint.**

**Henkel: yes; Pliml: yes; Breu: yes; Feirer: yes; Wagner: yes; Miner: yes. Motion carried.**

**Motion (Pliml/Feirer) to return to open session at 10:40 a.m. Motion carried unanimously.**

**Motion (Pliml/Henkel) to affirm the Norwood Administrator's actions. Mr. Kraft will follow-up with the employee. Motion carried unanimously.**

**Motion (Breu/Pliml) to adjourn the Executive Committee meeting at 10:41 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

***Donna M. Rozar***, secretary

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