

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, September 5, 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, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Heather Gehrt, Terry Stelzer, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Shane Wucherpfennig, Chad Schooley, Jason Grueneberg, Jo Timmerman, John Peckham, Doug Passineau, Cindy Ceyress, Trent Miner, Lori Heideman, Brent Vruwink, Cindy Robinson, Dennis Polach, Adam Fischer, Brad Kremer, Joe Zurfluh, Sara Schnoor (PMA), Warren Kraft, Sheriff Tom Reichert, Paula Tracy, Kelli Quinnell

The meeting was called to order by Chairman Wagner.

Public Comment – Supervisor Zurfluh stated he wished to speak during agenda items 12d-2 and 13e. The Chair stated the supervisor would be given that opportunity.

Consent Agenda

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

Discussion was held regarding hosting Business-after-Hours at the River Block building. Ceyress and Grueneberg have discussed this hosting since Grueneberg has been approached by both the Marshfield and Wisconsin Rapids Chambers of Commerce. All departments currently housed in the River Block building are on board with the idea. It would give local businesses and the public a chance to see the new facility. Grueneberg stated the event could occur sometime in October or November and that there are a number of locations within the River Block building that could be utilized for set-up of refreshments. Furthermore, Grueneberg requested guidance from the Committee regarding budget, refreshments, and other event details.

Motion (Pliml/Rozar) to allow Business-after-Hours to be held at the River Block building and requested Jason Grueneberg to move forward with planning and putting together a budget for the event. Motion carried unanimously.

County Clerk Cindy Ceyress discussed her Letter of Comments.

The 2018 County Clerk budget was reviewed. Discussion was held regarding how the Clerk's office audits supervisor's per diem requests to make certain appropriate requests are made.

Motion (Rozar/Breu) to approve the 2018 County Clerk budget as presented. Motion carried unanimously.

Maintenance Manager Van Tassel reviewed his Letter of Comments.

Van Tassel gave an update on the Courthouse and River Block construction projects. All departments are now moved into the River Block building and projects such as new exterior doors and glass for the third floor breakroom are being completed. The project is under budget so Van Tassel would like to go ahead with replacing the sidewalks on the north side of River Block this fall.

Motion (Feirer/Henkel) to approve replacing the sidewalks on the north side of the River Block building. Motion carried unanimously.

Van Tassel reported that the Dispatch and IT Departments are moved into their new areas in the Courthouse. He is requesting permission to use monies not spent on those projects to proceed with the transformer replacement project this fall, with a completion date December 2018.

Peter Kastenholz has been working with Consolidated Water Power Company on an easement agreement for the power supply line to the River Block building. CWPCo does not take ownership of the line beyond the meter which is located inside the power plant, leaving the line which runs from the power plant, along the paper mill property and into the building. Wood County's responsibility. Either Wood County takes ownership of the high voltage line or finds a new utility company, which would be very costly.

Discussion was had regarding increased collaboration of the Courthouse, Norwood, and Edgewater maintenance departments for increased efficiency and cost-effectiveness. The heads of these departments will work together in a cooperative effort when it comes to managing large projects and creating capital improvement plans.

The 2018 Maintenance budget was reviewed.

Motion (Clendenning/Breu) to approve the 2018 Maintenance budget as presented. Motion carried unanimously.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments. Stelzer indicated he has received a Notice of Claim regarding the May 2017 suicide in the jail.

The 2018 Safety/Risk Management budget was reviewed.

Motion (Rozar/Henkel) to approve the 2018 Safety/Risk Management budget as presented. Motion carried unanimously.

The IT Letter of Comments was reviewed. IT Director Kaup reported that the department has moved into their new space. They are working on getting the old data center equipment out of the Veterans office. Kaup stated that TimeStar is going well.

The 2018 IT budget was reviewed.

Motion (Rozar/Breu) to approve the 2018 IT budget. Motion carried, with Clendenning voting no.

Wellness Coordinator Fandre presented his update. Approximately 150 new participants have joined the Wellness Program. Clendenning questioned the mandatory flu shots. Fandre indicated the issue was tabled at the last Wellness Board meeting. Sue Kunferman, Wellness Board Chair, indicated a discussion will be had at the next department head meeting regarding incentivizing influenza vaccine administration.

Treasurer Gehrt reviewed her Department's Letter of Comments.

Gehrt presented a resolution to sell a tax deeded property in the City of Wisconsin Rapids..

Motion (Pliml/Breu) to approve the resolution to sell a tax deeded property in the City of Wisconsin Rapids. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Gehrt presented a resolution to update designated public depositories and authorizing withdrawal of County monies.

Motion (Clendenning/Feirer) to approve the resolution to update designated public depositories and authorizing withdrawal of County monies. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Sara Schnoor from PMA Financial was introduced to the Committee. Gehrt is requesting permission to sign a resolution with WISC/PMA Financial to authorize investing with them. The resolution must be presented to the County Board for passage and put in to the standard resolution format.

Motion (Breu/Clendenning) to put the resolution authorizing investing with WISC/PMA into the standard resolution format and present same to the County Board. Motion carried unanimously.

The 2018 Treasurer's budget was reviewed.

Motion (Clendenning/Rozar) to approve the 2018 Treasurer's budget as presented. Motion carried unanimously.

Treasurer Gehrt did a presentation of 6 County owned properties for potential sale. Gehrt believes she should not be in charge of the sale of these properties since the majority of them are under the Maintenance Department's oversight.

Motion (Feirer/Rozar) to put the Adhoc Property Committee in charge of making recommendations to the Executive Committee regarding the six County owned properties. Motion carried unanimously.

The Finance Department Letter of Comments was reviewed.

Finance Director Martin gave an update on the 2018 budget. The current budget shortfall amount is \$448,663, mostly due to debt service changes. The operating tax rate is \$4.485 compared to \$4.545 in 2017 and the debt service tax rate is \$0.639 compared to \$0.546 in 2017.

The 2018 Finance budget was reviewed.

Motion (Clendenning/Feirer) to approve the 2018 Finance budget as presented. Motion carried unanimously.

An initial resolution for borrowing not to exceed \$1 million for highway construction was presented and discussion was held.

Motion (Clendenning/Pliml) to postpone action on the resolution for borrowing for highway construction until time certain. Motion carried unanimously.

A resolution for borrowing not to exceed \$1.8 million for 2018 budgeted capital projects was presented and discussed. Removing three projects from the capital projects would cover the current budget shortfall. Those projects include the squad cars and transport van from the Sheriff's Department (\$245,086) and the

Citrix upgrade (\$160,000) and Business Continuity Phase 1 (\$150,000). None of these items would last as long as the 10-year borrowing.

Motion (Pliml/Rozar) to remove squad cars and transport van from the Sheriff's Department (\$245,086), and Citrix upgrade (\$160,000) and Business Continuity Phase 1 (\$150,000) from the IT capital improvement plan and fund with operations. Motion carried unanimously.

Motion (Rozar/Henkel) to revise the initial resolution for borrowing for capital projects to \$1.2 million and bring same to the County Board for consideration. Motion carried unanimously.

Martin indicated that he will forward information regarding the projected debt service tax rate to the Committee.

Martin presented the reimbursement resolution the County has on file for the Committee's affirmation.

Motion (Pliml/Feirer) to affirm the reimbursement resolution presented. Motion carried unanimously.

Discussion was held regarding the transfer of payroll to Finance from HR. Martin and Cummings believe the optimal time to transfer the duties would be in January 2018. They also believe it would make sense to implement and use the Dynamics GP payroll module. Finance has reached out to Wipfli and received a preliminary quote for the Dynamics GP payroll module. Martin and Cummings will be meeting again with Wipfli on September 14 and will request that Wipfli turnkey the entire project to relieve the burden on the County IT department. Martin indicated he met with IT Director Kaup who is on board with Wipfli assuming these duties and will have her staff work with them to ensure a smooth transition. Furthermore; the Finance Department is requesting a full-time employee to perform the payroll duties instead of the "casual" employee as previously suggested. Cummings reached out to both the City of Marshfield and Portage County, and both indicated they employee at least one full-time person to handle their payroll needs. Wagner stated that Finance should proceed with firming up the \$27,000 quote from Wipfli and to include both IT and HR in further discussions.

Motion (Clendenning/Breu) to allow the Finance to proceed with Wipfli in moving the payroll functions from HR to Finance. Motion carried unanimously.

A resolution to amend the 2017 Norwood Dietary budget to allow for a dish machine purchase was presented. The original quote for the machine was not accurate and is not being honored by the company; therefore, Norwood requests transferring \$18,279 from contingency to cover the purchase. The resolution is being co-sponsored by the Health and Human Services Committee and has already been passed by that Committee.

Motion (Henkel/Feirer) to approve a resolution to amend the 2017 Norwood Dietary budget to fund the purchase of a new dish machine. Motion carried unanimously.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 11:08 a.m. Meeting reconvened at 11:20 a.m.

Discussion took place regarding a previous agenda item pertaining to the Capital Improvement Plan (CIP).

Motion (Pliml/Feirer) to use approximately \$75,000 of unused money borrowed for Courthouse remodel (projects done under-budget) by the Maintenance Department to cover transformer work needed in the Courthouse. Motion carried unanimously.

Human Resources (HR)

Warren Kraft responded to a question regarding a public records request noted in the HR Monthly Letter of Comments.

Brandon Vruwink brought forward a resolution to create two full-time (0.97 FTE each) Food Share Employment and Training (FSET) Case Manager positions, with no increase in budgeted tax levy.

Motion (Clendenning/Henkel) to approve creation of two full-time 0.97 FTE each FSET Case Manager positions with no increase in budgeted tax levy, and to forward the resolution to the County Board. Motion carried unanimously.

Mr. Kraft reviewed a memo regarding a pay advancement for the Chief Deputy position. Sheriff Thomas Reichert spoke as to why he was requesting this pay advancement. Further discussion took place.

Motion (Clendenning/Feirer) to approve an increase of two Steps for the Chief Deputy effective the first full pay period in January, 2018. Motion carried unanimously.

The Committee reviewed suggested changes to the Educational Reimbursement Policy as requested by the Committee Chair. Mr. Kraft presented a policy centered on Rock County's Educational Reimbursement policy. Further discussion was held regarding the matter. The Committee requested Mr. Kraft share the policy with Department Heads for their comment.

Mr. Kraft presented a proposal from Carlson Dettmann Consulting, LLC for a Market Review of Wood County's pay plan, at a cost of \$10,000. He stated the review could be completed in 6 months. A discussion was held regarding consideration of the proposal. Mr. Kraft stated HR has a non-lapsing Labor Relations budget that can cover the cost of the Market Review rather than from contingency. Bill Clendenning stated that this should be a 2/3 vote on the County Board floor.

Motion (Breu/Feirer) to give Warren Kraft authority to negotiate with Carlson Dettmann Consulting, LLC and to use funds from the HR Labor Relations budget to cover the cost. Motion carried, with Clendenning voting no (reason stated above).

Mr. Kraft presented a Resolution amending the HR budget for merit increases.

Motion (Pliml/Henkel) to approve a resolution amending the HR budget for merit increases, and to forward that resolution to the County Board. Motion carried, with Clendenning voting no because he believes the merit increase should not be paid as a bonus.

The Committee reviewed a memo regarding a new voluntary short-term disability benefit. An ensuing discussion took place regarding the benefits short-term disability insurance would offer County employees. Mr. Kraft explained that the premium is paid by the employee and has no fiscal impact to the County.

Motion (Rozar/Breu) to offer voluntary short-term disability insurance to Wood County employees effective January 1, 2018. Motion carried unanimously.

Mr. Kraft presented the 2018 HR Department budget. Mr. Kraft requested that \$55,000 be removed from the budget due to the previous decision regarding using the funds for the Market Review from the Labor Relations budget.

Motion (Clendenning/Pliml) to approve the 2018 HR budget as amended. Motion carried unanimously.

This being her last meeting before retirement as the Human Resources Administrator, the Committee expressed its appreciation to Paula Tracy for her 28 years of service to Wood County.

Agenda items for next meeting: Discussion of bill from Design Unlimited, LLC and the transfer of payroll function from HR to Finance.

A special budget meeting will be held on Thursday, September 21, 2017 at 10:00 a.m.
Next month's Executive Committee meeting is scheduled for Tuesday, October 3, 2017 at 8:30 a.m.

Motion (Henkel/Rozar) to adjourn the Executive Committee meeting at 12:15 p.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna Rozar
Secretary

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