

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, December 4, 2018
TIME: 8:00 a.m.
PLACE: Edgewater Haven, Conference Room, Administration Building
1351 Wisconsin River Dr.
Port Edwards, WI

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

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

The meeting was called to order by Chair Machon.

Public Comment – Public concern and support to reinstate the Wood County Sheriff’s rescue vehicle funding were heard. Community members indicated many towns do not have the same specialized equipment the rescue vehicle has along with ice rescue with divers so it is not a duplication of services. The rescue volunteers often are available to secure a scene which frees up Sheriff Department staff. The rescue team’s presence at the state water ski show is also vital for safety and public relations.

Supervisor Clendenning presented a letter from Town of Grand Rapids Chairman, Arne Nystrom, in support of the rescue vehicle.

Supervisor Pliml spoke in support of the rescue vehicle and also spoke in support of the ATV trail start-up costs.

Consent Agenda:

Supervisor Clendenning commented that because the November EC minutes were not available in time for the County Board meeting, they should have been emailed to all supervisors when available.

Supervisor Winch questioned Finance Director Cummings’ monthly letter of comments regarding employee expense reimbursements being added to payroll checks and whether the system can keep tax deductible items separate from non-taxable reimbursements. Director Cummings indicated the payroll system does have the ability to separate.

Winch questioned a charge on the Human Resources report of claims to Carlson Dettmann for \$5,250.00. HR Director McGrath indicated this was for 21 JDQ reviews in 2018.

Winch questioned a charge for \$11,855.72 on the Systems report of claims for laptops. He was wondering if this was a budgeted item. IT Director Kaup indicated it was. He also questioned the cellphone charges and if the department shops around for the best rates. Director Kaup indicated that IT does research the best rates for the necessary features.

Winch questioned a subscription renewal charge on the Risk Management report of claims. Safety & Risk Manager Stelzer was not available to speak to the charge. It was suggested that questions on vouchers be addressed with the department heads or finance prior to meetings.

Motion (Rozar/Fischer) to approve the Consent Agenda. Motion carried unanimously.

Benjamin Walljasper from Enterprise Fleet Management presented information regarding various options for fleet vehicle programs. The initial evaluation focused on 5 departments and about 40 vehicles. Discussion ensued. Supervisor Fischer requested that committee chairs be copied during the data audit process.

Motion (Fischer/Rozar) to instruct the Finance Director to work with department heads to gather information for the feasibility of a fleet vehicle program and have Enterprise present a proposal at the February EC meeting. Motion carried unanimously.

Break at 9:24 a.m. Meeting reconvened at 9:32 a.m.

Nick Kasza and Megan from SolSmart teleconferenced a presentation regarding becoming a solar-friendly community through SolSmart with a national designation. Discussion ensued.

Motion (Rozar/Clendenning) to provide staff time to continue gathering information on the feasibility of SolSmart future designation for Wood County. Motion carried unanimously.

Break at 10:28 a.m. Meeting reconvened at 10:36 a.m.

Nancy Turyk with U.W. Extension reported that she has begun meeting with department heads regarding strategic plans. The suggestion from department heads is that a presentation be made at the February County Board meeting on strategic planning.

Supervisor Rozar presented information regarding a resolution the Health and Human Services Committee passed regarding entering into discussions with Marshfield City administration regarding space in the City Hall Plaza for Cornerstone. Discussion ensued.

Motion (Fischer/Rozar) to approve the resolution to authorize the Health and Human Services Committee to negotiate a lease to relocate Cornerstone in the Marshfield City Hall Plaza. Motion carried. Voting no: Winch (stated that even though the resolution states the negotiations must be within budgeted parameters, he believes the lease should return to the County Board prior to signing).

Supervisor Fischer presented a resolution from CEED and HIRC to implement an ATV/UTV trail and route network in 2019. Discussion ensued.

Motion (Clendenning/Winch) to co-sponsor resolution from CEED and HIRC to implement an ATV/UTV trail and route network in 2019. Motion carried unanimously.

Treasurer Gehrt presented 3 resolutions to tax deed properties.

Motion (Rozar/Fischer) to accept the 3 resolutions to tax deed properties. Motion carried unanimously.

Finance Director Cummings presented 4 resolutions to amend 2018 budgets for Highway, Human Services, Norwood Dietary and Finance.

Motion (Rozar/Fischer) to accept the 4 resolutions to amend 2018 budgets for Highway, Human Services, Norwood Dietary, and Finance. Motion carried unanimously.

Director Cummings presented a resolution to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2018.

Motion (Rozar/Fischer) to accept the resolution to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2018. Motion carried unanimously.

Director Cummings presented information regarding establishing one consolidated business Amazon account. Discussion ensued. Cummings will proceed with consolidating Amazon accounts and will send Amazon account invites to department heads.

Director Cummings reported that while researching Enterprise Resources Planning (ERP) software, it was determined that although it is great software, it would not solve our current budgeting needs. The decision was made to continue with the original plan to purchase Questica budget software.

Director Cummings reported she has met with various departments and various skill levels to analyze strengths and weaknesses in developing goals for a Fiscal Strategic Plan.

Human Resources Director McGrath reported she has been accepted to the 2019 Wisconsin Local Government Leadership Academy. Acceptance to the program entails approximately 60 hours of commitment over an 8 month period including phone conference meetings and onsite meetings.

Motion (Clendenning/Fischer) to approve Director McGrath's acceptance to the Leadership Academy. Motion carried unanimously.

Discussion ensued regarding proposed EC meeting dates. The January meeting will remain on 1/7/19 as long as Director McGrath can confirm with Tim Deaton of the Horton Group that they are able to change the date of their presentation. If they are not able to reschedule, the meeting will be on the original date of 1/8/19. The February meeting will be changed to 1/29/19. The April meeting will be changed to 4/9/19.

Motion (Clendenning/Rozar) to go into closed session at 11:32 a.m. pursuant to §19.85(1)(c), Wis. Stats., for performance evaluations of department heads the committee oversees.

Roll call vote: Clendenning: yes; Winch: yes; Fischer: yes; Polach: yes; Rozar: yes; Curry: yes; Machon: yes. Motion Carried.

Motion (Fischer/Polach) to return to open session at 1:10 p.m. All ayes. Motion carried.

The Chair adjourned the meeting at 1:11 p.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

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.