

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, February 7, 2017

TIME: 8:00 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Trent Miner, Donna Rozar, Al Breu, Michael Feirer (last 3 members via video conference)

VIA TELEPHONE: Hilde Henkel (for part of the meeting)

EXCUSED: Lance Pliml, Ed Wagner

OTHERS PRESENT (for part or all of meeting): City of WR Attorney Sue Schill, Reuben Van Tassel, Michael Martin, Brenda Nelson, Amy Kaup, Heather Gehrt, Adam Fandre, Sue Kunferman, Shane Wucherpfennig, Terry Stelzer, Lori Heideman, Chad Schooley, Dennis Polach, Bill Winch, Bill Leichtnam, Warren Kraft, Jordan Bruce (via video conference)

The meeting was called to order by Chairman Miner.

Public Comment – No public comments

Consent Agenda

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

Maintenance Manager Van Tassel reviewed his Maintenance Letter of Comments. He informed the Committee that the sanitary lift station at the Joint Use building on 17th Avenue has been rebuilt.

Van Tassel gave an update on River Block and Courthouse construction. Work at River Block is moving along and the Health Department is on schedule to move into the building the last week of April. Progress continues to be made on the Data Center in the Courthouse.

Discussion was held on the disposition of the Airport Avenue CBRF building. The building has now been vacated. Rozar indicated the Health and Human Services Committee does not foresee a need for that building in the future as Crisis Intervention is operating out of the Norwood Health Center.

Motion (Breu/Feirer) to have Maintenance Manager Van Tassel obtain an appraisal on the building and move forward with selling the Airport Avenue CBRF. Motion carried unanimously.

Attorney Sue Schill presented a request by the City of Wisconsin Rapids to close the River Block building on July 4, 2017. The fireworks display needs to be moved farther north of the usual launch site, putting the River Block building within the safety perimeter. The City is requesting the building be vacated from 9:15 p.m. until 15 minutes after the finish of the display at approximately 10:30 p.m., and that access to the roof of the building be given to clean debris off the roof if necessary. Kastenholz requested a copy of the insurance policy from the pyrotechnic company, and indicated that the County's insurance company would also need to be alerted. Concerns were raised regarding the safety of allowing roof access and liability if something should happen to the County's data link which is located on the roof.

Motion (Rozar/Feirer) pending insurance verification as discussed, to grant the City of Wisconsin Rapids' request to close the River Block building on July 4, 2017 from 9:15 to 10:30 p.m. Motion carried unanimously.

Van Tassel discussed a need for a third Maintenance Department employee. He would like to see the Department more proactive on maintaining equipment at the Courthouse and eventually River Block, and believes that would best be accomplished by hiring a third employee. The new position would be responsible for doing daily, monthly, and quarterly checklists of all equipment, and would also be utilized for tasks such as snow removal,

lawn care, and day-to-day work order requests. The new employee would not need the qualifications of the two current Maintenance Specialists, and therefore; could be a Grade 4 on the pay scale. Van Tassel hopes to add the new employee in April or May of this year. The addition of a new position would require two resolutions; one to approve adding the position and one to amend the budget.

Motion (Rozar/Breu) requesting that the Maintenance Manager draft a resolution requesting creation of a third full-time Maintenance employee to be presented at a special meeting held before the February 21st County Board meeting. Motion carried unanimously.

Van Tassel updated the Committee on the Courthouse transformer project. The foundation is in and the project will continue with piping and cabling. Moving forward, he would like a second generator that would be powerful enough to run the Data Center and Dispatch. That generator will be located on the roof of the Courthouse. Kaup commended Van Tassel on all his hard work on the Data Center project.

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

IT Director Kaup informed the Committee that an accepted offer has been made to fill the vacant Network Analyst position. IT assisted Human Services in moving the Crisis Intervention center from the Airport Avenue CBRF to the Norwood Health Center. Work continues on the TimeStar timekeeping project.

Kaup presented a resolution to the Committee to formally change the name of the Department to Information Technology.

Motion (Feirer/Breu) to approve the resolution to formally change the name of the Systems Department to Information Technology. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Kaup reported that the City of Marshfield has approached the County regarding running fiber between the new City building and Wood County Annex/Norwood Health Center. Wood County currently provides a data connection to the City because there are Wood County offices within City Hall. Wood County also pays for a data connection with Wisconsin Rapids which stems back to pre-shared dispatch days. The cost to supply Marshfield with data would be \$31,520 and an annual lease of \$2,000. Kaup suggested the County pay for the hardware the cities use to ensure uniform equipment but not the connection costs. The municipalities do utilize the County's CIS program. After much discussion, it was the consensus of the Committee that the County should not pay for connection costs for municipalities. Kaup is to develop a policy and present it to the Executive Committee for review.

Kaup requested education reimbursement for her fall 2016 coursework (tuition and books).

Motion (Rozar/Feirer) to approve an educational reimbursement for Amy Kaup of \$3,475.29. Motion carried unanimously.

Wellness Coordinator Fandre gave an update on the 2nd quarter health coaching and health assessments. A quarter 2 wellness challenge has been developed and information has been sent out to employees, as well as a wellness snapshot survey. The Wellness Committee continues to recruit wellness champs from each county department.

Treasurer Gehrt reviewed her Letter of Comments.

Discussion was held regarding a policy for the sale of tax deed property. The process currently in place does not follow State statute on open bids. Gehrt will finalize a draft policy on the sale of tax deed property and present it to the Committee for review and approval.

Finance Director Martin presented a request to carryover excess Park & Forestry revenues for capital projects due to timber sale revenue and unused levy.

Motion (Rozar/Breu) to approve the request of the Park & Forestry Department to carryover \$94,000 of excess timber sales and parks revenue. Motion carried unanimously.

Martin also presented a request from Land & Water Conservation to carryover monies due to a surplus of funds left over from a conference the department hosted as well as 2016 donations that had not been spent.

Motion (Breu/Feirer) to approve the request of the Land & Water Conservation Department to carryover \$2,944 surplus from a 2016 conference and \$1,000 in unspent 2016 donations. Motion carried unanimously.

Martin presented a resolution to amend the committed and assigned fund balances to include the two non-lapsing amounts from Land & Water Conservation.

Motion (Breu/Rozar) to approve the resolution to amend the committed and assigned fund balances to include two non-lapsing amounts for Land & Water Conservation. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Discussion was held regarding a new OMB circular that sets forth the requirements for complying with Federal and State funded programs. Written policies relating to the administration of these programs, particularly in the area of procuring goods and services are required. Martin is requesting permission from the Committee to allow the Finance Department to hire Wipfli to undertake this project for Wood County. Estimated costs would be \$8,000.

Motion (Miner/Feirer) to grant the Finance Department permission to hire Wipfli to develop the necessary written policies for Wood County to comply with these new requirements. Motion carried unanimously.

Wucherpennig presented a resolution to amend the 2017 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) budget for unanticipated state aid monies.

Motion (Rozar/Breu) to approve the resolution to amend the 2017 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) budget for unanticipated state aid monies and forward it to the County Board for consideration. Motion carried unanimously.

There was discussion regarding the use of the \$750,000 debt proceeds which were projected at \$225,000 for Maintenance and \$150,000 for IT. The Maintenance allocation was to partially replenish their reserves for the River Block debt payment made by the Department of approximately \$252,000. Data Center equipment is estimated at \$276,000. Martin indicated there was a missed opportunity to fund some of that equipment with unspent 2016 capital appropriations as the actual outlay expense for 2016 totaled \$300,164 and not the \$565,000 budgeted.

There was preliminary discussion of the challenges in balancing the 2018 budget. Miner stated he will send a letter to department heads asking for input on additional revenue sources or program cuts that could be considered by each department.

Finance Department correspondence was discussed as outlined on the agenda.

Rozar discussed the concept of a Human Services building on land owned by the County in Marshfield to house Cornerstone and the Human Services' offices that need to vacate the Marshfield City Hall building by September

2018. Rozar would like to do a presentation regarding the building at County Board to get feedback on the new building.

Feirer was excused at 10:40 a.m. Henkel joined the meeting via telephone.

Human Resources (HR)

Warren Kraft indicated there was no need for the Committee to go into closed session as indicated on the agenda at this time.

Agenda items for next meeting: presentation by Horton Group

Motion (Henkel/Breu) to adjourn the Executive Committee meeting at 10:42 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

All minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee secretary.