

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, October 3, 2017  
**TIME:** 8:30 a.m.  
**PLACE:** Room 114, Wood County Courthouse  
**PRESENT:** Al Breu, Bill Clendenning, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner  
**EXCUSED:** Michael Feirer  
**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, Jordan Bruce, Shane Wucherpennig, John Peckham, Doug Passineau, Cindy Robinson, Dennis Polach, John Nystrom (Marshfield YMCA), Warren Kraft, Kelli Quinnell, Steve Kreuser

The meeting was called to order by Chairman Wagner.

**Public Comment** – No public comment

### **Consent Agenda**

**Motion (Breu/Pliml) to approve the consent agenda minus the minutes from the September 5, 2017 Executive Committee meeting. Motion carried unanimously.**

Rozar requested the minutes of the September 5, 2017 Executive Committee meeting be pulled for further discussion. Discussion of a bill from Design Unlimited, LLC was included as an agenda item for the next meeting but was not put on the October agenda. The bill is for \$8,665 in additional costs for extra work requested to the plan for a possible new Human Services building in Marshfield. As this expense was not budgeted, the money will need to come out of contingency. A resolution to approve payment will be presented at a special meeting of the Executive Committee prior to the County Board meeting on October 17<sup>th</sup>.

**Motion (Henkel/Pliml) to approve the meeting minutes of the September 5, 2017 Executive Committee. Motion carried unanimously.**

Rozar introduced John Nystrom, CEO of the Marshfield YMCA, and led discussion regarding the YMCA's request for an easement from Wood County allowing them to construct a driveway off of Chestnut Street to their facility to help alleviate traffic backups on McMillan Street (their only access) and improve safety. Nystrom provided a drawing to the Committee which laid out the proposed new driveway and stated that the Y will be covering all costs associated with the construction and maintenance of this driveway.

**Motion (Clendenning/Breu) to approve Wood County entering into negotiations with the Marshfield YMCA for an easement. Motion carried unanimously.**

The County Clerk Letter of Comments was reviewed.

Maintenance Manager Van Tassel reviewed his Letter of Comments. Van Tassel stated he was approached by the Wisconsin Rapids Police Department with a request for permission to conduct training in the vacated 12<sup>th</sup> Street building. Seeing no reason to deny this request, the training will be scheduled.

Van Tassel gave an update on the Courthouse and River Block construction projects. The River Block construction is winding down with the north end sidewalk being replaced and installation of glass for the third floor breakroom.

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

The IT Letter of Comments was reviewed. IT Director Kaup stated that Matt Ives has been hired to fill the Programmer position. IT will be moving the remaining equipment out of the old data center into the new center on October 14<sup>th</sup>.

Wellness Coordinator Fandre presented his update. Quarter 5 of the Wellness Program has been implemented. Approximately 200 new participants have joined the Wellness Program.

Treasurer Gehrt reviewed her Department's Letter of Comments. She has a request from a Town of Cameron resident whose property is being tax deeded that he be allowed to rent the space from the County until March to allow time to remove all of his property. The matter will be addressed at the October 17<sup>th</sup> special Executive Committee meeting prior to County Board.

The Finance Department Letter of Comments was reviewed.

Finance Director Martin gave an update on the 2018 budget which included changes to the County Board budget. Projections on the debt issuance cost and premium on the new debt were discussed. Total budget for 2018 stands at \$109,672,569 with an operating tax rate of \$4.485, debt service tax rate of \$0.648 and library tax rate of \$0.384.

**Motion (Pliml/Rozar) to approve the 2018 budget and tax rates as presented. Motion carried unanimously.**

Martin requested that an official motion be made to move the payroll function to Finance as well as to approve the Wipfli proposal. Martin shared the cost estimate provided by Wipfli to implement the Dynamics payroll module and Wipfli will turnkey the process. Discussion was held regarding moving the payroll function from Human Resources to Finance. Kaup expressed concern with IT not driving the project and stated she has a lot of questions. Pliml shared his concern that there is not enough time to make sure Dynamics will work with TimeStar. Wagner requested that Finance, HR, and IT continue to work together on this project.

**Motion (Clendenning/Breu) to approve moving the Wood County payroll function from Human Resources to Finance. Motion carried unanimously.**

With the payroll function being moved to Finance, Martin is requesting a full-time employee for payroll processing. Cummings and Martin will develop a job description for the position.

**Motion (Rozar/Clendenning) to approve the addition of one full-time employee to Finance for payroll. Motion carried unanimously.**

An initial resolution for borrowing not to exceed \$1 million for highway construction was presented by Passineau. The resolution is being supported by the Highway Infrastructure & Recreation Committee and this Committee is asking the Executive Committee to co-sponsor it. Discussion was held with several Committee members stating they are not comfortable with adding that much debt while others stated that a commitment was made to highway improvement and it needs to be seen through.

**Motion (Clendenning/Breu) to have the Executive Committee co-sponsor the resolution for borrowing not to exceed \$1 million for highway construction. Breu-yes; Clendenning-yes; Henkel-no; Pliml-no; Rozar-yes; Wagner-no. Motion failed.**

Discussion was held on the \$5.44 million debt issue for Highway, Refunding STFL, and 2018 Capital projects. Martin reviewed the timeline for the process which includes a ratings conference call with Moody and Springstead on October 5<sup>th</sup>, bid opening on October 16<sup>th</sup>, and a resolution to accept the bid being presented to the Executive Committee at a special meeting before County Board on October 17<sup>th</sup> with presentation to the County Board that same day.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 10:07 a.m. Meeting reconvened at 10:17 a.m.

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

Warren Kraft discussed HR's Monthly Letter of Comments and gave a staffing update of the HR office. He noted that due to a retirement in the office, HR will exceed the administration line item of the budget.

Kraft also presented a memo regarding the Educational Reimbursement Policy. Discussion on the memo took place. Further discussion will take place at the next regularly scheduled Executive Committee meeting.

Future agenda items: Discussion of lease with the City of Marshfield and Kurt Heuer request for office space within the Courthouse

A special meeting will be held on Tuesday, October 17<sup>th</sup> at 8:30 a.m. prior to County Board.  
Next regularly scheduled Executive Committee meeting: Tuesday, November 7<sup>th</sup>, 8:30 a.m.

**Motion (Wagner/Henkel) to adjourn the Executive Committee meeting at 10:50 a.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.