

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, May 1, 2018

TIME: 8:30 a.m.

PLACE: Room 114, Wood County Courthouse

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

OTHERS PRESENT (for part or all of meeting): Marla Cummings, Brenda Nelson, Reuben Van Tassel, Sue Kunferman, Cindy Cepress, Brandon Vruwink, Jordan Bruce, Roland Hawk, John Peckham, Chad Schooley, Cindy Robinson, Amy Kaup, Heather Gehrt, Craig Lambert, Steve Kreuser, Dennis Polach, Kim McGrath, Kelli Quinnell, Jodi Pingel, Beth Ferdon, Kristi Duerr, Attorney Patrick Arendt, Tim Deaton (Horton Group)

The meeting was called to order by Chairman Machon.

Public Comment – There were no public comments.

Chairman Machon called for nominations for Vice Chair of the Executive Committee (EC). It was the consensus of the Committee to table election of a Vice Chair until all Committee seats are filled.

Chairman Machon called for nominations for Secretary of the Executive Committee (EC). Fischer nominated Rozar. Chairman Machon called three times for other nominations. No other nominations were offered.

Motion (Clendenning/Curry) to close nominations and cast a unanimous ballot for Rozar. Motion carried.

Consent Agenda

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

Chairman Machon led a discussion about putting a temporary freeze on new, tax levy funded positions. He wishes to send a message to all the Board members to slow the process of adding new jobs that are funded by tax levy. Machon believes the Board needs to scrutinize new positions more conscientiously. Discussion ensued regarding what constitutes a new position.

Motion (Fischer/Curry) to table further discussion regarding a freeze on new, tax levy funded positions until the June EC meeting. Motion carried unanimously.

County Clerk Cepress presented a resolution to increase marriage license and domestic partnership issuance fees effective January 1, 2019.

Motion (Rozar/Fischer) to approve the resolution to increase marriage license and domestic partnership issuance fees effective January 1, 2019. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Maintenance Manager Van Tassel reviewed the recommendation from the Ad Hoc Property Committee to move forward with the Emergency Management (EM) relocation project to the first floor of the Courthouse. Projected expense of this project is \$100,000 and there is not as yet any funding appropriated for the project. Winch questioned why rent monies aren't being used for remodeling projects. Clendenning voiced his opinion that oversight committees should be developing proposals for the remodels affecting departments they oversee and then presenting their recommendations to the Executive Committee. Discussion was had on the timeline of the project. The suggested timeline is that EM would need to vacate their current temporary space on the third floor by January 1, 2019 so that the District Attorney's office re-model and expansion project can begin to

accommodate additional employees in 2019. Consensus of the Committee was to table the EM re-model discussion until more information is available.

Treasurer Gehrt gave an update on the Airport Avenue property. No sealed bids were received by the latest deadline. The City Assessor looked over the property information and estimated the property's value at \$182,600. Gehrt requested direction from the Committee as to how to proceed with selling the property.

Motion (Clendenning/Rozar) to list the Airport Avenue property with a realtor. Motion failed. Voting no were Winch, Machon, Curry, and Fischer.

Further discussion on the Airport Avenue was had regarding listing the property as "for sale by owner" instead of by sealed bid.

Motion (Curry/Clendenning) to list the Airport Avenue property as "For Sale by Owner" for one month with a starting price of \$182,600. Motion carried unanimously.

Treasurer Gehrt presented a resolution to accept offers of sale on tax deeded properties in the Town of Cameron, Town of Hiles, Town of Sigel, and City of Wisconsin Rapids.

Motion (Clendenning/Rozar) to approve the resolution to accept offers of sale of tax deeded properties in the Town of Cameron, Town of Hiles, Town of Sigel, and City of Wisconsin Rapids. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Gehrt also presented a resolution to accept an offer of sale on a tax deeded property (formerly Shammy Car Wash) in the City of Wisconsin Rapids.

Motion (Clendenning/Rozar) to accept an offer of sale on a tax deeded property (formerly Shammy Car Wash) in the City of Wisconsin Rapids. Motion carried unanimously.

Finance Director Cummings gave a brief overview of the 2019-2023 Capital Improvement Plan, specifically projects slated for 2019. Meetings will be scheduled in the near future specifically geared toward discussion of the CIP.

Supervisors Curry and Winch were excused at 9:55 a.m.

Cummings presented the proposed budget calendar. CIP and wage increases need to be decided on by the June meeting in order to give the Finance Department time to get budgets ready to be distributed to departments by mid-July.

Supervisor Winch returned to the meeting at 9:58 a.m.

Cummings reminded the Committee that per her hiring agreement, the Finance Director performance evaluation needs to be completed before July 1st.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 10:00 a.m. Meeting reconvened at 10:10 a.m.

Human Resources (HR)

Kim McGrath introduced Tim Deaton of the Horton Group. Mr. Deaton presented information about Wood County health insurance utilization trends and projections for 2019. Mr. Deaton will return for the June Executive

Committee meeting and continue to discuss the projections and plan change options at that point. He will be sending updated claim information including the month of April before the next meeting. In addition, he will explore options regarding new administrators and Elap Services, bringing information to the June meeting.

Break at 10:59 a.m. Meeting reconvened at 11:04 a.m.

Supervisor Curry rejoined the meeting at 11:04 a.m.

Motion (Clendenning/Rozar) to go into closed session at 11:05 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to discuss an employee(s) complaint(s).

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

Motion (Clendenning/Curry) to return to open session at 11:44 a.m. Motion carried unanimously.

Motion (Clendenning/Fischer) to uphold a former employee's termination.

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

Kim McGrath will send a letter on behalf of the Executive Committee to the former employee stating the Committee's decision. If the former employee chooses, they will be able to move forward with the Complaint Resolution Process. The next step is the Independent Hearing Officer (IHO) hearing.

Agenda items for next meeting: 3rd Floor Courthouse remodel
Performance review of Finance Director
2019 Budget parameters

Next month's Executive Committee meeting is scheduled for **Tuesday, June 5th at 8:00 a.m.**

A special Executive Committee meeting is scheduled for **Tuesday, May 29th at 8:00 a.m.** to discuss the CIP.

A special combined meeting of the Executive Committee and the Health and Human Services Committee is scheduled for **Wednesday, June 13th at 9:00 a.m.** to discuss a ligature risk mitigation plan for Norwood.

Motion (Machon/Rozar) to adjourn the Executive Committee meeting at 12:00 p.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

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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 (EC) secretary. Minutes in draft form until approved at the next EC meeting.