

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, January 29, 2019
TIME: 8:00 a.m.
PLACE: Wood County River Block, Health Department, EOC
Wisconsin Rapids, WI
PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,
Donna Rozar, Adam Fischer
EXCUSED: Bill Winch
OTHERS PRESENT (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

Machon noted that updated printed copies of the Report of Claims for the Maintenance Department were distributed due to an error in the packet.

Public Comment

Supervisor Clendenning stated agenda item #9 to discuss County Administrator/Administrative Coordinator position should not be listed due to the failed motion by Supervisor Fisher from the previous month to have it listed as an agenda item.

Furthermore, he questioned item #16 of the agenda as not being listed as part of the packet materials. The Chair stated he didn't get the report typed up in time for this packet but would include it in the County Board packet.

Supervisor Rozar called for a point of order regarding the purpose of the public comments portion of the meeting as related to discussion items. This public comment has turned into a discussion time instead of comment only.

Consent Agenda

Clendenning requested that page 25, item #6 and page 27, items #4a, 4c, 4d, 4e, and 4f be pulled from the consent agenda for discussion.

Motion (Fischer/Rozar) to approve the Consent Agenda, excluding the items requested pulled for discussion. Motion carried unanimously.

The following items were questions by Clendenning (referred to as "He" in future paragraphs). He questioned the IT Director's Letter of Comments regarding PC replacement for a new position in the Register in Probate office. HR Director McGrath stated this is an open position that had recently been filled.

He confirmed that item 4a from the Maintenance Manager's Letter of Comments regarding the 12th Street property would be discussed under a later agenda item.

He questioned the Maintenance Manager's Letter of Comments regarding a meeting with the HR Director and the County Board Chair to discuss a Maintenance Planner position. Machon stated he will report on this item under the agenda item regarding the Administrative Coordinator's Report.

He questioned the River Block parking availability and the underutilization of the Elks lot.

He questioned the Renewable Energy Summit Maintenance Manager Van Tassel attended. Van Tassel indicated it was an event in Madison to gather additional information to bring to the County regarding energy cost savings.

Item 4c was initially pulled from the Consent Agenda and never discussed.

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

County Clerk Miner presented the Department's 2020-2024 Capital Improvement Plan to the Executive Committee for oversight Committee approval. Miner stated this is the same CIP as last year. Discussion ensued.

Motion (Clendenning/Fischer) to approve the County Clerk's 2020-2024 Capital Improvement Plan. Motion carried unanimously.

Nancy Turyk from U.W. Extension gave an update on the SolSmart certification process. Turyk indicated she has requested to be added to the Wood County Towns Association agenda but their agenda is full for the next two months. Jason Grueneberg from Planning and Zoning is on the agenda for the next Towns Association meeting so he will provide materials on this topic at that time. Discussion ensued.

Rozar stated there will be a presentation at the February County Board meeting regarding the County Strategic Plan. A survey will be distributed to the County Board Supervisors to gather information regarding future priorities related to the strategic plan. A follow-up survey will then be distributed based on the responses from the initial survey. Nancy Turyk is going to request to be added to the Department Head meeting in March so that she can update Department Heads.

Machon stated he has been approached by two department heads regarding the Renewable and Sustainable initiatives. He questioned whether the Executive Committee would like to establish criteria for awarding the initiative money. Discussion ensued. Van Tassel presented information regarding LED lighting upgrades for consideration as part of the Renewable and Sustainable initiatives. Supervisor Fischer stated an email should be sent to all Department Heads regarding both the Efficiency initiative money fund and the Renewable and Sustainable initiative money fund.

Machon requested feedback from the Committee regarding the County Administrator/Administrative Coordinator position. Discussion ensued.

Motion (Rozar/Fischer) to have Wisconsin Counties Association come to County Board to present the fundamental jobs of a County Administrator/Administrative Coordinator/County Executive. Motion carried. Voting no: Clendenning (has already been discussed) and Polach.

Clendenning requested consideration of an October evening County Board meeting from feedback he received from constituents. Discussion ensued.

Motion (Clendenning/Polach) to develop a resolution to have an evening County Board meeting on October 15, 2019 at 7:00 p.m.

Motion (Rozar/Fischer) to amend the motion to remove the resolution part of the motion. Motion carried. Voting no: Curry and Machon (resolution part should be included).

Machon distributed analysis information for sale of the 12th Street property from three area realtors. He was unable to include the information in the packet as he had received the analysis information after the deadline. Discussion ensued.

Motion (Clendenning/Rozar) to list the 12th Street property with First Weber-Spranger & Sachs Realtor. Motion passed unanimously.

Motion (Rozar/Polach) to grant Chair Machon authority to proceed with applicable contracts with the Realtor for the sale of the 12th Street property. Motion carried unanimously.

IT Director Kaup stated the Printer/Copier management program up for renewal on March 25, 2019 would not allow enough time to implement a new vendor if it is not discussed until the March Executive Committee meeting. Committee consensus was to meet at 9:15 a.m. before the County Board meeting on February 19, 2019.

Finance Director Cummings indicated that due to current weather conditions, the representative from US Bank was unable to be present to share information on the Purchase card and will be rescheduled.

A Resolution was presented to amend the 2019 IT budget to include monies budgeted in 2018 for Business Continuity & Citrix updates but not used during that budget cycle.

Motion (Clendenning/Rozar) to amend the Information Technology budget for 2019 by adding the unspent monies from the 2018 budget which have been placed in the Fund Balance account in the amount of \$191,000.00. Motion carried unanimously.

County Conservationist, Shane Wucherpennig, presented a Resolution to amend the 2019 budget for the purpose of funding Great Plains 10' No-Till Drill. Discussion ensued.

Motion (Rozar/Curry) to amend the Wood County budget for 2019 to transfer \$8,500.00 from the Contingency Account to the Land and Water No-Till function. Motion carried. Voting no: Clendenning (stated he is concerned about liability).

Edgewater Haven Administrator, Cindy Robinson, presented a Resolution to amend the 2019 budget for Edgewater Maintenance function for the purpose of funding the capital purchase necessary to replace a failing fire alarm system.

Motion (Clendenning/Fischer) to amend the Wood County budget for 2019 to transfer \$49,143.87 from the Contingency Account to the Edgewater Maintenance function. Motion carried unanimously.

HR Director McGrath presented information to the Committee regarding the history of the current wage plan. McGrath discussed the cost and timeline of initial implementation, JDQ reviews, and the 2017 Market Review. Discussion ensued. Multiple Committee members pointed out that the Market Review did not encompass all of the positions in the County. Rozar stated that a comprehensive wage plan project was not budgeted. Fischer stated a wage plan review did not have to be done this year, but could be budgeted for in 2020 and for now, a timeline could be created and the process started.

Motion (Fischer/Clendenning) to have Human Resources start to investigate companies that are able to complete a comprehensive compensation review which should include both the wage plan and benefits. Motion carried unanimously.

McGrath will begin the RFP process and bring responses to the Committee at a later date.

Break at 10:10 a.m. Meeting reconvened at 10:20 a.m.

Ben Walljasper of Enterprise Fleet Management returned to the Executive Committee to present and discuss findings on an initial look into the County's current vehicle fleet. Mr. Walljasper explained the key objectives of implementing a fleet management system would be to lower the average age of the County fleet, reduce operating costs, and maintain a manageable vehicle budget. Four departments were identified as having high mileage reimbursement that could benefit from a dedicated fleet. Those departments were Health, Human Services, Coroner, and Humane Officer. It was discussed that the remaining departments could share a pool of vehicles for needed travel.

Motion (Rozar/Fischer) to pursue the possibility of leasing vehicles to replace some high mileage, older vehicles and look more closely into how the Health, Human Services, Coroner, and Human Officer Departments could benefit from a fleet. Motion carried unanimously.

Machon gave his Administrative Coordinator's report. He stated he will type this report and include it in the February County Board packet. The following were the topics he reported on:

1. Conducted meetings with realtors in regards to the 12th Street Property.
2. Participated in a focus group on the renovation of the adult room in the McMillan Library.
3. Attended the Central Wisconsin State Fair meeting. Discussion ensued regarding this and the funds the County contributes to the Fair Commission annually.
4. Met with the HR Director and Maintenance Manager in regards to the Maintenance Planner job description.
5. Attended the Heart of Wisconsin Chamber of Commerce Business Roundtable. Will continue to attend.
6. Conferred with Planning & Zoning on attending a Towns Association meeting to discuss SolSmart.
7. Worked to set up another meeting with Planning & Zoning Director Grueneberg, Nancy Turyk, and Supervisor Curry regarding what can be done as far as looking at Economic Development from a County perspective.
8. Met with the new Wisconsin Rapids Convention and Visitor's Bureau Director, Meredith Kleker.

Agenda items for next meeting: 1. Planning & Zoning Director to discuss current project, 2. Maintenance Manager's LED lighting proposal, 3. Control Environment Policy compliance

Ongoing monthly agenda items: 1. Administrative Coordinator's Activity Report, 2. Sol Smart Update
3. Strategic Plan Update, 4. Vehicle Fleet Discussion

County Board agenda item: Presentation from WCA on County Administrator/Administrative Coordinator/County Executive position

A special Executive Committee meeting will be held at 9:15 a.m. prior to the County Board meeting to discuss the IT resolution regarding the Printer/Copier Management Program.

The next regular Executive Committee meeting will be March 5, 2019 at 8:00 a.m. at the Highway Shop in Wisconsin Rapids.

Chairman Machon declared the meeting adjourned at 11:48 a.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

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Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other 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.