

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, March 1, 2016

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Peter Hendler, Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar

OTHERS PRESENT (for part or all of meeting): Terry Rickaby, Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Sue Kunferman, Warren Kraft, Paula Tracy, Jason Grueneberg, Heather Gehrt, Shane Wucherpennig, Peter Kastenholz, Steve Kreuser, Doug Passineau, Chad Schooley, Kathy Zellner, Dennis Polach, Bill Clendenning, Joe Zurfluh, Adam Tegen (City of WR Planning & Economic Development), Mayor Zach Vruwink (City of WR)

The meeting was called to order at 8:00 a.m. by Chairman Miner.

Public Comment – No public comments

Consent Agenda

Motion (Hendler/Henkel) to approve the consent agenda as presented. Motion carried unanimously.

Jason Grueneberg gave updates to the Committee. He indicated that the City of WR was in the process of taking down two of the buildings in the Market Street Development. Greueneberg will work with Adam Tegen to determine the cost of demolition of the Annex building and whether the City would be willing and able to demo the building or if the demolition would need to be contracted out.

Greuneberg has been talking with the City and the Elks Club regarding the city owned parking lot by the Elks Club. The Club cannot afford to do the necessary resurfacing. The City does not want to invest the money (\$35 to \$50,000) to resurface the lot and is on the verge of condemning it. Greueneberg stated that resurfacing could be less if the County owned the lot and the Highway Department did the work. Amy Kaup informed the Committee that she sent out a survey to employees potentially moving to the River Block building regarding the various parking options. There were considerable safety concerns if parking in the Elks lot and walking to the River Block building. Mayor Vruwink indicated that there may be space available for use by City Hall in what is known as the “horseshoe lot”. Discussion was held regarding reactivating the Ad hoc Committee that brought forth the recommendation to purchase the River Block building to address parking issues related to the occupancy of the River Block.

Motion (Henkel/Hendler) to appoint Bill Clendenning, Donna Rozar, Ed Wagner (pending his acceptance) and Doug Machon (pending his acceptance) to an Ad hoc Committee to address River Block parking issues along with Grueneberg and any support staff needed. Motion carried unanimously.

Committee did not go into closed session to deliberate negotiations for property to address parking needs of the River Block building.

Discussion was held regarding the future sale of Marshfield City Hall and the necessary relocation of Human Services staff. Although a timeline has not been established, Kastenholz believes it will be at least a year before the relocation will be necessary. The lease with the City of Marshfield will be

reviewed for expiration date. The City has indicated it would honor the lease that is in place. Rozar would like to see a decision made within the next 6-9 months regarding Marshfield Cornerstone and Human Services Department relocations.

Grueneberg discussed space needs pertaining to the Courthouse and River Block, stating that Venture Architects and their engineers met with the Space Needs Advisory Committee on February 18 to tour the River Block building. They then met individually with Human Services, Health, IT, and Dispatch to discuss their space needs and concerns. Inspectors from the City of WR also toured the building. No reports have yet been received regarding that tour. Venture is prepared to do a presentation at the April 19th County Board meeting. The Space Needs Advisory Committee meets on a weekly basis.

Maintenance Employee Van Tassel reviewed the Department's Letter of Comments. Rickaby and Van Tassel are involved with the Rive Block Space Needs Advisory Committee. Extensive repairs were done to the jail boiler resulting in the bottom of the boiler being rebuilt. Van Tassel and Rickaby discussed the courthouse chiller. Of the 4 compressors on the chiller, one was down all of last summer and another down for a portion of the summer. The chiller is nearing the end of its usefulness. Rickaby has obtained pricing on replacing the entire unit at a cost of approximately \$222,000. Replacement of one compressor runs about \$45,000 and four compressor replacements have already occurred for this unit. Rickaby will check into how much more efficient a new chiller would be in comparison to the current one. He indicated that the current lessee of the two CBRFs in Marshfield may be interested in purchasing the buildings. Rickaby will contact them and see if they are serious about making an offer to purchase. A representative from Gappa Security Solutions met with Rickaby and Van Tassel to provide a price quote on the door locking system for River Block. The quote was for the same system currently in use at the courthouse and would be approximately \$7,000 which would include a free upgrade to the courthouse system so that it can handle the additional controller. Kaup expressed an interest in being kept in the loop on this since IT utilizes the reader cards for law enforcement to log into squad computers. Edgewater Haven has expressed an interest to be part of the system.

Risk Management Director Stelzer reviewed his Letter of Comments. There was an incident (humidifier overheated in the Child Support office) over the past weekend where the fire department was called. Discussion was held regarding the proper chain of notification in these types of situations as well as the county policy regarding leaving appliances running after hours. Stelzer will follow-up and send out an electronic reminder to employees regarding the policy.

Information Technology Director Kaup reviewed her Letter of Comments. Kaup announced that Jenny Corbett retired, her last day being February 29. The Department is now down 3 employees as the two Network Analyst positions have not been filled. Those positions are being re-posted. The HIPAA Security Risk Analysis project is under way. A kick-off meeting was held February 25th.

Kaup informed the Committee that Norwood Health Center purchased software without the involvement of the IT Department, which only learned of the purchase once issues with the software occurred that Norwood requested the Help Desk to fix. Purchasing software without the involvement of the IT Department is against County policy as IT needs a chance to review the software and ensure its compatibility with existing programs and the system. Kaup stated she tried meeting with Jordan Bruce to discuss this. Mr. Bruce requested that this issue be put on today's agenda. Several Committee members expressed the unacceptableness of this purchase and reiterated that county policy needs to be adhered to.

Motion (Hendler/Rozar) to refer this matter to the Health and Human Services Committee for action regarding Norwood's disregard of county policy and to have Norwood work with the IT Department to resolve the software issues. Motion carried unanimously.

Wellness Coordinator Joanis presented updates on the Wellness program. There were 244 doses of influenza vaccine given. An appeals form has been developed for employees who miss the deadlines to turn in their points for quarterly incentives.

Joanis distributed information regarding proposed designated smoking areas for County properties and discussion was held.

Motion (Henkel/Hendler) to approve the proposed designated smoking areas locations presented, including Option 1 for the courthouse, with the exception of the Wood County Annex and Health Center location. Joanis will work with that facility to determine a better location. Motion carried unanimously.

Treasurer Gehrt reviewed her Letter of Comments and announced that she has received the Tax Lister II's resignation.

Break at 9:54 a.m. Meeting reconvened at 10:00 a.m.

Finance Director Martin presented a request to carryover excess Parks & Forestry revenues for capital projects. Revenues of approximately \$130,000 above the budgeted amounts for 2015 were received by the Department. Martin indicated that at this time both Edgewater and Norwood are in the red for 2015 by substantial amounts which may have an impact on the possibility of allowing the Parks carryover. The consensus was to revisit this request at the April Executive Committee meeting once firmer numbers for 2015 are determined.

Martin discussed the first payment on the River Block building loan which is due at the end of March. He has had discussions with Rickaby regarding making the payment from the Maintenance budget.

Finance Department correspondence as outlined on the agenda was discussed.

Human Resources

Shane Wucherpennig presented a resolution for the creation of a new Conservation Specialist position in the Land & Water Conservation Department, effective January 1, 2017.

Motion (Henkel/Rozar) to present a resolution creating a Conservation Specialist position to the County Board for its consideration and approval at the March County Board meeting. Motion carried unanimously.

Warren Kraft provided an update relating to the Human Resources Department's HRMS system.

Mr. Kraft gave a brief update from the February 11, 2016 employee feedback meeting.

He also discussed items from the February 19th department head meeting.

Motion (Hendler/Rozar) to go into closed session at 10:22 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to discuss an employee complaint.

Hendler: yes; Henkel: yes; Rozar: yes; Pliml: yes; Miner, yes. Motion carried.

Motion (Rozar/Pliml) to return to open session at 11:27 a.m. Motion carried unanimously.

Motion (Rozar/Hendler) to deny the appeal of the complaint. Motion carried unanimously.

Motion (Pliml/Henkel) to adjourn the Executive Committee meeting at 11:28 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna Rozar,
Secretary

Human Resources agenda items minutes taken and prepared by Paula Tracy. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.