

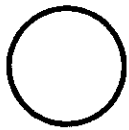
**EXECUTIVE COMMITTEE  
MEETING AGENDA**

DATE: Tuesday, April 19, 2016

TIME: 8:00 a.m.

LOCATION: Courthouse, Room 115

1. Call meeting to order.
2. Public comments.
3. Review and approve resolution from the Maintenance Department regarding a chiller unit.
4. Review and approve resolution from IT Department to change Programmer/Analyst position from part-time to full-time.
5. Briefly discuss IT Department relocation recommendation.
6. The Executive Committee may go into closed session pursuant to §19.85(1)(c), Wis. Stats., to conduct the Human Resources Director's six month performance review.
7. Return to open session.
8. Adjourn.



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

ITEM# 1-  
DATE April 19, 2016  
Effective Date April 19, 2016

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MM</u> , Finance Dir.		

LAD

**INTENT & SYNOPSIS:** To authorize the purchase of a chiller for the courthouse HVAC system with budgeted funds but without bidding due to the emergent need for acquiring and installing the unit.

**FISCAL NOTE:**

\$222,895 projected purchase price for a new chiller  
\$ 29,000 Focus on Energy rebate  
\$193,895 budget expenditure for 2016

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

\$45,237+ estimated repair costs for 2016 without a new chiller

**WHEREAS**, the part of the HVAC system at the courthouse that allows for air conditioning in the summer known as the chiller is nearing the end of its useful life expectancy and is going to require a minimum of \$45,237 in repairs this year if not replaced, and

**WHEREAS**, the projected cost for the acquisition and installation of a replacement chiller is \$222,895 minus a Focus on Energy rebate of \$29,000 for a total of \$193,895 and which funds are available in the Maintenance Department budget for this purpose; therefore, it only makes sense to replace as opposed to repair the chiller, and

**WHEREAS**, the lead time for ordering a new chiller for the courthouse HVAC system is 8-10 weeks and if the order were placed on April 19 the unit should arrive before July 1, and allowing for a two to three day down time for replacement the chiller should be online before the hottest summer weather arrives, and

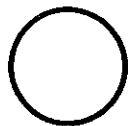
**WHEREAS**, if the Maintenance Department were to bid out the purchase and installation of a new chiller, it would add another month or more to the time the existing chiller is replaced, and

**WHEREAS**, although the courthouse wasn't originally designed to have air conditioning, since almost all of the windows of the courthouse have been replaced with windows that do not open, it isn't safe for the courthouse to be used by the public or employees during a heat spell without air conditioning, and

**WHEREAS**, Wis. Stat. s. 59.52(29)(b) allows for the county to bypass the normal bidding process in repairing a public facility when threatened damage thereto creates an emergency, as determined by the county board via resolution, in which the public health or welfare is endangered, and

**WHEREAS**, the likely inability of the courts and service departments located in the courthouse to function for unknown periods of time over the summer if the chiller breaks down constitutes a risk to the public health and welfare to the citizens of Wood County.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to authorize and direct the Maintenance Department to immediately order a new chiller unit for the courthouse HVAC system without expending the time to seek bids therefor due to the emergent need to acquire and install said unit to avoid the risk of having to shut down the courthouse over the summer and the threat to the public health and welfare caused by such a shut-down.



## RESOLUTION#

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Page 1 of 1

Committee

BLN

Motion:	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MEM</u> , Finance Dir.		

**INTENT & SYNOPSIS:** To increase the Programmer/Analyst position in the Information Technology Department from 75% to 100%.

**FISCAL NOTE:** Comparison of current budgeted annual wages and fringes at 75% (grade 11, step 11) versus a new hire at 100% (grade 11, step 1):

75% - (Wage) \$55,068.00 + (Fringe) \$19,878.15 = \$74,946.15  
 100% - (Wage) \$57,116.80 + (Fringe) \$23,810.79 = \$80,927.59  
 For a difference of \$5,981.44

**SOURCE OF MONEY:** Due to vacancies in the department and the lessor rate of pay we anticipate this position will be filled at, funding for the increase in hours will be covered by wages already budgeted for 2016.

**WHEREAS,** an increase in demands on the Programmer/Analysts has created a significant backlog in work orders; and

**WHEREAS,** an LTE Programmer has been working in Systems for almost a year to assist with the workload and priority items; this position could potentially be eliminated and work could be reassigned to the full time Programmer/Analyst; and

**WHEREAS,** the 75% position does not allow the proper amount of work hours needed to complete workload; and

**WHEREAS,** multiple vacancies in the Information Technology Department over the past several months has created a surplus in budgeted wages available for 2016.

**THEREFORE BE IT RESOLVED** to increase the Programmer/Analyst position in the Information Technology Department from 75% to 100%.

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
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