

Minutes of Langlade County Executive Committee

The meeting in the Law Library of the Courthouse was called to order at 8:00 a.m., May 6, 2015, by Chairman Dave Solin and the Pledge of Allegiance was recited.

Members Present: Doug Nonnenmacher, Mike Klimoski, Holly Matucheski, Ron Nye, and Dave Solin.

Members Absent: None.

Others Present: Robin Stowe, Gary Olsen, Bill Greening, Ann Meyer, Marilyn Baraniak, Duane Haakenson, Dave Tlusty, Sandy Fischer, Bill Brandt, Angie Close, and Joe Novak.

Agenda Item #3 Approve/amend Minutes of April 14, 2015.

Motion by Nye, second by Nonnenmacher, to approve the minutes of the April 14, 2015 meeting, all ayes, motion carried.

4. Consider request to create a casual employee GIS position in the Land Records Department:

Duane Haakenson is requesting to utilize the Register of Deeds Modernization Fees to fund a new Geographic Information System (GIS) casual employee position in the Land Records Department. The position would start around August 2015 and go until January. The pay would be up to \$15 an hour for 28 hours a week. The cost for the position will be \$10,991 for 2015 and \$2,005 for 2016. The Finance Committee has approved utilizing the funding for this position. Motion by Klimoski, second by Matucheski, to approve the casual employee GIS position in the Land Records, all ayes, motion carried.

5. Consider four and a half day work schedule:

The Committee had considered a four and a half day work schedule in the past that would mirror the City of Antigo's hours. This idea had been shared with Management Team but really had not gained a lot of support. Robin Stowe explained that Department Heads already have the ability to adjust work schedules within their offices in order to better accommodate the delivery of services. Motion by Klimoski, second by Nye to table this item, all ayes, motion carried.

6. Consider sponsoring a resolution requesting the State Legislative to make modifications to the current prevailing wage rate law (Sec. 66.0903, Wis. Stats.):

There is currently legislation working its way through the Legislature regarding changes to the prevailing wage rate law. Robin Stowe explained the prevailing wage law and noted that requested changes to the law may include: repeal, modifying the method of how wages are calculated or increasing the cost limits for application of the prevailing wage. Discussion followed including a comment that the County may still need to adhere to federal (Davis-Bacon) wage rules for public projects involving federal funds. Motion by Klimoski, second by Solin, to sponsor a resolution requesting the State Legislature to make modifications to the current prevailing wage rate law, all ayes, motion carried.

7. Continue development of strategic plan to set priorities for services and funding:

Gary Olsen and Robin Stowe explained that it is County Board and the Executive Committee's responsibility to engage in strategic budget planning. Gary Olsen explained that in 2018 the County will make the final debt payments for the County. Currently the Jail Debt payment is \$373,900 annually. In 2019, the County will be able to utilize this funding for operations. There is \$200,000 available to make the 2018 Jail debt payment, and then the remaining \$173,900 would be available in 2019. The Wood Technology debt will also be paid off in 2018. This means the County could borrow around \$1.5 million dollars to do CIP projects and the tax levy would not be increased, or if no money is borrowed, the tax levy would decrease by the amount of the

debt payment for the Wood Tech building. Because of this, Robin and Gary would like the Committee to do some operational improvement planning similar to the process used to identify the County's capital improvement needs. Gary will send a request to department heads to have them complete an operating improvement plan for their departments. This information would then be analyzed by the Executive Committee for use in strategic budget planning. The Committee members also began the process of listing specific operational needs to be addressed within the strategic budget plan.

8. Review Records Retention Policy: Robin Stowe reviewed the Records Retention Policy dealing with personnel records with the Committee. The changes would be to revise the retention schedule for post employment personnel records to 7 years and pre-employment records (applications, etc.) to 2 years. Discussion followed regarding the status of centralizing the County's personnel files. Pam Resch will be invited to attend the next meeting. Motion by Nye, second by Matucheski, to change the records retention policy for personnel records, all ayes, motion carried.

9. Review partnership with City of Antigo to establish a targeted business development grant: Robin Stowe explained that the City of Antigo is looking at establishing a targeted business development or business entrepreneur grant. The City is asking the County to use \$25,000 of the Community Development Loan administered by the Economic Development Corporation that was designated by the County for community development projects. The Economic Development Corporation understands that by using these funds the County does still expect to be repaid the full \$200,000 at some future date and that by utilizing these funds, this means they will need to cover the usage of the money for this grant. The Mayor Bill Brandt and Angie Close were also present to discuss how the development grant would work. The City will be putting \$25,000 into this grant and CoVantage Credit Union will also be donating \$25,000 for this project. The Mayor shared the qualifications for the grant with the Committee. Any business (that is deemed compatible) that is not already located within the downtown commercial district would be eligible for reimburse of certain start up costs (rent, inventory, and financing costs are not eligible). The grant would reimburse up to 25% of eligible costs up to a total of \$15,000. The reimbursement would only be made based upon paid receipts and not until the location is open for business. Discussion followed on how long the \$25,000 from the Community Development Loan Fund should be available and a recommendation was made to limit this time frame to 5 years. Motion by Klimoski, second by Solin, to utilize \$25,000 of the Community Development monies to help establish a targeted development grant, all ayes, motion carried.

10. Review correspondence from Wisconsin Counties Association dated April 14, 2015, regarding resolutions submitted at the Annual Business Meeting for WCA: Robin Stowe shared a correspondence from Wisconsin Counties Association regarding the deadline of June 22 to submit any resolutions that would be submitted at the Annual Business Meeting for WCA for consideration on their legislative platform. The Committee did not have any resolutions to send to the WCA at this time.

11. Consider request from Sheriff's Office to re-fill one vacant full-time Corrections Officer Position: Sheriff Bill Greening explained that one of the Corrections Officers will be retiring on June 30 and he is requesting permission to refill the position. Motion by Nonnenmacher, second by Klimoski, to approve re-filling the Corrections Officer position in the Jail, all ayes, motion carried.

12. Consider request from Sheriff's Office to re-fill vacant Jail Administrator's Position: Sheriff Bill Greening explained that the Jail Administrator will be retiring on June 15 and he is

requesting permission to refill the position. Motion by Klimoski, second by Nye, to approve re-filling the Jail Administrator position, all ayes, motion carried.

13. Review and revise County's personnel policies, including Grievance Procedure and the Job Performance Management and Disciplinary Policy: Robin Stowe explained the County's personnel policies, including Grievance Procedure and the Job Performance Management and Disciplinary policy. The first step in the process would be to consider adopting a Code of Conduct. Robin shared a sample Conduct Codes received from the County's HR consultant and the County's insurer (sample from Marathon County). Robin also reviewed with the Committee the process that the County has used since 2013 to resolve personnel issues. Initially this process was being used successfully to resolve a number of personnel issues, including terminations of employment. To date grievance that had been filed under the County's Grievance Procedure were resolved prior to a hearing with the Impartial Hearing Officer (Personnel Committee). Robin reported that in regards to the recent investigation of personnel issues in the Highway Department, the County protocols were not followed and therefore, he will be working with the Personnel and Executive Committee to redraft these policies for consideration by the County Board.

14. Review Transportation report, consider leasing space for the storage of buses: Menominee Regional Public Transit is looking to decrease some of their costs in order to sustain the current level of transportation services. They are currently paying \$9,000 annually to store buses. Gary Olsen has shown Menominee Transit different spaces to house the buses and they would like to park them across from the Courthouse. Robin Stowe has negotiated a three year lease agreement with J T Seeds (former Fermanich Fuel site) to lease the space needed for the buses for \$250 a month plus utilities. The Public Property Committee has approved this lease. Motion by Klimoski, second by Nonnenmacher, to approve the lease with J T Seeds for \$250 a month plus utilities, all ayes, motion carried.

15. Review resolution received from other Counties, if any: There were a number of resolutions received from other Counties. Robin Stowe will distribute these to the appropriate oversight committees for their consideration.

16. Set date for next meeting: The next regular meeting of the Committee will take place on June 2, 2015 at 8:00 a.m. Holly Matucheski asked to be excused from this meeting.

At 10:00 a.m. motion by Nye, second by Matucheski, to adjourn the meeting, all ayes, motion carried; meeting adjourned.

Submitted by,
Gary D. Olsen, Recording Secretary