

WAUPACA COUNTY EXECUTIVE COMMITTEE
Minutes March 27, 2015

Committee met in Room 1068 of the Waupaca County Courthouse at 10:00 a.m.

County Board Chair Dick Koeppen called the meeting to order and gave the open meeting statement. Roll Call: County Board Chair Dick Koeppen, Suprs. Barrington-excused, Federwitz, Flease, Johnson-excused, Jonely, Kietzmann, Kussmann, McClone, G. Murphy-excused, T. Murphy-excused, Penney, Sorensen and Craig, 3 members excused; a quorum has been established. Others Present: Mary Robbins, Heidi Dombrowski, Dean Steingraber, Terrie Tews, Brent Wyland, Andy Carlin, Mandy Welch, Roger Holman, Megan Feirtag, Dave Theil.

OPEN SESSION

Review and Approve Agenda. Motion: Supr. Flease moved and Supr. McClone seconded the motion to approve the agenda. Motion was carried without a negative vote.

Review and file minutes from the previous meeting, September 11, 2014. Motion: Supr. Federwitz moved and Supr. Kussmann seconded the motion to approve filing the minutes. The motion carried without a negative vote.

Review Steering Committees and Per Diem – Co. Bd. Chair Koeppen. Chair Koeppen mentioned to the committee that he has had some concerns with so many people on one steering committee and that we seem to be attending seminars that don't necessarily pertain to a committee that we represent. We are trying to be fiscally responsible with our county budget as we have asked all of our departments to do. He does authorize these committee appointments; he will be more diligent in approving only a limited number to the same committee in the future. Legislative Committee should look into how other counties assign to these committees.

Ad-Hoc Strategic Planning Committee Reports. Chr. Koeppen explained that the time line was December 2014 the teams would brainstorm strategies; then in March provide an analysis of potential strategies and the chosen 3 to 5 strategies per strategic question; June provide the names of individuals/team, which can include members outside of the core committees, who will take leadership responsibility for implementation of each strategy. Provide the date upon which the strategy will be fully implemented (within the next 5 years) and then in September provide a summary of resources necessary to implement the strategies and an implementation process update.

Reports our attached to these minutes.

Revenue Generation Team: Co Chairs Dave Johnson and Dean Steingraber, Kyle Christianson, Roger Holman, Heidi Dombrowski and Supr. DuWayne Federwitz. Co Chair Dean Steingraber reported.

Communication/Education Team: Co Chairs Patricia Craig and Mary Robbins, Supr. Joe McClone, supr. Dave Neumann, Chuck Price and Mike Mazemke. Co Chair Patricia Craig reported.

Privatization Team: Co Chairs Bob Flease and Roger Holman, Heidi Dombrowski, Megan Feirtag, Dennis Kussmann and Mary Kay Poehlman. Co Chair Roger Holman reported.

Human Resource Team: Co Chairs Gary Barrington and Mandy Welch, Ryan Brown, Dean Steingraber, Brad Hardel, Chuck Price and Gerald Murphy. Co Chair Mandy Welch reported they have not met, they will be meeting to discuss the questions: How do we create an atmosphere for cross-training opportunities? And what could be done to increase/decrease employee morale with potential pay increases? Mandy reported that we have been implementing the employee evaluation system and that seems to be working well, they receive their step increases upon a successful evaluation.

Private Sector Investment Team: Co Chair Dave Theil and Terri Schulz, Lisa Kotter (will be replaced with Patrick Wetzel, City Admin. City of Weyauwega, Rick Recktenwald, Tom Fucik, John Smith, John Wiesbrock and Dick Koeppen. Dave Theil gave a report.

Technology Team: Co Chairs Jack Penney and Bob Reath, Mary Robbins, Ian Grasshoff, Andy Carlin and Mandy Welch. Brent Wyland reported for Bob Reath and submitted a written report.

Chair Koeppen thanked the teams and announced we are right on schedule.

Highway Department Planning. Chair Koeppen announced that he will be appointing an Ad-Hoc Highway Facilities Study Committee very shortly to be approved at the next county board meeting. Hwy. Commissioner Steingraber reminded the committee that the Dept. of Transportation will be placing a salt shed out on this property soon. This new committee will look at the site, the type of facility that should be built, future planning and all costs of the project. This is planned for 5 years and that's why now is the time to start the planning and study process and to look at all options.

Adjourn. Motion: Supr. Sorensen moved and Supr. Kussmann seconded the motion to adjourn the meeting at 11:30 a.m. The motion carried without a negative vote.

Mary A. Robbins
Waupaca County Clerk/Administrative Coordinator

February 17, 2015 Revenue Generation Team

Co-Chair Johnson called the meeting of the Waupaca County Revenue Generation Team to order at 11 a.m. in the Waupaca County Courthouse Room LL43.

Members present –Co-Chair Highway Commissioner Dean Steingraber, Co-Chair Supervisor Dave Johnson, Finance Director Heidi Dombrowski, and Parks /Solid Waste Director Roger Holman. Wisconsin Counties Association Director of Government Kyle Christianson and Supervisor DuWayne Federwitz were excused.

Audience County Board Supervisor Pat Craig.

Co-Chair Johnson presented the open meeting statement.

MOTION Steingraber/Holman to approve the February 17, 2015 Revenue Generation Team agenda. Carried without a negative vote.

MOTION Dombrowski/Holman to approve the January 20, 2015 Revenue Generation Team minutes. Carried without a negative vote.

No public comment.

Reviewed the team purpose stated in the Waupaca County Board of Supervisors strategic plan as the number one goal: How do we generate the Revenue to meet the Revenue needs of our citizens (present & future)?

The committee discussed the four revenue generating ideas that were noted at the last meeting to determine if it was an issue that the committee could address on it's own by assigning a member to lead, if outside sources would need to be assigned, or if a subcommittee would need to be formed.

1. Wheel Tax/Registration Fee – Mr. Steingraber was assigned to this option. He will look into developing a frequently asked questions section.
2. ½ % sales tax and property tax (10 year study) – Ms. Dombrowski was assigned to this option. She will conduct a 10 year study of where we have been and where we can go in the future.
3. Bonding - Ms. Dombrowski was assigned to this option. She will conduct a 10 year study of where we have been and where we can go in the future.
4. Notice vs citation – Mr. Holman was assigned to this option. He will form a subcommittee which will include members of the sheriff department, corporate council, clerk of courts, and the district attorney's office.

The committee set the next meeting for Tuesday March 17 at 11 a.m. or immediately following the County Board Meeting in Room LL43 at the Waupaca County Courthouse.

MOTION Dombrowski/Steingraber to adjourn at 12 p.m. Carried without a negative vote.

Respectfully submitted,

Dean Steingraber

COMMUNICATION/EDUCATION COMMITTEE STRATEGIC PLAN ISSUES

Team Members: Supr. Patricia Craig, Chr., Co. Clerk/Admin. Coordinator Mary Robbins, Co-Chair, Supr. Joe McClone, Supr. Dave Neumann, DHHS Director Chuck Price, and Register of Deeds Mike Mazemke.

WHO SHOULD BE CONTACTING OUR STATE LEGISLATORS?

- 1) Legislative & Judicial, Ethics, Safety & Security Committee is already charged with communicating with our State legislators. People who are our County Ambassadors should work with the Legislative committee to develop talking points for the committee about County services.
- 2) We all individually need to contact our legislators on issues we are passionate about.
- 3) Invite the legislators to come to a legislative County Board meeting (we should have specific issues to discuss, etc.).

WHAT STEPS DO WE TAKE TO IMPROVE COMMUNICATION/EDUCATION WITH THE PUBLIC AND LEGISLATORS?

- 1) Develop a Communication Plan.
- 2) Survey to learn types of social media and communication used by each Department and what would they like in the future.
- 3) Use radio and newspapers to educate about various department services.
- 4) Use of tablets for County Board supervisors within two years to increase faster communication between departments, supervisors and the public efficiently.

We already moved to send a recommendation to the Legislative committee to consider having the verbal reports at the end of the County board meeting. The present video taping will allow citizens access to the reports.

March 2015

Strategic WAUPACA COUNTY
STRATEGIC QUESTIONS PRIVATIZATION TEAM
MEETING MINUTES

January 28, 2015
Courthouse, Waupaca

Chair Flease called the meeting to order at 9:00 a.m.

Present: Bob Flease, Roger Holman, Dennis Kussmann, Heidi Dombrowski, and Megan Feirtag (Mary Kay Poehlman was excused)

Fleasant gave the open meeting statement.

Motion by Holman, seconded by Dombrowski to approve the agenda. Motion carried.

Motion by Feirtag, seconded by Holman to approve the December 11, 2014 minutes. Motion carried.

The Committee discussed a definition for privatization. The Committee agreed on the following definition:

Privatization may have several meanings. Primarily, it is the process of transferring ownership of a business enterprise, agency, public service, or public property from the public sector (a government) to the private sector, either to a business that operates for a profit or to a nonprofit organization. It may also mean government outsourcing of services or functions to private firms, e.g. revenue collection, law enforcement, and prison management.

Dombrowski reported that many departments have privatized or contracted for many of the services they need in order to carry out their goals and missions. Dombrowski noted that the Highway Department contracts for design work and construction, the Maintenance Department contracts for cleaning services, the PTF contracts for pulls, processing and shipping, and the IS contracts for many of the projects they are involved in. Dombrowski stated that other services could be contracted out, but could end up costing the tax payers more money.

Fleasant discussed some of the areas that the Highway contracts are out for and noted that the upcoming County Highway Q project may be contracted out.

Holman presented more budget information on the Solid Waste/Recycling program and paid contracts.

Feirtag updated the Committee on the Lakeview Manor task force work on the future of Lakeview Manor.

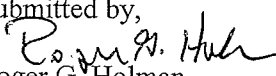
Kussmann stated that he learned a lot today regarding the level of privatizing the County has done and recommended this information be shared with the full County Board.

Dombrowski and Holman were asked to put together an educational presentation for the County Board on current County privatization.

The next meeting was set for March 4th at 10:00 a.m.

Motion by Kussmann, seconded by Dombrowski to adjourn. Motion carried.

Meeting adjourned at 10:10 a.m.

Submitted by,

Roger G. Holman
Recording Secretary

Technology Team

Strategic issue: How can we analyze technology efficiency and fund equipment and support?

Using technology efficiently: The increased use of technology results in change. Departments have changed the way they do business because of the technologies available. Since September 2013 the following technologies have been utilized:

Fiber Project: The first phase of the fiber project was completed, connecting the courthouse with the highway department. One gigabit connectivity from the courthouse to the highway office allowed highway's phone system to be replaced with Shoretel phones managed by the courthouse server. The second phase of the fiber project involved installing the underground ductwork from Lakeview Manor to Haire Road. Charter partnered with our project to install ductwork and fiber service to Lakeview Manor. The resulting high speed internet service allows improved data communication between the courthouse and Lakeview Manor. This connection also allowed Lakeview's phone system to be replaced with the Shoretel service managed from the courthouse. Additional services provided by Charter allowed Lakeview to offer public high speed internet to its patients.

RTVision: Highway department purchased the RTVision software and is using it to streamline data entry into CHEMS and Logos. Highway remote sites use an internet connection to enter in employee & equipment hours into the RTVision database. This eliminates the need to physically transport the source documents to the highway office. Data is then transfer from RTVision into Chems, and employee hours into Logos.

VSee teleconferencing software: In January 2015 the highway department started using teleconferencing software to allow attending meetings remotely.

Network virtual desktop project: During 2014 we began rolling out virtual desktop service to some departments. The goal is to extend hardware life by serving up the latest operating system desktop to users. This project will continue in 2015.

Website Redesign project: Included in the 2015 budget. Vendor proposals have been reviewed and selected vendors will be demonstrating their web content management solutions.

Sheriff's Department technology improvements for 2014 and 2015 include providing the Spillman mobile module to all patrol officers, the Code Red emergency responders notification system was installed, the Rip 'N Run text messaging to Fire Fighters was also implemented.

Veteran's Service office began using the VetraSpec - Veteran's Claims Management System.

Funding Technology: Funding IT equipment and applications is being done through the consolidated budget process. This budget process has resulted in the IS Department personnel meeting more frequently with the other departments. Meetings are conducted before and during the budget planning process. Communicating department's needs to the IS Department is helping to eliminate "unanticipated" funding shortfalls. After the budget has been approved by the county board, follow-up

meetings are conducted to address any late developments. These meetings help formalize a schedule for "end of year"/"beginning of year" technology rollout.

During the year, any notices the IS Department receives that indicate a potential major project that would require coordination with the Capital Improvement Projects working group, are brought to the CIP groups attention which allows them to get included in the county's CIP project lists. An example of this is a request from LVM regarding a security camera system.

Private Sector Investment Team

Dick Koeppen (Waupaca County Board Chair)

Patrick Wetzel (Weyauwega City Administrator)

Rick Recktenwald (Walker Forge)

Tom Fucik (Millstone)

John Smith (City of Manawa Mayor)

John Wiesbrock (Waupaca Foundry)

Terri Schulz (Co-Chair, Waupaca Area Chamber of Commerce)

Dave Thiel (Co-Chair, Waupaca County Economic Development Corporation)

Strategic Question: How does Waupaca County encourage / facilitate an increase in private sector investment?

Strategy #1 – Improve Quality Of Life

- Increase Affordable Housing Options
- Increase Child Care Options
- Increase Funding For Infrastructure (Roads & Technology)

Strategy #2 – Attract More Residents, Workers & Businesses

- Increase Investment In Marketing
- Prominently Feature Economic/Community Development Information On Websites
- Conduct Educational Campaign For All Waupaca County Businesses & Residents

Strategy #3 – Facilitate Business Start-ups/Expansions

- Invest In Strategic Planning For Each Community To Produce Focused Community Profile/Market Analysis Tools
- Create A Business Incubator
- Create An Angel Investment Group