

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, December 2, 2025

TIME: 10:00 AM

PLACE: Courthouse – Rm 302

MEMBERS PRESENT: Laura Valenstein, Donna Rozar (WebEx), Lance Pliml, Jake Hahn (WebEx), Joseph Zurfluh (WebEx)

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chair Valenstein called the meeting to order at 10:00 AM.
2. There was no public comment.
3. Motion by Pliml/Hahn to approve the consent agenda. Motion carried unanimously.
4. County Clerk Miner & Chief Deputy County Clerk DeKleyn presented a draft memorandum of understanding laying out not only the various election tasks currently spelled out within the document, but also a purchasing agreement for the new DS300 tabulators in 2027. Miner had discussed this with the committee previously. The municipalities would pay \$1,000 for each current DS200 in stock with the county picking up the rest of the cost. Miner & DeKleyn do not want to send this out without some assurance of the CIP request moving forward. Consensus of the committee was to go ahead and distribute the letter and MOU.
5. Miner requested permission to request a change in the county board meeting date in June, due to the Wisconsin County Clerks Annual Conference being held the week of county board. Because it is being held in Portage County, DeKleyn is also going to attend the training sessions offered, which would leave nobody to clerk for the county board meeting. Consensus of the committee was to allow the County Clerk to request the date change to the board.
6. Finance Director Yang presented a resolution to authorize a tax bond financing request. This document is required in instances such as what is being presented, relating to a housing project in Wood County. Motion by Rozar/Pliml to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
7. Yang presented a resolution to amend the 2025 budget for Edgewater Haven to fund the emergency water lateral work that occurred last year. Motion by Pliml/Zurfluh to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
8. The next regular meeting will be held on Tuesday, February 3, 2026, at 10:00 AM.

9. Chair Valenstein adjourned the meeting at 10:17 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

Operations Committee
January 6, 2026

[illegible]