

## **MINUTES OPERATIONS COMMITTEE**

**DATE:** Tuesday, July 9, 2024  
**TIME:** 9:00 AM  
**PLACE:** Courthouse – Room 114

**MEMBERS PRESENT:** Laura Valenstein, Donna Rozar, Lance Pliml, Jake Hahn

**MEMBER EXCUSED:** Joseph Zurfluh

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

1. Chair Valenstein called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Rozar/Hahn to approve the consent agenda. Motion carried unanimously.
4. Wellness Coordinator Boeshaar provided a departmental update.
5. Treasurer Gehrt presented a resolution to tax deed eligible property. Motion by Rozar/Pliml to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
6. Finance Director Newton provided a departmental update.
7. Newton presented a resolution to amend the Norwood Grant budget to fund the design and engineering costs for the water lines at the Wood County Annex & Health Center. Motion by Hahn/Pliml to approve the resolution and forward onto the county board for their consideration. Motion carried unanimously.
8. UWSP at Marshfield had a CIP HVAC project in 2023 that ended up being \$20,000 less than budgeted. Since that time, a controller has gone out and needs to be replaced. There will be a resolution forthcoming to transfer the residual funding from 2023 to 2024 to cover this expense.
9. Newton presented the revised CIP schedule with the previous committee action denoted.
10. Newton presented the proposed timeline for the debt resolution. A resolution will be presented next month for the authorization of initial borrowing.
11. Planning & Zoning Director Grueneberg has requested dollars in the 2025 CIP for the aerial photo of the county. Because of the large decrease in document recordings in the Register of Deeds office, the Land Records budget is not able to fund the entire project.

There is a grant opportunity that was applied for to help pay for a portion of it. The county should know in September if they were successful in the grant application. The committee was receptive in funding a portion of the cost of the aerial photo, contingent on the grant funding.

12. Tim Deaton from the Horton Group presented updated documentation on the utilization of the health fund and the current projections for the 2025 budget. A tentative increase of 5% was agreed to and will be incorporated into the budget. Further discussion and finalization of various changes will occur at the August meeting.
13. Human Resources Director McGrath brought forward changes to the Core Value Award procedures after consultation with department heads. Motion by Rozar/Pliml to approve the suggested changes to the Core Values Award procedures. Motion carried unanimously. These changes will be incorporated in the online version of the forms.
14. The Employee Handbook update is completed and was presented to the committee by McGrath. This update clarified existing procedures, in addition to adding an additional a comp time bank from 80 to 100 hours. In addition, there was a proposal with allowing Exempt Straight Time Pay for exempt employees. Motion by Hahn/Pliml to approve the Employee Handbook as presented, with the exception of the Exempt Straight Time Pay section. Motion carried unanimously.
15. The next meeting date will be held on Tuesday, August 6<sup>th</sup> at 9:00 AM.
16. Chair Valenstein adjourned the meeting at 10:20 AM.

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

# Operations Committee

July 9, 2024

NAME	REPRESENTING
Bill Clelland	WCB #15
Kelli Szymanski	HR
Kim McGroarty	HR
Jeff Farkover	WCB #11
DEWIS POLACH	WCB - 14
PANGA YANO	FINANCE
ED NEWTON	FINANCE
Jason Greenberg	P+Z
Ryan Boeshaar	wellness
Tim Deaton	Horton
JUH~ PECKHAM	HIGHWAY
Heather Gehrt	Treasurer
Amy Kaup (WebEx)	IT
Victoria Wilson (WebEx)	P-3
Nicole Gessert (WebEx)	Mfnee
Nick Flugaur (WebEx)	HR
Marissa Kainack (WebEx)	Norwood
Kimberly Stimac (WebEx)	Clerk of Courts
Katie Miloch (WebEx)	Human Services
Mary Schlagkraft (WebEx)	Human Services
Justin Cieslewicz (WebEx)	Edgewater
Paul Bernard (WebEx)	P-3
Melissa Schuermann (WebEx)	HR
Unknown Number (WebEx)	