

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, February 8, 2024

TIME: 9:00 AM

PLACE: Courthouse – Room 115

MEMBERS PRESENT: Ed Wagner, Lance Pliml, Laura Valenstein (WebEx), Adam Fischer, Donna Rozar (WebEx)

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

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Pliml/Fischer to approve the consent agenda. Motion carried unanimously.
4. Pliml reported that there is nothing new on the ARPA issue. He is planning on calling a meeting before the end of the month to allocate remaining dollars with the hopes the Courthouse heating estimates might be more firmed up by then.
5. Wellness Coordinator Boeshaar provided a departmental update.
6. Finance Director Newton provided a departmental update.
7. Newton presented 12 resolutions amending a number budgets to the committee. They include: Amend 2023 UW Extension Budget, Amend 2023 Health Department Budget, Amend 2023 Human Services ARPA Projects, Amend 2023 Human Services Budget, Amend 2023 Communications Budget and ARPA Projects, Amend 2023 EM BNI Budget, Amend 2023 EM Budget, Amend 2023 Debt Service Budget, Amend 2023 UWSP Marshfield ARPA Projects, Amend 2023 Jail Capital Projects, Amend 2023 Maintenance CIP Projects, and Amend 2023 Property & Liability Budget. Motion by Pliml/Fischer to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.
8. The Committed Fund resolution was presented by Newton. Motion by Fischer/Pliml to approve the resolution and forward onto the county board for consideration. Motion carried unanimously.
9. Newton and Miner reported that an incorrect levy number was used in both the apportionment and levy limit worksheet, whereby causing an increase in the total levy received and a subsequent decrease in the shared revenue payment. The error is well documented by both offices so will not be an issue in 2024.

10. McGrath reviewed the various proposals for a market review of the 2024 wage plan. She stated the lowest cost one is from McGrath Consulting Group (no relation) for \$12,350. This company also does work for Portage and Marathon Counties. This can be covered in this year's budget. Motion by Fischer/Pliml to approve the quote from McGrath Consulting Group for the market review. Motion carried unanimously.
11. McGrath provided a report on how many different positions in the county work non-traditional hours. Of those that responded, 48% of the positions work outside the normal business hours. This project was done to ascertain whether a change in the vacation policy was needed. Motion by Pliml/Rozar to leave the current vacation policy in place. Motion carried unanimously.
12. McGrath shared comparable and options for setting the wages for the County Clerk, Treasurer, and Register of Deeds for the next term of office starting in 2025. This must be done no later than the March County Board meeting. The incumbent office holders shared information on the current status of a number of counties that are in the same process, as well as how the various functions have changed. The committee directed McGrath to explore the cost of different percentage increases, including if the positions were placed at the same as the Clerk of Courts. This will be an agenda item for the next meeting.
13. The next meeting will be on Tuesday, March 12, 2024 at 9:00 AM.
14. Chair Wagner adjourned the meeting at 9:58 AM.

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

