

**OPERATIONS COMMITTEE
MEETING MINUTES**

DATE: Tuesday, July 7, 2020
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Ed Wagner, Donna Rozar, Lance Pliml, Adam Fischer, Mike Feirer

OTHERS PRESENT (for part or all of the meeting): Bill Clendenning, Dennis Polach, Lisa Keller, Kim McGrath, Kelli Quinnell, Ed Newton, Heather Gehrt, Reuben Van Tassel, Adam Fandre, Amy Kaup, Dawn Schmutzer, Marissa Laher, Jason DeMarco, Jordon Bruce, Mary Schlagenhaft, Randy Dorshorst, Trent Miner, Mary Solheim, Sue Kunferman, Peter Kastenholz, Steven Kreuser, Rodney Feltz, Jonette Arms (ADRC)

The meeting was called to order by Chair Wagner at 9:00 a.m.

Public Comments: None.

There was no discussion on any items in the Consent Agenda.

Motion (Fischer/Feirer) to approve the Consent Agenda. Motion carried unanimously.

A resolution for the 2nd Amendment for the ADRC-CW Agreement was presented. Discussion ensued at length. Wagner and Fischer expressed concerns regarding how the change would impact ADRC services in Wood County. Jonette Arms, ADRC Executive Director, answered questions from the Committee.

Motion (Rozar/Feirer) to approve the resolution for the 2nd Amendment to the ADRC-CW Agreement. Motion carried. Voting no: Wagner, Fischer.

Treasurer Gehrt presented two resolutions for over-the-counter sales.

Motion (Pliml/Fischer) to approve the resolutions for over-the-counter sales. Motion carried unanimously.

Gehrt presented a resolution for a sealed bid sale and explained that a bid was received from a resident that was unaware that they had delinquent taxes and, according to the bidding language, a sale may be denied based on delinquent taxes. Gehrt asked the Committee if they would like to waive or enforce the rule regarding delinquent taxes. Mr. Randy Feltz spoke on behalf of himself in the matter and stated that the delinquent taxes were an honest mistake and that, as soon as he was made aware, he paid the taxes. Discussion ensued.

Motion (Pliml/Fischer) to waive the delinquent tax rule and accept Mr. Feltz's bid. Motion carried unanimously.

Motion (Rozar/Feirer) to amend the resolution for the sealed bid sale by \$50 due to Mr. Feltz's bid being accepted. Motion carried unanimously.

Motion (Rozar/Pliml) to approve the amended resolution for the sealed bid sale. Motion carried unanimously.

A brief discussion regarding the language in the bidding requirements ensued. The consensus of the Committee was to leave the language the way it is and have these matters continue to come before the Committee.

Deputy Finance Director Newton presented the initial CIP to the Committee. Discussion ensued regarding the potential impact to revenues due to COVID-19 and the closing of Verso in Wisconsin Rapids. The Committee discussed the debt limit maximum. The consensus of the Committee was to set a debt limit maximum of \$3.5-4 million. Wagner will draft a letter to go to oversight committees with the debt limit maximum, an explanation of capital projects versus operating expenses, and timelines. Wagner will send the draft to Pliml for review before it is distributed to oversight committees.

Newton asked the Committee to consider the budget parameters that they would be setting for the 2021 budget. Discussion ensued. The Committee will wait until they have the Classification & Compensation presentation on July 14th before they discuss the parameters further.

Newton presented the June 30, 2020 income statement. Brief discussion ensued.

Wellness Coordinator Fandre gave the Committee a brief update of Wellness activities.

Human Resources Director McGrath presented an updated Non-Supervisory Performance Evaluation Form. McGrath explained that the revised form is more consistent with the Supervisory Performance Evaluation Form.

Motion (Rozar/Fischer) to approve the Non-Supervisory Performance Evaluation Form. Motion carried unanimously.

McGrath presented the Wood County Employee Coronavirus (COVID-19) Pandemic Plan. McGrath explained that the plan was created in collaboration with the Health Department and the Safety & Risk Specialist due to an increasing volume of inquiries from employees and supervisors. Discussion ensued. Fischer stated that he feels uncomfortable with the travel portion of the plan because he feels it controls behavior outside of work. McGrath explained that some departments have to restrict vacations to ensure they have appropriate staffing levels. Health Director Kunferman stated that the plan provides guidance and makes it easier to respond to questions and will reduce the call volume that McGrath and Kunferman are receiving with questions regarding the pandemic.

Motion (Pliml/Wagner) to approve the Employee Coronavirus (COVID-19) Pandemic Plan. Motion carried. Voting no: Fischer.

There is a special meeting of the Operations Committee on Tuesday, July 14, 2020 at 9:00 a.m. for a presentation from Carlson Dettmann on the Classification & Compensation Study.

The next regular meeting of the Operations Committee is Tuesday, August 4, 2020 at 8:30 a.m.

There is a special County Board meeting on July 31, 2020 at 9:00 a.m. for a presentation on the Jail Study.

Motion (Fischer/Rozar) to adjourn at 10:40 a.m. Motion carried unanimously.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.