

AGENDA  
JOINT  
OPERATIONS COMMITTEE and PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Tuesday, May 19, 2020  
TIME: 8:30 a.m.  
LOCATION: Wood County Courthouse  
County Board Room  
400 Market St.  
Wisconsin Rapids, WI

1. Call meeting to order
2. Public Comment
3. **JOINT OPERATIONS COMMITTEE AND PROPERTY & INFORMATION**

**TECHNOLOGY COMMITTEE**

- (a) Acquisition of the approximate 1 acre property due south of the courthouse and Avon Street parking lot (the old Ebsen greenhouse property).
4. **OPERATIONS COMMITTEE**
  - (a) County Strategic Plan Resolution
  - (b) UWSP at Marshfield Greenhouse Resolution
  - (c) Update on Elected Official Wages
5. Adjourn

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**Join by phone**

+1-408-418-9388 United States Toll

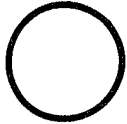
Meeting number (access code): 968 260 846

**Join by Webex App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m8a121b7c7da32e59e477c0d942947d0f>

Meeting number (access code): 968 260 846

Meeting password: OPIT0519



## RESOLUTION#

Introduced by

Operations Committee and Property &amp; Information Technology Committee

Page 1 of 1

LAD

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u>	, Corp Counsel	
Reviewed by: <u>EW</u>	, Finance Dir.	

**INTENT & SYNOPSIS:** To amend the 2020 budget for the Wood County Maintenance Department by transferring \$75,000 from Buildings Maintenance Retained Earnings Account to pay for the purchase of vacant land at 411 East Jackson Street in Wisconsin Rapids, WI.

**FISCAL NOTE:** Transfer \$75,000 from Buildings Maintenance Retained Earnings Account.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
33900	Buildings Maint. Retained Earnings	\$75,000	
51611	Courthouse/Jail Land Improvements		\$75,000

**WHEREAS**, the Cultural Center took ownership of the property south of the Courthouse's Avon Street parking lot that was formerly used as Ebsen's Greenhouse, which consists of about one acre of vacant land, and

**WHEREAS**, the Cultural Center has determined to not develop this property and, therefore, is desirous of selling the approximate one acre site and has sought out Wood County to see if the County would be interested in purchasing it, and

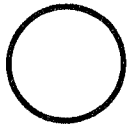
**WHEREAS**, it is not clear that Wood County has an immediate need for the property but it is possible that further development at the general Courthouse location may be needed down the road and the size and low cost of the property make it a good investment by the County to acquire at this

time, and

**WHEREAS**, the Operations Committee and its predecessor, the Executive Committee, have been in negotiations with the Cultural Center for a number of months and the Cultural Center has acquiesced to the County's original conditional offer of \$75,000.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to amend the Wood County budget for 2020 by directing that \$75,000 be taken from Buildings Maintenance Retained Earnings Account # 33900 and placed into the Maintenance Department Land Improvements Account # 51611 to be used solely for the cost of purchasing the vacant land at 411 East Jackson Street, Wisconsin Rapids, WI

**BE IT FURTHER RESOLVED** that pursuant to Wis. Stats. s. 65.90(5), the County Clerk is directed to publish a Class 1 notice of this budget change within 15 days.



## RESOLUTION#

ITEM#

1- 6

DATE

May 19, 2020

Effective Date

May 19, 2020

Introduced by

Operations Committee

Page 1 of 1

Committee

TDM

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: _____, Finance Dir.		

INTENT &amp; SYNOPSIS: To approve the Wood County Strategic Plan

FISCAL NOTE: None

**WHEREAS**, the Wood County Strategic Plan was developed to provide guidance to Wood County operations to enhance efficiency while implementing the County's mission and providing strategies for achieving its vision, and,

**WHEREAS**, the Strategic Plan provides businesses, stakeholders, and partners outside County boundaries with insights into Wood County's services, capabilities, and priorities, and,

**WHEREAS**, the development of this Plan and its process was initiated by a unanimous vote of the Wood County Executive Committee on November 6, 2019. Its content was developed with input from County department heads, elected officials, and department strategic plans approved by County oversight committees, and,

**WHEREAS**, six overarching categories are used in the Plan which intersect departmental boundaries. To fully achieve the strategies, the actions will be implemented by multiple departments along with partnering organizations. It is recommended that each department review the strategies and identify actionable items within the Plan that will contribute to the

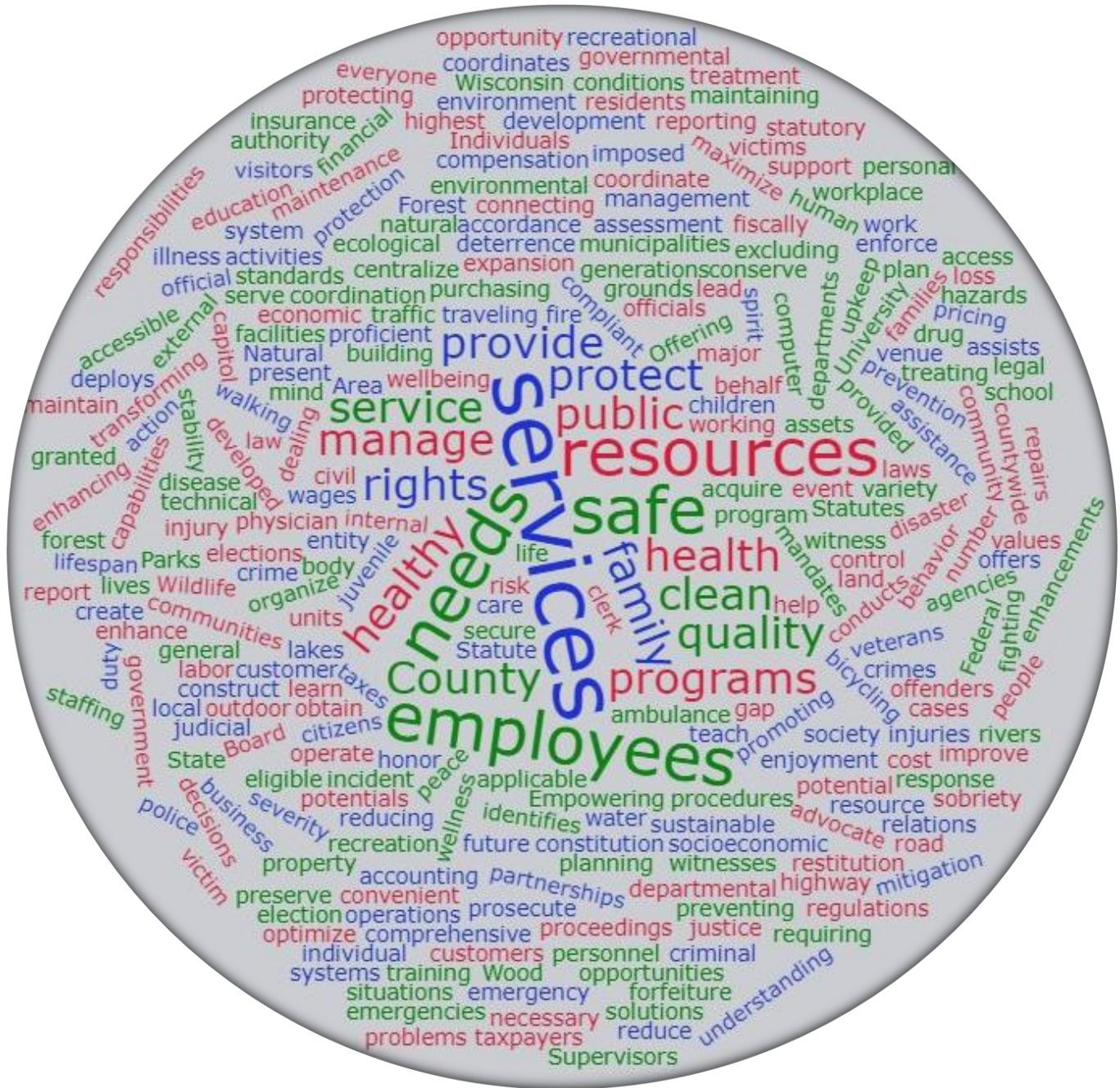
achievement of the Wood County Strategic Plan, and,

**WHEREAS**, the success of this Plan is dependent on departments, stakeholders, and elected officials working together to identify and implement applicable and actionable strategies to achieve the content of the Wood County Strategic Plan, and,

**NOW THEREFORE, BE IT RESOLVED**, the Wood County Board of Supervisors supports the Wood County Strategic Plan as well as the collaboration of County departments, stakeholders, and elected officials to achieve its content.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

# Wood County Wisconsin Strategic Plan



## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, November 6, 2018

**TIME:** 8:00 a.m.

**PLACE:** Health Dept. EOC  
River Block Building  
Wisconsin Rapids, WI

**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Bill Winch, Donna Rozar,  
Adam Fischer

**Motion (Fischer/Machon) to approve creating a process to start planning a County Strategic Plan with the County Board Vice Chair as a liaison to work with Nancy Turyk and to provide monthly reports to the EC. Motion carried unanimously.**

## Wood County Mission: *A brief description of the County's purpose.*

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*To provide quality, innovative, and cost-effective services that enhance quality of life, health, and safety, by a team committed to excellence, integrity, accountability, and respect.*

## Vision: *What will Wood County look like in the future?*

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*Our local government provides outstanding service, making Wood County a community of choice with safe and vibrant neighborhoods; business, educational, and cultural opportunities; connectedness; and vitality.*

## Guiding Principles and Operational Foundations

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### *Respect and Collaboration*

*Wood County officials and employees treat residents, visitors, businesses, government representatives, and one another impartially and with dignity and civility.*

### *Professional Service*

*Wood County conducts its business in an ethical, reliable, honest, accountable, and transparent manner by qualified and knowledgeable people.*

### *Fiscally Responsible*

*Wood County operates efficiently and with integrity.*

### *Leadership*

*Wood County anticipates change. It responds to current circumstances, while preparing for the future.*

### *Environmental Stewardship*

Wood County is fortunate to have a variety of natural resources that benefit residents, visitors, and businesses, through community resiliency and improved quality of life. Through stewardship, these natural resources will provide recreation, sustainable assets, and healthy living conditions for current and future generations.

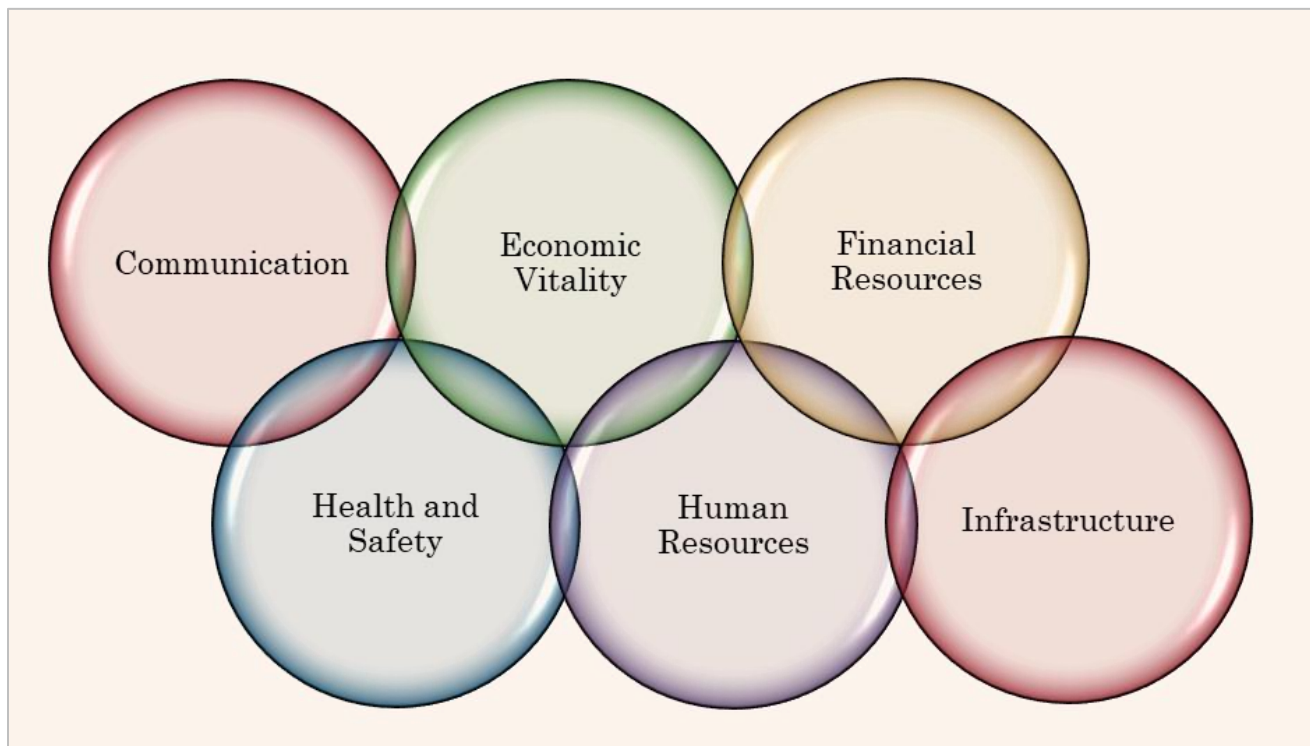


# Purpose

The development of this plan and its process was initiated by a unanimous vote of the Executive Committee of the Wood County Board of Supervisors on November 6, 2019. Its content was developed from input from County department heads, elected officials, and relevant plans approved by County committees. This plan was prepared by Donna Rozar, Vice Chair, Wood County Board of Supervisors and Nancy Turyk, Wood County Community Development Extension Educator. The following department heads also contributed to writing: Jason Grueneberg, Planning and Zoning; Sue Kunferman, Health Department; Kim McGrath, Human Resources and Brandon Vruwink, Human Services. This plan is intended to complement, not supersede, department plans.

The Wood County strategic plan has been developed to provide strategic guidance to Wood County operations to enhance efficiency while carrying out the County's mission and providing pathways to the achievement of its vision. Six overarching categories were used in the strategic plan which cross-cut departmental boundaries. Within each category, overarching strategies were identified. To fully attain some of the strategies, the actions will be achieved by multiple departments, along with partnering organizations. It is recommended each department review the strategies, and, if relevant, identify actionable items that contribute to the achievement of the strategy.

The success of this plan is dependent on departments, stakeholders, and elected officials to identify and implement their respective actionable items needed to achieve these strategies. To remain relevant, this five-year plan should be reviewed annually and updated as needed, with a comprehensive review by the Operations Committee in 2024.



# Goals and Strategies

## Communication

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Effective communication is essential to the successful implementation of the County's mission and all the strategies identified in this plan. How communication occurs within the County is part of its culture. Frequently, internal efficiencies can be enhanced through interdepartmental communication and collaborations. Developing and cultivating external partnerships is also critical to County operations and services.

## Collaboration

1. Expect a culture of collaboration by all within county government.
2. Intentionally and respectfully engage members of the populations we intend to serve.
3. Enrich partnerships with local, state, federal, and tribal governing bodies and organizations with common service goals.

## Messaging and Marketing

1. Maintain a welcoming environment in County facilities.
2. Develop implementation strategies to communicate the County's mission, vision, guiding principles, and strategic goals to attract and retain employees, residents, businesses, and tourists.
3. Recognize the value of Wood County and express it to others. Frame messages to attract and retain residents, businesses, and tourists.
  - a. Conduct a rebranding initiative to develop a unified county message to attract new residents and tourists. Identified in REDI plan – lead organizations to be determined.

## Economic Vitality

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From economic and social perspectives, economic vitality is essential to the stability of Wood County. Many of the services provided by the County enhance aspects of quality of life, which makes living, visiting, and doing business in the County more desirable. Career opportunities, strong schools, housing, diverse transportation options, parks, forestry, and recreation all contribute to economic vitality.

## Countywide Strategies for Economic Development

1. Coordinate the development of the USDA Rural Economic Development Initiative (REDI) plan, including strategies and timelines for implementation.
  - a. Continue to develop plan content with Wood County economic development partners. Leads: Planning & Zoning Dept. and Extension
  - b. Following public comments, submit plan to USDA for their review and approval by September 2020. Leads: Planning & Zoning Dept. and Extension
2. Identify the role of Wood County in economic development and implement strategies to support it.
  - a. The CEED Committee will make recommendations to County Board in Fall 2020.



3. Develop and nurture ongoing collaborations by establishing strategies for efficient communication and cooperation with local and regional economic development partners.
  - a. Continue coordinating quarterly economic development round table meetings. Lead: Planning & Zoning Dept.
  - b. Consider other recommendations resulting from the REDI planning process. Leads: Planning & Zoning Dept. and Extension
4. Improve housing options in the County for diversity, quality, and efficiency.
  - a. As part of the REDI plan, summarize studies and develop strategies throughout the County. Lead: Planning & Zoning Dept.
5. Maintain, develop, and manage parks, forestry, and recreation areas to meet the needs of the County, and to attract visitors and events to Wood County.

## Financial Resources

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It is essential for the County to manage financial resources in a fiscally responsible manner. Decision-making related to expenditures and investments, developing long-term plans and budgets, proper tracking and management of funds, and seeking additional funding are all part of being fiscally responsible.

### Financial Sustainability and Planning

1. Develop long-term budget plans and strategies.
2. Develop new revenue streams through the expansion of partnerships and collaborations, participation in grant and rebate programs, and other sustainable financial opportunities.
  - a. Maximize grant funding. Explore the possibility of a County grant writer.
3. Increase tax revenues through investments that will attract people to live, play, and work in Wood County.
4. Maximize eligible reimbursements to the County.
  - a. Lobby state and federal legislators on importance of sustainable reimbursement models.
  - b. Examine internal funding structures and adjust to maximize reimbursements. Example: IT Dept. fees

## Health and Safety

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Preservation of life and property in Wood County is paramount. Promoting a safe and secure environment minimizing all threats, hazards and incidents requires preparation to respond to emergencies as well as forethought to identify ways to minimize the extent of damage to people and properties. Continually providing critical services to the community involves having trained personnel, up-to-date technology, and coordinating with partners from all levels of government across every community. Wood County seeks to be a forerunner in the industry of emergency management and drive the field of emergency management forward and strives to provide the most technologically advanced and innovative methods of response to emergencies.

The Health and Safety of our residents is the foundation to creating a prosperous and engaged county. The goals outlined in this strategic plan emphasize the need for prevention and treatment options to ensure

residents are well informed and have access to necessary health services. Wood County is a beautiful place to live; taking steps to protect the air, water, and other natural resources is essential to improving our quality of life.

## Public Safety

1. Maintain an acceptable level of service for the community, regardless of challenges. Ensure emergency personnel and stakeholders are properly trained and equipped to accomplish their expanded duties during major emergency or disaster situations. Leads: All public safety departments
2. Provide the highest quality services by proactively seeking new and better ways to improve upon the services offered to Wood County. Leads: All public safety departments
3. Work with businesses and industry in prevention planning. Lead: Emergency Management
4. Abate vulnerable community assets to assure the continued provision of communication and services. Lead: Emergency Management
  - a. Incorporate strategies into the County resiliency plan (see Infrastructure).
5. Develop a “Safe Room” program for vulnerable communities. Lead: Emergency Management

## Emergency Management Communication

1. Expand public education and awareness capabilities. Increase community education on personal mitigation measures for all hazards. Lead: Emergency Management
2. Strengthen EOC and emergency public information and warning capabilities.
3. Enhance the Mitigation System through developing and leveraging technology, partnerships, funding opportunities, and policy.

## Well Being

1. Promote conditions that foster the healthy growth and development of Wood County children.
  - a. Seek external funding and implement the Parents as Teachers Program.
  - b. Lead: Health Dept.
  - c. b. Improve health outcomes for youth aged 11-18 by ensuring all school districts complete the Youth Risk Behavior Survey and developing Providers and Teens Collaborating for Health (PATCH) in at least one school. Lead: Health Dept.
2. Expand prevention and treatment strategies to address substance abuse in Wood County.
  - a. Reduce underage drinking and unhealthy adult alcohol consumption in Wood County. Lead: Health Dept.
  - b. Reduce prescription drug abuse, heroin use, and methamphetamine use among youth aged 12-17 and reduce the harm associated with injection drug use among youths and adults. Lead: Health Dept.
  - c. Reduce marijuana use among youth ages 12-17. Lead: Health Dept.
  - d. Reduce tobacco and electronic nicotine delivery system use among youth ages 12-17. Lead: Health Dept.
3. Continue to build capacity to meet the County's mental health needs.
  - a. Promote mental health clubhouses and Peer Specialist Trainings. Lead: Health Dept.

- b. Collaborate with Peer Recovery Coaches. Lead: Health Dept.
- c. Integrate services into community hubs and gathering places. Lead: Health Dept.
- d. Establish a network of providers to discuss referral pathways, better coordination of care, and methods to reduce barriers to services. Lead: Health Dept.

## Environmental Health

- 1. Protect and enhance the quality of surface and groundwater in Wood County.
  - a. Support the initiatives identified in the Central Sands Groundwater County Coalition resolution.
  - b. Continue developing and helping property owners implement the best management practices for water quality. Lead: Land & Water Conservation Dept.
- 2. Increase residents' awareness of the quality of their drinking water.
  - a. Continue to evaluate the health of private well water by providing support for water quality monitoring. Leads: Health Dept. and Land & Water Conservation Dept.
  - b. Develop and deliver educational information to County residents. Leads: Health Dept. and Land & Water Conservation Dept.
- 3. Reduce the incidence of childhood lead poisoning.
  - a. Implement a lead abatement program funded by the Wisconsin Department of Health Services. Lead: Health Dept.
- 4. Protect, enhance, and monitor air quality in Wood County.
- 5. Protect and enhance natural resources within County's parks and forestry properties. Lead: Parks

## Human Resources

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In Wood County, our human capital is our most important asset. Attracting and retaining exceptional talent is integral in supporting the County's programs and services. This involves providing competitive salary, benefits, and professional opportunities, as well as a welcoming and collaborative culture.

### Recruitment and Retention

- 1. Sustain an equitable and competitive compensation program and structure.
- 2. Maintain benefit programs that enhance the well-being of our employees and their families.
  - a. Regularly educate employees about the Wellness Program and wellness policies. Lead: Health Dept.
- 3. Support an environment of flexibility to promote a healthy work-life balance for our employees.

### Training and Development

- 1. Empower innovative leadership and provide opportunities for enhancing managerial effectiveness.
- 2. Encourage employee growth and development and champion opportunities to enhance employee skills and qualifications.
- 3. Encourage and support internships and other opportunities to develop future professionals.

### Inclusive and Collaborative Workplace Culture

- 1. Build a culture of employee engagement, empowerment, and involvement.

2. Cultivate a collaborative environment where employees are encouraged to reach across organizational lines to enhance programs and services.
3. Foster a diverse environment where everyone is valued and supported to reach their highest potential.

## Infrastructure

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Wood County's infrastructure is critically linked to the County's economic vitality, quality of life, and resiliency. Infrastructure includes transportation systems, water resources, and County-owned facilities, land, and equipment. Due to the scale of investment and availability of funding assistance, strategic long-term planning is essential to ensure this infrastructure is maintained, efficient, meets future needs, and employs modern technologies.

## Resiliency

1. Develop resiliency strategies to mitigate the extent of impacts from severe weather and other unpredictable events.
  - a. Provide opportunities for County staff to gain an understanding about their role in increasing resiliency in Wood County.
  - b. Identify potential challenges to County operations in the case of extreme events and maintain plans for continued operations.

## Efficiency

1. Plan for a variety of transportation system enhancements to attract and serve residents, businesses, and visitors. Ensure connections are made to other areas in this region.
  - a. Update the County's bicycle and pedestrian plan by 2022.  
Leads: Planning & Zoning and Health Depts.
  - b. Research current and future transportation needs, including gathering input from community members, and research best practices for improving transportation in rural communities. Lead: Health Dept.
2. Explore the implementation of fleet vehicles in the County.
3. Continue to develop and implement the County's energy plan to reduce short- and long-term energy expenses.
  - a. Using the 2020 baseline electricity study, prioritize County properties for additional evaluation and identify benchmarks for investment and return on investment.
  - b. Establish a monitoring strategy to quantify energy reductions. Lead: Renewable & Sustainable Committee
  - c. Establish a baseline for non-electrical fuel use in the County. Lead: Renewable & Sustainable Committee
4. Continue to support Lean Process Improvement funding.

## Recreational Infrastructure

1. Support existing Wood County recreational opportunities.
2. Explore future Wood County recreational opportunities.

- a. Encourage community design and development that supports physical activity. Lead: Health Dept.
  - b. Explore multi-municipality trail connectivity and signage, and overall outdoor/indoor recreation infrastructure improvements. Lead: Health Dept.
  - c. Enhance accessible playground features for all age ranges at County parks. Leads: Health Dept. and Parks
3. Initiate strategies that improve and maintain water quality related to recreational spaces in Wood County.
- a. Evaluate the health of water quality at County beaches. Lead: Health Dept.
  - b. Review shoreland and upland management strategies to reduce erosion and pollutant inputs. Lead: Land & Water Conservation Dept.

# County Strategic Plan

2/19/2019 County Board Meeting Special Presentation

Vice Chair Donna Rozar and

Nancy Turyk Community Development Extension Educator – Wood County

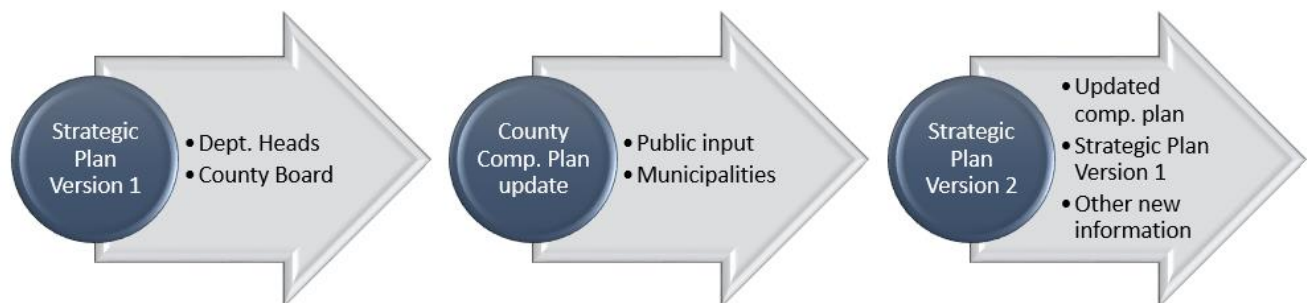
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## **Why Plan?**

Many organizations and businesses operate with a plan. In the case of a county, a vision and plan help to orient newly elected officials and employees to the county's priorities and perspectives. A strong vision can send a message about the county's direction to current and potential residents, businesses, and others. Plans should look to the future and provide the guidance needed to achieve the goals within the desired timeframe. Done right, the act of planning helps to strengthen cohesion within the county, which is key to efficient operations.

County plans can be developed for a variety of purposes. Some plans provide a broad vision for the future and identify the steps and timelines required to achieve the vision. Other county plans may focus on internal operations. The development of county plans can follow a variety of processes. Ideally, a county strategic plan incorporates a breadth of viewpoints obtained from the county's professional staff, elected officials, and residents through public forums or other participatory means. These processes take 3-5 years, starting with the development of municipal comprehensive plans, which are then compiled to create the county's comprehensive plan. Finally, the county strategic plan is developed to prioritize goals based on the comprehensive plan. This sequence is ideal because the municipal and county comprehensive planning processes include numerous opportunities for public participation, input and insight, ensuring the public's viewpoint is incorporated into each of the plans. This level of input also helps to ensure that the commitment needed to implement the plans exists.

In Wood County, the comprehensive plans need to be refreshed; some municipalities are currently in the process of updating their plans with the County's comprehensive plan updates estimated to begin in 2020. Properly done, this process will take several years to complete. Therefore, to provide the County with a strategic plan sooner than 2022, we will initially develop a County strategic plan that is based on internal knowledge for use over the short-term. Once the comprehensive plan updates are complete, the county strategic plan version 1 should be updated to incorporate and prioritize the goals identified in the new county comprehensive plan.





### *County Mission or Vision*

Visions can be powerful if they are agreed upon and adhered to by decision makers. Many of Wood County's departments have mission and vision statements; however, an overarching mission and vision for the county is lacking. Visions and missions can provide a unified guidance for county staff, elected officials, residents, and external stakeholders.

As an example of commitment to the use of a vision, Marathon County's vision is to ***be the healthiest, safest, most prosperous county in the State***. Many of their conference rooms and facilities have this statement framed on the walls as a reminder to those making decisions for the County. While working with Marathon County staff and elected officials, I have observed them referencing this vision on numerous occasions. This vision also provides a strong message to others about the extent of the County's organization and its direction.

## **Wood County Strategic Planning Process**

The process employed is critical from the standpoint of buy-in and use after a plan is developed. Staff and elected officials are more likely to utilize a plan if they have ownership in it and if they believe their opinions have been acknowledged. A planning process can be a unique opportunity to enhance listening skills, trust, cooperation, and compromise if these and other values are identified as part of the process and modeled by all throughout the process.

### **County Strategic Plan – Version 1**

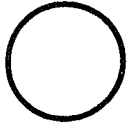
#### **Core Values (how the organization conducts itself) / Mission (why and what - informs) / Vision (what – future - inspires)**

1. Core Values. Surveys will be provided to County Board supervisors to identify the 3-5 principals or core values that are most important to how the County runs and serves its clients.
  - a. The first survey will be comprised of open-ended questions.
  - b. The second survey will be a rating-scale questionnaire with questions developed from the responses of the first survey.
  - c. Planning leads will summarize survey results and if needed, results of the second survey will be refined by the Executive Committee.
2. Mission. Surveys will be provided to County Board supervisors to answer the question, *What is the county here to do?*
  - a. The first survey will be comprised of open-ended questions.
  - b. The second survey will be a rating-scale questionnaire with questions developed from the responses of the first survey.
  - c. Planning leads will summarize survey results and if needed, results of the second survey will be refined by the Executive Committee.
3. Vision. The development of a vision for Wood County will be proposed by department heads using their department missions and visions.
  - a. The department head suggestions, along with the missions and visions of the departments will be provided to the planning leads for synthesis.
  - b. Final synthesis will be accomplished with input from the Executive Committee.
4. The mission, vision, and core values will be provided to County Board for approval.

#### **County Strategic Plan Development**

1. Three meetings with department heads will be held to identify top strategic issues (current and future).
2. Meeting 1 will describe the planning process to department heads. Department heads will be asked to prepare for the planning process through the review of their department plans, discussions with staff, etc. An opportunity to develop department strategic plans will be offered to department heads.
3. Prior to meeting 2 Departments will prepare a list of strategic issues, their mission, vision, and values.
4. Meeting 2 will involve focused discussions leading to the group's identification of the **top strategic issues**. Following meeting 2, the results will be organized and provided to department heads.

5. Meeting 3. Department heads will utilize the organized strategic issues to develop strategic goals and *S.M.A.R.T* elements (specific, measurable, attainable, realistic, and time frame). These outcomes will be compiled by project leads.
  - a. The estimated meeting duration for the first meeting is 30 minutes and 90 minutes each for the second and third meetings.
  - b. If interested and able to do so, the County Board planning lead, Supervisor Donna Rozar, will attend the meetings to listen to the discussions and later assist with the organization of department head suggestions and goals.
  - c. Department heads will be given the option to request additional meetings to complete their discussions.
6. Meeting 4 will include all County Board supervisors and department heads to review and discuss the priorities identified by the department heads.
  - a. Roberts Rules will be suspended to allow attendees to participate in small group discussions. The groups will be organized by strategic goal or topic, allowing the small group participants to discuss the goal/topic and rationale.
  - b. The outcome of these discussions will be compiled, organized, and presented to the County Board for approval.
7. The approved county strategic plan version 1 will be provided to department heads who will be asked to develop objectives for the goals that are relevant to their department.



## RESOLUTION#

Introduced by

Operations Committee

Page 1 of 1

EPN

<b>Motion:</b>	Adopted:	
1 <sup>st</sup>	Lost:	
2 <sup>nd</sup>	Tabled:	
No: _____ Yes: _____	Absent:	
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u>	, Corp Counsel	
Reviewed by: <u>EN</u>	, Deputy Finance Dir.	

**INTENT & SYNOPSIS:** To amend the 2020 budget to include monies that were budgeted in 2019 for UWSP-Marshfield but were not used during the budget cycle. In addition, increase 2020 budget as approved by the Operations Committee for higher than anticipated costs.

**FISCAL NOTE:** To transfer \$15,000 from available balance in contingency (51590) to the UWSP-Marshfield function (57640). The 2019 monies were budgeted and moved to the Fund Balance at the end of 2019. At the time of this request, the funds available in the contingency are \$450,000. The monies will be expended in 2020. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
57640	UWSP-Marshfield Bldg. Improve		\$37,000
57640	UWSP-Marshfield Bldg. Improve		\$15,000
34300	Fund Balance	\$37,000	
51590	Contingency	\$15,000	

**WHEREAS,** UWSP Marshfield did not expend the monies for the Green House Refurbish in 2019 because vendor selection could not be completed for the project, and

**WHEREAS,** bids for the UWSP-Marshfield Green House Refurbish project came in higher than the original 2019 budget of \$37,000, and

**THEREFORE BE IT RESOLVED,** to amend the UWSP-Marshfield budget for 2020 (57640) by adding the unspent monies of \$37,000 from the 2019 budget which have been place in the Fund Balance account (34300), and transfer \$15,000 from Contingency Account (51590), and

**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.