

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, December 3, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Annex & Health Center  
Marshfield, WI

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

**OTHERS PRESENT** (for part or all of the meeting): See attached list.

1. The meeting was called to order by Chair Machon.
2. There was no public comment.
3. Pages 2, 7, and 24 were pulled from the consent agenda for discussion.

**Motion (Fischer/Curry) to approve the Consent Agenda, excluding the items requested pulled for discussion. Motion carried unanimously.**

4. Supervisor Clendenning asked for clarification on items within the packet. Discussion ensued. Department Heads answered general questions pertaining to their departments.

**Motion (Rozar/Curry) to approve the pulled items from the Consent Agenda. Motion carried unanimously.**

5. Supervisor Hahn spoke on behalf of the Renewable & Sustainable (R&S) Committee and their recommendations to add an additional Supervisor and to have authority over grant funds. Hahn stated he spoke with Corporation Counsel, Peter Kastenholtz regarding the Committee structure as it relates to a Committee versus a Commission. Hahn stated Kastenholtz said it did not matter. Discussion ensued.

**Motion (Clendenning/Fischer) to increase the number of Supervisors on the R&S Committee to five with staff support only and reporting to Executive Committee with authority of disbursement of grant funds. Motion carried unanimously.**

6. Chair Machon stated Kim Griffin of Savion has setup an office in Saratoga three days a week. He indicated Kastenholtz is in the preliminary stage of reviewing a developer's agreement and as more information becomes available it will be brought back to Executive Committee. Discussion ensued. Supervisor Leichtnam asked as District 19 Supervisor if he could be involved in further discussions.
7. Supervisor Rozar indicated she would be meeting with Nancy Turyk from Extension later in the day regarding the County strategic plan. They are finalizing a presentation for the December 10, 2019 Department Head meeting. Rozar stated they had great response from the Department Heads. Further information will be brought to County Board for further discussion.
8. Facilities Director, Van Tassel stated he is requesting clarification regarding the timeline for the Victim Witness office relocation that was approved at the October Executive Committee meeting. Discussion ensued

**Motion (Fischer/Clendenning) to move the Victim Witness office to the chosen location on the second floor of the Courthouse and move the County Board Chair to a suitable location by February 1, 2019. Motion carried. Voting no: Rozar, Curry, Machon.**

9. (a) Treasurer Gehrt presented two resolutions to sell tax deed properties.

**Motion (Rozar/Fischer) to accept the two resolutions to sell tax deed properties. Motion carried unanimously.**

- (b) Treasurer Gehrt stated she forwarded the Committee members an email she had just received from a tax payer regarding a property that is behind on tax payments. Discussion ensued. Gehrt presented a resolution to tax deed eligible property.

**Motion (Clendenning/Fischer) to accept the resolution to tax deed eligible property. Motion carried unanimously.**

10. (a) Finance Director, Cummings presented a resolution to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2019.

**Motion (Rozar/Clendenning) to accept the resolution to to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2019. Motion carried unanimously.**

- (b) Cummings presented various budget amendment resolutions.

**Motion (Fischer/Rozar) to accept budget amendment resolutions from Health-Adams/Juneau, Health-Grants, Health-WIC, Human Services-Norwood and Edgewater, Highway, Parks, Branch III, Humane Officer, U.W. Extension and Property & Liability Insurance. Motion carried unanimously.**

- (c) Chief Deputy Dorshorst presented a resolution to increase the Civil Process service fee.

**Motion (Fischer/Curry) to accept the resolution to increase the Civil Process service fee. Motion carried unanimously.**

- (d) Cummings presented a resolution to amend the 2019 budget for Edgewater Haven Dietary.

**Motion (Fischer/Rozar) to accept the resolution to amend the 2019 budget for Edgewater Haven Dietary. Motion carried unanimously.**

- (e) Cummings presented a resolution to formally adopt the General Fund – Fund Balance Reserves Policy.

**Motion (Rozar/Clendenning) to accept the resolution to formally adopt the General Fund – Fund Balance Reserves Policy. Motion carried unanimously.**

- (f) Cummings presented the Finance Department Strategic Plan.

**Motion (Clendenning/Fischer) to approve the Finance Department Strategic Plan. Motion carried unanimously.**

(g)(h) Cummings presented the Prepaid Expense Policy Draft and the Audit Policy Draft for informational purpose. Cummings will bring these policies back next month as a formal resolutions.

11. (a) Information Technology Director Kaup spoke on behalf of the request to change Wood County domain name into a .gov domain due to the added security. Discussion ensued.

**Motion (Rozar/Fischer) to proceed with moving Wood County domain to .gov. Motion carried unanimously.**

(b) Kaup presented the Remote Access Draft Policy. Discussion ensued.

**Motion (Rozar/Clendenning) to approve the Remote Access Policy. Motion carried. Voting no: Clendenning, Polach, Fischer.**

12. Wellness Coordinator Fandre provided a brief update to the Committee on Wellness Program related topics.
13. Kelli Quinnell from Human Resources spoke on behalf of a reclassification request for a stock room attendant at the Highway Department. Discussion ensued

**Motion (Clendenning/Fischer) to approve the reclassification request for the stock room attendant at the Highway Department. Motion carried unanimously.**

14. Chair Machon presented the Administrative Coordinator's report. Discussion ensued regarding the ADRC concerns.

Break at 9:22 a.m. Reconvened at 9:28 a.m.

15. **Motion (Fischer/Curry) to go into closed session at 9:28 a.m. pursuant to §19.85(1)©, Wis. Stats., for performance evaluations for the Facilities Manager, Information Technology Director, Human Resources Director and Finance Director.**

**Roll call vote: Clendenning: yes; Curry: yes; Fischer: yes; Machon: yes; Polach: yes; Rozar: yes. Winch: yes. Motion Carried.**

**Motion (Fischer/Rozar) to return to open session at 11:24 a.m. All ayes. Motion carried.**

16. Agenda items to consider for the next meeting:
  - a. Discussion on Department Head meetings
  - b. Discussion regarding County Administrator

17. The Chair declared the meeting adjourned at 11:28 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next EC meeting.