

AGENDA FOR OCTOBER 16, 2018 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Leichtnam

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

APPOINTMENTS/Re-APPOINTMENTS: Bev Ghiloni – Veterans Service Commission – 3 year term

RESIGNATIONS: Dr. Eric Quivers, Health & Human Services Committee

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS: None

READING OF MINUTES OF COMMITTEE MEETINGS, RESOLUTIONS. RESOLUTIONS INTRODUCED BY COMMITTEES SHALL BE PRESENTED IMMEDIATELY FOLLOWING THE READING OF THAT COMMITTEE'S MINUTES TO INCLUDE A RESOLUTION AWARDING THE SALE OF \$3,440,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2018A.

SPECIAL ORDER OF BUSINESS

United Way Campaign Presentation

Joe Murray – Springsted – Awarding the Sale of GO Promissory Notes, Series 2018A

County Conservationist Shane Wucherpennig – Groundwater Presentation

PRESENTATION OF LETTERS, PETITIONS, REMONSTRANCES, COMMUNICATIONS AND OTHER DOCUMENTS.

SET DATE FOR NEXT COUNTY BOARD MEETING – November 13, 2018

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

September 18, 2018 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on September 18, 2018.

Chairman Machon called the meeting to order at 9:30 a.m.

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hahn, Hokamp, LaFontaine, Leichtnam, Machon, Pliml, Polach, Rozar, Winch, Zaleski, and Zurfluh.

Excused were Holbrook & Hamilton.

Vice Chair Rozar gave the invocation and led the Pledge of Allegiance.

Motion by Fischer/Feirer to approve the minutes of the previous meeting. Motion carried by voice vote.

There were no public comments.

Referrals were noted.

Committee minutes presented: Executive

RESOLUTION 18-9-1

Introduced by: Executive & Public Safety Committees

INTENT & SYNOPSIS: To amend the 2018 budget of Sheriff Electronic Monitoring (52712) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the Transfer to General Fund balance (59210), which is non-lapsing account. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52712	Sheriff Electronic Monitoring		\$60,000
59210	Transfer to General Fund	\$60,000	

Motion by Breu/Fischer to adopt Resolution 18-9-1. Motion carried unanimously. Excused were Holbrook & Hamilton.

RESOLUTION 18-9-2

Introduced by: Conservation, Education, & Economic Development and Executive Committees

INTENT & SYNOPSIS: To seek County Board approval to amend the 2018 Wood County Wildlife Damage Abatement and Claims Program (WDACP) budget for unanticipated state aid monies and to appropriate those monies to Wildlife Damage expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from the Wisconsin Department of Natural Resources to be received in 2019. For 2018 the funding will be from contingency and recouped in 2019. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
56123	Wildlife Damage Abatement		\$ 21,000
51590	Contingency	\$ 21,000	

Motion by Clendenning/LaFontaine to adopt Resolution 18-9-2. Motion carried unanimously. Excused were Holbrook & Hamilton.

RESOLUTION 18-9-3

Introduced by: Executive Committee

INTENT & SYNOPSIS: To authorize the negotiations for and entry into a lease extension with the City of Marshfield for Human Services office space in the Marshfield City Hall.

FISCAL NOTE: Use of budgeted funds only

Motion by Clendenning/Feirer to adopt Resolution 18-9-3. Clarification sought on amount of rent currently being paid to the City of Marshfield. Motion to adopt Resolution 18-9-3 carried unanimously. Excused were Holbrook & Hamilton.

RESOLUTION 18-9-4

Introduced by: Executive Committee

INTENT & SYNOPSIS: To accept the transfer of tax deeded property to the Village of Arpin

FISCAL NOTE: \$7,530.09

Motion by Breu/Fischer to adopt Resolution 18-9-4. Motion carried unanimously. Excused were Holbrook & Hamilton.

RESOLUTION 18-9-5

Introduced by: Executive Committee

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount \$12,008.64

Motion by Clendenning/Curry to adopt Resolution 18-9-5. Motion carried unanimously. Excused were Holbrook & Hamilton.

Committee minutes presented: Health & Human Services, Public Safety

RESOLUTION 18-9-6

Introduced by: Public Safety

INTENT & SYNOPSIS: To authorize Wood County to enter into an agreement and seek funding under \$165.90 for Law Enforcement Services on Restricted Tribal Lands.

FISCAL NOTE: \$34,605.00

Motion by Feirer/LaFontaine to adopt Resolution 18-9-6. Motion carried unanimously. Excused were Holbrook & Hamilton.

Committee minutes presented: Conservation, Education, & Economic Development, Golden Sands RC&D, Escrow Fund Review Board, Judicial & Legislative, Criminal Justice Task Force

RESOLUTION 18-9-7

Introduced by: Judicial & Legislative

INTENT & SYNOPSIS: To amend the 2018 budget for Corporation Counsel by transferring \$15,000 from the contingency account to pay for unanticipated expenses in the Joan Arnold litigation.

FISCAL NOTE: Transfer \$15,000 from available balance in contingency. At the time of this request, the current balance in the 2018 contingency account is \$301,683.

Account	Account Name	Debit	Credit
101-9901-51590-000-399	Contingency	\$15,000	
101-0901-51320-000-211	Corp Counsel Prof Services		\$15,000

Motion by Clendenning/Breu to adopt Resolution 18-9-7. Motion carried unanimously. Excused were Holbrook & Hamilton.

Committee minutes presented: Highway Infrastructure & Recreation

ORDINANCE 18-9-8

Introduced by: Highway Infrastructure & Recreation Committee (HIRC)

INTENT & SYNOPSIS: To create an ordinance that would allow the Highway Commissioner to designate portions of county highways as all-terrain vehicle routes.

FISCAL NOTE: Nominal costs for signage.

Motion by Rozar/Zaleski to adopt Ordinance 18-9-8. Discussion ensued. Motion by Fischer/Curry to amend the ordinance to include the Highway Infrastructure and Recreation Committee in section 404.01(d), Annual Reviews of ATV Routes. Discussion and clarification ensued. Motion to amend carried by voice vote. Voting no were Clendenning & Zurfluh. Excused were Holbrook & Hamilton. Motion to adopt Ordinance 18-9-8, as amended, carried. Voting no were Breu & Zurfluh. Excused were Holbrook & Hamilton.

RESOLUTION 18-9-9

Introduced by: HIRC

INTENT & SYNOPSIS: To oppose legislation increasing the allowed truck size and weight on public roads.

FISCAL NOTE: None.

Motion by Breu/LaFontaine to adopt Resolution 18-9-9. Motion by Fischer/Leichtnam to amend the resolution to add the following: "BE IT FURTHER RESOLVED, the County Clerk is directed to forward a copy of this resolution to the Secretary of Transportation, all Wood County State Legislators, and the Wisconsin Counties Association." Motion to amend carried unanimously via voice vote. Motion to adopt Resolution 18-9-9, as amended, carried. Voting no was Ashbeck. Excused were Holbrook & Hamilton.

RESOLUTION 18-9-10

Introduced by: HIRC

INTENT & SYNOPSIS: To give the Parks and Forestry Director and/or Forest Administrator and the Highway Infrastructure and Recreation Committee authorization to apply for reimbursement for Fish and Game and Wildlife Habitat Projects through the County Conservation Fund.

FISCAL NOTE: This is a 50/50 matching fund grant for projects totaling approximately \$5,000.00 per year. 50% would come from the grant award and 50% would come from the Parks & Forestry Capital Projects account 245-2107-48500-000-000.

Motion by Fischer/Clendenning to adopt Resolution 18-9-10. Motion carried unanimously. Excused were Holbrook & Hamilton.

Committee minutes presented: South Central Library System Board of Trustees

Supervisor Ashbeck provided information and statistics on the recently held Central Wisconsin State Fair.

SPECIAL ORDER OF BUSINESS – CLEAN SWEEP PRESENTATION

Supervisor Curry provided information on the upcoming Clean Sweep, being held in Marshfield on Saturday, September 29, 2018. He discussed what would be accepted and what materials would not be allowed. Questions and answers followed.

Vice Chair Rozar noted the recent passing of Leonard Reineke who served on the Unified Services Board, and subsequent Health & Human Services Committee.

Motion by LaFontaine/Fischer to adjourn. Motion carried unanimously by voice vote at 10:17 a.m. Next scheduled county board meeting is October 16, 2018.

Respectfully Submitted
Trent Miner
County Clerk

REFERRALS FOR OCTOBER 16, 2018 – COUNTY BOARD

- Resolution from Sawyer County urging the State of Wisconsin to provide sufficient resources to fully staff the Sawyer County District Attorney's office. Referred to Judicial & Legislative Committee and District Attorney Lambert.
- Resolution from Door County requesting the State of Wisconsin to increase the Child Support funding to counties by \$1.5 million GPR in each fiscal year of the 2019-2021 fiscal budget. Referred to Judicial & Legislative Committee and Child Support Director Vruwink.

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EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, September 18, 2018
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114
Wisconsin Rapids, WI 54495

PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Bill Winch, Donna Rozar
OTHERS PRESENT: Nicole Gessert, Heather Gehrt, Bill Leichtnam

The meeting was called to order by Chairman Machon.

Public Comment – There were no public comments.

Resolution for the transfer of tax deeded property to the Village of Arpin was presented.

Motion (Rozar/Fischer) to approve the above resolution and forward to the full County Board of Supervisors meeting at 9:30 p.m. Motion carried unanimously.

Resolution for the sale of tax deeded property back to the former owner was presented.

Motion (Curry/Clendenning) to approve the above resolution and forward to the full County Board of Supervisors meeting at 9:30 p.m. Motion carried unanimously.

Motion (Clendenning/Fischer) to adjourn the Executive Committee meeting at 9:03 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary.
Minutes in draft form until approved at the next EC meeting.

EXECUTIVE COMMITTEE

DATE: Tuesday, September 18, 2018
TIME: 10:30 a.m.
LOCATION: Wood County Courthouse, Room 114
Wisconsin Rapids, WI 54495

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

OTHERS PRESENT (for all or part of the meeting): Nicole Gessert, Reuben Van Tassel, Marla Cummings, Krista Coon, Lacey Bell, Jason Grueneberg, Thomas Reichert, Lori Heideman, Josh Miller, Jason Zaleski, Adam Tegen, Andy Barnett, Darla Allen, Francis Cherney, Lori Belongia, Michelle Boernke

Chair Machon called the meeting to order.

Public Comments: None

Budget Meetings

Economic Development – Jason Grueneberg presented the Economic Development budget. Questions and general discussion followed.

Motion (Curry/Machon) to accept the CEED Committee approved budget from 9/7/18 of \$151,250.00.

Motion amended (Fischer/Clendenning) to adjust the Economic Development budget amount to \$161,250.00 with funding to be delegated the same as 2018 budget totals with the addition of \$10,000.00 for Wildwood Park & Zoo Welcome Center Project. Motion failed.

Motion (Rozar/Fischer) to accept the original 2018 budget totals for Economic Development in the amount of \$151,250.00. Motion carried. Voting no: Curry (he is standing by his Committee's recommendation).

Wood County Libraries – Andy Barnett presented the Wood County Libraries budget. Questions and general discussion followed.

Motion (Clendenning/Rozar) to accept the Wood County Libraries budget as submitted. Motion carried unanimously.

Break at 11:21 a.m. Meeting reconvened at 11:27 a.m.

UW Marshfield – Michelle Boernke presented the UW Marshfield/Wood County Commission budget. Questions and general discussion followed.

Motion (Fischer/Rozar) to accept the UW Marshfield/Wood County Commission budget as submitted. Motion carried. Voting no: Clendenning (UWSP at Marshfield no longer has "Wood County" in the name).

Emergency Management/Communications – Steve Kreuser presented the Emergency Management/Communications budget. Questions and general discussion followed.

Motion (Clendenning/Rozar) to accept the Emergency Management/Communications budget as submitted. Motion carried unanimously.

Shared Dispatch – Lori Heideman presented the Shared Dispatch budget. Questions and general discussion followed.

Motion (Clendenning/Fischer) to accept the Shared Dispatch budget as submitted. Motion carried unanimously.

Sheriff & Corrections- Sheriff Reichert presented the Sheriff budget. Questions and general discussion followed.

Motion (Rozar/Clendenning) to restore the \$10,250.00 of the budget under the Sheriff Administrative supplies for the maintenance of the Rescue vehicle. Discussion followed regarding the use of this vehicle. Sheriff Reichert defended his decision to eliminate this item from the budget. Motion fails.

Motion (Clendenning/Winch) to accept the Sheriff & Corrections budget as submitted. Motion carried. Voting no: Rozar (believed funding the Rescue vehicle was of benefit to the County and because of past investments in the vehicle, should be funded until the vehicle's end-of-life, when then another discussion could take place about its possible elimination).

Coroner –The Coroner's budget was included in the budget book. Questions and general discussion followed.

Motion (Clendenning/Fischer) to accept the Coroner's budget as submitted. Motion carried unanimously.

Humane Officer –The Humane Officer's budget was in the budget book. Questions and general discussion followed.

Motion (Rozar/Winch) to accept the Humane Officer's budget as submitted. Motion carried unanimously.

Break at 12:25 p.m. Meeting reconvened at 12:32 p.m.

Contingency & Non-Departmental Revenues – Finance Director Cummings presented the Contingency & Non-Departmental Revenues budget. Questions and general discussion followed.

Motion (Fischer/Winch) to accept the additional budgeted \$25,000.00 designated for an Efficiency Audit initiative and another \$25,000.00 designated for a Sustainable and Renewable Energy initiative in the Non-Departmental budget. Motion carried unanimously.

Motion (Rozar/Clendenning) to accept the Contingency & Non-Departmental Revenues budget as submitted. Motion carried unanimously.

Marshfield Fairgrounds – The Marshfield Fairgrounds budget was included in the budget book. Questions and general discussion followed.

Motion (Rozar/Fischer) to accept the Marshfield Fairgrounds budget as submitted. Motion carried unanimously.

PILOTS (payments in lieu of taxes) – Finance Director Cummings presented the PILOTS budget. Questions and general discussion followed.

Motion (Fischer/Curry) to accept the PILOTS budget as submitted. Motion carried unanimously.

County Sales Tax – Finance Director Cummings presented the County Sales Tax budget. Questions and general discussion followed.

Motion (Rozar/Fischer) to accept the County Sales Tax budget as submitted. Motion carried unanimously.

HoChunk Donations – The submitted HoChunk Donations budget was presented. Questions and general discussion followed.

Motion (Fischer/Clendenning) to accept the HoChunk Donations budget as submitted. Motion carried unanimously.

ADRC – The submitted ADRC budget was presented. Questions and general discussion followed.

Motion (Clendenning/Rozar) to accept the ADRC budget as submitted. Motion carried unanimously.

Finance – Finance Director Cummings presented the Finance budget. Questions and general discussion followed.

Motion (Clendenning/Rozar) to accept the Finance budget as submitted. Motion carried unanimously.

Debt Service – Finance Director Cummings presented the Debt Service budget. Questions and general discussion followed. A discussion ensued regarding the need for the amount (not to exceed \$4 million) mentioned in a previously passed resolution at the County Board. Cummings reported that with the Highway dollars requested for projects and the CIP needs that will be financed with borrowing, the County would only need to borrow \$3.5 million. The consensus of the Committee was that the \$4 million previously mentioned would be decreased to \$3.5 million.

Motion (Fischer/Clendenning) to accept the Debt Service budget as submitted. Motion carried unanimously.

Capital Projects – Finance Director Cummings presented the Capital Projects budget. Questions and general discussion followed.

Motion (Rozar/Fischer) to accept the Finance budget as submitted. Motion carried unanimously.

Chair Machon declared the Executive Committee meeting adjourned at 1:25 p.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

Executive Committee Meeting

September 18, 2018

[illegible]

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 2, 2018
TIME: 8:00 a.m.
PLACE: Edgewater Haven Nursing Home Conference Room
Port Edwards, WI

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

OTHERS PRESENT: Nicole Gessert, Kelli Quinell, Kim McGrath, Heather Gehrt, Ken Brekke, Ryan Lavin, Adam Ley, Amy Kaup, Jason Grueneberg, Lance Pliml, Brandon Vruwink, Cindy Joosten, Cindy Robinson, Randy Dorshorst, Greg Potter, Todd, Wolf, Marla Cummings, Lacey Bell, Roland Hawk, Jordon Bruce, Shane Wucherpfennig

The meeting was called to order by Chair Machon.

Public Comment – Supervisor Pliml expressed his concern regarding the Sheriff Department's budget item regarding the elimination of the rescue vehicle funding and the possible sale of this vehicle.

Supervisor Winch requested that pages 17, 21, 31, 34, 36, 39, 46, and 48 be pulled from the Consent Agenda for discussion.

Supervisor Clendenning requested that the minutes from the September 18, 2018 EC meeting be pulled from the Consent Agenda for discussion.

Polach indicated that Bob Ashbeck's name was missing from the list of attendees for the September 18, 2018 EC meeting.

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

Winch requested to review information regarding a draft job description for the County's Administrative Coordinator. The HR Director indicated that the job description would be reviewed as an agenda item later in the meeting. Winch also noted that another county charges employees \$250.00 for JDQ review requests.

Winch requested to review information from the IT letter of comments regarding the ongoing work on the Planning and Zoning Sanitary Permit system. He wanted to know how long this would take. Jason Grueneberg indicated the best time to complete this work would be over the winter (to avoid the busy times) due to necessary pumper training on the new system.

Winch questioned item #6 from the August 6, 2018 Wellness Board meeting regarding influenza shots and if the influenza vaccine was mandatory for County employees. Jordon Bruce from Norwood reported that for all health care areas the vaccine is mandatory and if employees desire to refuse the vaccine, they must wear a mask during the influenza season while delivering patient care. The vaccine is not mandated for all County employees.

Winch questioned the claim for \$2,500.00 from the County Clerk's budget to the SWC Humane Society. It was reported that the County Clerk's office issues dog licenses and collects those fees and thus, a disbursements to the Humane Society comes out of that office.

Winch requested further information regarding Finance claims for life insurance. He questioned his belief that employees pay for life insurance. Director Cummings confirmed that life insurance is paid by the employee thru payroll deductions and then the County pays the invoice which is reimbursed by the employee.

Winch questioned the Systems claims for cellphone charges and whether all departments used the same cellular service. Director Kaup indicated it varies by department based on their needs.

Winch questioned the claim from Risk Management for a vehicle repair and why it would be paid from Risk Management. It was reported that the claim payment is part of a deductible which is administered by the Risk Management Department.

Winch requested further information regarding the Treasurer claims titled August Specials. Director Gehrt indicated these claims were from delinquent taxpayers that had now paid.

Clendenning commented from the September 18th EC meeting minutes that the Committee should get more information regarding the sale of the rescue vehicle maintained by the Sheriff's Department.

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

Judge Wolf and Judge Potter spoke about the JDQ recommendations for the Judicial Administrative Assistant (JAA).

Motion (Fisher/Curry) to reject the JDQ recommendation for the JAA and to move this position to a step 7. Motion carried. Voting no: Clendenning.

Motion (Rozar/Clendenning) to approve WE energies proposal to relocate a gas regulation facility to the east side of county owned parking lot at 1st and Baker St. Motion failed. Voting no: Machon, Polach, Fischer, Winch, Curry.

Jason Grueneberg and representatives from WE Energies presented further information about a proposal to relocate a gas regulation facility to the east side of county owned parking lot. Discussion ensued.

Motion (Rozar/Fischer) to give approval of consideration for the Director of Planning & Zoning, the Director of Maintenance, and WE Energies to present a proposal to the Committee with more details regarding relocating a gas regulation facility on county owned property.

Break at 9:10 a.m. Meeting reconvened at 9:22 a.m.

Agenda item for discussion of county strategic plan was tabled to a future meeting.

Treasurer Gehrt reported there are 2 offers for the Airport Avenue property now listed with a realtor. The first offer is for \$170,000.00. The second offer is for \$159,900.00.

Motion (Rozar/Curry) to accept the first offer for the Airport Avenue property with a purchase price of \$170,000.00. Motion carried unanimously.

Motion (Clendenning/Winch) to place the \$159,900.00 offer for the Airport Avenue property in the second position. Motion carried unanimously.

Directors Cummings presented details from meeting with HR Director McGrath and IT Director Kaup regarding payroll and the current software. Cummings indicated things are going smoother with the exception of some minor software issues that have been resolved. They will meet one more month with a report to the Committee.

Treasurer Gehrt presented 3 resolutions to tax deed properties.

Motion (Rozar/Fischer) to accept the 3 resolutions to tax deed properties. Motion carried unanimously.

Director Cummings indicated in light of changes discussed earlier regarding the rescue vehicle and the Sheriff's budget, setting the tax rate needs to be postponed.

Cummings presented a preliminary proposal in the packet from Wipfli regarding an efficiency audit of County fiscal staff. Discussion ensued. Cummings indicated she would take direction from the Committee regarding this proposal. It was suggested Cummings discuss this proposal with Department heads, Department Fiscal personnel, and Committee chairs, and then report back to EC committee.

HR Director McGrath presented a resolution for the revised Wage Plan Policy. She explained there are three key changes. The first change is the removal of the JDQ process dates. She explained that due to the timing of the budget, this change makes sense. The second change is the removal of Merit Pay due to no solid parameters existing for the payment of Merit Pay. The third change was to make cost of living adjustments (COLA) and step increases effective January 1st of each year as opposed to the first full pay period of the year.

Discussion ensued. Clendenning stated there needs to be discussion about Merit Pay at other Committee meetings. Curry stated that if Merit Pay is eliminated now, it doesn't mean that it can't come back in a different form. Fischer stated he would be voting against this resolution because the wage plan as a whole needs to be reviewed. Rozar shared comments that department heads who report to the Health & Human Services Committee made in support of Merit Pay. Machon stated that removing Merit Pay is the start of taking a comprehensive look at the wage plan. Rozar asked McGrath what is budgeted for Merit Pay in 2019. McGrath stated that Merit Pay is not currently in the budget because this Committee made a motion to eliminate Merit Pay in July, but if it needed to be added back in, it would be approximately \$10,000 for 2019.

Motion (Curry/Polach) to adopt the Wage Plan resolution and move it forward to the County Board. Motion carried. Voting no: Rozar, Fischer, Clendenning

Break at 10:40 a.m. Meeting reconvened at 10:45 a.m.

McGrath asked the Committee to approve the rest of the 2018 JDQ recommendations from the earlier discussion.

Motion (Fischer/Rozar) to approve the 2018 JDQ recommendations from Carlson Dettman. Motion carried unanimously.

McGrath asked the Committee for approval to work with Finance to update the budgets of the departments affected by the 2018 JDQ recommendations. The Committee gave consent.

McGrath presented a document detailing proposed changes to the Employee Policy Handbook. McGrath explained that these proposed changes are the result of compiling feedback from employees, supervisors, and department heads. The Committee decided to table this discussion until the November meeting so they have time to review the proposed changes.

Motion (Fischer/Rozar) to go into closed session at 10:50 a.m. pursuant to §19.85(1)(f), Wis. Stats., to consider an application for a leave of absence.

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

Motion (Fischer/Rozar) to return to open session at 10:55 a.m. Motion carried unanimously.

Motion (Fischer/Clendenning) to approve leave of absences presented by the HR Director. Motion carried unanimously.

Motion (Fischer/Winch) to go into closed session at 10:56 a.m. pursuant to §19.85(1)(c), Wis. Stats., to review the work of the Administrative Coordinator.

Roll call vote: Clendenning: no (stated this is the wrong time to do this and you need to give someone a chance); Winch: yes; Fischer: yes; Polach: no (stated this could be done in open session); Rozar: yes; Curry: no (stated this could be done in open session); Machon: yes. Motion Carried.

Motion (Rozar/Fischer) to return to open session at 11:55 a.m. Motion carried unanimously.

Agenda items for next regular meeting: Wage plan and County Strategic plan discussions

The Chair declared the meeting adjourned at noon.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

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Wood County Employee Wellness Board Meeting Minutes

Monday, August 6, 2018

Wood County Courthouse, IT Conference Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Director—ex-officio), Sue Kunferman, Jordon Bruce (by audio call)

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspires), Angela Zausch (The Horton Group)

1. Chair Kunferman called the meeting to order at 10:05 a.m.
2. **Introductions** were made around the table after Angela arrived at 1017.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the May 10, 2018 meeting with edits (changed "Jordon" to "Bruce" on a motion to adjourn). All ayes. Motion carried.
5. **Discussion/approve Policy regarding repeated no-shows**
With the increased participation numbers in the Wellness Program, no-shows are problematic. An Aspirus policy was circulated that includes a "3 strikes, you're out" rule. The consensus of the Board was to approve a similar policy. Because of its fiscal implications, the policy will need Executive Committee approval. It was clarified that this policy will apply to the first coaching session, which is the third part of the requirements to qualify for the insurance premium discount.
6. **2018-2019 Employee Influenza Vaccination dates and locations**
Jordon will coordinate the schedule for the flu shots this fall. Locations will be at City Hall Plaza, Norwood, Courthouse, River Block, Edgewater Haven and the Highway Department.
7. **Review financials**
The Chair reported the 2019 budget would be about the same as the 2018 budget, which is on track. A discussion was had about decreasing the budgeted number of ergonomic evaluations. Furthermore, a discussion took place on the budgeted amount of a 90/10 vs. 80/20 insurance premium sharing program.
8. **Update from The Horton Group**
Angela discussed the definition of "wellness incentives" being mandatory or voluntary in light of the AARP lawsuit. More information will be forthcoming. She also announced that applications were being taken for the Wellness Council's "The Light of Wellness" awards, which are success

stories from Wellness Programs. She encouraged Wood County to submit an application. She reported that Horton has moved to an outcomes based program for their Wellness Program and time will tell how that all goes.

9. Updates from Wellness Committee

Adam gave updates from the Wellness Committee. Also discussed were a desire to emphasize mental health initiatives in the Wellness Program, stress relief initiatives, the availability of EAP, and Tele mental health. The question was asked, "What would it look like if we implemented any of these initiatives?" Further discussion will be had in the future.

10. General employee wellness updates

The document "Health Coaching Overview" was reviewed. It was noted that a total of 548 individuals have received coaching related to physical activity. Other statistics of the Wellness Program were noted.

11. Future meeting agenda items—noted

12. Next meeting date: Friday, November 2, 2018, 8:30 a.m. to 10:30 a.m., IT Conference Room, Wood County Courthouse

13. Motion (Rozar/Kaup) to adjourn the meeting at 11:13 a.m.

Submitted and electronically signed,

Donna M. Rozar

Donna Rozar, secretary

Minutes in draft form until approved at the next Wood County Wellness Board meeting

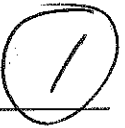


Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner



Letter of Comments – October 2018

- The feature of the September issue of the Wisconsin Counties magazine was elections. The articles were very well written and extremely informative. I would be remiss if I didn't STRONGLY encourage you read them.
- I attended the WCA Conference in LaCrosse on September 24th & 25th. The Wisconsin County Clerk's Association has their fall meeting in conjunction with the WCA Conference. Our two days of meetings mostly revolved around elections and election security. Representatives of the federal Elections Assistance Commission and the Department of Homeland Security presented to our group. The presentations were structured around their specific roles and what they provide to the election security equation. The Wisconsin Elections Commission was there to discuss issues with county clerks as well. The face-to-face interaction with these entities, as well as other county clerks, is invaluable.
- One of the highlights at the WCA Conference was the surprise awarding of the WCA's yearly FRIEND IN COUNTY GOVERNMENT award to the Marathon County Clerk, Nan Kottke. She started in the Marathon County Clerk's office in 1971 and was elected county clerk in 1996. Because of her tenure and her openness she is a mentor, role model, and friend to all county clerks and a lot of county board supervisors all over the state.
- I will be conducting 2 election security tabletop exercises on (TTX) October 10th and 22nd in Pittsville for municipal clerks and chief election inspectors. These trainings, as has been discussed in previous months' comments, are different than what we are used to conducting. The TTX is more interactive with role playing involved and it takes multiple people to administer/present it. Both my deputy and administrative services staff person will be coming with me, separately, on each day to help. I've also enlisted/conscripted my daughter (free of charge to the county, by the way ☺) to help out. She is a past chief election inspector for the Town of Hiles and has worked as an election inspector over in Clark County.
- The City Clerk for Wisconsin Rapids resigned right after the August election and I was asked if I would do a pre-election training for their poll workers and chief election inspectors. These will be about 1-hour long sessions and will cover Election Day topics concentrating on voter registrations and election night procedures. We have scheduled those for the last week in October.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

October 2, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

Payroll

The Information Technology (IT), Human Resource (HR) and Finance Directors met twice in the month of September to review and work on solutions to payroll. Our collaborative report is enclosed.

The Payroll Administrator has been trained and is now entering in the new hire information into the Payroll software. The only data entry problem this last payroll was from Veterans Services; the department head noticed that an employee was being wrongly charged to his budget for workers comp. In researching this it was determined this was a data entry error from February and has now been resolved.

Accounts Payable

The Accounts Payable (AP) Administrator has been busy working on Vendor clean up in Dynamics. We also received a notice from the IRS that about 20 vendors' names don't match their Federal Identification number. The IRS "B" notices were sent to those vendors. AP Administrator also researched and applied for access to an On-Line Taxpayer Identification Number (TIN) Matching service offered by the IRS.

Budget

A great deal of the Finance Director and Deputy Finance Directors' time was spent going through departmental budgets looking for any mechanical errors. We analyzed the data in the short amount of time we had before we compiled the data for an overall County budget outlook.

Meetings

- Attended meetings for Port Edwards TID Review Board.
- Attended TID 5 Escrow Request meeting for the City of Marshfield.
- Attended numerous Oversight Committee meetings on budgets.
- Met with the IT Director and the HR Director on Payroll (Standing Meeting).
- Met with the Human Service (HS) Fiscal staff to discuss the use of Quicken.
- Met with the HR Director to discuss Comp Time payouts and WRS implications.
- Had a conference call with a representative from Wipfli to discuss having an efficiency audit done on the Fiscal Staff (Quote enclosed).
- Attended two Executive Committee budget meetings.

Webinars and Conferences

- Attended Government Finance Officers Association (GFOA) webinar on Fiscal Sustainability.
- Attended GFOA webinar on How to Account for Capital Assets.

- Attended a week long training in Chicago at the GFOA headquarters on Data Analysis, Advance Financial Reporting and Fiscal Policies
- Attended a Women in Business Event in Stevens Point.

Budget to Actual Income Statement

Budget and actual reports for 9 months ending September 30, 2018. Departments should not be over 75% of their budget for expenses and have received at least 75% of their revenues.

Budget 2019 - Summary		
Allowable Levy Limit 2019		26,739,760
Funds Applied		7,947,198
Revenues (excludes debt proceeds)		80,127,719
		114,814,677
Operating Costs (excl debt svc)		106,912,072
Debt Service (Principal and Int)		3,981,991
Outlay (debt funded)		3,420,614
Contingency/Efficiency/Initiatives Fund		500,000
		114,814,677
2018 Budget		109,882,712
Inc (Dec) From 2018 to 2019		4.49%

Fund Balance		
Total Estimate Funds Available @ 12/31/18	\$	17,329,754
Targeted Working Capital	15.00%	9,767,180
Net Funds Available	\$	7,562,574
(Inc) Dec Enterprise		569,646
(Inc) Dec Internal Service		(102,165)
(Inc) Dec Trust & Agency		-
Total Funds Applied		(7,947,198)
		(7,479,717)
Working Capital Margin (Shortfall) Amount Fund Balance will Inc (Dec)	15.13% \$	82,856
		1,447,770

Levy Amount		
Levy Amount 2018		25,645,546
Less Library 2018		(891,144)
Less Debt Service 2018		(3,124,083)
Net Levy 2018		21,630,319
Less Personnel Property		(308,141)
TID		-
Net New Construction		351,060
Debt Service 2019		3,981,991
Allowable Levy 2019		25,761,866
Add Library		977,893
Allowable Levy 2019 w/Library		26,739,759
Actual Levy 2019		26,739,760
Amount Under Limitation		(0)
Inc (Dec) From 2018 to 2019	4.27%	

Mil Rate		
	Inc(Dec) Mil Rate	
2017 Mil Rate		5.48632
2018 Mil Rate	0.03	5.51736
2019 Mil Rate	0.00	5.51304

Notes/ Highlights	

EQUALIZED VALUES & COMPUTATION OF LEVIES

9/25/2018 13:43

Budget Year	Equalized Valuation	Change	Percentage Change	Total Levy	Mill Rate	Levy Increase (Decrease)
1992	1,879,712,750	-	-	10,676,768	5.6800	-
1993	1,961,915,450	82,202,700	4.37%	11,460,023	5.8412	783,255
1994	2,067,594,200	105,678,750	5.39%	12,081,173	5.8431	621,150
1995	2,187,057,600	119,463,400	5.78%	12,779,928	5.8434	698,755
1996	2,338,454,600	151,397,000	6.92%	13,656,574	5.8400	876,646
1997	2,476,165,900	137,711,300	5.89%	14,460,968	5.8401	804,394
1998	2,644,117,600	167,951,700	6.78%	15,166,228	5.7358	705,260
1999	2,810,608,300	166,490,700	6.30%	16,073,759	5.7190	907,531
2000	2,988,558,750	177,950,450	5.62%	17,408,501	5.8643	1,334,742
2001	3,166,622,100	198,063,350	6.67%	18,526,656	5.8506	1,118,155
2002	3,308,997,500	142,375,400	4.50%	19,404,704	5.8642	878,048
2003	3,517,998,750	209,001,250	6.32%	20,691,180	5.8815	1,286,476
2004	3,633,278,650	115,279,900	3.28%	18,156,212	4.9972	(2,534,968)
2005	3,921,408,950	288,130,300	7.93%	19,563,489	4.9889	1,407,277
2006	4,039,296,950	117,888,000	3.01%	20,632,701	5.1080	1,069,212
2007	4,301,671,950	262,375,000	6.50%	21,341,443	4.9612	708,742
2008	4,486,873,550	185,201,600	4.31%	22,120,785	4.9301	779,342
2009	4,608,889,150	122,015,600	2.72%	22,384,341	4.8568	263,556
2010	4,579,362,650	(29,526,500)	-0.64%	22,258,674	4.8606	(125,667)
2011	4,596,721,050	17,358,400	0.38%	22,339,580	4.8599	80,906
2012	4,591,555,250	(5,165,800)	-0.11%	22,313,366	4.8597	(26,215)
2013	4,540,273,250	(51,282,000)	-1.12%	22,072,934	4.8616	(240,432)
2014	4,549,369,350	9,096,100	0.20%	22,089,008	4.8554	16,074
2015	4,578,092,050	28,722,700	0.63%	22,795,568	4.9793	706,560
2016	4,685,642,400	107,550,350	2.36%	23,382,027	4.9901	586,459
2017	4,712,966,200	27,323,800	0.58%	24,885,936	5.2803	1,503,909
2018	4,822,648,200	109,682,000	2.33%	25,645,546	5.3177	759,610
2019	5,041,277,700	218,629,500	4.53%	26,739,760	5.3042	1,094,214

Year	Equalized Valuation	Operating Tax Rate	Operating Levy	Reductions Through Sales Tax and Levy Limits	Reduction in Operating Tax Rate	Net Operating Levy	Net Operating Tax Rate	Debt Service Requirement	Debt Service Levy Rate	Net Operating & Debt Service Levy	Net Operating & Debt Levy Rate	Library Levy	Total Levy	Library Levy Rate	Equalized Value Without Library	Mill Rate
1993	1,961,915,450	5.3552063	10,506,462	-	-	10,506,462	5.3552063	854,867	0.4357	11,361,329	5.790906	98,694	11,460,023	-	-	5.7909063
1994	2,067,594,200	5.3356074	11,031,871	-	-	11,031,871	5.3356074	1,049,302	0.5075	12,081,173	5.8431074	-	12,081,173	-	-	5.8431074
1995	2,187,057,600	5.3541306	11,709,792	-	-	11,709,792	5.3541306	952,969	0.4357	12,662,761	5.7898306	117,167	12,779,928	-	-	5.7898306
1996	2,338,454,600	5.3550742	12,522,598	-	-	12,522,598	5.3550742	998,754	0.4271	13,521,352	5.7821742	135,222	13,656,574	-	-	5.7821742
1997	2,476,165,900	5.3741056	13,307,177	-	-	13,307,177	5.3741056	1,015,755	0.4102	14,322,932	5.7843056	138,036	14,460,968	-	-	5.7843056
1998	2,644,117,600	5.3552051	14,159,792	-	-	14,159,792	5.3552051	1,006,436	0.3806	15,166,228	5.7358051	-	15,166,228	-	-	5.7358051
1999	2,810,608,300	5.3552051	15,051,384	-	-	15,051,384	5.3552051	1,022,375	0.3638	16,073,759	5.7190051	-	16,073,759	-	-	5.7190051
2000	2,988,558,750	5.3552051	15,897,241	-	-	15,897,241	5.3552051	1,006,260	0.3390	16,903,501	5.6942051	505,000	17,408,501	0.36034	1,401,442,600	6.0545481
2001	3,166,622,100	5.3552052	16,957,911	-	-	16,957,911	5.3552052	1,015,110	0.3206	17,973,021	5.6758052	553,635	18,526,656	0.36663	1,510,084,700	6.0424303
2002	3,308,997,500	5.3552051	17,720,360	-	-	17,720,360	5.3552051	1,128,820	0.3411	18,849,180	5.6963051	555,524	19,404,704	0.35572	1,561,692,300	6.0520243
2003	3,517,998,750	5.3552051	18,839,605	-	-	18,839,605	5.3552051	1,242,645	0.353225	20,082,250	5.7084301	608,990	20,691,180	0.37047	1,643,653,300	6.0789036
2004	3,633,278,650	5.3552051	19,456,952	(3,340,268)	(0.9193537)	16,116,684	4.4358514	1,423,890	0.391902	17,540,574	4.8277534	615,638	18,156,212	0.35645	1,727,114,800	5.1842080
2005	3,921,408,950	5.3552051	20,999,949	(3,826,710)	(0.9244487)	17,373,239	4.4303564	1,558,355	0.397397	18,931,594	4.8277534	631,895	19,563,489	0.34847	1,813,335,500	5.1762245
2006	4,039,296,950	5.5103503	22,257,941	(3,897,852)	(0.9649828)	18,360,089	4.5453675	1,629,130	0.403320	19,989,219	4.9486875	643,482	20,632,701	0.33845	1,901,241,300	5.2871411
2007	4,301,671,950	5.5418001	23,839,006	(4,959,615)	(1.1529505)	18,879,391	4.3888496	1,818,339	0.422705	20,697,730	4.8115546	643,713	21,341,443	0.31309	2,056,024,300	5.1246408
2008	4,486,873,550	5.5103500	24,724,244	(5,102,335)	(1.1371693)	19,621,909	4.3731807	1,842,431	0.410627	21,464,340	4.7838077	656,445	22,120,785	0.30345	2,163,273,600	5.0872575
2009	4,608,889,150	5.5103500	25,396,592	(5,337,061)	(1.1579929)	20,059,531	4.3523571	1,588,755	0.344715	21,648,286	4.6970721	736,055	22,384,341	0.33339	2,207,765,900	5.0304575
2010	4,579,362,650	5.5103500	25,233,891	(4,517,886)	(0.9885753)	20,716,005	4.5237747	801,500	0.175024	21,517,505	4.6987987	741,169	22,258,674	0.33578	2,207,280,200	5.0345825
2011	4,596,721,050	5.5103500	25,329,542	(4,500,475)	(0.9790620)	20,829,067	4.5312880	770,000	0.167511	21,599,067	4.6987990	740,513	22,339,580	0.33574	2,205,615,400	5.0345388
2012	4,591,555,250	5.5103500	25,301,076	(4,495,418)	(0.9790621)	20,805,659	4.5312879	735,000	0.160076	21,540,659	4.6913639	772,707	22,313,366	0.33551	2,185,843,800	5.0448691
2013	4,540,273,250	5.5103500	25,018,495	(4,184,688)	(0.9216820)	20,833,807	4.5886680	466,267	0.102696	21,300,074	4.6913640	772,860	22,072,934	0.36124	2,139,485,600	5.0526004
2014	4,549,369,350	5.5103500	25,068,617	(4,180,670)	(0.9189558)	20,887,947	4.5913942	454,800	0.099970	21,342,747	4.6913640	746,261	22,089,008	0.34456	2,165,807,900	5.0359287
2015	4,578,092,050	5.5103500	25,226,880	(4,207,064)	(0.9189557)	21,019,826	4.5913943	970,700	0.212032	21,990,526	4.8034263	805,042	22,795,568	0.37173	2,165,662,200	5.1751564
2016	4,685,642,400	5.5103500	25,819,530	(4,600,016)	(0.9817258)	21,219,514	4.5286242	1,309,712	0.279516	22,529,226	4.8081402	852,801	23,382,027	0.38329	2,224,942,500	5.1914315
2017	4,712,966,200	5.5103500	25,970,093	(4,546,872)	(0.9647580)	21,423,221	4.5455920	2,575,612	0.546495	23,998,833	5.0920870	887,103	24,885,936	0.39423	2,250,215,100	5.4863173
2018	4,822,648,200	5.5103500	26,574,480	(4,944,161)	(1.0251963)	21,630,319	4.4851537	3,124,083	0.647794	24,754,402	5.1329477	891,144	25,645,546	0.38442	2,318,179,800	5.5173631
2019	5,041,277,700	5.5103500	27,779,205	(5,999,329)	(1.1900414)	21,779,876	4.3203086	3,981,991	0.789877	25,761,867	5.1101856	977,893	26,739,760	0.40285	2,427,407,500	5.5130405



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September 18, 2018

Ms. Marla Cummings
Director of Finance
Wood County Wisconsin
111 West Jackson Street
PO Box 8095
Wisconsin Rapids, WI 54495-8095

E-mail: mcummings@co.wood.wi.us

Dear Ms. Cummings:

Thank you again for the opportunity to work with Wood County (the "County"). This engagement letter will constitute the agreement between the County and Wipfli LLP ("Wipfli") in which Wipfli will provide consulting services to the County.

Key areas to be covered in this agreement include the purpose and scope of services to be provided, procedures to be followed during the course of the engagement, and specific engagement responsibilities of both the County and Wipfli.

Purpose and Scope

Based on conversation with you, we understand that the County desires to engage a consultant to perform an organizational assessment focusing on the accounting policy and practice of five (5) representative County departments. The goal of the assessment project is to provide recommendations to help the County ensure that the varied accounting processes are optimally functioning to manage the scope of their accounting, financial, and reporting components. Our recommendations will address:

- Operational efficiency and effectiveness, including, processes and procedures, use of technology, and optimal resources needed to provide timely and accurate deliverables;
- Opportunities to create standard work processes and unified accounting policies;
- Compliance of policies and process with federal and state regulations, if needed; and
- Internal controls in order to mitigate risks of fraud, waste, and abuse.

Ms. Marla Cummings

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September 18, 2018

The project will focus on how work gets done including work processes, document and information flow, reporting relationships, and staff roles and responsibilities. We will also analyze internal controls.

As part of the review we will facilitate workshops with the following County departments:

1. Finance
2. Human Services
3. Highway
4. Treasurer
5. Sheriff

The workshops will be collaborative in nature and last approximately three (3) hours each. The goals of these workshops are to learn:

- How well current processes work, or don't work, for each person/department.
- What makes it easy or difficult to get their work done.
- For fiscal staff, we will discuss how they spend their time, what they receive, what they produce, and what works well and what doesn't.
- We will observe work processes and review forms.
- We will ask about anticipated future needs.

We propose the following tasks and deliverables:

- A consultant will visit your location for up to three (3) full days to meet with the appropriate staff as follows:
 - o Meet with the Finance Director to discuss the goals and objectives of the project.
 - o Meet with the fiscal staff to gain an understanding and overview of accounting processes including who is responsible for what tasks as well as their responsibilities.
 - o Facilitate five (5) workshops of three (3) hours each.
 - o We will also observe work processes, review documents and information flow.
- During these workshops we will discuss anticipated future needs and challenges to ensure they are included in our recommendations.

Potential Deliverables

- Recommendations for streamlining processes, creation of standard work instructions, and steps for improvement.

Wipfli's Service Delivery Team

This engagement will be conducted by Katherine Eilers, Manager. Jeff Wulf, Partner, will provide oversight to ensure Wipfli's quality standards are maintained.

Professional Fees and Timing

We reserve the right to adjust the fee and/or scope of the project if this Engagement Letter is not signed and returned to us within 60 days of the date of issuance.

We expect this engagement will take approximately 3 days on-site, with follow up reporting writing and delivery. We will work with you to schedule a time that is most convenient for you.

We will issue a final report to you within three weeks of our visit. Please note that the report will be presented in a bullet point format, and will not be a detailed, text-oriented document.

Our fee for this engagement will be \$25,000 plus out-of-pocket travel expenses which will be billed based on current travel costs. This estimate is based on our understanding of the work to be performed.

It is our practice to issue monthly progress billings for the work performed. Payment is expected within 30 days after the invoice date.

Your investment will not be increased without a mutually agreed-upon change in the scope of the engagement. This engagement does not include any services not specifically stated in this letter. On occasion, our clients will ask for additional services related to, but not covered within the scope of, the project. Any investment required for additional work outside the scope of this proposal will be quoted separately and mutually agreed upon.

If, at any, time the County wishes to stop using our services, we will prorate our fees based on the amount of consulting effort expended and expenses incurred.

Management's Responsibilities and Representations

This consulting engagement will be conducted in accordance with consulting standards established by the American Institute of Certified Public Accountants (AICPA).

The information contained in this Engagement Letter is for discussion purposes only by management and the Board of Directors and is not intended to be used by anyone other than the specified party.

When providing consulting and board governance services, our professional standards require us to document that you understand and accept your responsibilities regarding these services, which include the following:

- Assume all management and Board responsibilities.
- Oversee the service, by designating an individual, preferably within senior management, who possess suitable skills, knowledge, and/or experience.
- Evaluate the adequacy and results of the services provided.
- Accept responsibility for the results of the services.

We specifically do not have the authority to perform management functions, make management decisions, or act in a capacity equivalent to an employee or board member.

Any documents issued to the County as a result of this engagement will be the property of the County and are intended for internal use only, may not be relied on by any other party, and may not be quoted in any other document or publication without our express permission. The workpapers and documentation retained in any form of media for this engagement are the property of Wipfli.

Wipfli's Professional Services Terms and Conditions

The attached Appendix A contains Wipfli's Professional Services Terms and Conditions, all of which are incorporated herein by reference.

Ms. Marla Cummings

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September 18, 2018

Approval to Proceed Together

If the arrangements above are acceptable to you and the services outlined are in accordance with your requirements, please sign and scan the original of this Engagement Letter and return it Brett Polglaze via e-mail to bpoglaze@wipfli.com.

We look forward to our association with you and appreciate the opportunity to provide the services outlined in the engagement letter. Please contact Brett Polglaze at 608.661.2624 or via e-mail at bpoglaze@wipfli.com if you have any questions about any aspect of this engagement.

Sincerely,

Wipfli LLP

Wipfli LLP

ACCEPTED: **WOOD COUNTY WISCONSIN**

By: _____

Date: _____

APPENDIX A

Wipfli LLP

Professional Services Terms and Conditions Applicable to Non-Attest and Non-Tax Engagements

1. Entire Agreement

These Terms and Conditions, together with the engagement letter ("Engagement Letter") to which these Terms and Conditions are attached, the Engagement Letter's other appendixes, and applicable Change Orders, if any, constitute the entire agreement between the parties on the subject matter thereof and supersede and merge all prior proposals (including prior proposals of Wipfli regarding the engagement), understandings, and agreements (oral or written) between the parties relating to the subject matter including, without limitation, the terms of any request for proposal issued to Client or the standard printed terms on any purchase order issued by Client. No modification, amendment, supplement to, or waiver of these Terms and Conditions or the Engagement Letter shall be binding upon the parties unless made in writing and duly signed by both parties. To the greatest extent reasonably possible, the provisions of the Engagement Letter, its Appendixes (including these Terms and Conditions), Implementation Plan, Change Orders, and any other exhibit, attachment, schedule, or other document referenced in or by the Engagement Letter shall be read together and harmonized to give effect to the parties' intent. In the event of a direct conflict among the express provisions of the foregoing, the Engagement Letter shall be given controlling effect. These terms and conditions do not apply to any attest services that may be performed by Wipfli for Client, such services being governed exclusively by the Engagement Letters issued with respect thereto.

2. Commencement and Term

An Engagement Letter or Change Order shall become effective when signed by duly authorized representatives of both parties and shall remain in full force and effect until the services to be delivered under the Engagement Letter are complete (as reasonably determined by Wipfli) unless earlier terminated by either party as provided in the Engagement Letter or these Terms and Conditions. Each person executing an Engagement Letter or Change Order on behalf of a party represents and warrants to the other that he or she has all power and authority to bind the party on whose behalf he or she is executing same.

3. Fee Estimates and Change Orders

Wipfli's Engagement Letter may set forth certain ranges for Wipfli's fees charged on any project or work. Wipfli provides fee estimates as an accommodation to Client. Unless otherwise indicated in the Engagement Letter, fee estimates shall not be construed as or deemed to be a minimum or maximum fee quotation. Although Wipfli reasonably believes suggested fee ranges are accurate, Wipfli's actual fees may vary from its fee estimates.

A "Change Order" means a mutually agreed-upon change in the schedule or the time for Wipfli's performance of the work on a project, the scope of specifications of a project, and/or the fees chargeable by Wipfli to Client, which is reduced to writing using an agreed-upon form that is executed by an authorized representative of each for Wipfli and Client.

If, during the course of Wipfli's engagement, Wipfli determines that more work will be required than initially estimated, Wipfli will discuss, as soon as possible, the reasons with Client. Work that falls outside the agreed-upon scope of Wipfli's engagement shall be covered by a Change Order. Service completion times are estimated and subject to change. Where applicable, all such estimates assume that Client's hardware platform/computer system will, at the commencement of the services, be fully operable as intended and designed, functioning as necessary and available to Wipfli without material restriction for the duration of the services. Such estimates also include necessary and reasonable cooperation from client personnel.

Unless otherwise agreed in the Engagement Letter, miscellaneous expenses incurred by Wipfli in the course of performing the service will be charged in addition to Wipfli's professional fees. Miscellaneous expenses may include, but are not limited to: travel, lodging, transportation, and meals for projects requiring travel; clerical processing; telecommunications charges; delivery expenses; and all sales, use, ad valorem, excise, or other taxes or other governmental charges.

4. Fees

Unless otherwise agreed, all invoices are due and payable within thirty (30) days of the invoice date. All business or commercial accounts will be charged interest at the lesser of one percent (1%) per month or the maximum rate permitted by law, except where prohibited by law, on Client's balance due to Wipfli that is outstanding over thirty (30) days. At our discretion, work may be suspended if Client's account becomes overdue and will not be resumed until Client's account is paid in full. Client acknowledges and agrees that we are not required to continue work in the event of a failure to pay on a timely basis for services rendered as required. Client further acknowledges and agrees that in the event Wipfli stops work or withdraws from this engagement as a result of Client's failure to pay on a timely basis for services rendered as required by this Engagement Letter, Wipfli will not be liable to Client for any damages that occur as a result of our ceasing to render services.

In the event Client requests us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against Client or its management for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, Client agrees to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

5. Tax Responsibilities

Client shall pay and be solely and exclusively liable for all sales, use, ad valorem, excise, or other taxes or governmental charges imposed on the installation, implementation, licensure, or sale of goods or services by Wipfli or third parties to Client related to the Engagement Letter.

6. Termination of Agreement

An Engagement Letter may be terminated as follows: (i) by either party immediately upon written notice to the other if either party hereto becomes the subject of voluntary or involuntary bankruptcy or other insolvency proceeding, (ii) by Wipfli or Client if either party defaults in the performance of any of its covenants and agreements set forth in an Engagement Letter or Change Order (except when such default is due to a cause beyond the control of the party) and such default is not cured within thirty (30) days after notice from either party specifying the nature of such default, and (iii) by Wipfli or Client with or without cause upon providing thirty (30) days written notice. Termination of an Engagement Letter shall have no effect on either party's obligation to pay any amount due and owing with respect to such periods prior to the effective date of such termination.

7. Ongoing Support and Advice

Wipfli ongoing support and advice, whether or not it is defined by an Engagement Letter or Change Order, shall be subject to Wipfli's Terms and Conditions and will be provided under the same terms and conditions that would apply to services defined in Wipfli's Engagement Letters or Change Orders.

APPENDIX A

Wipfli LLP

Professional Services Terms and Conditions Applicable to Non-Attest and Non-Tax Engagements

8. Third-Party Products and Subcontractors

When Wipfli is requested by Client through an Engagement Letter or Change Order to provide assistance with third-party products, Wipfli will use commercially reasonable efforts (as defined by Wipfli) to research, learn, and assist Client in the use of third-party products. However, Wipfli shall not be held liable for software or other products or services that have been written, produced, or provided by third parties. Client accepts all responsibility for, and risk-of-loss associated with, Client's use of third-party software, hardware, and products. Client accepts full responsibility for all communications with, and indemnifies and holds Wipfli harmless from, claims by third-party software developers, vendors, contractors, and/or subcontractors who have not been directly commissioned, engaged, retained, or hired by Wipfli. Wipfli hereby expressly disclaims all liability to Client or to any third parties that might be affected by the services performed or equipment installed by a third party who has not been directly commissioned, engaged, retained, or hired by Wipfli.

9. Independent Contractor

The relationship between Wipfli and Client is solely and exclusively that of independently contracting parties.

10. Nonexclusivity

No right of exclusivity is granted, guaranteed, or implied by Wipfli and Client entering into any Engagement Letter or Change Order. Client acknowledges that Wipfli regularly performs the same or similar services as are being provided hereunder to third parties.

11. Wipfli Employees and Owners

Wipfli expressly reserves the right to replace, in its sole discretion upon notice to Client, any of our professional project team members, as necessary, to provide quality and timely service to Client. From time to time, and depending upon circumstances, personnel from affiliates of Wipfli and other Wipfli-related entities or any of their respective affiliates or from independent third-party service providers (including independent contractors) may participate in providing services related to our engagement hereunder. In addition, Wipfli may utilize cloud-based services in connection with the delivery of certain services. Solely for the purpose of rendering services hereunder, Client acknowledges that we may share with these parties information obtained in the course of rendering our services. Wipfli remains committed to maintaining the confidentiality and security of Client's information, and accordingly, Wipfli maintains internal policies procedures and safeguards to protect the confidentiality of client information and in addition, ensures that our agreements with all service providers appropriately maintain and protect the confidentiality of client information. Some persons who own an interest in Wipfli may not be licensed as Certified Public Accountants and may provide services related to this engagement.

12. Limitation of Liability

Except for liability for personal injury damages caused by Wipfli's gross negligence or willful misconduct, and regardless of whether any remedy as set forth in these Terms and Conditions fails in its essential purpose, in no event shall Wipfli's cumulative liability to Client (or its successors, assigns, or affiliates) from all causes of any kind including liability based on contract, in tort, or otherwise arising from, out of, or related to the services or transactions contemplated in the Wipfli Engagement Letter or Change Order exceed the amount actually paid to Wipfli by Client under such Engagement Letter or Change Order.

13. Dispute Resolution

If any dispute arises among the parties regarding the subject matter hereof and such dispute cannot be resolved through informal negotiations and discussion, the parties agree to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to arbitration or litigation. Costs of any mediation proceeding shall be shared equally by all parties.

14. Governing Law

All agreements between Wipfli and Client for any service shall be governed by and construed in accordance with the internal laws of the state in which the Wipfli office which issues the Engagement Letter related to the services is located.

15. Severability

The provisions of these Terms and Conditions shall be severable, so that the invalidity or unenforceability of any provisions will not affect the validity or enforceability of the remaining provisions; provided that no such severability shall be effective if it materially changes the economic benefit of these Terms and Conditions to either party.

16. Record Retention

We will retain records related to this engagement pursuant to our record retention policy. At the end of the relevant time period, we will destroy our records related to this engagement. However, original records will be returned to Client upon the completion of the engagement. When records are returned, it is Client's responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies.

17. Assignment

The Engagement Letter to which these Terms and Conditions are attached shall be binding on the parties hereto and their respective successors and assigns. Neither party may assign this Engagement Letter without prior written consent of the other, except that Wipfli may assign its rights and obligations under this Engagement Letter without approval of Client to an entity that acquires all or substantially all of the assets of Wipfli or to any subsidiary or affiliate or successor in a merger, acquisition, or change of control of Wipfli, provided that in no event shall such assignment relieve Wipfli of its obligations under this Engagement Letter.

18. Intellectual Property Rights

Client acknowledges that Wipfli owns all intellectual property rights, title, and interest to all information provided or developed throughout the duration of this engagement. Any use of this material, other than for the stated purposes in this Engagement Letter, is not authorized. In addition, Client shall not alter or remove any of Wipfli's trademarks, copyright registration marks, patent, or other intellectual property notices applicable to any of Wipfli's goods, marketing material, or advertising media and shall not in any way alter any of Wipfli's products. Client shall promptly notify Wipfli in writing of any infringement of Wipfli's intellectual property by third parties of which Client becomes aware. Neither party shall acquire any right, title, or interest in or to the other party's code, data, business processes, or other information to which such party may have access during the term of the engagement hereunder. All such code, data, business process, and other information shall be solely and exclusively the property of the originating party.

APPENDIX A

Wipfli LLP

Professional Services Terms and Conditions Applicable to Non-Attest and Non-Tax Engagements

19. Mutual Confidentiality

During the course of performing services, the parties may have access to information that is confidential to one another, including, without limitation, source code, documentation, specifications, databases, system design, file layouts, tool combinations, development methods, or business or financial affairs, which may incorporate business methods, marketing strategies, pricing, competitor information, product development strategies and methods, customer lists, customer information, and financial results (collectively "Confidential Information"). Confidential Information may include information received from third parties, both written and oral, that each party is obligated to treat as confidential.

Confidential Information shall not include any information that (i) is already known by the recipient party or its affiliates, free of any obligation to keep it confidential, (ii) is or becomes publicly known through no wrongful act of the receiving party or its affiliates, (iii) is received by the receiving party from a third party without any restriction on confidentiality, (iv) is independently developed by the receiving party or its affiliates, (v) is disclosed to third parties by the disclosing party without any obligation of confidentiality, or (vi) is approved for release by prior written authorization of the disclosing party.

Without the advance written consent of the other party, neither party shall disclose to a third party Confidential Information of the other party. Each party agrees to maintain at least the same procedures regarding Confidential Information that it maintains with respect to its own Confidential Information. Each party may use the Confidential Information received from the other party only in connection with fulfilling its obligations under this Agreement. The parties further agree that expiration or termination of this Agreement, for any reason, shall not relieve either party, nor minimize their obligations with respect to Confidential Information, as set forth herein.

Date Reported	Application	Error/Issue	Description	Solution	Root Cause	Impact	Finance Notes	HR Notes	IT Notes
8/26/2018	HRMS	An error received running open payroll	There were missing permissions for the Finance group for the open payroll process.	Adjusted security permissions for Finance Group. Verified HR could successfully run it.	Setup	Loss of time (1 hour)	Finance needed to contact IT for solution	HR gave Finance the open payroll process documentation	This won't be an issue going forward for open payroll
8/26/2018	Timestar	Rehire Employee Timestar Timecard Not Appearing	Missing pay group assignment for this employee. When terminating an employee there is a stop date and for rehires you need to reassign pay group.	Had to assign employee to a pay group. Had to remove termination date from HRMS.	Training	Loss of time (15)	Finance needed to contact IT for additional training	HR supplied training materials	Procedure was documented. Additional notes were added to the documentation
8/26/2018	Timestar	Wrong account numbers imported into HRMS from Timestar	All issues were from Norwood.	The correct department and function numbers needed to be selected.	Data Entry	Loss of time (35-40 min)	Finance was under the assumption that you wouldn't be allowed to pick an incorrect function. Where you could only pick applicable function numbers when selecting a department number. Finance requested a report of the account numbers.	This information was not entered by HR	Data entry issue when employee transfers unit incorrectly on unsupported device (hardware clock) and verification is missed by backup payroll clerk. Reviewed procedure with payroll clerks and requested reminder to employees that unit transfers must be entered on computer.
8/26/2018	HRMS	Error message received in employee's distribution HRMS Software: "Days worked must not be less than 2"	Vacation Earnings were not distributed.	Had to manually split out her vacation distributions.	Data Entry	Loss of time (5 min)	This information was not entered by Finance	This information was not entered by HR	Data entry issue as Norwood backup payroll clerk did not distribute vacation for one employee. IT contacted both Norwood payroll clerks to discuss and ensure the procedure is well documented.
8/26/2018	Timestar	Had employee earn comp time in the last two weeks of work.	Should have been paid out with overtime	Needed to rehire the employee in the system and pay out his comp time. Refined the payroll transition process	Data Entry/Training	Delayed payout of comp time	Finance will make sure the employee gets paid for the earned comp time	HR worked with Finance to refine the process	None
9/13/2018	HRMS	HRMS Frozen	HRMS was unusable during the citrix issues	Issues with citrix. Reset citrix session	Infrastructure	Loss of time (10min)	None	None	There were citrix issues
9/13/2018	HRMS	Error when saving Open Payroll Report	Received an error when it was trying to save the report to the L drive	Issues with citrix. Reset citrix session	Infrastructure	Loss of time (5 min)	None	None	There were citrix issues
9/14/2018	HRMS	Sheriff's Dept Employee workers comp was paid out of the wrong cost center	Finance was contacted by the Veterans dept of this issue.	Corrected the account numbers in the Pay Tab in HRMS. Journal entries were made in Dynamics GP	Data Entry	Loss of time (40)	This was an issue from Feb that in Sept	This was an issue from February. This employee performs three different jobs within Wood County that span multiple departments. An effort was made to make time entry more efficient, however, it caused Worker's Comp to be charged to the wrong account.	None

9/25/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, September 30, 2018

		2018			
		Actual	Budget	Variance	Variance %
REVENUES					
Taxes					
41110	General Property Taxes	\$19,234,159.47	\$25,645,906.00	(\$6,411,746.53)	(25.00%)
41150	Forest Cropland/Managed Forest Land	50,084.57	20,000.00	30,084.57	150.42%
41220	General Sales and Retailers' Discount	148.95	180.00	(31.05)	(17.25%)
41221	County Sales Tax	3,482,223.97	6,046,482.00	(2,564,258.03)	(42.41%)
41230	Real Estate Transfer Fees	112,657.22	85,000.00	27,657.22	32.54%
41800	Interest and Penalties on Taxes	459,935.66	405,000.00	54,935.66	13.56%
41910	Payments in Lieu of Taxes	17,924.20	18,500.00	(575.80)	(3.11%)
	Total Taxes	23,357,134.04	32,221,068.00	(8,863,933.96)	(27.51%)
Intergovernmental Revenues					
43211	Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210	Federal Grants-General Government		1,200.00	(1,200.00)	(100.00%)
43410	State Aid-Shared Revenue	459,285.04	3,059,556.00	(2,600,270.96)	(84.99%)
43430	State Aid-Other State Shared Revenues	215,355.87	291,141.00	(75,785.13)	(26.03%)
43511	State Aid-Victim Witness	40,591.72	81,150.00	(40,558.28)	(49.98%)
43512	State Aid-Courts	340,982.51	378,464.00	(37,481.49)	(9.90%)
43514	State Aid-Court Support Services	58,441.00	57,000.00	1,441.00	2.53%
43516	State Aid-Modernization Grants	58,120.00	58,120.00	0.00	0.00%
43521	State Aid - Law Enforcement	34,885.13	136,500.00	(101,614.87)	(74.44%)
43523	State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528	State Aid-Emergency Government	57,943.05	93,250.00	(35,306.95)	(37.86%)
43531	State Aid-Transportation	1,572,443.94	1,823,120.00	(250,676.06)	(13.75%)
43549	State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551	State Aid-Health Grants	57,714.92	65,078.00	(7,363.08)	(11.31%)
43554	State Aid-Health WIC Program	167,520.00	354,641.00	(187,121.00)	(52.76%)
43557	State Aid-Health Consolidated Contract	49,112.00	64,895.00	(15,783.00)	(24.32%)
43560	State Aid-Grants	51,548.00	66,317.00	(14,769.00)	(22.27%)
43561	State Aids	8,418,865.47	11,292,655.00	(2,873,789.53)	(25.45%)
43567	State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568	State Aid-Child Support	536,475.02	928,443.00	(391,967.98)	(42.22%)
43571	State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572	State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574	State Aid-Snowmobile Trail Maint		67,925.00	(67,925.00)	(100.00%)
43576	State Aid-Parks		62,500.00	(62,500.00)	(100.00%)
43581	State Aid-Forestry	46,750.25	47,489.00	(738.75)	(1.56%)
43586	State Aid-Land Conservation	83,397.22	296,358.00	(212,960.78)	(71.86%)
43640	State Aid-Co Share Managed Forest Lands	21,089.07	20,000.00	1,089.07	5.45%
43690	State Aid-Forestry Roads	3,248.56	3,280.00	(31.44)	(0.96%)
	Total Intergovernmental	12,497,819.92	19,509,533.00	(7,011,713.08)	(35.94%)
Licenses and Permits					
44100	Business and Occupational Licenses	389,891.66	342,924.00	46,967.66	13.70%
44101	Utility Permits	925.00	1,050.00	(125.00)	(11.90%)
44102	Driveway Permits	680.00	860.00	(180.00)	(20.93%)
44200	DNR & ML Fees	34,085.01	22,500.00	11,585.01	51.49%
44201	Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260	Moving Permits	800.00	1,025.00	(225.00)	(21.95%)
44300	Sanitary Permit Fees	36,300.00	45,000.00	(8,700.00)	(19.33%)
44411	County Planner Plat Review Fees	1,560.00	2,500.00	(940.00)	(37.60%)
44412	Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413	Shoreland zoning Fees & Permits	2,447.50	4,250.00	(1,802.50)	(42.41%)
44415	HT Database Annual Fee	7,980.00	56,000.00	(48,020.00)	(85.75%)
	Total Licenses and Permits	474,669.17	477,859.00	(3,189.83)	(0.67%)
Fines, Forfeits and Penalties					
45110	Ordinances Violations	3,824.11	1,700.00	2,124.11	124.95%
45115	County Share of Occupational Driver	360.00	200.00	160.00	80.00%
45120	County Share of State Fines and Forfeitures	105,689.18	160,000.00	(54,310.82)	(33.94%)
45123	County Parks Violation Fee	802.94	750.00	52.94	7.06%
45130	County Forfeitures Revenue	65,450.81	110,000.00	(44,549.19)	(40.50%)
45191	Private Sewage Fines	13,863.50	20,000.00	(6,136.50)	(30.68%)
	Total Fines, Forfeits and Penalties	189,990.54	292,650.00	(102,659.46)	(35.08%)
Public Charges for Services					
46110	County Clerk-Passport Fees	17,720.00	20,000.00	(2,280.00)	(11.40%)
46121	Treasurer Fees-Redemption Notices	4,936.84	3,000.00	1,936.84	64.56%
46122	Property Conversion Charges	3,002.43	100.00	2,902.43	2,902.43%
46130	Register of Deeds-Fees	234,920.88	309,000.00	(74,079.12)	(23.97%)
46135	Land Record-Fees	65,928.00	92,880.00	(26,952.00)	(29.02%)
46140	Court Fees	118,702.78	174,500.00	(55,797.22)	(31.98%)
46141	Court Fees and Costs-Marriage Counseling	4,905.00	12,300.00	(7,395.00)	(60.12%)
46142	Court/Juvenile	19,434.69	20,000.00	(565.31)	(2.83%)
46143	Other Professional Reimbursements	13,524.81	15,120.00	(1,595.19)	(10.55%)
46144	Circuit Court Branch I	22,252.99	28,600.00	(6,347.01)	(22.19%)

9/25/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, September 30, 2018

		2018			
		Actual	Budget	Variance	Variance %
46146	Circuit Court Branch III	12,731.00	5,817.00	6,914.00	118.86%
46191	Public Charges-Clerk	5,520.00	8,000.00	(2,480.00)	(31.00%)
46192	Public Chgs-Temp Licenses	6,058.50	7,000.00	(941.50)	(13.45%)
46194	County Clerk Copy Fees	127.50	425.00	(297.50)	(70.00%)
46195	Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196	Public Chgs-Human Resources	994,191.97	1,441,717.00	(447,525.03)	(31.04%)
46210	Sheriff-Public Charges	100.00	400.00	(300.00)	(75.00%)
46211	Sheriff Revenue-Civil Process Fees	45,104.00	60,000.00	(14,896.00)	(24.83%)
46212	Sheriff Cost Reimbursement/Witness Fees	46,255.74	52,000.00	(5,744.26)	(11.05%)
46214	Reserve Deputy Revenue	20,035.28	12,000.00	8,035.28	66.96%
46215	Sheriff Escort Service	29,404.95	29,000.00	404.95	1.40%
46216	Restitution	343.84	300.00	43.84	14.61%
46217	OWI Restitution	1,661.42	1,600.00	61.42	3.84%
46221	Public Chgs-Coroner Cremation	31,210.00	60,000.00	(28,790.00)	(47.98%)
46230	Death Certificates	10,800.00	15,000.00	(4,200.00)	(28.00%)
46241	Jail Surcharge	22,562.77	38,000.00	(15,437.23)	(40.62%)
46242	Huber/Electronic Monitoring	194,116.52	252,044.00	(57,927.48)	(22.98%)
46243	Inmate Booking/Processing Fee	12,636.60	21,000.00	(8,363.40)	(39.83%)
46244	Other County Transports	12,288.42	23,000.00	(10,711.58)	(46.57%)
46245	Jail Stay Fee	27,550.10	50,370.00	(22,819.90)	(45.30%)
46291	Public Chgs-ID Cards	20.00		20.00	0.00%
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510	Public Chgs-Crisis Stabilization	295,030.55	677,225.00	(382,194.45)	(56.44%)
46520	Institutional Care-Private Pay	969,554.21	1,049,475.00	(79,920.79)	(7.62%)
46521	Institutional Care-Other Pay	2,394.00	6,800.00	(4,406.00)	(64.79%)
46525	Public Chgs- Medicare	1,555,718.80	3,543,571.00	(1,987,852.20)	(56.10%)
46526	Public Chgs- Medicaid	2,914,621.72	5,883,458.00	(2,968,836.28)	(50.46%)
46527	Public Chgs-Veterans EW	51,110.60		51,110.60	0.00%
46530	Public Charges	3,293,476.76	4,873,724.00	(1,580,247.24)	(32.42%)
46531	Public Chgs- Private Insurance	542,867.27	1,936,512.00	(1,393,644.73)	(71.97%)
46532	Public Chgs-County Responsible	97,594.64	217,475.00	(119,880.36)	(55.12%)
46533	Public Chgs-NW Mental Health Inpatient	258,266.61	319,464.00	(61,197.39)	(19.16%)
46534	Public Chgs-NW Mental Health Inpatient	1,261,625.24	1,311,122.00	(49,496.76)	(3.78%)
46535	Public Chgs-Mental Health Halfway Houses		7,866.00	(7,866.00)	0.00%
46536	Third Party Awards & Settlements	144,000.00	232,688.00	(88,688.00)	(38.11%)
46537	Contractual Adjustment	(2,696,103.37)	(4,643,902.00)	1,947,798.63	(41.94%)
46590	Provision for Bad Debts-Edgewater	(8,000.00)		(8,000.00)	(33.33%)
46621	Child Support-Genetic Tests	2,940.75	4,500.00	(1,559.25)	(34.65%)
46623	Child Support-Filing Fees	40.00	200.00	(160.00)	(80.00%)
46624	Child Support-Service Fees	8,963.79	12,000.00	(3,036.21)	(25.30%)
46625	Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721	Public Chgs-Parks	432,898.00	475,000.00	(42,102.00)	(8.86%)
46772	UW-Extension Project Revenue	5,574.72	4,050.00	1,524.72	37.65%
46813	County Forest Revenue	255,052.04	385,000.00	(129,947.96)	(33.75%)
46825	Land Conservation Fees & Sales	73,580.78	63,525.00	10,055.78	15.83%
46826	Private Sewage Charges	1,080.00	3,000.00	(1,920.00)	(64.00%)
Total Public Charges for Services		11,448,200.14	19,124,160.00	(7,675,959.86)	(40.14%)
Intergovernmental Charges for Services					
47210	Intergovernmental Charges	328,956.83	580,700.00	(251,743.17)	(43.35%)
47230	State Charges	802,928.33	1,403,610.00	(600,681.67)	(42.80%)
47231	State Charges-Highway	177,028.92	250,030.00	(73,001.08)	(29.20%)
47232	State Charges-Machinery	1,618,659.35	2,177,319.00	(558,659.65)	(25.66%)
47250	Intergovernmental Transfer Program Rev	553,573.60	511,615.00	41,958.60	8.20%
47300	Local Gov Chgs	327,210.75	561,660.00	(234,449.25)	(41.74%)
47310	Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)
47320	Local Gov Chgs-Public Safety	24,301.53	29,000.00	(4,698.47)	(16.20%)
47330	Local Gov Chgs-Transp	709,119.15	1,207,485.00	(498,365.85)	(41.27%)
47332	Local Gov Chgs-Roads	95,714.10	403,360.00	(307,645.90)	(76.27%)
47333	Local Gov Chgs-Bridges		27,440.00	(27,440.00)	(100.00%)
47350	Local Gov Chgs-Hlth & Human Svcs	56,426.00	69,050.00	(12,624.00)	(18.28%)
47351	Local Gov Chgs-Other Governments		3,080.00	(3,080.00)	54.00%
47391	Local Gov Chgs-BNI (Materials)	1,030.04	3,200.00	(2,169.96)	(67.81%)
47392	Local Gov Chgs-BNI (Staff)	321.00	800.00	(479.00)	(59.88%)
47393	Local Gov Chgs-Work Relief	2,392.90	5,000.00	(2,607.10)	(52.14%)
47395	Local Gov Chgs-EM Vehicles	3,127.98	5,000.00	(1,872.02)	(37.44%)
47396	Local Gov Chgs-EM Equipment	1,855.00	800.00	1,055.00	131.88%
Total Charges to Other Governments		4,705,725.48	7,260,069.00	(2,554,343.52)	(35.18%)
Interdepartmental Charges for Services					
47410	Dept Charges-Hlth Benefits & Other	6,969,788.24	10,126,260.00	(3,156,471.76)	(31.17%)
47411	Dept Charges-Purchasing	23,511.62	73,303.38	(49,791.38)	(67.93%)
47412	Dept Charges-Insurance	474,893.58	475,000.00	(106.42)	(0.02%)
47413	Dept Charges-Gen Govt	852,291.38	1,003,569.00	(151,277.62)	(15.07%)
47415	Dept Charges-Systems	241,527.54	295,155.00	(53,627.46)	(18.17%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, September 30, 2018

		2018			
		Actual	Budget	Variance	Variance %
47421	Dept Charges-Public Safety	25,329.46	21,000.00	4,329.46	20.62%
47430	Dept Charges-Bldg Rent	616,164.20	919,124.00	(302,959.80)	(32.96%)
47432	Dept Charges-Rent Unified		704.00	(704.00)	(100.00%)
47435	Dept Charges-Sheriff Lockup Rent	10,928.00	16,000.00	(5,072.00)	(31.70%)
47438	Dept Charges-Riverblock Rent	387,744.00	575,520.00	(187,776.00)	(32.63%)
47440	Dept Charges	3,298.00	3,400.00	(102.00)	(3.00%)
47460	Dept Charges-Drug Court	54,750.00	73,000.00	(18,250.00)	(25.00%)
47470	Dept Charges-Highway	2,032,065.83	1,938,500.00	93,565.83	4.83%
	Total Interdepartmental Charges	11,692,291.85	15,520,535.00	(3,828,243.15)	(24.67%)
	Total Intergovernmental Charges for Services	16,398,017.33	22,780,604.00	(6,382,586.67)	(28.02%)
Miscellaneous					
48000	Miscellaneous	517,329.26		517,329.26	0.00%
48100	Interest	67.86	80.00	(12.14)	(15.18%)
48110	Interest-Capital Projects	3.71	10.00	(6.29)	(62.90%)
48113	Unrealized Gain/Loss on Investment	2,326.86	48,430.00	(46,103.14)	(95.20%)
48114	Interest-Investment	114,991.43	115,959.00	(967.57)	(0.83%)
48115	Interest-General Investment	105,905.00	25,000.00	80,905.00	323.62%
48116	Interest-Section 125 & Health	444.17	219.00	225.17	102.82%
48117	Interest-Clerk of Courts	249.32	300.00	(50.68)	(16.89%)
48200	Rental Income	84,300.20	134,931.00	(50,630.80)	(37.52%)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00)	(100.00%)
48300	Gain/Loss-Sale of Property	181,636.04	53,000.00	128,636.04	242.71%
48320	Gain/Loss-Sale of Surplus Property	2,651.00	500.00	2,151.00	430.20%
48340	Gain/Loss-Sale of Salvage and Waste	4,842.42	6,700.00	(1,857.58)	(27.73%)
48440	Insurance Recoveries-Other	1,210,307.62	487,000.00	723,307.62	148.52%
48500	Donations	404,982.98	1,629,800.00	(1,224,817.02)	(75.15%)
48501	Donations-Designated Projects	220.00		220.00	0.00%
48502	Donations-Veterans Loan Repayment	351.11		351.11	0.00%
48503	Donations-Services ATV Club	3,837.27	6,000.00	(2,162.73)	(36.05%)
48540	Donations & Contributions	7,553.52	20,000.00	(12,446.48)	(62.23%)
48830	Recovery of PYBD & Contractual Adj	48,056.63	46,500.00	1,556.63	3.35%
48860	Revenue from Meals	12,339.58	20,000.00	(7,660.42)	(38.30%)
48880	Food Vending Machine Income	2,626.00	4,500.00	(1,874.00)	(41.64%)
48900	Other Miscellaneous Revenue	40,074.30	39,125.00	949.30	2.43%
48901	Other/Miscellaneous Revenue	1,950.85	1,500.00	450.85	30.06%
48910	Vending/Cafeteria Revenue	5,796.68	11,000.00	(5,203.32)	(47.30%)
48920	Vending Machine Revenue	2,801.24	4,600.00	(1,798.76)	(39.10%)
48940	Canteen Income		500.00	(500.00)	(100.00%)
48970	Rental Income- NHC, Health Annex	13,131.00	17,508.00	(4,377.00)	(25.00%)
48980	Misc/Other Workshop Revenue	8.34	100.00	(91.66)	(91.66%)
48990	Other Operating Income	1,660.47	2,500.00	(839.53)	(33.58%)
48991	Copier Revenue	1,034.85	2,000.00	(965.15)	(48.26%)
	Total Miscellaneous	2,771,479.71	2,728,162.00	43,317.71	1.59%
Other Financing Sources					
49210	Transfer from General Fund		260,000.00	(260,000.00)	(100.00%)
49220	Transfer from Special Revenue	2,785,879.79	6,086,765.00	(3,300,885.21)	(54.23%)
49270	Transfer from Internal Service		283,903.00	(283,903.00)	(100.00%)
	Total Other Financing Sources	2,785,879.79	6,630,668.00	(3,844,788.21)	(57.98%)
TOTAL REVENUES		69,923,190.64	103,764,704.00	(33,841,513.36)	(32.61%)

EXPENDITURES

General Government					
51120	Committees & Commissions	120,842.56	202,513.00	81,670.44	40.33%
51212	Circuit Court Branch I	250,822.04	395,614.00	144,791.96	36.60%
51213	Circuit Court Branch II	76,100.64	119,902.00	43,801.36	36.53%
51214	Circuit Court Branch III	83,396.35	124,761.00	41,364.65	33.16%
51215	Drug Court	162,978.41	215,817.00	52,838.59	24.48%
51217	Clerk of Courts-Divorce Mediation	9,550.00	17,000.00	7,450.00	43.82%
51220	Family Court Commissioner	61,333.40	105,233.00	43,899.60	41.72%
51221	Clerk of Courts	860,709.79	1,353,334.00	492,624.21	36.40%
51231	Coroner	88,083.71	139,842.00	51,758.29	37.01%
51310	District Attorney	193,859.79	304,049.00	110,189.21	36.24%
51315	Victim Witness Program	107,383.05	156,044.00	48,660.95	31.18%
51316	Task Force	240.00	900.00	660.00	73.33%
51330	Corporation Counsel	173,032.97	271,297.00	98,264.03	36.22%
51330	Child Support	671,166.59	1,022,205.00	351,038.41	34.34%
51420	County Clerk	207,659.47	323,430.00	115,770.53	35.79%
51424	County Clerk-Postage Meter	8,010.12	14,300.00	6,289.88	43.99%
51430	Health Benefit Payments	8,656,630.63	11,678,993.00	3,022,362.37	25.88%
51431	Health-Wellness	212,237.76	283,903.00	71,665.24	25.24%
51433	Human Resources-Labor Relations	855.50	28,200.00	27,344.50	96.97%
51435	Human Resources-Personnel	315,321.02	437,707.00	122,385.98	27.96%

9/25/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, September 30, 2018

		2018			
		Actual	Budget	Variance	Variance %
51436	Human Resources-Programs	198.72	3,670.00	3,471.28	94.59%
51440	County Clerk-Elections	60,622.93	94,621.00	33,998.07	35.93%
51450	Data Processing	1,211,448.69	1,804,291.00	592,842.31	32.86%
51451	Voice over IP	87,078.40	128,000.00	40,921.60	31.97%
51452	PC Replacement	174,524.29	200,600.00	26,075.71	13.00%
51453	Co Clerk-Inform & Commun	9,874.99	18,500.00	8,625.01	46.62%
51510	Finance	261,617.41	365,313.00	103,695.59	28.39%
51520	Treasurer	283,885.91	429,490.00	145,604.09	33.90%
51550	Purchasing	34,860.46	51,970.00	17,109.54	32.92%
51590	Contingency		265,683.00	265,683.00	100.00%
51611	Bldg Maint-Courthouse and Jail	836,091.77	1,152,179.00	316,087.23	27.43%
51630	Bldg Maint-Unified Svcs Building	7,733.18	10,889.00	3,155.82	28.98%
51640	Bldg Maint-Joint Use Building	5,087.80	11,851.00	6,763.20	57.07%
51650	Bldg Maint-Sheriff Lockup	1,952.86	4,547.00	2,594.14	57.05%
51660	Bldg Maint-CBRF's	3,172.15	7,471.00	4,298.85	57.54%
51670	Bldg Maint-River Block	313,658.27	681,520.00	367,861.73	53.98%
51710	Register of Deeds	285,877.88	423,055.00	137,377.12	32.47%
51711	Register of Deeds-Redaction	16,594.78	32,387.00	15,792.22	48.76%
51931	Property and Liability Insurance	498,948.43	612,071.00	113,122.57	18.48%
51933	Workers Comp Insurance	210,193.28	491,569.00	281,375.72	57.24%
51934	Sick Leave Conversion	229,479.67	500,000.00	270,520.33	54.10%
	Total General Government	16,792,915.67	24,484,721.00	7,691,805.33	31.41%
Public Safety					
52110	Sheriff-Administration	1,752,362.03	2,641,365.00	889,002.97	33.66%
52130	Radio Engineer	121,634.74	232,110.00	110,475.26	47.60%
52131	Sheriff-Indian Law Enforce	14,641.44	33,933.00	19,291.56	56.85%
52140	Sheriff-Traffic Police	2,015,313.06	3,065,437.00	1,050,123.94	34.26%
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510	Emer Mgmt-SARA Title III	24,323.79	52,085.00	27,761.21	53.30%
52520	Emergency Management	197,392.95	323,272.00	125,879.05	38.94%
52601	Dispatch	1,157,045.94	1,784,049.00	627,003.06	35.14%
52530	Emer Mgmt-Bldg Numbering	1,592.82	3,000.00	1,407.38	46.91%
52540	Emer Mgmt-Work Relief	115,786.14	140,926.00	25,139.86	17.84%
52710	Sheriff-Jail	1,562,484.86	2,505,702.00	943,217.14	37.64%
52712	Sheriff-Electronic Monitoring	141,858.96	183,188.00	41,329.04	22.56%
52713	Sheriff-PT Transp/Safekeeper	618,062.95	1,066,197.00	448,134.05	42.03%
52721	Sheriff-Jail Surcharge	107,961.41	187,570.00	79,608.59	42.44%
	Total Public Safety	7,830,460.89	12,219,834.00	4,389,373.11	35.92%
Public Works-Highway					
53110	Hwy-Administration	227,752.00	288,760.00	61,008.00	21.13%
53120	Hwy-Engineer	145,138.14	245,004.00	99,865.86	40.76%
53191	Hwy-Other Administration	270,846.38	335,112.00	64,265.62	19.18%
53210	Hwy-Employee Taxes & Benefits	(714,216.50)		714,216.50	0.00%
53220	Hwy-Field Tools	(14,061.36)	13,236.00	27,297.36	206.24%
53230	Hwy-Shop Operations	192,157.08	280,244.00	88,086.92	31.43%
53232	Hwy-Fuel Handling	5,852.20	12,100.00	6,247.80	51.63%
53240	Hwy-Machinery Operations	792,009.57	1,713,616.00	921,606.43	53.78%
53260	Hwy-Bituminous Ops	203,113.26	224,207.00	21,093.74	9.41%
53262	Hwy-Bituminous Ops	852.08	111,922.00	111,069.92	99.24%
53266	Hwy-Bituminous Ops	1,600,078.58	1,345,590.00	(254,488.58)	(18.91%)
53270	Hwy-Buildings & Grounds	116,001.70	164,134.00	48,132.30	29.33%
53281	Hwy-Acquisition of Capital Assets	168,463.33		(168,463.33)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	1,344,721.57	1,655,124.00	310,402.43	18.75%
53312	Hwy-Snow Remov	738,156.75	939,941.00	201,784.25	21.47%
53313	Hwy-Maintenance Gang	129,666.41	102,104.00	(27,562.41)	(26.99%)
53314	Hwy-Maint Gang-Materials	1,235.00	900.00	(335.00)	(37.22%)
53315	Hwy-Maint Gang	296,572.67		(296,572.67)	0.00%
53316	Hwy-Maint Salt Brine Operations	26,846.95		(26,846.95)	0.00%
53320	Hwy-Maint STHS	891,539.40	1,364,109.00	472,569.60	34.64%
53323	Hwy-Maint STHS PBM	22,176.97	52,600.00	30,423.03	57.84%
53330	Hwy-Local Roads	1,097,029.59	1,187,637.00	90,607.41	7.63%
53340	Hwy-County-Aid Road Construction	210,359.34	444,834.00	234,474.66	52.71%
53341	Hwy-County-Aid Bridge Construction	21,377.72	200,269.00	178,891.28	89.33%
53490	Hwy-State & Local Other Services	219,892.15	552,901.00	333,008.85	60.23%
	Total Public Works-Highway	7,993,560.98	11,237,644.00	3,244,083.02	28.87%
Health and Human Services					
54121	Health-Public Health	1,206,973.07	1,780,025.00	573,051.93	32.19%
54122	Health-WIC Program	244,344.77	354,641.00	110,296.23	31.10%
54128	Health-Public Health Grants	59,847.04	64,895.00	5,047.96	7.78%

9/25/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, September 30, 2018

		2018			
		Actual	Budget	Variance	Variance %
54129	Humane Officer	27,342.96	35,519.00	8,176.04	23.02%
54130	Health-Dental Sealants	80,589.32	128,779.00	48,189.68	37.42%
54132	Adams-Juneau Sanitation	183,658.13	266,514.00	82,855.87	31.09%
54210	Edgewater-Nursing	2,718,027.28	4,134,094.00	1,416,066.72	34.25%
54211	Edgewater-Housekeeping	104,357.02	131,548.00	27,190.98	20.67%
54212	Edgewater-Dietary	460,175.02	723,423.00	263,247.98	36.39%
54213	Edgewater-Laundry	48,608.15	150,061.00	101,452.85	67.61%
54214	Edgewater-Maintenance	246,278.82	382,204.00	135,925.18	35.56%
54217	Edgewater-Activities	112,477.90	169,940.00	57,462.10	33.81%
54218	Edgewater-Social Services	100,013.49	156,283.00	56,269.51	36.00%
54219	Edgewater-Administration	444,594.58	621,781.00	177,186.42	28.50%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54316	Mental Institutions State Charge		360.00	360.00	100.00%
54317	Human Services Crisis Stabilization	327,835.56	466,116.00	138,280.44	29.67%
54324	Norwood-SNF-CMI	721,695.07	1,047,175.00	325,479.93	31.08%
54325	Norwood SNF TBI	635,167.30	910,060.00	274,892.70	30.21%
54326	Norwood-Inpatient	2,253,617.11	3,567,009.00	1,313,391.89	36.82%
54350	Norwood-Dietary	745,699.33	1,010,031.00	264,331.67	26.17%
54351	Norwood-Plant Ops & Maint	577,541.32	840,365.00	262,823.68	31.27%
54363	Norwood-Medical Records	112,584.71	168,904.00	56,319.29	33.34%
54365	Norwood-Administration	893,912.64	1,244,555.00	350,642.36	28.17%
54401	Human Services-Child Welfare	2,321,540.92	3,607,277.00	1,285,736.08	35.64%
54405	Human Services-Youth Aids	2,214,785.45	3,310,128.00	1,095,342.55	33.09%
54410	Human Services-Child Care	87,562.51	140,048.00	52,485.49	37.48%
54413	Human Services-Transportation	224,258.48	369,556.00	145,297.52	39.32%
54420	Human Services-ESS	940,527.92	1,383,902.00	443,374.08	32.04%
54425	Human Services-FSET	1,898,608.53	2,789,886.00	891,277.47	31.95%
54435	Human Services-LIEAP	79,251.84	125,628.00	46,376.16	36.92%
54440	Human Services-Birth to Three	313,276.72	486,247.00	172,970.28	35.57%
54445	Human Services-Childrens COP	174,271.94	291,898.00	117,626.06	40.30%
54450	Human Services-Childrens Waivers	154,685.80	249,481.00	94,795.20	38.00%
54455	Human Services-CSP	358,564.31	569,147.00	210,582.69	37.00%
54460	Human Services-OPC MH	952,623.87	1,394,982.00	442,358.13	31.71%
54465	Human Services-CCS	1,309,138.54	1,760,681.00	451,542.46	25.65%
54470	Human Services-Crisis Legal Svc	487,651.06	724,832.00	237,180.94	32.72%
54475	Human Services-MH Contr COP	661,105.01	1,538,677.00	877,571.99	57.03%
54480	Human Services-OPC AODA	322,678.82	484,555.00	161,876.18	33.41%
54485	Human Services-OPC Day Treatment	55,669.06	80,368.00	24,698.94	30.73%
54495	Human Services-AODA Contract	34,790.38	136,100.00	101,309.62	74.44%
54500	Human Services-Administration	2,290,549.30	3,236,780.00	946,230.70	29.23%
54611	Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710	Veterans-Veterans Relief	1,379.87	5,411.00	4,031.13	74.50%
54720	Veterans-Veterans Service Officer	218,323.36	330,151.00	111,827.64	33.87%
54730	Veterans Relief Donations		300.00	300.00	100.00%
54740	Veterans-Care of Veterans Graves	1,396.00	2,865.00	1,469.00	51.27%
54750	Veterans-WDVA Grant	6,393.04	11,500.00	5,106.96	44.41%
Total Health and Human Services		27,414,373.32	41,610,460.00	14,196,086.68	34.12%
Culture, Recreation and Education					
55112	County Aid to Libraries	891,144.00	891,144.00		0.00%
55210	County Parks	1,144,832.54	1,625,697.00	480,864.46	29.58%
55441	Maintenance Snowmobile Trails	73,918.65	67,925.00	(5,993.65)	(8.82%)
55442	ATV Maintenance	8,884.44	12,715.00	3,830.56	30.13%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	286,841.34	516,662.00	229,820.66	44.48%
55630	UW-Extension Center-Marshfield	48,082.00	48,082.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	3,378.99	27,700.00	24,321.01	87.80%
55661	UW-Ext Farm Technology Days	43,000.00	43,000.00		0.00%
Total Culture, Recreation and Education:		2,557,081.96	3,289,925.00	732,843.04	22.28%
Conservation and Development					
56111	State Forestry Roads		3,300.00	3,300.00	100.00%
56121	Land Conservation	154,124.93	241,959.00	87,834.07	36.30%
56122	DATCP Grant	136,116.09	250,593.00	114,476.91	45.68%
56123	Wildlife Damage Abatement	29,360.32	80,785.00	51,424.68	63.66%
56125	Non-Metalic Mining Reclamation	27,712.09	40,054.00	12,341.91	30.81%
56127	Don Aron Memorial Fund	20,013.88	22,000.00	1,986.12	9.03%
56310	County Planner	255,530.52	369,261.00	113,730.48	30.80%
56320	Land Record	79,684.30	255,729.00	176,044.70	68.84%
56340	Surveyor	13,005.04	44,750.00	31,744.96	70.94%
56730	Transp & ED-Airport Aid	17,500.00	17,500.00		0.00%
56740	Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%

9/25/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, September 30, 2018

		2018			
		Actual	Budget	Variance	Variance %
56750	Transp & Economic Develop	133,427.96	141,075.00	7,647.04	5.42%
56780	CDBG-ED	520.73	30,000.00	29,479.27	98.26%
56911	State Wildlife Habitat	1,935.00	2,500.00	565.00	22.60%
56913	Park & Forestry Capital Proj	33,173.96	165,063.00	131,889.04	79.90%
56943	Private Sewage System	110,261.11	196,939.00	86,677.89	44.01%
	Total Conservation and Development	1,089,710.03	1,938,853.00	849,142.97	43.80%
Capital Outlay					
57120	Cap Projects-Gen Government	7,715.71		(7,715.71)	0.00%
57121	Cap Projects-Parks	102,614.15	140,000.00	37,385.85	26.70%
57127	Cap Projects-Computers	70,566.90	93,000.00	22,433.10	24.12%
57208	Cap Projects-Dispatch		40,000.00	40,000.00	100.00%
57213	Cap Projects-Emergency Management		225,000.00	225,000.00	100.00%
57216	Cap Projects-Computer Software		29,000.00	29,000.00	100.00%
57310	Highway Capital Projects	3,726,883.25	2,499,999.00	(1,226,884.25)	(49.08%)
57410	Cap Projects-Human Services	84,500.00		(84,500.00)	0.00%
57412	Cap Projects-Edgewater	201,614.04	337,367.00	135,752.96	40.24%
57420	Cap Projects-Norwood	165,316.24	196,500.00	31,183.76	15.87%
57640	UW Remodeling/Construction	78,363.13	111,000.00	32,636.87	29.40%
57930	Depreciation & Amortization	(1,737.00)		1,737.00	0.00%
57940	Depreciation & Amortization	160,519.60		(160,519.60)	0.00%
	Total Capital Outlay	4,596,356.02	3,671,866.00	(924,490.02)	(25.18%)
Debt Service					
58110	Debt Service Principal-Gen Gov		465,000.00	465,000.00	100.00%
58140	Debt Service Principal-Highway	8,400.00	4,156,800.00	4,148,400.00	99.80%
58210	Debt Service Interest-General Gov	65,320.27	99,567.00	34,246.73	34.40%
58230	Debt Service Interest-2017 Capital Projects	34,417.80	75,477.00	41,059.20	54.40%
58240	Debt Service Interest-Highway	178,930.98	365,973.00	187,042.02	51.11%
	Total Debt Service	287,069.05	5,162,817.00	4,875,747.95	94.44%
Other Financing Uses					
59210	Transfers to General Fund	2,785,879.79	6,532,243.00	3,746,363.21	57.35%
59220	Transfer to Special Revenue		12,162.00	12,162.00	100.00%
59270	Transfer to Internal Service		(138,847.00)	(138,847.00)	100.00%
	Total Other Financing Uses	2,785,879.79	6,405,558.00	3,619,678.21	56.51%
TOTAL EXPENDITURES		71,347,407.71	110,021,678.00	38,674,270.29	35.15%
NET INCOME (LOSS) *		(1,424,217.07)	(6,256,974.00)	4,832,756.93	(77.24%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

September 28, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – September 2018

General Highlights- Kim McGrath:

- Attended the September Executive Meeting where the committee discussed the payroll transition, Wage Plan, Department Head Retreat, and 2019 HR Department Budget.
- With respect to a former employee appealing a termination at the 5th step in the County's Complaint Resolution Process, began the initial stages of planning for the upcoming hearing including identifying potential witnesses. The hearing will be held before an Impartial Hearing Officer on Friday, November 2, 2018 at the Wood County Courthouse.
- Attended the September Judicial & Legislative Committee. Topics discussed include merit pay, reviewing the benchmarking information on the size and scope of the Corporation Counsel Office, and reviewing a draft job description for the County's Administrative Coordinator.
- Attended the Stevens Point Area Human Resources Association annual conference on the topic of "HR as a Strategic Partner" in Stevens Point on September 12th.
- Reviewed the 2018 JDQ results with Carlson Dettmann consultant, Patrick Glynn. Prepared a summary and memo for the Executive Committee to review.
- On September 5th and 19th met with Finance and IT staff to discuss any payroll related issues that came up in the most recent pay cycles.
- Met with the Highway Commissioner on September 13th regarding the current safety reimbursement policy and draft step-up-pay policy.
- Met with the Finance Director on September 19th to discuss the County's reimbursement policy and WRS guidelines on reportable earnings.
- Continued planning the Department Head Retreat to be held on October 24th at the Nepco Shelter Building.
- Attended the continuation of a Department of Workforce Development Equal Rights Division "Hearing on the Issue of Probable Cause" at Wisconsin Rapids City Hall on September 20th and 21st. The hearing is now concluded. The Administrative Law Judge will allow both parties to submit a brief or position statement, due in November. The judge will then issue her decision within 3 months of receiving the briefs.
- On September 25th, attended the monthly conference call with The Horton Group. Items discussed include 2019 open enrollment, 2019 benefits guide, potential changes to the Summary Plan Document (SPD), credible coverage notices, the status of a life insurance claim, and benefit vendor billing cycles.
- Prepared the updated Wage Plan draft and resolution for the Executive Committee.
- Reviewed and compiled all potential edits and recommendations for the Employee Policy handbook update for the Executive Committee to review.
- Received and responded to several open records requests.

- Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Benefits & HRIS Administrator – Jodi Pingel (working limited hours due to LOA)

- Processed Family Medical Leave requests
- New Hire Entries and Benefit Elections/Qualifying Events – Add in vendor websites
- Terminations –cancel insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc.
- September 2018 COBRA Remittance
- September 2018 TASC Admin Fees
- September 2018 WPS Billing Statements/Bill Summary
- PEHP Accounts set-up and voucher completed
- Beneficiary Designation Forms
 - Requested completed forms from employees and processed updates
- Processed vouchers for vendor invoices
- Met with employees re: questions on benefits, FMLA, qualifying events, etc.

Human Resource Generalist- Angel Butler-Meddaugh

- Requested list from Department of Safety and Professional Services regarding licensed RN's and LPN's within the State of Wisconsin for Wood County Annex and Health Center. Prepared flyer for Administrator who emailed over 6,000 license holders of positions available.
- References and backgrounds completed for two full-time Economic Support Specialists. Offers extended and accepted, both with a start date on September 24, 2018. Recruitment file closed and all applicants notified that position was filled.
- Coordinated interviews for part-time Legal Assistant position in Corporation Counsel Office. Final candidate selected, references and offer made, which was accepted with a start date of September 17, 2018. Recruitment file closed and all applicants notified that position was filled.
- Ran six caregiver background checks with Department of Justice, in the State of Wisconsin. Results forwarded to supervisors for review.
- Coordinated interviews for Corrections Officers on September 18th and 19th.
- Replied to four requests from other counties requesting varied information on selected topics.
- Conducted three exit interviews with outgoing employees. Memo sent to Department Head and HR Director for review. Prepared six payout information forms and either discussed with outgoing employee or forwarded to Finance to be included with their final paycheck.
- References and background completed on one full-time Crisis Interventionist. Offer extended and accepted with a start date of September 10th. Recruitment file closed and all applicants notified that the position has been filled.
- Coordinated interviews for the Maintenance Technician at Edgewater Haven Nursing Home in the absence of their assistant.
- Coordinated interviews for the PC Technician position in the IT Department for September 14th. References and background completed, offer was extended and accepted. Start date will be October 8, 2018. Closed recruitment file and notified all applicants position was filled.
- References and background were conducted on a full-time Social Worker. Offer extended and accepted, with a start date of September 17, 2018. Recruitment file closed and all applicants notified that the position has been filled.
- References and background completed for a casual Residential Aide. Offer extended and accepted with a start date of September 17th.
- Set up new account services with Concentra Health Solutions regarding our random DOT testing program. USHealthWorks was bought out by Concentra.

- Reported wages and hours to the Wisconsin Retirement System for seven employees who have left Wood County employment for various reasons, including retirement.
- References and backgrounds; along with degree verifications were completed on two candidates regarding two WIC Health Educator/Nutritionist candidates. Two offers were extended and one was accepted with a start date of October 1st. The second candidate declined as she accepted another position out of State. Position was reposted with a deadline of October 3rd.
- Coordinated and scheduled interviews regarding a Social Worker – Initial Response position for September 21st and September 27th.
- Provided calculations to Child Support regarding a new employee's wages & fringes for State billing purposes.
- Assisted with multiple public inquiries regarding various subjects, by phone and counter.
- Coordinated and completed a Michigan, Wisconsin and Ohio background; along with an out of state drug test regarding a Psychiatrist that will be hired in Human Services.
- Ordered two retirement plaques; one sent directly to Norwood.
- Assisting the Dispatch Manager to recruit for Dispatchers. Position has been posted and currently, there is one vacancy and we will also be establishing an eligibility list. Signed agreements with Ergometrics (testing) and Mid-State Technical College to hold the testing on October 25, 2018.
- Assisting Investigator/Sergeant Jeremy Keith from the Sheriff's Department to fill part-time Deputy Sheriff positions (Reserves). Posted position with a deadline of October 31st.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

Refilled Position	Department	Position	Status
New Position	Corp Counsel	Legal Secretary	Filled
Replacement	Dispatch	Dispatcher/Eligibility List	Deadline 10/7/18
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment by Edgewater
Replacement	Health	WIC Health Educator (Intake)	Offer Pending
Replacement	Health	WIC Health Educator/Nutritionist	Deadline 10/3/18
Replacement	Human Services	Social Worker – Fam Services Ongoing (1)	Filled
Replacement	Human Services	Social Worker – Initial Response	Interviewing
Replacement	Human Services	Casual Crisis Interventionists	Establishing Elig List
Replacement	Human Services	Community Behavioral Health Nurse Manager	Deadline 9/23/18
Replacement	Human Services	Deputy Director	Deadline 9/30/18
Replacement	Human Services	Crisis Interventionists (FT & PT)	FT Filled
Replacement	Human Services	Social Work Supervisor	Deadline 9/23/18
Replacement	Human Services	Residential Aide – Full-Time	Deadline 9/23/18
Replacement	Human Services	Economic Support Specialist (WR)	Deadline 10/7/18
Replacement	Human Services	Economic Support Specialist (Mfld)	Deadline 9/23/18
Replacement	Human Services	Residential Aides (Casual)	Deadline 9/30/18
Replacement	IT/Systems	PC Technician	Offer Pending
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Norwood	Psychologist	Filled
Replacement	Sheriff	Part-Time Deputies/Elig List	Deadline 10/31/18

Human Resources Assistant – Kelli Quinnell

- Along with the HR Director, participated in a call with Patrick Glynn from Carlson Dettmann regarding the 2018 JDQ's.
- Conducted new hire orientations on September 10th and 24th for seven new hires.
- Attended a meeting of the Finance, IT and HR Departments on September 5th and 19th to discuss payroll. The Payroll Administrator and I continue to work closely together to refine processes.
- Met with the Finance Director and Payroll Administrator on September 19th to discuss WRS reportable earnings and the County's reimbursement policy.
- Processed multiple Family and Medical Leave requests.
- Met with an employee on September 19th to discuss a leave of absence request.
- Processed multiple benefit enrollments and terminations as well as qualifying events in both HRMS and with vendor websites.
- Assisted multiple employees with questions related to benefits. In some cases, worked with the benefit vendor and/or the Horton Group to resolve the question.
- Along with the HR Director, participated in the monthly conference call with the Horton Group on September 25th.
- Continue working with the Horton Group to finalize details for Open Enrollment. A final copy of the 2019 Benefits Guide was submitted to purchasing for printing.
- Continue to prepare internal Open Enrollment documents to be distributed to employees with the October 11th paystubs.
- Along with HR Generalist, prepared payout sheets for terminating employees and provided them to payroll.
- Sent pay adjustment sheets to Payroll Administrator. Reviewed Open Payroll reports from Payroll Administrator to verify benefit entries/changes that had been made during the pay period.
- Responded to another county's request for information on the structure of the County's health insurance premiums for part time employees.
- Gathered information for HR Director in regards to an open records request.
- Entered multiple HR vouchers for payment.
- Attended the September Executive Committee Meeting to take minutes. Prepared the minutes for approval.

For specific information on HR activities, please contact the HR Department.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

September 2018

- ◆ The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. Those that click on an email that is part of a simulated Phishing test will continue to be enrolled in additional training.
- ◆ Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Additional accounts were setup for Edgewater Matrix in preparation for the Norwood TBI unit move to Edgewater.
- ◆ The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The database engine and database server location was inadvertently moved by the vendor. IT staff discussed with the RtVision vendor our security concerns and has determined our course of resolution. IT staff met with Highway staff to discuss the resolution of relocation of the web server and the effects that this resolution will have on employee remote application access. The RtVision vendor is using our specs and continues to work on a solution for Winter Storm reporting.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. IT works to adjust settings as changes occur. Training for separation and sharing of duty between HR and Finance is progressing rapidly and smoothly. Training and support of Finance staff now includes more extensive TimeStar functionality as duties continue to move from HR to Finance. Creation of enhanced training documentation is ongoing. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system has been replaced. Zoning permit tracking in the web based system is complete. Development of the sanitary service module was started. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
- ◆ System discovery, research and documentation is being conducted regarding multiple departmental use of Quicken software. IT is assisting has determined the solution that provides the best security, auditability, and affordable software licensing model. Documentation, license, and implementation of updated Quicken software will begin in late September.
- ◆ Met with UWEX staff to discuss enhancement requests for the in house UWEX receipting & inventory system.
- ◆ Completed several training modules using IT online training courses for web development and C# programming.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Installed network grounding cable and equipment at the Wood County (WC) Annex & Health Center. Assistance from Lee Ackerman in maintenance greatly reduced installation time. All remediation activities relating to the lightning strike at Norwood are complete.
- ◆ The replacement switch was installed at WC Annex & Health Center on 9/12 with minimal downtime. This was accomplished without affecting the critical operations of Crisis Intervention. Certain devices had to be power cycled due to them being plugged into the switch being swapped out, but no issues were reported after. IT staff also changed the connections between network devices which will increase the speed of devices communicating within the WC Annex.
- ◆ Participated in a debrief meeting between IT, Norwood Health Center, Dispatch, Emergency Management and Courthouse Maintenance to review the lightning strike incident. Discussed what went well during the incident and what areas could be improved upon to help us better prepare for future incidents.
- ◆ Performed site inventories of IT related equipment at county tower sites. Inspected data network grounding at applicable county tower sites. Ordered required equipment and cabling to meet "Best Practice" standards.
- ◆ Replaced a failed UPS unit at Powers bluff. New device contains enhanced monitoring and reporting features to help prevent unexpected outages.
- ◆ Switched newly installed Health Department Freezer power and monitoring equipment to existing UPS and Remote Telemetry Unit at River block
- ◆ Worked with the GIS coordinator on updating the Wood County Mapping for Dispatch and the officers. These maps have more detail along with updated roads and houses. They will help Dispatch with navigating items within the County.
- ◆ Continued development for the BNI system for the Emergency Management department.
- ◆ IT staff has been continuing close support with the Payroll software for the HR and Finance departments. There is biweekly meetings to discuss any issues or items that need to be addressed.
- ◆ Worked to implement a new 2FA server to correct issues authenticating cards on new squad laptops. Will begin deployment of Sheriff's Department squad mobile units the first week of October.
- ◆ Helped troubleshoot and resolve issues with email communications with the State of Wisconsin CCAP users.
- ◆ Power Outage at Powers Bluff – on 9/18 a tree fell on the power lines feeding the Powers Bluff location which affected the microwave communications for Wood County. IT notified the Communications Coordinator immediately and IT staff went to assess the situation. The backup generator failed to start properly even with recent testing. IT was able to source a UPS to power the necessary devices to restore communication. The local utility company was able to restore power to the location roughly 2 hours after the lines going down.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ 646 helpdesk requests were created in August, with staff completing 639 tickets and leaving 216 open requests. These numbers represent service requests from departments throughout the County.
- ◆ The paging at Norwood WC Annex & Health Center froze up disabling paging throughout the facility. IT reset some associated devices, however this did not fix the problem. Support was contacted and was able to get things working, however they suggested a software upgrade to the system to address the issue. IT will work with Norwood to schedule a maintenance window to perform the upgrade.
- ◆ Server patching continues to occur Mondays evenings in an effort to fully patch all County servers for security purposes.
- ◆ Began researching Business Continuity/disaster recover plan. Scheduled meetings to review options available and work to find the proper solution for Wood County.
- ◆ Worked with the City of Marshfield on a new VPN (Virtual Private Network) to accommodate the move of Marshfield City Hall. This is still a work in progress.
- ◆ Worked with Health Department staff to plan and transfer control of the Wisconsin WIC Association website and domain (wiwica.org) to an outside website hosting company. The Association is hiring a web design firm to update the design of their website. Wood County has been hosting the current site for the Association since 2012.
- ◆ Development work continues on the Park Reservations system. The project includes a major update related to payment processing and internal improvements.
- ◆ Continued research and correction of various billing errors and issues.
- ◆ Recruited and hired a replacement to fill the PC Technician vacancy.
- ◆ Attended TCM Multi-County group meeting in Appleton, WI.
- ◆ Staff attended the Fall GIPAW (Governmental Information Processing Association of Wisconsin) Conference. This was a 2- day event held in Eau Claire, WI.
- ◆ IT Director attended and co-presented "Connecting the Dots Between IT and the Organization" workshop at the WCA Conference held in La Crosse, WI.



Wood County

WISCONSIN

MAINTENANCE DEPARTMENT

Reuben Van Tassel

Monthly Letter of Comments September 2018

- Continuing to work on Emergency Management E.O.C. remodel.
- Showed Airport Avenue and 12th Street properties.
- Met with a Focus on Energy representative for a facility lighting survey.
- Toured Marquette County Courthouse.
- Met with other Dept. heads for a debriefing meeting regarding the lightning strike at Norwood.
- Ongoing meetings with Courthouse Departments to assign door groups for the upcoming door access system upgrade.
- Worked with representative from Gappa security for 2 days to establish needs for the upcoming door access system upgrade.
- Met with Waste Management and Advanced Disposal to discuss current needs and potential changes to find cost savings.
- Meetings with Advance Janitorial and Liberty Cleaners to discuss River Block cleaning.
- Created and distributed a project worksheet to County Departments that manage their own building and construction projects. This document should help Wood County maintain a thorough level of planning in an effort to limit owner liability.
- As we continue to plan for upgrades regarding Courthouse security, a discussion has started regarding trees near the building that present a safety and/or security concern. There are several trees near the Jail which could allow access to or from the roof, and that also limit the Fire Department from their designated roof access point. We are planning to remove those trees before the end of the year.
- Attended: Executive Committee, County Board, Judicial & Legislative Committee meetings.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – September 2018

Safety/Risk/Insurance/Work Comp - News & Activities:

- Working on Insurance renewals for 2019.

Lost Time/ Restricted Duty/Medical Injuries: 2

- 08/27/2018 – Human Services – Employee sustained an electrical shock from a lighting strike while on the phone. Medical only.
- 09/16/2018 – Sheriff's – Employee sustained strains to the head, neck and back when his squad was struck by a resident vehicle. Medical only at this time.

First Aid Injuries: 3

- 08/24/2018 – Highway – Employee sustained a right wrist strain while cleaning paver.
- 08/28/2018 – Sheriff's – Employee sustained cuts to the left arm while attempting to control a combative inmate.
- 09/29/2018 – Highway – Employee sustained a back strain when paving asphalt and tipped machine.

Property/Vehicle Damage Claims: 4

- 08/24/2018 – Norwood – Damage to IT equipment from a lightning strike. \$14,560 loss to date.
- 08/29/2018 Highway – Truck vs Deer. Loss of \$6524.82.
- 09/06/2018 - Sheriff's – Squad damaged when a resident vehicle rear ended it. Subrogation claim for \$10,649.44.
- 09/20/2018 – Sheriff's – Damage to squad when pole struck it during high winds. Estimated loss \$851.00.

Liability – Wood County - Notice of Injury and Claim: 1

- 09/12/2018 – Sheriff's – Resident claim for vehicle damage from our squad backing into it at an accident scene. Estimated loss of \$991.92

Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases/ EEOC claims/ etc.:

- Currently 4 active suicide claims.
- Currently 2 active EEOC claims.

2018 Goals: Continue Pro Active Injury and Loss Control Initiatives.

Continue to encourage departments and employee's to call the Alaris Care Line when injured at work and the injury requires medical treatment. This will help control work comp claims costs in the future.

Continue to lower work comp department charges for future budgets if work comp reserve fund remains high. The proactive approach to safety is working well for the county.

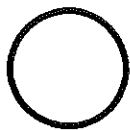
Risk Management assisted Norwood with purchasing of a restraint chair for combative residents. Safety purchased Highway Department gloves for paving and cold weather conditions.

TREASURER'S REPORT

10-02-2018

By: H. Gehrt

- Attended the Executive Committee Meeting on September 4.
- Attended United Way Meeting on September 6.
- Attended United Way Meeting on September 13.
- Attended special Executive Committee Meeting on September 18.
- Attended County Board on September 18.
- Attended District Meeting in Eau Claire, via telephone, on September 25.
- Worked with the Sheriff's Department and a local locksmith to lock up 7 houses that were taken back by tax deed at August County Board. One of the homes was still occupied, but that person made contact with me and will be gone by September 30. I will just need to go to that property once vacated and lock up.
- I am currently working with WoodTrust Bank and the County Clerk's office regarding the ATM in the front lobby.



RESOLUTION#

Introduced by _____ Executive Committee
Page 1 of 7

ITEM# 1-1

DATE October 16, 2018

Effective Date October 16, 2018

Committee

MAC

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

INTENT & SYNOPSIS: INTENT & SYNOPSIS: RESOLUTION AWARDING THE SALE OF \$3,440,000* GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2018A

WHEREAS, on June 19, 2018, the County Board of Supervisors of Wood County, Wisconsin (the "County"), by a vote of at least three-fourths of the members-elect, adopted an initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$4,000,000 for the public purpose of financing 2019 highway projects and capital improvement projects (collectively, the "Project") (the above-referenced initial resolution is referred to herein as the "Initial Resolution");

WHEREAS, the County is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purpose;

WHEREAS, none of the proceeds of the general obligation promissory notes shall be used to fund the operating expenses of the general fund of the County or to fund the operating expenses of any special revenue fund of the County that is supported by the property taxes;

WHEREAS, the County has directed Springsted Incorporated ("Springsted") to take the steps necessary to sell general obligation promissory notes designated "General Obligation Promissory Notes, Series 2018A" (the "Notes") authorized by the Initial Resolution to pay the cost of the Project;

WHEREAS, Springsted, in consultation with the officials of the County, prepared an Official Terms of Offering (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on October 15, 2018;

WHEREAS, the County Clerk (in consultation with Springsted) caused a form of notice of the sale to be published and/or announced and caused the Official Terms of Offering to be distributed to potential bidders offering the Notes for public sale on October 15, 2018;

WHEREAS, the County has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Terms of Offering and is deemed to be the most advantageous to the County. Springsted has recommended that the County accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.



RESOLUTION# _____

ITEM# _____

DATE _____

Effective Date: _____

Introduced by _____
Page 2 of 7

Committee _____

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Ratification of the Official Terms of Offering and Offering Materials. The County Board of Supervisors hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Terms of Offering and any other offering materials prepared and circulated by Springsted are hereby ratified and approved in all respects. All actions taken by officers of the County and Springsted in connection with the preparation and distribution of the Official Terms of Offering, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Notes. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Chairperson and County Clerk or other appropriate officers of the County are authorized and directed to execute an acceptance of the Proposal on behalf of the County. The good faith deposit of the Purchaser shall be retained by the County Treasurer and applied in accordance with the Official Terms of Offering, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2018A"; shall be issued in the aggregate principal amount of \$3,440,000*; shall be dated November 15, 2018; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on October 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2019. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

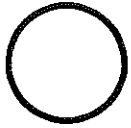
Section 3. Redemption Provisions. The Notes maturing on October 1, 2026 and thereafter are subject to redemption prior to maturity, at the option of the County, on October 1, 2025 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the County, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the County shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2018 through 2027 for payments due in the years 2019 through 2028 in the amounts set forth on the Schedule.



RESOLUTION# _____

ITEM# _____

DATE _____

Effective Date: _____

Introduced by _____

Page 3 of 7

Committee _____

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

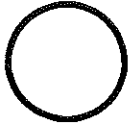
(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2018A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the County above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes



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into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed or for the payment of the principal of and the interest on the Notes. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

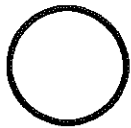
Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same

**RESOLUTION#** _____

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extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the County Clerk or the County Treasurer (the "Fiscal Agent"). In the event the County determines that it is necessary and desirable to appoint a third party fiscal agent with respect to the Notes, the Chairperson and County Clerk are authorized to enter into a fiscal agency agreement with a bank or trust company approved by the Chairperson and County Clerk to serve as Fiscal Agent pursuant to Wis. Stats. Sec. 67.10(2). Such fiscal agency agreement may provide among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes. In the event a third party fiscal agent is appointed, such changes in the note form and the manner of registration and transfer of the Notes as are necessary or desirable to reflect that fact may also be made.

Section 13. Persons Treated as Owners; Transfer of Notes. The County shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

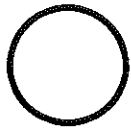
Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the County Clerk or other authorized representative of the County is authorized and directed to execute and deliver to DTC on behalf of the County to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the County Clerk's office.

Section 16. Official Statement. The County Board of Supervisors hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and

**RESOLUTION#** _____

ITEM# _____

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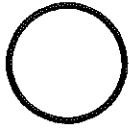
Exchange Act of 1934 (the "Rule"). All actions taken by officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 18. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.



RESOLUTION# _____

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Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded October 16, 2018.

Douglas J. Machon
Chairperson

ATTEST:

Trent Miner
County Clerk

(SEAL)

EXHIBIT A

Official Terms of Offering

To be provided by Springsted Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT B

Bid Tabulation

To be provided by Springsted Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT C

Winning Bid

To be provided by Springsted Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-1

Pricing Summary

To be provided by Springsted Incorporated and incorporated into the Resolution.

(See Attached)

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Springsted Incorporated and incorporated into the Resolution.

(See Attached)

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on October 1, ____, ____, ____ and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on October 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on October 1, ____

<u>Redemption</u> <u>Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on October 1, ____

<u>Redemption</u> <u>Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on October 1, ____

<u>Redemption</u> <u>Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on October 1, ____

<u>Redemption</u> <u>Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)]

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA
NO. R- STATE OF WISCONSIN DOLLARS
WOOD COUNTY \$
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2018A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
October 1, November 15, 2018 %

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: THOUSAND DOLLARS
(\$)

FOR VALUE RECEIVED, Wood County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2019 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the County Clerk or County Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$3,440,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the County pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of financing 2019 highway projects and capital improvement projects, as authorized by resolutions adopted on June 19, 2018 and October 16, 2018. Said resolutions are recorded in the official minutes of the County Board of Supervisors for said dates.

The Notes maturing on October 1, 2026 and thereafter are subject to redemption prior to maturity, at the option of the County, on October 1, 2025 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the County, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution awarding the Notes, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the County Board of Supervisors as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the County appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new

depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and County may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Wood County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

WOOD COUNTY, WISCONSIN

By: _____
Douglas J. Machon
Chairperson

(SEAL)

By: _____
Trent Miner
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

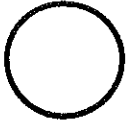
Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)



RESOLUTION#

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Executive Committee

CAK

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	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: <u>MAC</u>	, Finance Dir.	

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$18,194.18**

WHEREAS, by Resolution No. 18-8-3, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 33-00197AA, more particularly described as:

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

Lot 1 of Wood County Certified Survey Map No. 7984 (recorded in Volume 27 of Survey Maps at Page 184 as Document No. 2004R081-12) said lot being part of Lots 5 and 6 of Block S, City of Marshfield, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 19, 2018 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

RESOLUTION#

Introduced by
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Executive Committee

CAK

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

INTENT & SYNOPSIS: Authorize the sale of tax deed property back to former owner.

FISCAL NOTE: Paid Amount **\$12,908.26**

WHEREAS, by Resolution No. 18-8-3, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 33-04102, more particularly described as:

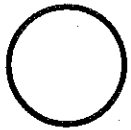
Lot 2 of Derge's Subdivision, City of Marshfield, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 17, 2018 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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



RESOLUTION#

Introduced by Executive Committee
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Committee

CAK

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	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: <u>MAC</u> , Finance Dir.	

INTENT & SYNOPSIS: Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

FISCAL NOTE: TAXES 2014 – 2017	\$92,979.17
SPEC. CHARGES	5,266.92
DEL UTILITIES	6,796.05
SPEC. ASSESSMENTS	216.95
PUBLICATION FEES	1,697.06
TAX DEEDING EXP.	2,507.00

TOTAL**\$109,463.15**

WHEREAS, Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

WHEREAS, there are delinquent taxes and special charges owing since **2014**. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

WHEREAS, Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

01-00218A That part of the SE 1/4 of the SE 1/4 Quarter of S14, T24N, R4E, Town of Arpin, Wood County, Wisconsin, described as follows: Commencing at the post on the NE corner of the SE 1/4 of the SE 1/4 of Section 14, Township 24 North, Range 4 East, proceed thence Southerly a distance of 598 feet for a point of beginning, run thence Southerly 220 feet, run thence Westerly 208 feet, run thence Northerly 220 feet, run thence Easterly 208 feet to the point of beginning. Except highway.

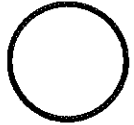
Taxes 2014-2017	\$4,234.86
Publication Fees	\$20.00
Tax Deed Expense	\$107.00

Property is located at 8549 County Rd K, Town of Arpin.

03-00108C Lot 1 of WCCSM No. 5417 (recorded in Volume 19 of Survey Maps at Page 17 as Document No. 758303) being part of the NW 1/4 of the NE 1/4 of S31, T25N, R3E, Town of Cameron, Wood County, Wisconsin.

Taxes 2014-2017	\$1,926.61
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located at 9405 Mill Creek Rd. Town of Cameron.

**RESOLUTION#** _____
 Introduced by _____
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Committee _____

07-00714 That part of the SW 1/4 of the SW 1/4 of S24 T22N R6E, Town of Grand Rapids, Wood County, Wisconsin, described as follows: Beginning at the SE corner of said 40 acre tract, run thence North 320' on the East line of said 40 to a point on the North line of Lake Drive Highway, run thence West 6.4' more or less on the North line of said Lake Drive Highway to a point which is the SW corner of Lot 1 of Fisher's Pineview Subdivision, Town of Grand Rapids, Wood County, Wisconsin, according to the recorded plat thereof, run thence North 60' on the West line of said Lot 1 and parallel with the East line of said SW 1/4 of the SW 1/4 for the starting point of the land hereby described, run thence South on the line last described herein 60 feet to the said point on the North line of Lake Drive Highway, run thence West on the North line of said Lake Drive Highway 100', run thence in a Northeasterly direction in a straight line to the starting point of the land hereby described, describing hereby a triangular tract 60' North and South of the East line, and 100' East and West on the South line thereof.

Taxes 2014-2017	\$7.38
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is vacant land west of 6811 Wazeecha Ave, Town of Grand Rapids.

07-03651 Lot 34 of Brookwood Estates, Town of Grand Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$15,641.99
Special Charges	\$393.00
Publication Fees	\$20.00
Tax Deed Expense	\$107.00

Property is located at 4530 Westwood Dr, Town of Grand Rapids.

12-00512A Lot 1 of WCCSM No. 9539 (recorded in Volume 34 of Survey Maps at Page 39 as Document No. 2012R12480) being part of the SW 1/4 of the SW 1/4 of S32 T25N R5E, Town of Milladore, Wood County, Wisconsin.

Taxes 2014-2017	\$119.89
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

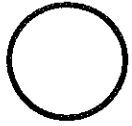
Property is located at 9740 Brookside Rd, Town of Milladore.

12-00589 The West 80 feet of Lot 2 and Lot 4, except the South 75 feet of the East 20 feet, all in Block 2 of Community Plat of Blenker, Town of Milladore, Wood County, Wisconsin.

Taxes 2014-2017	\$2,723.61
Delinquent Utilities	\$2,137.80
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located at 3818 County Rd P, Town of Milladore.

18-00869C Lot 1 of WCCSM No. 5720 (recorded in Volume 20 of Survey Maps at Page 20 as Document No. 776502) being part of the NW 1/4 of the NW 1/4 of S23 T21N R5E, Town of Saratoga, Wood County, Wisconsin.



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Taxes 2014-2017	\$7,342.12
Special Charges	\$567.60
Publication Fees	\$109.79
Tax Deed Expense	\$111.00

Property is located at 11253 County Rd Z, Town of Saratoga.

18-01588 Lot 25 of Town of Saratoga Assessor's Plat No. 1, Town of Saratoga, Wood County, Wisconsin.

Taxes 2014-2017	\$248.03
Publication Fees	\$20.00
Tax Deed Expense	\$107.00

Property is located at 1168 Pixler Ct, Town of Saratoga.

24-00242 Lot 4, Block 10, Addition of 1934 to the Village of Biron, Wood County, Wisconsin.

Taxes 2014-2017	\$5,181.55
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located at 960 Center St, Village of Biron.

26-00054 Lot 6, Block 2, Plat of Milladore, Village of Milladore, Wood County, Wisconsin.

Taxes 2014-2017	\$147.71
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located West of 138 Main St, Village of Milladore.

27-00343 Lot 4 and the North 36.5 feet of Lot 3 of Block 26 of the Third Addition to the Village of Port Edwards, Wood County, Wisconsin.

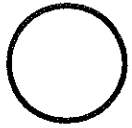
Taxes 2014-2017	\$8,114.55
Special Charges	\$844.80
Delinquent Utilities	\$467.10
Publication Fees	\$109.79
Tax Deed Expense	\$107.00

Property is located at 741 Wisconsin River Dr, Village of Port Edwards.

27-00393 Lot 7, Block 34 of the Third Addition to the Village of Port Edwards, Wood County, Wisconsin.

Taxes 2014-2017	\$3,918.05
Special Charges	\$330.00
Publication Fees	\$109.79
Tax Deed Expense	\$119.00

Property is located at 141 Adams Ave. Village of Port Edwards.



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30-00033B That part of the NE 1/4 of the NE 1/4 of S9 T21N R5E, City of Nekoosa, Wood County, Wisconsin, described as follows, to wit: Commencing at a point 30 feet West and 227 ½ feet North of the Southeast corner of said forty as a starting point; run thence West parallel with the South line of said forty a distance of 130 feet; run thence North parallel with the East line of said forty a distance of 64 ½ feet; run thence East parallel with the South line of said forty a distance of 130 feet; run thence South parallel with the East line of said forty a distance of 64 ½ feet to the point of beginning.

Taxes 2014-2017	\$1,415.23
Special Charges	\$416.62
Delinquent Utilities	\$1,089.09
Publication Fees	\$20.00
Tax Deed Expense	\$184.00

Property is located at 407 N Section St, City of Wisconsin Rapids.

31-00046AB Lot 2 of WCCSM Map No. 9471 (recorded in Volume 33 of Survey Maps at Page 171 as Document No. 2012R06123) being part of Lot 3 of the Subdivision of the SE 1/4 of the NE 1/4 of S27 T23N R3E, according to the Sargents Plat of the City of Pittsville, Wood County, Wisconsin.

Taxes 2014-2017	\$1,750.84
Special Charges	\$300.00
Delinquent Utilities	\$384.07
Publication Fees	\$109.79
Tax Deed Expense	\$117.00

Property is located at 8181 High St, City of Pittsville.

33-02100A Lot 1 of WCCSM No. 4836 (recorded in Volume 17 of Survey Maps at Page 36 as Document No. 720845) being part of Lot 3 Block G of Philip Adler's 3rd Addition to City of Marshfield, Wood County, Wisconsin.

Special Charges	\$314.90
Special Assessments	\$216.95
Publication Fees	\$109.79
Tax Deed Expense	\$109.00

Property is located at 710 N Wood Ave, City of Marshfield.

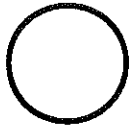
33-02871 The North 100 feet of the East 118 feet of Block 225, City of Marshfield, Wood County, Wisconsin.

Taxes 2014-2017	\$9,983.67
Delinquent Utilities	\$175.66
Publication Fees	\$20.00
Tax Deed Expense	\$107.00

Property is located at 610 E 6th St, City of Marshfield.

34-02210 Block 5 of Lyon Land Company's 2nd Addition to the City of Grand Rapids, now City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$2,968.270
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Committee

Publication Fees	\$20.00
Tax Deed Expense	\$115.00

Property is located at 521 15th Ave N, City of Wisconsin Rapids.

34-04165 The North 85 feet of Block 7 of Boles and Blesener Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$319.81
Publication Fees	\$109.79
Tax Deed Expense	\$109.00

Property is vacant land on corner of 24th Ave S & Russell St, City of Wisconsin Rapids.

34-05945 Lot 14, East Side Assessor's Plat No. 47, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$1,100.42
Special Charges	\$300.00
Delinquent Utilities	\$1,930.74
Publication Fees	\$20.00
Tax Deed Expense	\$123.00

Property is located at 510 13th St N, City of Wisconsin Rapids. Note: Building is razed.

34-11077 Lot 41, East Side Annex Assessor's Plat No. 41, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$2,570.16
Special Charges	\$1,000.00
Delinquent Utilities	\$193.19
Publication Fees	\$109.79
Tax Deed Expense	\$115.00

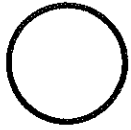
Property is located at 2320 4th St S, City of Wisconsin Rapids.

34-11099 Lot 57, East Side Annex Assessor's Plat No. 41, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2017	\$2,207.43
Special Charges	\$800.00
Delinquent Utilities	\$418.40
Publication Fees	\$109.79
Tax Deed Expense	\$115.00

Property is located at 2030 Elm St, City of Wisconsin Rapids.

34-14102 That part of the South one-half of the North one-half of the NE 1/4 of the SW 1/4 of S29 T22N R6E, City of Wisconsin Rapids, Wood County, Wisconsin, described as follows, to wit: Commencing at the Northeast corner of the above described ten acre tract for a starting point of the lands hereby conveyed, run thence West parallel with the North line of the Forty 350 feet; thence South parallel with the East line of the Forty a distance of 133.5 feet more or less and to the North line of Dove Avenue as now laid out and used, thence East along the North line of Dove Avenue 350 feet and to the East line of the Forty, thence North along the East line of the Forty a distance of 133.5 feet and to the place



RESOLUTION# _____

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Effective Date: _____

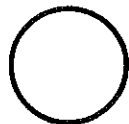
Introduced by _____
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of beginning, excepting therefrom the East 50 feet heretofore laid out and used for highway purposes, being State
Truck Highway No. 13.

Taxes 2014-2017	\$21,057.01
Publication Fees	\$20.00
Tax Deed Expense	\$113.00

Property is located at 4120 8th St S, City of Wisconsin Rapids.



RESOLUTION#

Introduced by

Executive Committee

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Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	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 & SYNOPSIS: To approve the attached "Wage Plan", superseding all previous wage plans.

FISCAL NOTE: None in 2018. For 2019, there would be an impact of approximately \$9,739 by eliminating "Merit Pay" program which awards employees a merit bonus past step eleven.

Source of Money: Budget

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

WHEREAS, the County recognizes the importance of an equitable pay plan and the importance of a County policy to support that plan; and

WHEREAS, the current Wood County Employee Policy Handbook includes a Wage Plan, and the County has adopted an updated Wage Plan effective May 2015; and

WHEREAS, "Merit Pay" was introduced by resolution in 2013 but the parameters and eligibility requirements were not fully articulated and approved. Employees are becoming eligible for "merit pay" bonuses without criteria in place to confirm those employees are achieving the levels of excellence that should be required for a merit incentive bonus. This Wage Plan removes the Merit Pay program and language; and

WHEREAS, step increases have historically been made effective the first full pay period in January of the new calendar year; however, departments are budgeting for step increases effective January 1st. This Wage Plan brings the process in line with budgeting practices.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES, to approve the attached "Wage Plan."



Wage Plan

Wood County has established a wage plan for all positions that maintains a fair rate of pay for all full-time and part-time positions. The wage rate for a position is compared to both the internal comparable positions and to comparable positions outside of Wood County employment. "Comparable positions" are other jobs that perform similar types of work and require similar basic skills. Each job is evaluated based on a number of factors and then assigned a "salary grade". Each salary grade has eleven (11) total steps.

Salary Increases

The actual wage rates for each salary grade are evaluated and wage increases (typically referred to as "cost of living adjustment" or COLA) are approved, as appropriate, by the Wood County Board of Supervisors.

Step Increases

There are eleven (11) steps, or salaries, for each job grade with the normal starting salary being step one and step six being considered the "control point". The control point is the market average wage for that type of work. Employees will normally progress one step per year to step eleven based on years of service and satisfactory performance. Employees are typically hired at step one and move up one step annually on January 1st. For more detailed information regarding step increases please contact your supervisor or Human Resources.

Annual salary grade appeals

Every year there is a 30 working day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed the employee may request to have their position reevaluated. To do this, the employee shall submit a completed appeal form to their supervisor by the deadline set forth by Human Resources, along with a completed Job Description Questionnaire (JDQ) showing the changes from the previous JDQ. Appeal forms are available from Human Resources. If the supervisor and department head support the appeal the department head shall forward it to Human Resources by the deadline communicated. Human Resources will forward the appeal for review. The Executive Committee will review the recommendations regarding the appeal and make a final decision if the appeal will be approved, denied or referred for further consideration. The employee will be informed of the review results and if the wage grade is changed as a result of an appeal, the change will be effective on January 1st of the following year.

New Position Reviews

A new position will require a job description which would be reviewed and ranked. Then one year after the position has been operational, a formal JDQ may be submitted for ranking based on any changes that may have occurred during that first year in the role. Recommendations for any adjustments based on evaluation may be implemented by Human Resources without further review or approval.

Market Reviews

A position that is found to be below competitive market rate based on available market survey information in conjunction with a history of at least 12 months of unsuccessful recruitment or retention due to market rates



Wage Plan

will be reviewed by the Executive Committee upon the recommendation of Human Resources. This may include positions that are already in a pay grade, or positions that are seasonal, Limited Term Employment or casual. If the position is found to be below market to the detriment of the County's efforts to recruit or retain critical staffing, the Executive Committee may approve a pay grade adjustment for the position. Positions moved based on market will be noted as such in the Wood County Pay Structure Plan, and will be reviewed the following year to ensure the move remains appropriate to the market.

HEALTH AND HUMAN SERVICES COMMITTEE

2

DATE: September 27, 2018

PLACE: City Hall Plaza Lobby - Marshfield

PRESENT: Donna Rozar, Adam Fischer, Marion Hokamp, Jessica Vicente, Tom Buttke, Al Breu, Mark Holbrook (via laptop from Spain), and Lori Slattery-Smith R.N. (via phone)

EXCUSED: Eric Quivers, M.D., Rock Larson

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Jordon Bruce, Cindy Robinson, Jo Timmerman, Stephanie Gudmunson, Casey Parks, Jill Scheidegger (Human Services); Sue Kunferman, Kathy Alft (Health Department); Bill Clendenning (County Board Supervisor);

1) Call to Order

Meeting called to order at 4:00 p.m. by Chair Rozar

2) Quorum

Rozar declared a quorum.

3) Tour of available office space

Donna Rozar, Adam Fischer, Marion Hokamp, Jessica Vicente, Tom Buttke, Al Breu, Bill Clendenning, Brandon Vruwink, Jordon Bruce, Stephanie Gudmunson, Casey Parks, Jill Scheidegger, Karyn Weigel, and Cindy Robinson toured available space on the second floor in City Hall Plaza with Steve Barg, City Administrator.

4) Public Comments

Chair Rozar shared the obituary of Leonard Reinke. Leonard served on the Unified Services Committee (2004-2008) and then was appointed to the Health and Human Services Committee where he served until 2011.

5) Committee reconvened at Wood County Annex and Health Center – Classroom, Marshfield

The Committee reconvened at 5:00 p.m. at the Wood County Annex and Health Center to continue with the posted agenda items.

6) Consent Agenda

Human Services vouchers were pulled. Motion (Buttke/Breu) to approve the consent agenda. All ayes. Motion carried.

7) Discussion and consideration of items removed from consent agenda

- Human Services Vouchers - Rozar requested a summary of when/how travel where employees receive reimbursement incurs and asked managers/supervisors to provide comment as to whether county owned vehicles would be a better option than mileage reimbursement to the employee. She also requested that they come up with a number of how many vehicles they would need if the County went to a fleet of vehicles for travel.
- Motion (Breu/Buttke) to approve the Human Services vouchers. All ayes. Motion carried.

8) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center

Department staff answered specific questions regarding information in the financial statements.

9) Recruitment of Medical Advisor

Rozar announced the resignation of Dr. Quivers. Sue Kunferman and Donna Rozar will continue to search for a replacement and provide a recommendation to the Committee to forward to the County Board Chair for appointment and then to the full County Board for a vote.

10) Discussion of possible relocation of Cornerstone to former City Hall building

Motion (Fischer/Hokamp) to allow Cornerstone personnel to meet with applicable County staff and City officials to explore further the potential relocation of Cornerstone to the vacant, recently toured space at City Hall Plaza. Casey Parks, Jill Scheidegger, and Stephanie Gudmunson shared their impression of, and concerns with, the available space. All ayes. Motion carried.

11) Discussion on Wood County Emergency Protective Placement (EPP) Options

Jordon Bruce provided an update with current placements. Cindy Robinson described regulations regarding EPPs at Edgewater Haven and risks associated with placements. Stephanie Gudmundsen shared her thoughts and noted it is important to watch the trend.

12) Consideration of resolution to support oversight reforms and increase state funding for Child Protective Services

Brandon Vruwink described advocacy efforts towards increased funding for Child Welfare Services. Brandon provided an explanation of the purpose for this resolution, which will provide support towards those reforms. Motion (Buttke/Fischer) to support the resolution as presented and forward to County Board for approval. All ayes. Motion carried.

13) Discussion of increasing an Income Maintenance position from ½ time to full-time with the extra expense fully funded through additional state dollars

Brandon Vruwink described our lead agency role with the Income Maintenance Consortium. There was consensus within the 12-county consortium to use additional state dollars for an FTE increase. Motion (Breu/Vicente) to approve increasing the Income Maintenance position from ½ time to full-time with the extra expense fully funded through additional state dollars. All ayes. Motion carried.

14) Norwood Health out-of-state travel request for Larry Burt, Dietary Manager, to attend the Martin Brothers Food Show in Des Moines IA on 10/17/2018 with all expenses paid from congregate meal program non-tax levy dollars

Motion (Fischer/Breu) to approve the out-of-state travel request. All ayes. Motion carried.

15) Discussion of merit pay

At the recommendation of Judicial & Legislative Chair, this item was added to the agenda to allow oversight committee members the opportunity to hear from their Department Heads regarding the impact of elimination of merit pay. Sue Kunferman and Brandon Vruwink provided their input.

16) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

17) Items for Future Agenda

The Chair noted items for future agendas.

18) Next Meeting(s)

- November 1, 2018 (**this is October meeting rescheduled to 1st Thursday in November**) 5:00 pm
Edgewater Haven Conf Room 110/Admin Building - Port Edwards

19) Adjourn

Motion (Holbrook/Hokamp) to adjourn. All ayes. Motion carried. Meeting adjourned at 6:27 p.m.

Minutes taken by Kathy Alft and reviewed by Adam Fischer, secretary.

Minutes subject to Committee approval

Adam Fischer, secretary
Health and Human Services Committee

2

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, August 13, 2018 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Donna Rozar.

Pam took roll:

Present	Absent	Staff
Rozar	Burgess (ex)	Diane
Ashbeck	Sippel (ex)	Pam
Robinson	Cass (ex)	
McDonald	Clark (ex)	
Hass		
Rotter		
Kieper		
Degner		
Mach		
Breit		
Merwin		
Panfil		
Yang		

Guests: Norbert Ashbeck has been appointed to our Board by Lincoln County as replacement for Patricia Woller. Introductions were made.

Minutes: Norbert Ashbeck asked to be excused from the June meeting. He was appointed to our Board by Lincoln County and notified staff he could not be at the June meeting but he had not yet been introduced to our Board of Directors. Donna Rozar declared the June minutes as accepted.

Board Orientation Manual: Donna Rozar asked for questions and there were none.

Finance Committee: Donna Rozar discussed our review of the Financial Procedures manual and asked new Board members to please review the current policy. Donna Rozar asked if any members had any questions regarding the orientation manual. There were no questions. Pam distributed copies of the financial statements. Motion by Donna Rozar from the committee to approve the Statement of Revenue and Expenses and Balance Sheet. Motion carried. Pam distributed copies of the 2017 990 Report and reviewed sections of the report. Motion by Donna Rozar from the committee to approve the 2017 990 report. Motion carried.

Elections: Donna Rozar asked for nominations for President. Peter Rotter made a motion to nominate Donna Rozar for President. Motion was made by Steve Robinson to close nominations and cast a unanimous ballot for Donna Rozar. Second was made by Holly Kieper. Motion carried. Motion was made by Deb McDonald to keep the slate of officers - Holly Kieper for Vice President and Denis Burgess for Secretary/Treasurer. Second was made by Peter Rotter. Donna Rozar asked for other nominations. Donna Rozar closed nominations. Motion carried.

Personnel Policy Review- Diane explained our request to replace the MLK Holiday with a Designated Holiday. The Designated Holiday would be decided at the beginning of each year and staff would be notified of the chosen date. This will allow flexibility around other holidays when the weatherization

crews cannot get into homes. Motion was made by Peter Rotter to approve "Designated Holiday-employees will receive one day off with pay per year at a date designated by management." Second was made by Ted Merwin. Motion carried.

Update on EHH/HUD funding: Diane reported we received our full funding award for 7/1-6/30. Diane discussed the Permanent supportive housing program. The program would be 10 units in the Wausau area. Diane discussed the rule changes including the program participant being able to select their own rental unit as long as it passed the housing standard requirements. Leases will still be in NCCAP's name but not until a participant has selected a unit. Holly Kieper asked if it was a Section 8 program and Lenore Breit asked how long they could stay in the program. Diane explained it is different from Section 8 with different rules. It's possible they could stay up until 3 years but the program is heavy on case management and moving people to success. Diane explained success is defined when a participant doesn't access housing assistance for 2 years after completing our program. Ted Merwin discussed how much housing assistance can change someone's life. Donna Rozar complimented Diane on her success with case management. Steve Robinson asked how AODA would fit in and Diane explained it can be a recognized disability.

Point In Time Homeless Street count Results: Diane reported there were 32 total homeless found during the Point in Time count. 24 were found in Marathon County; 4 in Lincoln County; and 4 in Wood County. Diane explained the count is required federally every January but to get an accurate count Wisconsin also counts in July. Yee Leng Yang asked where and when the next count would be. Diane and Donna discussed the process and anyone willing to volunteer should let Diane know in advance as they go out in teams.

Weatherization Report: Pam reported we received an additional 4 counties in our weatherization program. Our contract has increased by \$1,338,423 and production goals increased an additional 118 units. Pam distributed the July weatherization production report. 52 audits were completed in July and 22 (42%) were deferrals. 30 units were completed in July as well as 8 baseload units.

Next Meeting Date: Our next meeting will be October 8, 2018.

Adjourn: Donna Rozar declared the meeting adjourned at 7:02 pm.

4(b)
2

**Health Department Report
September 27, 2018**

*If you have any questions about this report, please contact Sue Kunferman at
715-421-8928 (W) or 715-213-8493 (Cell) or skunferman@co.wood.wi.us*

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- We continue our path toward national reaccreditation. We had 18 measures opened up to provide additional information and have completed doing so. From what we are hearing, PHAB is quite behind in their processes and we can expect our virtual site visit sometime in early spring.
- Nancy Eggleston and I have been continuing to work with partners on the groundwater contamination issues in northern Juneau and southern Wood Counties. We have also met with Shane from the Land and Water Conservation Department. We are working collaboratively on a plan and funding to test wells in each section of Wood County for nitrate levels (there are over 800 sections). We believe this is feasible both fiscally and from a staff capacity standpoint. We will keep you posted on this work.
- We held a mass casualty tabletop exercise with our local partners and had over 20 participants from throughout the county. Participants included representatives from the health department, human services, IT, Edgewater, emergency management, law enforcement (county and city), fire departments, EMS providers, hospitals and clinics.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

Healthy People Wood County

Healthy People Wood County partnered with Portage and Marathon Counties to host a healthTIDE Regional Rally. There was a great turnout and the day was interactive and focused on equity. Our team is beginning to plan out the phases of a mini CHA/CHIP to be completed in partnership with health systems. The community engagement work with UWSP has been completed and our team is working on sustainability planning to continue hearing the voice of residents and what they see as the greatest issues and solutions when it comes to health outcomes. Work continues on a health impact assessment with the City of Wisconsin Rapids focused on the senior housing development downtown. Coalition coordinators are narrowing down action plans and ensuring the work is focused in equity. A new cohort of students has begun working with the department for the semester as well as an AmeriCorps member.

AOD Prevention Partnership

Four members of the coalition were able to attend a 2-day *High in Plain Sight* training in Wausau to become familiar with over 120 visual aids related to substance use. The training covered alcohol, tobacco, and other drugs including opioids (prescription and illegal), methamphetamine, inhalants, marijuana and marijuana concentrates, synthetic drugs, and hallucinogens. The training will prepare these coalition members for presenting the Wood County *Hidden in Plain Sight* display to parents, guardians, educators, extended family members, and other adults who work with youth to point out common hiding places, stash compartments, logos, paraphernalia, and other signs to watch for that could indicate substance use. This presentation will encourage adults to have an open and civil conversation with youth.

The Wood County Drug Task Force met August 8th and had a presentation on Iris Place Peer Run Respite from the Appleton/Fox Valley area. Iris Place offers a free, safe and supportive environment for individuals 18 and older living with mental illness or substance use disorders who want and need peer support to navigate through times of stress, emotional distress, or crisis. The five pillars reported the following updates from the previous month's meeting:

Harm Reduction

- Three Bridges Recovery will be holding a recovery picnic September 29th.
- CCAR Recovery Coach training was held August 16th-19th.

Prevention/Education

- September 19th will be the next community presentation – documentary Heroin(e). Drug Court staff will be there as a panel to present and talk about what we are doing/what is being done.
- September 13th – suicide prevention/showing film – The Ripple Effect (gentleman who jumped off Golden Gate Bridge). This will take place at the Marshfield Clinic Froehle Auditorium.

Workplace

- Planning to partner with the Job Center for a job fair.
- Carrie Siler and Kara Volz will co-chair this workgroup in place of Melissa Reichert.

Law Enforcement

- Detective Kasandra Borchardt filled a spot on WFHR to talk about her grant-supported position.

Treatment

- Looking to build capacity for this pillar. Had an ~~open~~ dialogue on what direction this pillar should go.

Brighter Futures

The Brighter Futures Coalition is continuing to work on the final proposal for the implementation for an evidence-based family visiting model, Parents as Teachers (PAT). A survey was completed to learn beliefs and attitudes families in Wood County have regarding family visiting. The survey results will be added to the final proposal. Preparations for the administration of the 2019 Youth Risk Behavior Survey (YRBS) are underway. For a report on the results of the 2017 YRBS, visit healthypeoplewoodcounty.org.

Mental Health Matters

During August, Mental Health Matters had another Executive Board meeting to discuss the current trajectory of the coalition. The Executive Board discussed ways to engage more coalition members and the community at large. The Executive Board decided that the coalition needs to start developing timelines for projects, increase transparency, and lay out tasks more in detail to help guide the work. The Trauma Informed Care toolkit was worked on throughout the month of August. There was much energy put into completing the toolkit so it can be piloted within partner organizations. Though the toolkit was not finished, it is very close to being complete with just a few more edits. Once the toolkit is in a finalized form, there will be an opportunity for a wider range of coalition members to provide feedback that will help inform any last edits before the document is published. The goal now is to have a published version of the Trauma Informed Care toolkit by the end of September.

There has been continued discussion around including policy, systems, and environment strategies within the Mental Health Matters Action Plan. The Action Plan overall has been reworked to include the larger scale strategies that are accomplished through activities completed by coalition members. The revised Action Plan was finished at the end of August and is to be shared with the coalition in September.

The Wood County clubhouses had a community engagement event that focused on involving people who live with disabilities for a kayaking event. David volunteered at the event to help with logistical support. The clubhouses are also collaborating with Mental Health Matters to improve integration of Peer Specialists within Wood County. The first meeting for the Peer Specialist work is slated for late September and will include participants from a variety of organizations. The clubhouses also hosted Doug Machon for a discussion over lunch. Doug attended the meeting to be able to hear the voices of the clubhouse members and to get a better understanding of how the Wood County clubhouses have benefited the Wood County residents who are living with mental illness and/or substance abuse issues. Brandon Vruwink attended the lunch discussion to gather input from the clubhouse members for further consideration of how Human Services may best serve the population.

Lastly, there has been a big push to start Question, Persuade, Refer (QPR) suicide prevention trainings again for Wood County. Currently, the trainings are insular and not well advertised for the community at large. The hope is to start advertising the trainings to be more inclusive and to draw larger audiences. Focus populations such as the elderly, those incarcerated and youth have been identified among others as being most important to train in suicide prevention. The QPR trainers are looking to ensure that each of these populations are focused on during advertising and to increase the geographical coverage of trainings.

Recreate Health

River Riders Bike Share, in partnership with Zagster, started Thursday, June 14th. There are 30 bikes available at six locations; Quality Foods West Grand, Quality Foods Baker Drive, McMillan Library, Wisconsin Rapids Municipal Zoo, Veterans Memorial Park, and Pizza Hut on 8th Street. Two side-by-side tandem bikes and one tricycle have been added to the fleet of bikes. Over 200 bike check-outs have occurred since the start of the program. Bike memberships are available through the app or codes accessed online. Annual memberships are \$20.00 and monthly memberships are \$5.00. With membership, your first hour of riding is free and any additional hours are \$1.00/hr per bike ride. Visit www.zagster.com/riverriders or <https://www.facebook.com/RiverRidersBikeShare/> for more information.

The Wisconsin Rapids Downtown Farmers Market is open until Saturday, October 27th. All vendor spots have been filled in the current market location. Over 900 visitors have been recorded on each market day. The market is participating in a MIFI data assessment lead through UW-Madison. Data collected will help determine economic impact of the market in the downtown area as well as serve as a baseline for data for years moving forward. The Wisconsin Rapids Downtown Farmers Market Future Planning team administered a community-wide survey as well as in-person paper copies to determine the future location of the farmers market. The most favorable location is 1st Ave south from W. Grand Avenue to Goggins Street in front of the Tribune Building. Recreate Health staff will be applying to the city for the closure of this road and, pending permit approval, will release the new location in November. Visit 'Wisconsin Rapids Downtown Farmers Market' on Facebook for more information. FoodShare/EBT is currently not available at the market as well as Credit and Debit transaction. Five UW- Eau Claire nursing students will be working with Recreate Health coalition members to research and reinstate EBT/Credit and Debit at the 2019 market.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Armenia/Port Edwards Groundwater Survey

There continues to be discussion between the Wisconsin Department of Natural Resources, Department of Agriculture Trade and Consumer Protection, the Environmental Protection Agency, and the Corporation Counsels of both Juneau and Wood County regarding the presence of high levels of nitrate in private wells in the Juneau County Town of Armenia and the Wood County Town of Port Edwards. A final plan is not yet complete for additional testing and remediation of the nitrate issues for residents in this area. An agreement is being worked out with the Armenia Growers Coalition for next steps that must be done to provide safe drinking water for those affected.

Training

Mariah and Logan received an FDA grant to allow them to participate in the regional FDA Seminar in Louisville, Kentucky. The topics of the conference included follow-up on a large Hepatitis A outbreak. The main message of the presentation was to respond fast and as aggressively as possible to stop the outbreak. The menu labeling law is in full effect. All restaurants who have 20 or more locations nationwide must post calories on their menu and have additional information available to the consumer. The benefit of active managerial control was discussed. The FBI spoke about threats to food in our nation. An interesting fact is that the average cheeseburger goes through 50 to 60 different suppliers. Also covered was environmental sampling at retail, keeping food out of landfills by allowing restaurants to donate, and the use of social media to report outbreaks. Logan Manthe also successfully completed Standardization exercises with Greg. This is a side by side inspection process with a Program Standard to determine the inspector's ability to interpret and apply the Wisconsin Food Code while conducting inspections.

New Business

Images in Ink moved to a new building on Oak Street in Wisconsin Rapids. ND II Grab and Go opened as a new food facility in Marshfield. The Pittsville Café has a new owner and was licensed to operate in August. The Marshfield Family Restaurant has a new owner and was licensed to operate. A consultation was done at JR Capone's in Wisconsin Rapids. They will operate a Mexican restaurant and are hoping to open in October.

Temporary Food Events

Inspections were conducted with 37 food vendors at the Central Wisconsin State Fair. Three additional vendors were inspected at Lunch by the River in Wisconsin Rapids.

Complaints

Twenty-nine complaints were received with mold and bed bugs as the majority of complaints this month.

- Four complaints came in regarding bed bugs in a Marshfield apartment complex. The owner unsuccessfully attempted to eliminate the infestation. We ordered the owner to hire a professional pest control company to handle the problem. Investigation is ongoing.
- A complaint came in regarding water damage, a bathroom toilet that leaks, and electrical issues. The tenant is being evicted; the home is for sale. The landlord was given an advisory letter for potential mold due to roof leaks and the bathroom leak. One bathroom is fully functional. Case closed.
- A complaint of damaged plumbing and mold was reported at a rent-to-own home. The management company is aware of the issue and will take care of repairs. Attempts to contact the tenant were unsuccessful. Work is being done, so case is closed at this time.
- A neighbor complained about cockroaches in a home. The tenant claims she has no cockroaches and there is friction between neighbors. Case closed.
- A tenant complained of mold in the basement. Landlord asked that she bleach the mold. She refused and said she is moving out anyway. Case closed.
- An individual complained of a large water leak and mold in a building. The building owner hired a contractor to fix the problem. Case closed.
- A complaint of fleas was resolved with information on flea elimination and control.
- A tenant complained of a window leak and mold. The landlord was contacted and agreed to send someone out to fix the problem. The tenant was instructed to call if problems continued. Case closed.
- A complaint was received of a water leak and mold. The landlord came to look at the problem. The tenant was advised to call if the problem was not corrected. No call received, case closed.
- Another complaint of a water leak and mold was received. An advisory letter was sent to the landlord. Case closed.
- A tenant called for bed bug information and to complain about receiving a bill for bed bug treatment. The landlord is responsible for eliminating bed bugs before a new tenant moves in. Case closed.
- Tenant complained of mold and plumbing problem. Landlord stated tenant was evicted for not paying rent, and she plugged the toilet and damaged plumbing. The police were involved. Landlord was advised to clean up and remove any mold before renting it out again. Case closed.
- A complaint of cockroaches in a rental unit is ongoing. The landlord hired a pest control company and the issue is being resolved.

- A caller complained of moldy items from a storage unit and had questions about types of molds. This is not a human health hazard, case closed. Mold information was provided.
- A complaint came in regarding food sitting out and cleanliness at a restaurant. An onsite inspection was done. The place was clean; no food sitting out. Case closed.
- A complaint was received of a restaurant without an exhaust fan and an employee sick from carbon monoxide. An onsite inspection was done by us and the fire department. The fan was repaired. Case closed.
- A complaint was received about a sewage smell at a grocery store. The store manager acknowledged the odor problem. They hired a plumber who found dry drain traps. Case closed.
- A complaint was made of a retail store with a cleaning problem. An onsite inspection did reveal very dirty floors. The store owner is aware of the issue and stated they are having problems with their cleaning company. They are working to resolve this. Case closed.
- A complaint was made about cleaning and humidity issues at a restaurant. An onsite inspection revealed no humidity issue and employees cleaning when the inspector arrived. Case closed.
- A complaint was received of cold food at a buffet restaurant. The restaurant has a variance to discard food after 4 hours. Their time logs for this process were verified upon inspection.
- A complaint was made of bed bugs in a group home. The home was inspected and no bed bugs were found. They have their own bed bug control equipment if any new tenants come in with bugs. Case closed.
- Bed bugs were reported at an apartment. Client then moved to a hotel. Upon inspection, we found the apartment totally gutted out and cleaned with no bed bugs. The tenant's furniture was near the dumpster and totally infested with bed bugs. We inspected complainant's current residence in a hotel, and found bed bugs in their belongings. We are working with the hotel owner to eliminate the bed bugs and with the caseworker to provide him with a better understanding of bed bug control.
- Bed bugs were reported in an apartment. Landlord hired a pest control company and case is closed.
- A caller reported a laundromat with cleaning problems. We went onsite and there are cleaning issues, but not a health hazard. This is not a residence and the dirt is beneath equipment. Case closed.
- Dogs were reported in an ice cream store. We went onsite and the dogs were dropped off from the groomer the day of the complaint. No dogs were in the store. Case closed.
- An employee complained of mold in a grocery store near a walk-in cooler. The manager is making changes in this area to eliminate the moisture and conditions for mold growth. Complaint closed.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Oral Health Program - Wendy Ruesch, RDH, CDHC

Oral screenings and fluoride varnish for all Head Start Centers are in progress. The sealant program school schedule has been rearranged to prioritize those schools with the highest free and reduced meal plans first. The process continues for recruiting another dental hygienist.

COMMUNICABLE DISEASE TEAM REPORTS

Communicable Disease Update – Jean Rosekrans & Alecia Pluess

- During the month of August, Wood County had 14 cases of chlamydia and 3 cases of gonorrhea reported. Two cases of Hepatitis C were also investigated. A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Tick activity continues. Wood County had 10 confirmed cases, 2 probable cases, and 10 suspect cases of Lyme disease during August, along with 1 case of anaplasmosis.
- Enteric diseases decreased since last month. In August, 3 cases of cryptosporidiosis, 2 cases of campylobacter, 2 cases of giardia, 4 cases of salmonella, and 2 cases of E. coli were reported.
- Jean attended a computer training regarding the new updates to the Wisconsin Electronic Disease Surveillance System that will take place in October.
- Communication was sent to school districts reminding them of recent changes in the reporting process for the Student Immunization Law and School Report to Local Health Department. Assistance to schools in filling out the required report will be provided as needed.

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT September 19, 2018

Director's Report by Brandon Vruwink

The past month has been spent finalizing the budget and meeting with the respective committees for review. The budget in its current form allows the Human Services Department to continue providing the same level of services with a few enhancements. We will be increasing our capacity to provide services to consumers in our CCS and Birth to Three programs. In addition, we will be further expanding youth mentoring services. Our primary focus is to begin increasing prevention services in an effort to make long-term progress.

The Wisconsin Counties Association (WCA) has made Child Welfare funding a high priority for the next biennial budget. WCA has developed an advocacy plan to share relevant information regarding the challenges that County Child Welfare agencies have faced over the past several years. I plan to share a power point presentation with the Health and Human Services Committee at the October meeting that will provide detailed information. Counties have been encouraged by WCA to begin working with and educating our area legislators as early as possible.

The Wisconsin Counties Human Services Association has been meeting for the past several months to develop a funding methodology for Income Maintenance Consortia. This has been a challenge, as one consortium was not in agreement with the other nine consortia on the methodology. After a great deal of discussion, this consortium ultimately agreed to continue with the status quo in 2019. The next step now requires DHS to approve the funding methodology. While the 2019 methodology was settled, we anticipate that this challenge will present itself again when the 2020 allocations are discussed.

Administrative Services Update by Jo Timmerman

Norwood: Census on the Admissions Unit for August averaged 10.06. The average census for January 1st through August 31st was 8.72.

Census on the TBI Unit for August was 3.77, with the January through August average at 2.74.

We continue to work with our area Medicaid Representative to resolve the issue that resulted in an error in takeback and repayment from Forward Health for the 2016 TBI settlement. Forward Health has identified the cause of the error and is now working to determine how they can correct the problem in their system in order to reimburse Norwood the corrected amount.

Norwood's Fiscal staff is again at full capacity as of 8-27-18.

We are in the process of updating Fiscal policies for Norwood Business Office functions.

Community: The problem with the Aging Report for TCM client accounts remains unresolved.

Community's Fiscal/Support staff is also at full capacity as of 9-10-18. We recently filled our two open receptionist positions in the Outpatient Clinic. Jennifer Keefe joined us on 8-27-18 and Emily Jaeger joined us on 9-10-18.

Our initiative to cross-train our Fiscal and Support Services staff continues as we pull staff members from across our division to assist in other areas experiencing temporary vacancies, or

needing some additional help on short term projects. This utilization style of staff allows our division the flexibility to continue to provide necessary coverage across the agency when and where it is needed.

Edgewater: The average daily census for August was 57.10. The average daily census for January 1st through August 31st was 55.96.

The Fiscal staff has begun training in the financial and billing aspects of the TBI unit. Over the next several weeks we will hold weekly sessions to work on the various financial elements connected to that unit. We will utilize Norwood Fiscal staff to assist in the Matrix system setup as well as month end billing and financial reporting.

Staff at Edgewater will review 3rd party payer contracts as one of the beginning points to determine if and what addendums will need to be drafted to adequately address patient care reimbursement on the TBI unit.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson

We are pleased to welcome the following new staff to the Bridgeway and Crisis Intervention programs:

Jamie Reimer – Casual Crisis Interventionist
Heidi Hofmann – Casual Crisis Interventionist
Kallie Siddall – Casual Residential Aide
Dawn Jaminski – moved from casual to Part time Crisis Interventionist
Janet Piltz – Full time Crisis Interventionist

There is a full time residential aide position and casual residential aide position still open.

2018 Emergency Protective Placements (EPP):

Date of EPP	Accepting Facility
1/4/18	Marshfield Medical Center
3/29/18	Clark County Health Care Center
5/1/18	Edgewater Haven
5/1/18	Edgewater Haven
6/14/18	Edenbrook
6/14/18	Edenbrook
7/10/18	Edgewater Haven
7/20/18	Clark County Health Care Center
8/24/18	Edgewater Haven

Outpatient Clinic: We continue to work on transitioning all of Dr. Andrews's former clients to new providers. It will take several more months before all of those clients can be seen by either Christa Pierce or Dr. Rao. Until then, we are not accepting any new referrals for medication management services. All new referrals for medication management services are being screened by the clinic manager and put on a waiting list if appropriate; however, we are encouraging everyone seeking psychiatry services to look for other providers if possible. Another challenge is our current vacancy in the nurse manager position. Our four nurses are doing an excellent job of covering all areas while

we continue the recruitment process to fill that position. All of the Human Service staff involved with the clinic are doing an excellent job of working together to meet client's needs. This is ongoing and requires a lot of re-scheduling and moving of appointments as well as monitoring which clients have been seen, following up with those that do not make their appointments, and troubleshooting any issues that come up.

Employment & Training Update by Lacey Piekarski

FoodShare Employment & Training: The North Central FSET Program enrolled a total of 160 new customers in August 2018 with 358 total customers referred, averaging a 44% enrollment rate. We anticipate an increase in referrals in September.

Our website, MyFSET.net, now includes Labor Market Data and Education & Training information for our customers, highlighting Wood County Human Services Department in the first Employer Spotlight section (July 2018 - attached). Two FSET customers also completed a Customer Care Training at Northcentral Technical College in August. They are now working with our FSET team and interviewing with local employers for direct hire. For more information on our website updates and current FSET Program events, please go to: www.myfset.net.

Independent Living (IL) Program: The North Central Independent Living Program Coordinators and Regional Manager were able to meet with Secretary Eloise Anderson from the Department of Children and Families on August 24th. Secretary Anderson requested to meet with our IL team to discuss outcomes and trends within our nine-county region. This is the second time Secretary Anderson has requested to meet with our team on-site, previously visiting Wood County in 2017.

August was a busy month for our IL Program, as many of our program youth prepared for a new school year. In the nine-county region, youth are enrolled in the following educational programs this fall:

High School: 6 youth
GED/HSED: 6 youth
Technical College: 9 youth
4 Year Program: 8 youth
Good luck to each of our youth this school year!

Norwood Health Center Update by Jordon Bruce

With all of the survey recertification's behind us for the year, our focus has now changed to moving forward with the TBI unit to Edgewater Haven and getting the TBI therapy area up and running to accommodate residential occupancy. We are also working on recruiting as we have seen an unusual number of nursing openings in our facility. In just over a month's time we had four RN and one LPN positions open. We had one RN pass away after her battle with cancer, one RN relocated to be with her Fiancé, one RN went back to the hospital for more pay, one RN went to a Nursing Home, and we had one LPN retire. This obviously creates a challenge to ensure we can cover all of these open shifts while we recruit replacements for these positions. The majority of these openings are for the hospital unit. We did send out a recruitment email blast to over 6,000 RN's & LPN's in the 544XX zip code in late August.

Pathways Update: The month of July we averaged 4.61 overflow mental health patients and 3.77 TBI patients. We had six TBI referrals in June, none of which were appropriate for our unit.

Our Crossroads census 15.94 for the month. We had one hospitalization during the month. We have zero open beds currently.

We continue to work on the planning for the transition of the TBI unit down to Edgewater and adding an unlocked unit that serves similar patients to our current Crossroads unit. This transition is tentatively planned for January 1, 2019.

We have scheduled the call light system work, flooring replacement and painting, which is all expected to be completed prior to the end of the year.

Norwood Nursing Department by Liz Masanz

Dr. Winemiller is temporarily contracting with us to provide psychology coverage while we look to hire a full-time Psychologist. Terri Stelzer helped us purchase a restraint chair for the hospital unit; it is more dignified for the patients and safer for the staff to use. We are presently trying to recruit four full-time nursing RN positions and one full-time LPN position. For PM and Night shift, it has been a difficult recruitment process with very few applicants.

Norwood Maintenance Department by Lee Ackerman

Plan of Correction for Crossroads/Pathways survey done in August has been accepted as of August 24. There are no additional tasks that need to be completed.

A lightning strike to the communication tower on property damaged numerous phones, several surveillance cameras, and a large portion of the keyless access system at Norwood. Parts have been ordered to repair damaged items and will be scheduled at the earliest possible time that they are available. I will be tracking costs for equipment and number of maintenance staff hours spent on these repairs to be shared with Terry Stelzer for insurance purposes. Also, Amy Kaup has been included in these developments.

The results of the facility asbestos survey done in July arrived this month and they were as anticipated. Small amounts of asbestos were found in ceiling texture material throughout the building, as well as in VCT floor tiles and the mastic that adheres them to the floor. We were aware of these areas from previous limited testing. A significant amount of asbestos was detected in a boiler chimney vent in the boiler room, which was also discovered in earlier testing (2000 boiler replacement project). We were pleasantly reassured that none of the pipe insulation showed signs of asbestos which greatly decreases cost and time needed for future plumbing/HVAC projects. A copy of the official results will be put on file for future reference.

Work on updating Norwood's Fire and Disaster Plan have slowed for now due to low staffing levels in the department requiring me to concentrate on more urgent matters. Likewise, the long-term plan to replace high consumption toilets has been put on hold for now.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of August totaled 11,288 and y-t-d meals are 83,980. Revenues for August totaled \$51,423 and y-t-d is \$380,388.

Norwood Health Information Department by Jerin Turner

We have reviewed our current documentation process and have identified areas that can be improved upon to promote better capturing of a patient's stay. The added information and details will not only help be a basis for the treatment plan, but should maximize our reimbursement as well.

Our first two months of moving away from paper documentation in charts is going smoothly. Everyone who needs access to patient notes can access them in one location and do not need the paper chart in front of them. This helps give everyone the ability to see notes from all disciplines which helps improve patient care. It also streamlines the way we share and release records.

August 2018 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info (Insurance/appropriate)
8/1/2018	Select Specialty Hospital	79 yo female	denied	Medicare
8/9/2018	Mayo Eau Claire	80 yo male	denied	not TBI; looking for SNF placement with behaviors
8/9/2018	Mayo Eau Claire	80 yo male	denied	not TBI; looking for SNF placement - Care Wisconsin member
8/9/2018	Mayo Eau Claire	72 yo male	denied	not TBI; UTI looking for SNF placement with behaviors
8/10/2018	Marshfield Medical	63 yo female	denied	UTI, confusion, bi-polar- looking for SNF placement with behaviors
8/17/2018	Select Specialty Hospital	59 yo male	denied	UMR insurance, not rehab candidate

Edgewater Haven Update by Cindy Robinson

In the month of August we had 16 admissions and 2 readmissions.
Current census on the Behavior Wing is 9 residents.

Census comparison to last year:

August 2017 - 52.94 average census with 8.80 rehab

August 2018 - 57.09 average census with 7.51 rehab

Admissions/Discharges Comparison:

August 2017 - Admissions 18 Discharges 11 Readmissions 1

August 2018 - Admissions 16 Discharges 13 Readmissions 2

August had an average census of 57.1 and we continued to have our long term beds filled. We have had a steady flow of short term rehab residents admit and discharge with many successful outcomes.

Our eight newly remodeled rooms on the 300 North wing opened and we began the process of transferring residents! The response has been positive from residents, families and staff. They find

the rooms and hall, not only to be functionally improved, but beautiful and homelike. The transferring of residents is a timely process and the anticipated time to begin the 500 North wing is October 15.

The outdoor sign is up and has received many compliments as well. Overall, the community is taking note of the improvements to the entire facility, including the start of landscaping. The new sign can be viewed on the Edgewater Haven Facebook page for those who do not get a chance to see it in person.

August was a busy month for focusing on the 2019 budget. This committee approved the budget and Edgewater Haven anticipates ending 2018 better than expected. The 2019 budget's biggest challenge was predicting the TBI's performance.

Wood County is a major employer in the county with a variety of departments and career field choices. The Wood County Human Services Department (WCHSD) is just part of Wood County and is in our **Employer Spotlight**.

WCHSD has locations in Wisconsin Rapids, Marshfield, and Port Edwards. The department encompasses a full range of services including Norwood Health Center for mental health treatment, Edgewater Haven for long-term care and rehabilitation services; AODA treatment; child protective services and juvenile justice programming; economic support programs including BadgerCare, FoodShare, Nursing Home/Community Waivers, Wisconsin Home Energy Assistance Program; employment and training programs including FSET, Independent Living, and Children First.

Due to the wide range of services provided by WCHSD, there are a multitude of career fields to explore including: administrative support, bus drivers, CNAs, RNs, eligibility workers, case managers, social workers, clinicians, counselors (mental health and AODA) and many others.

The WCHSD Mission statement is: *"Our mission, in partnership with the community, is to provide quality, cost effective and accessible human services that maximize the potential of individuals and families".*

WCHS recently became a "Dementia Friendly" organization. Wood County staff members participated in training to learn the basics of Alzheimer's disease and dementia while learning the best practices when working with people in the community living with memory loss.

When asked what makes Wood County a great place to work, Wood County HR Generalist Angel Butler-Meddaugh said:

"It is our mission to fully serve the residents of Wood County in everything we do. We seek qualified candidates for a wide variety of positions that possess motivation, a true desire to provide great service, and who will positively represent Wood County by acting with integrity and a strong work ethic."

On top of a rewarding career in public service, Wood County offers a competitive benefits package and participation in the Wisconsin Retirement System to our eligible employees."

Currently, WCHSD is hiring for an Appointment Secretary/Receptionist and Social Workers!

To apply for these jobs and other Wood County positions as well as to see a more detailed description, visit [here](#).

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: September 27, 2018

Caseload activity for September - 30 new veterans served. During the month of August we completed/submitted 306 federal forms to include:

- 31 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 0 Notice of Disagreement (appeal)
- 19 new claims for disability compensation
- 7 new claim for pension
- 1 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 16 new applications for VA Healthcare
- 35 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 11 burial and marker applications

Activities:

1. Completed as of September 20th:
 - a. September 12 – Tomah VA Medical Center Quarterly CVSO & Congressional Service Office meeting.
 - b. September 19 - Hero's Café to promote Project Heats On (see below)
 - c. September 19 - Southern Wood County Homeless Coalition meeting.
2. Near Future:
 - a. Sep 24-28 - National Association of County Veterans Service Officer Association contract accreditation training in Peoria Illinois.
 - b. Sep 24-28 - CVSO Association of Wisconsin fall training conference in Minocqua, WI.
 - c. October 16 - Presentation to Crisis Intervention Team.
3. Long Range:
 - a. November 3 – CVSO will again be a member of Senator Tammy Baldwin's Service Academy Selection Committee.

Office updates:

1. Wood County veteran hiring initiative: Veterans preference and Disabled Veterans preference given to applicant for Assistant CVSO. No progress in this reporting period for county wide positions.
2. The Veterans office in both Wisconsin Rapids and Marshfield will be closed on Sept 24-28 while staff attends required training. Email, Voicemail and signs on the door will direct people to leave a message or if it is an emergency to contact the County Clerk's office and they will contact the CVSO.
3. Veterans Advocacy Award. The County Veterans Service Officers (CVSO) Association of Wisconsin annually accepts nominations for its' Veterans Advocacy Award. Nominees for this award need not be a veteran; however, they must provide, or have provided outstanding service to veterans and their families and have demonstrated a high degree of compassion for their constituents. This year Wood County's CVSO nominated Wisconsin Veteran Timothy Halverson for his work he does as a volunteer with Team Depot. Timothy was selected from all the other nominees as the 2018 Recipient of the

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Veterans Advocacy Award and will be honored by the Association at its September 27th Banquet. Please see the attached nomination for further information.

4. Project Heats On is a program where UA local 434 Service Technicians and Mechanical Contractors' Association (MCA) service contractors come together on a Saturday morning in fall to service furnaces of deserving Veterans at no cost. This service provides a new filter and other small parts to prepare veterans homes for the heating season. Our hope is to link veteran homeowners who would have to forgo a heating system check up with this volunteer program.

3

Minutes of the Wood County Public Safety Committee

DATE: September 10, 2018

PRESENT: Dennis Polach, Joe Zurfluh, Bill Winch, Mike Feirer, Jason Zaleski

EXCUSED:

NOT

PRESENT:

OTHERS Bill Clendenning, Sarah Christensen, Thomas Reichert, Lori Heideman, Kelli

PRESENT: Trzinski, Randy Dorshorst, Dan Brandl, Doug Machon, Steve Kreuser, Dara Hamm

LOCATION: Wood County Annex and Health Center

1. Call to Order:

Bill Winch called the meeting to order at 1:00 p.m.

2. Review minutes of August 13, 2018:

Motion by Feirer, second by Zaleski to approve the minutes of the August 13, 2018 meeting as presented. Motion carried unanimously.

3. Public Comments:

No public comments

4. CIS:

Talked about the CIS upgrade. The Committee believes that we cannot go without training and so to go with option 1, with the training.

Motion by Zaleski, 2nd by Polach to choose option 1 for \$31, 427 with the training. Hold this item on the agenda until we determine. Motion carried unanimously.

5. Jake Braking:

Chairman Winch filled the Committee in on the status of this. There is already a State statute in place so there is no need for any type of resolution. The DOT will be putting up signs and the enforcement of the noise will be done by the Sheriff.

6. ATV Ordinance:

The highway commissioner will make a recommendation as to what county roads will be affected.

7. Emergency Management Department:

a. Communications August 2018 Claims:

The Committee reviewed the Communications August 2018 claims.

b. Communications Report:

The Committee reviewed the Communications report. Steve summarized the lightning strike at the Annex on August 24th. Talked about the systems that were down and the response to those issues.

c. Emergency Management August 2018 Claims:

The Committee reviewed the Emergency Management August 2018 claims.

d. Emergency Management Activity Report:

The Committee reviewed the Emergency Management activity report. Steve indicated that with the recent rains our office has been working with some residents and towns regarding high water

e. Budget

Discussed the budget. Steve went over some key items. Discussed the revenues added and the cuts made.

Motion by Feirer, 2nd by Zaleski to approve the budget and move it on to the Executive Committee. Motion carried unanimously.

7. Dispatch Department:

a. Dispatch August 2018 Claims:

The Committee reviewed the Dispatch August 2018 claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report. Lori answered questions regarding the training and the on call meeting attendance.

c. Staff Update

Lori reports that the new dispatcher has left her position. Lori discussed some new testing options. She will be contacting the State Patrol to see if they still have a copy of the old test they used to give to test multi-tasking skills.

d. Budget

Lori went over her budget and where she made cuts.

Motion by Zurfluh, 2nd by Feirer to approve the budget and move it on to the Executive Committee. Motion carried unanimously.

9. Set date, time and location of next meeting:

October 10, 2018

1:00 PM

Wood County Courthouse

10. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report.

b. August 2018 Claims:

The Committee reviewed the Humane Officer August 2018 claims.

c. 2019 Budget-Action:

Motion by Zurfluh, second by Feirer to approve the 2019 Human Officer Budget as presented and pass it on to the Executive Committee. Motion carried unanimously.

11. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

Joe Zurfluh stated the Medical Legal Death Investigation training Coroner Hamm attended is going to be of great benefit to Wood County due to the Opioid epidemic in Wood County.

b. August 2018 Claims:

No claims for the month of August 2018.

c. 2019 Budget:

Motion by Zurfluh, second by Freirer to approve the 2019 Coroner Budget as presented and pass it on to the Executive Committee. Motion carried unanimously.

12. Sheriff's Department:

a. Correspondence:

No correspondences this month.

b. August 2018 Claims:

The Committee reviewed the Sheriff's Department August 2018 claims.

c. 2019 Budget-Action:

Motion by Feirer, second by Zaleski to approve the 2019 Sheriff's Department Budget as presented and pass it on to the Executive Committee. Motion carried unanimously.

d. Updates:

Crimestoppers: See Report.

Safe Ride Initiative: None.

Criminal Justice Task Force: None.

K9: None.

Courthouse Security: None.

e. Jail Items:

See Reports

13. August 2018 Claims: Dispatch, Communications, Emergency Management, and Sheriff:

Motion by Zurfluh, second by Polach to approve the August 2018 claims of all Public Safety Committee Departments. Motion carried unanimously.

14. Agenda Items:

None

15. Adjourn:

Motion by Feirer, second by Polach to adjourn at 2:09 p.m. Motion carried unanimously.

Minutes taken by Wood County Sheriff's Department.

Electronically Signed by Jason Zaleski

Jason Zaleski, Secretary
Public Safety Committee

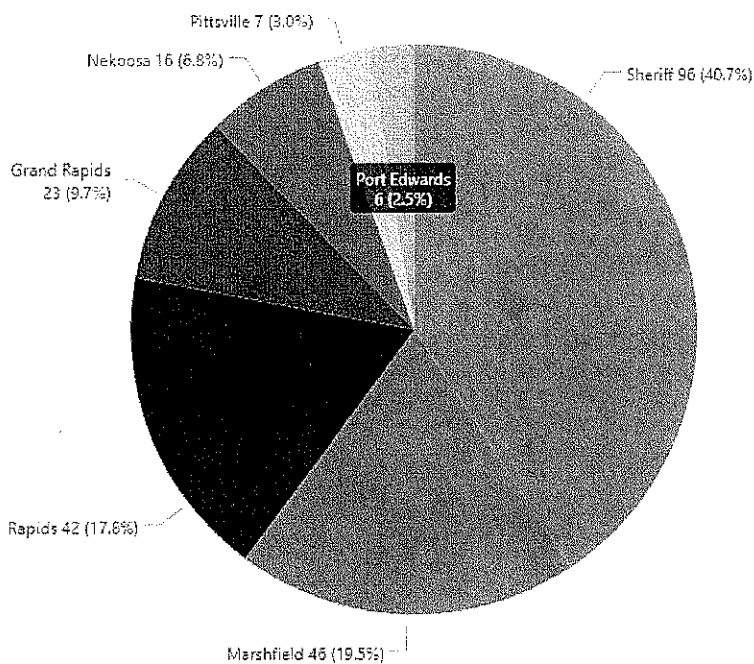
CIS Conversion Options

Training Options

	Option 1 On-Site	Option 2 At CIS	Option 3 None
System Preparation	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00
Training	\$ 14,470.00	\$ 9,800.00	
Production System Records Conversion	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
	\$ 28,570.00	\$ 23,700.00	\$ 14,100.00
Project Management	\$ 2,857.00	\$ 2,370.00	\$ 1,410.00
Total	\$ 31,427.00	\$ 28,070.00	\$ 15,510.00

Users by Agency (municipality)

Percentage of Users by Agency



Cost Breakdown if split by municipality

Option 1: Conversion with On-site training (\$31,427 Total)

Sheriff's Department: \$12,790.78
 Marshfield: \$6,128.26
 Wi Rapids: \$5,594.00
 Grand Rapids: \$3,048.41
 Nekoosa: \$2,137.03
 Pittsville: \$942.81
 Port Edwards: \$785.67

Option 2: Conversion with No Training (\$15,510 Total)

Sheriff's Department: \$6,312.57
 Marshfield: \$3,024.45
 Wi Rapids: \$2,760.78
 Grand Rapids: \$1,504.47
 Nekoosa: \$1,054.68
 Pittsville: \$465.30
 Port Edwards: \$387.75

Humane Officer Nanci Olson Report
July 29th – August 11th 2018

7-29, 8-3 WC11818 Mistreatment of a dog @ 8900 block of State Highway 186 Aprin-order of Abatement issued. Follow-up 60, 60

7-29; WR15610 Dog bite reported @ 700 block of Grove Avenue WR. 18

7-30; 8-5 WC11965 Dog bite @ 9900 block of Day Road Town of Marshfield-follow-up on quarantine-case closed 72, 72

7-30; WR15890 Victim bit by a stray cat @ 600 block of 13th Street South WR, which was caught and brought to the South Wood County Humane Society for quarantine 22

8-1, 2, 4, 6, 7, 8, 9, 10; WR15954 Complainants reported that a suspect punched a kitten to death-open and under investigation. 12, 12,0,0,18,14,14,0

8-1, 2, 8; WR16091 Dog bite-Pit Bull from 320 block of 16th Street South WR got loose and severely injured a small dog and also bit this dogs elderly owner after knocking her down. I issued the Quarantine Order, and then an Order of Abatement as this Pit Bull has bitten before. Owner stated she did not follow the quarantine order, but instead had a friend shoot her dog. I then met with the victim and advised her she should talk to her primary care doctor regarding receiving doses of rabies vaccines being we do not have a dog to quarantine. Charges will be referred to the district attorney for the owner of the Pit Bull that violated the Quarantine Order. 14,0,14

8-2, 3; WR16162 Dog bite-Shepherd, Border Collie type dog chased the victim riding a bike and bit her on the thigh. 16, 16

8-4, 7; GR2931 Welfare check on Pit Bull-open 8, 8

8-3, 10; WC12327 Welfare check on a dog @ 6000 State Highway 73 Town of Hanson 60, 60

8-10; WR16649 Welfare concerns @ 300 block of 19th Avenue South WR 18

Note: August 11 – Took the day off for my class reunion after giving dispatch prior notice.

**7-29; Report writing/per diems

**Human Resources to receive/track/record monthly phone bills to count as time worked

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

7/29/2018

THROUGH

8/11/2018

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
07/29/18	WC11818	\$50.00	60	12p	3p	3.00	Mistreatment
08/03/18	WC11818	\$50.00	60	4p	7p	3.00	Mistreatment
07/29/18	WR15610	\$50.00	18	8a	9a	1.00	Dog Bite
07/30/18	WC11965	\$50.00	72	1p	4p	3.00	Dog Bite
08/05/18	WC11965	\$50.00	72	8a	11a	2.00	Dog Bite
07/30/18	WR15890	\$50.00	22	8a	10a	2.00	Cat Bite
08/01/18	WR15954	\$50.00	12	1:30p	7:30p	6.00	Investigation
08/02/18	WR15954	\$50.00	12	12p	3p	3.00	Investigation
08/04/18	WR15954	\$50.00	0	8a	12p	4.00	Investigation
08/06/18	WR15954	\$50.00	0	9a	2p	5.00	Investigation
08/07/18	WR15954	\$50.00	18	11a	1p	2.00	Investigation
08/08/18	WR15954	\$50.00	14	11a	1p	2.00	Investigation
08/09/18	WR15954	\$50.00	14	4p	7p	3.00	Investigation
08/10/18	WR15954	\$50.00	0	12p	3p	3.00	Investigation
08/01/18	WR16091	\$50.00	14	8p	10p	2.00	Dog Bite
08/02/18	WR16091	\$50.00	0	10a	11a	1.00	Dog Bite
08/08/18	WR16091	\$50.00	14	8a	10a	2.00	Dog Bite
08/02/18	WR16162	\$50.00	16	7p	9p	2.00	Dog Bite
08/03/18	WR16162	\$50.00	16	8a	10a	2.00	Dog Bite
08/04/18	GR2931	\$50.00	8	8p	9p	1.00	Welfare
08/07/18	GR2931	\$50.00	8	8a	9a	1.00	Welfare
08/03/18	WC12327	\$50.00	60	4p	7p	3.00	Welfare
08/10/18	WC12327	\$50.00	60	8a	11a	3.00	Welfare
08/10/18	WR16649	\$50.00	18	4p	6p	2.00	Welfare
07/29/18		\$0.00		4p	7p	3.00	Report writing
TOTAL		\$1,200.00	588			64.00	\$320.46

(Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

Humane Officer Olson Report
August 12th – August 25th 2018

8-12; WR16162 Confinement of an aggressive dog after dog bite 16

****8-13 Public Safety Meeting 12**

8-15,22; WC12996 Compliant in the Township of Richfield regarding people selling ill puppies, sanitation, shelter, and kennel size concerns-Open Case 70, 70

8-15,19; WC13029 Dog bite-elderly victim was bit by a Border collie mix @ 10200 block of Airport Road Town of Lincoln. 88, 88

8-16 WR15954 Open and under investigation- report writing 0

8-17; Neenah case #18-14086 Dog bite-bite happened in the City of Neenah and the dog was in Wood County 0

8-17,18,25 ; WR17284 Dog bite-victim was bit by a pit bull @ 900 block of Jefferson Street WR-Order of Abatement to be issues-Open Case 20, 20, 20

8-18, 21; WR17312 Mistreatment-Open Case 18, 18

8-19, 21; WR16091 Dog bite-report written regarding the owner of a Pit Bull that did not follow the issued Quarantine Order 14, 14

8-20,24; WR17394 Improper confinement of Pit Bull type dogs that are aggressive @ 1900 block of Oak Street WR 12,12

8-23,25; WR17704 Cat bite to owner that was giving her cat a flea bath @ 400 block of Clyde Avenue WR 14,14

8-23, 24; WC13094 Improper confinement of cattle @ 3000 block of George Road WR 23, 23

8-23, 25; WC13237 Neglect of dogs in Town of Saratoga-Open Case 12, 12

HR-To receive/track/record monthly phone bills to count as time worked.

TIME CARD

COUNTY OF WOOD

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

8/12/2018

THROUGH

8/25/2018

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
08/12/18	WR16162	\$50.00	16	8a	10a	2.00	confinement
08/13/18			14	12:30p	2p	1.50	Public Safety Meeting
08/15/18	WC12996	\$50.00	70	2p	5p	3.00	Welfare Check
08/22/18	WC12996	\$50.00	70	8a	11a	3.00	Welfare Check
08/15/18	WC13029	\$50.00	88	9a	12p	3.00	Dog Bite
08/19/18	WC13029	\$50.00	88	8a	11a	3.00	Dog Bite
08/16/18	WR15954	\$50.00	0	1p	3p	2.00	Report
08/17/18	NE14086	\$50.00	0	3p	5p	2.00	Dog Bite
08/17/18	WR17284	\$50.00	20	10a	12p	2.00	Dog Bite
08/18/18	WR17284	\$50.00	20	2p	4p	2.00	Dog Bite
08/25/18	WR17284	\$50.00	20	12p	2p	2.00	Dog Bite
08/18/18	WR17312	\$50.00	18	8a	10a	2.00	Welfare Check
08/21/18	WR17312	\$50.00	18	9a	10a	1.00	Welfare Check
08/19/18	WR16091	\$50.00	14	1p	3p	2.00	Dog Bite
08/21/18	WR16091	\$50.00	14	2p	3p	1.00	Dog Bite
08/20/18	WR17394	\$50.00	12	6p	8p	2.00	Improper confinement
08/24/18	WR17394	\$50.00	12	8a	10a	2.00	Improper confinement
08/23/18	WR17704	\$50.00	14	7p	9p	2.00	Cat Bite
08/25/18	WR17704	\$50.00	14	8a	10a	2.00	Cat Bite
08/23/18	WC13094	\$50.00	23	4p	6p	2.00	Improper confinement
08/24/18	WC13094	\$50.00	23	8a	10p	2.00	Improper confinement
08/23/18	WC13237	\$50.00	12	11a	1p	2.00	Welfare Check
08/25/18	WC13237	\$50.00	12	4p	6p	2.00	Welfare Check
08/12/18				1p	4p	3.00	Report
08/17/18				2p	3:30p	1.50	Assisted Investigator
TOTAL		\$1,100.00	592			52.00	\$322.64 (Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331



Wood County

WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 9/4/18
TO: Wood County Public Safety Committee
FROM: Dara Hamm, Wood County Coroner
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for August 2018:

Calls for Service/Death Investigations	101
Investigations Involving Sudden or	
Suspicious Deaths and Falls	34
Death Certificates Signed	31
Cremation Permits Signed	67
Traffic Fatalities Investigated	0
Suicides Investigated	3
Drownings	0
Fire Fatalities	0
Homicides	0
Autopsies Performed	1
Suspected Overdoses	0
Disinterments	0

Remarks:

I attended a week long Medical Legal Death Investigation Training in St. Louis this past month. I learned new techniques and current standards for death investigations. I am now working to update all department staff with information that includes child death, trauma, social media and testifying in court cases to name a few things.

Respectfully submitted,

Dara Hamm

Dara Hamm
Wood County Coroner



Wood County

WISCONSIN

SHERIFF'S
DEPARTMENT

Thomas Reichert
SHERIFF

September 5th, 2018

Sheriff Reichert:

During the month of August the Crime Stoppers program received 38 tips that were forwarded to the appropriate agencies for follow-up. Our monthly meeting was cancelled.

Our tribute to Neil Diamond fund raising concert will be held on September 15th at the PAC in Wisconsin Rapids.

Our next meeting is scheduled for 9/18/18.

Scott Drew

WOOD COUNTY JAIL

January - June 2018

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	202	80	46	222	74	48	218	73	52	227	75	55	221	76	50	214	75	42
2	207	80	46	213	76	49	214	75	51	228	75	54	231	75	50	216	72	43
3	208	79	46	208	76	47	211	75	48	223	74	53	233	74	49	216	70	43
4	207	78	47	208	76	46	216	76	48	224	72	53	234	73	49	216	70	43
5	210	78	48	210	76	46	217	76	48	220	70	53	224	81	49	212	69	43
6	204	78	49	210	76	46	215	75	49	219	74	53	230	81	49	219	69	45
7	211	83	49	212	76	45	214	74	50	220	73	53	230	81	48	219	79	45
8	215	78	49	207	74	45	215	74	53	218	73	52	228	79	45	219	77	47
9	207	77	48	209	75	45	218	77	55	219	73	52	222	77	45	217	78	45
10	217	75	49	207	74	44	218	82	52	215	73	53	223	76	45	221	77	45
11	219	76	49	210	74	44	221	82	52	224	70	53	220	74	45	223	77	45
12	219	75	49	208	74	43	223	82	52	221	74	52	215	75	42	216	75	47
13	218	70	50	204	73	43	222	80	52	224	78	53	220	75	42	216	74	46
14	217	69	50	211	72	45	226	78	53	220	76	53	223	75	42	216	74	45
15	222	69	50	205	74	47	227	76	54	219	76	53	223	71	42	216	72	46
16	221	68	50	210	74	46	224	73	57	225	76	53	221	68	41	208	70	43
17	218	73	50	209	76	46	222	73	57	223	75	52	224	73	41	207	70	39
18	218	76	48	211	76	46	223	73	57	216	75	52	223	78	42	214	70	39
19	207	75	47	211	76	46	227	73	57	216	72	50	218	76	41	221	69	39
20	207	73	46	215	74	49	225	72	57	216	77	52	216	76	38	223	69	41
21	206	73	45	222	77	51	228	73	60	218	80	54	219	76	38	228	66	43
22	209	73	45	218	78	50	231	72	59	225	80	54	220	72	38	225	72	44
23	209	73	45	225	77	50	230	69	60	223	80	53	211	72	38	224	82	44
24	209	73	45	223	76	51	228	72	58	223	78	53	210	72	41	228	82	42
25	208	78	45	222	76	50	230	72	57	225	77	52	217	77	43	231	82	42
26	214	77	45	228	76	50	231	72	55	222	76	51	216	80	43	219	80	40
27	215	76	47	222	72	51	232	69	54	217	76	50	219	80	42	221	80	42
28	212	76	46	218	70	51	223	69	54	216	75	49	225	80	41	221	77	44
29	213	76	45				229	71	56	215	75	49	223	80	41	218	81	45
30	213	72	46				222	75	55	216	75	49	219	79	41	222	77	45
31	215	71	48				222	75	55				218	77	42			
WCJail	212.16			213.50			222.65			220.57			221.81			218.87		
Shipped	75.10			74.93			74.45			75.10			76.10			74.50		
EMP	47.35			47.14			54.10			52.27			43.32			43.40		
Avg Length of Stay (Days)	28.59			27.90			29.50			25.90			27.00			29.00		

WOOD COUNTY JAIL

July - December 2018

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	223	77	44	246	71	49	239	81	43	0	0	0	0	0	0	0	0	0
2	221	77	43	252	70	52	242	79	42									
3	216	74	43	247	75	53	243	79	41									
4	219	79	43	251	79	53	236	78	39									
5	221	79	42	257	79	53	230	78	40									
6	218	78	41	265	79	53	233	77	41									
7	219	79	41	247	77	50												
8	224	79	41	243	78	47												
9	225	78	41	245	78	46												
10	219	78	43	239	76	47												
11	223	75	46	233	74	47												
12	222	73	49	236	74	47												
13	217	69	48	237	73	47												
14	222	72	49	234	71	45												
15	224	72	50	228	69	45												
16	227	72	52	229	69	45												
17	230	71	52	236	73	47												
18	232	75	51	236	78	46												
19	229	78	50	239	78	46												
20	228	78	49	240	78	45												
21	223	78	47	236	77	43												
22	227	78	47	234	77	44												
23	231	78	47	237	77	45												
24	233	77	47	239	76	47												
25	239	76	49	240	84	48												
26	238	74	50	242	84	46												
27	242	73	50	246	84	45												
28	241	73	50	239	82	44												
29	246	73	49	242	82	45												
30	245	72	49	235	82	45												
31	244	71	49	236	81	42												
WCJail	228.00			240.84			237.17			0.00			0.00			0.00		
Shipped	75.35			76.94			78.67			0.00			0.00			0.00		
EMP	46.84			47.00			41.00			0.00			0.00			0.00		
Avg Length of Stay (Days)	29.00			23.30			0.00			0.00			0.00			0.00		

2018 Yearly Averages

Total	224.0
Safekeeper	75.68
EMP	46.9
LENGTH of STAY	27.5

Color indicates low population Jan. 1st
 Color indicates high population Aug. 6th

Overtime Breakdown 2018 (hrs.)

Month	Funeral Leave	Fill In OT	FMLA	Sick Leave	Training	TOTAL
<i>January</i>	0	0	0	0	0	0
<i>February</i>	0	0	0	0	0	0
<i>March</i>	0	0	0	0	0	0
<i>April</i>	0	0	0	0	0	0
<i>May</i>	0	0	0	0	0	0
<i>June</i>	0	0	0	0	0	0
<i>July</i>	0	0	0	0	0	0
<i>August</i>	0	0	0	0	0	0
<i>September</i>	0	0	0	0	0	0
<i>October</i>	0	0	0	0	0	0
<i>November</i>	0	0	0	0	0	0
<i>December</i>	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0

Overtime Breakdown 2017 (hrs.)

Month	Funeral Leave	Fill In OT	FMLA	Sick Leave	Training	TOTAL
<i>January</i>	0	0	0	0	0	0
<i>February</i>	0	0	0	0	0	0
<i>March</i>	0	0	0	0	0	0
<i>April</i>	0	0	0	0	0	0
<i>May</i>	0	0	0	0	0	0
<i>June</i>	0	0	0	0	0	0
<i>July</i>	0	0	0	0	0	0
<i>August</i>	0	0	0	0	0	0
<i>September</i>	0	0	0	0	0	0
<i>October</i>	0	0	0	0	0	0
<i>November</i>	0	0	0	0	0	0
<i>December</i>	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0

Electronic Monitoring 2018

Monthly Savings vs. Out of County Housing

Month	Monthly Savings	YTD 2018 Total Amount	2017 Total Amount
January	\$76,372.23	\$76,372.23	\$26,290.75
February	\$68,675.43	\$145,047.66	\$52,368.18
March	\$87,259.51	\$232,307.17	\$90,433.32
April	\$81,588.24	\$313,895.41	\$129,455.82
May	\$69,872.12	\$383,767.53	\$175,424.33
June	\$67,743.06	\$451,510.59	\$220,534.34
July	\$75,549.00	\$527,059.59	\$264,244.74
August	\$75,807.71	\$602,867.30	\$317,794.01
September	\$0.00	\$602,867.30	\$370,396.34
October	\$0.00	\$602,867.30	\$428,461.82
November	\$0.00	\$602,867.30	\$502,292.39
December	\$0.00	\$602,867.30	\$572,293.55
TOTAL	\$602,867.30	\$602,867.30	\$572,293.55

EMP Average for month x number of days in month = bed days

Bed Days x \$52.03 = Monthly Savings

SAFEKEEPER HOUSING

2018

MONTH	Facilitiy	Facility	Facility	WAUPACA	MONTH TOTAL	2018 YTD TOTAL	2017 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$82,125.00	\$82,125.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$164,250.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$246,375.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$328,500.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$410,625.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$492,750.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$574,875.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$574,875.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$574,875.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$574,875.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$574,875.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$574,875.00	\$82,125.00
TOTALS	\$0.00	\$0.00	\$0.00	\$574,875.00	\$574,875.00		\$985,500.00

2017 is a 75 average

Wood County Sheriff's Department Kitchen Report 2018

MONTH	Breakfast	Dinner	Lunch	Sack	Total meals	Food Cost plus Labor
January	2611	2717	2581	255	8164	\$19,053.26
February	2598	2707	2535	251	8091	\$19,057.63
March	2677	2729	3385	254	9045	\$19,188.08
April	3384	3590	3378	442	10794	\$24,491.81
May	2904	2936	2847	400	9087	\$20,126.18
June	2859	3033	2812	302	9006	\$19,960.77
July	3791	3912	3700	334	11737	\$25,325.05
August	3359	3557	3227	300	10443	\$21,055.71
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
TOTAL	24183	25181	24465	2538	76367	\$168,258.49

Cost per meal **\$2.20**

Cost per day **\$6.61**

Wood County Jail Kitchen Expenses

	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	3.23	3.60	3.71	3.09	2.45
Cost per Day	9.69	10.81	11.12	9.27	7.36

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 FRIDAY, SEPTEMBER 7, 2018
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Robert Ashbeck, Dave LaFontaine and Bill Leichtnam. Mark Holbrook arrived at 2:10 p.m.

Members Excused: Harvey Petersen.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg and Kim Keech.

Others Present: Dist. #5 Supervisor Adam Fischer, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendening, Marla Cummings (Wood County Finance Department), Josh Miller (City of Marshfield), Krista Coon (Heart of Wisconsin Chamber of Commerce), Jeremy Sickler (Alexander Field Airport), Arne Nystrom (Alexander Field Airport), Rick Bakovka (Regional Economic Growth Initiative), Adam Tegen (City of Wisconsin Rapids), Scott Larson (Marshfield Area Chamber of Commerce & Industry) and Mayor Zach Vruwink (City of Wisconsin Rapids).

1. **Call Meeting to Order.** Chairperson Curry called the CEED Meeting to order at 2:00 p.m.
2. **Public Comment.** None
3. **Review Correspondence.** None
4. **Review and consider approval of Transportation and Economic Development Budget.**
 Chairman Curry explained that there was a motion at the Executive Budget Meeting on September 4th to approve and accept the 2019 Transportation and Economic Development Budget sharing that there was no second. He shared that the directive of the County Board Chair was to decrease the tax levy by 1%. Chairman Curry commented that he made a motion at the Executive Committee to send the 2019 Transportation and Economic Development Budget back to the CEED Committee for changes.

Jason Grueneberg shared that the 2019 Transportation and Economic Development Budget was approved on August 27th with a 10% increase from the 2018 budget. There were two new grant requests for 2019 that totaled \$90,000 which were for the Wildwood Park & Zoo Welcome Center Project in the amount of \$50,000 and Wisconsin Rapids Residential Incentive Program for \$40,000. The consensus of the CEED Committee was to prorate and fund all grant requests reducing the share that existing stakeholders would receive by 31% from 2018. Jason Grueneberg shared that the bulk of the Transportation and Economic Budget are for grant requests with a small portion of the budget for mileage and WEDA dues. Jason commented that the CEED Committee needs to act today on the 2019 Transportation and Economic Development Budget to send to the Executive Committee for approval on September 18th.

Supervisor Ashbeck expressed that the Highway 10 Project hurt Milladore and feels that the economic development money should also benefit farmers and the rural area. Supervisor Leichtnam shared that the money should be disbursed equity wide throughout the county. Chairman Curry doesn't want supervisors to vote against the budget because of a grant request. Supervisor Fischer is surprised that Wood County doesn't give more for economic development.

Marla Cummings stated that the CEED Committee can vote on an amount versus who gets the grants.

Josh Miller shared that the City of Marshfield Residential Incentive (MRI) Program partnered with Wood County for a verbal two year agreement. 2019 would be the second year of that program. He commented that there are no funds available to make-up the difference if this program was reduced.

Adam Tegen (City of Wisconsin Rapids) saw an opportunity but would prefer not take away from other organizations. Mayor Vruwink (City of Wisconsin Rapids) commented that there are other ways to make revenue to fund the Wisconsin Rapids Residential Incentive Program.

Jason Grueneberg shared that the Economic Development mission is collaborative in nature and that groups depend on Wood County funding to move projects forward.

Rick Bakovka (Regional Economic Growth Initiative) commented that existing organizations are being cut by 31% by the budget that was approved by the CEED Committee on 8/27/18. He added that the existing partners should be funded at the same levels in the past and to create a new special request fund.

Motion by Dave LaFontaine to approve the 2018 budget amount and add \$90,000 for the two new grant requests to total \$241,500 grant requests. Second by Kenneth Curry. Motion failed 2-3. Voting no was Bill Leichtnam, Robert Ashbeck and Mark Holbrook. Bill Leichtnam would vote for this motion if the money wasn't earmarked for certain organizations. Robert Ashbeck feels that the money should be spread throughout the county. Mark Holbrook asked if the Executive Committee would approve a budget of \$241,500 if they didn't approve a \$166,463 grant request budget. Discussion followed.

Mark Holbrook added that organizations need to realize that when you write a grant they may or may not get funded.

Motion by Mark Holbrook to remove the Marshfield Park & Zoo Welcome Center Project in the amount of \$34,500 from the approved CEED Committee budget on 8/27/18 and to apply \$9,687 of that amount to the Marshfield Residential Incentive (MRI) Program due to a Wood County verbal 2 year commitment in the amount of \$31,250. Second by Bill Leichtnam.

Motion by Bill Leichtnam to amend Mark Holbrook motion to divide the difference between the total 2018 budget requests and 2019 approved CEED Committee budget requests on 8/27/18 to the remaining existing stakeholders for a 21% reduction in grants to existing stakeholders. Motion carried 3-2. Voting no was Kenneth Curry and Dave LaFontaine. Dave LaFontaine feels that there should not be any grant cuts to the Marshfield Economic Development Board. Chairman Curry feels that the CEED Committee should have a blanket Transportation and Economic Development budget commitment figuring out who the grant recipients are later.

Supervisor LaFontaine feels that the CEED Committee should send a future request to the full county board for additional money added to the Economic Development budget. Supervisor Leichtnam proposed that the CEED Committee should consider a resolution to County Board for additional monies for Economic Development at the October meeting.

5. Schedule any additional meetings if necessary.

6. Adjourn. Chairperson Curry declared the meeting adjourned at 3:10 p.m.

Respectfully submitted,



Kenneth Curry, CEED Chairperson

Minutes by Kim Keech, Planning & Zoning Office

Review for submittal to County Board by Kenneth Curry (approved on September 26, 2018 @ 2:50 p.m.)

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, OCTOBER 3, 2018
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Robert Ashbeck, Dave LaFontaine, Bill Leichtnam, Harvey Petersen (excused at 11:02 a.m.)

Members Excused: Mark Holbrook

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn

Land & Water Conservation Staff: Shane Wucherpennig, Adam Groshek, Lori Ruess

UW Extension Staff: Jason Hausler, Nancy Turyk

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Logan Manthe, Environmental Health Assistant, Wood County Health Department.

1. **Call to Order.** Chair Kenneth Curry called the CEED meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chair Curry declared a quorum.
3. **Public Comment.** None
4. **Review Correspondence.**
 - A. Chair Curry and Supervisor Leichtnam attended the WCA Conference at the La Crosse Center, September 23rd – 25th. Chair Curry gave a report on the breakout session he attended and added all sessions were very good.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the August 27, 2018, September 5, 2018 and September 7, 2018 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Shane Wucherpennig, Tracy Arnold, Adam Groshek, Lori Ruess, Emily Salvinski, Jason Grueneberg, Adam DeKleyn, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber, Nancy Turyk, and Jackie Carattini.
 - A. Minutes of the August 27, 2018, September 5, 2018 and September 7, 2018 CEED Meetings. Bill Leichtnam requested the August 27th minutes and September 5, 2018 be pulled for further discussion and clarification on the following items:

5C of the August 27th CEED minutes - Nancy Turyk's job description. Bill Leichtnam asked if Nancy could facilitate the Citizens Groundwater Committee meeting. Jason Hausler explained that Nancy was hired as the Community Development Educator and her focus is on Community Development. She may be able to help facilitate the Citizens Groundwater Committee meetings if the work remained in a facilitator role and not viewing Nancy as the expert on Groundwater issues. She could bring in experts to help as the group needs. The final decision on facilitating the group would be up to Nancy given her other job commitments.

7B of the September 5th CEED minutes – Wood County Water. Bill asked for clarification and discussion on EPA imposing Act 1431. Chair Curry and Supervisor Doug Mahon offered their opinions based on what they have heard.

7B of the September 5th CEED minutes - motion by Bill Leichtnam for the Land & Water Conservation Department and Health Department to give a groundwater presentation to the County Board. Bill asked if the presentation would be given in October to the County Board.

Shane Wucherpennig and Nancy Eggleston were not present at this time so this couldn't be addressed. However, Wucherpennig did state later in the meeting that they would be able to give the presentation at the October County Board meeting.

- B. Department Bills. No additions or corrections needed.
- C. Staff Activity Reports. No additions or corrections needed.

Motion (Dave LaFontaine/Bill Leichtnam) to approve and accept the August 27, 2018, September 5, 2018 and September 7, 2018 minutes with the exception of any corrections that may be needed on the items that were pulled for discussion, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Motion carried unanimously.

It should be noted there was no need to amend the August 27th or September 5, 2018 minutes. The items Bill Leichtnam requested pulled were discussed and clarified.

6. Risk and Injury Report. None.

At this time with no opposition, Chair Curry moved UW Extension agenda items A & B up on the agenda. Item C will be on a future agenda.

7. Land & Water Conservation Department.

- A. Open and Approve Low Bid for the Purpose of Determining Cost Share Amount for James & Joanne Coenen's Three Grassed Waterways and Rock Crossings. Adam Groshek presented to Chair Curry two bids he received for James & Joanne Coenen's grassed waterways and rock crossings. Chair Curry opened the bids. Bids were as follows: Jeff Ertl Trucking, LLC - \$16,090.51 and Dean Atlmann Trucking & Excavating - \$35,400.00.

Motion (Dave LaFontaine/Harvey Petersen) to accept the low bid in the amount of \$16,090.51 from Jeff Ertl Trucking, LLC for the purpose of determining the cost share amount for James and JoAnne Coenen's three grassed waterways and rock crossings, following review and verification by Groshek that the bid is complete. Motion carried unanimously.

- B. Open and Approve Low Bid for the Purpose of Determining Cost Share Amount for Otter Creek Farms Waste Storage Facility Project. Shane Wucherpennig presented to Chair Curry one bid he received for Otter Creek Farm's Waste Storage Facility project. Chair Curry opened the bid from Dennis Krause - Mid-Wisconsin Concrete. The bid amount was \$65,114.58. Wucherpennig stated that he didn't get the design from the engineering firm until recently and that the bid may be higher due to cold weather concrete. Dave LaFontaine asked if it would be advantageous to carry the project into 2019. Wucherpennig stated that is not an option as this was a 2017 carryover project.

Motion (Harvey Petersen/Bill Leichtnam) to accept the low bid in the amount of \$65,114.58 from Dennis Krause - Mid-Wisconsin Concrete for the purpose of determining the cost share for Otter Creek Farms waste storage facility project, following review and verification by Wucherpennig that the bid is complete. Motion carried unanimously.

- C. Report on Well Testing - Shane Wucherpennig. Shane Wucherpennig stated with the well testing protocol in Juneau County town of Armenia and southern Wood County, he feels now would be a good time to pursue a county-wide well testing program and is looking for support and approval from the Committee to move forward with the program. He has been in contact with other counties that held county-wide well testing and they have had approximately 85% participation. Shane is proposing a program that would include taking one sample in every section of each township in Wood County - a total of 828 samples. Participation would be voluntary. He reviewed several well testing package options that he researched the

approximate cost for each testing package. The Homeowner package which tests for Total Coliform Bacteria, Nitrate + Nitrogen, pH, Alkalinity, Total Hardness, Chloride, Conductivity and Corrosivity would cost approximately \$43,056.00 and Nitrate + Chloride would cost approximately \$22,356. Wood County has also been approved to get lab equipment in house from Juneau County ATC fund. This equipment can test for nitrates only and would cost approximately \$6,624. Discussion followed.

Motion by (Bill Leichtnam) to propose that Shane Wucherpennig move forward with a county-wide well testing study. Discussion followed.

Bill Leichtnam amended his motion.

Motion by (Bill Leichtnam/Dave LaFontaine) to propose that Shane Wucherpennig partner with Health and Human Services and move forward with a county-wide well testing study. Motion carried unanimously.

It was stated that Shane should report back to the committee on program progress and implementation plans.

- D. 3-D Groundwater Model. Shane Wucherpennig shared that he talked with a couple of counties that have done 3-D Groundwater modeling. A 3-D groundwater modeling study will show how groundwater moves and with increased demand to answers regarding waste application to land, well protection, groundwater quality and quantity, this is the type of study that can give us answers. Partners would include Land & Water Conservation Department, Planning & Zoning – Land Records, Health & Human Services, University Extension, Emergency Management, Highway Department, USGS and WGNHS. This would be a three phase study and would cost \$195,000 to \$ 200,000. Lengthy Discussion followed.

Following discussion, Dave LaFontaine stated that he would like to see a presentation as he questions what value it would be to the county to have the data other than use by Well Engineers. Shane replied he could get someone to come to a future meeting and give a presentation that would focus on the value to the county.

It was the consensus of the committee that Shane explores funding options for the 3-D groundwater modeling study and brings more information to the committee.

Nancy Turyk offered to work with Shane on groundwater grant funding possibilities.

- E. Discussion on Groundwater. Shane updated the committee on the status of the Memorandum of Understanding (MOU) which was drafted by the Armenia Growers Coalition. The MOU has been revised three times. The latest revision came out the 1st of October and is significantly different than the first draft.

Bill Leichtnam asked that County Board be brought up to speed on this issue with monthly reports from the Health Department and Land & Water Conservation Department.

- F. Request from Citizens Groundwater Committee for Tour Bus – Discussion and Possible Action. Bill Leichtnam stated that the Citizens Groundwater Committee has been invited to tour Heartland Farms irrigated potato and vegetable farm in Hancock on Monday, October 15th. He added that this would be a great opportunity for the Groundwater Committee to see the site and work with the vegetable growers and asked the Committee to fund the bus. He asked if the bus could possibly be funded through the Land & Water Conservation budget, as the CEED tour was cancelled. Jason Grueneberg stated that the CEED tour bus is funded by Land & Water Conservation, Planning & Zoning and UW Extension. Following discussion, Chair Curry stated he didn't feel the request for funding the bus belonged with this committee at this time.

Motion by (Bill Leichtnam) to request the CEED back the efforts of the Citizens Groundwater Committee by funding a bus for the tour of Heartland Farms, Inc. There was no second. The motion failed.

- G. Discussion and Possible Action on Non-Ferrous Metallic Mining Ordinance. Shane Wucherpfennig presented the Non-Ferrous Metallic Mining Ordinance. He stated that the proposed ordinance is based off Taylor County's ordinance and is a good ordinance. Discussion followed and a few questions were asked regarding language on page 42, 73 and 74 of the ordinance. The questions were answered by Adam DeKleyn.

Motion by (Bill Leichtnam/Harvey Petersen) that the Land & Water Conservation Department take the steps necessary to hold a Public Hearing on the Non-Ferrous Metallic Mining Ordinance #803 in November, followed by presentation to the full County Board for approval as soon as possible. Motion carried unanimously.

- H. Discuss CEED Tour. Shane Wucherpfennig stated that the September 21st CEED tour was cancelled because he couldn't justify paying for a bus and staff time. There were 18 people registered with 15 of those being staff members and 3 being supervisors. He added that the whole idea behind the annual tour is to present and showcase the work being done in the field by each department. It is the intent of the three departments to hold the tour in the future if there is enough interest and if more supervisors attend. Bill Leichtnam shared that he has participated in four of the past tours and found the tours to be extremely helpful to him to see what is going on in the field. He added that he would also like to see "problem areas" not only the showcased projects.

A short break was called by Chair Curry at 11:02 a.m. Chair Curry reconvened the CEED Committee meeting at 11:11 a.m.

8. Economic Development

- A. Wood County ATV Trail Committee Update. Jason Grueneberg updated the Committee regarding the ATV trail progress. He and Adam DeKleyn took a day and rode out southern Wood County on ATV's. He shared areas of concerns with connecting to Jackson County, although they were able to make the connection. He also shared concerns that need to be addressed with signage, amenities, and future costs of equipment and trail maintenance. Recently Vesper, Nekoosa, and Village of Biron opened up portions of their roads. A list of ATV/UTV club leaders has been established and the leaders will be invited to a future ATV Trail Committee meeting. The next ATV Trail Committee meeting will be held on October 4th. The goal is to have an ATV route presentation at the November County Board.
- B. Discussion on Wood County's Funding and Role in Economic Development. Jason handed out the Wood County Economic Development Mission Statement and reviewed it with the committee. He added that along the way there has been some disagreement as to the county's role in economic development and he would welcome feedback from the committee. He will be attending a round table discussion on October 12th with economic development partners on how to collaborate. Discussion followed. Supervisor LaFontaine stated the current guidelines on the Mission Statement are missing improving the tax base. He added that housing improvement is very important and builds tax base. Jason stated that improving tax base could be covered under enhancing quality of life. Other concerns expressed were ways to address some of the rural needs. Nancy Turyk offered to reach out to UWEX Specialists for assistance. She will work with Grueneberg on questions and any committee comments or concerns and forward them to the specialists.

Jason Grueneberg asked if there was anything the committee would like to see or learn more about from the partners or groups he works with. Dave LaFontaine stated he would like to continue to see presentations and asked "How do you measure success?" Jason Grueneberg shared it is difficult at times to quantify the return on investment, but the county does have an obligation to participate.

- C. Consider Resolution Requesting Additional Funding for Economic Development. – Jason Grueneberg stated the timing is not right to present a resolution requesting additional funding for Economic Development. This may be an agenda item in the future.

9. Private Sewage

10. County Surveyor.

11. Planning

12. UW Extension

- A. Office Update: Jason Hausler reported on UWEX office updates;

Summer intern Amanda Kyle resigned. Her last day was September 21st.

The UWEX Local Government Center will be offering a series of teleconferences November 2018 through February 2019. Topics of the webinars include Wisconsin – recruiting and retaining talent, nonferrous mining, repurposing downtowns, and farm economic trends.

Wisconsin Land + Water is offering a groundwater webinar series in October. The webinars will be held on October 5th - "Wisconsin's Groundwater: Basic concepts and information resources; October 11th - "Human Health Effects of Nitrate in Drinking Water", October 18th - "Public wells and accessing well data through DNR databases", and October 25th - "Understanding groundwater quality through a private well monitoring program".

The Nutrition Educator Administrator position is posted. Jodi Friday assumed the role interim Nutrition Educator Administrator until the position is filled.

The second invoice for contractual services came through and is significantly less than the first one. The invoice for approximately \$32,000 is being processed and the Finance Department has been notified.

Clean Sweep was held September 29th in Marshfield. The 2019 Clean Sweep will be in held at a site in southern part of the County.

- B. Horticulture Educator Update. Jason Hausler shared that he exhausted every channel with partnering with other counties for a full time Commercial Horticulture position. He stated he is looking for support from the Committee to fill the Horticulture Educator as a ½ time position (as budgeted). Discussion followed.

Motion by (Dave LaFontaine/Robert Ashbeck) to support filling the vacant Horticulture Educator position as a part-time (50%) Horticulture Educator position. Motion carried unanimously.

- C. Presentation – UW Extension FoodWise Coordinator – Jodi Friday. – This presentation will be on the November 2018 CEED agenda.

13. Schedule Next Meeting.

The next regular CEED meeting is scheduled for Wednesday, November 7, 2018 at the Wood County Courthouse in Room 114.

14. Agenda items for next meeting.

- A. Discussion and possible action on Non-Ferrous Metallic Mining Ordinance.
- B. Discussion on groundwater.
- C. Discussion on Wood County's role in Economic Development.

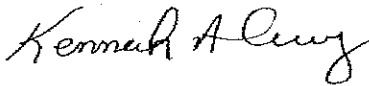
15. Schedule any additional meetings if necessary.

Public Hearing for Non-Ferrous Metallic Mining Ordinance - November 7, 2018.

16. Adjourn.

Chair Kenneth Curry declared the meeting adjourned at 12:30 p.m.

Respectfully submitted,



Kenneth Curry, Acting Secretary

Minutes by Lori Ruess, Land & Water Conservation Department

Review for submittal to County Board by Kenneth Curry (approved on October 9, 2018 at 9:30 a.m.)



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**NORTH CENTRAL ITBEC BOARD
AND
TOURISM & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
JOINT MEETING**

Thursday, July 26, 2018

Waubee Lake Lodge
Lakewood, WI 54138

MINUTES

CALL TO ORDER: North Central ITBEC Board Chair Mike Klimoski called the joint meeting to order at 10:04 a.m.

ROLL CALL: Board Members: Tom Tallier, Forest County; Phil Idsvoog, Portage County; Larry Neuens, Florence County. **Tourism & Economic Development Advisory Committee Members:** Charlie Rayala, Vilas County; Bonnie Olson, Shawano County; and Melinda Otto, Forest County. **Board & Tourism & Economic Development Advisory Committee Members:** William Chaney, Forest County; Angie Close and Mike Klimoski, Langlade County; Samantha Boucher, Oconto County; Russ Fisher and Jim Winkler, Oneida County. **EXCUSED: Board Members:** Brad Hamilton, Wood County; Marvin Anderson, Vilas County; Arlyn Tober, Shawano County; Lori Moore, Florence County. **Tourism & Economic Development Advisory Committee Members:** Sara Brish, Portage County; Matt McLean, Wood County. **Board & Tourism & Economic Development Advisory Committee Members:** Al Haga, Portage County; Lance Pliml, Wood County; Greg Sekela, Oconto County; Debbe Kinsey and Ken Maule, Lincoln County; Cindy Burzinski, Vilas County; Robert Sivick and Donna Kalata, Waushara County. **STAFF:** Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representative. **OTHERS:** Rachel Skenandore - Northeast Region Director, Wisconsin Department of Administration. Introductions were made around the room.

APPROVAL OF MAY 31, 2018 JOINT MEETING MINUTES: Motion by Idsvoog, second by Chaney, to approve the May 31, 2018 joint meeting minutes as printed. Motion carried.

BI-ANNUAL ELECTION OF OFFICERS: North Central ITBEC Board Chair Klimoski opened nominations. Motion by Close, second by Chaney, to keep the officers of the North Central ITBEC the same. Motion carried.

- a. Chair (Mike Klimoski incumbent): Chair Klimoski was re-elected by an all encompassing motion.
- b. Vice-Chair (Phil Idsvoog incumbent): Vice-Chair Idsvoog was re-elected by an all encompassing motion.
- c. Secretary (Lance Pliml incumbent): Secretary Pliml was re-elected by an all encompassing motion.

CHAIR'S REMARKS: Chair Klimoski noted that the summer has been going along pretty good. Chair Klimoski also took the opportunity to thank Samantha Boucher for coordinating today's meeting location in Oconto County.

PROJECT DIRECTOR'S REPORT:

- a. WCA Opioid Litigation: There are 63 counties that have joined the WCA opioid lawsuit, with several of the larger counties filing individual lawsuits. To date, there has only been one county that voted to not file a lawsuit over the opioid problem. The federal court judge assigned the case ordered the parties in the lawsuit to begin settlement talks immediately, telling them the problem is evident and there's no need to drag this on for years. The presiding judge has approved negotiating teams for both the plaintiffs and the defendants. In addition, he is allowing the State of Alabama to share its amended complaint (and any future amended complaints) with other State Attorneys General with certain conditions attached.
- b. Northwoods Rail Transit Commission: A study by WisDOT of existing users and potential new customers of rail service was recently completed. The rail transit commission is continuing to try and have Canadian National (CN) at least talk with potential short line operators, but not having much luck at all. Their next meeting was scheduled for July 20, 2018.
- c. 2018 Governor's Northern Economic & Community Development Summit, December 5 & 6, 2018 in Minocqua: Bill Korrer informed the members that the Governor's Northern Economic & Community Development Summit is scheduled for December 5 & 6, 2018 in Minocqua. He pointed out this is a summit and not a conference.

North Central ITBEC Board and Tourism & Economic Development Advisory
Committee Joint Meeting Minutes

Page 3

July 26, 2018

The word "summit" means participation by the attendees, rather than just listening to presentations, as you would do at most conferences. The Governor's Cabinet is well represented at this event and offers attendees the opportunity to discuss issues with them in a less formal setting, compared to an office visit in Madison.

INTRODUCTION OF RACHEL SKENANDORE, NORTHEAST REGION

DIRECTOR FOR DOA: Bill Korrer introduced Rachel Skenandore. Ms. Skenandore is based out of the northeastern office, which serves as a connection point between communities in northeastern Wisconsin and the resources of state government. She said you can contact her if you are looking for information, have a suggestion, or need assistance with problem resolution with a state agency. She travels throughout the 17 county region of northeastern Wisconsin, including Vilas, Oneida, and Lincoln Counties, as well as points east down as far as Outagamie and Manitowoc Counties.

COUNTY ISSUES ROUNDTABLE DISCUSSION: William Chaney said that counties that were shorted by the federal government of National Forest payment in lieu of taxes "PILOT" will be receiving a settlement. Jim Winkler questioned if anybody had mining going on. Tom Tallier shared the problems Forest County is having with the placement of newly released violent sex offenders. Larry Neuens shared frustration with a single member of the state's Joint Finance Committee being able to delay funding because of an objection to the project or purchase.

FINANCIAL REPORT: Bill Korrer reported to the group that there is currently an undesignated fund balance of \$8,119.10.

- a. Consideration of Setting 2019 North Central ITBEC Dues: Bill Korrer told the Board members that there needs to be formal action setting the 2019 North Central ITBEC dues, because the county budget prep process is taking place by mid-summer. Motion by Idsvoog, second by Chaney, to keep the 2019 North Central ITBEC dues at the same amount per county as 2018. Motion carried.

MARKETING REPORT:

- a. 2019 Sports Shows Update: Samantha Boucher said that the 2019 sports show plan is to attend the same three sports show as 2018 - the WBAY RV & Camping Show in Green Bay, the Tinley Park, Illinois Fishing & Outdoor Show, and the Milwaukee Journal Sentinel Sports Show in Milwaukee. The marketing team is researching other sports shows to possibly add a fourth.
- b. 2018 Promotions Plan Update: The team is working on a possible county-state-federal campground brochure. Ads were placed in the Wisconsin Bike Federation magazine. North Central ITBEC is also doing co-op social media advertising through the Department of Tourism. Lastly, we will be participating in the Department of Tourism Fall Color reporting.

DEPARTMENT OF TOURISM UPDATE: Melinda Otto said that Nicolet-Wolf River Scenic Byway received a JEM Grant from the Department of Tourism. The route is 148 miles in length and runs through Forest, Langlade, Oneida, and Vilas Counties.

CONSIDERATION OF ITEMS FOR FUTURE AGENDA: Nothing new was suggested at today's meeting.

SET NEXT MEETING DATE: The next meeting will be September 27, 2018 in Oneida County. The exact location will be determined at a later date.

ADJOURNMENT: Motion by Chaney, second by Rayala, to adjourn at 11:36 a.m.
Motion carried.



Activities Report for Shane Wucherpennig September, 2018

- **September 4** – Budget hearing, Worked on Mill Creek Watershed 9 Key Element Plan.
 - **September 5** – Attended CEED meeting.
 - **September 6** – Worked on Mill Creek Watershed 9 Key Element Plan, Otter Creek Farms Design.
 - **September 7** - Discussed groundwater monitoring/well testing with Wood County LWCD, Health & UW Ext
 - **September 10 & 11**– Worked on Mill Creek Watershed 9 Key Element Plan.
 - **September 12** – Met with Scott Provost (WDNR) to discuss monitoring strategy for the Mill Creek Watershed. Worked on Mill Creek Watershed 9 Key Element Plan.
 - **September 13 & 14** – Worked on Mill Creek Watershed 9 Key Element Plan.
 - **September 17** – Attended citizen's "water" committee meeting at River Block. Worked on Mill Creek Watershed 9 Key Element Plan.
 - **September 18** – Attended County Board.
 - **September 19** – Attended EPA Conference call With Counties & MOU.
 - **September 20** – Attended Nutrient Management Farmer Education Grant meeting in Spencer.
 - **September 21** – Otter Creek Farms Design.
 - **September 24** – Otter Creek Farms Design.
 - **September 24 - 26** – Worked on Mill Creek Watershed 9 Key Element Plan.
 - **September 27** – Open Bids for James Coenon Waterways with Ken Curry, Phone conference with Scott Grossman
- NOV.

Activities Report for Adam Groshek – September 2018

Land and Water Resource Management Program/Animal Waste Storage Ordinance/CREP Activities:

- ~Pankratz Farms underbarn manure tank abandonment plan design, site visits, bid prep, cost estimate, and bid packet deliveries. Multiple discussions with DATCP staff and original engineer on the safety concerns with abandoning the tank.
- ~Arranging down payment process for Lee Accola so that Don Kolo is sure he will get paid and DATCP funding will cost-share the remaining once it is finished.
- ~Site visit, design, calculations, cost estimate, and bidding papers out for 3 grassed waterways and 3 rock crossings for Jim Coenen. Bids to be opened soon and hope is to get the construction started ASAP to get some vegetation growing before winter.
- ~Planning of CEED committee September 2018 tour and cancellation the week of.
- ~Discussions, planning, research of past area test holes, and design for new manure transfer system and barn add-on for Pankratz Farms and planning for expansion of clay lined manure pit.
- ~CREP meeting, paperwork, and environmental benefit reports for the Lobners.
- ~Discussions with Vesper WWTP over the Multi-Discharger Variance (MDV) and where any MDV money would be used.
- ~Wellness lunch-n-learns and other quarter activity logging.
- ~Otter Creek Farms manure storage structure add-on plan review for Shane.
- ~Purchasing of field supplies.
- ~Discussion with Barry Richardson to postpone the survey and design for his pit top road and cantilever pushoff until the milk prices come up some so he can better afford it. May restart the design process in 2019.
- ~Dealing with continued issues with computer drives and AutoCAD Civil 3D time lagging and crashing with LiDAR data.
- ~Well abandonment site visit, abandonment plan, and paperwork for a Weinfurter/Ruess old dug well.
- ~Site visit to Saul Weilers grassland CREP.
- ~Discussions with Bill Thiel on future cantilever pushoff ramp for loading his manure spreader.

Activities Report for Tracy Arnold 10-2018

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Enrolling Wood County landowners for the 2018 crop year
- Coordinating paperwork for the WDACP 2018 season
- Continually working with 1 landowner for an approved fence to finalize design
- Start the designs for 6 additional permanent fences to submit to DNR for approval
- Following up on failed fences to bring them back into compliance
- Numerous site visits to verify crop damage in order to apply for shooting permits
- Appraised 750 acres of corn
- Appraised 125 acres of soybeans
- Appraised 200 acres of cranberries
- Appraised 280 acres of alfalfa/grass-hay

Non-metallic mining reclamation program

- Updating NMM databases
- Processing pond exemptions as they come in
- Working with Coulee Frac regarding a new permit application and permit transfer
- Bohn Trucking reclamation permit public notice out 2 consecutive weeks

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 11 sites (authorized by state to enter data)
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Coordinating 2019 tree/shrub and wildflower sale with Lori
- Communications regarding cancelling the 2018 CEED Tour
- Coordinated with Pittsville High School with a pilot fall rusty crayfish trapping research project
- Presented to 65 students at THINK academy regarding monarch butterfly migration
- Requested new tree sale program from IT, current one is from 1995
 - Checked on the status of the new tree sale program

Activities Report for Emily Salvinski September 2018

- **Monday, September 3.** Holiday.
- **Tuesday, September 4.** Put together available info in cost-share contract. Worked on No-NMP map.
- **Wednesday, September 5.** Prepped for manure complaint visit. Went to site of manure spreading complaint.
- **Thursday, September 6.** Finished POWTS map for 9-key plan. Filled out manure complaint form and followed up with farmer. Sent requested information on 14-mile watershed.
- **Friday, September 7.** Worked on adding/sorting through additional data to water monitoring map/shapefile.
- **Monday, September 10.** Organized/sorted many gis shapefiles and folders
- **Tuesday, September 11.** Gathered stats for tables in 9-key plan. Put together final maps to go in parsnip doc with what was done in summer 2018 for spring 2019.
- **Wednesday, September 12.** Meeting with DNR to go over water monitoring strategy. Gathered stats for tables in 9-key plan.
- **Thursday, September 13.** Found correct shapefile online to gather stream length of Mill Creek and Tributaries for plan. Gathered population and median household income for plan. Found ESRI map for population growth for plan.
- **Friday, September 14.** Made 2005 inventory map for plan. Made different tillage scenarios in snap plus for plan. Got NMP non-NMP acres in watershed from GIS. Worked on barnyard/feedlot map for plan.
- **Monday, September 17.** Organized shapefiles
- **Tuesday, September 18.** Worked on conservation practices map for 9-key plan. Read through DNR TMDL materials to look for info for 9-key plan.
- **Wednesday, September 19.** Finished up conservation practices map.
- **Thursday, September 20.** Prepped for meeting. Sent updates to website. Checked status of field with manure spreading. Attended NMFE planning meeting in Spencer.
- **Friday, September 21.** Worked on NMFE spreadsheet for this season. Worked on NM database.
- **Monday, September 24.** Found stats in shapefile for 9-key plan.
- **Tuesday, September 25.** Started updating NMFE mailing list. Contacted potential nm cost-share people.

Activities Report for Lori Ruess – September 2018

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Calculated and mailed payroll percentages for specific budgets to Finance for August payrolls
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll (WRS).
- Completed a cost-share reimbursement request form for Russell & Elaine Bauer and emailed to DATCP for processing.
- Completed a CREP practice payment reimbursement request in the amount of \$407 for Ra-Con Farms, Inc. Emailed the request to DATCP for processing.
- Completed a cost-share reimbursement request for Philip & Stacey Vruwink for residue management and emailed to DATCP for processing.
- Completed a cost-share reimbursement request for Robert & Maria Miller (Phillip Vruwink grant recipient) for residue management and emailed to DATCP for processing.
- Completed a cost-share reimbursement request of Joyce Isensee (Phillip Vruwink grant recipient) for residue management and emailed to DATCP for processing.
- Completed a cost-share agreement for well closure on property owned by Sandra Weinfurter.
- Assisted Tracy Arnold with the tour agenda and reservations – tour was canceled
- Completed bid letters for Jim Coenen waterway systems & Otter Creek Farms waste storage facility.
- Completed a reimbursement letter to DNR and invoice for \$22,000 (reimbursement for LWCD staff time for writing the Mill Creek 9-Key Element plan).
- Completed the August Lunch & Learn on the Power of a Good Nights Sleep.
- Ongoing electronic file updates – currently scanning LWRM documents and updating electronic files.
- Organized County Board and CEED packet information and took to County Clerk's office.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
Adam DeKleyn, County Planner
Justin Conner, GIS Specialist
Jeff Brewbaker, Code Administrator
Stevana Skinner, Code Technician
Kim Keech, Admin Services 5
Victoria Wilson, Admin Services 4

RE: Staff Report for October 3, 2018

1. Economic Development (Jason Grueneberg)

- a. Meeting with North Central Community Action Program – On September 10th, I met with Diane Sennholz, Director of NCCAP. The purpose of the meeting was to determine if NCCAP would be interested in administering the Wood County CDBG Housing repair program in the future.
- b. ATV Field Work – On September 11th, Adam Dekleyn and I spent the day verifying ATV routes, and determining where ATV trails could be developed on County Forest Land. We started off at the Wood County ATV Area, worked our way through the towns of Port Edwards and Remington and went as far as Pray in Jackson County. Purpose of the ride into Jackson County was to confirm that there was a legal route connection into the Jackson County trail network, and to refuel.
- c. ATV/UTV Route and Trail Planning Committee – On September 20th a meeting was held to discuss ATV trails and routes in Wood County. Some of the items discussed included the observations from the field work completed by Jason Grueneberg and Adam Dekleyn, updates on municipal ATV ordinances, review of County ATV ordinance, discussion of possible bridge crossings, and next steps in the planning process.
- d. Central Wisconsin Economic Development Fund Board – On September 19th, the CWED Board met to consider 1 loan application and 4 modifications, updates from advisory and finance committees, monthly fund status report, and service provider updates.
- e. Central Wisconsin Economic Development Fund – On September 25th, I participated in the CWED Advisory Committee meeting. Agenda items included reviewing draft language pertaining to the process of appointing CWED Board Alternates, and creating a loan review board.
- f. Wisconsin Economic Development Association Fall Conference – On September 27th and September 28th, I attended the WEDA Fall Conference in Green Bay. Some items presented include information on Federal and State historic tax credits, updates on Tax Incremental

Finance fundamentals, placemaking concepts, Foxconn impacts, and creating destinations.

2. Planning (Adam DeKleyn)

- a. Plat Review Officer – (5) CSM's were submitted for review/approval. (8) CSM's were approved/recorded. (5) CSM's are pending approval.

(1) Condominium Plat reviewed/approved: Point Cove Condominium Addendum #5.
- b. Sewer Service Area Planning (Type I Amendment: Village of Biron) – Requested SSA amendment was reviewed and approved by the WDNR. Attached is the WDNR's administrative decision letter for your reference and review.
- c. Water Quality Management (WQM) Review – 208 Review Compliance Letter issued for:
 - I. Sanitary sewer extensions for Huffman Road & CTH. U Project (Village of Biron).
 - II. Sanitary sewer extensions for 14th Place South Project, (City of Wisconsin Rapids).
- d. Town of Lincoln Comprehensive Plan Update – Draft housing element was completed and presented to Plan Commission for review and approval.
- e. Town of Saratoga Community Survey Summary – Presented survey results at a Saratoga public meeting. Meeting was well attended. The town will use the survey results to assist in the development of a Strategic Plan.
- f. Wood County Parks, Recreation, and Open Space Plan – Planning group met. Continuing to prepare plan update.
- g. ATV/UTV Planning – Performing existing conditions inventory. Work group met for continued discussions.
- h. Nonferrous Metallic Mining – Reviewed/finalized Wood County Nonferrous Metallic Mining Ordinance.

3. Land Records (Justin Conner)

- a. ATV Trails – Attended meeting to discuss ATV trails.
- b. Land Records Modernization Plan – Updating the LRM plan to stay in compliance with WLIP grants. Land Records projects must be cited in the plan to be eligible for funding.

- c. Create maps and caches for CIS – CIS requires pre-cached base maps instead of individual GIS layer files. Caches totaled 30GB in size and 71 hours of processing.

4. Code Administrator's (Jeff Brewbaker and Stevana Skinner)

a. Private Sewage Program, Permitting, Maintenance and Violations

- i. (26) on-site investigations/inspections/compliances
- ii. (0) septic system verification letters & failing system investigations
- iii. (4) failing septic system orders, (0) holding tank maintenance violations & settlements
- iv. (21) soil tests reviewed, (0) soil on-sites, (2) hydrograph reports reviewed, (3) interpretive soils report reviewed
- v. (1) holding tank plan reviews, (6) conventional plan reviews, (6) mound plan review, (0) system and fill plan
- vi. (21) sanitary permits reviewed
- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices & maintenance
- viii. (0) sanitary system easements (1) Undersized System Affidavit
- ix. (0) camper complaints
- x. (0) court cases for failure to comply with septic tank maintenance program
- xi. (1) meetings with holding tank offenders in office (1) meetings at property owners residence regarding holding tank violations
- xii. Stevana has been looking into the well delegation program certification
- xiii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (8) site inspections, meetings or enforcement
- ii. (1) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. (2) Meetings in office regarding citizens building near floodplain
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (1) general shoreland permits reviewed & issued
- ii. (1) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (12) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (1) navigability determinations

- v. (5) wetland evaluation/site visit
- vi. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

5. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 19 sanitary permits issued in August 2018 (10 New, 8 Replacements, 1 Reconnect and 0 Non-Plumbing) with revenues totaling \$6,325. There were 28 sanitary permits issued in August 2017 (10 New, 13 Replacements, 5 Reconnects and 0 Non-Plumbing) with revenues totaling \$8,375.

There were 106 sanitary permits issued through August 2018. For comparison purposes, the following are through the same period for the previous five years: 2017 – 126, 2016 – 109, 2015 – 117, 2014 – 116 and 2013 – 127.

- b. 2018 Tax Refund Intercept Program (TRIP) – As of September 25th, Wood County has received \$1,784.00 on six outstanding cases.
- c. 2018 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 23rd with a due date of Friday, August 10th. There were 717 Septic Maintenance 2nd reminders mailed on Monday, September 24th.
- d. 2018 Program Fee Notices – The approximately 2,871 program fee notices are tentatively scheduled to be mailed Friday, October 26th with a due date of Wednesday, November 28th.
- e. Zoning Permits Database for Shoreland and Floodplain – The new zoning permit database program has been completed by the Information Technology Department. Zoning permits have been transferred from the old TIPfe program to the new zoning permit database system created by the Information Technology Department. Office staff will be reviewing the zoning permits in the new database system for accuracy and updating zoning permits as time permits. Years completed & verified: 2014 - 2018
- f. Enforcement Activities Update (Small Claims) – None.
- g. Document Imaging Projects
 - i. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2016 are available for viewing on Wood County's website www.co.wood.wi.us/Departments/PZ. 2017 Sanitary Permits will be scanned in mid-October 2018.

- h. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11, 2017 on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021.
 - i. (7) Wisconsin Fund Applications FY2019 – Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. Disbursement of Wisconsin Fund Grant is expected late fall 2018.
 - ii. (1) Wisconsin Fund Applications FY2020
- i. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. This phase will consist of service providers reporting pumping, inspections and maintenance service events on the Wood County Sanitary Permit system. Office staff has met with the Information Technology Department on the initial phases of this project. An important piece of this project is having the capabilities to retain service and comment history as well as to be able to enter those on the Wood County Sanitary Permit system.
- j. Kim attended the CEED Committee Meetings on September 5th and September 7th. Kim attended the Wellness Committee meeting on September 18th.
- k. Victoria attended the ATV Route Discussion on September 20th.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Daniel L. Meyer, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



September 6, 2018

DNR Project No: WO0010

Adam R. DeKleyn, County Planner
Wood County Department of Planning and Zoning
400 Market Street
Wisconsin Rapids, WI 54494

Subject: Type I Amendment to the Wisconsin Rapids Sewer Service Area (SSA) – Water Quality Management (WQM) Plan

Location: Village of Biron, Wood County, WI (S36/35/25, T23N, R6E)

Dear Mr. DeKleyn:

We have completed our review of the subject sewer service area amendment request from the Village of Biron to add and remove an area of equal size (8.58 acres) to the Wisconsin Rapids SSA. The proposed amendment was submitted to the Department in August 2018. We hereby approve of this request.

The area proposed to be added to the Wisconsin Rapids SSA encompasses 8.58 acres. It includes a ½ mile of Huffman Road right-of-way so sanitary sewer can be extended from the Biron Business Park north to the future Bridgewater Development and neighboring areas. Additionally, three other parcels with existing residences are proposed to be added that were overlooked in a past SSA boundary amendment. An equal amount of land is proposed to be removed from the SSA. All lands to be removed are considered environmentally sensitive areas and have low potential for future development. See Map 1 for details.

Statewide AWQM Plan Amendment

This amendment is a formal update to the state's Areawide Water Quality Management Plan and the *Wisconsin Rapids Sewer Service Area/Water Quality Management Plan - 2030* and will be sent to the US Environmental Protection Agency to meet the requirements of the Clean Water Act of 1987 (Public Law 92-500 as amended by Public Law 95-217) and outlined in the federal regulations 40 CFR, Part 35. This review is an integrated analysis action under s. NR 150.20 (2) (a) 3, Wis. Adm. Code. By means of this review, the Department has complied with ch. NR 150, Wis. Adm. Code, and with s. 1.11, Stats. The approval of this sewer service area amendment does not constitute approval of any other required local, state, or federal permit for sewer construction or associated land development activities.

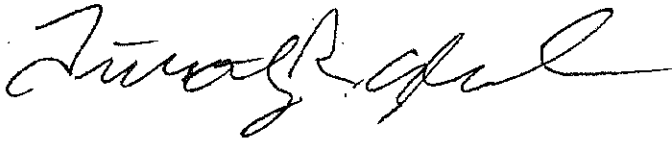
Appeal Rights:

Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions must be filed. For judicial review of a decision pursuant to sections 227.52 and 227.53, Wis. Stats., a party has 30 days after the decision is mailed, or otherwise served by the Department, to file a petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review must name the Department of Natural Resources as the respondent.

To request a contested case hearing pursuant to section 227.42, Wis. Stats., a party has 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of

the Department of Natural Resources. All requests for contested case hearings must be made in accordance with section NR 2.05(5), Wis. Adm. Code, and served on the Secretary in accordance with section NR 2.03, Wis. Adm. Code. The filing of a request for a contested case hearing does not extend the 30-day period for filing a petition for judicial review.

Sincerely,



Timothy R. Asplund
Monitoring Section Chief
Bureau of Water Quality
Division of Environmental Management

cc:

Lisa Helmuth, WY/3

Linnea Rock, WY/3

Lacey Hillman, West Central Region Wastewater Supervisor (*via email*)

Mark Hazuga, West Central Region Water Resources Supervisor (*via email*)

Jon Evenson, Village of Biron President (*via email*)

Bill Vruwink, Village of Biron Public Works (*via email*)

Joe Eichsteadt, City of Wisconsin Rapids (*via email*)

Larry Koopman, Lampert-Lee & Associates (*via email*)

Keith Helmrick, Classic Development Corp. of Plover (*via email*)

CEED Committee Report

September 2018

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- One issue of the Cranberry Crop Management Journal was produced during the month. We will be done with this publication for the growing season.
- The county soil judging contest and conservation day was held in the Pittsville School District this year. About 100 students attended from the four area schools that have high school agriculture programs- Pittsville, Wisconsin Rapids, Marshfield and Auburndale. The program included a tour of cranberry harvest and processing at Gardner Cold Storage. Students learned about land conservation and best management practices as part of the soils event.
- Farm Technology Days is now on the books. In September we are having several meetings to finalize bill payments, write committee reports for future shows and have the pleasant task of how to distribute the remaining money held by the show. We anticipate about \$100,000 will go to area volunteer organizations. The county money provided to start us out with money to make early purchases is intended to be repaid; final numbers are not yet in.
- I was on the radio with both WDLB and WFHR during the month.
- A number of home owner questions included care of apples, lawns, pricing standing corn and designing dairy replacement housing.
- I met with Master Gardeners and area Garden Club including a presentation on cranberry production.
- I assisted with educational tours at the Warrens Cranberry Festival.
- I assisted with a tour of Ukrainians learning about local agriculture and cranberry production.
- I met with the county Farm Bureau and assisted with their annual meeting.
- I worked with local producers on questions about pesticide application, harvest moisture, budgets and feed inventories.
- The ground water committee met during the month and attended the program to provide ideas on their organizational structure and to be informed about the county septic system monitoring program and the relative contributions of residential septic systems and agricultural production.
- I wrote an article for the Central Wisconsin Agriculture Specialization News Letter.
- I contributed to discussions about the Market Animal Sale as that group met for their first meeting to review the fair. There were revisions made in the carcass evaluation program which I organize and in light of other questions regarding possible restrictive eligibility for the sale I needed to be available to address interest in the implications of this aspect of the program.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Meeting with mentor Tammy Hansen in Marathon County (9/5)
- Meeting with coordinator of St. Bron's Community Meal Site for potential new programming (9/6)
- Meeting with Portage County Educator Penny Schmitt and Family Living Educator Sherry Daniels regarding Strong Bodies programming (9/6)
- Meeting with Heidi Elsen from Ho Chunk Head Start to discuss new programming for Head Start parents in collaboration with Jackie Carattini (9/10)

- Meeting with Emily Stieve from United Way to discuss Community Food Center/Hunger Coalitions goals (9/11)
- Meeting with Lacey Piekarski for programming with Wood County FSET (9/11)
- Meeting with Carrie Silers at Wisconsin Rapids River Cities High School to discuss new programming in collaboration with Jackie Carattini (9/12)
- Meeting with FoodWise Regional Manager Jill Hicks – FY19 Agreements (9/12)
- Attended Portage County staff meeting; meeting with Danielle Belsky from Portage County Boys & Girls Club to discuss programming; Taught a lesson on nutritious eating on a budget to Americorp Members, approximately 50 learners; attended the Portage County Ag & Extension Committee meeting (9/13)
- Meeting with new principal Penny Antell at Mead Elementary (9/14)
- Taught a lesson at the South Wood County Emerging Pantry focusing on fats and how to limit saturated fats, 9 learners (9/18)
- Meeting with principal Amanda Mayo at McKinley Elementary; meeting with Nicole Tank at Children's Hospital of Wisconsin to expand FoodWise reach to Portage and Wood County; meeting with Lindsay Kruzitski of Stevens Point YMCA for agreement signature (9/19)
- Phone conversation with Jason Hausler and staff member (9/20)
- Meeting with FoodWise Regional Manager Jill Hicks – Action Plan (9/25)
- Participated in a Zoom meeting on Smarter Lunchrooms (9/26)
- Attended the ADRC Nutrition Advisory Council Meeting (9/27)
- Attended the South Wood County Hunger Coalition meeting (9/27)

CHRIS VIAU

Wood County UW-Extension, 4-H Youth Development Educator

The following is a summary of Youth Development activities:

4-H Club and Program Management:

- 4-H Club and Volunteer Management concerns- Ongoing
- Wood County 4-H Leaders Association Meetings
 - Executive Committee 9/17
 - Full Association Meeting 9/24

Central WI State Fair

- Post Fair support
 - Extension staff review and recap
 - Jr. Fair Board September 19

Other

- WFHR Radio- 9/27

Administrative

- State and Regional Phone Conferences and Meetings
- UW-Extension All Colleague Meeting

- 4-H Youth Development Liaison Responsibilities- 50% FTE

LAURA HUBER

Wood County UW-Extension, 4-H Program Coordinator

- Assisted with Junior Fair wrap up – evaluations, premium checks, communications, etc.
- Attended Central Wisconsin 4-H Shooting Sports program meeting (9 September)
- Visited the Rozellville Rockets 4-H Club (10 September)
- Joined and attended SEED (Seeking Educational Equity and Diversity) in Port Edwards (17 September)
- Attended Junior Fair Board meeting (19 September)
- Participated in Northern Area 4-H Colleague meeting in Merrill (20 September)
- Coordinated meeting with older 4-H youth (PALS) (23 September)
- Attended Wood County 4-H Leaders Association meeting (24 September)
- Attended statewide online training (25 September)

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 739 followers.
 - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 281 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing assistance for new leaders and the volunteer background checks
- Training and supervising intern Amanda Kyle (last day 21 September)

NANCY TURYK

Wood County UW-Extension, Community Development Extension Educator

Meet & Greets. Discussion of partner initiatives and challenges and potential assistance from UWEX.

- Legislator for Ho Chunk Nation
- Mayor of Wisconsin Rapids
- Director of Wisc. Small Business Development Center
- Director and CEO of Incourage.
- Followed up on requests for information and made connections for assistance by other Extension colleagues and specialists.

Diversity and Inclusivity

- Preparing for Div/Inclusive workshop for Community Leadership Program (with Heart of Wisconsin Chamber).
- Attended first SEED training class in Port Edwards.

Clean Sweep

- Preparation and event on 9/29.
- Radio talk shows in Wisc Rapids and Marshfield (aired on 9/18 and 9/20).

- Submitted proposal to DATCP for 2019 program funding of Ag and Household Hazardous Waste. Discussed Rx funding with Health Dept. and police dept. partners and decided funding is not needed in 2019 since disposal costs are covered by DOJ programs.

UW Extension Onboarding

- Participated in several Cohort meetings via Zoom.
- Attended "Art of Facilitation" training in Madison.
- Attended 2 day meeting in Madison.

JACKIE CARATTINI

Wood County UW-Extension, Family Living Educator

- Attended a statewide mentoring sub-committee meeting.
- Attended Faculty Senate Meeting in Madison.
- Attended the HCE (Home and Community Education) Fall Kick-Off in Babcock on Sept 11th.
- Attended the monthly state JCEP Board meeting via phone.
- Provided information on the Upcoming Parenting series Raising a Thinking Child on WFHR and WDLB.
- Taught a program on Food Preservation at the WI. Rapids Library on Sept 12th.
- Taught a program on Food Preservation at the Nekoosa Library on Sept 18th.
- Taught the final session of Rent Smart at the Hannah House in Marshfield.
- Attended a Civil Rights Training in Madison.
- Taught a program on Food Preservation at the Pittsville Library on Sept. 25th.
- Attended a Healthy Aging Wood County meeting in Marshfield.
- Attended a regional Nutritional Advisory Council Meeting in Wisconsin Rapids.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: October 4, 2018
 TIME: 10 a.m.
 PLACE: Room 115 Wood County Courthouse
 TIME ADJOURNED: 12:00 p.m.
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,
 Kenneth Curry, Brad Hamilton, Jake Hahn
 OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 10 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Chairman Clendenning asked if there were any objections to the minutes for the September 6, 2018, meeting; there were none. The minutes were accepted as drafted.
4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by Hamilton, seconded by Curry, to approve the reports and payment of department vouchers. All ayes.
5. Family Court Commissioner contract was discussed. Moved by Hamilton, seconded by Hahn, to approve the contract. All ayes.
6. The Committee reviewed the claims of David Schreiner and Tim Hafenbredl. These claims will be provided to the county board.
Moved by Hamilton, seconded by Hahn, to deny the claim of David Schreiner. All ayes.
7. There were no new animal claims against the County.
8. The Committee reviewed correspondence and legislative issues.
 - a. Report of Central Sands Water Committee. Supervisor Leichtnam advised that Planning & Zoning's Jeff Brewbaker talked to the group about the contamination dangers of septic systems. At the next meeting there is a planned trip to Heartland Farms. There seems to be a consensus amongst the experts that the nitrate problems with the groundwater are due to 90% agricultural factors, 9% septic systems, and 1% other, per the WCA presentation.
 - b. Discussion of WCA conference programs. General discussion was had on the information learned at the breakout sessions. A lot of information was shared by the attendees.
 - c. Appointment of supervisor to attend the Criminal Justice Taskforce. Clerk of Courts Cindy Joosten explained the function of the committee in enhancing the efficiency of the court system. There is a

subcommittee being formed to look into creating a Justice Taskforce Director. Moved by Hamilton, seconded by Leichtnam, to appoint the Judicial & Legislative Committee Chair to attend the Criminal Justice Taskforce meetings. All ayes.

9. Courthouse Security Committee report. Reuben Van Tassel spoke on what a few other counties have done in enhancing courthouse security. The next Courthouse Security Committee meeting is in December.
10. County Board rules.
 - a. Centralized Accounting. Chairman Clendenning explained that the concept of centralized accounting is still an issue and folks may want to provide input on this. This topic came up in the context of the need for an efficiency audit.
 - b. Creating a public property committee. Chairman Clendenning wants this discussed and decided upon by the next time committees are appointed. Suggestion was made to review the entire committee structure. The Committee will discuss this next month.
 - c. Creation of rule for appointments to vacant positions of County Clerk and County Treasurer before expiration of elected term. General discussion had on the different options the county board has in filling vacated positions of constitutional offices. Will discuss further next month.
 - d. Job description of Administrative Coordinator. A draft position description was prepared by the Human Resources Director. The committee passed a motion last month to refer this matter on to the Executive Committee. They have yet to deal with it.
11. Agenda items for the November 1, 2018, meeting:
 - Review County Board's committee structure.
 - Discuss creation of county board rule on filling certain vacated constitutional offices.
 - Request Family Court Commissioner to attend next meeting.
 - Performance evaluations.
12. The next committee meeting will be November 1, 2018, 10 a.m.
13. Meeting adjourned without objection by the Chairperson at 12:00 p.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

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Date: October 4 2018

[illegible]



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

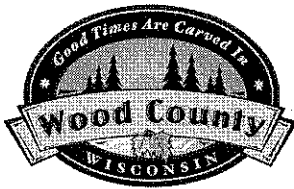
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OCTOBER 2018

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I attended the Judges meeting on September 13th to discuss possible updates to our website now that Richard Weymouth has been named the new FCC.
- I attended the WCA Conference on September 24th.
- The Bureau of Regional Operations completed their report in regards to the onsite visit they performed in July. The report indicated there were no findings related to Monitoring or IRS Safeguarding Reviews.
- The State has asked counties that are interested in the Five County Demonstration Project to send a letter of interest to them. This is the project we have spoken about several times. It has been slow moving but it looks like it may finally come to fruition. I sent in an expression of interest on September 20th. This does not commit the agency to the project it only lets the State know we may be interested in submitting a plan. I will keep you up to date as the project moves forward.
- I will be attending the Department of Children and Families Work Programs Conference on October 24th and 25th in Green Lake. The theme for the conference is "Successful Service Strategies for Enhancing Self-Sufficiency". Department of Children and Families Secretary Eloise Anderson will be in attendance along with John Chapin the Administrator for the Division of Family and Economic Security.
- Vicki Stoflet and I attended the WCSEA meeting on September 25th. We continue to discuss our approach to securing more funding from the state in the 2019-2021 budget.
- Agency staff attended the WCSEA Fall Conference in Appleton.
- The Department of Children and Families released their 2019-21 budget request. The request leaves funding for local child support agencies flat at 8.5 Million per year. The request was not a surprise as we did not feel DCF would request more money for local child support agencies. We will work through the legislative process to try and get the increase we are requesting.
- The August performance numbers are in. The agency continues to exceed all the Federal Performance Measures.
- The current IV-D case count is 3,885.



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE
September 2018

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1. Litigation Costs in Joan Arnold Case. So, at the recent county board meeting a resolution was passed to allocate up to \$15,000 of contingency funds to pay the costs of the court reporter (including the transcription fees) and the hearing examiner in this Ch. 68 administrative review proceeding. Well, counsel for Ms. Arnold contacted me and asked if Wood County would be paying for their copy of the transcript. That would be about \$6,000. I said I hadn't planned on it. He responded that the statute wasn't clear on who would bear the cost of the transcript. I told him I agreed. The statute (Wis. Stat. s. 68.11) says the municipality shall pay for the court reporter but doesn't address the transcript costs. I reluctantly stated that if he wanted to ask a circuit court judge he could seek a declaratory judgment, thereby formally petitioning a judge to answer the question (Wis. Stat. s. 806.04). He said he would confer with his client as all he really wanted was the portion of the transcript that contained his client and her expert's testimony, which is only about 1/3 of the transcript. I am not sure how this is going to play out but because there may be thousands of further costs here, I thought I'd better give you folks a heads-up. Oh, one other thing, if Arnold's counsel does petition for a declaratory judgment and asks the court to construe the statute; the court can award costs as it deems it equitable to do so; in other words, the county could get stuck with her attorney fees for the declaratory judgment part of the action. There are other potentials for additional costs in this case but I think I have ways to address them and I only want to share so much 'good news' at a time.

2. Armenia Growers Coalition (AGC). As I think that you are well aware, Nancy Eggleston and Sue Kunferman of the Health Dept. and Shane Wucherpennig from Land & Water Conservation and I have been working with Juneau County, the Wis. DNR and the EPA office out of Chicago in negotiating with the AGC to address the nitrate contamination to the groundwater in an area adjacent to the Wisconsin River. Juneau County has been taking the lead role from a legal workload perspective for the counties as our interests are very much aligned. I bring this matter to your attention for several reasons. First, groundwater contamination is a hot topic and you need to have the ability to present any legal questions you have of me. Second, this matter is taking up a lot of my time and you need to be cognizant of that fact. Third and foremost is that I have advised that the memorandum of understanding (MOU) that is being worked out between the counties and the AGC may not be coming before the county board or even a committee for approval. The legal reason for this is that Wood County will not be committing to performing any functions or expending any funds via the MOU that are not normal matters within the scope of responsibility and budgets of the two departments. The obligations being memorialized in the MOU are primarily those of the AGC and its members to the citizens within the agricultural corridor where the nitrate contamination exists (adjacent to the farms of the AGC members). The AGC has offered to negotiate this MOU to keep the EPA from bringing a legal action against them individually and this proactive approach is the most economical means of accomplishing that goal and to limit their liability to the folks with the nitrate-contaminated water supplies. Other thoughts of mine are that it really isn't practical to expect the members of the two county boards to all be involved in the negotiations and it isn't particularly palatable to you supervisors in being presented a take it or leave it agreement, aspects of which you may not like. It works better to be able to distance yourself from a deal that everyone will find some reason to ridicule from their perspective and instead to hold the feet to the fire of minion's like Sue, Nancy, Shane and I. If you want to exercise more involvement in the matter, I would encourage you to attend the CEED and Health & Human Services Committee meetings.

3. Humane Officer matters. About twice a year the Humane Officer calls or stops by with a problem and I tend to cringe when it happens. The issue isn't dealing with the Humane Officer as Nanci Olson is very competent in performing her duties. I don't cringe because she only contacts me when there are problems; that is the only reason anyone contacts me. No, dealing with the legal aspect of problems is my job and I like my job. What makes me cringe is the emotion that is so often tied into the problems she needs legal assistance in addressing. Granted, there is emotion connected to the mental health and alcohol and drug addiction crises that this office gets involved with daily but that is different than the emotional turmoil that attends these animal cases. The level of emotional support that some folks get from their pets who are being removed from them and the visceral anger neglected and abused animals brings out in others is really something. So, the other day when Nanci called to say that dozens of dogs had been taken from two ladies, a mother and daughter who lived a block away from each other in Babcock, I sighed. Nanci wanted the ladies to surrender all of the dogs so that the county wouldn't get charged the \$10/dog/day plus veterinary expenses for the dogs and if the owners would only sign our form for surrendering the dogs, all would be well. Otherwise, I needed to get the case to court tout suite as these ladies were likely judgment proof. Naturally, while most of the animals were for breeding, some of the dogs were pets and the owners didn't want to surrender their pets. Sometimes Nanci will allow owners to keep their pets and sometimes not, this time not. The short story is that I was able to convince the owners to sign the surrender forms so there would be minimal costs to the county and the dogs could get treated and adopted out quickly. The client was happy so I was satisfied and moved on to the next problem; you know how it is. The reason I bring this to your attention is that in some of Ms. Olson's cases, like this one, the news media gets involved. Salacious stories sell so the news media tends to scandalize events; I guess that is a part of their job. When the matters I am working on end up in the news, I want to make sure I have either told my bosses about it before hand or am in the process of doing so. That is why I now write about this very small part of what I do around here.



Wood County

WISCONSIN

REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

OCTOBER 2018

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- I attended the Judicial and Legislative committee meeting on 8/28/18 regarding WCA resolutions
- I attended the WRDA District 7 meeting on 8/30/18 in Waupaca
- I attended the Judicial and Legislative committee meeting on 8/30/18 regarding the budget
- I attended the Executive committee meeting on 9/4/18 regarding the budget
- I attended the Fidler users group meeting in Stevens Point on 9/11/18. This meeting included ROD's from across the state.
- I attended the Wood County board meeting on 9/18/18
- I attended the WCA conference in LaCrosse 9/24/18 - 9/25/18
- I received a request from the Heart O'Wisconsin Genealogy Society to speak at their March 2019 meeting. Rita Eichsteadt and I will be presenting.
- Lockers are installed in our entry way. Cell phones, iPads, etc. are not allowed into the vault area. Anyone entering the vault will secure their belongings in a locker and hold the key rather than leaving their personal items on our office counters.
- I will be attending the WRDA Fall conference in Green Bay October 3-5

RECEIVED

SEP 26 2018

NOTICE OF INJURY AND CLAIM

To: Wood County Clerk
400 Market Street
Wisconsin Rapids, WI 54494

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT

Date: ~~9/22~~ 9/12/2018

Time: 17:49

Place: Mill Creek Dr. & S. Washington Ave.
Cameron Township

The circumstances giving rise to my claim are as follows:

Melanie Hefenbredl was parked on the Southwest side of Mill Creek Drive. She was even out of her car ~~not~~ getting a hug from Josh Olson who lived at the house where it happened. Cause of the first accident is the reason she was there while getting a hug. Deputy Eric P. Marten backed into her car and hit her mirror and scuffed the driver door.

The names of county personnel involved are: Deputy Eric P. Marten

The names of other witnesses are: Melanie Hefenbredl, Josh Olson, Grace Meyer

THE CLAIM

I request the following monetary or other relief: I request \$991.92 for the damages done to the car.

9/22/2018
Date

Signature: [Signature]
Print Name: Tim Hefenbredl
Address: 2628 City Rd #
M. Hefenbredl, WI 54454
Phone: 715-305-5876

(Rev. Jan. 18)

L:\CLERK\WP\FORMS\Claim and Injury Form.doc

cc: Corp Counsel, Risk Mgmt, Sheriff
146

RECEIVED

AUG 10 2018

M

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NOTICE OF INJURY AND CLAIM

To: Wood County Clerk
400 Market Street
Wisconsin Rapids, WI 54494

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT

Date: 8/4/18

Time: Approx 9:30 am

Place: Dexterville Boat Launch - EAST side of Lake

The circumstances giving rise to my claim are as follows:

While DACKING the boat trailer into Lake the ~~Right~~ ^{Left} REAR TIRE of my pick-up truck STRUCK A THREADED BOLT THAT protrudes from dock which TORE open the sidewall of ~~the~~ ^{the} Left REAR TIRE. In fact there ARE 3 THREADED bolts that protrude where dock connects to concrete pier. These bolts should have been covered by some material to prevent puncturing a tire. I took pictures of the bolts & the RIP in my tire which I emailed to Chad Schooley on Monday 8/6/18

The names of county personnel involved are: _____

The names of other witnesses are: Todd SCHREINER

THE CLAIM

I request the following monetary or other relief: The Cost to Replace the Tire = \$ 206.94 x 67% Thread Left on Tire = \$ 138.65

Date: 8/8/18

Signature: David Schreiner

Print Name: DAVID SCHREINER

Address: 1116 So Locust Ave

Marshfield, WI 54449

Phone: 715 305 7925

cc: Risk Mgmt. Corp Counsel, P & F

MINUTES
HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE MEETING

DAY & DATE: Wednesday, September 12, 2018
TIME: 8:00 A.M.
PLACE: Wood County Highway Department,
555 17th Ave. North, Wisconsin Rapids, WI 54495
ADJOURNMENT TIME: 11:59 AM
MEMBERS PRESENT: Chairman Supervisor Adam Fischer, Vice Chair Supervisor William Winch, Secretary Supervisor Marion Hokamp, Supervisor Dennis Polach
EXCUSED: Supervisor Lance Pliml
OTHERS PRESENT: Fritz Schubert, Forest Administrator; Chad Schooley, Parks and Forestry Director; Roland Hawk, Highway Commissioner; Joel Ortman, Highway Engineer; Doug Machon, County Board Chairman

1. Call meeting to order. Meeting was called to order by Chairman Fischer at 8:00 am.
2. Action on resolution regarding the opposition to increased truck length and width (Highway Department)

Discussion was held. **Motion by W. Winch and second by A. Fischer to approve the resolution regarding opposition to increased truck length and width. All in favor. Motion carried.**

3. Tour of the Wood County Highway areas and Forest areas to view current road projects, bridges, and recent forestry projects.
 - a. All-Terrain Vehicle Park on STH 54
 - b. County Highway D (State Highway 173-State Highway 54) project
 - c. Hazelnut Trail in Wood County Forest near Babcock
 - d. Forest harvest site in Wood County Forest off of Hemlock Road in Town of Seneca
 - e. County Highway B (State Highway 73 – US Highway 10) project
 - f. County Highway Y (Wren Road to Lincoln Avenue in City of Marshfield) project
 - g. Wood County Highway Shop in Marshfield
 - h. County Highway E Bridge (north of County Highway N intersection in Town of Arpin) project
4. Next meeting date: October 4, 2018 at 8:00 am at the Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495 at 8:00 am.
5. Motion to adjourn. **Motion by D. Polach and seconded by W. Winch. All in favor. Motion carried. Meeting adjourned at 11:59 AM.**

Signed by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Roland Hawk, P.E., Highway Commissioner

***MINUTES OF THE
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE***

DAY & DATE: Thursday, October 4, 2018
PLACE: Wood County Highway Department, 555 17th Avenue N,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 9:35 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor William Winch,
Supervisor Marion Hokamp, Supervisor Lance Pliml,
Supervisor Dennis Polach
EXCUSED: None.
OTHERS PRESENT: Supervisor Doug Machon; Roland Hawk, Highway
Commissioner; Chad Schooley, Parks and Forestry
Director; Fritz Schubert, Forest Administrator; Jason
Grueneberg, Planning and Zoning Director; Gavin
Hutchinson, Wisconsin Department of Natural Resources;
Caity Carmody, Highway Accounting Technician; Marla
Cummings, Finance Director; Heath Hiles, citizen; Jeremy
Eswein, citizen

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:00 am.
2. Fischer declared a quorum.
3. Public comments. None.
4. Correspondence.

Hawk shared that the Wisconsin Department of Transportation has accepted the changes to the Memorandum of Understanding regarding the new brine maker and building. They will be allowing the County to charge for brine in a way that allows us to cost pool the expenses. The MOU should be coming soon for Hawk to sign.

Schooley stated that the specs for the tree thinning at South Park, north of the disc golf area, are being sent out to select loggers. It is a 25 acre timber harvest that is all pine. They will be receiving bids for it until the 18th of October. The contract will be for 2 years.

5. CONSENT AGENDA

- a. Approve minutes from previous committee meetings
- b. Department Staff Reports
- c. Department Vouchers
- d. Department Revenue Reports

Motion by L. Pliml and second by M. Hokamp to approve the consent agenda with a correction to the minutes to remove Supervisor Dave LaFontaine's name and without discussion items pulled from the Department Vouchers. All in favor. Motion carried.

6. Review items, if any, pulled from consent agenda

Motion by W. Winch and second by L. Pliml to approve the items pulled from the consent agenda for discussion. All in favor. Motion carried.

7. ATV Update

Grueneberg was present to update the committee. He stated he has spent the last month trying to find routes on the ground that would enable a rider to get from the ATV park in southeastern Wood County over to Jackson County. One difficult area was the Town of Remington which is not, at present, open to ATV travel on township roads. The route that they came up with that only operates on legally open roads is about a 2-3 hour ride and has few areas to stop for gas or provisions. The appeals of this route are that it goes through cranberry country, past the bombing range, and includes many natural lands.

The group also identified some sections of County Forest land in southern Wood County that could be easily utilized as ATV trails. They plan to propose it to the County Board in November to open about 8 miles of southern Wood County for trails.

They have a few other routes they would like to review for feasibility. There have been a few new municipalities coming on board with opening their roads to ATV traffic since this process started, so the map is already needing some updates. Hawk is looking at bridge crossings and sections to open on highways. Schooley shared that they are still awaiting the arrival of a few custom signs for Dexter Park. Their goal is to get Dexterville open soon and remain open through November.

The group is also looking into the costs for maintaining trails via grading, storm cleanup, sign maintenance, and general maintenance. They won't have a real cost until people actually start using them.

8. Discussion of Efficiency Audit of Fiscal Staff of County

Cummings was present to brief the committee on the upcoming efficiency audit. Her department had contacted a CPA firm to review our accounting procedures to determine if there are any areas we could improve. Highway, Human Services, Sheriff's, Treasurer, and Finance are all identified as departments to review. The question is if there is a better way to do things. There is no intention of people losing responsibilities, downsizing, or reorganizing, but rather finding ways to improve the process and allow for shifting responsibilities.

The committee discussed the audit. Fischer stated he believed an efficiency audit is always a good thing and he is in favor of it. He stated there was a bit of "sticker shock" at the estimated cost. Pliml said it couldn't hurt and would be worth the money. Winch said he would prefer to see accountants work with the Finance Department to find efficiencies without having to do the audit externally. Cummings said it is their intention and by directive from the Executive Committee to work with department heads and fiscal staff in each department to find efficiencies as well. The committee agreed that Fischer take their support back to the Executive Committee.

At this time, the committee jumped to item 10.a.

9. HIGHWAY

a. Cooperative Agreements

Motion by M. Hokamp and second by L. Pliml to approve the cooperative agreements for Adams, Clark, Juneau, and Portage County Highway Departments. All in favor. Motion carried.

b. Quotes on Three (3) Pickup Trucks

Motion by L. Pliml and second by D. Polach to approve the low bid from V & H Automotive for the purchase of three pickup trucks. All in favor. Motion carried.

c. Personnel Policy on Safety Gear

Hawk stated that in May of 2017, the committee approved an expansion of the former \$100 per year steel-toe boot allowance to \$200 and for it to be used on any personal safety gear. Recently, Hawk was informed by Human Resources that this policy is not in compliance with Internal Revenue Service standards for employee benefits. On their recommendation, the \$200 would be payable on a reimbursement basis and the department would have employees turn in receipts similar to the tool allowance program. The committee would like Hawk to bring back a revised policy for them to review.

d. Policy on Step Up Pay for Truck Operators

Hawk stated that there are a number of employees who currently fill in doing jobs at a higher pay grade than their normal pay grade. He would like to provide them compensation for the additional responsibilities. The current Human Resources policy allows only for a pay increase of 5% after 10 consecutive full days working in a higher pay position. His proposal is to allow a pay increase of 10% after 4 hours working in a higher pay position. There are a number of situations in which this would and would not apply and Hawk provided the committee with a revised policy indicating some of those. The committee would like Hawk to bring back some solid numbers on budget impact before approving.

e. Bridgewater Development Right of Way Exchange

Hawk reviewed the exchange agreement that was signed in 2015 between the Village of Biron and the County Highway Department to exchange a section of right-of-way on CTH U for the Bridgewater Development project. The company's goal is to have the paving done this year, but Hawk thinks that may be a bit ambitious. Once the jurisdictional transfer takes place, the Village of Biron would take over the segment of road. The new segment of CTH U may be completed in 2018 but the existing CTH U may not be removed until 2019. Hawk would like to see the Village maintain the old CTH U portion while the two routes are open. Hawk is working on an agreement with the Village to maintain until the old segment is removed or the jurisdictional transfer is completed.

Winch stated that the Village of Biron has not paid yet on a bond issue that they had with the County. The committee agreed that they should pay that before completion of the jurisdictional transfer. They directed Hawk to speak with the County's Corporation Counsel Peter Kastenholz.

Motion made by W. Winch and seconded by D. Polach to agree to the Village of Biron's request for jurisdictional transfer of the County Highway U segment contingent upon payment of outstanding bond issue amount. All in favor. Motion carried.

10. **PARKS:**

- a. County Forest single track bike trail presentation.

Heath Hiles was present to give a presentation on the single track bike trail that exists in the County Forest. He described how single track bike trails offer fun and challenging mountain biking experiences and how our county forests are uniquely suited for them. He and some other members of the public including Jeremy Eswein (also present) have developed, with the permission of Fritz Schubert, the County Forest Administrator, about 3.5 miles of mountain biking trail access within the County Forest. They would like to expand it to at least 12 miles, if not more. Hiles shared with the committee a series of photos and videos highlighting the work they have done on the trail so far. To date, they have entirely funded the construction with their own time and money. If they were looking into developing more, Hiles said he would certainly welcome some additional funding.

Fischer asked if this had been approved through the committee. Schubert stated no; that he felt as County Forest Administrator it was within his right to approve it. However, he did note that they went beyond the original approval to add in the ramp features. He would like to see some policy established for future development efforts.

The committee requested that Schooley, Schubert, and Hiles bring back an official recommendation to the committee before they approve anything further involving County funds.

- b. Discuss new disc golf fee for South Wood County Park

Schooley stated that they did put up a sign about the new fee for the disc golf course and they have not received any feedback from the public on it, so they intend to move forward with it.

- c. Revenue Report

Motion by M. Hokamp and second by D. Polach to approve the revenue report. All in favor. Motion carried.

- d. Contract extensions for Timber Sales 747, 748, 749, 750 that all expire October 2018.

Motion by L. Pliml and second by M. Hokamp to approve the contract extensions for timber sales 747, 748, 749, and 750. All in favor. Motion carried.

11. Future Agenda Items.

12. Set next regular meeting date: Thursday, November 1, 2018 at 8:00 AM at the Wood County Highway Department, 555 17th Ave N, Wisconsin Rapids, WI 54495

13. Fischer declared the meeting adjourned at 9:35 AM.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician



Wood County WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

October 4, 2018

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for October HIRC meeting

Department Activities

Personnel

Met with HR Director to develop Step-Up Pay Policy for Truck Operators who are directed by their supervisor to perform Equipment Operator tasks. Agenda Item.

Highway Department needs to revise the Safety Equipment/Clothing Reimbursement Policy. The May 2017 approved policy is not compliant with IRS or WRS guidelines. HR proposes a reimbursement form and require a receipt as proof of purchase. HR will assist with development of the reimbursement form similar to the process the Sheriff's Department utilizes.

WCHA North Central Region Legislative Breakfast, Scheduled for Friday, October 12 at the Mead Hotel.

Highway Projects

CTH B (STH 73 – US 10) Towns of Cary & Rock: *Completed and Opened to traffic. Inlet covers to install when delivered.* Submitted reimbursement to WDOT for CHIP funds.

CTH E Bridge (*North of CTH N in the Town of Arpin*) *Completed and opened to traffic August 3.*

CTH GG (CTH G – STH 173) Town of Port Edwards: *Completed and opened to traffic August 8.* Submitted reimbursement to Ho-Chunk Tribal Transportation Department for reimbursements.

CTH Y (Marshfield West City Limits – Lincoln Ave) Town of Lincoln & City of Marshfield: Pavement completed, landscaping and permanent traffic control to be completed. *Opened to Local Traffic September 14.*

CTH D (STH 173 – STH 54) Town of Cranmoor: *Completed September 24 and Opened to Traffic.* This project is partially funded with Ho-Chunk Tribal Transportation Funds. Reimbursement request will be submitted October 4.

CTH V (Cary-Rock Road – CTH N) Delayed until 2019 due to reduced 2018 CIP.

Completed several paving & culvert replacement projects for Town & Municipalities.

Met with Village of Biron and Bridge Water Developers, working to transfer CTH U R/W and accept new portion of CTH U in coming months.

Highway Maintenance

Mowing County Highway R/W. WDOT has ended its mowing for 2018. Assisted WDOT with concrete pavement repairs on STH 54, Village of Biron. Numerous town and municipal patches and road repairs.

Inventory and installation of road signs for county and state highways, in accordance with rotation plan. *(On going)*

Met with Secretary of Transportation Dave Ross at MATC for Heart of Wisconsin economic development projects.

Adopted the WDOT Route Optimization Plan for Wood County Snow Plow Routes. Assigning plow routes to patrolman.

Brine Facility

Altmann Construction began work on structure in August, work is 50% completed. Utilities are all scheduled to be completed by end of October so high-capacity brine maker can be installed by October 31.

Continue to negotiate with WDOT on MOU for cost and accounting of brine production.

Marshfield Facility

Negotiating with Marshfield Utilities to abandon old water main running through the property and install extension between existing shop and property to the south and install hydrant. This change is needed to eliminate water main breaks in the paved area west of the shop.

Pittsville Facility

Met with Peter Kastenholtz to draft final Lease Agreement. Scheduling removal of remaining items and UST. Closing to be scheduled for December 31.

ATV Plan

ATV plan development continues. Currently five (5) segments of County Highways to be signed and opened to ATV use. CTH V (Hay Creek Road – Cary-Hiles Road, Town of Hiles), CTH AA (Lynn Hill Road – Nekoosa City Limits, Town of Port Edwards), CTH Y (CTH H – Range Line Road, Town of Auburndale), CTH C (North Road – Vesper West Village Limits) and CTH C (Vesper East Village Limits – Sternot Road)

Signs are being ordered and will be installed upon delivery. Routes will be open after signs are installed.

Frac Sand Development

New non-metallic mine site in the Town of Rock is asking for proposal to improve a 1.25 mile segment of CTH V to haul 12 months. Received draft Geotechnical and Pavement Analysis Review September 20. Will review and determine recommendations in upcoming month.

Equipment

Three (3) 1-ton trucks. Bids opened on October 2, 2018. Action item on agenda.

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues

Revenues are as anticipated.

In October, we should receive the final GTA 2018 payment in the amount of \$524,147.98. With county construction projects winding down, State and Local charges should pick up. Bituminous revenue has exceeded expectations.

Expenses

Expenses are as anticipated.

Machinery Repair expense is better than expected so far this year. Bituminous Operations expenses are a bit higher than expected but are offset by the revenues. Expenses to local governments will pick up as we complete our County projects and move on to municipals.

9/19/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Highway Departmentwide
Sunday, September 30, 2018

	Actual	2018 Budget	Variance	Variance %
REVENUES				
Intergovernmental Revenues				
43531 State Aid-Transportation	\$1,572,443.94	\$1,823,120.00	(\$250,676.06)	(13.75%)
Total Intergovernmental	1,572,443.94	1,823,120.00	(250,676.06)	(13.75%)
Licenses and Permits				
44101 Utility Permits	925.00	1,050.00	(125.00)	(11.90%)
44102 Driveway Permits	680.00	860.00	(180.00)	(20.93%)
44260 Moving Permits	800.00	1,025.00	(225.00)	(21.95%)
Total Licenses and Permits	2,405.00	2,935.00	(530.00)	(18.06%)
Intergovernmental Charges for Services				
47230 State Charges	802,928.33	1,403,610.00	(600,681.67)	(42.80%)
47231 State Charges-Highway	177,028.92	250,030.00	(73,001.08)	(29.20%)
47232 State Charges-Machinery	1,616,748.03	2,177,319.00	(560,570.97)	(25.75%)
47300 Local Gov Chgs	327,210.75	561,660.00	(234,449.25)	(41.74%)
47330 Local Gov Chgs-Transp	709,119.15	1,207,485.00	(498,365.85)	(41.27%)
47332 Local Gov Chgs-Roads	80,726.28	403,360.00	(322,633.72)	(79.99%)
47333 Local Gov Chgs-Bridges		27,440.00	(27,440.00)	(100.00%)
Total Charges to Other Governments	3,713,761.46	6,030,904.00	(2,317,142.54)	(38.42%)
Interdepartmental Charges for Services				
47430 Dept Charges-Bldg Rent	26,460.20	34,745.00	(8,284.80)	(23.84%)
47470 Dept Charges-Highway	2,028,291.42	1,938,500.00	89,791.42	4.63%
Total Interdepartmental Charges	2,054,751.62	1,973,245.00	81,506.62	4.13%
Total Intergovernmental Charges for Services	5,768,513.08	8,004,149.00	(2,235,635.92)	(27.93%)
Miscellaneous				
48340 Gain/Loss-Sale of Salvage and Waste	4,842.42	6,700.00	(1,857.58)	(27.73%)
Total Miscellaneous	4,842.42	6,700.00	(1,857.58)	(27.73%)
TOTAL REVENUES	7,348,204.44	9,836,904.00	(2,488,699.56)	(25.30%)
EXPENDITURES				
Public Works-Highway				
53110 Hwy-Administration	227,529.95	288,760.00	61,230.05	21.20%
53120 Hwy-Engineer	145,138.14	245,004.00	99,865.86	40.76%
53191 Hwy-Other Administration	270,846.38	335,112.00	64,265.62	19.18%
53210 Hwy-Employee Taxes & Benefits	(744,721.58)		744,721.58	0.00%
53220 Hwy-Field Tools	(14,061.36)	13,236.00	27,297.36	206.24%
53230 Hwy-Shop Operations	192,157.08	280,244.00	88,086.92	31.43%
53232 Hwy-Fuel Handling	5,852.20	12,100.00	6,247.80	51.63%
53240 Hwy-Machinery Operations	792,009.57	1,713,616.00	921,606.43	53.78%
53260 Hwy-Bituminous Ops	197,830.41	224,207.00	26,376.59	11.76%
53262 Hwy-Bituminous Ops	852.08	111,922.00	111,069.92	99.24%
53266 Hwy-Bituminous Ops	1,586,220.70	1,345,590.00	(240,630.70)	(17.88%)
53270 Hwy-Buildings & Grounds	116,001.70	164,134.00	48,132.30	29.33%
53281 Hwy-Acquisition of Capital Assets	117,741.46		(117,741.46)	0.00%
53310 Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311 Hwy-Maint CTHS Patrol Sectn	1,344,674.13	1,655,124.00	310,449.87	18.76%
53312 Hwy-Snow Remov	738,156.75	912,441.00	174,284.25	19.10%
53313 Hwy-Maintenance Gang	129,666.41	102,104.00	(27,562.41)	(26.99%)
53314 Hwy-Maint Gang-Materials	1,235.00	900.00	(335.00)	(37.22%)
53315 Hwy-Maint Gang	296,572.67		(296,572.67)	0.00%
53320 Hwy-Maint STHS	891,539.40	1,364,109.00	472,569.60	34.64%
53323 Hwy-Maint STHS PBM	22,176.97	52,600.00	30,423.03	57.84%
53330 Hwy-Local Roads	1,096,015.59	1,187,637.00	91,621.41	7.71%
53340 Hwy-County-Aid Road Construction	209,509.46	444,834.00	235,324.54	52.90%
53341 Hwy-County-Aid Bridge Construction	21,377.72	200,269.00	178,891.28	89.33%
53490 Hwy-State & Local Other Services	219,892.15	552,901.00	333,008.85	60.23%
Total Public Works-Highway	7,864,212.98	11,210,144.00	3,345,931.02	29.85%
Capital Outlay				
57310 Highway Capital Projects	3,726,883.25	2,499,999.00	(1,226,884.25)	(49.08%)

9/19/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
Highway Departmentwide
Sunday, September 30, 2018

	Actual	2018 Budget	Variance	Variance %
57930 Depreciation & Amortization	(1,737.00)		1,737.00	0.00%
Total Capital Outlay	3,725,146.25	2,499,999.00	(1,225,147.25)	(49.01%)
TOTAL EXPENDITURES	11,589,359.23	13,710,143.00	2,120,783.77	15.47%
NET INCOME (LOSS) *	(4,241,154.79)	(3,873,239.00)	(367,915.79)	9.50%

PARKS CONSTRUCTION SUPERVISOR REPORT

October 4, 2018

By D. Quinnell

CURRENT PROJECTS

- We are still working on the shelving in the shop addition for South Park. When this is finished we will sell or demolish the "old shop".
- The parking lot for the Powers Bluff trail head, at the Highway N location, has been expanded and self-registration station added.
- Eagle Const. is almost finished with the exterior framing of the new operator building at Powers Bluff tube hill. The interior finishing will be done by park personnel.
- Work continues on rerouting the snowmobile trail and constructing the multi-use trail on the north property at Powers Bluff.

MAINTENANCE OPERATIONS

- Beaches are closed and the campgrounds will be closing October 31st except for portions of Dexter Park.
- North Park had a lot of storm damage in mid-September and it is cleaned up.

EMPLOYEE MATTERS

OTHER

WOOD COUNTY PARKS & FORESTRY

OFFICE SUPERVISOR REPORT

October 4, 2018

By: Sandra Green

SNOWMOBILE:

- First meeting of this season was September 10, 2018. Due to the volume of current maps, the AWDC will hold off on ordering new trail maps until next year. There are a few re-routes that need to be mapped and GPS'd. I prepared and handed out the packets to each club which included easement information, contracts, due dates, etc.
- Contacted Verso and Meteor Timber and asked them to renew our easements for the upcoming snowmobile season.

ATV:

- Attended the monthly ATV meeting with Wood County employees as a directive of the resolution that was recently approved. Handed out information on the different types of grants and how to construct a trail as well as information relating to monies granted for various counties for specific projects which the ORV council recently approved.
- Working with Chad and Fritz to put together a new map for the ATV trail intensive use area. The trail has been re-routed in a few different areas. This also gives us the opportunity to make a couple of other small changes like coloring sections of the trail on the map.
- Once the trail map has been established, we will go ahead and order needed signs which include trail blazers that will indicate the section of the trail they are on.

OFFICE:

- Provided Wellness materials to employees in the field and office.
- Continue to work with IT on upgrades and changes to our reservation system.
- In the process of making updates to all of our handouts, forms, and brochures for next year in regard to the fee increases and other changes.
- Worked on the Winter Brochure and forwarded those changes to the office staff for approval.
- Remained in contact with the DNR to be sure the WCWA lease payment is received from them in our office by October 1, 2018.
- Began receiving and processing registrations for the "Bluff Boutique" vendor show to be held November 10th and 11th.
- Continued to receive and record donations for the North Park Disc Golf Baskets.
- Worked with HR on stop and start forms for the Parks Department.
- Processed and mailed request letters to LTE's for Powers Bluff to return this next season.

Parks and Forestry Director Report

By Chad Schooley, Parks and Forestry Director

October 4, 2018

HIRC meeting

- Continue overseeing trail construction and signage for the Powers Bluff snowmobile trail reroute and multi-use trail. The multi-use trail will be open for the winter season for cross country skiing. As this project continues, this trail will become a year-round trail for hiking and skiing. It currently has a grass surface, but will have road base in the future. In following the recommendations from the long range plan for Powers Bluff, some of the cross country ski trail in the 160 acre park will no longer be used for that purpose. This older trail will be allowed to grow back into a native state.
- A portion of the ATV signs have arrived for Dexter Park. Once all of the signs are delivered, I will work with maintenance staff in installing the signs. We are also looking at making improvements to the ATV camping area (formerly known as the overflow camping area) to accommodate more camping units for next year.
- One of our orders received from our last Lake Wazeecha dam inspection was to install a warning system for high or low water conditions. I have been working with Rapid Control Systems, which is the company that created and installed the dam monitoring and control system for Lake Wazeecha. They are installing an alarm system on the dam, which will send out texts to the dam operators and supervisors when water levels go above or below certain levels. It will also alert those individuals when the power goes out at the dam and if the computer connection is not working properly. This will be up and running by the end of September.
- Continue working with Adam D, County Planner, on the Parks, Recreation, and Open Spaces Plan update.
- The Consolidated Musky Club released 961 musky into the Wisconsin River and Nepco Lake on September 14th. A portion of the funding came from the County Conservation Grant that we were awarded in 2017. Matching funds for this grant came from the club.
- Attended the Region 1 Wisconsin Parks and Recreation Association meeting in Wausau.

September: 41 shelter reservations

Special Use Permits 2019 Limitless Bootcamp cancer fight event. Event will be on Sunday August 4th at the Red Sands Beach area. The event will include a 6k walk/run, obstacle run, kids color run, with live bands following. The event will also include food and beer sales. The event rents the enclosed shelter for 2 days, and the Red Sands Beach Pavilion and Open Shelter on the day of the event. Estimated number of participants-400.

FOREST ADMINISTRATOR'S REPORT
TIMBER SALE BALANCES
From 8/14/2018 - 9/30/2018

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE (highlight gray expire this year)	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE CURRENT YR	AMOUNT RCVD TO DATE CURRENT YR	ENDING MONTH BALANCE
719	9-13	SCHREINER	47,060.00	10/03/13	03/31/19		22,244.03	22,244.03	0.00
724	14-13	FUTUREWOOD	28,856.00	06/05/14	03/31/19		31,013.22	31,013.22	0.00
731	6-14	FUTUREWOOD	39,138.80	12/04/14	03/31/19		0.00	0.00	0.00
740	7-15	FUTUREWOOD	26,762.50	04/07/16	03/31/19		9,669.08	9,669.08	0.00
741	8-15	THURS LOGGING	23,936.00	04/07/16	03/31/19		0.00	0.00	0.00
744	2-16	DELANEY FP	26,079.50	04/07/16	03/31/19		0.00	0.00	0.00
745	3-16	FUTUREWOOD	15,157.50	04/07/16	03/31/19		0.00	0.00	0.00
747	4-16	WILSON FORESTRY	28,050.00	10/06/16	10/15/18		0.00	0.00	0.00
748	5-16	FUTUREWOOD	18,522.10	10/06/16	10/15/18		0.00	0.00	0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	10/15/18		9,892.78	9,892.78	0.00
750	7-16	LAMBERT FP	185,212.50	10/06/16	10/15/18	64,206.56	128,059.31	110,856.56	(17,202.75)
752	12-16	YODER LOGGING	26,890.00	11/14/17	12/31/19	2,132.70	8,162.50	2,132.70	(6,029.80)
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/20		0.00	0.00	0.00
759	15-16	VERSO	35,935.00	04/04/18	03/15/21		0.00	0.00	0.00
760	1-17	DELANEY FP	35,908.00	11/14/17	12/31/20		20,250.91	20,250.91	0.00
761	4-18	VERSO	36,625.00	07/07/18	06/01/20		0.00	0.00	0.00
762	4-17	FUTUREWOOD	14,431.60	11/14/17	12/31/19		0.00	0.00	0.00
763	5-17	LAMBERT FP	27,582.50	11/14/17	12/31/19		0.00	0.00	0.00
764	6-17	FUTUREWOOD	14,091.00	11/17/17	12/31/19		0.00	0.00	0.00
765	2-17	FUTUREWOOD	16,850.05	07/02/18	06/01/21	19,445.68	19,445.68	19,445.68	0.00
766	7-17	YODER LOGGING	6,120.00	07/02/18	06/01/20		0.00	0.00	0.00
767	2-18	WIITALA & VOZKA	37,800.04	07/07/18	06/01/20		0.00	0.00	0.00
769	1-18	LAMBERT FP	33,543.20	07/07/18	06/01/20		0.00	0.00	0.00
770	6-18	LAMBERT FP	64,706.00	07/07/18	06/01/20		0.00	0.00	0.00
771	3-18	YODER LOGGING	64,671.00	07/07/18	07/01/21		0.00	0.00	0.00
772	5-18	YODER LOGGING	12,934.00	07/07/18	07/01/20		0.00	0.00	0.00
755		FIREWOOD				50.00			

Payments Received This Month: \$ 85,834.94

(23,232.55)

Payments received this month SUB TOTAL: \$ 85,834.94

10% Town Revenue: \$8,583.49

90% County Revenue: \$ 77,251.45

Total County Forestry Revenue for this month: \$ 77,251.45

Jobs Finished

Jobs Started

Jobs Continuing

Jobs Gone Inactive

2018 Forestry Revenue to date: \$ 283,279.26

7

Central Wisconsin State Fair
Board of Directors Special Meeting Minutes
5 September 2018

ROLL CALL:

Present: Jeff Hartman, Scott Karl, Sara McFarland

The special meeting of the Central Wisconsin State Fair Executive Committee was called to order at 6:12pm at the Pittsville Community Center.

McFarland made a motion to adjourn into closed session. Karl seconded the motion. All members present approved and we adjourned into closed session.

McFarland made a motion to adjourn into open session. Karl seconded and all approved.

Karl made a motion to adjourn and McFarland seconded the motion. The meeting was adjourned at 7:56pm.

Respectfully Submitted,

Sara McFarland
Central Wisconsin State Fair
Board of Directors Secretary

7

Central Wisconsin State Fair
Board of Directors Minutes
September 17, 2018

ROLL CALL:

Present: Jeff Hartman, Sara McFarland, Peggy Sue Meyer-Miller, Dale Christiansen, Lori Salzman, Scott Karl, Kara McManus, Bob Ashbeck (County), Nick Weierski, Jeff Viergutz, Sandy Leonhard (Jr. Fair)(7:10), Jeremy Carolfi (7:12)

Others Present: John Hartman, Virgil Voight

The meeting of the Central Wisconsin State Fair Board was called to order at 7:00pm in the Fair Office at the Central Wisconsin State Fair Grounds.

John Hartman and Voight were introduced. Minutes were tabled until next month. The financial update was given by Christiansen. Meyer-Miller moved to accept the financial report and McManus seconded, motion passed.

Christiansen gave his executive report:

- *Bathrooms:* Cleaning crews that were hired backed out during the fair. There were issues with misuse of bathrooms during the fair.
- *Rodeo Help:* 2-3 people are needed to help with selling tickets in the ticket booth. Salzman agreed to help. The track is ready to go and set up will begin on Thursday. There was a request by the Bull Riders to have Coors beer instead of Miller or Budweiser. Help is requested for Friday at 5:00pm and Saturday at 3:30pm. There will be vendors and music available during the event. We will be raffling two of our wood carvings Friday night and two more Saturday night.

Jr. Fair report was given by John Hartman. There was a FairEntry training and discussion of late entries. Ashbeck gave a Commission report. There will be a commission meeting at the Fairgrounds on Wednesday. Christiansen mentioned that there were leaks in his office at the windows and roof.

Committee Reports:

- *Draft Horse Committee:* No report.
- *Fairest Committee:* McFarland gave a report.
- *Building and Grounds:* There will be a meeting after the rodeo. Carolfi questioned if there was a city master plan to replace the fair office.
- *Fair Park Management:* No updates.
- *Sponsorship:* Meeting tomorrow night at 6:00pm. There was discussion about what type of sponsorship event we wanted to host. We would also present our "Friend of the Fair" award at this meeting. The winner has been determined. There will also be sponsorship presentations at this event.
- *Marketing:* No updates.

Old Business:

- *Lawsuit Updates:* There was a motion to adjourn and there was discussion of a potential counter-suit for breach of contract.

New Business:

- *Fair Review:*
 - Carnival - There are beginning negotiations with North American Midway for a 3-year contract. They wanted to go a feature for our fair in their next publication.
 - Food stands - There are a couple stands that will not be asked back.
 - Complaints -
 - There were complaints from senior citizens that there was no polka music and that the senior discount day changed and there was not advertisement.
 - Wristband issues - There was a lot of confusion of the daily color coding of the wrist bands. Carolfi mentioned that we could use infra-red ink stampers and have black lights instead of daily wristbands.
 - Ticket booths - There were many confusions with the buy one get one promo sale with the ticket takers.
 - There were discussions about Sapphire and FairEntry software.
- Budget 2019
 - Christiansen would like to put together a committee to rethink the budget. If anyone is interested, contact Christiansen.
 - Contracts have been signed for the high dive show, the Monster truck with 2 shows.
- Office Computers
 - Christiansen's computer was down for a few days. Weierski gave an update on the computers.
- Work Day
 - One is planned for after the rodeo. An exact date will be given later
- City of Wi. Rapids Rep
- Disciplinary Committee
 - Carolfi, Salzman and Weierski with Leonhard as an alternate.
 - The committee will meet October 15th at 5:00pm to discuss the following
 - Rabbit Show
 - There was discussion about an event that happened during the rabbit show involving a disgruntled shower. Voight recalled the events. There was discussion of inviting the individual involved to the next meeting to listen to their side of the story.
 - Llama show
 - A letter was submitted by the superintendents of the Open class exotics explaining a situation during the open class show.

Meyer-Miller made a motion to adjourn and Leonhard seconded the motion. The meeting was adjourned at 9:35pm.

Respectfully Submitted,

Sara McFarland
Central Wisconsin State Fair
Board of Directors Secretary

7

Central Wisconsin State Fair
Board of Directors Special Meeting Minutes
24 September 2018

ROLL CALL:

Present: Jeff Hartman, Scott Karl, Sara McFarland, Lori Salzmman, Jeff Viergutz, Sandy Leonhard (Jr. Fair)

Excused: Peggy Sue Meyer-Miller, Bob Ashbeck (County)

Absent: Kara McManus, Nick Weierski, Jeremy Carolfi

The special meeting of the Central Wisconsin State Fair Board was called to order at 7:05pm at the Pittsville Community Building.

Salzmman made a motion to adjourn into closed session. Leonhard seconded the motion. All members present approved and we adjourned into closed session.

Leonhard made a motion to adjourn into open session. Karl seconded and all approved.

McFarland moved to table the raise of the Executive Director to the next meeting. Karl seconded and all approved.

The next special meeting has been set for Monday 1 October 2018 at 7:00pm at the Pittsville Community Center.

Karl made a motion to adjourn and Leonhard seconded the motion. The meeting was adjourned at 9:16pm.

Respectfully Submitted,

Sara McFarland
Central Wisconsin State Fair
Board of Directors Secretary

7

Central Wisconsin State Fair
Board of Directors Special Meeting Minutes
1 October 2018

ROLL CALL:

Present: Jeff Hartman, Scott Karl, Sara McFarland, Lori Salzmman, Nick Weierski, Peggy Sue Meyer-Miller, Bob Ashbeck (County), Sandy Leonhard (Jr. Fair), Jeff Viergutz(8:42pm)

Absent: Kara McManus, Jeremy Carolfi

The special meeting of the Central Wisconsin State Fair Board was called to order at 7:00pm at the Jr. Fair Building.

Salzmman made a motion to adjourn into closed session. Leonhard seconded the motion. All members present approved and we adjourned into closed session.

Meyer-Miller made a motion to adjourn into open session. Ashbeck seconded and all approved.

McFarland moved to table the raise of the Executive Director until the Executive Director Employee Contract is finished and presented. Leonhard seconded and all approved.

Karl made a motion to adjourn and Meyer-Miller seconded the motion. The meeting was adjourned at 8:55pm.

Respectfully Submitted,

Sara McFarland
Central Wisconsin State Fair
Board of Directors Secretary

7

Fairgrounds Commission Minutes
Meeting of August 1, 2018
Fair Office

Called to order at 5:30 by Mike Feirer

Present: Commissioners Mike Feirer, Tom Buttke, Ken Curry Bill Winch, Chris Jockheck.

Absent: Bob Ashbeck. Also in attendance: Dale Christainsen, Justin Casperson.

Minutes from May 3, 2018 meeting approved., 1st- Buttke, 2nd- Winch.

No citizen comments.

Financial report: Current balance - \$27,581.33.

Bills paid: \$3,125.00 for our share of Campus Master Plan consultant(MSA).

\$4,112.22 for electrical work by Quality Electric Solutions.

Report approved, 1st-Jockheck, 2nd-Curry.

Central Wisconsin Fair report – Dale Christainsen,

Fair preparations ongoing, good progress going in. Discussion regarding additional electrical work on Round Barn, no action.

Parks and Recreation Report – Justin Casperson.

Master Plan being reviewed. Improvements to ball fields to be done this fall.

Next meeting set for October 5, 5:30, at the Fair Office.

Adjourned at 6:45.

Respectfully submitted,
Chris Jockheck, Secretary

MINUTES
McMillan Memorial Library
Board of Trustees
August 15, 2018

DRAFT
Subject to
Approval

7

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Susan Bovee, Craig Broeren, Kevin Finbraaten, and William Clendenning.

Absent: Anne Zacher, Scott Kellogg, Heather Gygi, and David Farmbrough.

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Jim Lucas from Arc Central

CORRESPONDENCE: A check was received from Wils in the amount of \$4,500 for a Stem Grant. Mr. Kopetsky provided more information on the grant.

MINUTES: A motion to approve the Minutes of the July 18, 2018 Library Board meeting was made by Ms. Bovee, second by Mr. Broeren. Motion carried.

TREASURER'S REPORT: Mr. Barnett presented the financial reports for August 2018. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.

DIRECTOR'S REPORT:

Library Use and Events – The summer program has wrapped up and had good participation numbers. We are learning how to integrate the Makerspace into our programming. The Accidentals concert drew a younger audience, as intended. They also taught a songwriting class and recorded a podcast at no additional charge. Our next concert is Harmonious Wail on September 27th. Our first photography contest is underway and the winners will be added to our collection for checkout.

Budget – The Budget / Finance committee met to discuss the 2019 operations budget, Endowment budget and capital request. The budget needs to be approved at the August 15th board meeting.

Building & Grounds – For a 2019 capital request, we have gathered costs relating to replacing the emergency generator and are discussing the matter with the City. We have upgraded the camera system for better resolution and coverage, but plan to add / move cameras soon. Architect Jim Lucas will present plans for the restroom renovation.

Solar Project – The Celebrate McMillan fundraiser for the solar project will happen Saturday, August 11. It is scheduled to include: a showing of the film Cheeseheads; an author talk by Chester Marcol (Alive and Kicking: My Journey Through Football,

Addiction and Life); a tailgate lunch; music by 4 on the Floor; autograph sessions; solar tours; and a silent auction. The Library has not hosted a live fundraiser recently, so we learned some lessons. We raised about \$1500.

Miscellaneous – The Services Committee met August 13th to discuss reprogramming the Adult Room. We have been awarded \$4,500 by Wisconsin Library Service (WILS) to develop circulating maker kits. These would be available to schools, community agencies and area libraries, but not individuals. Additional funding was requested from the Bell Family Charitable Foundation.

COMMITTEE REPORTS: Mr. Barnett noted that the Joint Building & Grounds and Finance committee met on July 31, 2018. It was the recommendation of the committees to approve the budget requests for 2019 as presented. (Copy attached to Original Minutes.) The capital request proposal will be presented but the City approved their 2019 Capital request in March.

Mr. Barnett presented a report on the Services Committee meeting on August 13, 2018. Topic of discussion was Reprogramming the Adult Room. The committee recommends that the Library proceed with the planning process for this space. Preliminary designs and preparation of a Capital request, to be presented to the City before March 2019, should be drawn up. A motion to proceed with the Adult Room reprogramming was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.

OLD BUSINESS: Mr. Barnett presented information on the Restroom Renovation project. Mr. Lucas of Arc Central presented the project, tile samples, etc. Discussion followed. A motion to proceed with the restroom renovation project was made by Mr. Broeren, second by Ms. Bovee. Motion carried.

NEW BUSINESS: A motion to approve the 2018 Operating Fund Budget Revision and 2019 Operating Fund Budget as presented was made by Mr. Broeren, second by Mr. Clendenning with the caveat that our Board respectfully requests a clarification from the City on the Capital request process. The Board requests deference to our 2019 Capital request so as not to lose out on bulk discounts when other similar equipment is being purchased by the City. Motion carried.

The 2018 Endowment Fund Budget Revision and 2019 Endowment Fund Budget will be discussed at a future meeting.

Board President Galvan declared the meeting adjourned at 5:03p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on September 19, 2018 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

7

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
September 19, 2018

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, Susan Bovee, Craig Broeren, Kevin Finbraaten, Scott Kellogg, William Clendenning, David Farmbrough, and Heather Gygi

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky

Others in attendance: Rick Potter

CORRESPONDENCE: A check for \$5,000 was received from the Bell Family Foundation to help fund the STEAM kit project.

MINUTES: **A motion to approve the Minutes of the August 2018 Library Board meeting was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for September 2018. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried.**

DIRECTOR'S REPORT:

Library Use and Events – We are doing school visits and signing up students for cards – 35 at Immanuel alone. The Wood County Drug Task Force is presenting a movie / program on September 19th (just after the Board meeting) on Drug Court. Our next concert is Harmonious Wail on September 27th, followed by Art Stevenson on October 4th. Our first photography contest is underway and the winners will be added to our collection for checkout. Coming events: author Margaret Goss (9/20), Teen Trivia Night (9/21), Adult Trivia Night (10/19), various NaNoWriMo events, a Suzuki recital, ARES-RACES (ham radio) convention (October 12-13), National Theatre Live The Curious Incident of the Dog in the Night-Time (10/22).

Budget – The Budgets (Operations and Capital) have been forwarded to the City for consideration, as per the Board's instructions. The County Executive Committee has approved the Wood County Library Board's request for 85% reimbursement. This is the amount in the budget approved by the Library Board.

Building & Grounds – The ceiling of the Upper Lobby is being replaced. This was at the top of our remaining Focus on Energy projects. A donation is covering the light fixtures, which will cut energy usage 75%. The former service desk area next to the Lower Lobby is being repainted. After the damage from 12 years of heavy use is repaired, we

will be moving the YA area there. The bids for the restroom project are due September 21st at 3:00 pm. The Board will have to meet again to select a successful bid.

Solar Project – The donation boxes have raised enough for a panel purchase (>\$125) since we put them out in August. We are lacking a production number to complete a one year evaluation, but will have it next month.

Miscellaneous – The Director will be attending the Library Journal Design Institute in Minneapolis on September 20-21. Rep. Kind has nominated McMillan for the National Medal for Museum and Library Service. We are busy filling out the nomination form. The WLA annual conference is in La Crosse on October 23-26. Board members who want to go should take advantage of early registration. The City's insurance has settled with a woman who tripped in the Commons. The Bell Family Charitable Trust has donated \$5,000 to expand the circulating STEAM kits we developed with a WILS grant. Assistant Director Kopetsky gave a report on the Adult, Teen and Children's Summer Reading Programs.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: The bid opening for the restroom renovation project is scheduled for 3:15 pm on Friday, September 21, 2018. There will be a special meeting of the Library Board at 4:00 pm on Wednesday, September 26, 2018 to review and approve a bid for the restroom project.

NEW BUSINESS: There were no items of new business to bring before the Board.

A motion to adjourn was made by Mr. Clendenning, second by Ms. Zacher. Motion carried and the meeting adjourned at 4:40 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on October 17, 2018 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

MINUTES
McMillan Memorial Library
Board of Trustees
September 26, 2018

DRAFT

Subject to
Approval

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President Galvan called the special monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:01 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, Susan Bovee, Craig Broeren, Scott Kellogg, William Clendenning, and William Hascall.

Absent: Kevin Finbraaten, David Farmbrough, and Heather Gygi.

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky.
Others in attendance: Jim Lucas of Arc Central.

New Board member William Hascall was introduced.

NEW BUSINESS:

Mr. Lucas presented the bid results for the restroom renovation project. Discussion followed. A motion to approve the low base bid and the alternate bid as presented was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.

A motion to adjourn was made by Mr. Clendenning, second by Ms. Zacher. Motion carried and the meeting adjourned at 4:16p.m.

Respectfully submitted,
Vicki Steiner, Secretary

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Draft
SCLS Board of Trustees Minutes
August 23, 2018 12:15 p.m.
SCLS Headquarters
Chester and Badger Rooms

Action Items: None

Present: A. Bhasin, C. Braunschweig, F. Cherney, P. Cox, J. Healy-Plotkin, M. Hokamp, J. Honl, N. Long, M. Meloy, K. Michaelis, M. Nelson, P. Nelson, R. Seltzer, A. Weier, K. Williams

SCLS Staff: M. Van Pelt

Absent: A. Pawlak,

Excused: N. Brien, M. Furgal, J. Harrington, N. Hughes, A. Mueller

Recorder: H. Moe

Call to Order: K. Michaelis, President, called the meeting to order at 12:16 p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: Board member email discussion under System Director report.
- c. Requests to address the Board: None

Minutes: K. Williams moved approval of the July 26, 2018 minutes. A. Weier seconded. Motion carried.

Bills for Payments: F. Cherney reviewed the bills for payment in the amount of \$99,238.77 and moved approval. R. Seltzer seconded. Motion carried.

Financial Statements:

Presentation: PLSR Project Update – M. Van Pelt: Through various exercises, the two models were put aside with the idea that whatever they come up with would be a hybrid or a transition. One thing people could agree with is the need for fewer systems and that a CE Portal could happen now. They also agreed to move ahead with technology collaboration and pushing forward with the delivery hub. The steering committee met and their report will be presented to DPI in December.

Committee Reports:

- a. Advocacy: M. Nelson noted the District Dispatch on the ALA website has an article about advocating before elections to explore where your local legislators stand on library issues. M. Meloy thanked the board for their support with the Lindbergh Elementary School library program. 50 to 70 families attended as well as two legislators. One of the attendees was an aide to a legislator that co-authored the bill to cut school library funding. M. Meloy will follow up with the legislators via email and provide pictures, statistics etc. from the programs provided.
- b. Budget & Finance/Personnel Committee: 2019 Budget was reviewed. N. Long noted the budget includes a 1% increase for employees. The SCLS Delivery lease will expire in about a year so a committee will be formed to provide a building needs assessment.

Action Items: None

SCLS Foundation Report: M. Van Pelt noted the Foundation Board will be meeting 9/27 to pick the four award winners. September 1st is the deadline for nominations.

System Director's Report: M. Van Pelt noted Jennifer Tallman will be the new director at Randolph, which may result in vacancies at Cambria and Wyocena. The board was receiving odd email messages attached to Kathy Michaelis name. The SCLS staff looked into it and one solution would be to remove the board email information from the website and replace it with a link to a form to email a board member. The board agreed to have the emails removed from the website and replaced with a form.

Administrative Council (AC) Report: Met August 16, 2018. You may view the minutes online.

Other Business: K. Michaelis viewed the trustee training "Using the data to tell your story". It was wonderful. J. Healy Plotkin attended the advocacy training and how to use your story to make sure you are reaching the right stakeholders. The link to the training is on the SCLS website under CE.

Information Sharing:

The next board meeting will be held on September 27, 2018

Meeting adjourned at 2:25 pm.

BOT/Minutes/8-23-2018