

**AGENDA FOR AUGUST 21, 2018 – 9:30 A.M.**  
**WOOD COUNTY BOARD OF SUPERVISORS**  
**WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: County Clerk Miner

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: None

APPOINTMENTS/Re-APPOINTMENTS: None

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.

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

SET DATE FOR NEXT COUNTY BOARD MEETING – September 18, 2018

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

July 17, 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 July 17, 2018.

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

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

Excused were Fischer & Pliml.

Supervisor Zurfluh gave the invocation and led the Pledge of Allegiance.

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

Motion by Hamilton/Leichtnam to approve the following appointments: Wood County Finance Director to City of Nekoosa TID #4 Joint Review Board and Myron Peterson for a 3-year term to the Board of Adjustment. Motion carried by voice vote.

There were no public comments.

Plaque presentations were given to long term Human Services employees Mary Christensen and Barbara Haffa by Director Vruwink, and to Norwood Health Center employee Paul Schaefer by Administrator Bruce.

Committee minutes presented: Executive

**RESOLUTION 18-7-1**

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To authorize the sale of the 10th and Airport Avenue property in Wisconsin Rapids and to delegate to the Executive Committee the authority to approve final revisions to the transaction.

**FISCAL NOTE:** Sale price of \$150,000 with some costs for title insurance.

Motion by Clendenning/Breu to adopt Resolution 18-7-1. Motion by Rozar/Clendenning to amend the resolution as follows: Delete the current fiscal note and insert in its place: "None."; Delete the 3rd, 4th and 5th WHEREAS paragraphs and replace with this paragraph: "Whereas, the Treasurer has been contacted by prospective purchasers and their representatives as to buying the property and the County Board needs to either approve of the terms of a sale or to delegate that responsibility to another entity to do so, and"; Delete the first paragraph in the 'now, therefore, be it resolved' section of the resolution. Discussion ensued. Motion to amend carried. Voting no were Zurfluh & Hamilton. Motion to adopt amended Resolution 18-7-1 carried. Voting no were Zurfluh & Hamilton. Excused were Fischer & Pliml.

Committee minutes presented: Health & Human Services, HHS Adhoc Committee, Public Safety, Central Records, Conservation, Education & Economic Development. Vice Chair Rozar was recognized and commented on the recent Farm Technology Days held in Marshfield. Committee minutes presented: Judicial & Legislative, Criminal Justice Task Force.

## **RESOLUTION 18-7-2**

Introduced by: Judicial and Legislative Committee

**INTENT & SYNOPSIS:** To grant an increase in the Child Support Director's compensation from a step 7 to a step 8 effective July 1, 2018.

**FISCAL NOTE:** Total wages and fringes to be approximately \$1,188.08; with Federal Reimbursement the cost to Wood County would be approximately \$403.95 in County levy. The funds are available in the 2018 Child Support budget.

Motion by Hamilton/Zurfluh to adopt Resolution 18-7-2. Motion carried. Voting no was Machon. Excused were Fischer & Pliml.

## **RESOLUTION 18-7-3**

Introduced by: Judicial & Legislative Committee

**INTENT & SYNOPSIS:** To change the county board rules so as to allow county board supervisors to receive up to three days per diem for attendance at the annual WCA convention.

**FISCAL NOTE:** Probably a few hundred dollars per year in increased per diems would cover those supervisors who attend all three days of the annual WCA convention.

Motion by Hamilton/Clendenning to adopt Resolution 18-7-3. Motion carried. Voting no were Rozar, Feirer, Breu, Ashbeck, Holbrook, Machon, and Zurfluh. Excused were Fischer & Pliml.

Committee minutes presented: Highway Infrastructure and Recreation, Aging and Disability Resource Center of Central Wisconsin Finance Committee, ADRC-CW Board, McMillan Memorial Library Board of Trustees, South Central Library System Board of Trustees

## **RESOLUTION 18-7-4**

Introduced by: County Board Chair Douglas Machon & County Board Vice Chair Donna Rozar

**INTENT & SYNOPSIS:** To appoint Trent D. Miner as County Clerk for the unexpired term of Wood County Clerk, Cynthia Cepress, July 17, 2018 through January 4, 2021.

**FISCAL NOTE:** None

Motion by Zurfluh/Hamilton to adopt Resolution 18-7-4. Questions and discussion on process used to come up with the candidate. Motion carried unanimously. Excused were Fischer & Pliml.

## **RESOLUTION 18-7-5**

Introduced by: Wood County Board of Supervisors

**INTENT & SYNOPSIS:** To recognize these Wood County employees for years of devoted and faithful service to Wood County:

|                  |          |                |
|------------------|----------|----------------|
| Mary Christensen | 25 years | Human Services |
| Barbara Haffa    | 25 years | Human Services |

|               |          |                       |
|---------------|----------|-----------------------|
| Tina Groshek  | 25 years | District Attorney     |
| Paul Schaefer | 40 years | Norwood Health Center |

Motion by Feirer/Zaleski to adopt Resolution 18-7-5. Motion carried unanimously by voice vote.

**SPECIAL ORDER OF BUSINESS**  
University Extension Update

UWEX Area Director Jason Hausler highlighted the updates that have taken place both locally and statewide in Extension. Most changes were administrative in nature and did not affect county programming. He introduced the local educators and they provided a snapshot of their areas of responsibility. Hausler also discussed some of the statistics of the recent Farm Technology Days event held in Wood County. The attendance at the show was the highest in 10 years.

**SPECIAL ORDER OF BUSINESS**  
Parks & Forestry Annual Report

Parks & Forestry Director Chad Schooley presented his 2017 departmental report. He showed a powerpoint presentation on the many projects that were completed throughout the year as well as highlighting the activities and programming that takes place in the county parks and on the county forest. He reminded everyone that the state water ski show is coming up this weekend.

Motion by Hamilton/Breu to adjourn. Motion carried unanimously by voice vote at 10:50 a.m. Next scheduled county board meeting is August 21, 2018.

Respectfully Submitted  
Trent Miner  
County Clerk



## **REFERRALS FOR AUGUST 21, 2018 – COUNTY BOARD**

- Resolution from Barron County supporting “Dark Store Loophole” referendum. Referred to Judicial & Legislative Committee
- Resolution from Winnebago County requesting the Wisconsin Legislature to require an audit of the Veterans Trust Fund, detailing the revenues received, and disbursements and benefits paid to veterans for each year since 2014. Referred to Health & Human Services Committee, Judicial & Legislative Committee, and County Veterans Service Officer Larson.
- Resolution from Adams County urging the State of Wisconsin to increase public defender access and pay. Referred to Judicial & Legislative Committee

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, July 10, 2018  
**TIME:** 2:00 p.m.  
**PLACE:** Marshfield Community Center  
**PRESENT:** Doug Machon, Donna Rozar, Bill Winch, Ken Curry, Bill Clendenning, Adam Fischer, Dennis Polach

**OTHERS PRESENT** (for part or all of the meeting): Kim McGrath, Kelli Quinnell, Nicole Gessert, Reuben Van Tassel, Shane Wucherpennig, Heather Gehrt, Travis Gaetz, Lacey Bell, Jordon Bruce, Jo Timmerman, Cynthia Robinson, Roland Hawk, Amy Kaup

**EXCUSED:** None.

Chair Machon called the meeting to order.

**Public Comment** – IT Director Amy Kaup made the Committee aware of an IT security event regarding a compromised server. IT continues to work with MS-ISAC, a federal resource available to local governments for IT security response. Jordon Bruce, Norwood Administrator, introduced Travis Gaetz, the new Human Services Deputy Director. Deputy Director Gaetz began his employment on July 2<sup>nd</sup>. Reuben Van Tassel, Maintenance Director, introduced Nicole Gessert as his new Administrative Assistant. Gessert began employment on July 9<sup>th</sup>.

### **Consent Agenda**

Supervisor Clendenning requested pages 24, 25, and 26 of the packet be pulled from the consent agenda for discussion. Supervisor Winch requested page 3 of the packet also be pulled for discussion.

**Motion (Curry/Fischer) to approve the consent agenda excluding the items requested to be pulled out for discussion. Motion carried unanimously.**

Clendenning requested to review information regarding an item on page 25 of the packet addressing the KnowBe4 trainings the IT Department requires to be completed. IT Director Kaup explained that, in order to have the KnowBe4 guarantee, all Wood County employees, including County Board Supervisors, must complete the required assigned trainings and will receive simulated phishing attack tests at least monthly. Supervisor Clendenning requested additional information regarding an item on page 24 of the packet addressing a state mandated records conversion to Incident-Based Reporting (IBR) for law enforcement. Discussion ensued regarding a quote obtained for CIS questioning what entities are responsible to pay for the program. The mandate is effective January 1, 2021. Committee consensus was to have the Public Safety Committee discuss this at their next meeting and bring a recommendation back to the Executive Committee.

Winch wanted to clarify the motion from the May 29, 2018 Executive Committee Minutes on page 3 of the packet regarding the bonding for the Highway Department. Supervisor Winch stated the Highway Department bonding was supposed to be for \$2.3 million. Members of the Committee clarified that the motion states the Highway Department bonding is not to exceed \$2.5 million.

Treasurer Gehrt stated an offer to purchase was received for the 1010 Airport Avenue Property. The property is listed for \$169,000 and an offer of \$150,000 was made. In the offer, the buyer is asking the County to provide an Owner's Policy of Title Insurance, supply a Gap Endorsement, and pay a Brokerage Fee of 3%. Discussion ensued.

**Motion (Rozar/Fischer) to accept the offer to purchase excluding the Brokerage Fee of 3%. Motion carried unanimously.**

No discussion was held regarding Capital Improvement Plans from departments. Deputy Finance Director Lacey Bell stated that budget-working documents would be available to departments on Friday.

Human Resources (HR) Director McGrath introduced Tim Deaton of the Horton Group. Mr. Deaton presented updated information about Wood County health insurance use trends and projections for 2019. The projected increase for 2019 is 4.98%. Mr. Deaton shared options for absorbing the increase into plan changes by changing the copays to apply to the office visit charge only and make additional services such as x-rays and lab tests subject to deductible and coinsurance, as well as proposed changes for prescription deductibles and copays. The Committee discussed the options. With the proposed change of copays applying to office visits only, there is a savings of 1.90% which leaves 3.08% as a premium increase for 2019. Chair Machon noted that if it were decided down the road the 3.08% premium increase would not work for 2019, there is the ability to select additional plan changes to absorb the 3.08% instead.

**Motion (Rozar/Clendenning) to implement plan change of copays applying to the office visit charge only at a savings of 1.90%. Motion carried unanimously.**

Furthermore, McGrath provided four recommendations to the Committee regarding the outcome of the market review. The four recommendations are:

1. Place the Highway Department Mechanic position at a Grade 7.
2. Adjust the wage grade of specific positions identified as having a substantial increase in job duties after completing the County's JDQ process.
3. Remove the "Maximum" for each wage grade, as identified on the Pay Structure.
4. Implement an across the board percentage increase as the Wood County Board of Supervisors has approved historically and annually.

McGrath noted that the JDQ process is currently open and documentation is due to HR by July 31<sup>st</sup>. Discussion regarding the maximum on the wage scale ensued. McGrath explained that it was originally intended to set the groundwork for a "Pay for Performance" system; however, there is no criteria identified for employees to achieve excellent performance; therefore, she is proposing it be eliminated and the wage scale caps at Step 11 for all grades. Chair Machon noted he intends to provide an across the board increase in 2019; however, that could change so it does not need to be part of the motion.

**Motion (Clendenning/Rozar) to accept the recommendations of the HR Director to increase the Highway Department Mechanic to Grade 7, adjust the wage grade of specific positions identified as having substantial increase in job duties after completing the County's JDQ process and remove the Maximum for each wage grade on the Pay Structure. Motion carried unanimously.**

McGrath presented the results of ten JDQs that were completed in 2017 but put on hold by the Executive Committee. Early in 2018, the Executive Committee removed the hold on those JDQs and they were processed. Five of the positions were recommended to be reclassified and five were not recommended.

McGrath presented fiscal impact information should the reclassifications be retroactive back to January 1, 2018.

**Motion (Clendenning/Fischer) to accept the JDQ results presented and make the five reclassifications retroactive to January 1, 2018. Motion carried unanimously.**

McGrath presented the option to eliminate the Post-Employment Health Plan (PEHP) benefit for new employees hired on, or after, January 1, 2019. McGrath stated all current employees would maintain this benefit as long as they continue their employment with Wood County.

**Motion (Clendenning/Winch) to eliminate the Post-Employment Health Plan (PEHP) for all new employees hired on, or after, January 1, 2019. Motion carried unanimously.**

Agenda items for next meeting: Marshfield City Hall lease negotiation

Next month's Executive Committee meeting is scheduled for Tuesday, August 7 at 8:00 a.m. at River Block in Room 106.

**Chair Machon declared the meeting adjourned at 3:29 p.m.**

Submitted and signed electronically,

*Donna Rozar*

Donna Rozar  
Secretary

Minutes taken and prepared by Kelli Quinnell. All minutes reviewed by the Executive Committee secretary.

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, July 17, 2018  
**TIME:** 9:00 a.m.  
**PLACE:** Room 317A, Wood County Courthouse  
**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach, Bill Winch, Donna Rozar  
**OTHERS PRESENT :** Nicole Gessert, Reuben Van Tassel, Heather Gehrt, Bill Leichtnam, Peter Kastenholz.  
**EXCUSED:** Adam Fischer

The meeting was called to order by Chairman Machon.

**Public Comment** – There were no public comments.

Resolution for the sale of 1010 Airport Ave property was introduced. Explanation was given regarding an offer to purchase that had fallen through.

Corporation Counsel Kastenholz presented possible amendments to the Airport Avenue resolution in order to accommodate future offers to purchase, changes included:

- Delete the current fiscal note and insert in its place: “none.”
- Delete the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> WHEREAS paragraphs and replace with this paragraph: “Whereas, the Treasurer has been contacted by prospective purchasers and their representatives as to buying the property and the County Board needs to either approve the terms of a sale or to delegate that responsibility to another entity to do so and”
- Delete the first paragraph in the “now, therefore, be it resolved” section of the resolution.

Discussion held regarding resolution with amendments.

Listing the property with a real estate agency was mentioned. Treasurer Gehrt indicated the original amount of time for the county to list the property on their own was for 90 days which would be in effect thru September 2018.

**Motion (Rozar/Clendenning) to present the resolution with amendments to the County Board Supervisor meeting today, 7/17/18. Motion carried unanimously.**

**Motion (Clendenning/Winch) to adjourn the Executive Committee meeting at 9:12 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 MEETING MINUTES**

**DATE:** Tuesday, August 7, 2018

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

**PLACE:** Room 130, Wood County River Block

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

**OTHERS PRESENT** (for part or all of meeting): Nicole Gessert, Marla Cummings, Reuben Van Tassel, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Roland Hawk, Cindy Robinson, Amy Kaup, Heather Gehrt, Kim McGrath, Kelli Quinnell, Peter Kastenholz, Shane Wucherpfenning, Lacey Bell, Wendy Markworth, Chris Markworth, Dan Brandl, Travis Gaetz, Lance Pliml

The meeting was called to order by Chair Machon.

### **Public Comment**

Supervisor Clendenning inquired as to why Chair Machon's Budget Parameter letter was not distributed to Board members. After a brief discussion, it was determined miscommunication occurred between Finance Director Cummings and Chair Machon as to whose responsibility it was to distribute the letter. Finance made copies and distributed the letter to Committee members during the meeting.

### **Consent Agenda**

Supervisor Fischer requested the minutes from the July meeting (page 3) and the Finance monthly letter of comments be pulled from the Consent Agenda for discussion. Supervisor Clendenning also requested minutes (pages 2-4) and the Finance monthly letter of comments be pulled from the Consent Agenda for discussion. Supervisor Clendenning stated the Human Resources (HR) monthly letter of comments is a very good report and that HR is a busy department.

**Motion (Clendenning/Rozar) to approve the Consent Agenda excluding the items requested pulled for discussion. Motion carried unanimously.**

Supervisor Fischer asked for clarification regarding the decision by the Committee last month to eliminate merit pay. He questioned if this needs to be done by resolution. HR Director McGrath stated a resolution to eliminate merit pay will be brought to the September Committee meeting.

Supervisors Fischer and Clendenning requested clarification regarding Finance Director Cummings' Letter of Comments and why Finance is fixing input errors with payroll. Lengthy discussion ensued regarding whether payroll issues are data entry issues or software issues. Information Technology (IT) Director Kaup indicated data entry errors would not be corrected with software changes.

**Motion (Clendenning/Fischer) to have Finance go forward with the implementation of the Dynamics payroll software. Motion (Clendenning/Fischer) to table the motion for further discussion at a meeting prior to the August County Board meeting. Motion to table carried unanimously. Motion tabled to said meeting.**

Discussion regarding the previous Executive Committee's approval of migrating to Dynamics payroll software. IT Director Kaup explained Dynamics was not implemented due to the implementation not being "turn-key" as promised by Wipfli and having added costs on top of the price stated in the contract. Supervisor Curry requested clarification from Corporation Counsel Kastenholz regarding what action can now be taken without nullifying the entire original change of payroll. Corporation Counsel Kastenholz suggested seeking recommendations from the

IT, Finance, and HR Directors. Supervisor Fisher suggested it would be best to have these recommendations in writing prior to the special meeting.

**Motion (Fischer/Rozar) to have the IT, Finance, and HR Directors provide narratives explaining their position on the current and proposed HR and Payroll software to the Committee at a meeting prior to the County Board meeting, August 21, 2018. The narratives will be included in the packet for that meeting. Motion carried unanimously.**

**Motion (Clendenning/Rozar) to approve the consent agenda items removed for discussion. Motion carried unanimously.**

Supervisor Mahon presented a request for approval of credit card in new County Clerk's name.

**Motion (Rozar/Fischer) to approve a credit card in the new County Clerk's name. Motion carried unanimously.**

Treasurer Gehrt presented an offer to purchase the 1010 Airport Avenue property for \$127,000.00 with earnest money, no contingencies nor realtor fees. Listing the property with a realtor was discussed and it was noted there are approximately 30 days left on the original 90 days the Committee requested the property be listed as "For Sale by Owner".

**Motion (Rozar/Winch) to reject the offer to purchase. Motion carried unanimously.**

Treasurer Gehrt presented a resolution to tax deed properties.

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

Treasurer Gehrt indicated the sale of a vacant lot on 17<sup>th</sup> Avenue occurred for full price with the buyer paying all fees.

Finance Director Cummings inquired what format the Committee would like to view the budgets and what dates they would like to hold budget hearings. Discussion ensued. It was decided that the September Committee meeting will be an extended meeting to hold budget hearings. The September meeting was originally scheduled to take place at Nepco Lake but will be moved to the Courthouse to better accommodate departments. Finance Director Cummings will create a budget hearing agenda by departments.

Norwood Administrator Bruce presented a resolution to amend the 2018 Norwood budget for Crossroads expansion/remodeling project. The Health and Human Services Committee would like to move forward with a new Crossroads-type unit once the TBI unit moves to Edgewater Haven. The total of the improvements will be approximately \$40,000. There is approximately \$19,000 left over from the money designated to address the Ligature Risks; therefore, the request is for funds not to exceed \$25,000.

**Motion (Clendenning/Polach) to approve the resolution to amend the Norwood Budget for Crossroads expansion/remodeling project. Motion carried unanimously.**

#### **Human Resources (HR)**

HR Director McGrath presented a resolution for Merit Pay. McGrath explained this resolution is authorizing paying merit pay earned in 2017.

**Motion (Rozar/Machon) to approve the resolution for merit pay. Motion (Clendenning/Polach) to table the resolution until after the resolution to eliminate merit pay comes before the Executive Committee. Voting no: Fischer, Winch, Rozar, Machon. Motion to table fails. Motion to approve the resolution for merit pay carried. Voting no: Polach, Clendenning (he would like to see the resolution to eliminate merit pay first).**

HR Director McGrath presented a summary of the Health Reserve Fund for the last six years showing the decline in the Fund. Recently discovered, the reason for the decline is that the County is not budgeting enough per employee per year (PEPY) for health insurance. The Horton Group has provided a recommended budget amount PEPY annually; however, the amount budgeted has been significantly lower. Due to this, the PEPY budgeted amount is 16% below what it should be. McGrath's recommendation is, rather than increasing health insurance premiums by 3.08%, that premiums are increased by 7.5% to bring the budgeted PEPY back to what it should be. Supervisor Fischer stated he is willing to go along with the 7.5% increase if the Committee agrees to take a serious look into options to the Horton Group going into 2019.

**Motion (Curry/Rozar) to accept the HR Director's proposed increase of 7.5% to health insurance premiums for 2019. Motion carried unanimously.**

Break at 9:43 a.m. Meeting reconvened at 9:53 a.m.

**Motion (Clendenning/Rozar) to go into closed session at 9:54 a.m. pursuant to §19.85(1)(f), Wis. Stats., to consider an application(s) for a leave of absence(s).**

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

**Motion (Polach/Winch) to return to open session at 10:05 a.m. Motion carried unanimously.**

Supervisor Fischer requested that it be noted he would like the Committee to discuss insurance once the budget is completed.

Items for next agenda: Sale of Truck (CEED Committee)  
Frac Sand Litigation legal bills  
Current PEHP liability

The special meeting to discuss the Payroll and HR software will take place on Tuesday, August 21<sup>st</sup> at 8:00 a.m.

Next month's regular Executive Committee meeting is scheduled for Tuesday, September 4<sup>th</sup> at 8:00 a.m. and will be held at the Courthouse. This will be an extended meeting to accommodate budget hearings.

**Motion (Fischer/Rozar) to adjourn the Executive Committee meeting at 10:14 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Human Resources agenda items 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.



## **Wood County Employee Wellness Board Meeting Minutes**

Thursday, May 10, 2018

Wood County Courthouse, IT Conference Room

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

**Also present:** (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus), Marla Cummings (Finance), Jackie Carattini (UW Extension)

1. Chair Kunferman called the meeting to order at 1:03 p.m.
2. **Introductions** were made around the table.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the February 8, 2018 meeting as presented. All ayes. Motion carried.
5. **Financial Classes/Workshop**  
Jackie Carattini reported the survey was ready for distribution. Discussion ensued regarding the best way to do so. The suggestion was that the survey be sent digitally and returned anonymously. The financial challenge, "Wallet Wise in Wood County" will be a quarterly emphasis within the Wellness Program.
6. **2018-2019 Employee Influenza Vaccinations**  
290 Wood County employees received the influenza vaccine in the fall of 2017. Wood County purchased the vaccine which ended up being \$2.68 per vaccine (cost of vaccine thru previous provider was \$21.32). This realized a \$777.00 savings. Motion (Rozar/Schmutzer) to provide Wood County employees vaccine for the 2018-2019 season using the same process. All ayes. Motion carried.
7. **Review/approve policy regarding process for dealing with rude or uncooperative employees**  
Adam distributed a "Code of Conduct" draft for the Board's review. A few minor edits were made. Corporation Counsel will review the document that will then be sent to the Executive Committee for approval.
8. **Review/approve policy prohibiting the sale or exchange of the annual YMCA membership prize**  
Language for the above policy was distributed as an addition to the operating policies of the Wood County Employee Wellness Program. After some minor edits, motion (Rozar/Bruce) to approve the policy. All ayes. Motion carried.

**9. Discussion regarding taxable prizes/gifts**

After discussion of the current prizes being given quarterly, the consensus of the Board is to move from gifts to cash prizes only in 2019.

**10. Review financials**

Participation in the Wellness Program has increased which has increased expenses. The 2018 budget was for 300 participants in the biometrics and 500 individuals for coaching. Kim will check on how many employees took advantage of the health insurance premium discount.

**11. Discussion regarding EEOC rule revisions**

Kim presented information regarding the EEOC rule revisions regarding Wellness Programs. Kim will continue to follow these rules and inform the Board of future rulings to make certain we comply with EEOC Wellness Regulations.

**12. Discussion regarding approved ergonomic equipment list**

The above list was distributed. This is the list of the ergonomic equipment recommended by Aspirus. It will be communicated to the OTs assessing employee workspace that they are to use this list when making equipment recommendations.

**13. Sanitary stands**

Sue reported there is no money in the maintenance budget for these stands. After a discussion of the benefit of hand hygiene, especially during the cold and flu season, a motion (Rozar/Bruce) was made to encourage appropriate departments to include funding for these stands in their 2019 budget. All ayes. Motion carried.

**14. Update from the Wellness Committee**—Updates received and documents, which includes minutes from the Wellness Committee, on file.

**15. General employee wellness updates**—Updates received and documents on file with above information.

**16. Wood County Aggregate Report**

Amanda presented the Health Assessment results along with the Cohort information (information on file). Increased participation was noted. Suggestions were made regarding the presentation of this information to the Executive Committee in June.

**17. Future meeting agenda items**—noted

**18. Next meeting date:** August 6, 2018, 10am-noon, IT Conference Room, Wood County Courthouse

**19. Motion (Jordon/Schmutzer)** to adjourn the meeting at 3:02 p.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

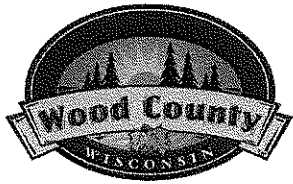
OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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Letter of Comments – August 2018

- I am sincerely humbled and honored by the appointment as County Clerk. I have huge shoes to fill and will work every day to make sure our office is serving the electorate as efficiently as possible and to the best of our abilities. I especially appreciated the notes of congratulations from both of my predecessors, Cindy Cepress and Tony Ruesch. Tony is a veritable encyclopedia of historical perspective and knowledge in all things Wood County that has come in handy numerous times, even in my short time working in this office. Both Tony and Cindy's continuing contributions to this office are often sought after, immeasurable, and ALWAYS appreciated!!
- I have an agenda item for your consideration. I am requesting a credit card to replace the one that had Cindy's name on it. It will be the same credit limit (\$5,000) as hers was. WoodTrust Bank requires the oversight committee to approve the request before they process it.
- Every other year, all of the election equipment used in the county goes through a preventative maintenance checkup. Our office coordinates this service to the municipalities by having two drop off points in the county. Not only do we have a room in the courthouse for the south end municipalities, Marshfield City Clerk Deb Hall and her staff set aside a room so those clerks on the north end have a more convenient drop off location for their units. It saves the technician time and money to have just the two locations in which to take care of all 34 municipality's election equipment, instead of driving to 34 different municipal halls to conduct this maintenance.
- There are times when a marriage license is requested of residents who are in the final stages of life and are not able to come to our office to complete the required paperwork. We have, on occasion, traveled to hospitals or hospice units to complete the application process. Our office recently received an inquiry from a resident who requested such accommodation. The issue was that while both the bride and groom were Wood County residents, and as such are required to apply in our county, the bride was in a hospice unit in Milwaukee County and would not be able to come back home before her passing. I called the Milwaukee County Clerk and, after consultation with the State Vital Records office, they issued the license. The state indicated that as long as the Wood County Clerk did not mind giving up the revenue (I didn't) they would grant this exception.



# Wood County

## WISCONSIN

Office of  
Finance Director  
**Marla A. Cummings**  
Finance Director

August 7, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

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### Departmental Activities

#### Staff

We are continuing to have problems from departments entering in and paying the wrong amounts to vendors, the wrong vendors being paid and the wrong dates posted for invoices. The smaller departments are the ones who seem to struggle the most with this.

Every payroll we have to fix items in the payroll database that has been imputed wrong. This is very frustrating when we don't have any control over the data. This also makes our department look like we are not doing our due diligence, when we are. In addition this is time consuming trying to fix other people's errors.

#### Finance Department Move

The Finance Department moved into River Block building on July 19<sup>th</sup>. Please stop by and check out our new office space.

#### Tax Increment District (TID) Review Board Meetings

I meet with the City of Wisconsin Rapids for a TID Review Board meeting.

#### Budget

Budgets were made available to the departments on July 13<sup>th</sup>. My Deputy and I have been busy helping the departments with any questions and/or mechanical fixes to their budgets. In addition we have meet with several department heads on a one on one basis to answer any question they might have or to help them with their budgets.

Budgets are due back from the departments by August 13<sup>th</sup>.

#### Budget to Actual Income Statement

Budget and actual reports for 7 months ending July 31, 2018.

**Wood County, Wisconsin**  
**General Obligation Promissory Notes, Series 2018A**  
**July 27, 2018**

| July 1, 2018 |    |    |    |    |    |    | August 1, 2018 |    |    |    |    |    |    | September 1, 2018 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|-------------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  | S              | M  | T  | W  | Th | F  | S  | S                 | M  | T  | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |                |    |    | 1  | 2  | 3  | 4  |                   |    |    |    |    |    |    |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 | 5              | 6  | 7  | 8  | 9  | 10 | 11 | 2                 | 3  | 4  | 5  | 6  | 7  | 8  |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 | 12             | 13 | 14 | 15 | 16 | 17 | 18 | 9                 | 10 | 11 | 12 | 13 | 14 | 15 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 | 19             | 20 | 21 | 22 | 23 | 24 | 25 | 16                | 17 | 18 | 19 | 20 | 21 | 22 |
| 29           | 30 | 31 |    |    |    |    | 26             | 27 | 28 | 29 | 30 | 31 |    | 23                | 24 | 25 | 26 | 27 | 28 | 29 |
|              |    |    |    |    |    |    |                |    |    |    |    |    |    | 30                |    |    |    |    |    |    |

| October 1, 2018 |    |    |    |    |    |    | November 1, 2018 |    |    |    |    |    |    | December 1, 2018 |    |    |    |    |    |    |
|-----------------|----|----|----|----|----|----|------------------|----|----|----|----|----|----|------------------|----|----|----|----|----|----|
| S               | M  | T  | W  | Th | F  | S  | S                | M  | T  | W  | Th | F  | S  | S                | M  | T  | W  | Th | F  | S  |
|                 | 1  | 2  | 3  | 4  | 5  | 6  |                  |    |    |    | 1  | 2  | 3  |                  |    |    |    |    |    | 1  |
| 7               | 8  | 9  | 10 | 11 | 12 | 13 | 4                | 5  | 6  | 7  | 8  | 9  | 10 | 2                | 3  | 4  | 5  | 6  | 7  | 8  |
| 14              | 15 | 16 | 17 | 18 | 19 | 20 | 11               | 12 | 13 | 14 | 15 | 16 | 17 | 9                | 10 | 11 | 12 | 13 | 14 | 15 |
| 21              | 22 | 23 | 24 | 25 | 26 | 27 | 18               | 19 | 20 | 21 | 22 | 23 | 24 | 16               | 17 | 18 | 19 | 20 | 21 | 22 |
| 28              | 29 | 30 | 31 |    |    |    | 25               | 26 | 27 | 28 | 29 | 30 |    | 23               | 24 | 25 | 26 | 27 | 28 | 29 |
|                 |    |    |    |    |    |    |                  |    |    |    |    |    |    | 30               | 31 |    |    |    |    |    |

| Schedule of Events      |  |                                       |
|-------------------------|--|---------------------------------------|
| Date                    | Event  | Responsible Party                     |
| June 16, 2018           | County Board adopted Authorizing Resolution.   | County Board                          |
| August 15, 2018         | Request for Official Statement Information sent to County Staff.   | Springsted                            |
| September 6, 2018       | Finalize Note structure and prepare Official Terms of Offering.  | Springsted                            |
| August 31, 2018         | Information forwarded to Springsted for preparation of the Preliminary Official Statement.                                     | County Staff                          |
| September 12, 2018      | Sale Recommendations delivered to County.  | Springsted                            |
| September 17, 2018      | Rough draft of Preliminary Official Statement sent out to County Staff and Quarles & Brady for review.                         | Springsted                            |
| September 21, 2018      | Final comments to Springsted on Preliminary Official Statement draft.  | County Staff<br>Quarles & Brady       |
| September 21, 2018      | Draft of Award Resolution provided to Springsted and the County (to be included in the information sent to the rating agency.) | Quarles & Brady                       |
| September 24, 2018      | Posting of Preliminary Official Statement and application for rating forwarded to rating agency.                               | Springsted                            |
| September 25, 2018      | Final day application for CUSIPs must be made  | Springsted                            |
| Week of October 1, 2018 | Rating conference.   | Moody's<br>County Staff<br>Springsted |
| October 2, 2018         | Executive Committee reviews Draft Award Resolution.  | Executive Committee                   |
| Est. October 11, 2018   | Receipt of rating.   | Moody's                               |

## DISTRIBUTION LIST

July 27, 2018

### Wood County, Wisconsin General Obligation Promissory Notes, Series 2018A

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8/1/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, July 31, 2018

|   | Actual               | 2018<br>Budget       | Variance               | Variance %      |
|---|----------------------|----------------------|------------------------|-----------------|
| <b>REVENUES</b>                                   |                      |                      |                        |                 |
| <b>Taxes</b>                                      |                      |                      |                        |                 |
| 41110 General Property Taxes                      | \$14,959,901.81      | \$25,645,906.00      | (\$10,686,004.19)      | (41.67%)        |
| 41150 Forest Cropland/Managed Forest Land         | 55,423.88            | 20,000.00            | 35,423.88              | 177.12%         |
| 41220 General Sales and Retailers' Discount       | 86.10                | 180.00               | (93.90)                | (52.17%)        |
| 41221 County Sales Tax                            | 2,785,879.79         | 6,046,482.00         | (3,260,602.21)         | (53.93%)        |
| 41230 Real Estate Transfer Fees                   | 78,768.66            | 85,000.00            | (6,231.34)             | (7.33%)         |
| 41800 Interest and Penalties on Taxes             | 381,616.33           | 405,000.00           | (23,383.67)            | (5.77%)         |
| 41910 Payments in Lieu of Taxes                   | 17,924.20            | 18,500.00            | (575.80)               | (3.11%)         |
| <b>Total Taxes</b>                                | <b>18,279,600.77</b> | <b>32,221,068.00</b> | <b>(13,941,467.23)</b> | <b>(43.27%)</b> |
| <b>Intergovernmental Revenues</b>                 |                      |                      |                        |                 |
| 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                            | 174,044.47           | 378,464.00           | (204,419.53)           | (54.01%)        |
| 43514 State Aid-Court Support Services            |                      | 57,000.00            | (57,000.00)            | (100.00%)       |
| 43516 State Aid-Modernization Grants              | 58,120.00            | 58,120.00            | 0.00                   | 0.00%           |
| 43521 State Aid - Law Enforcement                 | 30,362.60            | 136,500.00           | (106,137.40)           | (77.76%)        |
| 43523 State Aid-Other Law Enforcement             | 18,736.00            | 18,000.00            | 736.00                 | 4.09%           |
| 43528 State Aid-Emergency Government              | 9,347.52             | 93,250.00            | (83,902.48)            | (89.98%)        |
| 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                     | 51,034.24            | 65,078.00            | (14,043.76)            | (21.58%)        |
| 43554 State Aid-Health WIC Program                | 111,655.00           | 354,641.00           | (242,986.00)           | (68.52%)        |
| 43557 State Aid-Health Consolidated Contract      | 30,057.00            | 64,895.00            | (34,838.00)            | (53.68%)        |
| 43560 State Aid-Grants                            | 44,164.00            | 66,317.00            | (22,153.00)            | (33.40%)        |
| 43561 State Aids                                  | 5,932,942.44         | 11,292,655.00        | (5,359,712.56)         | (47.46%)        |
| 43567 State Aid-Transportation                    | 205,315.15           | 203,436.00           | 1,879.15               | 0.92%           |
| 43568 State Aid-Child Support                     | 481,077.02           | 928,443.00           | (447,365.98)           | (48.18%)        |
| 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                 | 40,240.15            | 296,358.00           | (256,117.85)           | (86.42%)        |
| 43640 State Aid-Co Share Managed Forest Lands     |                      | 20,000.00            | (20,000.00)            | (100.00%)       |
| 43690 State Aid-Forestry Roads                    | 3,248.56             | 3,280.00             | (31.44)                | (0.96%)         |
| <b>Total Intergovernmental</b>                    | <b>9,524,770.97</b>  | <b>19,509,533.00</b> | <b>(9,984,762.03)</b>  | <b>(51.18%)</b> |
| <b>Licenses and Permits</b>                       |                      |                      |                        |                 |
| 44100 Business and Occupational Licenses          | 397,474.79           | 342,924.00           | 54,550.79              | 15.91%          |
| 44101 Utility Permits                             | 675.00               | 1,050.00             | (375.00)               | (35.71%)        |
| 44102 Driveway Permits                            | 420.00               | 860.00               | (440.00)               | (51.16%)        |
| 44200 DNR & ML Fees                               | 29,568.13            | 22,500.00            | 7,068.13               | 31.41%          |
| 44201 Dog License Fund                            |                      | 1,000.00             | (1,000.00)             | (100.00%)       |
| 44260 Moving Permits                              | 400.00               | 1,025.00             | (625.00)               | (60.98%)        |
| 44300 Sanitary Permit Fees                        | 22,000.00            | 45,000.00            | (23,000.00)            | (51.11%)        |
| 44411 County Planner Plat Review Fees             | 1,075.00             | 2,500.00             | (1,425.00)             | (57.00%)        |
| 44412 Wisconsin Fund Application Fees             |                      | 750.00               | (750.00)               | (100.00%)       |
| 44413 Shoreland zoning Fees & Permits             | 1,997.50             | 4,250.00             | (2,252.50)             | (53.00%)        |
| 44415 HT Database Annual Fee                      | 7,940.00             | 56,000.00            | (48,060.00)            | (85.82%)        |
| <b>Total Licenses and Permits</b>                 | <b>461,550.42</b>    | <b>477,859.00</b>    | <b>(16,308.58)</b>     | <b>(3.41%)</b>  |
| <b>Fines, Forfeits and Penalties</b>              |                      |                      |                        |                 |
| 45110 Ordinances Violations                       | 3,488.99             | 1,700.00             | 1,788.99               | 105.23%         |
| 45115 County Share of Occupational Driver         |                      | 200.00               | 40.00                  | 20.00%          |
| 45120 County Share of State Fines and Forfeitures | 80,892.53            | 160,000.00           | (79,107.47)            | (49.44%)        |
| 45123 County Parks Violation Fee                  | 627.94               | 750.00               | (122.06)               | (16.27%)        |
| 45130 County Forfeitures Revenue                  | 48,642.30            | 110,000.00           | (61,357.70)            | (55.78%)        |
| 45191 Private Sewage Fines                        | 12,907.50            | 20,000.00            | (7,092.50)             | (35.46%)        |
| <b>Total Fines, Forfeits and Penalties</b>        | <b>146,799.26</b>    | <b>292,650.00</b>    | <b>(145,850.74)</b>    | <b>(49.84%)</b> |
| <b>Public Charges for Services</b>                |                      |                      |                        |                 |
| 46110 County Clerk-Passport Fees                  | 13,075.00            | 20,000.00            | (6,925.00)             | (34.63%)        |
| 46121 Treasurer Fees-Redemption Notices           | 4,389.02             | 3,000.00             | 1,389.02               | 46.30%          |
| 46122 Property Conversion Charges                 | 1,183.17             | 100.00               | 1,083.17               | 1,083.17%       |
| 46130 Register of Deeds-Fees                      | 177,493.33           | 309,000.00           | (131,506.67)           | (42.56%)        |
| 46135 Land Record-Fees                            | 49,232.00            | 92,880.00            | (43,648.00)            | (46.99%)        |
| 46140 Court Fees                                  | 91,582.50            | 174,500.00           | (82,917.50)            | (47.52%)        |
| 46141 Court Fees and Costs-Marriage Counseling    | 3,840.00             | 12,300.00            | (8,460.00)             | (68.78%)        |
| 46142 Court/Juvenile                              | 16,121.87            | 20,000.00            | (3,878.13)             | (19.39%)        |
| 46143 Other Professional Reimbursements           | 6,899.23             | 15,120.00            | (8,220.77)             | (54.37%)        |
| 46144 Circuit Court Branch I                      | 18,059.81            | 28,600.00            | (10,540.19)            | (36.85%)        |

8/1/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, July 31, 2018

|   | Actual         | 2018<br>Budget | Variance        | Variance % |
|---|----------------|----------------|-----------------|------------|
| 46146 Circuit Court Branch III                | 9,501.00       | 5,817.00       | 3,684.00        | 63.33%     |
| 46191 Public Charges-Clerk                    | 3,480.00       | 8,000.00       | (4,520.00)      | (56.50%)   |
| 46192 Public Chgs-Temp Licenses               | 4,887.00       | 7,000.00       | (2,113.00)      | (30.19%)   |
| 46194 County Clerk Copy Fees                  | 83.50          | 425.00         | (341.50)        | (80.35%)   |
| 46195 Public Chgs-Map & Data Sales            |                | 100.00         | (100.00)        | (100.00%)  |
| 46196 Public Chgs-Human Resources             | 782,804.30     | 1,441,717.00   | (658,912.70)    | (45.70%)   |
| 46210 Sheriff-Public Charges                  | 75.00          | 400.00         | (325.00)        | (81.25%)   |
| 46211 Sheriff Revenue-Civil Process Fees      | 34,864.00      | 60,000.00      | (25,136.00)     | (41.89%)   |
| 46212 Sheriff Cost Reimbursement/Witness Fees | 37,452.55      | 52,000.00      | (14,547.45)     | (27.98%)   |
| 46214 Reserve Deputy Revenue                  | 5,028.24       | 12,000.00      | (6,971.76)      | (58.10%)   |
| 46215 Sheriff Escort Service                  | 19,455.74      | 29,000.00      | (9,544.26)      | (32.91%)   |
| 46216 Restitution                             |                | 300.00         | (300.00)        | (100.00%)  |
| 46217 OWI Restitution                         | 1,196.23       | 1,600.00       | (403.77)        | (25.24%)   |
| 46221 Public Chgs-Coroner Cremation           | 22,710.00      | 60,000.00      | (37,290.00)     | (62.15%)   |
| 46230 Death Certificates                      | 7,500.00       | 15,000.00      | (7,500.00)      | (50.00%)   |
| 46241 Jail Surcharge                          | 17,266.55      | 38,000.00      | (20,733.45)     | (54.56%)   |
| 46242 Huber/Electronic Monitoring             | 147,426.14     | 252,044.00     | (104,617.86)    | (41.51%)   |
| 46243 Inmate Booking/Processing Fee           | 10,487.51      | 21,000.00      | (10,512.49)     | (50.06%)   |
| 46244 Other County Transports                 | 10,904.82      | 23,000.00      | (12,095.18)     | (52.59%)   |
| 46245 Jail Stay Fee                           | 21,857.81      | 50,370.00      | (28,512.19)     | (56.61%)   |
| 46291 Public Chgs-ID Cards                    | 20.00          | 20.00          | 0.00            | 0.00%      |
| 46330 Public Chgs-Ho Chunk/AODA               |                | 27,500.00      | (27,500.00)     | (100.00%)  |
| 46510 Public Chgs-Crisis Stabilization        | 259,781.18     | 677,225.00     | (417,443.82)    | (61.64%)   |
| 46520 Institutional Care-Private Pay          | 660,442.68     | 1,049,475.00   | (389,032.32)    | (37.07%)   |
| 46521 Institutional Care-Other Pay            | 2,178.00       | 6,800.00       | (4,622.00)      | (67.97%)   |
| 46525 Public Chgs- Medicare                   | 1,090,211.40   | 3,543,571.00   | (2,453,359.60)  | (69.23%)   |
| 46526 Public Chgs- Medicaid                   | 2,333,915.38   | 5,883,458.00   | (3,549,542.62)  | (60.33%)   |
| 46527 Public Chgs-Veterans EW                 | 50,231.15      | 50,231.15      | 0.00            | 0.00%      |
| 46530 Public Charges                          | 2,802,612.68   | 4,873,724.00   | (2,071,111.32)  | (42.50%)   |
| 46531 Public Chgs- Private Insurance          | 478,791.26     | 1,936,512.00   | (1,457,720.74)  | (75.28%)   |
| 46532 Public Chgs-County Responsible          | 95,177.19      | 217,475.00     | (122,297.81)    | (56.24%)   |
| 46533 Public Chgs-NW Mental Health Inpatient  | 247,026.24     | 319,464.00     | (72,437.76)     | (22.67%)   |
| 46534 Public Chgs-NW Mental Health Inpatient  | 1,058,004.82   | 1,311,122.00   | (253,117.18)    | (19.31%)   |
| 46536 Third Party Awards & Settlements        |                | 232,688.00     | (232,688.00)    | (100.00%)  |
| 46537 Contractual Adjustment                  | (2,114,460.20) | (4,643,902.00) | 2,529,441.80    | (54.47%)   |
| 46590 Provision for Bad Debts-Edgewater       | (6,000.00)     | (12,000.00)    | 6,000.00        | (50.00%)   |
| 46621 Child Support-Genetic Tests             | 2,541.88       | 4,500.00       | (1,958.12)      | (43.51%)   |
| 46623 Child Support-Filing Fees               | 30.00          | 200.00         | (170.00)        | (85.00%)   |
| 46624 Child Support-Service Fees              | 6,794.93       | 12,000.00      | (5,205.07)      | (43.38%)   |
| 46625 Child Support-Extradition Charges       |                | 500.00         | (500.00)        | (100.00%)  |
| 46721 Public Chgs-Parks                       | 340,602.92     | 475,000.00     | (134,397.08)    | (28.29%)   |
| 46772 UW-Extension Project Revenue            | 5,040.72       | 4,050.00       | 990.72          | 24.46%     |
| 46813 County Forest Revenue                   | 206,018.85     | 385,000.00     | (178,981.15)    | (46.49%)   |
| 46825 Land Conservation Fees & Sales          | 72,840.78      | 63,525.00      | 9,315.78        | 14.66%     |
| 46826 Private Sewage Charges                  | 780.00         | 3,000.00       | (2,220.00)      | (74.00%)   |
| Total Public Charges for Services             | 9,111,438.18   | 19,124,160.00  | (10,012,721.82) | (52.36%)   |
| <b>Intergovernmental Charges for Services</b> |                |                |                 |            |
| 47210 Intergovernmental Charges               | 281,936.56     | 580,700.00     | (298,763.44)    | (51.45%)   |
| 47230 State Charges                           | 783,106.88     | 1,403,610.00   | (620,503.12)    | (44.21%)   |
| 47231 State Charges-Highway                   | 159,752.40     | 250,030.00     | (90,277.60)     | (36.11%)   |
| 47232 State Charges-Machinery                 | 1,336,768.88   | 2,177,319.00   | (840,550.12)    | (38.60%)   |
| 47250 Intergovernmental Transfer Program Rev  | 260,654.60     | 511,615.00     | (250,960.40)    | (49.05%)   |
| 47300 Local Gov Chgs                          | 154,086.86     | 561,660.00     | (407,573.14)    | (72.57%)   |
| 47310 Local Gov Debt Service Charges          |                | 22,000.00      | (22,000.00)     | (100.00%)  |
| 47320 Local Gov Chgs-Public Safety            | 18,964.63      | 29,000.00      | (10,035.37)     | (34.60%)   |
| 47330 Local Gov Chgs-Transp                   | 473,108.10     | 1,207,485.00   | (734,376.90)    | (60.82%)   |
| 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%)  |
| 47350 Local Gov Chgs-Hlth & Human Svcs        | 56,426.00      | 69,050.00      | (12,624.00)     | (18.28%)   |
| 47351 Local Gov Chgs-Other Governments        | 2,000.00       | 2,000.00       | 0.00            | 0.00%      |
| 47391 Local Gov Chgs-BNI (Materials)          | 721.33         | 3,200.00       | (2,478.67)      | (77.46%)   |
| 47392 Local Gov Chgs-BNI (Staff)              | 241.50         | 800.00         | (558.50)        | (69.81%)   |
| 47393 Local Gov Chgs-Work Relief              | 1,761.40       | 5,000.00       | (3,238.60)      | (64.77%)   |
| 47395 Local Gov Chgs-EM Vehicles              | 2,458.20       | 5,000.00       | (2,541.80)      | (50.84%)   |
| 47396 Local Gov Chgs-EM Equipment             | 845.00         | 800.00         | 45.00           | 5.63%      |
| Total Charges to Other Governments            | 3,613,558.62   | 7,260,069.00   | (3,646,510.38)  | (50.23%)   |
| <b>Interdepartmental Charges for Services</b> |                |                |                 |            |
| 47410 Dept Charges-Hlth Benefits & Other      | 5,824,132.17   | 10,126,260.00  | (4,302,127.83)  | (42.48%)   |
| 47411 Dept Charges-Purchasing                 | 18,893.05      | 73,303.00      | (54,409.95)     | (74.23%)   |
| 47412 Dept Charges-Insurance                  | 474,893.58     | 475,000.00     | (106.42)        | (0.02%)    |
| 47413 Dept Charges-Gen Govt                   | 671,351.87     | 1,003,569.00   | (332,217.13)    | (33.10%)   |
| 47415 Dept Charges-Systems                    | 227,180.35     | 295,155.00     | (67,974.65)     | (23.03%)   |
| 47421 Dept Charges-Public Safety              | 15,928.65      | 21,000.00      | (5,071.35)      | (24.15%)   |



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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, July 31, 2018

|                                |  | 2018                 |                       |                                 |
|--------------------------------|--|----------------------|-----------------------|---------------------------------|
|                                | Actual                                       | Budget               | Variance              | Variance %                      |
| 47430                          | Dept Charges-Bldg Rent                       | 537,103.87           | 919,124.00            | (382,020.13) (41.56%)           |
| 47432                          | Dept Charges-Rent Unified                    |                      | 704.00                | (704.00) (100.00%)              |
| 47435                          | Dept Charges-Sheriff Lockup Rent             | 9,562.00             | 16,000.00             | (6,438.00) (40.24%)             |
| 47438                          | Dept Charges-Riverblock Rent                 | 336,721.00           | 575,520.00            | (238,799.00) (41.49%)           |
| 47440                          | Dept Charges                                 | 3,298.00             | 3,400.00              | (102.00) (3.00%)                |
| 47460                          | Dept Charges-Drug Court                      | 36,500.00            | 73,000.00             | (36,500.00) (50.00%)            |
| 47470                          | Dept Charges-Highway                         | 661,272.24           | 1,938,500.00          | (1,277,227.76) (65.89%)         |
|                                | Total Interdepartmental Charges              | 8,816,836.78         | 15,520,535.00         | (6,703,698.22) (43.19%)         |
|                                | Total Intergovernmental Charges for Services | 12,430,395.40        | 22,780,604.00         | (10,350,208.60) (45.43%)        |
| <b>Miscellaneous</b>           |  |                      |                       |                                 |
| 48000                          | Miscellaneous                                | 517,186.46           |                       | 517,186.46 0.00%                |
| 48100                          | Interest                                     | 10.22                | 80.00                 | (69.78) (87.23%)                |
| 48110                          | Interest-Capital Projects                    | 1.18                 | 10.00                 | (8.82) (88.20%)                 |
| 48113                          | Unrealized Gain/Loss on Investment           | (16,177.84)          | 48,430.00             | (64,607.84) (133.40%)           |
| 48114                          | Interest-Investment                          | 85,627.94            | 115,959.00            | (30,331.06) (26.16%)            |
| 48115                          | Interest-General Investment                  | 88,980.52            | 25,000.00             | 63,980.52 255.92%               |
| 48116                          | Interest-Section 125 & Health                | 345.92               | 219.00                | 126.92 57.95%                   |
| 48117                          | Interest-Clerk of Courts                     | 208.26               | 300.00                | (91.74) (30.58%)                |
| 48200                          | Rental Income                                | 66,307.07            | 134,931.00            | (68,623.93) (50.86%)            |
| 48201                          | Rental Income- CSP/CCS                       |                      | 50,400.00             | (50,400.00) (100.00%)           |
| 48300                          | Gain/Loss-Sale of Property                   | 177,805.88           | 53,000.00             | 124,805.88 235.48%              |
| 48320                          | Gain/Loss-Sale of Surplus Property           | 2,635.00             | 500.00                | 2,135.00 427.00%                |
| 48340                          | Gain/Loss-Sale of Salvage and Waste          | 3,905.55             | 6,700.00              | (2,794.45) (41.71%)             |
| 48440                          | Insurance Recoveries-Other                   | 879,332.89           | 487,000.00            | 392,332.89 80.56%               |
| 48500                          | Donations                                    | 334,817.22           | 1,629,800.00          | (1,294,982.78) (79.46%)         |
| 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                  |                      | 6,000.00              | (6,000.00) (100.00%)            |
| 48540                          | Donations & Contributions                    | 7,553.52             | 20,000.00             | (12,446.48) (62.23%)            |
| 48830                          | Recovery of PYBD & Contractual Adj           | 47,292.63            | 46,500.00             | 792.63 1.70%                    |
| 48860                          | Revenue from Meals                           | 10,533.63            | 20,000.00             | (9,466.37) (47.33%)             |
| 48880                          | Food Vending Machine Income                  | 2,245.00             | 4,500.00              | (2,255.00) (50.11%)             |
| 48900                          | Other Miscellaneous Revenue                  | 31,722.20            | 39,125.00             | (7,402.80) (18.92%)             |
| 48901                          | Other/Miscellaneous Revenue                  | 1,274.95             | 1,500.00              | (225.05) (15.00%)               |
| 48910                          | Vending/Cafeteria Revenue                    | 5,795.92             | 11,000.00             | (5,204.08) (47.31%)             |
| 48920                          | Vending Machine Revenue                      | 2,248.47             | 4,600.00              | (2,351.53) (51.12%)             |
| 48940                          | Canteen Income                               |                      | 500.00                | (500.00) (100.00%)              |
| 48970                          | Rental Income- NHC, Health Annex             | 10,213.00            | 17,508.00             | (7,295.00) (41.67%)             |
| 48980                          | Misc/Other Workshop Revenue                  | 8.34                 | 100.00                | (91.66) (91.66%)                |
| 48990                          | Other Operating Income                       | 1,330.47             | 2,500.00              | (1,169.53) (46.78%)             |
| 48991                          | Copier Revenue                               | 930.85               | 2,000.00              | (1,069.15) (53.46%)             |
|                                | Total Miscellaneous                          | 2,262,706.36         | 2,728,162.00          | (465,455.64) (17.06%)           |
| <b>Other Financing Sources</b> |  |                      |                       |                                 |
| 49210                          | Transfer from General Fund                   |                      | 260,000.00            | (260,000.00) (100.00%)          |
| 49220                          | Transfer from Special Revenue                | 950,347.13           | 6,086,765.00          | (5,136,417.87) (84.39%)         |
| 49270                          | Transfer from Internal Service               |                      | 283,903.00            | (283,903.00) (100.00%)          |
|                                | Total Other Financing Sources                | 950,347.13           | 6,630,668.00          | (5,680,320.87) (85.67%)         |
| <b>TOTAL REVENUES</b>          |  | <b>53,167,608.49</b> | <b>103,764,704.00</b> | <b>(50,597,095.51) (48.76%)</b> |
| <b>EXPENDITURES</b>            |  |                      |                       |                                 |
| <b>General Government</b>      |  |                      |                       |                                 |
| 51120                          | Committees & Commissions                     | 104,467.14           | 202,513.00            | 98,045.86 48.41%                |
| 51212                          | Circuit Court Branch I                       | 205,005.82           | 395,614.00            | 190,608.18 48.18%               |
| 51213                          | Circuit Court Branch II                      | 62,454.44            | 119,902.00            | 57,447.56 47.91%                |
| 51214                          | Circuit Court Branch III                     | 68,341.74            | 124,761.00            | 56,419.26 45.22%                |
| 51215                          | Drug Court                                   | 120,710.46           | 215,817.00            | 95,106.54 44.07%                |
| 51217                          | Clerk of Courts-Divorce Mediation            | 6,700.00             | 17,000.00             | 10,300.00 60.59%                |
| 51220                          | Family Court Commissioner                    | 58,765.23            | 105,233.00            | 46,467.77 44.16%                |
| 51221                          | Clerk of Courts                              | 671,289.65           | 1,353,334.00          | 682,044.35 50.40%               |
| 51231                          | Coroner                                      | 68,414.31            | 139,842.00            | 71,427.69 51.08%                |
| 51310                          | District Attorney                            | 152,958.98           | 304,049.00            | 151,090.02 49.69%               |
| 51315                          | Victim Witness Program                       | 87,747.96            | 156,044.00            | 68,296.04 43.77%                |
| 51316                          | Task Force                                   | 240.00               | 900.00                | 660.00 73.33%                   |
| 51320                          | Corporation Counsel                          | 134,195.35           | 256,297.00            | 122,101.65 47.64%               |
| 51330                          | Child Support                                | 530,136.97           | 1,022,205.00          | 492,068.03 48.14%               |
| 51420                          | County Clerk                                 | 170,702.64           | 323,430.00            | 152,727.36 47.22%               |
| 51424                          | County Clerk-Postage Meter                   | 7,383.11             | 14,300.00             | 6,916.89 48.37%                 |
| 51430                          | Health Benefit Payments                      | 6,565,554.89         | 11,678,993.00         | 5,113,438.11 43.78%             |
| 51431                          | Health-Wellness                              | 197,211.89           | 283,903.00            | 86,691.11 30.54%                |
| 51433                          | Human Resources-Labor Relations              | 236.00               | 28,200.00             | 27,964.00 99.16%                |
| 51435                          | Human Resources-Personnel                    | 245,740.31           | 437,707.00            | 191,966.69 43.86%               |
| 51436                          | Human Resources-Programs                     | 198.72               | 7,097.00              | 6,898.28 97.20%                 |

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, July 31, 2018

|                                  |                                    | Actual               | 2018<br>Budget       | Variance             | Variance %    |
|----------------------------------|------------------------------------|----------------------|----------------------|----------------------|---------------|
| 51440                            | County Clerk-Elections             | 53,869.30            | 94,621.00            | 40,751.70            | 43.07%        |
| 51450                            | Data Processing                    | 919,742.98           | 1,804,291.00         | 884,548.02           | 49.02%        |
| 51451                            | Voice over IP                      | 75,531.25            | 128,000.00           | 52,468.75            | 40.99%        |
| 51452                            | PC Replacement                     | 67,461.61            | 200,600.00           | 133,138.39           | 66.37%        |
| 51453                            | Co Clerk-Inform & Commun           | 7,840.53             | 18,500.00            | 10,659.47            | 57.62%        |
| 51510                            | Finance                            | 197,045.77           | 365,313.00           | 168,267.23           | 46.06%        |
| 51520                            | Treasurer                          | 229,221.77           | 429,490.00           | 200,268.23           | 46.63%        |
| 51550                            | Purchasing                         | 28,017.11            | 51,970.00            | 23,952.89            | 46.09%        |
| 51590                            | Contingency                        | 7.27                 | 326,683.00           | 326,675.73           | 100.00%       |
| 51611                            | Bldg Maint-Courthouse and Jail     | 720,470.43           | 1,152,179.00         | 431,708.57           | 37.47%        |
| 51630                            | Bldg Maint-Unified Svcs Building   | 6,657.70             | 10,889.00            | 4,231.30             | 38.86%        |
| 51640                            | Bldg Maint-Joint Use Building      | 4,433.35             | 11,851.00            | 7,417.65             | 62.59%        |
| 51650                            | Bldg Maint-Sheriff Lockup          | 1,785.09             | 4,547.00             | 2,761.91             | 60.74%        |
| 51660                            | Bldg Maint-CBRF's                  | 2,668.13             | 7,471.00             | 4,802.87             | 64.29%        |
| 51670                            | Bldg Maint-River Block             | 231,040.95           | 681,520.00           | 450,479.05           | 66.10%        |
| 51710                            | Register of Deeds                  | 230,465.15           | 423,055.00           | 192,589.85           | 45.52%        |
| 51711                            | Register of Deeds-Redaction        | 14,209.34            | 32,387.00            | 18,177.66            | 56.13%        |
| 51931                            | Property and Liability Insurance   | 479,081.02           | 612,071.00           | 132,989.98           | 21.73%        |
| 51933                            | Workers Comp Insurance             | 158,087.47           | 491,569.00           | 333,481.53           | 67.84%        |
| 51934                            | Sick Leave Conversion              | 176,529.96           | 500,000.00           | 323,470.04           | 64.69%        |
|                                  | <b>Total General Government</b>    | <b>13,062,621.79</b> | <b>24,534,148.00</b> | <b>11,471,526.21</b> | <b>46.76%</b> |
| <b>Public Safety</b>             |                                    |                      |                      |                      |               |
| 52110                            | Sheriff-Administration             | 1,484,167.73         | 2,641,365.00         | 1,157,197.27         | 43.81%        |
| 52130                            | Radio Engineer                     | 98,521.44            | 232,110.00           | 133,588.56           | 57.55%        |
| 52131                            | Sheriff-Indian Law Enforce         | 10,881.48            | 33,933.00            | 23,051.52            | 67.93%        |
| 52140                            | Sheriff-Traffic Police             | 1,583,516.97         | 3,065,437.00         | 1,481,920.03         | 48.34%        |
| 52150                            | Sheriff-Civil Svc Comm             |                      | 1,000.00             | 1,000.00             | 100.00%       |
| 52510                            | Emer Mgmt-SARA Title III           | 19,223.25            | 52,085.00            | 32,861.75            | 63.09%        |
| 52520                            | Emergency Management               | 149,711.20           | 323,272.00           | 173,560.80           | 53.69%        |
| 52601                            | Dispatch                           | 916,941.42           | 1,784,049.00         | 867,107.58           | 48.60%        |
| 52530                            | Emer Mgmt-Bldg Numbering           | 1,592.62             | 3,000.00             | 1,407.38             | 46.91%        |
| 52540                            | Emer Mgmt-Work Relief              | 91,160.13            | 140,926.00           | 49,765.87            | 35.31%        |
| 52710                            | Sheriff-Jail                       | 1,227,401.85         | 2,505,702.00         | 1,278,300.15         | 51.02%        |
| 52712                            | Sheriff-Electronic Monitoring      | 106,314.21           | 123,188.00           | 16,873.79            | 13.70%        |
| 52713                            | Sheriff-PT Transp/Safekeeper       | 526,850.17           | 1,066,197.00         | 539,346.83           | 50.59%        |
| 52721                            | Sheriff-Jail Surcharge             | 86,213.37            | 187,570.00           | 101,356.63           | 54.04%        |
|                                  | <b>Total Public Safety</b>         | <b>6,302,495.84</b>  | <b>12,159,834.00</b> | <b>5,857,338.16</b>  | <b>48.17%</b> |
| <b>Public Works-Highway</b>      |                                    |                      |                      |                      |               |
| 53110                            | Hwy-Administration                 | 191,317.72           | 288,760.00           | 97,442.28            | 33.75%        |
| 53120                            | Hwy-Engineer                       | 119,817.42           | 245,004.00           | 125,186.58           | 51.10%        |
| 53191                            | Hwy-Other Administration           | 238,009.77           | 335,112.00           | 97,102.23            | 28.98%        |
| 53210                            | Hwy-Employee Taxes & Benefits      | (820,268.39)         |                      | 820,268.39           | 0.00%         |
| 53220                            | Hwy-Field Tools                    | (5,999.25)           | 13,236.00            | 19,235.25            | 145.33%       |
| 53230                            | Hwy-Shop Operations                | 147,299.35           | 280,244.00           | 132,944.65           | 47.44%        |
| 53232                            | Hwy-Fuel Handling                  | 3,509.21             | 12,100.00            | 8,590.79             | 71.00%        |
| 53240                            | Hwy-Machinery Operations           | 633,731.41           | 1,713,616.00         | 1,079,884.59         | 63.02%        |
| 53260                            | Hwy-Bituminous Ops                 | 149,241.39           | 224,207.00           | 74,965.61            | 33.44%        |
| 53262                            | Hwy-Bituminous Ops                 | 852.08               | 111,922.00           | 111,069.92           | 99.24%        |
| 53266                            | Hwy-Bituminous Ops                 | 694,295.59           | 1,345,590.00         | 651,294.41           | 48.40%        |
| 53270                            | Hwy-Buildings & Grounds            | 104,370.26           | 164,134.00           | 59,763.74            | 36.41%        |
| 53281                            | Hwy-Acquisition of Capital Assets  | 120,262.48           |                      | (120,262.48)         | 0.00%         |
| 53310                            | Hwy-Maintenance CTHS               |                      | 3,300.00             | 3,300.00             | 100.00%       |
| 53311                            | Hwy-Maint CTHS Patrol Sectn        | 1,276,183.58         | 1,655,124.00         | 378,940.42           | 22.89%        |
| 53312                            | Hwy-Snow Remov                     | 738,156.75           | 939,941.00           | 201,784.25           | 21.47%        |
| 53313                            | Hwy-Maintenance Gang               | 77,392.69            | 102,104.00           | 24,711.31            | 24.20%        |
| 53314                            | Hwy-Maint Gang-Materials           | 1,235.00             | 900.00               | (335.00)             | (37.22%)      |
| 53320                            | Hwy-Maint STHS                     | 797,639.62           | 1,364,109.00         | 566,469.38           | 41.53%        |
| 53323                            | Hwy-Maint STHS PBM                 |                      | 52,600.00            | 52,600.00            | 100.00%       |
| 53330                            | Hwy-Local Roads                    | 533,603.74           | 1,187,637.00         | 654,033.26           | 55.07%        |
| 53340                            | Hwy-County-Aid Road Construction   | 111,611.01           | 444,834.00           | 333,222.99           | 74.91%        |
| 53341                            | Hwy-County-Aid Bridge Construction | 3,480.00             | 200,269.00           | 196,789.00           | 98.26%        |
| 53490                            | Hwy-State & Local Other Services   | 166,539.31           | 552,901.00           | 386,361.69           | 69.88%        |
|                                  | <b>Total Public Works-Highway</b>  | <b>5,282,280.74</b>  | <b>11,237,644.00</b> | <b>5,955,363.26</b>  | <b>52.99%</b> |
| <b>Health and Human Services</b> |                                    |                      |                      |                      |               |
| 54121                            | Health-Public Health               | 962,704.29           | 1,776,598.00         | 813,893.71           | 45.81%        |
| 54122                            | Health-WIC Program                 | 197,112.80           | 354,641.00           | 157,528.20           | 44.42%        |
| 54128                            | Health-Public Health Grants        | 49,146.50            | 64,895.00            | 15,748.50            | 24.27%        |
| 54129                            | Humane Officer                     | 21,014.12            | 35,519.00            | 14,504.88            | 40.84%        |
| 54130                            | Health-Dental Sealants             | 64,816.28            | 128,779.00           | 63,962.72            | 49.67%        |
| 54132                            | Adams-Juneau Sanitation            | 142,030.30           | 266,514.00           | 124,483.70           | 46.71%        |

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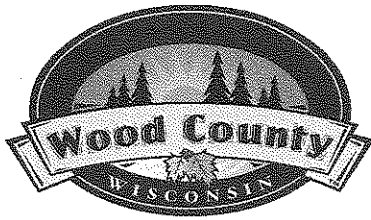
**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, July 31, 2018

|                                   |  | 2018          |               |               |            |
|-----------------------------------|--|---------------|---------------|---------------|------------|
|                                   |  | Actual        | Budget        | Variance      | Variance % |
| 54210                             | Edgewater-Nursing                        | 2,114,645.41  | 4,134,094.00  | 2,019,448.59  | 48.85%     |
| 54211                             | Edgewater-Housekeeping                   | 84,796.60     | 131,548.00    | 46,751.40     | 35.54%     |
| 54212                             | Edgewater-Dietary                        | 355,967.60    | 723,423.00    | 367,455.40    | 50.79%     |
| 54213                             | Edgewater-Laundry                        | 40,073.53     | 150,061.00    | 109,987.47    | 73.30%     |
| 54214                             | Edgewater-Maintenance                    | 184,448.77    | 382,204.00    | 197,755.23    | 51.74%     |
| 54217                             | Edgewater-Activities                     | 88,371.75     | 169,940.00    | 81,568.25     | 48.00%     |
| 54218                             | Edgewater-Social Services                | 79,138.12     | 156,283.00    | 77,144.88     | 49.36%     |
| 54219                             | Edgewater-Administration                 | 357,039.61    | 621,781.00    | 264,741.39    | 42.58%     |
| 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      | 269,596.67    | 466,116.00    | 196,519.33    | 42.16%     |
| 54324                             | Norwood-SNF-CMI                          | 564,883.02    | 1,047,175.00  | 482,291.98    | 46.06%     |
| 54325                             | Norwood SNF TBI                          | 482,426.69    | 910,060.00    | 427,633.31    | 46.99%     |
| 54326                             | Norwood-Inpatient                        | 1,691,715.61  | 3,567,009.00  | 1,875,293.39  | 52.57%     |
| 54330                             | Norwood Nursing Administration           | 196.70        |               | (196.70)      | 0.00%      |
| 54350                             | Norwood-Dietary                          | 571,925.01    | 1,010,031.00  | 438,105.99    | 43.38%     |
| 54351                             | Norwood-Plant Ops & Maint                | 387,557.54    | 815,365.00    | 427,807.46    | 52.47%     |
| 54363                             | Norwood-Medical Records                  | 89,405.19     | 168,904.00    | 79,498.81     | 47.07%     |
| 54365                             | Norwood-Administration                   | 715,505.47    | 1,244,555.00  | 529,049.53    | 42.51%     |
| 54401                             | Human Services-Child Welfare             | 1,793,409.52  | 3,607,277.00  | 1,813,867.48  | 50.28%     |
| 54405                             | Human Services-Youth Aids                | 1,709,553.80  | 3,310,128.00  | 1,600,574.20  | 48.35%     |
| 54410                             | Human Services-Child Care                | 70,746.47     | 140,048.00    | 69,301.53     | 49.48%     |
| 54413                             | Human Services-Transportation            | 183,156.98    | 369,556.00    | 186,399.02    | 50.44%     |
| 54420                             | Human Services-ESS                       | 748,462.26    | 1,383,902.00  | 635,439.74    | 45.92%     |
| 54425                             | Human Services-FSET                      | 1,406,367.01  | 2,789,886.00  | 1,383,518.99  | 49.59%     |
| 54435                             | Human Services-LIEAP                     | 66,994.07     | 125,628.00    | 58,633.93     | 46.67%     |
| 54440                             | Human Services-Birth to Three            | 239,974.91    | 486,247.00    | 246,272.09    | 50.65%     |
| 54445                             | Human Services-Childrens COP             | 140,353.43    | 291,898.00    | 151,544.57    | 51.92%     |
| 54450                             | Human Services-Childrens Waivers         | 122,284.70    | 249,481.00    | 127,196.30    | 50.98%     |
| 54455                             | Human Services-CSP                       | 278,509.24    | 569,147.00    | 290,637.76    | 51.07%     |
| 54460                             | Human Services-OPC MH                    | 736,165.57    | 1,394,982.00  | 658,816.43    | 47.23%     |
| 54465                             | Human Services-CCS                       | 969,733.87    | 1,760,681.00  | 790,947.13    | 44.92%     |
| 54470                             | Human Services-Crisis Legal Svc          | 373,595.21    | 724,832.00    | 351,236.79    | 48.46%     |
| 54475                             | Human Services-MH Contr COP              | 505,279.08    | 1,538,677.00  | 1,033,397.92  | 67.16%     |
| 54480                             | Human Services-OPC AODA                  | 271,536.76    | 484,555.00    | 213,018.24    | 43.96%     |
| 54485                             | Human Services-OPC Day Treatment         | 44,002.00     | 80,368.00     | 36,366.00     | 45.25%     |
| 54495                             | Human Services-AODA Contract             | 27,287.38     | 136,100.00    | 108,812.62    | 79.95%     |
| 54500                             | Human Services-Administration            | 1,843,031.06  | 3,236,780.00  | 1,393,748.94  | 43.06%     |
| 54611                             | Aging-Committee on Aging                 |               | 198,278.00    | 198,278.00    | 100.00%    |
| 54710                             | Veterans-Veterans Relief                 | 1,126.87      | 5,411.00      | 4,284.13      | 79.17%     |
| 54720                             | Veterans-Veterans Service Officer        | 176,866.79    | 330,151.00    | 153,284.21    | 46.43%     |
| 54730                             | Veterans Relief Donations                |               | 300.00        | 300.00        | 100.00%    |
| 54740                             | Veterans-Care of Veterans Graves         | 256.00        | 2,865.00      | 2,609.00      | 91.06%     |
| 54750                             | Veterans-WDVA Grant                      | 4,536.94      | 11,500.00     | 6,963.06      | 60.55%     |
|                                   | Total Health and Human Services          | 21,227,747.50 | 41,582,033.00 | 20,354,285.50 | 48.95%     |
| Culture, Recreation and Education |  |               |               |               |            |
| 55112                             | County Aid to Libraries                  | 454,951.00    | 891,144.00    | 436,193.00    | 48.95%     |
| 55210                             | County Parks                             | 878,609.16    | 1,625,697.00  | 747,087.84    | 45.95%     |
| 55441                             | Maintenance Snowmobile Trails            | 74,420.34     | 67,925.00     | (6,495.34)    | (9.56%)    |
| 55442                             | ATV Maintenance                          | 1,102.44      | 12,715.00     | 11,612.56     | 91.33%     |
| 55460                             | Marshfield Fairgrounds                   | 25,000.00     | 25,000.00     |               | 0.00%      |
| 55620                             | UW-Extension                             | 238,816.73    | 516,662.00    | 277,845.27    | 53.78%     |
| 55630                             | UW-Extension Center-Marshfield           | 24,041.00     | 48,082.00     | 24,041.00     | 50.00%     |
| 55650                             | UW-Extension Junior Fair                 | 32,000.00     | 32,000.00     |               | 0.00%      |
| 55660                             | UW-Extension Projects                    | 2,940.45      | 27,700.00     | 24,759.55     | 89.38%     |
| 55661                             | UW-Ext Farm Technology Days              | 43,000.00     | 43,000.00     |               | 0.00%      |
|                                   | Total Culture, Recreation and Education: | 1,774,881.12  | 3,289,925.00  | 1,515,043.88  | 46.05%     |
| Conservation and Development      |  |               |               |               |            |
| 56111                             | State Forestry Roads                     |               | 3,300.00      | 3,300.00      | 100.00%    |
| 56121                             | Land Conservation                        | 118,218.84    | 241,959.00    | 123,740.16    | 51.14%     |
| 56122                             | DATCP Grant                              | 102,433.34    | 250,593.00    | 148,159.66    | 59.12%     |
| 56123                             | Wildlife Damage Abatement                | 22,612.77     | 59,785.00     | 37,172.23     | 62.18%     |
| 56125                             | Non-Metalic Mining Reclamation           | 22,042.82     | 40,054.00     | 18,011.18     | 44.97%     |
| 56127                             | Don Aron Memorial Fund                   | 19,977.43     | 22,000.00     | 2,022.57      | 9.19%      |
| 56310                             | County Planner                           | 202,468.05    | 369,261.00    | 166,792.95    | 45.17%     |
| 56320                             | Land Record                              | 54,938.11     | 255,729.00    | 200,790.89    | 78.52%     |
| 56340                             | Surveyor                                 | 11,269.20     | 44,750.00     | 33,480.80     | 74.82%     |
| 56730                             | Transp & ED-Airport Aid                  | 17,500.00     | 17,500.00     |               | 0.00%      |
| 56740                             | Payment in Lieu of Tax                   |               | 77,345.00     | 77,345.00     | 100.00%    |
| 56750                             | Transp & Economic Develop                | 132,688.20    | 141,075.00    | 8,386.80      | 5.94%      |
| 56780                             | CDBG-ED                                  | 520.73        | 30,000.00     | 29,479.27     | 98.26%     |

8/1/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Tuesday, July 31, 2018

|   | Actual               | 2018<br>Budget        | Variance             | Variance %       |
|---|----------------------|-----------------------|----------------------|------------------|
| 56911 State Wildlife Habitat                      |                      | 2,500.00              | 2,500.00             | 100.00%          |
| 56913 Park & Forestry Capital Proj                | 28,843.21            | 165,063.00            | 136,219.79           | 82.53%           |
| 56943 Private Sewage System                       | 89,756.75            | 196,939.00            | 107,182.25           | 54.42%           |
| Total Conservation and Development                | 823,269.45           | 1,917,853.00          | 1,094,583.55         | 57.07%           |
| <b>Capital Outlay</b>                             |                      |                       |                      |                  |
| 57120 Cap Projects-Gen Government                 | 7,715.71             |                       | (7,715.71)           | 0.00%            |
| 57121 Cap Projects-Parks                          | 63,068.63            | 140,000.00            | 76,931.37            | 54.95%           |
| 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                    | 1,617,426.48         | 2,499,999.00          | 882,572.52           | 35.30%           |
| 57410 Cap Projects-Human Services                 | 84,500.00            |                       | (84,500.00)          | 0.00%            |
| 57412 Cap Projects-Edgewater                      | 131,659.28           | 337,367.00            | 205,707.72           | 60.97%           |
| 57420 Cap Projects-Norwood                        | 165,316.24           | 196,500.00            | 31,183.76            | 15.87%           |
| 57640 UW Remodeling/Construction                  | 55,610.43            | 111,000.00            | 55,389.57            | 49.90%           |
| 57930 Depreciation & Amortization                 | (1,737.00)           |                       | 1,737.00             | 0.00%            |
| 57940 Depreciation & Amortization                 | 120,389.70           |                       | (120,389.70)         | 0.00%            |
| Total Capital Outlay                              | 2,314,516.37         | 3,671,866.00          | 1,357,349.63         | 36.97%           |
| <b>Debt Service</b>                               |                      |                       |                      |                  |
| 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%           |
| <b>Other Financing Uses</b>                       |                      |                       |                      |                  |
| 59210 Transfers to General Fund                   | 950,347.13           | 6,592,243.00          | 5,641,895.87         | 85.58%           |
| 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                        | 950,347.13           | 6,465,558.00          | 5,515,210.87         | 85.30%           |
| <b>TOTAL EXPENDITURES</b>                         | <b>52,025,228.99</b> | <b>110,021,678.00</b> | <b>57,996,449.01</b> | <b>52.71%</b>    |
| <b>NET INCOME (LOSS) *</b>                        | <b>1,142,379.50</b>  | <b>(6,256,974.00)</b> | <b>7,399,353.50</b>  | <b>(118.26%)</b> |



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

### Interdepartmental Memo

July 31, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

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#### **General Highlights- Kim McGrath:**

- Along with the County Board Chair and Vice Chair, conducted three interviews for the position of County Clerk and presented an offer to an internal candidate.
- Attended July Executive Meeting where the committee discussed 2019 benefits (presented by Tim Deaton of the Horton Group), wage recommendations, 2017 JDQ's, and the PEHP plan.
- Along with the former employee appealing a termination at the 5<sup>th</sup> step in the County's Complaint Resolution Process, began the process of striking names to finalize the Impartial Hearing Officer. The IHO selected to hear this matter is Dr. Jeannie Worden of NorthCentral Technical College.
- Facilitated the quarterly Employee Feedback Meeting. Topics discussed included the JDQ process, market review, flu vaccinations, 2019 budget parameters, and the employee policy handbook review.
- Attended and presented at the quarterly Department Head meeting. Topics discussed included annual performance reviews and the employee policy handbook update.
- Met with several Department Heads and supervisors regarding the wage plan, JDQ process, employee performance challenges, and HR policies.
- Along with the HR Generalist, conducted an exit interview for a departing employee.
- Reviewed several completed JDQ forms.
- Completed the monthly IT training.
- Met with Finance Director regarding the 2019 HR department budget.
- 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 and a Personal Leave of Absence request
  - Leave of Absence requests (Employees who are not eligible under FMLA)
- Employee updates including employee transfers, deductions, address changes, etc.
- New Hire Entries and Benefit Elections/Qualifying Events – Add in HRMS and vendor websites
- Terminations – Term in HRMS/TimeStar, cancel insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc.
- Exit Interviews – review payout and benefit/COBRA information with terminated employees
- TimeStar
  - Set Up new hires

- Term payouts entered
- LOA/FMLA hours confirmed
- Vacation donation hours adjusted
- Move Sick hours to CSLA
- Verify supervisors
- Conducted New Hire Orientation – July 9<sup>th</sup>
- July 2018 COBRA Remittance
- June 2018 Unemployment charges
- June 2018 TASC Admin Fees
- August 2018 WPS Billing Statements/Bill Summary
- LeadingAge Wage and Benefits Survey – Edgewater/Norwood
- PEHP Accounts set-up and voucher completed
- Beneficiary Designation Forms
  - Requested completed forms from employees and processed updates
- AIG Refund Reconciliation
- AXA Life and Long-Term Disability Billing Statements
- Monthly call with Horton Group (Insurance Broker)
- Created new job codes in HRMS
- Processed vouchers for vendor invoices
- IT KnowBe4 Training completed
- Responded to other counties requesting information on policies and procedures/union contract
- Met with employees re: questions on benefits, FMLA, qualifying events, etc.
- Send Payroll Update Reports/Pay Adjustment sheets to Finance for payroll processing
- Completion of JDQ
- US Dept of Commerce Census
- Part-Time Deputy pay updates and adjustments
- Process/update JDQ approvals from 2017 submissions
- Boston Mutual Whole Life – set-up meetings and send out communication to all employees
- Benefit Census for AXA
- Update supervisors in HRMS
- Completed employment verification
- Update FMLA process instructions
- Create 2019 Wage Scale documents
- Verify Workers Compensation codes match job titles
- 2019 Budget Documents Expenses/Revenues

#### **Human Resource Generalist- Angel Butler-Meddaugh**

- Rehired Bus Driver in casual position, with a start date of July 9, 2018. New Hire paperwork processed.
- References and background completed on casual Crisis Interventionist candidate with Human Services; offer extended and accepted, start date July 19, 2018. New Hire paperwork processed.
- Posted Social Worker – Initial Assessment position with deadline of July 29, 2018.
- Ran six Human Service caregiver background checks with Department of Justice. Results forwarded to supervisor for review.
- References, background and offer completed for a Social Worker – Ongoing position. Start date August 6, 2018. New Hire paperwork processed.
- Replied to a request from another county requesting our policies on selected topics.

- Conducted six exit interviews with outgoing employees. Memo sent to Department Head and HR Director for review.
- Attended a Cyber Recruiter Virtual User Group meeting on July 12, 2018.
- Attended a webinar titled “Top Recruiting Issues solved with Cyber Recruiter” on July 25, 2018.
- Coordinated and assisted with interviews for the Legal Administrative Assistant in the District Attorney’s office. References were completed and an offer was accepted with a start date of July 16, 2018.
- Coordinated interviews for the Receptionist/Secretary position within Human Services. Filled with an internal candidate, with a start date of July 23, 2018. Closed recruitment file and processed payroll paperwork.
- Assisted Benefits & HRIS Administrator with LeadingAge Wage and Benefits Survey – Edgewater/Norwood
- Responded to the University of Minnesota Career Services survey. Will obtain final results once compiled.
- Posted Appointment Secretary/Receptionist for Human Services, with a deadline of July 23, 2018. Coordinated interviews for week of July 30<sup>th</sup>.
- Sent out DOT Random notices, which are due August 10, 2018.
- Coordinated Truck Operator interviews for two vacant positions. References, DL checks and offers were made and accepted. One to start July 30, 2018 and the other on August 13, 2018. Process all new hire paperwork. Established eligibility list to be good for one year. Closed recruitment file.
- Based on a request from a detective in Fond du Lac County, the personnel file of an individual he wanted to review was gathered and made available to him upon his arrival.
- Three conditional offers made to Corrections Officers, two to start on July 30<sup>th</sup> and one to be determined.
- Coordinated and assisted with Assistant Veteran’s Service Officer interviews with Department Head on July 19, 2018. Final candidate selected, references completed. Offer extended and accepted, start date August 13, 2018. Processed new hire paperwork, closed recruitment file.
- Coordinated interviews for three vacant Social Work positions on July 23<sup>rd</sup> and July 24<sup>th</sup>. Two final candidates have been selected and references/background are being completed.
- Assisted with revision of job description for a WIC Director/Project Nutritionist position. Posted with a deadline of August 5, 2018.
- Extended Psychiatrist position on various websites.
- Posted full-time Residential Aide; deadline August 5, 2018.
- Extended the full-time Crisis Interventionist position.
- Posted a full-time Economic Support Specialist position with a deadline of August 13, 2018.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

| <b>Refilled Position</b> | <b>Department</b> | <b>Position</b>  | <b>Status</b>                    |
|--------------------------|-------------------|--|----------------------------------|
| New Position             | Corp Counsel      | Legal Secretary  | Deadline 8/12/18                 |
| Replacement              | County Clerk      | County Clerk   | Filled                           |
| Replacement              | District Attorney | Legal Administrative Assistant   | Filled                           |
| Replacement              | Edgewater         | CNA, RN, LPN and Dietary Assistant – (Multiple)                              | Ongoing recruitment by Edgewater |
| Replacement              | Health            | WIC Director/Project Nutritionist  | Deadline 8/5/18                  |
| Replacement              | Highway           | Truck Operators (2)  | Filled                           |
| Replacement              | Human Services    | Social Worker – Fam Services Ongoing (3)                                     | References/Backgrounds           |
| Replacement              | Human Services    | Social Worker – Initial Response   | Deadline 7/29/18                 |
| Replacement              | Human Services    | Casual Crisis Interventionists   | Interviewing                     |
| Replacement              | Human Services    | Bus Drivers (Casual)   | Filled                           |
| Replacement              | Human Services    | Receptionist/Secretary   | Filled                           |
| Replacement              | Human Services    | CCS/CSP Nurse  | Filled                           |
| Replacement              | Human Services    | Psychiatrist   | Deadline 10/29/18                |
| Replacement              | Human Services    | Appt Secretary/Receptionist  | Interviewing                     |
| Replacement              | Human Services    | Residential Aide – Full-Time   | Deadline 8/5/18                  |
| Replacement              | Human Services    | Economic Support Specialist  | Deadline 8/19/18                 |
| Replacement              | Human Services    | Residential Aides (Casual)   | Interviewing                     |
| New Position             | Norwood           | COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple | Ongoing recruitment by Norwood   |
| Replacement              | Veteran's         | Assistant Veterans Service Officer   | Filled                           |

#### **Human Resources Assistant – Kelli Quinnell**

- The annual JDQ appeal process remains open until July 31<sup>st</sup>. All JDQ's must be submitted to the HR department by supervisors/Department Heads no later than July 31<sup>st</sup> to be considered. I continue to answer numerous questions related to the form and process.
- Entered multiple HR vouchers for payment.
- Attended the July Executive Committee Meeting to take minutes. Prepared the minutes for approval.
- Met with the new Maintenance Administrative Assistant, Nicole Gessert, on July 24<sup>th</sup> to discuss processes of taking Executive Committee minutes and the timelines for documentation as well as answer any questions that she had regarding the Executive Committee.
- Conducted new hire orientations on July 2<sup>nd</sup>, 16<sup>th</sup> and 30<sup>th</sup> for 15 new hires.
- Assisted four new casual employees with completing their new hire paperwork.
- Met with a detective from the Fond du Lac County Sheriff's Department on July 18<sup>th</sup> to review the background of a former employee in regards to employment.
- Discussed the procedure of annual performance evaluations with a Department Head.
- Worked with Kim McGrath to start a preliminary review of the the Wood County Employee Policy Handbook in preparation for revisions.
- Responded to various requests for information from employees and supervisors.
- Completed multiple Verification of Employment requests.
- Participated in the Employee Feedback Group Meeting on July 18<sup>th</sup>. Prepared notes from the meeting and distributed them to all Wood County employees.
- Responded to an open records request regarding job titles and wage scales.



- Added new hires and rehires into HRMS.
- Assisted multiple supervisors and employees with questions related to TimeStar.
- Completed a KnowBe4 IT training.

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



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

July 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. All County staff were assigned a Social Engineering Basics training this month.
- ◆ 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 continues to discuss with the RtVision vendor our security concerns and our course of resolution. IT staff met with Highway staff to determine Winter Storm reporting data requirements.
- ◆ 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. 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 entry into the web based system is complete.
- ◆ Data migration and archive of the last 3 systems on the SCO Unix server is complete. The SCO Unix server license is expired as of July 31, 2018 and user access is terminated. The SCO Unix server replaced the old UNISYS mainframe computer in 1998. SCO - "Tip/fe" - has served many users of numerous systems for over 20 years.
- ◆ Identified a security breach which caused malware to be installed on a server providing websites for the Health Department. The server was taken offline for a few days for cleanup operations, and a forensic image was sent to the Multi-State Information Sharing and Analysis Center (MS-ISAC) for analysis. Plans are in motion to migrate services on the server to newer, more secure software. An IP Address from Germany was accessing the files and continuing to infect them. This address has been permanently blocked from accessing County systems.
- ◆ In continuing to rollout IT's security initiative, all Wood County servers have been identified and schedules for regular patching of all servers have been set. Unpatched servers is one of the easiest and most common methods for hackers to compromise a system. IT will do whatever possible to keep downtime to a minimum as we implement a more aggressive approach to keeping systems updated.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ Built a new workstation for the County Clerk's office. The workstation will handle election results using an updated version of Election Systems & Software (ES&S) Unity Election Results Management (ERM). The system was built with extensive security hardening procedures provided by ES&S and mandated by the Wisconsin Elections Commission. The new system will continue to work with existing precinct ballot machines and the County's in-house election results web application.
- ◆ Development work continues on the Park Reservations system. The project includes a major update related to payment processing and internal improvements.
- ◆ Identified 3 routers that were vulnerable to a security bug and reported the routers to CISCO in February 2017. Finally received and placed the replacement routers to eliminate the security bug. These were network routers the County utilizes at Rapids Highway, Edgewater, and Rapids City Hall.
- ◆ Moved Finance Department to River Block, configured network, phones and PCs.
- ◆ Worked with Technicians from E.O. Johnson to network printers in the new Finance and County Board Chair offices.
- ◆ Started in-house development for the new Building Number Index software for Emergency Management. This will replace the old software that the department uses with a more flexible system that could be referenced by other Wood County departments to share information and data.
- ◆ Configured the software needed for the Sheriff's department Toughbook replacements that will eventually be installed in the Squad Cars.
- ◆ Tested and deployed TCM version 2018.02.01.08. Verified correction of several TCM bugs.
- ◆ 593 helpdesk requests were created in June, with staff completing 616 tickets and leaving 182 open requests. These numbers represent service requests from departments throughout the County. Register of Deeds Public computers have been replaced. Sheriff mobile computer replacements have been received and are being prepped for placement.
- ◆ IT staff works to update internal documentation and procedures. Updated documentation is uploaded to IT's Wiki site. This is an internal WiKi site that allows IT staff to store documentation and easily search all information available.
- ◆ Conducted research into a new Electronic Health Record (EHR) system. Attended general webinar by Streamline Healthcare. Also researching other companies/products. This would replace the Human Services TCM software.
- ◆ Throughout Farm Tech Days, multiple IT staff spent time supporting the mobile dispatch center that was located on site. This exercise was good training in case we needed to operate from a location other than the courthouse.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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- ◆ Continue to work with Law Enforcement Vendor on the pricing and details of the State Mandated records conversion to IBR. This reporting conversion will help Law Enforcement receive Grants from the State. IT will be meeting with the Public Safety Committee during the next meeting to present options for this mandate.
  - ◆ Continue to work with City of Marshfield to establish a new VPN Connection. IT staff was onsite in Marshfield on July 24<sup>th</sup> to work with City IT Staff on configuration of the new device and connection. Staff are working on finalizing configuration on the County's side with encryption. Future plans will be to move all VPN connections to the Cisco ASR (Aggregation Services Router) device to better accommodate standing up secure permanent VPN Connections to remote sites.
  - ◆ Worked with Baurnefeind to replace printers in the Sheriff's Front Office and the Jail.
  - ◆ Staff have been working with Human Services and DHS to be a beta test County for the Call Center Anywhere move to VMWare Horizon. After a successful test and implementation from the State, we will be able to start keeping our Java application up to date, which will close big security holes. This marks a historic event as this will be the first application that will be free from local software dependencies allowing Counties to keep systems more up to date. This is a result of an initiative between Counties and State agencies to work together better to ensure the security of computer systems and communication between IT staff.
  - ◆ Setup Parks & Forestry Department's Instagram Social Media account.
  - ◆ Updated all forms for HR; New Hire, Termination, Personal Action Form (PAF) and State new hire.



# Wood County

## WISCONSIN

### MAINTENANCE DEPARTMENT

*Reuben Van Tassel*

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### Monthly Letter of Comments July 2018

- Met with representative from Gappa Security regarding Courthouse door access changes that are expected to begin in September.
- Showed Airport Avenue and 12<sup>th</sup> St. properties to potential buyers.
- Meetings and site visits regarding the Edgewater renovation.
- Currently researching Asbestos training/certification options for County staff.
- Working with vendor regarding HVAC issues at River Block. It seems the reliability of the air conditioning compressors is not as good as the engineers thought. We are looking into some options that will provide longer term reliability and efficiency.
- Third floor buildout at River Block has been completed and the Finance Department is now occupying their new office space there.
- As previously discussed with the Ad Hoc Property Committee, and also with the Executive Committee – the County Board Chairperson went without an office for a length of time but now has a space on the second floor of the Courthouse, in the vacated Finance Director's office.
- Visited with Cranberry Creek Landfill to discuss possible need for Solid Waste Transportation License.
- Reviewed COOP/COG Operations Plan with Emergency Management.
- Working through the 2019 Maintenance Budget.
- Attended: Executive Committee, County Board, Department Head, and Judicial & Legislative Committee meetings.



## Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – July 2018

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

- Lowering work comp rates for clerical and administrative employees for 2019 budgets.
- Working on budget and insurance charges to departments.

#### **Lost Time/ Restricted Duty/Medical Injuries: 1**

- 07/16/2018 – Highway – Employee sustained a strain to the lower back while twisting and turning while operating equipment. Medical Only. Back to work with no restrictions.

#### **First Aid Injuries: 8**

- 07/07/2018 – Norwood HC - Employee sustained contusion to left forearm when struck by a closing door.
- 07/09/2018 – Edgewater – Employee sustained a burn to the right forearm while placing food into oven.
- 07/10/2018 – Norwood HC – Employee sustained a contusion to the right hand when a resident closed a door on it.
- 07/10/2018 - Sheriff's – Employee sustained a bee sting to the left eye area.
- 7/16/2018 – Sheriff's – Employee sustained a contusion to the stomach area from a combative inmate.
- 7/23/2018 – Highway – Employee sustained a poison ivy exposure while kneeling on a mower deck.
- 7/19/2018 – Sheriff's – Employee sustained a puncture wound to right elbow when it struck a barb wire fence.
- 7/30/2018 – Highway – Employee sustained left shoulder strain while raking asphalt.

#### **Property/Vehicle Damage Claims: 1**

- 07/10/2018 – Sheriffs – Windshield chip repair from rock strike. Loss of \$74.94.

#### **Liability – Wood County - Notice of Injury and Claim: 0**

- 6/5/2018 – Highway – Resident claim

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

- Currently 3 active suicide claims.
- Currently 2 active EEOC claims.

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

Continue to encourage departments and employees to call the Alaris Care line when injured at work and require 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.

## **TREASURER'S REPORT**

08-07-2018

By: H. Gehrt

- Attended the Executive Committee Meeting in Marshfield on July 10.
- Attended the Executive Committee Meeting on July 17.
- Attended County Board on July 17.
- I showed the Airport Avenue property 3 times this month and received over 10 inquiry calls, but as of this report, there have been no offers to purchase submitted.
- The Real Property Lister and I went to Marshfield to collect taxes on July 18. As of next year, the Marshfield Finance Department will be moved into their new building. I am not sure at this time if they are going to have space for us to come and collect money, and if they do have space for us, it may not be in a secured area.
- I attended the Department Head Meeting at Nepco Shelter on July 19.
- I attended the evening meeting of the Town of Wood on July 31 to demonstrate how the tax software system works and to try to get them on board as they are the only municipality that still does everything by hand. I gave them 3 options, go with the software, keep things the way they are with the County charging for time/materials, or for the County to collect all taxes for the municipality. The Town of Wood has decided to continue having the County charge for time and materials and working with me over the year on the new software program. For the 2019 collections, they will switch to the computer program.
- The office has been busy this month with tax collections. We collected over 6,700 tax payments from all the municipalities with the exception of the City of Wisconsin Rapids which collects 3 installments. These are not counting the grace period tax payments that will come until August 7.
- The resolution to tax deed properties contains 24 properties within the municipalities of: Grand Rapids (1), Remington (1), Village of Vesper (1), City of Nekoosa (3), City of Pittsville (3), City of Marshfield (7) and City of Wisconsin Rapids (8). 7 of these properties are vacant lots, 3 properties have had buildings razed, and 14 have either a business or house on them. We hope to have a sale on these properties in October.
- July payments from the State of Wisconsin for shared revenue, first dollar credit, computer aid, and school levy were received in the amount of \$9,526,538.25.

## RESOLUTION#

Introduced by

Executive

Page 1 of 1

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

**INTENT & SYNOPSIS:** To amend the 2018 budget of a department with employees that qualified for a merit pay bonus in 2017. The funds were originally appropriated in the Human Resources Department.

**FISCAL NOTE:** No additional cost to Wood County. The appropriation to be transferred was appropriated in Human Resources Programs and was anticipated to be transferred to the department approved for merit pay bonus. The adjustment to the budget is as follows:

**Transfer In**

| Function | Function Name          | Amount  |
|----------|------------------------|---------|
| 54121    | Health – Public Health | \$3,427 |

**Transfer Out**

| Function | Function Name            | Amount  |
|----------|--------------------------|---------|
| 51436    | Human Resources–Programs | \$3,427 |

**WHEREAS**, Wood County budgets in Human Resources Programs for the purpose of funding merit pay bonuses for employees qualifying for the bonus as a result of annual performance evaluations, and

**WHEREAS** the Executive Committee authorized a merit pay bonus along with a transfer of appropriations from Human Resources Programs (51436) to the functions of an affected employee, and

**WHEREAS** Wisconsin Statute 65.90(5)(a) states “the amounts of the various appropriations and the purposes for such appropriations stated in

a budget required under sub. (1) may not be changed unless authorized by a vote of two-thirds of the entire membership of the governing body”, and

**WHEREAS** rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level, and

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to amend the Wood County budget to reflect a transfer out of appropriations of \$3,427 from Human Resources-Programs (51436) and transfer in appropriations of the same amount to the function listed above, and

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



## RESOLUTION#

Introduced by  
Page 1 of 1

Health and Human Services Committee &amp; Executive Committee

Committee

**Motion:** Adopted: ☐  
 1<sup>st</sup> \_\_\_\_\_ Lost: ☐  
 2<sup>nd</sup> \_\_\_\_\_ Tabled: ☐  
 No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_

Number of votes required:  
☐ Majority ☒ Two-thirds

Reviewed by: \_\_\_\_\_, Corp Counsel  
 Reviewed by: \_\_\_\_\_, Fin. Dir.

**INTENT & SYNOPSIS:** To amend the 2018 budget for Norwood Maintenance function (54351) for the purpose of funding the operational purchases necessary to update the Pathways therapy unit to bring it up to code to house residents.

**FISCAL NOTE:** To transfer up to, not to exceed, \$25,000 from available balance in contingency (51590) to the Norwood Maintenance function (54351). At the time of this request, the funds available in contingency are \$326,683. The adjustment to the budget is as follows:

| Account | Account Name        | Debit    | Credit   |
|---------|---------------------|----------|----------|
| 54351   | Norwood Maintenance |          | \$25,000 |
| 51590   | Contingency         | \$25,000 |          |

|    |                | 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 TBI unit is scheduled to be moved to Edgewater Haven around November 2018, and

WHEREAS, Norwood-Pathways is adding eight (8) beds to its license which will bring the occupancy up to 16 residents, and

WHEREAS, it was identified that to be able to house the additional residents on the unit, per code, there needs to be a call light system installed and bathroom plumbing needs to be updated, along with replacing flooring and painting, and

WHEREAS, the therapy unit has not housed residents nor has it had renovations since before the TBI unit was opened in 2009, and

WHEREAS, Norwood would be able to care for more Wood County residents and generate more revenue for Wood County by adding additional beds to its license, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level", and

WHEREAS, the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures, and

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2018 to transfer \$25,000 from the Contingency Account (51590) to the Norwood Maintenance (54351) function, and

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

Donna Rozar, Chair

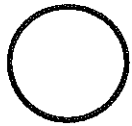
Tom Buttke

Allen Breu

Douglas Machon, Chair

37 Donna Rozar

William Winch



## RESOLUTION#

ITEM#

1-3

DATE

August 21, 2018

Effective Date

August 21, 2018

Introduced by  
Page 1 of 6

Executive Committee

Committee

CAK

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

|                                       |                     |
|---------------------------------------|---------------------|
| <b>FISCAL NOTE: TAXES 2012 – 2017</b> | <b>\$122,177.97</b> |
| <b>SPEC. CHARGES</b>                  | <b>58,695.13</b>    |
| <b>DEL UTILITIES</b>                  | <b>10,902.68</b>    |
| <b>SPEC. ASSESSMENTS</b>              | <b>2,075.71</b>     |
| <b>PUBLICATION FEES</b>               | <b>1,601.96</b>     |
| <b>TAX DEEDING EXP.</b>               | <b>3,075.00</b>     |

**TOTAL** **\$198,528.45**

|    |                | 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,** 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 **2012**. 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.

07-01529 Lot 1 of Fisher's Pineview Subdivision, Town of Grand Rapids, Wood County, Wisconsin.

|                  |          |
|------------------|----------|
| Taxes 2013-2017  | \$323.81 |
| Publication Fees | \$91.81  |
| Tax Deed Expense | \$107.00 |

Property is located at Vacant Lot west of 6821 Wazeecha Ave, Town of Grand Rapids.

14-01220 Lot 2, Block 16 of the Plat of Babcock, Town of Remington, Wood County, Wisconsin.

|                  |          |
|------------------|----------|
| Taxes 2013-2017  | \$46.27  |
| Publication Fees | \$91.81  |
| Tax Deed Expense | \$107.00 |

Property is located at Vacant Lot north of 1632 Oak St, Town of Remington.



## RESOLUTION# \_\_\_\_\_

ITEM# \_\_\_\_\_

DATE \_\_\_\_\_

Effective Date: \_\_\_\_\_

Introduced by \_\_\_\_\_

Page 2 of 6

Committee \_\_\_\_\_

29-00039B That part of the NE 1/4 of the NW 1/4 of Section 18, Township 23 North, Range 5 East, Village of Vesper, Wood County, Wisconsin, described as follows, to wit: Commencing at the Southeast corner of the above described forty, run North along the East line thereof to its point of intersection with the Southerly side of County Trunk Hwy P (now known as County Trunk HH) for a point of beginning of the land herein described; thence Northwesterly along the Southerly side of said County Trunk to its point of intersection with the Southwesterly side of right-of-way of the Chicago & Northwestern Railroad Co.; thence Northwesterly, along the Southwesterly side of the said railroad right-of-way, to the west line of the forty; thence South along the West forty line to the Southerly boundary of the aforementioned highway; thence Southeasterly along said highway to the point of beginning. Excepting that portion of County Trunk Highways "P", "HH", and "C" as laid out and used. Further excepting those lands described in Document No. 891253, Wood County Records.

|                  |            |
|------------------|------------|
| Taxes 2013-2017  | \$4,825.37 |
| Special Charges  | \$480.60   |
| Publication Fees | \$20.00    |
| Tax Deed Expense | \$121.00   |

Property is located at 6460 Cameron Ave, Village of Vesper.

31-00252 Lots 6 and 11 in Block 4 of the Subdivision of the NW 1/4 of the NE 1/4 of Section 34, Township 23 North, Range 3 East, according to the Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

|                     |          |
|---------------------|----------|
| Taxes 2013-2017     | \$649.06 |
| Special Assessments | \$494.60 |
| Publication Fees    | \$40.00  |
| Tax Deed Expense    | \$109.00 |

Property is located at Vacant Lot on 3<sup>rd</sup> Ave, City of Pittsville.

31-00271 Lot 13 of Block 5 in the Subdivision of the NW 1/4 of the NE 1/4 of Section 34, Township 23 North, Range 3 East, according to Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

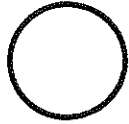
|                     |          |
|---------------------|----------|
| Taxes 2013-2017     | \$207.13 |
| Special Assessments | \$162.00 |
| Publication Fees    | \$40.00  |
| Tax Deed Expense    | \$109.00 |

Property is vacant land on 3<sup>rd</sup> Ave, City of Pittsville.

31-00311 Lot 15 in Block 7 of the Subdivision of the SW 1/4 of the SE 1/4 of Section 27, Township 23 North, Range 3 East, according to Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

|                      |            |
|----------------------|------------|
| Taxes 2013-2017      | \$7,419.46 |
| Delinquent Utilities | \$325.38   |
| Publication Fees     | \$91.81    |
| Tax Deed Expense     | \$111.00   |

Property is located at 5320 2<sup>nd</sup> Ave, City of Pittsville.

**RESOLUTION#** \_\_\_\_\_

Introduced by \_\_\_\_\_

Page 3 of 6

Committee \_\_\_\_\_

32-00075 That part of the SW 1/4 of the NE 1/4 of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin, described as follows, to wit: Commencing 400' North of the SW corner of the NE 1/4 of Section 28, Township 24 North, Range 4 East for the point of beginning; thence Easterly, parallel with the South line of said NE 1/4, 380'; thence Northerly parallel with the Westerly line of said NE 1/4, 330'; thence Westerly parallel with the South line of said NE 1/4, 380'; thence Southerly along the West line of said NE 1/4, 330' to the point of beginning, except highway.

|                      |            |
|----------------------|------------|
| Taxes 2013-2017      | \$4,018.92 |
| Special Charges      | \$449.75   |
| Delinquent Utilities | \$1,870.14 |
| Publication Fees     | \$91.81    |
| Tax Deed Expense     | \$115.00   |

Property is located at 7932 Church Rd, Village of Arpin.

32-00081 That part of the NE 1/4 of the NW 1/4 of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin, described as follows: Commencing at a point 121 feet South and 25 one-quarter feet West of the NE corner of the NE 1/4 of the NW 1/4 of Section 28, Township 24 North, Range 4 East, said point being the NE corner of that parcel of land described in deed recorded in Volume 127 of Deeds at Page 457, and on the West side of the street running North and South on the East side of said above-mentioned forty-acre tract, run from said starting point North on the West side of said highway to the angle in said highway, thence in a Northwesterly direction along the highway to the South line of the highway running East and West along the North line of said forty, thence West 42', thence South 88' more or less, to the North line of that piece or parcel of land as described in deed recorded in Volume 127 of Deeds at Page 457, Wood County Records, thence East 88' more or less to the highway, and to the point of beginning. That part of the NE 1/4 of the NW 1/4 of Section 28, Township 24 North, Range 4 East, of the Fourth Principal Meridian, Village of Arpin, Wood County, Wisconsin, lying Southerly of the South line of First Street (now known as County Trunk Highway N) and Northeasterly of a line parallel with and distant 50' Southwesterly, measured at right angles, from the center line of the main track of the Princeton and Northwestern Railway Company (now the Chicago and Northwestern Railway Company), as said main track center line was originally located and established across said Section 28, excepting all streets and highways of record.

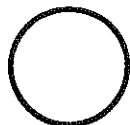
|                      |            |
|----------------------|------------|
| Taxes 2012-2017      | \$5,430.81 |
| Delinquent Utilities | \$2,656.68 |
| Publication Fees     | \$91.81    |
| Tax Deed Expense     | \$109.00   |

Property is located at 8095 Church Rd, Village of Arpin.

32-00100 A parcel of land situated in the NE 1/4 of the NW 1/4 of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin, further described as follows: Commencing at a point 121' South of the NE corner of said forty, thence run 113' West, thence 24' South, thence 113' East, thence 24' North to the starting point, excepting all streets and highways of record.

|                  |          |
|------------------|----------|
| Taxes 2012-2017  | \$163.17 |
| Publication Fees | \$106.81 |
| Tax Deed Expense | \$105.00 |

Property is a strip of land South of 8095 Church Rd, Village of Arpin.



## RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by

Page 4 of 6

Committee

33-00197AA Lot 1 of WCCSM No. 7984 (recorded in Volume 27 of Survey Maps at Page 184 as Document No. 2004R08112) said lot being part of Lots 5 and 6 of Block S, City of Marshfield, Wood County, Wisconsin.

|                  |             |
|------------------|-------------|
| Taxes 2013-2017  | \$13,255.21 |
| Publication Fees | \$40.00     |
| Tax Deed Expense | \$107.00    |

Property is located at 609 S Washington Ave, City of Marshfield.

33-00260 All that part of Lot 16 of Block 5 of the City of Marshfield, Wood County, Wisconsin, which lies Northerly of a line drawn parallel with and distant 50 feet Northerly at right angles from the center line of the main track of the Chicago and Northwestern Railway Company. Former Chicago and Northwestern railroad right-of-way in Lot 16, Block 5, City of Marshfield, Wood County, Wisconsin.

|                      |            |
|----------------------|------------|
| Taxes 2013-2017      | \$5,221.21 |
| Special Charges      | \$997.33   |
| Delinquent Utilities | \$1,369.23 |
| Publication Fees     | \$40.00    |
| Tax Deed Expense     | \$115.00   |

Property is located at 505 N Walnut Ave, City of Marshfield.

33-01276 Lot 1, Block 109, City of Marshfield, Wood County, Wisconsin.

|                  |             |
|------------------|-------------|
| Taxes 2013-2017  | \$870.89    |
| Special Charges  | \$22,392.50 |
| Publication Fees | \$91.81     |
| Tax Deed Expense | \$125.00    |

Property is located at 410 W 5<sup>th</sup> St, City of Marshfield. Note: Building is razed.

33-01384 Lot 13 of Block 119 of the City of Marshfield, Wood County, Wisconsin.

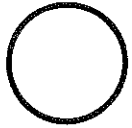
|                      |            |
|----------------------|------------|
| Taxes 2013-2017      | \$2,616.59 |
| Special Charges      | \$2,187.48 |
| Delinquent Utilities | \$28.12    |
| Publication Fees     | \$40.00    |
| Tax Deed Expense     | \$186.00   |

Property is located at 302 N Peach Ave, City of Marshfield.

33-01576 The Westerly 100 feet of Lot 10 Block 220 in the City of Marshfield, Wood County, Wisconsin.

|                      |             |
|----------------------|-------------|
| Taxes 2013-2017      | \$4,491.86  |
| Special Charges      | \$16,344.62 |
| Delinquent Utilities | \$2,018.99  |
| Publication Fees     | \$91.81     |
| Tax Deed Expense     | \$117.00    |

Property is located at 708 E 2<sup>nd</sup> St, City of Marshfield. Note: Building is razed.



## RESOLUTION# \_\_\_\_\_

ITEM# \_\_\_\_\_

DATE \_\_\_\_\_

Effective Date: \_\_\_\_\_

Introduced by \_\_\_\_\_

Page 5 of 6

Committee \_\_\_\_\_

33-04102 Lot 2 of Derge's Subdivision, City of Marshfield, Wood County, Wisconsin.

|                  |            |
|------------------|------------|
| Taxes 2012-2017  | \$8,916.66 |
| Publication Fees | \$40.00    |
| Tax Deed Expense | \$208.00   |

Property is located at 404 W Leonhard St, City of Marshfield.

33-04329AB Lot 1 of Wood County Certified Survey Map No. 2485 (recorded in Volume 9 of Survey Maps at Page 85 as Document No. 599298) being part of the NW one-quarter of the NE one-quarter of Section 12, Township 25 North, Range 2 East, City of Marshfield, Wood County, Wisconsin.

|                  |             |
|------------------|-------------|
| Taxes 2012-2017  | \$22,710.35 |
| Publication Fees | \$40.00     |
| Tax Deed Expense | \$109.00    |

Property is located at 2101 W 5<sup>th</sup> St, City of Marshfield.

34-02208 Lot 20, Block 5, Lyon Land Company's 2nd Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

|                  |            |
|------------------|------------|
| Taxes 2013-2017  | \$6,437.06 |
| Publication Fees | \$20.00    |
| Tax Deed Expense | \$107.00   |

Property is located at 541 15<sup>th</sup> Ave N, City of Wisconsin Rapids.

34-02330 Lot 8, Block 1, Lyon's 2nd Addition, City of Wisconsin Rapids, Wood County, Wisconsin, together with 1/2 of the vacated alley lying adjacent to said lot.

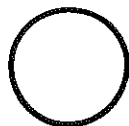
|                      |            |
|----------------------|------------|
| Taxes 2012-2017      | \$6,447.02 |
| Delinquent Utilities | \$1,414.44 |
| Publication Fees     | \$40.00    |
| Tax Deed Expense     | \$107.00   |

Property is located at 161 12<sup>th</sup> Ave S, City of Wisconsin Rapids.

34-02626 Lot 2, West Side Assessor's Plat No. 16, City of Wisconsin Rapids, Wood County, Wisconsin.

|                      |             |
|----------------------|-------------|
| Taxes 2013-2017      | \$814.36    |
| Special Charges      | \$14,842.85 |
| Delinquent Utilities | \$152.10    |
| Publication Fees     | \$40.00     |
| Tax Deed Expense     | \$107.00    |

Property is located at 431 7<sup>th</sup> Ave S, City of Wisconsin Rapids. **42** Note: Building is razed.



## RESOLUTION# \_\_\_\_\_

ITEM# \_\_\_\_\_

DATE \_\_\_\_\_

Effective Date: \_\_\_\_\_

Introduced by \_\_\_\_\_

Page 6 of 6

Committee \_\_\_\_\_

34-03900 The West 8 rods of the N 1/2 of the NW 1/4 of the SW 1/4 of the NE 1/4 of Section 13, Township 22 North, Range 5 East, City of Wisconsin Rapids, Wood County, Wisconsin, except highways.

|                      |            |
|----------------------|------------|
| Taxes 2012-2017      | \$7,598.70 |
| Delinquent Utilities | \$815.45   |
| Publication Fees     | \$137.05   |
| Tax Deed Expense     | \$257.00   |

Property is located at 2441 Chase St, City of Wisconsin Rapids.

34-04503 Lot 4, Block 1, Teske's Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

|                  |            |
|------------------|------------|
| Taxes 2013-2017  | \$1,068.19 |
| Special Charges  | \$900.00   |
| Publication Fees | \$91.81    |
| Tax Deed Expense | \$113.00   |

Property is a vacant lot on the corner of 23<sup>rd</sup> Ave S & Gaynor Ave, City of Wisconsin Rapids.

34-04505 Lot 7, Block 1 of Teske's Addition to the City of Wisconsin Rapids, Wood County, Wisconsin.

|                  |            |
|------------------|------------|
| Taxes 2012-2017  | \$8,176.93 |
| Publication Fees | \$91.81    |
| Tax Deed Expense | \$208.00   |

Property is located at 2221 Wickham Ave, City of Wisconsin Rapids.

34-07812 That part of Lot 4 in Block 6 in Subdivision of the SE 1/4 of the NW 1/4 of Section 17, Township 22 North, Range 6 East, according to the Sargent's Plat of the City of Grand Rapids, now City of Wisconsin Rapids, Wood County, Wisconsin, more particularly described as follows: Commencing at a point obtained by running 947' South and 450' West of the NE corner of the SE 1/4 of the NW 1/4 of Section 17, Township 22 North, Range 6 East, running thence South 53'; thence West 120'; thence North 53'; thence East 120' to the point of beginning, being a part of the same lands and premises described in and conveyed by Deed recorded in Volume 120 of Deeds, Page 145, Wood County Registry Records.

|                      |             |
|----------------------|-------------|
| Taxes 2013-2017      | \$10,041.67 |
| Special Charges      | \$100.00    |
| Special Assessments  | \$1,419.11  |
| Delinquent Utilities | \$252.15    |
| Publication Fees     | \$40.00     |
| Tax Deed Expense     | \$107.00    |

Property is located at 611 E Grand Ave, City of Wisconsin Rapids.

34-10117 Lot 15 & N Half of Lot 16, Block 1, Amundson's Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

|                  |          |
|------------------|----------|
| Taxes 2013-2017  | \$427.27 |
| Publication Fees | \$91.81  |
| Tax Deed Expense | \$109.00 |

Property is vacant land on 29<sup>th</sup> St N, City of Wisconsin Rapids.

## HEALTH AND HUMAN SERVICES COMMITTEE

2

**DATE:** July 26, 2018

**PLACE:** Wood County Annex & Health Center Classroom – Marshfield

**PRESENT:** Donna Rozar, Adam Fischer, Marion Hokamp, Jessica Vicente, Lori Slattery-Smith, R.N., Tom Buttke; Eric Quivers, M.D., Mark Holbrook (joined during agenda item 8), Al Breu (joined during agenda item 10),

**EXCUSED:** Rock Larson

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Jordon Bruce (joined via phone), Cindy Robinson, Jo Timmerman, Stephanie Gudmunsen, Lee Ackerman, Travis Gaetz, Liz Masanz (Human Services); Sue Kunferman, Kathy Alft (Health Department); Bill Clendenning (County Board Supervisor)

**1) Call to Order**

Meeting called to order at 5:00 p.m. by Chair Rozar

**2) Quorum**

Rozar declared a quorum.

**3) Public Comments**

Travis Gaetz was introduced. Travis accepted the Human Services Deputy Director position in July.

**4) Tour of Crossroads Unit**

Lee Ackerman and Liz Masanz led the Committee with a tour of Crossroads Unit.

**5) Consent Agenda**

Cindy Robinson provided a correction to her report, noting the number of admissions was 14 (not 48). Motion (Fischer/Buttke) to approve the consent agenda with that correction. All ayes. Motion carried.

**6) Discussion and consideration of items removed from consent agenda**

- n/a

**7) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center  
Quarterly Reports – Veterans Service, Health Department**

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

**8) Crossroads Unit CIP Request**

Jordon Bruce described CIP request priorities. Jordon noted the Crossroads Unit remodel work could be completed over time and requested support for Phase I at this time. Jordon also described start-up costs for the additional Crossroads Unit and noted there is no CIP budget for this work. A resolution would be necessary to fund the start-up costs using contingency. Jordon explained how the unit would need to remain operational during construction. Lee Ackerman provided input regarding planning timelines.

Motion (Fischer/Holbrook) directing Norwood staff to bring a resolution to the HHSC August committee meeting using contingency for start-up costs not to exceed \$46,000. Motion (Fischer/Holbrook) to amend to take the resolution directly to the Executive Committee. Vote called for the amendment. All ayes. Motion passes. Vote called for amended motion. All ayes. Amended motion passes.

Motion (Fischer/Hokamp) to request from Executive Committee, placement of \$125,000 back in 2019 CIP for Crossroads Unit remodel. All ayes. Motion carried.

**9) Financial projections from Crossroad 2 Unit**

Jordon Bruce shared details with financial projections of Crossroads 2 Unit.

**10) Resolution for extension of lease of county-leased space in City Hall Plaza, Marshfield**

Rozar presented a resolution authorizing HHSC to negotiate extension of existing lease agreement for space in City Hall Plaza. The Committee discussed options for extending the leased 4<sup>th</sup> floor space in City Hall. There was additional discussion regarding relocation of Cornerstone. Motion (Holbrook) to approve the resolution to negotiate a lease extension for the Human Services Department's continued use of the Marshfield City Hall. Motion withdrawn. Motion (Holbrook/Breu) to approve the resolution for negotiation of extension of county-leased space authorizing the Human Services Director to enter into negotiation with the City of Marshfield. 8 ayes, 1 abstain. Motion carried. (Buttke abstained – City Council Alderman)



**11) Human Services update on transition plan for outpatient psychiatric services**

Brandon Vruwink and Stephanie Gudmunsen provided an update of the transition plan for outpatient psychiatric services given the upcoming retirement of Dr. Andrews. Challenges with filling the vacancy was also addressed.

**12) Edgewater Haven FTEs for TBI unit**

Cindy Robinson shared FTE requests (2 LPN, 3 RN, 4 CNA) for the TBI unit relocating to Edgewater Haven. Edgewater will cross-train all staff in order to keep additional FTEs to a minimum. Motion (Buttke/Breu) to approve the 9 FTE position requests for Edgewater Haven. All ayes. Motion carried.

**13) Transfer of beds from Edgewater Haven to Norwood**

Jordon Bruce explained the need to transfer beds from Edgewater Haven to Norwood, and the costs associated with the move. Motion (Hokamp/Fischer) to move four beds from Edgewater Haven to Norwood effective immediately. All ayes. Motion carried.

**14) Health Department presentation of Workforce Development Plan**

Sue Kunferman shared the Health Department Workforce Development Plan and how opportunities for continuing education focus on competency assessments of staff.

**15) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**16) Items for Future Agenda**

The Chair noted items for future agendas.

**17) Next Meeting(s)**

- August 15, 2018, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards (special meeting for purpose of reviewing Human Services budgets – Community, Norwood, and Edgewater Haven)
- August 23, 2018, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards (regularly scheduled Committee meeting includes review and approval of Veterans Service and Health Department budgets)

**18) Closed Session**

Motion (Fischer/Slattery-Smith) to convene into closed session pursuant to 19.85(1)(c) Wis. Stats. to consider performance evaluation data of an employee for whom the Committee has jurisdiction, and pursuant to 19.85(1)(e) Wis. Stats. for competitive or bargaining reasons to discuss locum utilization for Psychiatric Hospital. Rozar: Aye, Fischer: Aye, Breu: Aye, Hokamp: Aye, Holbrook: Aye, Slattery-Smith: Aye, Buttke: Aye, Vicente: Aye, Quivers: Aye. Motion carried. The Committee went into closed session at 7:25 p.m.

**19) Open Session**

Motion (Buttke/Breu) to return to open session at 7:44 p.m. All ayes. Motion carried.

**20) Adjourn**

Rozar declared the meeting adjourned at 7:45 p.m.

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

Minutes subject to Committee approval

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Adam Fischer, secretary  
Health and Human Services Committee

**Wood County Human Services Department  
Minutes of Public Hearing on 2019 Budget  
August 7, 2018 1-2pm**

**Present:** Donna Rozar, Health & Human Services Committee (HHSC) Chair; Brandon Vruwink, Director of Wood County Human Services Department (WCHSD); Travis Gaetz, Deputy Director of WCHSD; Stephanie Gudmunsen, Behavioral Health Division Administrator WCHSD; Adam Fischer, Wood County Board and HHSC member; Mark Holbrook, Wood County Board and HHSC member; Jordon Bruce, WCHSD Norwood Health Center Administrator; Dawn Schmutzer, WCHSD Executive Administrative Assistant; Mary Nennig, CCS/CSP Social Worker WCHSD; citizens and consumers (sign-in sheet attached to minutes)

Meeting called to order by Chair Rozar at 1 p.m.

Rozar introduced herself. Brandon Vruwink introduced himself. All present stated their names and titles/representation.

Donna reviewed the 2019 budgetary process, specifically within the HSD and then how the budget moves through the Executive Committee before being finalized in September and October with approval by the Wood County Board in November.

Brandon provided an overview of the budget in regard to the County Board Chair's parameter letter. This letter asks for a 1% decrease in Tax Levy, a cost of living increase for staff, and a 7.5% health insurance premium increase. The WCHSD will need to look at all revenue streams and funding from federal and state sources.

The Director's office is open for comments, concerns, and recommendation from the public. The public is also invited to attend any of the monthly HHSC meetings. Times and locations of these meetings are posted on the Wood County website.

**Public Comments**

A current WCHSD staff spoke on behalf of some consumers. Comments include: I like the program a lot and want to keep it going; the people provide great support and service for me; you saved my life; the new River Block Drop-In area is wonderful, it is twice the size and used more often; and having the Club Houses is amazing.

Club House representative asked to be able to send over the statistics from the Club Houses so the HHSC could see how impactful they are to the consumers. Email address was provided.

An advocate for mental health services stated that he would like to see a meeting each year that is for the public to bring their concerns, comments, and recommendations to the HHSC. A few years ago there was a great dialogue at this meeting. Then the next year, there was none. These meetings are intimidating for the public, so another meeting just for concerns and explanations of services provided would be very beneficial.

Question about the old 12<sup>th</sup> Street building--No decision has been made on the future of that building or property.

Brandon stated he and other Division Administrators are open to meetings for discussing concerns. These meetings can be 1-on-1 or in a group setting. If the meeting is open to the public, notices will be posted on the County website and passed along to the Club Houses to post.

In addition, Human Services (HS) is not planning to cut any services, but also will not be able to expand services due to budgetary constraints.

Donna stated how the County is an arm of the state and not allowed to do anything the State does not approve of first. Furthermore, she stated staff is the greatest asset we have in the County and thanked everyone who shows dedication by providing support for our consumers. Donna also stated she knows that the programs we provide benefit the consumers, and that the HHSC will do their best with available resources to support clients of the Wood County Human Service Department.

Adam expressed his appreciation to everyone who provided feedback today and thanked all the staff for their hard work.

A suggestion of having a once a year (or more often) group to tell success stories was presented.

Staff praised the Club Houses and Group Homes for their work with clients. If the County did not help fund these places, there would be an increased cost for consumers who would then have to be hospitalized.

Rozar declared the meeting adjourned at 1:44 p.m.

Recorder: Dawn Schmutzer

**WOOD COUNTY HUMAN SERVICES DEPARTMENT  
PUBLIC HEARING ON 2019 BUDGET**

**Tuesday, August 7, 2018**

**Wood County River Block – 3<sup>rd</sup> Floor Health Dept EOC, Room 365**

**Please PRINT Name**

**Please indicate if you are a  
Consumer, Provider, Board  
Member or the Public**

1. Matt Harwood
2. JEFF SUTOR
3. Rick Humphreys
4. Traus Gaetz
5. Brandon Vrwink
6. DONNA ROZAR
7. Dawn Schmatzer
8. Stephanie Gudmunson
9. Jordan Bruce
10. Robyn Danaher
11. Gene Moore
12. Mary Nennig
13. Adam Fischer
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

Consumer

CONSUMER

advocate

Dep Director HSD

Director HSD

Co Bd Supervisor

WCHSD

WCHSD

Norwood

MILC/RCC

WCHS consumer

WCHS CSP social worker

WCB Dist. #5

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The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, June 18, 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    | McDonald (ex) | Diane |
| Rotter   | Cass (ex)     | Pam   |
| Mach     | Burgess (ex)  | Tony  |
| Kieper   | Breit (ex)    | Steve |
| Yang     | Degner (ex)   |       |
| Sippel   |               |       |
| Hass     |               |       |
| Robinson |               |       |
| Clark    |               |       |
| Merwin   |               |       |
| Panfil   |               |       |

Minutes: Donna Rozar declared the April minutes to be filed as presented.

Board Orientation Manual: There were no questions. Diane asked Board members if they would bring their Audit reports to the next meeting we would give them a copy with hole punches for their binders.

Target Group Sector Nomination Committee: Motion by Holly Kieper from the committee to accept Ted Merwin as a Wood County low income Board representative. Motion carried.

Finance Committee: Pam distributed copies of the financial statements for April, 2018. Motion by Donna Rozar from the committee to approve the Statement of Revenue and expenses and Balance sheet. Motion carried.

AmeriCorps Presentation: Steve Frodl, AmeriCorps program director, gave a presentation and overview of our AmeriCorps program. Steve discussed how the program came about as well as other similar service projects and programs. Steve discussed organizational requirements, team building, and community service projects. Donna Rozar asked if County governments were ever a site. Steve replied they were not and discussed various work sites. Yee Yang asked if there were grants available for hosts to use as their site match dollars. Diane explained there are grants out there but each not-profit would need to apply for their own match dollars. There are various options for educational grant dollars. Steve explained various obstacles in recruiting good qualified members for the little amount of living allowance payments they receive for service hours. Ted Merwin asked if there were restrictions on certain schools for the Educational award. Steve explained it must be a title 5 school, most colleges and tech schools do qualify.

Membership: Donna Rozar introduced Timothy Panfil, a new Lincoln County Board member.

Weatherization: Tony distributed the weatherization report thru May, 2018. Our completed unit goal for the contract ending June 30, 2018 was 311 units; now amended for an additional 40 units. Actual units completed thru May were 356. Deferral rate contract to date is 43% which is still a high

percentage, although our deferral rates for April in May were down to 21% and 24% which was excellent. Tony discussed the contract amendment for an additional 40 homes as well as an additional amendment to assist another agency complete their contract requirements. Donna Rozar received and shared a copy of our administrative review letter, which was excellent.

ESG-DEHCR Housing Grant- Diane reported we will receive \$176,417 in ESG and HPP funding, approximately \$66,000 will go to the Shelters.

Transitional Housing Grant through the BOS: Diane discussed the grant process and we have been awarded \$180,539 for 2018/2019 program year. Diane also reported we have been awarded UWIW and Merrill United Way funding for 2018.

Dennis Clark reported he has completed his 2 year program and is very appreciative of our programs and will spread the word to others in need.

Next Meeting Date: Our next meeting will be August 13, 2018.

Adjourn: Donna Rozar declared the meeting adjourned at 6:56 pm.

## **Health Department Report**

**July 26, 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 have submitted our application for re-accreditation and are finalizing our documentation and evidence. We will spend July and early August uploading this information for national review.
- New unfunded mandate – Carbon monoxide (CO) poisoning causes about 400 emergency department visits and 50 hospitalizations annually in Wisconsin. On July 1, 2018, Wisconsin will require electronic submission of laboratory CO testing data via the Wisconsin Electronic Disease Surveillance System (WEDSS). Local public health agencies will be required to perform case follow back to gain information about the nature and cause of the CO exposures.
- Recent changes to Wisconsin Administrative Code DHS 145 have designated latent tuberculosis infection (LTBI) as a reportable condition in Wisconsin, effective July 1, 2018. LTBI will be a Category II notifiable condition and will be reported to the patient's local health officer within 72 hours of the identification of a case. Individuals with LTBI are not infectious, but they have the potential to become infectious at some point. Therefore, they must take medication over several months to assure they do not become infectious.
- In follow up to our June meeting, I checked with Marathon County on the history of funding for their home visitation program, Start Right. This program began as a pilot in the community of Athens in 1994, having Marathon County government contributing \$50,000 out of a budget of \$185,000. The pilot expanded to be a service in all communities in 1999, having the tax levy support increase to \$588,975. Funding streams and percentage of tax levy to other sources has shifted over the years, where the county now contributes approximately 70% to the 1.7 million annual budget.
- Amber France, our WIC Director, is leaving to take a new position with Coffective. I have contacted Portage County to determine whether we could develop a shared services agreement around WIC oversight as opposed to filling the position with a manager. My goal is to restructure slightly so that we can reduce the overall size of our management team to four (including me). We previously had six managers and continue to seek ways to become as efficient and effective as possible.

### **COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH**

#### **AOD Prevention Partnership**

The Marijuana Workgroup met June 7<sup>th</sup> and had a discussion with Wisconsin Rapids Police Department regarding marijuana cases and dealers, clarification on CBD oil rules and regulations, and resources needed to support local efforts. The Wood County Drug Task Force met June 13<sup>th</sup> and received a presentation from Aspirus Riverview Hospital and Clinics on the ED2Recovery grant through Voices for Recovery. They shared information about a new non-profit organization, Three Bridges Recovery, which formed as a result of the grant to train Peer Recovery Coaches with lived experience to become trained in the CCAR (Connecticut Community for Addiction Recovery) model and support those seen in the Emergency Department (ED) with an opioid-related overdose or injury. Wisconsin Rapids currently has 12 trained coaches and 3 coaches trained in Wausau through the Central Wisconsin Recovery Coaching Network. The ED2Recovery funding officially started at the beginning of June, and already, the Emergency Department was able to connect six individuals to Peer Recovery Coaches. This wonderful opportunity allows the ED nurses to focus more time on other patients and send patients home with more follow-up resources than what they typically receive following a drug overdose or other drug-related injury. The three main goals of the program are to increase treatment utilization, decrease ED visits, and save lives. The Wisconsin Rapids Fire Department shared that they are happy to partner with Aspirus and hope to support Medication Assisted Treatment in the future.

The Wood County Drug Task Force five pillars reported out from the May meeting:

- **Prevention/Education**: The June presentation with WI Department of Justice was cancelled; Wood County prescription drug collection totals from April were updated since the previous update (1,479 pounds); the next round of State Targeted Response (STR) to the Opioid Crisis funding has been released and is due in July- the Prevention/Education pillar will discuss what Healthy People Wood County will apply for (8 projects to choose from for up to \$7,300); planning the next community presentation September 19<sup>th</sup>- showing the documentary *Heroin(e)* with a panel of Wood County Adult Drug Treatment Court staff and participant success stories; partnering with McMillan Memorial Library to host Green Bay Packers Hall of Famer Chester Marcol on August 11<sup>th</sup> for a solar panel fundraiser project.
- **Treatment**: Lonnie Selje retired and they are looking to build more capacity to their pillar.
- **Law Enforcement**: Discussed some current investigations.
- **Harm Reduction**: Recruiting members for the Three Bridges Recovery board; upcoming CCAR training June 21<sup>st</sup>, 22<sup>nd</sup>, 25<sup>th</sup>, and 26<sup>th</sup> at Riverview; Naloxone overdose training June 22<sup>nd</sup> by Aids Resource Center of Wisconsin.

- Workplace: Held *Turning Points to Success* presentation June 12<sup>th</sup> with roughly 20 participants, in which Jim Passineau and Dean Ramsden shared some keys to success in recovery; coordinating a business presentation in Marshfield with support from MACCI; will be planning a recovery-friendly job fair.

Detective Kasandra Borchardt, Wisconsin Rapids Police Department, received an award as *Outstanding Partner in Prevention* at the Northwoods Coalition Annual Meeting and training June 21<sup>st</sup> in recognition of her significant contributions to the field of substance use prevention and improving health in her community. Detective Borchardt was nominated by her peers for her role as Detective of Community Outreach, focusing on treatment and recovery advocacy, community education and prevention, and youth prevention efforts related to the opioid crisis. She has also been a key volunteer and support to the AOD Prevention Partnership of Healthy People Wood County and the Wood County Drug Task Force. Northwoods Coalition is a network of 50 substance abuse prevention coalitions and tribal coalitions from 35 counties and all 11 Wisconsin Tribal Nations. It has been in existence since 1995, making it the oldest and largest coalition in the state.

#### Mental Health Matters

David was part of a phone call for a School Consortium project proposal in early June. The project would focus on bringing in private behavioral health providers into public schools. Local schools and Marshfield Area Coalition for Youth are looking to replicate the partnership that Marathon County public schools have with their local providers. To make the project more large scale, David was contacted to be the County representative to help convene the different organizations to develop a Memorandum of Understanding among other agreements. Mental Health Matters has previously discussed doing this project since it would align with our objective to enhance access and reduce barriers to resources, specifically for vulnerable populations such as youth. Depending on coalition capacity and interest, this project may become a main initiative that the coalition could pursue. Further discussion with the Executive Board of Mental Health Matters as well as the full coalition will take place in late July.

The Question Persuade Refer (QPR) Trainers had their semiannual meeting in early June. The discussion during the meeting gravitated more towards the logistics of keeping presentations up to date and advertising. The QPR trainers are looking to find a common place to store presentation files among multiple organizations that would be secure. Once a common place is established, the trainers could freely update presentations and resources while being able to use it as a resource for upcoming trainings. Tracking for the trainings needs to be revisited as well to ensure that we can have as accurate of numbers as possible for annual reports. Ultimately, the QPR Trainers want to cover more area geographically with trainings to make it more accessible by frequently overlooked populations.

Towards the end of June, the Veteran Town Hall workgroup met to discuss the event. A health department intern, Jamie Reimer, who has lived experience as a veteran, both convened and facilitated the meeting. The Town Hall workgroup is going to be a collaboration between the Mental Health Matters and Alcohol and Other Drugs Prevention Partnership Coalitions. The goal is to hold an event that raises awareness among local veterans in Wood County to resources available in the community for them. Next steps are still being established, but another meeting is being planned for the end of July.

#### Brighter Futures

The Brighter Futures Coalition has received the Youth Risk Behavior Survey (YRBS) booklets from the Neumark. We are continuing the work on a business plan for implementing a Family Visiting Model.

### ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

#### Drinking Water Survey

The Wood County Health Department worked with the Juneau County Conservationist to conduct a water survey for the Juneau County residents in the Town of Armenia and Wood County residents bordering the Town of Armenia. Eighteen of the 104 samples were from Wood County homes. Forty-three samples exceeded the standard of 10mg/L nitrate. Overall, 41% of the total wells tested had nitrate levels above the standard of 10mg/L nitrate. One sample exceeded 50 mg/L nitrate, fourteen samples ranged from 30 to 50 mg/L nitrate, and twenty-eight samples were between 10 and 30 mg/L nitrate. Seven Wood County samples had unsafe levels of nitrate, and thirty-six Juneau County samples had elevated levels of nitrate. To put these numbers into perspective, statewide we would estimate that approximately 9% of all private wells exceed the 10 mg/L nitrate standard. In areas with more than 75% cultivated land, the estimate is 20%.

Reference: <https://datcp.wi.gov/Documents/GroundwaterReport2017.pdf>

The Wisconsin Department of Natural Resources, WI Department of Agriculture, Trade and Consumer Protection (DATCP), and the WI Department of Health Services are involved in analyzing the results of the survey and will participate in the educational session along with the UW Stevens Point Water Lab.



### New Business

Bourbon Barrel was licensed to serve food and is located on Market Street in Port Edwards.

### Staff Training

Environmental Health staff attended recreational/educational camp training led by DATCP personnel. They also participated in a webinar on source tracking for waterborne outbreaks and participated in food safety training for volunteer food workers at the Farm Technology event. I attended the National Environmental Health Association Conference. A number of topics were covered including a water management plan for Legionella and conducting Legionella investigations, beach contamination and signage, risk communication, food safety and honey production, cyanobacteria and impacts on health and drinking water supplies, unconventional foods, and the increasing threat of Zika Virus. The conference provided an opportunity to network with Environmental Health professionals from other states and learn more about a variety of topics. The keynote address provided information to help make our food safety training more effective.

### License Renewals

License renewal applications were mailed out in mid-May with licensing expiring on June 30<sup>th</sup>. At this time, 14 Wood County license renewals were not received. These establishments are currently operating without a license and will be subject to late fees, and/or legal action.

### Complaints

Nineteen complaints were received and investigated in Wood County in June.

- One complaint came in regarding the increase in mosquitos in his area. This isn't due to accumulations of tires or things that we regulate. Personal protection is recommended. Education was provided.
- A complaint came in regarding mold in the basement between the floor boards. Mold remediation methods were discussed with the caller. Case closed.
- A single complaint of illness was reported following a meal at a Wisconsin Rapids restaurant. The restaurant was contacted and no other illnesses were reported. The health department did not receive any other contacts regarding illness so this is a single case. Case closed.
- A complaint came in regarding working conditions in a moldy building. Complaint is ongoing.
- A complaint was received regarding poor conditions in a gas station restroom in Wisconsin Rapids. Staff went on site and the restroom was clean and kept up. A few ceiling tiles were damaged. Case closed.
- Tenant complaint of mold and water damage, and water leaking into residence. The landlord is attempting to address the concerns, but the tenants will not allow entry into the unit. Complaint dropped.
- Out of date product being sold at a retail store in Marshfield. The owner was contacted and was informed of what items could be sold out of date, and which items could not be. The consumers must be made aware of this. This practice is allowed in discount stores. Case closed.
- Sewage was reported on the ground under a manufactured home. The landlord was notified and the leak was repaired. Case Closed.
- A complaint came in regarding glove use and food storage in a Marshfield Restaurant. The owner was contacted and educational materials were provided. Case closed.
- A complaint of mice in an apartment building resulted in an abatement order being sent to the property owner. A second complaint resulted in a consultation with the landlord and instructions on how to correct the problem.
- Bed bugs found on patients at a medical facility who had questions on what to do about them. The contact information provided was incorrect so we were unable to follow up with the owner of the rental unit.
- Tenant complained about another tenant in an apartment complex. No action needed. Complaint dropped.
- A complaint came in about a restaurant without a grease trap or dumpster. There was a well maintained grease trap at the facility and they utilized garbage cans vs a dumpster at the facility. The restaurant was clean and well maintained.
- A complaint came in regarding water and electricity shut off in a rental unit. Landlord states there are people living there without a lease and are not paying rent. Home is in foreclosure. The landlord was given a notice that the home is uninhabitable.
- A vacant home has broken windows and garbage pouring out of the garage. Wild animals are going in and out of the home. This complaint is ongoing.
- A tenant complained of water in the basement of a rental unit because the sump pump is broken. There was a discussion with both the landlord and the tenant. The tenant has clogged the sump pump with lint by discharging wash water directly to the sump rather than down the drain. The landlord will clean up the water again and will discuss the proper use of the sump to the tenant. Case closed.

- Unclean conditions reported at a local motel. The unsafe conditions reported were referred to local building inspection. The owner was contacted regarding the need for thorough cleaning of all units between guests. Complaint dropped.
- An additional complaint came in regarding a previous complaint of mold and indoor air quality. An inspection revealed a number of potential sources for respiratory issues that were from practices of the residents themselves. Education provided. Case closed.

### **COMMUNICABLE DISEASE TEAM REPORTS**

#### **Communicable Disease Update – Jean Rosekrans and Alecia Pluess**

- During the month of June, Wood County had 13 cases of chlamydia and 3 cases of gonorrhea reported. Four 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 and testing has continued to rise. Wood County had 1 confirmed case, 6 probable cases, and 16 suspect cases of Lyme disease during June. There were 2 cases of anaplasmosis and 1 case of ehrlichiosis.
- Enteric diseases also continue to increase. In June, 3 cases of cryptosporidiosis, 1 case of campylobacter, 1 case of giardia, 3 cases of salmonella, 3 cases of E. Coli, and 2 cases of cyclosporiasis were investigated.
- Wood County experienced an increase in pertussis activity at the end of June. There were 14 confirmed cases between June 25<sup>th</sup> and July 11<sup>th</sup>, with 7 additional cases under investigation. By comparison, there were 27 confirmed cases of pertussis in all of 2017. Common links between cases include workplace, summer school, and extended family members. Health alerts were sent to areas of employment, summer school classes, and extracurricular activity/leagues as appropriate. A case of parapertussis was also received in June.

## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT July 18, 2018**

### **Director's Report by Brandon Vruwink**

The Wisconsin County Human Service Association (WCHSA) has several policy advisory committees that work collaboratively with its board. One of the committees is the Economic Support Policy Advisory Committee (ESPAC). The chairs of this committee work with Economic Support leaders from across the state to develop policy. Further, they work very closely with the Department of Health Services and the Department of Children and Families at the state level. I am pleased to report that Doreen Lang has been selected as one of the chairs for this committee. Doreen will represent Wood County and the Northern Income Maintenance Consortium very well.

I had an opportunity to meet Jonette Arms who was recently appointed as the Executive Director of the Aging and Disability Resource Center of Central Wisconsin. Jonette and I have scheduled a follow-up meeting for later this month to discuss how the ADRC and the Human Services Department can work more collaboratively.

Out of home care costs continue to increase in counties across the state. Most recently Ashland County made the decision to go to referendum to increase the tax levy. This was spurred by the increased cost of out of home care placements and public safety expenses. The cost of out of home care nearly doubled from \$405,420 in 2016 to \$720,909 in 2017. Another example of increasing out of home care costs is Eau Claire County, where the out of home care expenses exceeded the budget by \$2.44 million in 2017. The trend is largely tied to the increase in substance abuse issues particularly methamphetamine and opioids. While we continue to manage out of home care expenses in Wood County, it has become more challenging with the continued increase in substance abuse.

The number of children in residential care tends to fluctuate throughout the year. More recently our numbers have been trending upward; in particular, we have seen a significant increase in the number of youth that are in need of treatment as the result of sexual offenses. I write to make you aware of this as residential treatment is a high-cost service; however, it is a necessary service as we work to provide appropriate treatment to children in our community.

As we move into the budget process it is important to assess what the needs are in our community and how we as a Human Services Department can meet those needs. This is always a balance as counties are limited in their ability to create new revenue sources. The key areas of need are increasing access to mental health services and providing more services to at-risk youth and families. As we move through the budget process we will be presenting ideas to the Health and Human Services Committee on how we can best meet these needs.

### **Administrative Services Update by Jo Timmerman**

Norwood: Census on the Admissions Unit for June averaged 6.37. The average for January 1<sup>st</sup> through June 30<sup>th</sup> was 8.24; which is 3.51 patients per day under our budgeted census of 11.75 per day.

Census on the TBI Unit for January through June averaged 2.46. The budgeted level for the TBI Unit was 2.75, leaving Norwood .29 under the budgeted level for 2018.

Norwood received its first 2018 Supplemental Award payment in July of \$144,000; this is \$27,656 higher than our budget estimate.

Norwood staff discovered an error in the settlement payments received from Forward Health for the 2016 TBI rate adjustment. The pay-back adjustment should have been \$9.86 per patient day for all days paid retroactive to 01-01-16 forward. Forward Health appears to have entered the wrong settlement rate into their system. The new rate of reimbursement should be \$650.49, however, the rate used appears to have been \$138.74; thus shorting Norwood \$511.75 per patient day on those retroactive payments. I have been working with our state Medicaid Representative to correct this error in reimbursement.

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

One of our Outpatient Clinic receptionists has given her notice. We have formulated a coverage plan for the interim while we recruit for the position.

The service we use to process credit card payments for both the Outpatient Clinic and Norwood is switching to a new administrator service. This switch requires that we make the switch with them as well. We are in the process of making that transition as quickly as possible. As a result of the processor's change, we currently are unable to process any credit card payments through them.

We are busy in all divisions prepping for the 2019 budget project due to be released in mid-July.

Edgewater: Census for June averaged 57.80. The average for January 1<sup>st</sup> through June 30<sup>th</sup> was 54.82; which is 5.18 patients per day under our budgeted census of 60 per day.

Edgewater received its first 2018 Supplemental Award payment in July of \$260,500; this is \$4,692 higher than our budget estimate.

### **Behavioral Health/Long Term Support Services Update by Stephanie Gudmunsen**

Michelle Oleson has been hired as the CCS/CSP Nurse at the River Block location. Michelle's first day is 7/16/18.

Zachary Johnson and Wendy Watkins have resigned from their positions as Crisis Interventionists.

The re-certification visits for all of the certified Outpatient Mental Health programs, AODA clinic programs, and Crisis Intervention were completed in June. All programs received full two year certifications.

The Outpatient Clinic continues to work through Dr. Andrews's pending retirement on August 2nd. We are working to ensure that all existing clients have scheduled intake appointments with Christa Pierce, APN or Dr. Rao in the upcoming three months. Clients are receiving letters regarding this transition and we are stressing the importance that they keep these appointments to ensure a continuation of their medications.

As the Wood County Jail has now added additional mental health services in the jail, we will be able to end the practice of sending therapists and Legal Services staff to the jail on a weekly basis to complete suicide assessments and mental health assessments. Currently, a therapist goes to the jail for four hours a week and a Legal Services staff goes to the jail one time a week if any inmates are

on suicide watch. We plan to continue to work closely with the jail and their new provider as these services are fully transitioned to their staff. Once that is complete, we will no longer go into the jail on a regular basis, but we will continue to work closely with them and provide support when required. Our goal is to maintain great communication and coordination with jail staff so individuals that are in need of mental health or AODA services will receive the treatment services required after their release from jail.

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                 |

The Marshfield Police Department graciously provided three bikes and helmets to the Bridgeway program. Clients are able to use the bikes for transportation to appointments or for a recreational outlet when they are staying at Bridgeway. This is great support and help to individuals who are recovering from a mental health crisis.

### Community Resources Update by Steve Budnik

Personnel: Michelle Nash will start as the Community Resources Receptionist effective July 23rd. Michelle previously worked as an Outpatient Clinic Receptionist for Human Services in the Administrative Services Division. Michelle will replace Leanna Becker who is now in Economic Support.

Energy Assistance: Recently the Energy Assistance unit met with Marshfield Utilities to strengthen the collaboration we have by outlining our services and plans to keep customers from disconnections. This meeting was so informative that the Energy Assistance unit will be meeting with other heat, electric and fuel vendors throughout the county to update all records and discuss creative ways to prevent households from disconnections.

Income Maintenance: In Spring of 2018 random FoodShare recipients were asked to complete a questionnaire about the service they receive when conducting business through the Northern Income Maintenance Consortium. We recently received the results and I am proud to announce that 82% that were polled are extremely satisfied and 7% were neutral with their service. These results confirm that the service the Income Maintenance workers provide is courteous and professional.

Personnel: Kayla Weiss joined the Community Resources Division in late June as an Economic Support Specialists. Kayla joins Wood County with a lot of customer service and non-profit experience. She previously worked for the Family Center in Wisconsin Rapids. On July 2<sup>nd</sup>, Leanna Becker also became an Economic Support Specialist. She was formally the Community Resources

Receptionist. The entire Northern Income Maintenance Consortium is excited to have both of them as a part of the team.

### **Family Services Update by Beth Ferdon**

During June, our level of referrals in Family Services has remained steady in both the areas of child abuse/ neglect referrals and in juvenile delinquency referrals. However, we are still managing many cases with severe and multiple complex needs. Many of the cases referred continue to have some involvement with illegal or drug use or abuse of prescription drugs, and we expect that this trend will continue for the foreseeable future.

We are also experiencing staffing shortages due to resignations, transition from one position to another and FMLA leaves, which have stressed our staff and have created high workloads in all service areas. We have filled all of our openings from last month and look forward to having new faces with us during July. However, we have had two additional resignations and two internal staff who are transitioning to the open positions, thus creating four open positions in our Division. Our staff who are currently out are returning from FMLA, however we will be having two more staff go on short FMLA leave starting in late July. The management team is working hard to fill the open positions as quickly as possible and support the staff who are working short, covering emergencies and carrying high caseloads. We are hopeful that we can have all positions filled by early fall and will be grateful to return to working at full capacity.

I want to take a moment to acknowledge that many of the workers, foster parents and some of the supervisors have gone beyond expectations and pulled together in order to help each other during this stressful time for my Division. I am very proud of these individuals and commend the efforts! I believe that we can build on this to create an atmosphere of increased collaboration between units as well as between our Division and other Divisions within Human Services.

### **Norwood Health Center Update by Jordon Bruce**

We have passed our Federal follow up survey for the hospital and are awaiting the state team to complete their follow up survey. We continue to install improvements to reduce ligature risks as they arrive. We continue to plan for the TBI unit departure to Edgewater and should have proposed budget information to present at the July HHS meeting for the 16-bed unlocked Crossroads type unit that will replace the TBI unit. Our final Occupational Therapy candidate did not accept our offer for personal health reasons so we are back to recruiting for that position.

Pathways Update: The month of June we averaged three overflow mental health patients and 1.77 TBI patients. We had four TBI referrals in June, one admission from a May referral, and zero discharges. Two referrals from June are pending admission.

Our Crossroads census was 13.23 for the month. We had a busy month with two discharges and two hospitalizations. We have zero open beds currently as we accepted a Wood County resident back from Clark County and are at full capacity of 16 patients.

I have been working with Fiscal on preparing a projection which should show our budgeted revenues and expenses for a 16-bed unlocked Crossroads type unit which should be ready for review at the July HHS meeting. This unit will replace the TBI unit once that is moved to Edgewater.

### **Norwood Nursing Department by Liz Masanz**

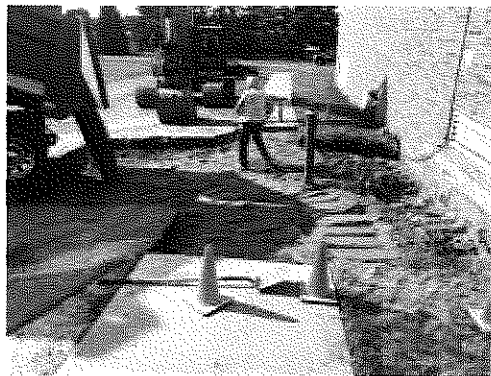
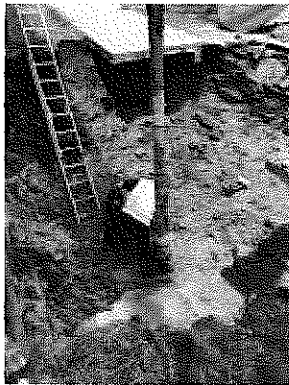
We are looking at ways to possibly get additional beds on our Pathways unit as we have seen an increase in patient referrals that need long-term care for their psychiatric needs. The addition of 16 beds when the TBI unit moves to Edgewater will help significantly, but we are looking at ways to acquire these beds sooner so we can accommodate these patients.

### **Norwood Maintenance Department by Lee Ackerman**

As of June 30<sup>th</sup>, the only remaining tasks left undone for the Admissions ligature mitigation updates are: 1/3 vent cover grills need to be installed, curtains on three windows need to be changed, new beds and the door alarm system and safety door handles are still on order.

The final tasks for repairing the sprinkler shutoff hydrant valve are finished. The total costs were:

|                                      |                    |
|--------------------------------------|--------------------|
| Ahern - sprinkler valve repair       | \$5,755.00         |
| Doine Excavating-excavating and fill | \$5,206.00         |
| Palmer's Cornerstone Conc.-sidewalk  | \$900.00           |
| Eagle Asphalt- Parking lot repairs   | \$1,500.00         |
| <b>TOTALS</b>                        | <b>\$13,361.00</b> |



On Sunday, June 24<sup>th</sup>, a patient broke two sprinkler heads open on the Admissions unit. Both heads were security-type and designed to be used in a secure environment. Though there was significant amounts of water released into the unit, damage to property was less than expected. Costs include replacing a damaged nurse call light station (approx. \$50), two sprinkler heads (waiting for cost estimates), and staff call-in time (5-6 hours, total). The Marshfield Fire Dept. offered a tremendous amount of assistance in cleaning up the water. I will be looking into ways to improve staff response to this type of incident.

We have had three sewer line failures in June; two were repaired, taking much of a day. The third is a slow leak and has been postponed until adequate staffing is available.

This is the first full month operating without our part-time staff. So far, Donn and I have each taken a week's vacation, leaving the building to be covered by one staff for six days a week and two staff for four days. Because of this, we have been unable to keep up with some preventative maintenance and have been postponing tasks (such as the LED lighting and toilet upgrade projects) in order to address more urgent needs. An example is I needed to use a unit staff to assist me with a plumbing repair in the crawlspace by communicating via two-way radio to locate a shutoff valve and to ensure safety.

### **Norwood Dietary Department by Larry Burt**

Congregate meals for the month of June totaled 10,006 and y-t-d meals are 62,312. Revenues for June totaled \$45,255 and y-t-d is \$281,945.

### **Norwood Health Information Department by Jerin Turner**

June saw 28 admissions and 32 discharges on the hospital unit.

The department will be having MD notes directly into our EMR instead of on paper for the charts. This will allow notes to be available to anyone who views Matrix and eliminates the need to track down the paper chart. It also saves on the cost of paper.

Starting July 9 a revamped version of the scribe program will be going live. This paired with having notes go directly into Matrix should help capture accurate, real time charting.

### **June 2018 Referrals for TBI Unit**

| Date      | From                                 | Patient   | Status   | Additional Info (Insurance/appropriate)  |
|-----------|--------------------------------------|-----------|----------|--|
| 6/4/2018  | Mayo Eau Claire                      | 60 female | denied   | COPD & MI, looking for SNF rehab- No TBI |
| 6/11/2018 | North Memorial Health Robbinsdale MN | 58 male   | denied   | Out of network                           |
| 6/26/2018 | Select specialty Hospital- Madison   | 51 male   | accepted | Plan admit 7-10-18                       |
| 6/29/2018 | Froedtert                            | 27 female | accepted | Plan admit 7-9-18                        |

### **Edgewater Haven Update by Cindy Robinson**

In the month of June we had 48 admissions and 2 readmissions.  
Current census on the Behavior Wing is 9 residents.

Census comparison to last year:

June 2017 – 54.47 average census with 5 rehab

June 2018 – 57.80 average census with 6.73 rehab

Admissions/Discharges Comparison:

June 2017 – Admissions 12 Discharges 11 Readmissions 4

June 2018 – Admissions 14 Discharges 9 Readmissions 2

June was another month where goals were reached. Edgewater Haven was at or above budgeted census of 60 for five days in June, even reaching 62 residents! Our strong marketing efforts continued high quality of care that has maintained our outstanding reputation. Our hard work is reflected in the census growth! On June 28<sup>th</sup>, the Port Edwards Elementary Summer School program joined us for activities. On June 29<sup>th</sup>, they returned for a sing along with our residents, played B-I-N-G-O, built crafts, and even participated in releasing Monarch butterflies!



As Administrator, I celebrated my one year anniversary with Wood County in June. This role is a blessing to me and I am surrounded by loving residents and by a great team. There have been many changes over the last year and I am proud of the staff at Edgewater Haven, "It takes a village" as they say. I have talked a great deal about our revenue capturing higher Medicaid rates by increasing the CMI or Case Mix Index. Together with this team we have all worked hard to do just that.

#### **CMI RATES**

| <b>Effective Date</b> | <b>Rate</b> |
|-----------------------|-------------|
| 4-1-17                | 147.76      |
| 7-1-17                | 157.20      |
| 10-1-17               | 157.95      |
| 1-1-18                | 163.75      |
| 4-1-18                | 166.11      |

Members of the management team toured Clearview, the Juneau County TBI unit and Day Spring, a TBI unit in Milwaukee. The units were very impressive in not only physical appearance, but in operations. We were given the opportunity to meet with the Administrators for question and answer sessions and gathered valuable information for developing our TBI.

The remodeling of the 300 wing is back on track for completion. Staff is very excited about the updating and the residents are anxious for their improvements to their home. H&HS Committee members can look forward to a tour soon to see the progress!

**CVSO Report to the Wood County Health and Human Services Committee**

**Meeting Date:** July 26, 2018

Caseload activity for June - 7 new veterans served. During the month of June we completed/submitted 256 federal forms to include:

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

**Activities:**

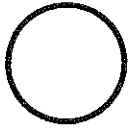
1. Completed as of July 18 :
  - a. June 26 – Wood County Budget training for Department Heads and Accountants.
  - b. July 6 – Vets Talk at Marshfield American Legion (Asst CVSO & AV 7 attended)
  - c. July 10 – Assistant CVSO from Marshfield last day of work.
  - d. July 10-12 Wood County Veterans Office table in the Family living area of Farm Technology Days.
  - e. July 16 – Wood County Veteran Court planning meeting.
  - f. July 18 – Southern Wisconsin Homeless Coalition meeting.
2. Near Future:
  - a. July 19 – Interviews for vacant Assistant CVSO position.
  - b. August 8 – Central Wisconsin Veterans Benefit Fair Hosted by our office, the Tomah VA Medical Center and the Wisconsin Rapids Heroes Café.
  - c. August 14 Crisis Intervention Team Meeting.
  - d. ~~August 21-26 Central Wisconsin State Fair.~~ Canceled due to lack of staffing.
3. Long Range:
  - 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 Lake Tomahawk, WI.

**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. Office staffing – The department is looking at staffing issues over the next several weeks to months. One person is facing an unknown/unexpected FMLA absence (hopefully intermittent). The assistant CVSO has left effective July 11. The Marshfield office will be open on Tuesday with Wisconsin Rapids staff and the phone forwarded on other days. Interviews for the vacant position were held on July 19<sup>th</sup>.

3. Case Study – This month we had the pleasure of informing a veteran that he will receive a retroactive compensation check in the amount of \$41,225.00 for his Service connected disability claim due to Agent Orange exposure. His first comment was now I can fix my leaky roof.

In this claim we attempted to establish Agent Orange exposure in Thailand. In order for the VA to concede exposure in Thailand you must prove your military service involved working on the perimeter of the airbase. We also included pictures and a statement that the veteran worked as an air cargo specialist and worked on the C-123 aircraft that often were contaminated from Agent Orange spraying missions. The VA granted based on C-123 exposure but did not concede Thailand Air Base exposure. When the veteran first came to see us we got him enrolled in VA health care for his illness saving him about \$1,000 per month in medical copays. Now that he is 100% service connected disabled he will be receiving \$3,139 per month in tax free compensation. His wife will receive CHAMPVA health insurance (premium free) to supplement Medicare part A & B. They will receive the Wisconsin Disabled Veterans Property Tax Credit annually, and their 21 year old son can attend college or technical school using both the Federal VA and the Wisconsin GI Bill.



## RESOLUTION#

Introduced by  
Page 1 of 1

Health &amp; Human Services Committee

DMS

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

**INTENT & SYNOPSIS:** To authorize the Health and Human Services Committee or its designee(s) to negotiate a lease extension for the Human Services Department's continued use of the Marshfield City Hall.

**FISCAL NOTE:** None; any lease extension will be brought back to the county board for approval.

|    |                | 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 existing lease agreement between Wood County and the City of Marshfield for the Human Services Department's use of office space in the City Hall building in Marshfield will end on August 31, 2018, and

**WHEREAS**, it is in the best interest of Wood County to negotiate an extension to the current lease of space in City Hall as there is no other space the county controls in Marshfield to relocate these offices to, and

**WHEREAS**, the Health and Human Services Committee desires the County Board to authorize the Committee or its designee(s) pursuant to Wood County Board Rule #42 to enter into negotiations for such a lease extension and to bring any proposed agreement back to the County Board for review and approval,

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to authorize the Health and Human Services Committee or its designee(s) to enter into negotiations with the City

of Marshfield for purposes of extending the lease agreement for space in the City Hall building and to bring back any tentative agreement to the County Board for review and approval.

( )

Donna Rozar, Chair

Mark Holbrook

Adam Fischer

Al Breu

Marion Hokamp

Lori Slattery-Smith

Eric Quivers MD

Jessica Vicente

Tom Buttke

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

County Clerk

County Board Chairman

**Minutes of the Wood County Public Safety Committee**

**DATE:** July 9, 2018

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

**EXCUSED:**

**OTHERS** Bill Clendenning, Sarah Christensen, Dara Hamm, Thomas Reichert, Lori

**PRESENT:** Heideman, Rick Gramza, Patrick Zeps, Kelli Trzinski

**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 June 11, 2018:**

**Motion by Polach, second by Zaleski to approve the minutes of the June 11, 2018 meeting as presented. Motion carried unanimously.**

**3. Public Comments:**

No public comments

**4. Courthouse Security Issues and Updates:**

Bill Clendenning updated the committee on the security conversations. Lori gave an example of how they dispatch to a courtroom in the event that a deputy is needed. Lori asked if her dispatchers should dispatch city or keep checking with the Sheriff's Department to see if anyone is available. She recommends dispatching Rapids PD so that they know an officer is on the way. Sheriff Reichert spoke about his conversations with the Judges and courthouse security. Joe recommended that since the Judicial and Legislative committee is in charge of courthouse security that it be taken off our agenda. Bill Clendenning will update the committee monthly with a paper report and this will be taken off our agenda.

**5. Railroad Crossing:**

Lori discussed the report that she ran from 1-1-17 to the present. Sarah informed the committee of an app that the city is looking to develop that would show where the trains are and routes around them.

**6. Emergency Management Department:**

**a. Communications June 2018 Claims:**

The Committee reviewed the Communications June 2018 claims.

**b. Communications Report:**

The Committee reviewed the Communications report. Sarah talked about the power outage at the Bluff tower and that it is taken care and working now.

**c. Emergency Management June 2018 Claims:**

The Committee reviewed the Emergency Management June 2018 claims.

**d. Emergency Management Activity Report:**

The Committee reviewed the Emergency Management activity report.

**7. Dispatch Department:**

**a. Dispatch June 2018 Claims:**

The Committee reviewed the Dispatch June 2018 claims.

**b. Dispatch Report:**

The Committee reviewed the Dispatch report.

**c. Staff Update**

Lori reported that she had a resignation within her department. She worked with HR and they have made an offer of employment to the next person on the eligibility list.

**8. Set date, time and location of next meeting:**

**August 13, 2018**

**1:00 PM**

**Wood County Courthouse**

**9. Humane Officer:**

**a. Humane Officer Report:**

The Committee reviewed the Humane Officer report.

**b. June 2018 Claims:**

The Committee reviewed the Humane Officer June 2018 claims.

**10. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner report.

**b. June 2018 Claims:**

The Committee reviewed the Coroner June 2018 claims.

**11. Sheriff's Department:**

**a. Correspondence:**

No correspondences this month.

**b. June 2018 Claims:**

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

**c. IBR Training/Costs:**

Kelli Trzinski discussed the Cost Proposal for the National Incident Based Reporting System (NIBRS) implementation with the committee. Kelli told the committee the change from Uniform Crime Reporting (UCR) to Incident Base Reporting (IBR) will be taking place on January 1, 2020.

The committee stated the Cost Proposal would need to go to the Executive Committee for their approval and to see who is going to have to pay the proposed amount.

**d. Updates:**

**Crimestoppers:** See Report.

**Safe Ride Initiative:** None.

**Criminal Justice Task Force:** None.

**K9:** None.

**Courthouse Security:** None.

**e. Jail Items:**

See Reports

**12. June 2018 Claims: Dispatch, Communications, Emergency Management, and Sheriff:**

**Motion by Feirer, second by Zaleski to approve the June 2018 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**13. Agenda Items:**

No new items for next month

**14. Adjourn:**

**Motion by Feirer, second by Polach to adjourn at 1:50 p.m. Motion carried unanimously.**

Minutes taken by Wood County Sheriff's Department.

***Electronically Signed by Jason Zaleski***

Jason Zaleski, Secretary  
Public Safety Committee





# Wood County

## WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 7/1/18  
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 June 2018:

|   |    |
|---|----|
| Calls for Service/Death Investigations.....                             | 82 |
| Investigations Involving Sudden or<br>Suspicious Deaths and Falls ..... | 29 |
| Death Certificates Signed.....  | 18 |
| Cremation Permits Signed.....   | 53 |
| Traffic Fatalities Investigated.....                                    | 0  |
| Suicides Investigated.....  | 1  |
| Drownings .....   | 0  |
| Fire Fatalities.....  | 0  |
| Homicides.....  | 1  |
| Autopsies Performed .....   | 1  |
| Suspected Overdoses.....  | 0  |
| Disinterments .....   | 0  |

Remarks:

Homicide actually occurred in March 2018 but the case was officially signed off in June 2018.

Respectfully submitted,

*Dara Hamm*

Dara Hamm  
Wood County Coroner



Humane Officer Olson Report  
June 3<sup>rd</sup> – June 16<sup>th</sup> 2018

6-3; WR11427 Dog bite follow-up 16

6-3; WC8730 Welfare check in Auburndale-Open Case 64

6-7,8; WC9013 Welfare check for injured and stray dog near 5800 block of Broadway Avenue Saratoga  
The dog was taken to the Humane Society. Open Case. 0, 22

6-9; GR2102 Dog bite-victim bit by an unknown dog at the South Wood County Park, camp host has  
no dogs matching the description of a large gray dog. 10

6-9, 10; WC9057 Dog Bite-delivery driver was bit at 3800 block of County Road X Pittsville. 54, 54

6-9, 10; WC9118 Child bit by a stray kitten that showed up at their farm in the town of Sigel-kitten was  
brought to the SWCHS for quarantine. 34, 22

\* 6-11; Public Safety Meeting WC9118 14

6-11, 12, 15; WC9218 Dog bite-victim, who received five stitches to her finger, first told the hospital  
that she was bit by her own puppy. She later changed her story that her friend's dog bit her when she  
was taking food away from her. She thought being her puppy was too young yet to receive rabies shots  
that it wouldn't be required to be quarantined. When she learned that the puppy would need to be  
quarantined, she told the truth that the bite happened at her friends in Nekoosa @ 110 block of  
Crestview Lane. 40, 40, 10

6-12,13; WC9271 Dog bite-owner was bit by her own dog @ 10000 block of Acorn Trail Saratoga, on  
June 8, 2018 she sought medical attention today, June 12, 2018, which is when the bit was first reported  
to dispatch. 16, 16

6-13; PE1329 Report of a dog attacked by another dog-Open Case 0

6-13, 14; WR11408 Open Case of sanitation concerns and cats 16, 16

6-14, 16; WC9300 Open case of cattle at large 68, 68

6-15; WC9434 Kitten bit by wild animal in Auburndale, then bit it's owner before the kitten died.  
Kitten sent to Madison by a veterinarian for rabies testing. 80

6-15, 16; WR12317 Dog bite-victim was riding his bike past the dog @ 1100 block of Cliff Street when  
it came out and bit him in the ankle. 12, 12

6-16; GR2190 Open Case 22



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Thomas Reichert*  
SHERIFF

---

July 2<sup>nd</sup>, 2018

Sheriff Reichert:

During the month of June the Crime Stoppers program received 35 tips that were forwarded to the appropriate agencies for follow-up. Our monthly meeting was held on June 19<sup>th</sup> at the Pittsville Fire Department.

Our next meeting is scheduled for 8/21/18.

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  | 0      | 0  | 0   | 0         | 0  | 0   | 0       | 0  | 0   | 0        | 0  | 0   | 0        | 0  | 0   |
| 2                         | 221    | 77 | 43  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 3                         | 216    | 74 | 43  |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 4                         |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 5                         |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 6                         |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 7                         |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 8                         |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 9                         |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 10                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 11                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 12                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 13                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 14                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 15                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 16                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 17                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 18                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 19                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 20                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 21                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 22                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 23                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 24                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 25                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 26                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 27                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 28                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 29                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 30                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| 31                        |        |    |     |        |    |     |           |    |     |         |    |     |          |    |     |          |    |     |
| WCJail                    | 220.00 |    |     | 0.00   |    |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| Shipped                   | 76.00  |    |     | 0.00   |    |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| EMP                       | 43.33  |    |     | 0.00   |    |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| Avg Length of Stay (Days) | 0.00   |    |     | 0.00   |    |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |

### 2018 Yearly Averages

|                                 |       |
|---------------------------------|-------|
| Total                           | 218.5 |
| Safekeeper                      | 75.17 |
| EMP                             | 47.3  |
| LENGTH of STAY                  | 28.0  |
| Color indicates low population  |       |
| Color indicates high population |       |

## 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     |
| <i>TOTALS</i>    | 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     |
| <i>TOTALS</i>    | 0             | 0          | 0    | 0          | 0        | 0     |

# Electronic Monitoring 2018

## Monthly Savings vs. Out of County Housing

| Month        | Monthly Savings     | YTD 2018<br>Total Amount | 2017<br>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         | \$0.00              | \$451,510.59             | \$264,244.74         |
| August       | \$0.00              | \$451,510.59             | \$317,794.01         |
| September    | \$0.00              | \$451,510.59             | \$370,396.34         |
| October      | \$0.00              | \$451,510.59             | \$428,461.82         |
| November     | \$0.00              | \$451,510.59             | \$502,292.39         |
| December     | \$0.00              | \$451,510.59             | \$572,293.55         |
| <b>TOTAL</b> | <b>\$451,510.59</b> | <b>\$451,510.59</b>      | <b>\$572,293.55</b>  |

EMP Average for month x number of days in month = bed days  
 Bed Days x \$52.03 = Monthly Savings



# SAFEKEEPER HOUSING

2018

| MONTH         | Facility      | Facility      | Facility      | WAUPACA             | MONTH<br>TOTAL      | 2018<br>YTD TOTAL | 2017<br>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        | \$0.00              | \$0.00              | \$492,750.00      | \$82,125.00         |
| AUGUST        | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$492,750.00      | \$82,125.00         |
| SEPTEMBER     | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$492,750.00      | \$82,125.00         |
| OCTOBER       | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$492,750.00      | \$82,125.00         |
| NOVEMBER      | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$492,750.00      | \$82,125.00         |
| DECEMBER      | \$0.00        | \$0.00        | \$0.00        | \$0.00              | \$0.00              | \$492,750.00      | \$82,125.00         |
| <b>TOTALS</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$492,750.00</b> | <b>\$492,750.00</b> |                   | <b>\$985,500.00</b> |

2017 is a 75 average

### Wood County Sheriff's Department Kitchen Report 2018

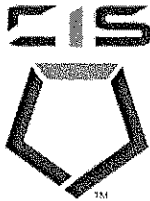
| MONTH        | Breakfast    | Dinner       | Lunch        | Sack        | Total meals  | Food Cost plus Labor |
|--------------|--------------|--------------|--------------|-------------|--------------|----------------------|
| January      | 2611         | 2717         | 2581         | 255         | 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         | 0            | 0            | 0            | 0           | 0            | \$0.00               |
| August       | 0            | 0            | 0            | 0           | 0            | \$0.00               |
| 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               |
| <b>TOTAL</b> | <b>17033</b> | <b>17712</b> | <b>17538</b> | <b>1904</b> | <b>54187</b> | <b>\$121,877.73</b>  |

Cost per meal **\$2.25**

Cost per day **\$6.75**

### Wood County Jail Kitchen Expenses

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



June 27, 2018

Dan Brandl  
Programmer Analyst  
400 Market Street  
Wisconsin Rapids, WI 54494

Subject: NIBRS Implementation

Dear Dan:

CIS is pleased to provide this Cost Proposal for the NIBRS implementation. At your request, we have prepared three cost options based on the CIS provided training. The costs are summarized as follows:

| <u>Training Options</u>              |                                   |                                  |                                |
|--------------------------------------|-----------------------------------|----------------------------------|--------------------------------|
|                                      | <u>Option 1</u><br><u>On-Site</u> | <u>Option 2</u><br><u>At CIS</u> | <u>Option 3</u><br><u>None</u> |
| System Preparation                   | \$ 10,500.00                      | \$ 10,500.00                     | \$ 10,500.00                   |
| Training                             | \$ 14,470.00                      | \$ 9,600.00                      |                                |
| 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                      | \$ 26,070.00                     | \$ 15,510.00                   |

Please call me directly at 877-673-7800 with any questions.

Very truly yours,

Computer Information Systems, Inc.

*Michael Yefsky*

Michael Yefsky  
President

## DETAILED COSTS

### OPTION 1: ON-SITE TRAINING

#### 1.0 Professional Services

#### 1.1 System Preparation

Download Data  
 Create Test System  
 Apply NIBRS Code Changes  
 Modify Code Tables and Create Cross References  
 Convert Data  
 Install NIBRS System on Wood County Training Server

\$ 10,500.00

#### 1.2 Training

##### On-Site Training Classes

| Class                         | Students | Students/<br>Class | Hours/<br>Class | Classes | Rate/<br>Class | Total              |
|-------------------------------|----------|--------------------|-----------------|---------|----------------|--------------------|
| System Manager                | 5        | 5                  | 8               | 1       | \$2,400.00     | \$ 2,400.00        |
| IBR Training                  | 10       | 10                 | 24              | 1       | \$7,200.00     | \$ 7,200.00        |
| <b>On-Site Training Total</b> |          |                    |                 |         |                | <b>\$ 9,600.00</b> |

**Note: The IBR Training Class is a 3 Day Class, 8 Hours per Day**

##### On-Site Live Operation Service

| Function                       | Days | Rate/<br>Day | Total              |
|--------------------------------|------|--------------|--------------------|
| Sheriff                        | 1    | \$1,200.00   | \$ 1,200.00        |
| <b>Cut-Over Services Total</b> |      |              | <b>\$ 1,200.00</b> |

##### Travel and Diem Expenses

\$ 3,670.00

##### Training Total

\$ 14,470.00

#### 1.3 Production System Records Conversion

\$ 3,600.00

##### TOTAL

\$ 28,570.00

#### 2.0 Project Management @ 10%

\$ 2,857.00

##### GRAND TOTAL

\$ 31,427.00



## OPTION 2: TRAINING AT CIS

### 1.0 Professional Services

#### 1.1 System Preparation

Download Data  
Create Test System  
Apply NIBRS Code Changes  
Modify Code Tables and Create Cross References  
Convert Data  
Install NIBRS System on Wood County Training Server

\$ 10,500.00

#### 1.2 Training

##### Training Classes at CIS

| Class                  | Students | Students/<br>Class | Hours/<br>Class | Classes | Rate/<br>Class | Total       |
|------------------------|----------|--------------------|-----------------|---------|----------------|-------------|
| System Manager         | 5        | 5                  | 8               | 1       | \$2,400.00     | \$ 2,400.00 |
| IBR Training           | 10       | 10                 | 24              | 1       | \$7,200.00     | \$ 7,200.00 |
| On-Site Training Total |          |                    |                 |         |                | \$ 9,600.00 |

Note: The IBR Training Class is a 3 Day Class, 8 Hours per Day

Training Total

\$ 9,600.00

#### 1.3 Production System Records Conversion

TOTAL

\$ 3,600.00

\$ 23,700.00

#### 2.0 Project Management @ 10%

GRAND TOTAL

\$ 2,370.00

\$ 26,070.00



### OPTION 3: NO TRAINING

#### 1.0 Professional Services

##### 1.1 System Preparation

Download Data  
Create Test System  
Apply NIBRS Code Changes  
Modify Code Tables and Create Cross References  
Convert Data  
Install NIBRS System on Wood County Training Server

\$ 10,500.00

##### 1.2 Production System Records Conversion

\$ 3,600.00

TOTAL

\$ 14,100.00

##### 2.0 Project Management @ 10%

\$ 1,410.00

GRAND TOTAL

\$ 15,510.00





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

Thursday, May 31, 2018

Lincoln County Services Building  
Merrill, WI 54452

**MINUTES**

**CALL TO ORDER:** North Central ITBEC Board Chair Mike Klimoski called the meeting to order at 10:00 a.m.

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

**APPROVAL OF MARCH 29, 2018 JOINT MEETING MINUTES:** Motion by Anderson, second by Winkler, to approve the March 29, 2018 joint meeting minutes as printed. Motion carried.

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

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May 31, 2018

**CHAIR'S REMARKS:** Chair Klimoski said that it seemed like it went from winter to summer in two weeks. The National Forest Service campground at Boulder Lake in western Oconto County has announced it will be operational this summer after briefly shutting down over safety concerns.

**PROJECT DIRECTOR'S REPORT:** Bill Korrer explained the ITBEC philosophy to the new members in the group. Mr. Korrer also explained the current meeting schedule of the last Thursday in odd-numbered months, rotating the meeting location alphabetically among the participating counties.

- 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 WCA suit has been consolidated with several hundred others and is assigned to the Federal Court for the northern district of Ohio. The presiding judge has made it clear that he is going to try and streamline the proceedings and has ordered both sides to begin settlement negotiations.
- b. Northwoods Rail Transit Commission: The Rail Transit Commission is going to a quarterly meeting schedule. Their most recent meeting was scheduled for April 18, 2018. They did file an objection to the proposed discontinuance of service by Wisconsin Central, Ltd. - a subsidiary of Canadian National Railroad, on the 49 mile section of track from Rhinelander to Goodman. Wisconsin Central affirmed they are just asking for a discontinuance of service and not abandonment, which would permit the removal of the rail, ties, and associated infrastructure. Also on their agenda for that meeting was a rail user survey that is trying to gauge the extent of existing rail users and potential rail users in North Central and North Eastern Wisconsin.

**FINANCIAL REPORT:** Bill Korrer explained the financial report format, dues history, and the ITBEC fiscal guidelines for the new members. At the present time, the North Central ITBEC has an undesignated fund balance of \$18,619.10. Mr. Korrer informed the group that there are only one or two possible sports show mileage reimbursement requests that are still out there. They were sent to the sports show workers around March 21, 2018. Motion by Hamilton, second by Chaney, to set a cutoff date of May 1st for submission of sports show mileage reimbursement forms. Motion carried.



- a. Consideration of Allocating Funds to Promotions Budget: Bill Korrer informed the Board that there is a modest \$244.14 balance in the Promotions Budget line item account. Angie Close and Cindy Burzinski recommended that a minimum of \$10,500 be infused to the Promotions Budget. Motion by Winkler, second by Hamilton, to transfer \$10,500 from the North Central ITBEC Project Funds account into the Promotion Budget line item account. Motion carried.

#### **MARKETING REPORT:**

- a. 2018 Sports Shows Update: Cindy Burzinski and Angie Close said that the 2018 Green Bay RV & Camping Show continued to be the best sports show for the North Central ITBEC. The Milwaukee Journal Sentinel Sports Show ranked second, with the Tinley Park, Illinois show in third. They said the Tinley Park show is the best Illinois venue to date, with many of the attendees at least somewhat familiar with the destination. Coupled with that was the good representation of businesses individually promoting their properties, which gave the show attendees a better snapshot of everything North Central Wisconsin has to offer. They added that so far, this is the best Chicago-area show the North Central ITBEC has attended.
- b. 2018 Promotions Plan Update: Angie Close, Samantha Boucher, and Cindy Burzinski explained that the marketing team has begun booking booth space for the 2019 show season. Once again, they will be using the Department of Tourism social media co-op program, along with select print media placements. The team is also exploring the possibility of a fourth sports show, but no decision has been made in that regard.

**DEPARTMENT OF TOURISM UPDATE:** Jeff Anderson shared with the group details of the 2017 tourism economic impact numbers for the state and the member ITBEC counties. Generally speaking, direct visitor spending and state and local tax collections were up across the region.

**COUNTY ISSUES ROUNDTABLE DISCUSSION:** Angie Close said that Langlade County Economic Development Corporation has received notification that the state may be calling in any CDBG RLF balances and plus any loans and asking for the cash. In Langlade County's case alone, this could reach as high as \$2 million. The dollars would eventually be "loaned" back to the county, but without the restrictive federal mandates.

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Committee Joint Meeting Minutes

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Ms. Close will be attending the WCA Board of Directors meeting to hear a presentation on the subject. The possibility of having to repay the cash reserves and already loaned-out dollars greatly overshadows the removal of the burdensome federal regulations, Langlade County isn't the only one that may be impacted by this decision.

**CONSIDERATION OF ITEMS FOR FUTURE AGENDA:** Election of Officers; Set 2019 Dues.

**SET NEXT MEETING DATE:** The next meeting will be on July 26, 2018 in Oconto County. Exact location is to be determined.

**ADJOURNMENT:** Motion by Idsvoog, second by Hamilton, to adjourn at 11:37 a.m.  
Motion carried.

(4)

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Forestry/Agriculture/Wildlife Committee Meeting Minutes**  
**May 17th, 2018**  
**Golden Sands RC & D Office, Stevens Points, WI**

**Attendees:** Al Barden (Member-at-Large); Bill Clendenning (Wood); Amy Thorstenson (Golden Sands RC&D Staff); Ben Stanflig (Taylor County); Josh Beneš (Golden Sands RC&D Staff); Merlin Becker (Member-at-Large)

**Last Meetings Minutes:** Gary Beastro called to approve minutes. Bill Clendenning seconded. Motion passed unanimously.

**NRCS Co-Employment Contract:** We got at least a portion of the reward. Some of the reward will be adapted. May be less money than we asked for. More specifics will come soon.

**Bluebird and Bat Houses:** Jay Kortz came to EAB workshop on the Waupaca area. He is providing free ash wood for the houses.

**Tree shelters:** Some sales the last two months. Maybe needs more promotion. For next meeting we should get a total of the number of orders.

**Stevens Point Area Neighborhood Gardens (SPANG):** Tried to raise funds via GoFundMe for wood for raised beds at Cornell/Whitney site. Unfortunately, not enough funds were raised. Used revenue from bluebird houses for the wood. On 5/15 students volunteered and built all raised beds.

**Grazing Technical Service Provider Work:** Haley Schultz, an experienced grazing plan writer, wants to remain independent. Therefore, we are looking for a contracted provider who can be employed by Golden Sands RC&D. Currently we will just guide farmers to the TSP on the NRCS website. Hopefully we will be able to coordinate pasture walks. Stanflig pointed out that TSP requirements have been loosened in recent years. They have some type of 3-day training in order to get certification. Stanflig said the person to contact about this is Brian Pilsbury.

**Woods & Wildlife for Today & Tomorrow (WWFTT):** Beneš just hosted two different landowner meetings in Monroe County. He also is working on finalizing a new Level 3 DMAP in Marathon County with 5 different landowners. 4 Level 3s are complete in Adams, Waushara, Portage, and Waupaca. In Wood County, Josh has been trying to connect to 3 other landowners through the half mile rule from a "core" of 5 landowners that have enough to enroll into a Level 3 DMAP. Beneš will be hosting a landowner meeting in the Emmons Creek Fishery Area on September 8th and another landowner meeting for Deerfield residents in Waushara County on September 27th. Beneš is planning on doing work in Juneau County soon. A \$4950 grant came through from the UW-Center of Cooperatives to host follow-up landowner meetings in Spring 2019.

**Emerald Ash Borer:** Looking at Urban Forestry grants. Seeing if catastrophic recovery counts toward EAB.

**Smart and Connected Communities:** This project has been tabled until next year. Farmshed will be working on the logistics of the project after they have their plant sale.

**Demonstration Forests:** Becker provided some brief updates during the meeting. He has landowners lined up and identified in Adams County owned by Cleo and Richard Hendrickson. In Portage County, Cathy Guth has woodland that can work at a demonstration forest. In Waushara County, things are still up in the air. Becker needs to get a hold of the new property owner of the James Rivers property.

Respectfully submitted,

Josh Beneš

Temporary recording secretary

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**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**May 17, 2018**  
**Golden Sands Office, Stevens Point, WI**

**Call to Order:** Ed Hernandez called the meeting to order at 9:22 a.m.

**Attendees:** Al Barden (Member-at-Large), Reesa Evans (Member-at-large), Diane Hansen (proxy for Gary Beastrom, Marathon Co), Ed Hernandez (Waushara), Denise Hilgart (Golden Sands RC&D Staff), & Amy Thorstenson (Golden Sands RC&D Staff). Not Present - Deb Jakubek (Member-at-Large), Hugh O'Donnell (Member-at-Large) and Ed Miller (Marquette). Also Present - Bill Clendenning (Wood).

**Minutes:** Correction to be made: Under Treasurer's Report, should read, "Motion to approve and send on to full Council." Motion made by Evans, seconded Barden, to approve minutes of the last meeting with the noted correction. Motion carried unanimously.

**Treasurer's Report:** Thorstenson passed out the treasurer's report. There were no dispersals or receipts out of the norm. No use of the contingency fund. Motion by Evans, seconded by Barden, to forward to the full council. Motion carried unanimously.

**Financial Procedures:**

**Endowment Funds:** Copies of information on the Natural Resources Endowment Funds were passed out. There will be a presentation in July. The minimum investment is \$15,000. After one year, there is 4.5% interest paid out yearly. A 1% annual administration fee is charged. This is way above the money market interest of 0.5% received currently.

**Joe Piechowski Memorial Fund:** The interpretive sign has been installed. The smoke tree plaque is completed, but not yet installed.

**Development and Marketing Plan:** Thorstenson will work on updates and a new newsletter. Kuehnhold left no draft to carry forward on. No LCCC updates will occur until new county reps have been appointed. Counties with new reps need updates the most. Nothing new on direct marketing.

**Staff & Membership:**

**Dues:** This is the year we are scheduled to review the dues amount. Green Lake, Taylor, and Marathon Counties have paid the full \$1900. The following counties paid: Outagamie, \$960; Waushara, \$600; Marquette, \$500; Wood, \$800; Portage/CWWP: \$663. The following counties have not paid: Adams, Juneau, Monroe and Waupaca. Farmers Union has also not paid.

Thorstenson has recalculated minimum expenses to be covered of \$34,000. Expected income is \$46,000, but we finished in the red last years, so she believes it is too early to reduce dues. A NRCS grant is expected, but not as much as originally anticipated (\$800,000 was applied for).

Hernandez suggests lowering some and explains that Multiple Discharge Variance money may be available next year.

**Career Ready Intern:** In this program, the college pays for a student to work at GS. Thorstenson believes a business intern would be the most useful. We are waiting for a student to apply.

**Personnel Reviews:** Personnel reviews have just started, but have not gotten very far.

**Council Purchases:**

A Go Fund Me page for repairs to the community gardens was started, but proved unsuccessful. The Wisconsin River Academy students were ready to do the work. Discovering that there was over \$6000 in the bluebird house account, about half of that money was used to complete the repairs. Emerald ash borer wood was donated to make more bluebird houses; it was dropped off at Amherst already.

**Insurance & Benefits:**

Hilgart investigated contractors v. employees and insurance coverage related to each. It appears that bringing on the SCUBA divers for hand-pulling invasives as employees is the most cost-efficient and covers liabilities better. They will be hired on an as-needed basis. 3 projects are already set up; another 4 or so are pending.

**Personnel Policy & Procedure Handbook:**

The Wisconsin Association of RC&D Councils' "Branding and Visual Identity Guide Book" was handed out. It will include a change in the WI Association's website. GS is the RC & D that it will least affect, since it already has a similar plan. The 2017 GS Highlights are available for pickup today.

**Other Business:**

None.

**Adjournment:** The meeting was adjourned at 9:55 a.m. upon motion made by Barden, seconded by Evans.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D

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**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Water Committee Meeting**  
**May 17, 2018**  
**Golden Sands Office, Stevens Point, WI**

**Call to Order:** Al Rosenthal, acting chair, called the meeting to order at 10:03 a.m.

**Attendees:** Anna Cisar (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Chris Hamerla (Golden Sands RC&D Staff); Diane Hansen (Marathon); Ed Hernandez (Waushara); Bill Leichtnam (Wood); Paul Pisellini (Adams); Al Rosenthal (Marquette); Joe Tomandl (Taylor).

**Minutes:** Motion made by Pisellini, seconded by Tomandl, to approve minutes of the last meeting. Motion carried unanimously.

**New Projects:** No new projects.

**Update on Groundwater Protection:** Leichtnam noted that without the legislature in session, there had been no activity on any legislation.

**Staff Updates:**

Anna Cisar and Chris Hamerla have both been working on wrapping up old AIS grants to apply for reimbursements. Plants were dug up for purple loosestrife beetle rearing last week. New interns will start this week. A milfoil identification school will be held on 6/14 in Montello. They will be participating in some plant identification programs to get certification. Milfoil surveys are set for this summer. Invaders of the Waters curriculum is in its final stages. They will be presenting on it at the Upper Midwest Invasive Species Conference in October of this year.

**Project Updates by County/Committee/Agency:**

Bill Leichtnam (Wood County): Leichtnam discussed a recent article on the EPA investigation into the area around the Central Sands Dairy in Juneau County. There have been several reports of harm to humans alleged to be related to contamination by the drinking water around the dairy. Several private wells have tested in the 40s of nitrate, far above the safe drinking level of less than 10. The EPA drilled about 41 monitoring wells at two levels and tested at least 30 private wells in the area. Results are pending. Well testing of about 90 other wells in Juneau County will happen on 5/30. Wood County set up its own water testing lab. 10 monitoring wells were installed in the Town of Saratoga. One of them has been steadily rising in nitrates, likely due to the use of commercial fertilizer. Wood County has applied for an Americorps team to do some work at Powers Bluff.

Paul Pisellini (Adams County): The Town of Rome installed 4 monitoring wells along the Wood/Adams county border. There will be a water quality workshop in the Town of Rome for waterfront property owners on May 26. The position of County Conservationist in Adams County is vacant; he is not sure when it will be advertised or filled. Work on drafting the 9 Key Element plan for 14 Mile Creek has started.

Joe Tomandl (Taylor County): The maple festival and county tree sale were completed, but the Buckthorn Bash is coming up. Price and Taylor counties are working on invasives in the federal forests. Stream sampling has resumed. A CAFO is interested in coming into Taylor County.

Ed Hernandez (Waushara County): Conservation Field Days has finished up. The county will be starting private well testing next week as part of a three-year plan to establish a baseline. Most of the high capacity wells are in the western part of the county, where the testing will start, then testing will move east. Nothing so far has tested over 30 for nitrates. Lake packets are being put together. Stream and lake level monitoring have resumed. The county is still participating in drafting the Lake Winnebago management plan, which may ultimately become a 9 Key Element plan.

Reesa Evans (Adams County): She is writing the 9 Key Element plan for 14 Mile Creek, working with the Adams County Land & Water Conservation Department. The county received a grant for evaluating the beach clubs on the Tri-Lakes and making a plan for their restoration as part of the 9 Key Element plan. There are two new committee members for the LCCC in Adams County who are also new to the county board. The county tree sale recently completed as well.

Al Rosenthal (Marquette County): The next Marquette County lake group meeting is June 14. Eric Olson will be speaking. A Democratic candidate is using clean water as part of his campaign. Consultants have been hired by the federal government to investigate the Upper Fox River and get conservation groups together.

Diane Hansen (Marathon County): There was a meeting with stakeholders of the Eau Plaine Partnership for Integrated Conservation. Its goals include: reducing phosphorus levels; improving soil health and water quality. They will have a display at the dairy breakfasts. A producer-led grant will be applied for. A public hearing on the rewritten metallic mining ordinance will occur on May 30. Shore restoration demo sites are set up on Mission Lake and Lake DuBay.

**Adjournment:** Upon motions by Leichtnam/Evans, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Reesa Evans  
Temporary Recording Secretary



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**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**May 17, 2018**  
**Golden Sands RC & D Office, Stevens Points, WI**

**Attendees:** Al Barden (Member-at-Large); Merlin Becker (Member-at-Large); Steve Bradley (Portage); Bill Clendenning (Wood); Reesa Evans (Member-at-Large); Diane Hansen (Marathon); Ed Hernandez (Waushara); Bill Leichtnam (Wood); Paul Pisellini (Adams); Al Rosenthal (Marquette); Ben Stanfley (Taylor); Amy Thorstenson (Golden Sands RC&D Staff); Anna Cisar (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Joe Tomandl (Taylor).

**Call to Order:** Barden, Vice-President, called meeting to order at 11:10 a.m.

**Introductions:** At the request of Barden everyone attending verbally identified himself or herself and named the organization and/or county being represented.

**Approval of Minutes:** Motion made by Clendenning, seconded by Becker, to accept the minutes of the March 2018 meeting as written. Motion carried unanimously.

**Treasurer's Report:** The treasurer's report for March and April 2018 was passed around. Thorstenson indicated there were no out-of-the-ordinary expenses. Dispersals and receipts were fairly standard. No use of the contingency fund. More bills being paid on-line have reduced the number of checks written. There are still some WDNR reimbursement requests to submit. Motion made by Clendenning, seconded by Rosenthal, to accept and file the treasurer's reports.

**Old Business**

**Wisconsin RC & D Update:** Barden reported there was a state meeting on May 4. 4 Councils attended. Town & Country and Pi-ru-da RC & D have dissolved. A representative of Clean Wisconsin gave a presentation about water quality trading. Bob Walker presented the new state brochure. There will be a free RC & D booth at Farm Technology Days July 10-12, 2018. Volunteers are needed. A towns meeting will happen in October. A draft of a letter to Bob Wakeman of the WDNR about RC & D funding was discussed. August 16, 2018, is the 50<sup>th</sup> anniversary of Lumberjack RC & D. The next state meeting is set for July 27.

**3-Year Plan Steering Committee:** Kuehnold did not leave any of the work he supposedly had done on the plan to be used, so it will be necessary to start from scratch. Thorstenson is looking for a professor or students who might be interested in working on the business plan.

**Joe P Memorial:** Thorstenson said the interpretive sign has been installed. The plaque for the smoke tree is still not installed. Final disbursement has been received.

**Update on Groundwater Legislation:** Leichtnam indicated that with the legislature not in session, there is nothing new on this issue.

## **New Business**

**Change of July 2018 Meeting Date:** Thorstenson noted that the regular July meeting date of July 19 conflicts with the state county conservationists meeting, so suggests that an alternate date of July 26.

**Confidentiality and Non-Compete Document:** Thorstenson passed around the document that new employees are required to sign. There is some language that needs to be changed. Originally, when staff signed it, they received a \$100 cash bonus. However, for new employees, their bonus getting the job, so the language about cash bonus needs to be deleted. Motion by Rosenthal, seconded by Evans, to remove the language as noted. Motion carried unanimously.

**Election of Officers:** Hugh O'Donnell was re-elected president upon unanimous ballot, original motion by Clendenning, seconded by Evans. Al Barden was re-elected vice-president upon unanimous ballot, original motion by Clendenning, seconded by Rosenthal. Reesa Evans was re-elected secretary upon unanimous ballot, original motion by Clendenning, seconded by Rosenthal. Gary Beasom was elected treasurer on unanimous ballot, original motion by Evans, seconded by Clendenning.

**Guest Speaker:** Scott Laeser of Clean Wisconsin gave a short presentation on Wisconsin's Phosphorus Rules and the options for water quality trading. Copies were passed out to attendees. County cost-sharing from the state cannot be used for trading, but the NRCS does allow it. No credits can be generated from projects already done.

## **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported on the meeting this morning. No closed session was held. The minutes of the prior meeting were accepted. The treasurer's report was forwarded to the full council. Thorstenson passed out information on the Natural Resources Foundation's endowment program and announced there will be a presentation at the July meeting. The interpretive sign has been installed in the green space; however, the sign for the smoke tree about Joe Piechowski is still not installed. Work is ongoing for a new newsletter. No LCCC meetings have occurred; they will resume after new county boards are seated and representatives appointed. Most council counties have paid their 2018 dues; however, the following counties have not: Adams, Juneau, Monroe and Waupaca. Wisconsin Farmers Union also owes the 2018 dues. Thorstenson noted that this is the year for review of the dues amount. The Career Ready Intern program was explained. Personnel reviews have just started. Some repairs to the community gardens were completed using funds from the bluebird house fund. After investigation by Hilgart, it seems best to bring on SCUBA divers for hand-pulling invasives as employees. Draft 2 of the WI Assoc of RC&Ds' Branding & Visual Identity Guide was passed out.

**Forestry/Agriculture/Wildlife Committee Report:** Thorstenson reported on today's Forestry/Agriculture/Wildlife meeting. No new projects. She will be meeting with the NRCS on 5/29/18 to discuss a contract with that agency. Central Wisconsin Woodlots Management will donate EAB ash wood to be used for bluebird houses. There were a few tree shelter sales, but more promotion is needed. A Go Fund Me attempt to raise money for community garden repairs was unsuccessful; funds were taken from the bluebird house sales. Money is still needed for

garden signs. No contractor for grazing plans has been found yet. Until one is found, requests for grazing plans will be referred to the NRCS TSP list. A grant will be written to submit for the Woodlands & Wildlife program next year. Grant for EAB recovery are also being sought. Demo forest signs need to be funded. Demo forests for Adams County (Cleo & Richard Hendrikson), Portage County (Cathy Guth), and Waushara County are still in the air.

**Water Committee Report:** Evans reported on today's water meeting. No new projects. New LTEs will be starting this week. Leichtnam discussed a recent article about EPA testing on the area around the Central Sands Dairy in Juneau County. Leichtnam reported that 10 monitoring wells were installed in the Town of Saratoga. Wood County has set up its own water quality testing lab. Pisellini said that 4 wells were installed in the Town of Rome along the border. Drafting of the 9 Key Element for the Fourteen Mile Creek watershed has started. Wood County has applied for an Americorps team to do work on Powers Bluff. Tomandl noted that the maple festival and county tree sale occurred recently in Taylor County. The Buckthorn Bash is upcoming. Price and Taylor counties are working on invasives in the national forest. A CAFO wants to come into the county. Waushara County will start private well testing next week as part of a 3-year plan to establish a baseline status. Work on a plan for Lake Winnebago, involving several counties, is ongoing. Eric Olson will be speaking at the next Marquette County lake group meeting. Hansen announced that the Eau Plaine Partnership for Integrated Conservation held a meeting of stakeholders. Among other things, it intends to apply for a farmer-led grant. A public hearing on the revised metallic mining ordinance will be held on May 30. Hamerla and Cisar reported on their recent activities and upcoming plans. Specific information is contained in their written reports. A milfoil identification school will be held on June 14 in Montello. The Invaders of the Waters curriculum is being finalized.

**New Projects:** None.

**Staff/Project Reports:** Written staff reports were sent out electronically before the meeting.

**Agency/Partner Reports:** None.

**Other Reports:** The NCRS annual report is available. Copies of the new Farm Fresh Atlas and 2017 Golden Sands Highlights are also available. There are also extra copies of the EAB brochure.

**Next Meeting:** The next meeting will be July 26, 2018.

**Adjourn:** The meeting was adjourned at 12:38 p.m. on motion by Becker, seconded by Leichtnam.

Respectfully submitted,  
Reesa Evans  
Secretary, Golden Sands RC & D



*Activities Report for Shane Wucherpennig July/August, 2018*

- **July 1** – Staff Meeting, Worked on Mill Creek Watershed 9 Key Element Plan.
- **July 3** – Travel to Dane County to Borrow Stream Model for our Farm Tech display area.
- **July 5** – Attended CEED meeting.
- **July 9** – Met with a landowner on streambank rip-rap project for Four Mile Creek.
- **July 10** – Progress Pavilion tent at Farm Technology days.
- **July 12-24** – Vacation
- **July 25** – Update GIS projects, Worked on Mill Creek Watershed 9 Key Element Plan
- **July 26** – Golden Sands RCD water resource committee meeting & Council meeting.
- **July 27** – Worked on Otter Creek Waste Storage Facility design.
- **June 21** – Worked on Mill Creek Watershed 9 Key Element Plan
- **July 30** – Met with Corporation Council Peter Kastenholz in preparation for the Joan Arnold Contested hearing.
- **July 31** - Worked on Mill Creek Watershed 9 Key Element Plan, Otter Creek Farms Design.
- **August 1** – In court all day for the Joan Arnold Contested hearing.
- **August 2** – In court all day for the Joan Arnold Contested hearing.

## *Activities Report for Tracy Arnold 07-2018*

### **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
- Send out bids notices for 2 approved permanent fences
- Start the designs for 6 additional permanent fences to submit to DNR for approval
- Completed 33, 2018 WDACP Fence inspections. 5 failed and currently working to get them up to standards and specs
- Completed 350 acres of alfalfa appraisals

### **Non-metallic mining reclamation program**

- Met with Peter K several times regarding the Joan Arnold/Badger Sandstone hearing (202 hours to date invested)
- Preparing for 2<sup>nd</sup> day for Joan Arnold/Badger Sandstone hearing. (Scheduled for Aug 1<sup>st</sup>)
- Preparing for 3rd day for Joan Arnold/Badger Sandstone hearing. (Scheduled for Aug 2nd)
- Updating NMM databases
- Processing pond exemptions as they come in
- Working with Peter K regarding CIM bankrupt issues
- Filled a record request from Gary Drier for CIM
- Processing numerous public record request
- Working with Cooley Frac regarding a new permit application and permit transfer

### **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
- Ordering re-supplies for tree sale needs
- Reserving trees for our 2019 tree sale
- Supervising Alex regarding my programs in the office and field and taking him along on assignments
- Conducted mid internship interview with UWSP intern Coordinator Dr. Rob Michitsch
- Staffed LWCD booth at Farm Tech Days
- Re-visited purple loosestrife beetles release site and submitted paperwork to DNR
- Requested new tree sale program from IT, current one is from 1995
  - Sat down with IT to go over what our current program does and brainstorm ideas to make it better and more efficient

## **Activities Report for Adam Groshek – July 2018**

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

- ~Asbuilt documentation of manure transfer hopper for Duckett's future manure bedding stacking pad.
- ~Permanent CREP easement discussion with DATCP, site visits, and GPS locating of corners will follow to ensure compliance.
- ~CREP site visits and maintenance discussions with Brockman, Buck Run Campground, Gebert, Greiner, Gruber, Haffenbraedl, Wehling, and Huser.
- ~Discussion with FSA and NRCS over a few new CREP/renewal CREP landowners for 2018.
- ~Lee Accola manure abandonment site visits, ongoing delays with the current contractor and with farm hay harvesting, and discussions on working with another contractor to do the work instead.
- ~Site visit and streambank survey for future rock riprap project for Bob Wilson.
- ~Attendance of DNR webinar on the recently "exempt" wetlands from federal rulings and how it affects development planning in WI.
- ~Wood County LWCD webpage editing.
- ~Site visit, design, calculations for 2 grassed waterways for Jim Coenen to be installed this year.
- ~Continued investigations, water testing, and discussions with City of WI Rapids and Verso Paper personnel on the causes of the cloudy discharges into the WI River near the RiverBlock building.
- ~Working all day Tuesday at Farm Tech Days to represent the LWCD in the Progress Pavilion with a "live stream model" and offer information about the various items the Wood County LWCD does.
- ~Budgeting work for future expected Multi-discharge \$ that will be available to the LWCD in 2019 including major update from Domtar Paper.
- ~Delivery of the "live stream model" back to Madison UW-Extension office after use at FTD.
- ~Truck maintenance items.
- ~Assisting landowners with various questions on floodplains, grassed waterways, ditching, drain tiling, other drainage issues, CREP, prairie plantings, no-till, cover crops, and other cost-share practices in Wood County.
- ~Attendance of the Central Sands GW Group monthly meeting and tour of the Spudmobile.
- ~Attendance of the Wood/Juneau County Necedah groundwater meeting summarizing Nitrate testing results with insight from Kevin Masarik, DNR, and EPA.
- ~Septic systems maintenance, details, and problems webinar.
- ~Discussion with Bill Thiel on the future construction of a cantilever manure pushoff and required permits, plans, etc.
- ~Training the LWCD intern how to use Survey-Grade GPS in the field.
- ~Discussion with DNR on another complaint with the Huser Slurrystore, the inability for the crust to be broken up within it, and future problems if it isn't managed properly.
- ~Site visit, design, inspection, and filing of the required paperwork for the abandonment of an old 6" barn well for Russ Bauer.
- ~Job approval authority update and renewal for conservation practices from Shane and DATCP.
- ~Attendance of the Wood/Juneau County Health and LWCD department meeting over nitrate issues in Towns of Armenia and Port Edwards with Doug Machon in Shane's absence.
- ~Required July IT Security Training
- ~Arranging job shadowing time for the LWCD intern with the Parks department for more experience.

## Activities Report for Emily Salvinski July 2018

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- **Monday, July 2.** Staff Meeting to discuss farm tech days. Caught up with wild parsnip reporting to EDDsMapS and geotagging pictures to parsnip database. Sent a NMP review requested by DATCP.
- **Tuesday, July 3.** Invasive geodatabase maintenance.
- **Wednesday, July 4.** Off
- **Thursday, July 5.** Created impaired waters map for 9-key plan. Tried tracking down wetland datalayer.
- **Friday, July 6.** Vacation Day.
- **Monday, July 9.** Prepped handout materials for farm tech display. Maintained pollinator garden. Started stuffing envelopes with summer newsletter.
- **Tuesday, July 10.** Wild parsnip in field mapping, added updates to database. Helped with summer newsletter mailing.
- **Wednesday, July 11.** Put together wetland, potentially restorable wetland map for 9-key plan.
- **Thursday, July 12.** Manned booth at Farm Tech Days.
- **Friday, July 13.** Received question/tip on wild parsnip from someone who read newsletter. Mapped to database.
- **Monday, July 16.** Off-Camping
- **Tuesday, July 17.** Prepped and mailed cost share info/letter to interested landowner who saw newsletter. Received parsnip notification from EDDmaps and added to our database.
- **Wednesday, July 18.** Attended employee feedback meeting. Updated parsnip report and turned it into brochure.
- **Thursday, July 19.** Geotagged photos to parsnip database. Went out on a parsnip tip that came on the phone, they weren't sure what it was.
- **Friday, July 20.** Put the photos I took of parsnip tip that wasn't wild parsnip and compared them to actual wild parsnip and sent letter so caller could learn the difference. Edited wild parsnip gis datase.
- **Monday, July 23.** Looked up information on potential cost-share person. Visited mow site of wild parsnip. Prepped wild parsnip look-alike form for all the call-ins that weren't wild parsnip so far over the two summer seasons.
- **Tuesday, July 24.** Added mowing photos to GIS database and promotional fliers. Put together information (parcel IDs, acres,...) for cost-share of no-till acres.
- **Wednesday, July 25.** Wildlife damage survey. Contract write-up for no-till cost-share.
- **Thursday, July 26.** Put together reimbursement request for NMFE grant. Pollinator garden maintenance.
- **Friday, July 27.** Submitted NMFE reimbursement request. Mapped parsnip points visited and controlled by Shane.
- **Monday, July 30.** Gathered information for a landowner interested in cost-share. Gathered 2018 NMP stats.
- **Tuesday, July 31.** Landowner visit to describe NM and cost-share options. Checked fields in cost-share contract and mapped to database so we cost-share them one time.

### ***Activities Report for Lori Ruess – July 2018***

- Attended July 2nd staff meeting and completed minutes.
- 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 July payrolls
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll (WRS).
- Completed and passed July's IT Security Training and quiz on Social Engineering Basics Training.
- Staffed the Land & Water Conservation booth at Farm Technology Days and assisted take down of booth on the last day of the event.
- Prepared/mailed/emailed over 2,000 Conservation Connection newsletters.
- Met with Dan & Wendy from IT and Tracy to go over current tree/shrub sale program and brainstorm ideas to make it more efficient.
- Mailed the Wildlife Damage Abatement and Claims second quarter reimbursement request to DNR.
- Met with Shane and Tracy to discuss budgets.
- Worked on the 2019 Land & Water Admin, DATCP, Wildlife Damage, Nonmetallic Mining, Mill Creek, Multi Discharger Variance (MDV) and 14-Mile Creek budgets.
- Completed cost-share contract for Russell Bauer – well closure.
- Completed cost-share contract for James & Joanne Coenen - waterway system.
- Completed July wellness Lunch & Learn on Bike Share Program.
- Working on cleaning/organization of electronic files.
- Organized County Board and CEED packet information and took to County Clerk's office.



## Activity Report for Alex Delaney-July 2018

- 9-Key Plan: Mapping fields with no NMP in Mill Creek Watershed using GIS ArcMap
- Inspect wildlife fences around Wood County and determine if each fence passed/failed. If failed we wrote fence owner a letter why.
- CREP site inspections (walking field to check plant cover and checking to make sure landowner is mowing/burning CREP site)
- Organized tree nets for next year's tree sale
- Water prairie plants in front of River Block building
- Appraising wildlife damaged fields (checking for eaten buds, corn seeds ripped from ground, and thin patches of alfalfa, etc.)
- Collect stream discharge data from 5 Mile Creek, Bloody Run Creek, and 2 Mile Creek. Also, input data into SWIMS on DNR website.
- Set up and attend Farm Tech Days and educate people on invasive Rusty Crayfish.
- Dig up and control wild parsnip along roadsides throughout Wood County.
- Attend various presentations and discussion groups including a CEED meeting at the courthouse, CSGG meeting in River Block, and a UW Extension environmental education meeting.
- Determine tree species for upcoming tree sale and also choose which local nursery we will be ordering from.
- Investigate a non-metallic mining site that is currently closed, but dumping of materials was taking place at the location.
- Inspect 4 Mile Creek erosion and survey for rip-rap installation.
- Job shadow Planning & Zoning department employees and inspect holding tanks, floodplain zones, and ... with Jeff B. and Stevana S.
- Surveying for septic tank installation with the P & Z Dept.
- Surveying to make sure a homeowners holding tank was installed properly in Grand Rapids.
- Collect and measure two well depths in Port Edwards using a tape measure.

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 August 15, 2018

**1. Economic Development & Planning (Jason Grueneberg)**

- a. Marshfield Wenzel Plaza and Farm Technology Days – On July 12<sup>th</sup>, I spent the afternoon in the city of Marshfield. The purpose of the visit was to tour the completed Wenzel Plaza, and check out Farm Technology Days. Both projects are substantial contributors to Economic Development in the County, and the County has been an active participant in both. Farm Technology Days has come and gone and by all accounts a huge success and I hope that many of you had a chance to see it for yourself. I encourage all of you to check out Wenzel Plaza which is quickly becoming one of Marshfield's most popular gathering places and entertainment venues.
- b. ATV/UTV Trails and Routes Meeting – On July 16<sup>th</sup> and July 31<sup>st</sup> meetings to discuss ATV trails and routes were held. Much of the work at those 2 meetings included looking at County-owned land and determining the feasibility of developing trails on County forest roads. In addition there has been ongoing discussion regarding DNR grant funding options, trail development and maintenance costs, enforcement activities, and trail head development. Staff has been conducting field verification of routes and trails using vehicles and will likely use ATVs to check some areas for trail development possibilities.
- c. City of Pittsville – On July 18<sup>th</sup>, I attended a joint meeting of the City Council/Community Development Authority/Planning Commission in the City of Pittsville to talk about economic development resources that are available to the City. Other economic development staff from the Wisconsin Rapids and Marshfield Chambers, REGI, and MSTC participated in the meeting also. The City is considering developing an organization to support businesses and growth in the community.
- d. Planning & Zoning Budget – In the past few weeks I have spent a considerable amount of time developing a budget that meets, or closely as possible meets the budget parameters set by the County Board Chairman. The general approach taken to do this includes having the CEED Committee consider increasing current department fees by year end, and implementing a couple new programs that contribute to the health and safety of County residents by promoting safe

groundwater. The programs being considered include inspection of new wells, and review of mound system plans. Both of the aforementioned functions are currently performed by the State. The proposed budget will be reviewed by the CEED Committee at a special meeting in the next few weeks.

- e. Marshfield Economic Development Board – On August 2<sup>nd</sup>, I attended the Marshfield Economic Development Board meeting. At the meeting items discussed included economic activity updates, a request for property cleanup assistance, and the 2019 Economic Development Board Budget.
- f. County Bicycle and Pedestrian Plan Update – On August 8<sup>th</sup>, I met with Health Department staff to discuss applying for Wisconsin Department of Transportation grant funding to update the 1995 Wood County Bicycle and Pedestrian Plan. Next steps in the process include determining the grant application timeline, reviewing recently completed plans from other counties, and identifying stakeholders that will participate in the planning process.
- g. Central Wisconsin Economic Development Fund Executive Committee – On August 8<sup>th</sup>, I participated in the CWED Executive Committee meeting to discuss options for future administrative services of the fund. The fund is currently administered by CAP Services until October 1, 2018, and an extension until December 31, 2018 may still be possible. The CWED Board will take action on options at their next meeting on August 15. Options include negotiating with CAP Services to extend the contract for a period of time, or putting the administrative services out to bid.

## 2. Planning (Adam DeKleyn)

- a. Plat Review Officer – (3) CSM's were submitted for review/approval. (6) CSM's were approved/recorded. (2) CSM's are pending approval.  
  
(1) Condominium Plat approved/recorded: Point Cove Condominium Addendum #4.
- b. Sewer Service Area Planning (Type I Amendment: Village of Biron) – Presented proposed SSA amendment at a public hearing and Village Board of Trustees meeting (approved). City of Wisconsin Rapids has reviewed and commented on amendment. Continuing to navigate through amendment procedures. Final approval is required from WDNR.
- c. Town of Lincoln Comprehensive Plan Update – Town inventory completed. Plan Commission reviewed and approved draft Introduction Section and Issues and Opportunities Element. Community survey was sent out to all town households. 220 of 626 surveys were returned with a completion/return rate of over 35%. Survey summary report is being prepared and will be presented at next Plan Commission meeting.
- d. Town of Saratoga Community Survey Summary – Community survey was sent out. 492 surveys were completed/returned. Survey summary report

is being prepared and will be presented at a Town Board meeting in September. Survey results will be utilized in the development of a Strategic Plan.

- e. Wood County Parks, Recreation, and Open Space Plan – Continuing to prepare plan update.
- f. ATV/UTV Planning – Work group met to identify potential trail/route connections on county forest property. Potential funding mechanisms were discussed.
- g. City of Nekoosa – Request for planning assistance. Vacant parcel/land inventory prepared for city staff and City Council discussions.
- h. Flood Risk Reduction Training – APA presented tools that communities can use such as plan-making, zoning and subdivision ordinances, and local policies to actualize flood disaster resilience in a land use context.

### **3. Land Records (Justin Conner)**

- a. Farm Technology Days – Spent the better part of the first two weeks of July working onsite at Farm Tech. I worked on the Tent City team in the Ag business tents. The first week was spent laying out the vendor space inside the tents and assisting vendors find their spots. During the show our team opened the tents each morning and closed them in the afternoon. Most days were 10-12 hours long.
- b. Sheriff's Dept. Farm Technology Days App development – Developed mobile app to track patrol locations and communicate that with dispatch.
- c. ATV Trails – Attended meeting to discuss ATV trails. Created and printed various maps.
- d. Parcel Mapping – Parcel editing as new deeds and CSMs arrive. Updated website with fresh data.

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

- a. Private Sewage Program, Permitting, Maintenance and Violations
  - i. (36) on-site investigations/inspections/compliances
  - ii. (8) septic system verification letters & failing system investigations
  - iii. (2) failing septic system orders, (0) holding tank maintenance violations & settlements
  - iv. (17) soil tests reviewed, (8) soil on-sites, (10) hydrograph reports reviewed, (1) interpretive soils report reviewed
  - v. (2) holding tank plan reviews, (12) conventional plan reviews, (2) mound plan review, (0) system in- fill plan
  - vi. (17) sanitary permits reviewed

- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices & maintenance
- viii. (0) sanitary system easements (0) Undersized System Affidavit
- ix. (0) camper complaints
- x. (0) court cases for failure to comply with septic tank maintenance program
- xi. (0) meetings with holding tank offenders in office (0) meetings at property owners residence regarding holding tank violations
- xii. Continue to monitor water table fluctuations (hydrograph) at various established wells to determine the implications of the proposed high capacity wells in the Saratoga area. The correction factor is increasing at one of the main reference wells that is located in Wood County but used by Adams and Portage Counties as well. Wells may need to be relocated for accuracy of the monitoring results. These wells are used by our Department solely for water table fluctuation determinations.
- xiii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (2) site inspections, meetings or enforcement
- ii. (2) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (1) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. (4) Meetings in office regarding citizens building near floodplain
- vi. WCA recognition as the pilot project to test the implementation of the new Cranberry Flooded Agriculture District Model Ordinance. We also partnered to help develop the model.
- vii. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (7) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (11) 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 22 sanitary permits issued in June 2018 (10 New, 11 Replacements, 1 Reconnect and 0 Non-

Plumbing) with revenues totaling \$9,000. There were 17 sanitary permits issued in June 2017 (7 New, 10 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$5,100.

There were 68 sanitary permits issued through June 2018. For comparison purposes, the following are through the same period for the previous five years: 2017 – 82, 2016 – 83, 2015 – 61, 2014 – 70 and 2013 – 79.

- b. 2018 Tax Refund Intercept Program (TRIP) – As of August 8<sup>th</sup>, 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 23<sup>rd</sup> with a due date of Friday, August 10<sup>th</sup>. There were 3,041 scheduled to be mailed between the four notices. Service providers in Wood County have been reporting that they have maintenance servicing appointments scheduled out 2 months in advance. As of August 2<sup>nd</sup>, 1,522 septic systems have yet to be reported to our office. Septic maintenance 2<sup>nd</sup> reminders are scheduled to be mailed on Monday, September 24<sup>th</sup>.
- d. 2018 Program Fee Notices – The approximately 2,871 program fee notices are tentatively scheduled to be mailed late October with a due date of Wednesday, November 28<sup>th</sup>. The \$20 program fee can be paid online with an e-check, debit card or credit card. There will be a convenience fee if making payment by e-check, debit card or credit card. The \$20 program fee can also be paid by cash or check.
- 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.
- 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](http://www.co.wood.wi.us/Departments/PZ). 2017 Sanitary Permits will be prepped and scanned in fall 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 30<sup>th</sup> meeting the deadline date of January 31<sup>st</sup>. Disbursement of Wisconsin Fund Grant is expected late fall 2018.
  - ii. (0) Wisconsin Fund Applications FY2020
    - i. Victoria attended the ATV Route Discussion on July 16<sup>th</sup> and July 31<sup>st</sup>.
    - j. Kim attended the Wellness Committee meeting on July 17<sup>th</sup>.
    - k. Kim attended the Employee Feedback Meeting on July 18<sup>th</sup>.
    - l. Kim attended the department budget meeting with the Finance Department on July 25<sup>th</sup>.

Notes from: WCA Agriculture, Environment, & Land Use Steering Committee

Date: Mon., July 23rd, 2018

Location: Stevens Point Holiday Inn

The meeting was chaired by Larry Jepson from Polk Co.

Dan Bahr, WCA's Governmental Affairs Associate, reminded us that WCA Resolutions need three things: to be "timely", not just address a "county issue", and be "of state-wide concern."

Dan previewed conference resolutions for the upcoming LaX convention AND discussed the WCA's Ag., Environment, & Land Use legislative agenda for '19-'20. He said the WCA will push for changes in Wisconsin's shoreland zoning, grants for county conservation agents, and better "dark stores" initiatives in the state's biennial budget.

Dan also indicated that the WCA will talk to the Democratic nominee for Governor after one is determined by the Aug. 14th primary

THE MAIN POINT of the meeting involved discussion and action on fourteen 2018 Conference Resolutions which you will see in Sept.

The most intense and longest discussions revolved around "supporting the reformation of Wis.'s Eminent Domain Laws" (Rock Co.) which was moved "to indefinitely postpone" in a close vote mainly because it named a single company (Enbridge) AND Wis.'s 2017 Act 10 which had been removed by the previous committee as a resolution. The new Steering Committee motioned to approve "... comprehensive groundwater quality legislation that balances the need to protect groundwater from contamination and overuse while respecting the needs of the agricultural economy."

Dan schooled county reps on how to write better county resolutions so as to make them more likely to be successfully approved when they are brought before the entire WCA at yearly conventions and also indicated a need for a webinar or break-out session on that topic at the convention.

Respectfully submitted,

Bill Leichnam., Dist. # 19



## **CEED Committee Report**

### *July 2018*

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#### **MATT LIPPERT**

*Wood County UW-Extension, Agriculture Agent*

- Farm Technology Days is now on the books. We regard it as a great success. There were over 43,000 attendees. Dry weather and moderate temperatures meant there was dust instead of mud and the outdoor show was able to go all three days without problems. There was some rain the morning of the last day and that may have limited crowds somewhat that day, but field demonstrations and dairy facility tours were not impeded by the rain. Exhibitors were pleased by the crowds through their lots and booths. The show was also aided by Wood County's central location in the state that meant that throughout the state it was a reasonable drive to attend the show.
- A great deal of planning paid off for the FTD show. Special draws to the show included health screenings from the Farm Medicine Center, cranberry growers showing model cranberry beds, equipment and product, local sports stars, a great set of events in the Future Generations area, plane rides, helicopter rides, heritage farm equipment including the national Oliver show, UW demonstration plots of no-till farming methods, ground covers and fencing systems, beef cattle, horse events, virtual and actual tours of host farm families and field demonstrations. The host families did a wonderful job of having the farms ready for the show.
- A reception was held for about 700 of the 2,000 local volunteers that made the show a success. The reception featured food items from the show. The food featured local foods including grilled cheese sandwiches made from local cheese, curds, cranberry items, local meat and many other local items.
- There is still much to do with the show, but we will take a breather before major meetings that will follow our fair that is fast coming up- one week sooner than a very long tradition of a Labor Day fair. In September we will meet as a FTD group and review that status of accounts and compensation for volunteer organizations. We must prepare reports of all the various activities and functions of the show to assist upcoming FTD shows to be held in Jefferson County in 2019 and Eau Claire County in 2020.
- The Cranberry Crop Management Journal was produced during the month. This is sponsored by a grant from the Wisconsin Cranberry board and is available to every cranberry grower in the state, and is produced ten times each season during the growing season. There has been a short break in production of this for the FTD show.
- I was on the radio with both WDLB and WFHR during the month.
- I met with the Groundwater committee for the county. The group is reorganizing somewhat. At this meeting the Potato and Vegetable Growers Group discussed their programs and use of Water relative to their crops.
- A number of home owner questions about specific insects (armyworm) (Japanese beetle), plant blights and land rent, were addressed as I do on an ongoing basis.
- The month began quite dry but we have had timely rains after Farm Technology Days.

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## **JODI FRIDAY**

*Wood County UW-Extension, FoodWise Nutrition Educator*

- Participated in Farm Tech Days July 10th through July 12th, serving in the Future Generations Tent and the Family Living Tent, and filling in as needed.
- Presented at the Wood County Board meeting (7/17)
- Due to lack of curriculum mandated minimum registration numbers, I was unable to hold the "Eating Smart, Being Active" series in July.
- Participating in an online training through Cornell University titled "Making the Healthy Choice the Easy Choice."
- Participated in UW-Extension staff meetings (7/2, 9, 16, 23)
- Used a large amount of leave time for family time and vacations ☺

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## **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:

- Leadership Washington Focus Experience- Logistics and Travel
  - Last Minute-Travel Logistics
  - Travel with 31 youth, 4 from Wood County
  - Sunday July 15-Friday July 20
  - Post event communication, recording, and reflection
- 4-H Club and Volunteer Management concerns- Ongoing

### Central WI State Fair

- Market Sale Committee Meeting-next meeting July 2018

### Other

- Office Clean and Prep for new furniture

### Administrative

- Summer Intern on boarding and supervision
- State and Regional Phone Conferences and Meetings
- UW-Extension All Colleague Meeting
- 4-H Youth Development Liaison Responsibilities- 50% FTE

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## **LAURA HUBER**

*Wood County UW-Extension, 4-H Program Coordinator*

- Met with partner on Area 7 Situational Analysis Committee (2 July)
- Assisted with youth fair entry questions
- Farm Tech Days planning meeting and orientation (5 and 8 July)
- Taught about monarch butterflies, archery, and 4-H at Farm Tech Days in the Future Generations Area and the Rural Mutual Insurance tent (10-12 July)

- Appeared on "Insight" WDLB radio program with youth from Shady Lane 4-H (10 July, broadcast on location at Farm Tech Days)
- Presented short summary of 2017 4-H year at the County Board meeting (17 July)
- Met with CEED Committee alongside Jason Hausler and Jackie Carattini to conduct Situational Analysis interview (18 July)
- Coordinated Wood County Foods, Small Appliance, and Cake Revue held at Marshfield High School (18 July)
- Attended Junior Fair Board meeting (18 July)
- Assisted Central Wisconsin 4-H Shooting Sports program volunteers with their Triple Crown Tournament (archery, air rifle, air pistol) and the Summer Blast Tournament (shotgun – trap, skeet, 5 stand) (20-21 July) and (22 July)
- Attended Situational Analysis Team meeting at MARS (23 July)
- Assisted with pre-fair rocket launch contest (23 July)
- Conducted VIP training for new 4-H volunteers (26 July)
- Helped coordinate PALS 4-H volleyball tournament (27 July)
- Coordinated pre-fair Demonstration Contest (30 July)
- Participated in online 4-H Charter renewal training (31 July)

**Ongoing responsibilities:**

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 724 followers.
  - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 275 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
  - Enrollment is currently 716 youth members
  - Adult volunteer enrollment is 184
- Ongoing assistance for new leaders and the volunteer background checks
- Training and supervising intern Amanda Kyle

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**NANCY TURYK**

*Wood County UW-Extension, Community Development Extension Educator*

- Attended Groundwater Group meeting.
- Met with Jason Gruenenberg regarding introductions to key groups in the county who are primarily associated with economic or workforce development and future projects and collaborations.
- Worked with Chair Machon on developing possible strategies for the development of a county strategic plan.
- Met with Peter Manley for insight about the position and some of his key contacts and programs.
- Attended diversity/inclusivity trainings hosted by UWEX over the web.
- Participating in onboarding tasks through the county and UWEX.

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## **JACKIE CARATTINI**

*Wood County UW-Extension, Family Living Educator*

- Taught a program on Food Safety at the Spencer Library on July 3.
- Had a one-on-one Money Smart financial coaching at the Wisconsin Rapids Job Center.
- Taught Money Smart at the McMillan Library.
- Attended Farm Technology Days July 10-12 and led a display called "Hidden in Plain Sight, A Teen Bedroom" to teach parents and grandparents about signs of drugs, alcohol and tobacco usage in kids.
- Attended several meetings in July for a UW-Extension state team on "mentoring" relating to the restructuring.
- Taught a program on Food safety and preservation at McMillan library on July 11.
- Taught a program on Food Safety and Preservation at Charles and Joann Lester Library in Nekoosa on July 17

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## **JEREMY ERICKSON**

*Wood County UW-Extension, Horticulture Educator*

- Work at 'Ask a Master Gardener' booth at Rapids Farmers Market
- Attend Wood County Farmers Market meetings
- Attend and facilitate Master Gardener committee meetings
- Respond to horticultural inquiries from the community
- Planning for upcoming events, workshops, and meetings
- Attend Master Gardener monthly program meeting
- Attend the South Wood County Hunger Coalition meeting
- Work at Farm Tech Days at the 'Ask a Wood County Master Gardener' booth



# Wood County WISCONSIN

OFFICE OF PLANNING  
AND ZONING

**DATE:** August 9, 2018  
**TO:** Conservation, Education & Economic Development Committee (CEED)  
**FROM:** Adam DeKleyn, County Planner *AD*  
**RE:** Sewer Service Area Amendment – Village of Biron (SSA-2018-006)

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## STAFF REPORT

### Request:

On June 5, 2018 the Village of Biron submitted a petition to the Wood County Planning and Zoning Department (P&Z) requesting a Type I Amendment to the Wisconsin Rapids Sewer Service Area (SSA). Petition is included as an exhibit.

### Location:

Proposed SSA amendment areas are located in part of (S36/35/25, T23N, R3E), Village of Biron, Wood County, WI.

### Purpose:

The primary reason for the amendment is to add ½ mile of Huffman Road right-of-way to the SSA so sanitary sewer can be extended from the Biron Business Park north to the future Bridgewater Development and neighboring areas. An overview of the planned sanitary sewer extensions is included as an exhibit.

### Background:

The Village of Biron, along with several other communities, adopted the Wisconsin Rapids Sewer Service Area/Water Quality Management Plan back in 1985 to comply with the Federal Clean Water Act and State Administrative Code NR 121. SSA planning is a process designed to anticipate a community's future needs for wastewater treatment. The plan identifies the most cost-efficient and environmentally sound 20-year sewerage growth boundaries. Wood County P&Z is the designated planning agency responsible for reviewing proposed sanitary sewer extensions and amendments to the plan. SSA planning areas include: City of Wisconsin Rapids; Villages of Biron and Rudolph; Towns of Grand Rapids, Rudolph, Saratoga, Seneca, and Sigel; and Towns of Grant and Plover (Marathon County).

### Analysis:

This request proposes the addition of 8.58 acres to the SSA and removes an area of equal size. Again, the primary area proposed to be added is a ½ mile of existing Huffman Road right-of-way so sanitary sewer can be extended from the Biron Business Park north to areas already located within the delineated SSA. Additionally, three other sites with existing residences are proposed to be added to the SSA that were overlooked in the past. Areas to be added will not stimulate any adverse impacts on water quality due to the already developed nature of these sites.

All lands to be removed from the SSA are considered Environmentally Sensitive Areas (ESA's). These areas have low potential for future development due to environmental limitations such as floodplain and wetlands. A map of the proposed sewer service amendment areas (additions/removals) is included as an exhibit.

(1 of 2)



# Wood County WISCONSIN

OFFICE OF PLANNING  
AND ZONING

## **Amendment Procedures:**

Pursuant to the WI Rapids SSA/WQM Plan – 2030 the following amendment procedures were followed:

| Type I SSA Amendment Procedures   |           |  |
|---|-----------|--|
|   | Completed | Details  |
| 1. Petition filed with P&Z  | Yes       | Village of Biron (June 5 <sup>th</sup> )                             |
| 2. Petition forwarded to WDNR for review and comment                            | Yes       | (June 7 <sup>th</sup> )  |
| 3. Petition forwarded to City of Wisconsin Rapids for review and comment        | Yes       | (June 7 <sup>th</sup> )  |
| 4. Petition forwarded to impacted municipalities                                | Yes       | Village of Biron (June 19 <sup>th</sup> )                            |
| 5. Petition/Public Hearing Notice forwarded to affected property owners         | Yes       | (June 28 <sup>th</sup> )   |
| 6. Public Hearing ( <i>see exhibit</i> )  | Yes       | Village of Biron (July 9 <sup>th</sup> )                             |
| 7. Village of Biron Board of Trustees review and comment ( <i>see exhibit</i> ) | Yes       | (July 9 <sup>th</sup> )  |
| 8. City of Wisconsin Rapids review and comment ( <i>see exhibit</i> )           | Yes       | Reviewed at (July 11 <sup>th</sup> ) Wastewater Treatment Commission |
| 9. CEED Committee review and recommendation                                     |           | (August 15 <sup>th</sup> )   |
| 10. County Board review and recommendation                                      |           | (August 21 <sup>st</sup> )   |
| 11. Forwarded to WDNR for final review/decision                                 |           |  |

## **Findings:**

SSA amendment request is consistent with:

- Wood County Comprehensive Plan and Future Land Use Map
- Village of Biron Comprehensive Plan and Future Land Use Map
- Goals, objectives and amendment criteria in the Wisconsin Rapids SSA/WQM Plan - 2030

Wisconsin Rapids wastewater treatment facilities have adequate capacity to treat/handle additional wastewater flows generated by added areas.

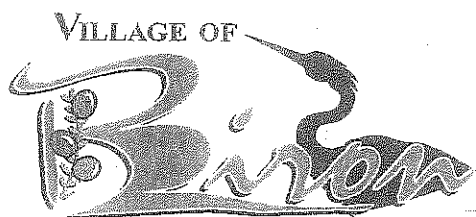
## **Staff Recommendation:**

Based on P&Z Department review and aforementioned findings, I forward a recommendation to approve the Village of Biron's request to amend the Wisconsin Rapids Sewer Service Area - adding 8.58 acres to the SSA and removing an area of equal size, as identified on the exhibit map. Moreover, I recommend forwarding the attached resolution to the County Board with a favorable recommendation.

## **Exhibits:**

1. Village of Biron petition
2. Map of proposed sewer service amendment areas (additions/removals)
2. Spreadsheet detailing site specifics/descriptions of proposed sewer service amendment areas
3. Sanitary sewer extension overview
5. Public Hearing Notice
6. Village of Biron Board of Trustees minutes – July 9, 2018
7. City of Wisconsin Rapids Wastewater Treatment Commission minutes and comments – July 11, 2018
8. Resolution

(2 of 2)



451 KAHOUN ROAD  
WISCONSIN RAPIDS, WI 54494

June 5, 2018

Mr. Adam R. Dekleyn, County Planner  
Wood County Planning & Zoning Department  
400 Market Street  
Wisconsin Rapids Wi 54494

RE: Petition for Boundary Adjustment to Amend the Sanitary Sewer Service Area Map for the Wisconsin Rapids Area Water Quality Management Plan

Dear Mr. DeKleyn:

The Village of Biron is petitioning Wood County Planning & Zoning for a Boundary Adjustment to amend the Sanitary Sewer Service Area Map for the Wisconsin Rapids Area Water Quality Management Plan. The primary reason for the request is to add ½ mile of the Huffman Road right-of-way to the Sanitary Sewer Service Area so sanitary sewer can be extended from the Biron Business Park north to the Bridgewater project development area in the Huffman Road right-of-way. In 2005 there was a boundary adjustment to add the Bridgewater project development area and a corridor along CTH U to extend sanitary sewer from the Biron Business Park to the Bridgewater area. At that time the plan was to use CTH U for the sanitary sewer extension but development patterns now make Huffman Road the preferred corridor for the extension. In 2005 there were 3 parcels with existing homes that were not included in the boundary adjustment. These homes are the Kenneth Jinsky home on North Biron Drive, the John Broschardt home off of Huffman Road and the land and cottage leased by Thomas Haferman from Consolidated Water Power Company (CWPCo) on North Biron Drive on the Wood County side of the Wood/Portage County line. This petition to amend the sewer service area boundary includes adding these homes and land as well as road right-of-ways and easements required for sanitary sewer extensions to the homes.

The proposed boundary adjustment would add 8.58 acres to the sewer service area and 8.58 acres of land would also be deleted from the sewer service area. The lands proposed to be deleted include a 50' strip of land owned by JJW Cranberries LLC along the north side of their cranberry beds that they acquired as a buffer strip and the remainder of the lands are currently owned by Keith Helmrick & David Moodie of Classic Development Corp of Plover, the Bridgewater project developer, and will be owned by CWPCo after the Bridgewater project land exchange takes place. The deleted lands that CWPCo will own will be required to remain as permanent green spaces by DNR and FERC Orders. All of the lands to be removed are Zone AE floodfringe areas and they contain wetland as well.

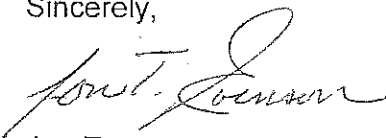
The 3 properties that would be added have a current population of 3 people. For design purposes a design population of 12 people was assumed for these 3 properties with an average daily wastewater load of 80 gallons per person per day. The estimated design flow is therefore 960 gallons per day. The Wisconsin Rapids Wastewater Treatment Plant has plenty of capacity to handle this additional wastewater load. The Bridgewater project area and all other lands north of the Biron Business Park will be served by a low pressure sewage collection system. Downstream sewage facilities have sufficient capacity to handle the increase in estimated design flow resulting from this sewer service area boundary adjustment.

The attached 2018 Wisconsin Rapids Sewer Service Area Boundary Adjustment map shows the current sewer service area, areas proposed to be added and areas proposed to be deleted. The map also shows the proposed Bridgewater development and existing parcels of record.

Construction of sanitary sewer and water extensions from Business Center Drive, north on Huffman Road, to and through the Bridgewater project will begin in the summer of 2018 and will be completed in 2019. The construction will include the relocated County Road U, the Bridgewater local streets and the recreational improvements required by DNR and FERC Orders.

Please let me know if any additional information is needed to process this petition for a boundary adjustment to the Wisconsin Rapids Sewer Service Area.

Sincerely,

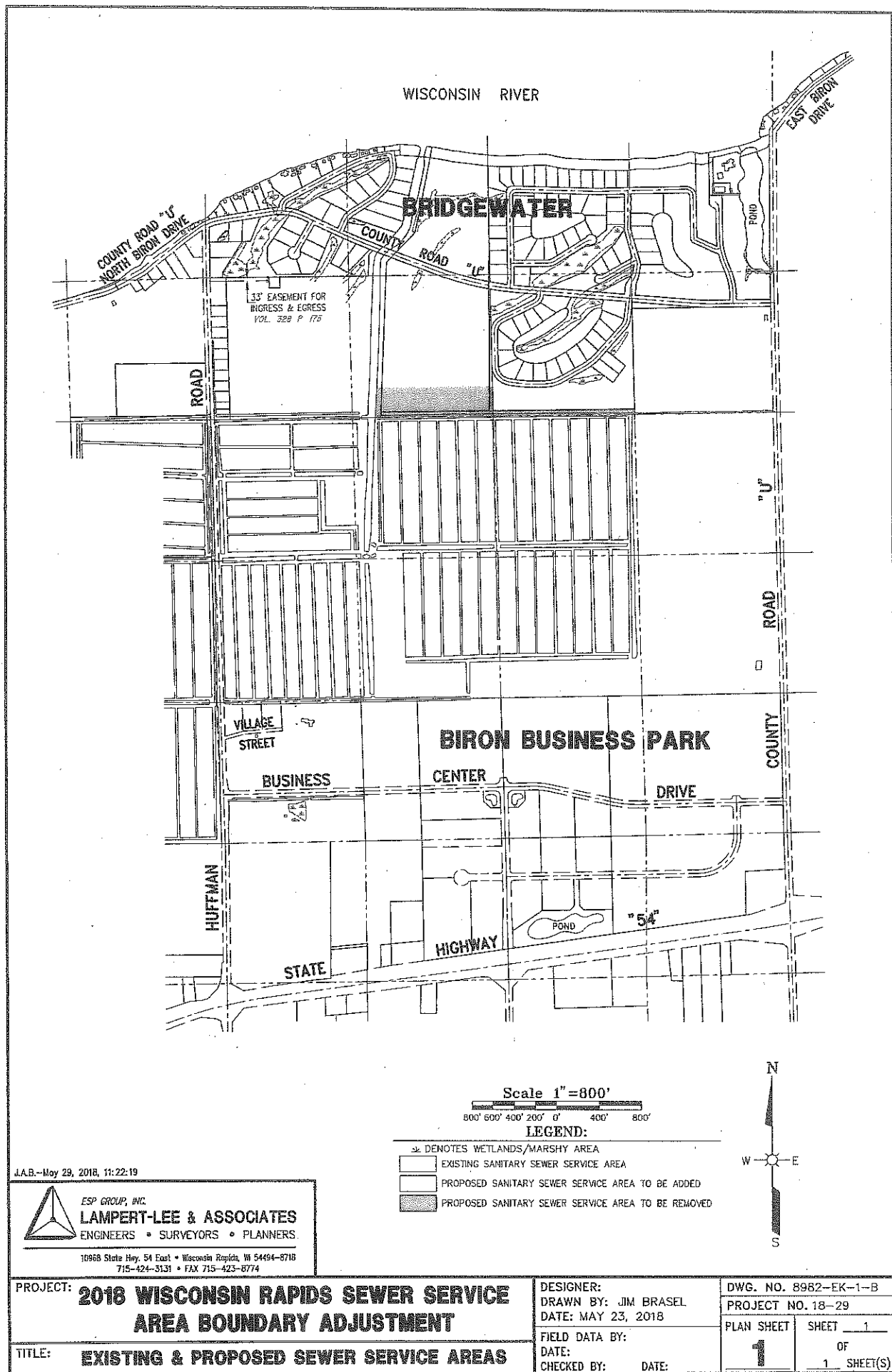


Jon Evenson  
Village President

Attachments:

- 2018 Wisconsin Rapids Sewer Service Area Boundary Adjustment Map.
- Spreadsheet for proposed lands to be added and deleted from the Wisconsin Rapids Sewer Service Area.





**Proposed Additions to Wisconsin Rapids Sewer Service Area**

| Owner               | Property Address       | Mailing Address                                | Parcel ID | Area (sf) | Notes   |
|---------------------|------------------------|--|-----------|-----------|---|
| Kenneth R. Jinsky   | 2170 North Biron Drive | 2170 North Biron Drive, Wis. Rapids, WI 54494  | 2400046   | 121520    | CSM 6061 (West)   |
| JJW Cranberries LLC | N/A                    | 1803 Woodfield Drive, Suite B, Savoy, IL 61874 | 2400070   | 13353     | 33' wide ingress/egress easement to Broschardt property (Central) |
| John Broschardt     | 1021 Huffman Road      | 1021 Huffman Road, Wis. Rapids, WI 54494       | 2400070A  | 10000     | (Central)   |
| CWPCo               | N/A                    | 8540 Gander Creek Drive, Miamisburg, OH 45342  | 2400001   | 8822      | 30' wide easement to CTH U (East)                                 |
| CWPCo               | 3561 North Biron Drive | 8540 Gander Creek Drive, Miamisburg, OH 45342  | 2400005   | 19987     | Parcel on Wood Co./Portage Co. line (East)                        |

| Right-of-Way              | Area (sf) | Area (ac) | Notes  |
|---------------------------|-----------|-----------|--------|
| Huffman Road              | 174965    | 4.02      | (West) |
| CTH U (North Biron Drive) | 14341     | 0.33      | (West) |
| CTH U (80th Street)       | 10556     | 0.24      | (East) |

|   |                           |                     |
|---|---------------------------|---------------------|
|   | <b><u>Square Feet</u></b> | <b><u>Acres</u></b> |
| <b><u>Total Proposed Additions:</u></b> | 373544                    | 8.58                |

**Proposed Deletions to Wisconsin Rapids Sewer Service Area**

| Owner               | Property Address | Mailing Address                                | Parcel ID | Area (sf) | Notes                  |
|---------------------|------------------|--|-----------|-----------|------------------------|
| Keith Helmrick      | N/A              | 1811 Brookridge Drive, Plover, WI 54467        | 2400069   | 306840    | Part of parcel 2400069 |
| JJW Cranberries LLC | N/A              | 1803 Woodfield Drive, Suite B, Savoy, IL 61874 | 2400066A  | 66704     | 50' strip              |

|   |                           |                     |
|---|---------------------------|---------------------|
|   | <b><u>Square Feet</u></b> | <b><u>Acres</u></b> |
| <b><u>Total Proposed Deletions:</u></b> | 373544                    | 8.58                |





**NOTICE OF PUBLIC HEARING  
Village of Biron**

Notice is hereby given that the Village of Biron Board of Trustees will hold a public hearing on Monday, July 9, 2018, beginning at 6:00 p.m. at the Village of Biron Municipal Center, 451 Kahoun Road, Wisconsin Rapids, WI to consider a proposed boundary amendment to the Sewer Service Area Map of the Wisconsin Rapids Sewer Service Area/Water Quality Management Plan – 2030.

The purpose of the Public Hearing is to accept public testimony on the proposed Sewer Service Area boundary amendment.

The primary reason for the boundary amendment is to add a half mile of Huffman Road right-of-way to the Sewer Service Area so sanitary sewer can be extended from the Biron Business Park north to the proposed Bridgewater Development and neighboring areas. The proposed boundary amendment would add 8.58 acres to the SSA and remove an area of equal size.

Interested parties may contact Adam DeKleyn, County Planner, Wood County Department of Planning and Zoning, at (715) 421-8568 or [adekleyn@co.wood.wi.us](mailto:adekleyn@co.wood.wi.us) for additional information regarding the petition and/or amendment.

The public may review copies of the petition at the Village of Biron Municipal Center during regular office hours. Written comments may be submitted to the Village Clerk until 3:00 p.m. on July 9, 2018 and shall become part of the public record.

Upon the close of the Public Hearing, the Village of Biron Board of Trustees will convene to take action on the proposal.

By Order of the Village Board  
Anne Arndt, Clerk

**VILLAGE OF BIRON REGULAR BOARD MEETING  
MINUTES – JULY 9, 2018**

The July 9, 2018 Regular Village Board meeting was called to order at 6:30 p.m. by President Jon Evenson at the Biron Municipal Center. The meeting was properly posted according to Wisconsin State Statutes.

**PRESENT:** Jon Evenson, Mark Honkomp, Bob Walker, Tammy Steward, Dan Muleski, Sue Carlson and June Siegler. Also present: 3 guests

**MINUTES:** Minutes were reviewed from the June 11, 2018 Regular Board meeting. **Motion** Honkomp, second Walker to approve the minutes as printed. M.C.

**PUBLIC COMMENT:** None

**ACTION ON PUBLIC HEARING HELD JULY 9, 2018:** a public hearing was held on today's date at 6:00 p.m. to accept public testimony on the proposed Sewer Service Area boundary amendment. **Motion** Walker, second Honkomp to approve the boundary amendment to add a half mile of Huffman Road right-of-way to the Sewer Service Area so sanitary sewer can be extended from the Biron Business Park north to the proposed Bridgewater Development and neighboring areas. M.C. The Wood County Department of Planning and Zoning will forward the Village's recommendation to the Wood County Board for their approval at its next meeting.

**FINANCE & BUDGET COMMITTEE:** Chairperson Bob Walker reporting. The committee met on today's date at 5:30 p.m. Bills, non-lapsing accounts and journal entries were in order for the Wastewater Department, Water Utility and Village. **Motion** Honkomp, second Walker to approve the bills for the Village and Wastewater Department. M.C. The committee reviewed a proposal from a website vendor. **Motion** Walker, second Honkomp to remain with our current website vendor and to approve a one-time cost of \$250 to update the website to be more mobile friendly. M.C. **Motion** Siegler, second Walker to approve the Finance and Budget Committee report. M.C.

**TREASURER'S REPORT:** Treasurer Pam Witt reporting. The totals reported to the Finance Committee are: Receipts for June 2018 were \$11,327.45. Expenses were \$84,178.21. General checking account bills were paid on check #'s 20679-20737 with 5 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of June bills paid from the general fund was included for the Board to review. Village Non-Lapsing Fund \$837,733.44. Utilities Checking: \$149,407.03. Money Market \$425,488.42. Utility bills were paid on check #'s 4045-4061. Non-Lapsing Fund \$14,407.03. A list of all checks paid for utilities was included for the Board to review. **Motion** Muleski, second Walker to accept the Treasurer's report. M.C.

**PERSONNEL COMMITTEE REPORT:** Chairperson Mark Honkomp reporting. The committee will be meeting later this month to adopt an employee evaluation form and a process to conduct the evaluations. **Motion** Honkomp, second Evenson to accept the Personnel Committee report. M.C.

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT:** Chairperson Dan Muleski reporting. Connecting to utilities continues to be an issue. A committee meeting will be scheduled for later this month. Preliminary discussion needs to take place on boat slips, storage, maintenance. **Motion** Honkomp, second Siegler to accept the the Legislative, Ordinance & Zoning Committee report. M.C.

**PUBLIC WORKS COMMITTEE REPORT:** Chairperson Tammy Steward reporting. Manholes need repair on Cardinal Street, between Otter and Badger Streets, and the tennis court parking lot. **Motion** Muleski, second Walker to accept the quote from Hydro Klean for \$10,134.00, to be paid from non-lapsing account 416517. M.C. The Village received an "A" grade on the Compliance Maintenance



**Wastewater Facility**  
**2540 First Street South**  
**Wisconsin Rapids, WI 54494-5798**  
Phone (715) 421-8237 Fax (715) 421-8292  
Ryan Giefer – Wastewater Superintendent  
Email - rgiefer@wirapids.org

The Wastewater Treatment Commission met at 1:30 p.m. on July 11, 2018 at the Wastewater Treatment Plant, 2540 1<sup>st</sup> Street South, the following members were present: Tammy Stewart, David Laspa, Tom Rayome (Chairperson), Lee Albrecht and Peter Jennings. Also present was Ryan Giefer and Derek Budsberg (Chief Operator).

Commission Members Absent: Dave Yonkovich and Joe Terry

1. **Minutes of the June 6, 2018 meeting:** A motion was made by Lee Albrecht and seconded by Tammy Stewart to approve the minutes of the June 6, 2018 Commission meeting as written. **Motion Carried.**
2. **Review and consider approving an amendment to the Biron Sewer Service Area:** Ryan presented the potential SSA amendment documentation to the Commission for comment. The two noted comments from the City were reviewed. A motion was made by Lee Albrecht and seconded by Peter Jennings to approve the SAA amendment comments. **Motion Carried**
3. **West Side Lift Station/Force Main Construction Update:** Ryan presented the progress of both projects.
4. **Review 2017 CMAR Report:** Ryan presented the completed 2017 Compliance Maintenance Annual Report for Commission approval. A motion was made by Lee Albrecht and seconded by Peter Jennings to approve the 2017 CMAR Report.
5. **Supervisory Report:**
  - a. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
6. **Bills and Revenues:** A motion was made by Peter Jennings and seconded by Lee Albrecht to approve the bills and revenues for June, 2018. **Motion Carried.**
7. **Referrals:** CMOM updates, Biron Contract updates, Advance Landfill Leachate Agreement

**Adjourn:** A motion was made by David Laspa and seconded by Tammy Stewart to adjourn the meeting at 2:19 p.m.. **Motion Carried.**

## **Adam R. Dekleyn**

---

**From:** Eichsteadt, Joe <jeichsteadt@wirapids.org>  
**Sent:** Monday, July 30, 2018 12:33 PM  
**To:** Adam R. Dekleyn  
**Cc:** Giefer, Ryan  
**Subject:** RE: SSA Amendment (Village of Biron)  
**Attachments:** WWTC.07.11.2018.pdf

Hi Adam,

Attached are the minutes from the WWTP Commission meeting. Below are the two comments that were reviewed and discussed at the commission meeting:

- The contract between the Village of Biron and the City of Wisconsin Rapids has yet to be rewritten to include additional flows from Biron's business park and the Bridge Water development. The Village of Biron and the City of Wisconsin Rapids are currently operating under Good Faith efforts until such time that the contract is rewritten.
- An equal swap of 8.58 acre with an additional 960 gpd of residential wastewater does not create any capacity concerns.

Thank you!

Joe Eichsteadt, PE, M. ASCE  
City Engineer

Office: 715-421-8251  
Cell: 715-315-0062  
Email: [jeichsteadt@wirapids.org](mailto:jeichsteadt@wirapids.org)

City of Wisconsin Rapids  
Engineering Department  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495



## RESOLUTION#

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

**INTENT & SYNOPSIS:** Amend the Wisconsin Rapids Sewer Service Area/Water Quality Management Plan - 2030

**FISCAL NOTE:** None

**WHEREAS**, Chapter NR 121 of the Wisconsin Administrative Code, is authorized under §281.11 and §281.12(1) of the Wisconsin Statutes, is authorized under requirements of the Federal Clean Water Act to protect, maintain, and improve the quality and management of the waters of the state, ground and surface, public and private; and

**WHEREAS**, the original Wisconsin Rapids Area SSA/WQM Plan was adopted in 1985, as required by the aforementioned provisions, with the purpose of projecting and evaluating future wastewater treatment and collection needs over a 20 year planning period for the Village of Biron and nine (9) other municipalities in Wood and Marathon Counties; and

**WHEREAS**, the Wood County Planning & Zoning Department (P&Z) is the designated planning agency responsible for reviewing proposed sanitary sewer extensions and amendments to the plan; and

**WHEREAS**, on June 5, 2018 the Village of Biron submitted a petition to the Wood County P&Z Department requesting a Type I Amendment to the Wisconsin Rapids Sewer Service Area (SSA), adding 8.58 acres to the SSA and removing an area of equal size, as identified on the exhibit map, allowing sanitary sewer to be extended from the Biron Business Park north to the future Bridgewater Development and neighboring areas; and

**WHEREAS**, 8.58 acres is being removed from the SSA, all of which has low potential for development due to environmental limitations, to comply with requirements for Type I Amendments as identified in the Wisconsin Rapids Area SSA/WQM Plan; and

**WHEREAS**, on July 9, 2018 the Village of Biron Board of Trustees held a public hearing regarding this amendment, and following the public hearing the Board recommended approval of the SSA amendment;

**WHEREAS**, on July 11, 2018 the City of Wisconsin Rapids Wastewater Treatment Commission reviewed and commented on the proposed SSA amendment; and

**WHEREAS**, on August 15, 2018 the Conservation, Education and Economic Development Committee reviewed the SSA amendment and recommends approval; and

**NOW, THEREFORE BE IT RESOLVED**, that the Wisconsin Rapids Sewer Service Area/Water Quality Management Plan - 2030 be amended to modify the 20-year SSA boundary to add 8.58 acres located in part of S36/35/25, T23N, R3E, Village of Biron and remove 8.58 acres located in part of S36, T23N, R3E, Village of Biron.

**BE IT FURTHER RESOLVED**, that the Wood County P&Z Department forward the SSA amendment and this resolution to the Wisconsin Department of Natural Resources for their approval.



## RESOLUTION#

Introduced by

CONSERVATION EDUCATION &amp; ECONOMIC DEVELOPMENT COMMITTEE

Page 1 of 1

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

INTENT & SYNOPSIS: To authorize the submittal of a state grant application and the subsequent appropriation of County funds and outside donations for a Household Hazardous Waste Clean Sweep program for Wood County, in 2019.

FISCAL NOTE: County Funds - \$10,000  
Anticipated State Grants - \$9,000

Source of Money: Levy funds to be put in Extension Budget

**WHEREAS**, Wood County recognizes that improper storage and handling of hazardous waste poses a potential risk to human health, and

**WHEREAS**, the release of hazardous waste to the County's air, soil, surface, and groundwater is a threat to its natural resources, and

**WHEREAS**, Wood County recognizes the benefits of a program to control the disposal and storage of potentially hazardous waste and will carry out all activities described in the state grant application, and

**WHEREAS**, the proper collection and disposal of outdated, unused, or unwanted medicines protects the environment and the health of Wood County residents and prevents drug theft, and

**WHEREAS**, the County's Clean Sweep Programs are intended to offer education and assistance to citizens regarding limitation of introduction of toxic materials into the environment through prudent purchasing, identification, proper handling and disposal of hazardous wastes, and recycling alternatives for household waste, and

**WHEREAS**, in previous Clean Sweeps, Wood County collected and safely disposed of more than 407,604 pounds of hazardous waste to date, and 1,309 of drugs in 2017, and

**WHEREAS**, a Clean Sweep program is scheduled for September 29, 2018, and

**WHEREAS**, in this action the County Board declares its intent to conduct Clean Sweep Programs and the appropriation of State funding in 2019, and

**WHEREAS**, Wood County will allow employees from the Wisconsin Department of Agriculture, Trade and Consumer Protection access to inspect the Clean Sweep Program site upon request, and

**WHEREAS**, Wood County will maintain records documenting all Wood County expenditures made during the Clean Sweep Program, and

**WHEREAS**, Wood County will submit a final report to the Wisconsin Department of Agriculture, Trade and Consumer Protection, describing all Wood County Clean Sweep Program activities and problems, comparing the actual program with the activities and objectives proposed in the application, including samples of the information – education brochures, data on participation rates, waste quantities collected, documentation of the project cost, and recommendations;

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to**, authorize the Wood County UW-Extension Department to submit a state grant application for a Wood County Hazardous Waste Collection Program with the intent of holding a Clean Sweep Program in Wood County in 2019 if adequate state funds are received, and

**BE IT FURTHER RESOLVED**, that Wood County budget an amount of levy funds not to exceed \$10,000 to be included in the Extension Department budget to conduct Household Hazardous Waste Collection in Wood County in 2019.

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: August 2, 2018  
 TIME: 1 p.m.  
 PLACE: Room 115 Wood County Courthouse  
 TIME ADJOURNED: 2:07 p.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
 Kenneth Curry, Brad Hamilton, Jake Hahn  
 OTHERS PRESENT: Nicole Stelzer and see attached list.

1. At 1:00 p.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Family Court Commissioner.  
 Discussion with Judge Potter. Deadline is Friday for applying and judges will get together to pick new Family Court Commissioner once all applications are in. Discussed changing from a salary position to an hourly wage.
4. **Moved by Brad Hamilton, seconded by Jake Hahn, to approve the July 5, 2018, committee minutes. All ayes.**
5. The Committee reviewed monthly voucher and department reports of the departments they oversee. **Moved by Bill Leichtnam, seconded by Brad Hamilton, to approve the reports and payment of department vouchers. All ayes.**

Child Support Director Brent Vruwink discussed funds being requested by Child Support and recoupment of birth costs being more difficult with changes from the Department of Children and Families. Child Support budget will be negatively impacted due to changes. Vruwink asked that a resolution be forwarded to the county board for consideration. **Moved by Bill Leichtnam, seconded by Brad Hamilton, to send the resolution to the county board. All ayes.** Request for meeting prior to county board meeting with Corporation Counsel to review resolution.

Corporation Counsel report - half-time position didn't work out. Bill Clendenning would like to check staffing of other county corporation counsels and consider an assistant corporation counsel or another full-time secretary. Will bring this back to the next meeting. Bill Leichtnam discussion - Corporation Counsel will continue interviewing for half-time position but committee will discuss possible assistant corporation counsel.

Merit pay discussion - Bill Clendenning against it. Brent Vruwink states resolution needs to be done in order to get rid of merit pay; Executive Committee cannot get rid of it by vote alone. Chairman Doug Machon - Cost of living increase gets rid of the need for merit pay. Executive Committee will look at resolution on merit pay if need be; not sure that it's needed. Will discuss further at next meeting. Proposed resolution at next meeting to act on merit pay.

6. The Committee reviewed the claims of Jan Schraeder and Kami Haffenbredl. These claims will be provided to the county board.
7. Administrative Coordinator.  
Discussion by Bill Clendenning - looking for job description on this position. Asking Human Resources to come up with description. Chairman Machon believes the County needs to define this role or look at getting a county administrator. Bill Clendenning - not on the agenda to get someone else but to describe the position. Appropriate for Human Resources Director Kim McGrath to describe the position. Committee agrees Human Resources will provide information on the job description and bring draft to next meeting.
8. The Committee reviewed correspondence and legislative issues.
  - a. Central Sands Water Committee.  
Bill Leichtnam - 3 things to report. Membership increasing significantly. Presentation about 2 weeks ago - after the presentation they finalized mission statement. Started discussion for creating bylaws for the group that will be discussed further at next meeting. Wood County Health Department will be major presenter in August. Awaiting results of EPA - August sometime.
9. Courthouse security committee.  
Discussion with Judge Brazeau. On the right track. Committee will schedule a meeting for Judge Brazeau to be present. Will contact Branch II secretary for Judge Brazeau's availability.
10. County Board rules.
  - a. Discussion. Bill Clendenning appointed Brad Hamilton as go-to person for rules. Bill Clendenning thinking we should have rules on who appoints Clerk of Court, etc.  
**Moved by Kenneth Curry, seconded by Jake Hahn, to have Brad Hamilton assess all rules and what other rules should be considered and to authorize per diem to Hamilton for meetings on rules changes. All ayes.**
11. Agenda items for the September 2018 meeting:
  - Proposed resolution on merit pay.
  - Discuss Corporation Counsel staffing.
  - Human Resources to bring draft job description for Administrative Coordinator.
12. The next committee meeting will be Thursday, August 30, 2018, at 1 p.m., for review of department budgets, and the next regular committee meeting will be September 6, 2018, at 11 a.m. The Judicial Committee will also meet with the judges to discuss courthouse security on Friday, August 24, 2018, at 12 p.m.

13. Meeting adjourned without objection by the Chairperson at 2:07 p.m.

Minutes taken by Nicole Stelzer and approved by Kenneth Curry.

Kenneth Curry  
Kenneth Curry, Secretary (signed electronically)

# Judicial & Legislative meeting 8/2/18

Cindy Justice COU

Mary Anderson

DENNIS POWACH - WCB #14

GREGORY J POUER BR 1

Tiffany Ringer ROD

KIM McGRATH HR

DOUG MACHON WCB

Marla Cummings WC Finance

REUBEN VANTASSEL WC MAINT.

Brent Vukobratovic CSA



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

5

AUGUST 2018

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- The focus for the month of August will be the agency budget. I am waiting for estimates from the State on what our general purpose revenue will be so we can get an accurate reflection of our expected revenue. I received the preliminary Indirect Cost allocation and it is less than 2018 so this will make the agency budget more of a challenge. The State made changes to DCF 150 that will negatively impact our revenue. They are limiting our ability to collect birth costs for intact families. I am looking into the issue further to get more clarification but at this point the outlook is poor.
- I attended the WCSEA Board meeting on July 12<sup>th</sup>. As an Association we decided we will be asking for an additional 1.5 Million dollars per year in GPR for the 2019-2021 budget. This increase would move the annual allocation to counties from 8.5 Million to 10 Million. This would lead to an additional \$18,900 in GPR for Wood County which would generate an additional Federal Match of \$36,665 for a total of \$55,565. As in past budget years I will be very involved trying to help get the funding increase inserted into the State Budget. I am working on a resolution asking the Wood County Board to formally support the request for additional funding for the Child Support Program.
- The payment for the second quarter will arrive at the end of July.
- Shannon Lobner attended the Department Head meeting on July 19<sup>th</sup>.
- I attended the WCA Health and Human Services Steering Committee Meeting on July 20<sup>th</sup> in Stevens Point. The Committee agreed to support WCSEA's request to add an additional 1.5 Million per year in GPR for the Child Support Program. WCA is a great partner and we look forward to working with them on this issue.
- I continue to work on the Job Center 101 training event that is planned for October 10<sup>th</sup>.
- Shannon Lobner and I have been preparing for the 2018 Wood County Child Support Agency Monitoring and IRS Safeguarding Review on July 26<sup>th</sup>. This is an intensive review conducted by the State of Wisconsin Bureau of Regional Operations. They ensure counties are in compliance with IRS Regulations and State of Wisconsin Policies.
- On August 20<sup>th</sup> I will be attending the Joint Legislative Committee meeting in Mosinee.
- Agency performance continues to exceed Federal Performance measures. Wood County is currently 1<sup>st</sup> in the state in arrears collections.
- The current IV-D case count is 3,950.



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
July 2018

1. Legal Fees. All county circuit courts are responsible for appointing attorneys to represent litigants in certain instances who are unable to afford counsel. Sometimes the litigant is a child or an incompetent person and the court appoints a guardian ad litem (GAL), that being an attorney who represents the best interests of the person as opposed to what they say they want. In other cases, a criminal defendant may not qualify for appointment of a public defender due to having employment but nonetheless is really not able to afford counsel. The court will appoint counsel for such a defendant upon their request and often the court will order the defendant to pay back some or all of their counsel's costs via a long-term payment plan. Sometimes the public defender is either unable to locate counsel for a criminal defendant at all or at least in a timely fashion and the court will then be compelled to appoint counsel at county expense. The state Supreme Court sets the compensation rate for such circuit court appointments of attorneys as part of its administrative duties and via Supreme Court Rule (SCR) 81.02 that rate has long been \$70 per hour. Very recently, the Supreme Court increased that rate from \$70/hr. to \$100/hr. effective for services provided on and after January 1, 2020. A year from now you will see a corresponding increase in the outside counsel budget for the three circuit courts.
2. Goals. I have been attending meetings of the five main committees of the board recently. The purpose of my doing so isn't to monitor the legal and parliamentary practices of the committees but to ascertain what type of assistance my office and the Judicial & Legislative Committee can provide to them insofar as the provision of legal services and rule making.
3. Letters of Credit. We are currently working on recovering over \$50,000 on four logging contract letters of credit and are working with a frac sand company that is in bankruptcy on a letter of credit the county collected on that is in excess of \$100,000, which funds we are holding.
4. Opioid Litigation. The county joined with 60 or so other Wisconsin counties and numerous other plaintiffs across the nation in litigation in federal court against some pharmaceutical companies and others for damages associated with opioid abuses. The information pertaining to the litigation is confidential pursuant to court order but I can advise that I am working with other departments in completing a Government Plaintiff Fact Sheet, which attempts to identify Wood County's losses. It is a time-consuming endeavor.
5. Legal Secretary. The ½ time legal secretary we hired recently did not work out so we are re-advertising the position. If there aren't any qualified applicants this third time around I will likely look to return to the committee and discuss creating a full-time position either yet this year via county board resolution or else via the budget process for next year. The current situation is not tenable and despite efficiencies, with e-filing and continued increases in caseloads, the work is simply increasing and not decreasing or even leveling out. The full-time Legal Secretary will continue to accrue over-time. If something should happen to the current Legal Secretary there will be significant problems in complying with the county's statutory functions with regard to mental commitment, guardianship, and protective placement proceedings.

6. PILT Class Action. The Payment in Lieu of Tax Act (PILT Act) requires the federal government to remit to local units of government payments on an annual basis. For calendar years 2015 – 2017 the federal government intentionally shorted funding for the payment of the PILTs to local governments and a class action was brought against the federal government to reimburse for the shortfall. Wood County, like other local units of government, receives PILT Act payments annually so we are in a position to join the class action and pursue the three-year shortfall. Some other counties in Wisconsin have done just that. In working with the Finance and Treasurer's Offices, I am advised that the three-year shortfall to Wood County only totals \$270. In light of the nominal amount of recovery and the work attendant to obtaining it, I do not plan to pursue this recovery and, therefore, thought it appropriate to share this with the committee in case you want to direct otherwise.
7. Merit Pay. At the department head meeting Human Resources Director Kim McGrath indicated an interest in getting rid of the merit component of the pay plan. I see this as a significant modification to the pay plan and as a bad idea. The committee may want to discuss the topic and its impact on departments they oversee.



RECEIVED

JUL 09 2018

NOTICE OF INJURY AND CLAIM

To: Wood County Clerk  
400 Market Street  
Wisconsin Rapids, WI 54494

cc: Risk Mgmt  
Corp Counsel  
Hwy

5

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT

RECEIVED

Date: June 19, 2018

JUL 12 2018

Time: Sometime in the A.M.

WOOD CO. CORP. COUNSEL

Place: STATE Hwy 54W. Wis. Rapids

The circumstances giving rise to my claim are as follows:

When the operator was mowing  
the ditches along the highway and lowered  
the trimmer he knocked the back of  
our mail box partly off and dented  
it. Non repairable.  
Someone from the county came and  
looked at it.

The names of county personnel involved are: \_\_\_\_\_

The names of other witnesses are: \_\_\_\_\_

THE CLAIM

I request the following monetary or other relief: mail box 21.09  
Letters & numbers 3.15

7-3-18  
Date

Jan Schraeder  
Signature  
Print Name: Jan Schraeder  
Address: 4191 STATE Hwy 54W.  
Wis Rapids, WI 54495  
Phone: 715-887-4314

THANK YOU FOR SHOPPING AT  
ACE HARDWARE 11928  
(715) 421-1550

THANK YOU FOR SHOPPING WITH US!!  
06/20/18 3:03PM STS 568 SALE

79417 1 EA 2.99 EA  
LETTER/NUM 1" BLK VINYL 2.99

SUB-TOTAL:\$ 2.99 TAX:\$ .16  
TOTAL:\$ 3.15

CASH TEND: 3.15



==>> JRNL#E32988 <<==  
CUST NO:\*63976  
ACE REWARDS ID # 19235128678

Customer Copy

5  
THANK YOU FOR SHOPPING AT  
ACE HARDWARE 11928  
(715) 421-1550

THANK YOU FOR SHOPPING WITH US!!  
06/20/18 3:02PM STS 568 SALE

5266143 1 EA 19.99 EA  
MAILBOX RURAL TIE LITE GR 19.99

SUB-TOTAL:\$ 19.99 TAX:\$ 1.10  
TOTAL:\$ 21.09  
CASH TEND: 50.10 CHANGE: 29.01



==>> JRNL#E32986 <<==  
CUST NO:\*63976  
ACE REWARDS ID # 19235128678

Customer Copy

NOTICE OF INJURY AND CLAIM

RECEIVED  
JUL 16 2018  
cc: Risk Mgmt, Corp Counsel,  
Hwy

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: June 25, 2018  
Time: 9:30am  
Place: Wayside Park Center Hwy 80 & Hwy 10 East

The circumstances giving rise to my claim are as follows:

I had just dropped my son off at someone in mfd. Texas at the last round about on Hwy 10 by the Wayside going South. I did see the tractor/mower ahead of me. I watched him/her enter the ditch going across the driveway entrance. As the mower went made contact with the trailer/bump is when the rock flew and hit the window. I believe.

I just thank the Lord my son was not with me.

The names of county personnel involved are: Josh Klumb Wood County Sheriff

Incident Report # - 18-10103

The names of other witnesses are:

THE CLAIM

I request the following monetary or other relief: the cost to replace the window. See attachments. I did get another estimate to find the better deal. Pictures included

July 11, 2018  
Date

Kami Haffendrea  
Signature  
Print Name: Kami Haffendrea  
Address: 8014 Church Rd  
Argon, WI 54401  
Phone: 715 650 1323

WHEELERS CHEVROLET - GMC  
2701 S. MAPLE AVENUE P.O. BOX 527  
MARSHFIELD, WI. 54449  
PHONE : (715)387-1204 FAX : (715)3870727  
E-MAIL: BODYSHOP@WHEELERGM.COM

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\*\*\* PRELIMINARY ESTIMATE \*\*\*

06/25/2018 03:26 PM

Owner

Owner: KAMI HAFENBREDL  
Address: 8014 CHURCH ROAD  
City State Zip: Arpin, WI 54410  
Email: NONE

Work/Day: (715)650-1323  
FAX:

Inspection

Inspection Date: 06/25/2018 03:28 PM

Inspection Type:

Appraiser Name: JESSICA SCHULTZ  
Address:  
Email: bodyshop@wheelergm.com

Appraiser License # :  
Work/Day: (715)387-1204

Repairer

Repairer: Wheelers Automotive Chevrolet  
GMC  
Address: 2701 South Maple Ave  
PO Box 527  
City State Zip: Marshfield, WI 54449  
Email: bodyshop@wheelergm.com

Contact:  
Work/Day: (715)387-1205  
Work/Day: (800)499-7830  
FAX: (715)387-0727

Vehicle

OEM Part Price Quote ID: \*\*\*\*

2003 Chevrolet Tahoe LT 4 DR Wagon  
8cyl Gasoline 5.3 FLEX  
4 Speed Automatic

Lic Expire:  
Prod Date:  
Veh Insp# :  
Condition:  
Ext. Refinish: Two-Stage

VIN: 1GNEK13Z23R283685  
Mileage: 1  
Mileage Type: Actual  
Code: U7402A  
Int. Refinish: Two-Stage

Options

4-Wheel Drive  
Aluminum/Alloy Wheels  
Auto Locking Hubs (4WD)  
Bucket Seats  
Climate Control For A/C  
Dual Airbags  
Fog Lights  
Intermittent Wipers  
Leather Steering Wheel

AM/FM In-dash CD Changer  
Anti-Lock Brakes  
Automatic Dimming Mirror  
Center Console  
Cruise Control  
Dual Power Seats  
Heated Front Seats  
Keyless Entry System  
Lighted Entry System

Alarm System  
Auto Load Levelling  
Bose Sound System  
Chrome Step Bumper  
Dual Air Conditioning  
Electronic Transfer Case  
Heated Power Mirrors  
Leather Seats  
OnStar System

|                     |                          |                       |
|---------------------|--------------------------|-----------------------|
| Overhead Console    | Power Brakes             | Power Door Locks      |
| Power Steering      | Power Windows            | Privacy Glass         |
| Rear Heater         | Rear Seat Audio Controls | Rear Window Defroster |
| Roof/Luggage Rack   | Running Boards           | Tachometer            |
| Tilt Steering Wheel | Tinted Glass             |                       |

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### Damages

| Line              | Op    | Guide | MC | Description          | MFR.Part No.  | Price     | ADJ% | B%     | Hours | R  |
|-------------------|-------|-------|----|----------------------|---------------|-----------|------|--------|-------|----|
| <u>Rear Doors</u> |       |       |    |                      |               |           |      |        |       |    |
| 1                 | SB    | 296   |    | Glass,Rear Door P RT | Sublet Repair | \$172.65* |      | +25.00 |       | SM |
|                   |       |       |    | >> CENTRAL WI GLASS  |               |           |      |        |       |    |
| 1                 | Items |       |    |                      |               |           |      |        |       |    |

### Estimate Total & Entries

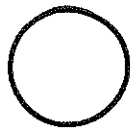
| Labor            | Rate    | Replace  | Repair Hrs | Total Hrs |
|------------------|---------|----------|------------|-----------|
|                  |         |          | Hrs        |           |
| Sheet Metal (SM) | \$58.00 |          |            |           |
| Mech/Elec (ME)   | \$77.00 |          |            |           |
| Frame (FR)       | \$66.00 |          |            |           |
| Refinish (RF)    | \$58.00 |          |            |           |
| Sublet Repairs   |         |          |            | \$215.81  |
| Tax on Sublet    |         | @ 5.500% |            | \$11.87   |
| Gross Total      |         |          |            | \$227.68  |
| Net Total        |         |          |            | \$227.68  |

Alternate Parts Y/00/00/00/00/00 CUM 00/00/00/00/00 Zip Code: 54449 Default  
OEM Part Prices DT 06/25/2018 03:26 PM EstimateID 440609952222953472 QuoteID \*\*\*\*  
Rate Name Default

Audatex Estimating 8.0.554 ES 06/25/2018 03:30 PM REL 8.0.554 DT 06/01/2018 DB 06/15/2018  
©.2018 Audatex North America, Inc.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE REPLACEMENT PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE REPLACEMENT PARTS RATHER THAN BY THE MANUFACTURER OF YOUR MOTOR VEHICLE.

### Op Codes



## RESOLUTION#

Introduced by  
Page 1 of 2

Judicial and Legislative

ITEM#

5- 1

DATE

August 21, 2018

Effective Date

August 21, 2018

Motion: Adopted: ☐  
1<sup>st</sup> \_\_\_\_\_ Lost: ☐  
2<sup>nd</sup> \_\_\_\_\_ Tabled: ☐  
No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_

Number of votes required:

☒ Majority ☐ Two-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: \_\_\_\_\_, Finance Dir.

BJV

INTENT & SYNOPSIS: To support an increase in Child Support Funding from the State of Wisconsin to County Child Support Agencies

FISCAL NOTE: No cost to the County.

**WHEREAS**, Wood County administers the Child Support Enforcement Program on behalf of the state, providing services to Wood County residents including paternity establishment, obtaining child support and health insurance orders for children, and enforcing and modifying those orders; and

**WHEREAS**, our children's well-being, economic security, and success in life are enhanced by parents who provide financial and emotional support; and

**WHEREAS**, Wood County's Child Support Agency ensures that parents take responsibility for the care and well-being of their children, supports the involvement of parents in their children's lives and provides services to both custodial and noncustodial parents; and

**WHEREAS**, the Child Support Enforcement Program is an effective investment in Wisconsin's future as child support increases self-sufficiency, reduces child poverty, and has a positive effect on children's well-being; and

**WHEREAS**, Wisconsin's Child Support Enforcement Program is ranked 2<sup>nd</sup> in the nation for collecting current support; and

**WHEREAS**, Wisconsin's Child Support Enforcement Program is incredibly cost-effective, collecting an average of \$5.56 in support for every dollar invested in the program; and

**WHEREAS**, County Child Support Agencies collected \$934 Million in child support during 2017, 95% of which went directly to families while 5% reimbursed public assistance programs; and

**WHEREAS**, Child Support Agencies help save taxpayer dollars by establishing health insurance orders for 97% of cases, which reduces state Medicaid costs by moving children from public assistance to private insurance; and

**WHEREAS**, state funding for county child support services has not increased above the 2007 funding level while county agency costs have steadily increased due to growing caseloads, inflation and new federal regulations; and

**WHEREAS**, Wisconsin's strong performance in child support is at risk without additional state funding. Diminished performance would result in reduced federal funding to Wisconsin; and

|    |                | 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#

Effective Date: August 21, 2018

Introduced by Judicial and Legislative

Page 2 of 2

Committee

**WHEREAS**, decreased federal funding would lead to less funding for Wood County's Child Support Agency. This could lead to reductions in child support enforcement staff and services and reduced child support collections; and

**WHEREAS**, new state investments in child support are amplified by a generous federal match. Every \$1 of state GPR invested in the Child Support Program generates \$2 in federal matching funds.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES**, to respectfully request that state funding for county child support agencies be increased by \$1.5 million GPR in each fiscal year of the 2019-21 Wisconsin state budget, which will generate approximately \$3 million in additional federal funding each year. This investment will ensure that counties can continue to effectively provide economic support to our children.

**BE IT FURTHER RESOLVED**, that the County Clerk forward a copy of this resolution to the Governor of the State of Wisconsin, State Senators and State Representatives representing Wood County, the Secretary of the Wisconsin Department of Administration, and the Wisconsin Counties Association for consideration.

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**MINUTES OF THE  
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE**

**DAY & DATE:** Thursday, August 2, 2018  
**TIME:** 8:00 a.m.  
**PLACE:** Nepco County Park, 1410 Griffith Avenue,  
Wisconsin Rapids, WI 54494  
**ADJOURNMENT TIME:** 9:37 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml,  
Supervisor Dennis Polach  
**EXCUSED:** None. Supervisor Lance Pliml excused for the tour.  
**OTHERS PRESENT:** Chad Schooley, Director of Parks and Forestry; Fritz  
Schubert, Forest Administrator; Roland Hawk, Highway  
Commissioner; Sandra Green, Office Supervisor of Parks  
and Forestry; Supervisor Bill Clendenning; Gavin  
Hutchinson, DNR Forestry; Marla Cummings, Director of  
Finance; John Peckham, Accountant for Highway; Doug  
Machon, County Board Chairman

1. Call meeting to order. Meeting called to order at 8:00 am by Supervisor Fischer.
2. Public comments. Supervisor Winch spoke on two separate issues which were brought to his attention by one of his constituents.
  - a. Changes on Highway 80 & A in Pittsville due to semi Jake braking.
  - b. One of the roads in his township they would like to see a sign that says "local traffic only" so large trucks cannot go down this road.
3. Correspondence.
  - a. Roland Hawk spoke about a change in uniforms for his employees.
  - b. Roland has been approached by an individual who wishes to open a new non-metallic frac sand mine with access to a county highway.
4. **CONSENT AGENDA**
  - a. Approve minutes from previous committee meetings
  - b. Review staff reports from departments
  - c. Approval of department vouchers
  - d. Revenue report.

**Motion to approve the Consent Agenda Items removing "Department Vouchers" by Supervisor Pliml and seconded by Supervisor Hokamp. All in favor. Motion carried.**
5. Review items, if any, pulled from consent agenda. Supervisor Winch had many questions regarding the vouchers from both Parks and Highway departments.

**Motion to approve Parks and Highway vouchers by Supervisor Hokamp and seconded by Supervisor Winch. All in favor. Motion carried.**
6. ATV Update
  - a. ATV Route Request: 1.0 mile of CTH V from Hay Creek Road to Cary Hiles Road. Roland Hawk will bring this resolution to the next meeting on 9/6/18.
  - b. ATV route and usage in Dexter Park. Chad Schooley spoke regarding the plan for Dexter Campground. **Motion to approve the ATV plan for Dexter Campground by Chairman Fischer and seconded by Supervisor Pliml. All in favor. Motion carried.**



## 7. HIGHWAY

- a. ½ Ton Pickup (Engineer Truck) Quotes: **Motion to approve the quote that is most advantageous to Wood County by Supervisor Pliml and seconded by Supervisor Winch. All in favor. Motion carried.**
- b. Equipment Purchases. Roland stated they had to change the asphalt mix to meet the DOT requirements. To do this they need to purchase a pump, tank and a rejuvenator which will cost about \$12K.
- c. Draft 2019 Highway Budget. John Peckham provided a summer of the 2019 Highway budget to the committee and answered questions. They were able to reduce their budget the 1% that was asked of each department. The final draft of this budget will be approved at the 9/6/18 HIRC meeting.
- d. "Just Fix It" Resolution. Chairman Fischer placed this on the agenda as he believes this is most certainly a worthwhile resolution. He is asking for support from the committee. **Motion to approve the "Just Fix It" Resolution by Supervisor Pliml and seconded by Supervisor Winch. All in favor. Motion carried.**
- e. The committee may enter closed session pursuant to §19.85 (1) (e), Wisconsin Statutes for the purpose of negotiating a contract for the sale of the Pittsville Shop. **Motion by Supervisor Pliml and seconded by Supervisor Winch to go into closed session at 8:55 am. All in favor. Motion carried.**  
**Motion by Supervisor Winch and seconded by Supervisor Hokamp to return to open session at 9:08 am. All in favor. Motion carried.**  
**Motion for approval of the Pittsville Shop and sale of three lots under the terms presented and offer made by Tom Gardner by Supervisor Pliml and seconded by Supervisor Hokamp. All in favor. Motion carried.**

## 8. PARKS AND FORESTRY

- a. Draft 2019 Parks and Forestry Budget. Chad summarized the Parks and Forestry 2019 budget. He was able to cut the 1% as requested.
  - b. Parks and Forestry User Fees. Chad went on to explain how fees would possibly change for next year as well as a draft of the new Disc Golf permits coming out soon. One idea that was mentioned was a "package deal" such as trail pass/boat pass/disc golf passes which would be one annual pass. Chad will look into this idea more.
9. Future Agenda Items
- a. Highway and Parks will discuss and set a date for the fall tour which will include specific areas of the Wood County Forest as well as highway construction projects and let the committee know.
  - b. ATV trails & routes.
10. Set next regular meeting date: September 6, 2018 at the Wood County Highway Department, 555 17<sup>th</sup> Ave. North, Wisconsin Rapids, WI 54495 at 8:00 a.m.
11. Tour of Nepco Park. Pliml was excused and attending were Schooley, Green, Fischer, Polach and Winch.
12. Fischer declared the meeting adjourned at 9:37 am.

Signed electronically by, Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor

## **PARKS CONSTRUCTION SUPERVISOR REPORT**

August 2, 2018

By D. Quinnell

### **CURRENT PROJECTS**

- We are still working on the shelving in the shop addition for South Park.
- The hand pump at Nepco Park was replaced.
- We prepared a place for a concrete slab on Red Beach. This will be used by the Aqua-Skiers for cooking during the Ski Show, and will be a location for picnic tables during other times of the year. The Aqua Skiers will be doing the concrete work.

### **MAINTENANCE OPERATIONS**

- All parks are weed trimming and keeping shelters clean.
- All wells and beaches are at safe water tests at this time.
- Due to electrical issues at White Beach facility, we will be looking to upgrade the electric there. New service and updated wiring.

### **EMPLOYEE MATTERS**

- We continue having issues filling LTE positions. We have finally hired the last LTE for South Park. Would like to review position pay for next year.

### **OTHER**

- We purchased a utility cart from Schmidty's in Marshfield to replace a failing one at North Park. Cost is \$3,550.00
- We purchased a new trailer for North Park to replace an old one that was too small to haul mowers and utility vehicles and other small equipment. The old one will be auctioned off.

**WOOD COUNTY PARKS & FORESTRY**  
**OFFICE SUPERVISOR REPORT**

August 2, 2018

By: Sandra Green

**SNOWMOBILE:**

- Completed the 2017-2018 Snowmobile Maintenance Grant information for the DNR. I had some issues with one of the clubs not approving all of their entries the first time around so a second check had to be issued to them for the money due. The complete packet was mailed to the DNR on July 27, 2018.
- Sent ACH payments to the AWSC to pay the clubs their 2<sup>nd</sup> half maintenance payments.
- Received a phone call from a landowner wanting to work with one of the clubs regarding a trail that goes through his property and whether or not it would be best to re-route it or close it down during the hunting season. Because the hunting season runs well into January, my advice was to re-route the trail with permission from the property owner that owns the land the trail would be moved to. The snowmobile club agreed with my advice so they are moving forward.

**ATV:**

- There was no regular meeting in July. We plan to meet August 6, 2018.
- I plan to attend the SRC (Snowmobile Recreation Council) and ORC (Off Road Recreation Vehicle) funding meetings in Stevens Point on August 27<sup>th</sup>.

**OFFICE:**

- Provided Wellness materials to employees in the field and office.
- Completed the updates to the 2017 Annual Report Power Point Presentation for County Board.
- I plan to attend and have a booth at the Domtar Fair in Nekoosa again as I did in 2016.
- Worked with Chris Markworth to make various changes to our pages on the Wood County website.
- Created various signs and flyers for the campgrounds.
- Prepared PAF's and hire forms for seasonal employees.
- Attended and worked at Farm Tech Days on July 10<sup>th</sup>.
- Completed monthly PAY PAL transfer for parks revenues.
- Began working on the 2019 budget.

## **Parks and Forestry Director Report**

By Chad Schooley, Parks and Forestry Director

August 2, 2018

HIRC meeting

- Compiled draft 2019 budget. Summary sheets from the draft budget are included in the packet. If you would like additional information, let me know. I have also included a summary sheet of fees over the past 10 years. I will be bringing different options to the meeting regarding fee increases, as well as new fees.
- Assisted in the Parks and Forestry booth at the 2018 Farm Technology Days in Marshfield.
- Attended ATV planning meeting with representatives from P&F, P&Z, and HWY on July 16th. The next scheduled meeting is on July 31.
- Continued developing new marketing information regarding the 4 phase approach to Powers Bluff County Park Development Project.
- Have met with staff in regards to ATV use at Dexter Park. I will be presenting the plan at the meeting.
- We are awaiting quotes for the disc golf “pay to play” drop boxes, signage, and deposit slips. We will continue moving towards purchase of these items and installation.
- The State Waterski Show Tournament was held on July 19-22 at Lake Wazeecha. Staff did a great job accommodating the thousands of visitors that came to South Wood County Park for the event. The event seems to have gone quite smoothly.
- Presented the 2017 Parks and Forestry annual report at the Board of Supervisors July meeting.
- Hosted the July 19<sup>th</sup> Department Head meeting at the Nepco shelter building.

**July:** 72 shelter reservations, State Waterski Show Tournament

**Special Use Permits** None at this time

# TIMBER SALE BALANCES

## From 6/20/2018 to 7/17/2018

| CONTRACT | TRACT | CONTRACTOR      | CONTRACT<br>AWARD<br>AMOUNT | CONTRACT<br>AWARD<br>DATE | CONTRACT<br>EXPIRATION DATE | \$ RECEIVED<br>CURRENT<br>MONTH | AMOUNT<br>BILLED TO<br>DATE<br>CURRENT<br>YR | AMOUNT<br>RCVD TO<br>DATE<br>CURRENT<br>YR | ENDING<br>MONTH<br>BALANCE |
|----------|-------|-----------------|-----------------------------|---------------------------|-----------------------------|---------------------------------|--|--|----------------------------|
| 719      | 9-13  | SCHREINER       | 47,060.00                   | 10/03/13                  | 05/31/19                    |                                 | 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                  | 01/01/18                    |                                 | 0.00   | 0.00                                       | 0.00                       |
| 740      | 7-15  | FUTUREWOOD      | 26,762.50                   | 04/07/16                  | 04/01/18                    |                                 | 9,669.08                                     | 9,669.08                                   | 0.00                       |
| 741      | 8-15  | THURS LOGGING   | 23,936.00                   | 04/07/16                  | 04/01/18                    |                                 | 0.00   | 0.00                                       | 0.00                       |
| 744      | 2-16  | DELANEY FP      | 26,079.50                   | 04/07/16                  | 04/01/18                    |                                 | 0.00   | 0.00                                       | 0.00                       |
| 745      | 3-16  | FUTUREWOOD      | 15,157.50                   | 04/07/16                  | 04/01/18                    |                                 | 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      | 185,702.50                  | 10/06/16                  | 10/15/18                    |                                 | 46,650.00                                    | 46,650.00                                  | 0.00                       |
| 757      | 12-16 | YODER LOGGING   | 26,890.00                   | 11/14/17                  | 12/31/19                    |                                 | 0.00   | 0.00                                       | 0.00                       |
| 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                    | 11,227.19                       | 26,981.30                                    | 20,250.91                                  | (6,730.39)                 |
| 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                    |                                 | 0.00   | 0.00                                       | 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        |                             |                           |                             |                                 |  |  |                            |

Payments Received This Month: \$ 11,227.19 (6,730.39)

Payments received this month SUB TOTAL: \$ 11,227.19

10% Town Revenue: \$ 1,122.72

90% County Revenue: \$ 10,104.47

Total County Forestry Revenue for this month: \$ 10,104.47

Jobs Finished

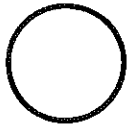
Jobs Started

Jobs Continuing

Jobs Gone Inactive

2018 Forestry Revenue to date: \$ 199,290.11

## WOOD COUNTY



## RESOLUTION#

Introduced by  
Page 1 of 2

Highway and Infrastructure Recreation Committee

ITEM#

6-1

DATE

August 21, 2018

Effective Date

August 21, 2018

|  |                               |                                  |
|--|-------------------------------|----------------------------------|
| <b>Motion:</b>   | Adopted:                      | <input type="checkbox"/>         |
| 1 <sup>st</sup>  | Lost:                         | <input type="checkbox"/>         |
| 2 <sup>nd</sup>  | Tabled:                       | <input type="checkbox"/>         |
| No: <input type="checkbox"/>   | Yes: <input type="checkbox"/> | Absent: <input type="checkbox"/> |
| 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.   |                               |                                  |

CAC

**INTENT & SYNOPSIS:** To encourage the State of Wisconsin to find a sustainable solution to fund Wisconsin's transportation system.

**FISCAL NOTE:** None.

**WHEREAS**, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

**WHEREAS**, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state; and

**WHEREAS**, Wood County and other local governments across Wisconsin have been highlighting our unmet transportation needs in many different avenues including events such as the historic Turnout for Transportation event in September of 2016 where local governments in every region of this state held simultaneous meetings calling on the state legislature to prioritize transportation and pass a sustainable funding package; and

**WHEREAS**, while the increase in transportation funding for locals in the last budget was certainly appreciated, many still aren't back to 2011 levels when you adjust for inflation; and

**WHEREAS**, locals, including Wood County continue to struggle to meet even the most basic maintenance needs for our

transportation system; and

**WHEREAS**, states surrounding Wisconsin and across the country have stepped up with sustainable funding plans for their state and local roads; and

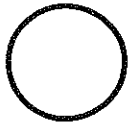
**WHEREAS**, Wisconsin will be at a competitive disadvantage if it does not implement a revenue and spending plan that addresses both our Interstates that were built in the 1950's and 60's *and* our local and state roads; and

**WHEREAS**, levy limits do not allow local government to make up for the deterioration of state funding; and

**WHEREAS**, local governments would not be forced to turn to local wheel taxes or increased borrowing or exceeding their levy limits if the state would finally pass a sustainable funding plan for transportation

**WHEREAS**, the Wood County Board recognizes that our state highway and interstate system is the backbone of our surface transportation system and plays a vital role in the economy of Wisconsin. Both local *and* state roads need to be properly maintained in order for our economy to grow; and

# WOOD COUNTY



ITEM# \_\_\_\_\_

DATE August 21, 2018

## RESOLUTION# \_\_\_\_\_

Effective Date: August 21, 2018

Introduced by Highway Infrastructure and Recreation Committee  
Page 2 of 2

**WHEREAS**, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees; and

**NOW, THEREFORE, BE IT RESOLVED** the Wood County Board of Supervisors urge the Governor and Legislature to Just Fix It and agree upon a sustainable solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's transportation system. Furthermore, the Wood County Board of Supervisors directs the Clerk to send a copy of this resolution to our State Legislators and to Governor Scott Walker.

## WOOD COUNTY



## RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure and Recreation Committee

ITEM#

6-2

DATE

8/21/2018

Effective Date

8/21/2018

CAC

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

**INTENT & SYNOPSIS:** To authorize the County Clerk to execute a quit claim deed transferring county highway property (Pittsville Shop Property) to Tom Gardner.

**FISCAL NOTE:** The County will receive \$90,000 for sale of the property.

**Source of Money:** Compensation will be put into Highway Dept. funds.

|    |                | 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,** Wood County Highway Department advertised for quotes on the Pittsville Shop and Property in May of 2018, and

**WHEREAS,** quotes were received and opened on June 6, 2018 at the Highway Department, and

**WHEREAS,** the Highway Infrastructure and Recreation Committee instructed that the Highway Department reject the quote and advertise for another 60 days, and

**WHEREAS,** during the second advertisement, the original bidder offered a higher bid which was accepted by the Committee on August 2, 2018, and

**WHEREAS,** the second advertisement was withdrawn and interested parties were notified prior to the August 2, 2018 Committee meeting, and

**WHEREAS,** Tom Gardner submitted a quote for \$90,000 for all three lots including Lot 2 of CSM 10278 consisting of County and State salt sheds, with a 10 year no cost lease to Wood County Highway Department for unrestricted use of the salt shed on that parcel, including a 10 year additional no cost lease option, for a total of 20 years, and

**WHEREAS,** at the end of the lease agreement, the County will turn over control of the salt shed to Tom Gardner and will not be required to remove the salt shed, and

**WHEREAS,** during the life of the lease agreement, Wood County will be responsible for maintaining the salt shed at no cost to Tom Gardner, and

**WHEREAS,** the lease agreement cannot be terminated unless agreed upon by both parties, and

**WHEREAS,** the lease agreement is binding upon the owner, his successors, and assigns, and upon the County,

**NOW THEREFORE BE IT RESOLVED,** that the County Clerk is authorized and directed to execute the originals of the attached quit claim deeds, thereby authorizing the conveyance of the Pittsville Shop and Property to Tom Gardner with compensation put into Highway Department funds, and that the Highway Commissioner will execute the long term salt shed lease.



7

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Avenue; Wausau, WI  
June 21, 2018

**Finance Committee Members Present:** Larry Lebal, Jim Hampton, Will Hascall, Tim Buttke

**Excused:**

**Others Present:** Steve Prell, Jonette Arms

**1. Call to Order:**

Meeting was called to order at 8:50 AM by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion to approve minutes by Tim Buttke, second by Jim Hampton. Motion carried.

**4. Financial Report:**

Committee reviewed the April 2018 report. Steve explained that the Congregate Meals program is running below budgeted expenses because we had anticipated having another Café 60 nutrition site open in early 2018 but that has not happened yet. Steve also explained that our grant revenue is on a reimbursement basis so it will always look lower than expected on the monthly report until the end of the year.

**5. Review monthly disbursements:**

The committee reviewed the reports. The committee asked about lodging charges on the the bank cards. Some was lodging for the Benefit Specialist staff to attend a conference, the rest was for attending the Alzheimer's conference. The committee also asked about WPS charges check 711998, if this is all for the Wausau location. Steve explained that it was for the Wausau office and nutrition building across the parking lot.

**6. Adjournment:**

Motion to adjourn made by Tim Buttke, second by Will Hascall; Motion carried, meeting adjourned at 9:10.

## **Board Meeting Minutes**

Aging & Disability Resource Center of Central Wisconsin

Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin

June 21, 2018

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Board members present: Chairman - Doug Machon, Vice-Chairman –Jim Hampton, Will Hascall, Larry Lebal, Mike Feirer, Jean Doty, Vern Cahak, Danielle Yuska, Sharon Rybacki, Sandi Cihlar, Richard (Dick) Hurlbert, Dora Gorski and Tim Buttke

Board members excused: Bill Bialecki and Dona Schwichtenberg

Others present: Jonette Arms, Steve Prell, Jennifer Cummings, Mike Rhea, Erin Wells, Ronda James, and Angela Hansen.

1. Call to order:
  - a. Meeting was called to order by Chairman Doug Machon, at 9:30am.
2. ADRC-CW Board Election of New Officers:
  - a. Chairman: Motion to nominate Doug Machon for Chairman by Mike Feirer, seconded by Larry Lebal. No further nominees after three calls. Motion to close nominations and move for a vote by Vern Cahak, seconded by Dick Hulbert. Nominations closed, votes cast, Doug Machon elected as ADRC-CW Board Chairman by unanimous vote.
  - b. Vice-Chairman: Motion to nominate Jim Hampton by Tim Buttke, seconded by Dick Hurlbert. No further nominees after three calls. Motion to close nominations and move for a vote by Dora Gorski, seconded by Larry Lebal. Nominations closed, votes cast, Jim Hampton elected as ADRC-CW Board Vice-Chairman by unanimous vote.
  - c. Secretary/Treasurer: Motion to nominate Larry Lebal for Secretary/Treasurer by Jim Hampton, seconded by Jean Doty. No further nominees after three calls. Motion to close nominations and move for a vote by Tim Buttke, seconded by Dick Hurlbert. Nominations closed, votes cast, Larry Lebal elected as ADRC-CW Board Secretary/Treasurer by unanimous vote.
  - d. Executive Committee (two openings): Motion to nominate Vern Cahak by Dick Hurlbert, seconded by Tim Buttke. Motion to nominate Jean Doty by Jim Hampton, seconded by Mike Feirer. No further nominees after three calls. Motion to close nomination and move for a vote by Tim Buttke, seconded by Will Hascall. Nominations closed, votes cast, Vern Cahak and Jean Doty elected to the ADRC-CW Executive Committee by unanimous vote.
3. Public comments:
  - a. No public comments
4. Discussion/possible action – Approval of Minutes:
  - a. May 10, 2018

- i. Motion to approve May 20, 2018 by Dick Hurlbert, seconded by Dora Gorski. Motion carried, minutes approved.
- 5. Discussion/possible action – Report from the Finance Committee:
  - a. Larry Lebal presents the report.
  - b. New member request for the Finance Committee. Dora Gorski replaces Will Hascall on the Finance Committee by consensus vote.
  - c. Motion to accept the report by Mike Feirer, seconded by Dora Gorski. Motion carried, report accepted.
- 6. Discussion/possible action – Request to Appoint/Approve Arlene Meyer as Lincoln County Representative to the ADRC-CW Advisory Committee:
  - a. Motion to approve Arlene Meyer as Lincoln County Representative to the ADRC-CW Advisory Committee by Larry Lebal, seconded by Sandi Cihlar. Motion carried, Arlene Meyer approved to Advisory Committee.
- 7. Discussion/possible action – Request to pursue the St. Joseph’s Community Foundation Caregiver Support Grant:
  - a. Jennifer Cummings presents information on the grant and answers Board questions.
  - b. Motion to approve pursuing a grant for 10 thousand dollars from the St. Joseph’s Community Foundation Caregiver Support by Mike Feirer, seconded by Danielle Yuska. Motion carried, approval to pursue grant.
- 8. Executive Director’s Report:
  - a. Jonette Arms presents the report.
    - i. Elder Abuse Week participation coordinated by Kathy Lemons.
    - ii. Organizational chart changes and training to align staff with subject matter expert leaders.
    - iii. Judy Skinner retired.
  - b. Full report in board packet
  - c. No action taken.
- 9. Discussion/possible action – Managed Care Organization Client Re-assessments and Impact:
  - a. Leadership presents MCO changes and customer impact.
    - i. Functional screens by MCO’s is conflict of interest.
    - ii. Meals on wheels customer being told service will come from another provider.
      - 1. ADRC-CW is a provider regarding meals on wheels customers enrolled in MCO.
- 10. Future Agenda Items:
  - a. Board pictures next month.
  - b. Next meeting: July 12, 2018: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
- 11. Adjournment:
  - a. Meeting adjourned by Chairman, Doug Machon at 11:05 am.

Central Wisconsin State Fair  
Board of Director Minutes  
January 15, 2018

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Scott Karl, Jeremy Carolfi, Peggy Sue Meyer-Miller, Bob Ashbeck (County), Dale Christiansen, Tim Heeg, Dave Urban, Jeff Viergutz, Lori Salzman, Sandy Leonhard (Jr. Fair)

Absent: Jason Zaleski (City)

Public Present: Andy Keogh

The meeting of the Central Wisconsin State Fair was called to order at 7:27pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Carolfi made a motion to approve the minutes and Heeg seconded them. The financial update was given by Christiansen. Heeg asked some questions and voice some concerns about the financial report. Ashbeck made a motion to approve the financial report, Meyer-Miller seconded. All approved.

Christiansen gave his executive report.

*Board Trust:* It was discussed that board members should respect deadline and guidelines set forth and decided by the board.

*Entertainment:* The same budget as last year will be the guideline for this year. Tuesday night is open yet, looking into lawnmower races as a possibility. Wednesday night there is an offer for Phil Vasser for \$25,000 through Jason Promotions. Thursday night will be Sawyer Brown (confirmed) at \$30,000. Friday night with an offer of \$35,000 is Night Ranger. There was a discussion about finding volunteers and workers to help with gates and grandstand. Saturday night is a monster truck show with 4 trucks and will cost \$19,000. Sunday will be a demo derby, we will need to find a new promoter.

*Carnival Updates:* There are negotiations with the new carnival. The grounds have been measured for the rides and will be bringing in a lot of rides.

*Kennel Club show:* We are trying to negotiate how to host the show and set up for the fair. The convention bureau is trying to help with negotiations.

There was no Jr. Fair meeting or commission meeting.

Committee Reports – No reports.

Old Business:

*Grounds Management:* Keogh explained the budget for Park & Rec for 2018. All the information will be shared with the fair detailing expenses, revenues, ect. Carolfi made a motion to have the Fair Board take over the management of the fairgrounds from the city with the budget number of up to \$75,000 and 100% of the revenue currently budgeted at \$47,000. Leonhard seconded the motion. Christiansen stated that the city wants him available 30 hours/week during the off season, and 40 hours a week during the busy season.

New Business:

*Convention News:* Meyer-Miller gave a report on convention.

*Bull Ride:* The contract for the bull ride will be September 21-22<sup>nd</sup>, 2018 was signed at convention. We are looking into bringing in more entertainment and vendors for this event.

*Attendance:* McFarland gave a spiel about unexcused absences.

*Election of New Officers:*

President: McFarland nominated Hartman and cast a unanimous ballot for President. It was unanimously accepted. Hartman is President.

Vice President: Salzmänn nominated Heeg and McFarland nominated Meyer-Miller. Heeg is Vice President.

Treasurer: Salzmänn was nominated and cast a unanimous ballot by McFarland. It was unanimously accepted. Salzmänn is treasurer.

Secretary: Hartman nominated McFarland and Salzmänn nominated Meyer-Miller. Meyer-Miller did not accept the nomination. Hartman cast a unanimous ballot for McFarland and it was unanimously accepted. McFarland is the secretary.

Ashbeck made the motion to adjourn and McFarland seconded the motion. The meeting was adjourned at 8:58pm.

Respectfully submitted,



Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary

Central Wisconsin State Fair  
Board of Director Minutes  
February 26, 2018

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Scott Karl, Peggy Sue Meyer-Miller, Bob Ashbeck (County), Dale Christiansen, Tim Heeg, Lori Salzmann, Sandy Leonhard (Jr. Fair)

Excused: Jason Zaleski (City), Dave Urban, Jeremy Carolfi,

Unexcused: Jeff Viergutz

Public Present: Andy Keogh

The meeting of the Central Wisconsin State Fair was called to order at 7:20pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Keogh reported on the city's contract to have the fair take over management of the grounds.

Ashbeck made a motion to approve the minutes and Meyer-Miller seconded them. The financial update was given by Salzmann. Leonhard made a motion to approve the financial report, Karl seconded. All approved.

Christiansen gave his executive report. He went through the new sponsorship packet as well as the entertainment schedule for the fair. Entertainment schedule will get promoted once the tickets are printed.

Leonhard gave a Jr. Fair report. Commission gave a short report.

**Committee Reports –**

- Sponsorship Committee – Meyer-Miller discussed the meeting with Marilyn Heiman to bring back a breakfast the beginning day of the fair. There is also discussion of having an “ice cream social” with sponsors and kids showing in the fair. Meeting tomorrow at 2:00pm.
- Fairest Committee – McFarland gave a report on Fairest.
- Marketing Committee – Meeting in the next week.
- Executive Committee – Will meet next week.
- Livestock Committee – Hartman explained what he wants for the livestock committee's purpose.
- Volunteer Committee – Heeg is chair and needs more members.
- Fairgrounds Park Management Committee – Keogh will chair and has members from outside of the fair.

**Old Business:**

*Carnival Update* – No update with A&P. Tickets prices were discussed. The giant wheel, and many other attractions were guaranteed. 12-15 games are expected and less food from what we've had in the past. The will be coming in on Monday and will hope to be running on 3:00pm on Tuesday.

*Strategic Planning* – We need to schedule 2 separate 3-hour meetings about 2 weeks apart.

New Business:

*Re-organizing Fair Association* – Christiansen gave examples of membership applications from 2 different fairs.

Karl made the motion to adjourn and McFarland seconded the motion. The meeting was adjourned at 9:02pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sara McFarland".

Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary

Central Wisconsin State Fair  
Board of Director Minutes  
March 12, 2018

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Scott Karl, Peggy Sue Meyer-Miller, Bob Ashbeck (County), Dale Christiansen, Tim Heeg, Lori Salzmann, Sandy Leonhard (Jr. Fair), Jeff Viergutz, Dave Urban

Excused: Jeremy Carolfi,

Unexcused: Jason Zaleski (City)

Public: Don Kerper

The meeting of the Central Wisconsin State Fair was called to order at 7:42pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Don Kerper gave a presentation of the Strategic Planning and we decided on the date of April 2nd from 6-9pm.

Salzmann made a motion to approve the minutes with the corrections and Heeg seconded them. The financial update was given by Salzmann. There was discussion about the new financial format. Heeg moved to table the financial report and Leonhard seconded, motion passed.

Christiansen gave his executive report. There will be some new food vendors on the grounds and we will have a good variety. They are starting to reach out to commercial vendors for booths. They are hoping to have Expo 1 filled with vendors. There has been talk about bringing in an Ag Education tent instead of the inflatables for the fair. Dale will be out of the office next week for a fair conference out of state. The bowfishing tournament for the beginning of June will hopefully turn into a sports show.

Jr Fair meets next week. There was no commission report.

**Committee Reports:**

- Fairest Committee – McFarland gave a report on Fairest. There was a request for \$600 for the Fairest program. Heeg motioned to designate \$500 and Karl seconded. Motioned passed and McFarland abstained from the vote.



- Executive Committee – There was a recap of the executive committee meeting. McFarland moved to sign the contract with the city and Meyer-Miller seconded. All approved, motion carried. There was discussion about bringing back the Fair Association. There was a discussion about a raise to the Executive Director's salary and also a discussion about employee benefits. Meyer-Miller made the motion to increase the Executive Director's salary by the amount discussed, starting May 1<sup>st</sup> and Heeg seconded. All approved.
- Draft Horse Committee – They are looking to move their Draft Horse Show to the weekend of the Perish Pull. The amount of money in premiums alone would be over \$13,000. Urban moved to have the Draft Horse Committee continue with their plans of moving the show, Karl seconded and all approved.
- Sponsorship Committee – Viergutz made a proposal to go to local TV stations and offer a sponsorship opportunity in exchange for fair promotions.

Meyer-Miller made the motion to adjourn and Ashbeck seconded the motion. The meeting was adjourned at 9:39pm.

Respectfully submitted,



Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary

7

Central Wisconsin State Fair  
Board of Directors Minutes  
May 21, 2018

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Peggy Sue Meyer-Miller, Dale Christiansen, Lori Salzman, Jeff Viergutz, Jeremy Carolfi, Scott Karl, Bob Ashbeck (County), Sandy Leonhard (Jr. Fair)

Public: Kara McManus

The meeting of the Central Wisconsin State Fair Board was called to order at 7:30pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Meyer-Miller made a motion to approve the minutes and Carolfi seconded them. The financial update was given by Christiansen. He stated that there was a new hire to take care of the books with Jen. Leonhard moved to accept the financial report and Meyer-Miller seconded, motion passed.

Christiansen gave his executive report:

- *New Hires:* There have been 2 new hires. Marissa will be helping with the books and Madison is the new summer intern.
- *Fair Books:* We will not be printing books this year because the cost has exponentially increased. There was concern about online entries but it was discussed to hold workshops to assist with entries. McFarland made a motion to not print books and Carolfi seconded the motion. Motion passed.
- *FairEntry:* Christiansen is looking into other entry software since FairEntry has an annual fee of \$5000 that is split with Jr. Fair.
- *A&P:* There was discussion about the direction of the lawsuit.

Leonhard gave a Jr. Fair update. There was discussion of the Jr. Fair office coverage during fair time due to Extension changes. The Jr. Fair Superintendent Workshop is August 9th at the Ag Research Station.

Ashbeck gave a commission report. The fans are in Expo 1 and there are new track lighting going on the grandstand.

**Committee Reports:**

- *Draft Horse Committee:* They are moving forward with the Draft Horse show. They are looking for sponsorship. The show dates are July 13-15.
- *Fairest:* McFarland gave a report. Looking ahead to making a parade float for the summer parades.
- *Building and Grounds:* The mini round barn ticket booth is almost finished. The committee did a walk around of all the buildings. Some electrical in the Round Barn as we as the doors need to be fixed. The colored lights on the Round Barn have been

turned off because of the electrical damage. Much of the wiring, fixtures and housing needs to be replaced due to fire hazard. The flag pole is also broken and needs to be replaced. They are looking to find 4-5 loads of gravel for the carnival parking lot. There is also 40,000 ton of clay coming in to fix the track and parking lot.

- *Sponsorship:* Christiansen gave a report. There is about \$28,000 of sponsorship dollars raised, they are still waiting for checks. There was a discussion of possible sponsors. Christiansen stated that we would need a minimum of \$52,000 more sponsorship to be comfortable.
- *Marketing:* There was discussion of making a trifold hand out as well as the entertainment guide. The decision instead was to print a small booklet. We will print our own hand outs. We earned a \$1000 grant for social media from the city as well as a \$500 grant towards the bull ride as prize money at the awards banquet.
- *Executive:* Harman discussed the Executive committee meeting. He gave an update on the loan. We are waiting to hear from the bank regarding their decision.

Old Business:

*Non-Fair Events:* The bow fishing tournament fell through. There are contracts going out for weddings and other events.

New Business:

*Cranberry Tour:* We are looking to get the cranberry industry involved with the Ag Education tent. There will be a marsh tour Wednesday, May 23rd at Gardner's.

*Resignations:* Tim Heeg and Dave Urban have resigned from the board. Karl made a motion to accept their resignations and Meyer-Miller accepted. The motion was passed. We will open member positions for two slots. Next meeting, we will vote on the two members and hold elections for the new Vice President.

*Agenda Items:* New member elections, VP elections, Thank you event, donor breakfast, and work days.

Meyer-Miller made a motion to adjourn and Leonhard seconded the motion. The meeting was adjourned at 8:46pm.

Respectfully Submitted,

Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary

Central Wisconsin State Fair  
Board of Directors Minutes  
June 25, 2018

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Peggy Sue Meyer-Miller, Dale Christiansen, Lori Salzman, Jeff Viergutz, Jeremy Carolfi, Scott Karl, Bob Ashbeck (County), Sandy Leonhard (Jr. Fair)

Public: Kara McManus, Cindy Joosten, Nick Weierski

The meeting of the Central Wisconsin State Fair Board was called to order at 7:07pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Nici Weierski and Cindy Joosten introduced themselves.

The financial update was given by Christiansen. Meyer-Miller moved to accept the financial report and Salzman seconded, motion passed.

Christiansen gave his executive report:

- *Cranberry Tour:* It was a very educational and interesting tour. Gardner's donated 4 cases of product for our Ag Education tent.
- *Round Barn Float:* It is being used for the Fairest of the Fair parade float and will be used for Farm Tech Days.
- *Trappers:* They will be coming to the grounds this weekend and will use all buildings on the grounds.
- *Farm Tech Days:* Some of our equipment will be used during FTD.
- *Perish Pull:* Some work needs to be done to the track before the event.
- *Hockey Association:* There is a new manager, we are working to see if they can expand their summer programs.
- *Ticket Sales:* Sales are going well. Monster truck sales are going very well, there is a potential for it to be a sold out show.

McFarland gave a Jr. Fair update.

*Board Members:* Kara and Nick are running for current board member positions. McFarland made a motion to close nominations and cast a unanimous ballot to accept Kara as a board member and Leonhard seconded it. All approved. McFarland made a motion to close nominations and cast a unanimous ballot to accept Nick as a board member and Meyer-Miller seconded it. All approved.

*Vice President:* Viergutz nominated himself for the position as VP. McFarland nominated Karl for VP. Meyer-Miller and McManus counted votes. Karl was voted to be the new VP.

There was no commission report.

Committee Reports:

- *Draft Horse Committee:* Meyer-Miller gave a report. They are looking for volunteers to help during the show on July 13-15. Online entries are working.
- *Fairest:* McFarland gave a report. McManus and Meyer-Miller volunteered to hand out fliers at the Pittsville parade.
- *Building and Grounds:* There has not been a meeting since the last report. The lights in the rounds barn have been fixed. Around 11 flower beds have been sponsored by the local 4-H clubs. Gravel for the driveway is coming.
- *Sponsorship:* There are 5-6 responses in waiting. We have surpassed what we brought in last year for sponsorship raised.
- *Marketing:* There are 5 billboards up 2 weeks ago. There will be 4-5 going up a week, 22 billboards in total. They have been boosting posts on social media and it has been received well. Radio ads are ready. The first rough draft of the entertainment guide is ready to go. The tentative date to have the book printed is the Monday after FTD.

Old Business:

*Strategic Planning:* Don would like to attend a meeting with a finished book.

*Building Set up:* Fair set up was discussed as to what buildings will be ready before the dog show and what buildings will need to get set up after the dog show. There was discussion about the wash rack Market Sale is putting in. There was also a typo in the Jr. fair book about market hog weights.

New Business:

*Fair Board Shirts:* There are shirts here for board members. The board will be getting a group picture taken in front of the round barn soon. There are shirts available in black, navy, and maroon at \$18-20.

*Vendors:* There are 8 new food vendors for the fair with more variety. Commercial vendor space is slowly filling up. The historical society has been moved from Expo 1 to Expo 2.

McFarland made a motion to adjourn and Meyer-Miller seconded the motion. The meeting was adjourned at 7:53pm.

Respectfully Submitted,

Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary

Central Wisconsin State Fair  
Board of Directors Minutes  
July 16, 2018

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Peggy Sue Meyer-Miller, Dale Christiansen, Lori Salzman, Jeff Viergutz, Jeremy Carolfi, Scott Karl, Kara McManus, Nick Weierski, Bob Ashbeck (County), Sandy Leonhard (Jr. Fair)

Unexcused: Pete Hendler (City)

The meeting of the Central Wisconsin State Fair Board was called to order at 7:30pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Carolfi approved the minutes as printed and Meyer-Miller seconded, all approved. The financial update was given by Christiansen. Meyer-Miller moved to accept the financial report and Leonhard seconded, motion passed.

Christiansen gave his executive report:

- *Trappers:* There were complications with the event. There is already a contract signed for the fall.
- *Locks:* Most padlocks on the grounds have been replaced.
- *Perish Pull/Draft Horse Show:* Potential join the events together to make a large weekend.
- *Midget Wrestling:* The hockey building has been rented for a weekend in May for a Midget Wrestling event.
- *Circus:* The hockey building has been booked in June to bring in a circus.
- *Vendors:* We are full for food vendors and the midway might be set up differently this year.
- *Carnival:* There is a rough draft layout for the carnival rides and staff trailers. The carnival doesn't believe they will be able to have the rides set up and functional for Tuesday night. There was discussion about how to market the grand opening of the carnival on Wednesday at noon and having Tuesday be the half price day instead of Sunday. Leonhard made a motion to have Tuesday, August 21st fair admission be half price and all other days will be full price. Weierski seconded the motion and all approved, motion passed.
- *Kennel Club:* They would like to continue their contract for next year. We pay many of the utility and other costs that are not covered under their contract. There have been discrepancies on the contract. Carolfi moves to terminate the contract with the kennel club and work a new contract, McManus seconded and all approved.
- *Fire Extinguishers:* The fire department was hoping to have our fire extinguishers expected earlier.

There was no Jr. Fair report or Commission report.  
Committee Reports:

- *Draft Horse Committee:* There were over 60 horses at the show. The exhibitors were very happy and looking forward to next year's show.
- *Fairest:* McFarland gave a report.
- *Building and Grounds:* There has not been a meeting. The new lights are on the Round Barn and finished. The commission is looking at paying a majority of the bill. There is discussion on a work day.
- *Fair Park Management:* They have not met yet.
- *Sponsorship:* The books are almost ready to go to print.
- *Marketing:* Most of the billboards are scheduled to go up or are already up. Radio ads will be starting in a few weeks. There may also be an add in the paper for volunteers.

#### Old Business:

*Strategic Planning:* Still waiting for an update from Don.

*Farm Tech Days:* We will be getting some bark from Farm Tech Days and a pallet of garbage bags.

#### New Business:

*Drone Safety:* There were concerns about civilians flying drones because we are in a no-fly zone. There are very specific certifications that are required to have to fly over a crowd. Weierski will work on drone paperwork.

Our next fair meeting will be August 13th. McFarland made a motion to move the meeting time to 7:00pm and McManus seconded. All approved. We will have a work day on July 23rd at 6:00pm. There are around 30 kids leaving for State Fair on July 31 at 7:00am with 43 animals. The county will be here to help set up fence and clean up for fair.

Meyer-Miller made a motion to adjourn and Carolfi seconded the motion. The meeting was adjourned at 8:42pm.

Respectfully Submitted,

Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary

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Central Wisconsin State Fair  
Board of Directors Special Meeting Minutes  
July 29, 2018

**ROLL CALL:**

Present: Jeff Hartman, Sara McFarland, Peggy Sue Meyer-Miller, Dale Christiansen, Lori Salzman, Jeff Viergutz, Scott Karl, Kara McManus, Nick Weierski, Sandy Leonhard (Jr. Fair)

Absent: Jeremy Carolfi, Bob Ashbeck (County)

Public Present: Cindy Christiansen, Don Kerper

The special meeting of the Central Wisconsin State Fair Board was called to order at 6:02pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Meyer-Miller made a motion to convene into closed session and McManus seconded. All approved. We moved into closed session at 6:05pm.

McFarland made a motion to exit closed session and Meyer-Miller seconded. All approved.

Viergutz made a motion to adjourn and Scott seconded the motion. The meeting was adjourned at 7:46pm.

Respectfully Submitted,

Sara McFarland  
Central Wisconsin State Fair  
Board of Directors Secretary



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Fairgrounds Commission Minutes  
Meeting of May 3, 2018  
Fair Office

Called to order at 5:31 by Mike Feirer

Present: Commissioners Mike Feirer, Tom Buttke, Ken Curry, Bill Winch, Bob Ashbeck, Chris Jockheck. Also in attendance: Dale Christainsen, Jeff Hartman.

There were no public comments.

Election of Officers. Chair – Mike Feirer. Motion- Curry, 2nd- Winch  
Vice Chair- Bill Winch. Motion- Jockheck, 2<sup>nd</sup> – Ashbeck  
Secretary- Chris Jockheck. Motion- Curry, 2nd-Feirer  
All elected.

Minutes from January 18, 2018 meeting approved, 1st-Curry, 2nd-Ashbeck.

Financial Report, Current balance: \$34,818.55. No Bills to pay.

Central Wisconsin State Fair report, Entertainment set up. Transition from city going well.  
Dale requests we approve donation of gravel and clay soil for surface repairs around grounds. 1st-Curry, 2nd-Feirer, Approved.  
Grass cutting will be bid out.  
Request to approve two projects:  
Grandstand lighting- Est. - \$2,857.92  
Install ceiling fans in Expo Building- Est. - \$1229.44  
Both by Quality Electrical Solutions. 1st- Jockheck, 2nd-Ashbeck, Approved.  
Dale reported the official name of management sub committee for overseeing fairgrounds is Marshfield Fair Park Management.

Next meeting set for August 2<sup>nd</sup> , 5:30, at Fair Office.

Adjourned at 6:49.

Respectfully submitted,  
Chris Jockheck, Secretary

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**DRAFT**

Subject to  
Approval

## **MINUTES**

McMillan Memorial Library  
Board of Trustees  
July 18, 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, Susan Bovee, Craig Broeren, William Clendenning, and Heather Gygi.

Absent: Anne Zacher, Kevin Finbraaten, Scott Kellogg, and David Farmbrough

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Rick Potter and Jim Lucas from Arc Central

**CORRESPONDENCE:** Thank you notes were received from Nancy Mancusi for the staff and volunteer luncheon and the 6-12 art teachers for the Library's participation in this year's art show. Notices were received from the Mayor on the re-appointment of Susan Bovee and David Farmbrough to three-year terms expiring in 2021.

**MINUTES:** **A motion to approve the Minutes of the June 20, 2018 Library Board meeting was made by Mr. Broeren, second by Ms. Bovee. Motion carried.**

**TREASURER'S REPORT:** Mr. Barnett presented the financial reports for July 2018. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Ms. Bovee, second by Mr. Broeren. Motion carried.**

### **DIRECTOR'S REPORT:**

Library Use and Events – The summer remains busy with the Jim Mitchell Magic Show (250 people), Tuesday lunches, Bluetooth speaker construction, hip hop dancing, programs at the Splash pad, Teen Trivia night and Saturday Farmer's Market. We have shown some kid friendly movies as part of Monday Movies (Coco, The Greatest Showman, Black Panther), which changed our core audience temporarily. The Accidentals concert will include a light show and fog machine, a first for the series. The monarch nursery is very busy and we are having trouble keeping up with their appetites. The ones raised from eggs are moving into chrysalises.

Budget – The Budget / Finance committee should meet 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 are gathering costs for: replacing the emergency generator; expanding the coverage of emergency lights; and rewiring the switches for the Upper Level. We have added our cameras to our computer network, but are planning to upgrade the system for better resolution and coverage.

Solar Project – The Celebrate McMillan fundraiser for the solar project is scheduled for Saturday, August 11. It will 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; autograph sessions; solar tours; music; and a silent auction. We are rather new at event-based fundraising and are learning a lot of lessons. The state Sierra Club is meeting here July 14 and will get a tour. The Wood County Library Board is meeting here July 26 and will also get a tour.

Miscellaneous – The Services Committee should meet to discuss reprogramming the Adult Room.

COMMITTEE REPORTS: David Farmbrough emailed the slate of officers.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: Mr. Barnett presented the Agreement to Participate in SCLS Technology Services.

A motion to approve the agreement was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.

Mr. Broeren moved to retain the current slate of officers, second by Mr. Clendenning. Motion carried. President Galvan will set committee appointments.

Mr. Barnett presented a document titled *Reprogramming the Adult Room*. (Copy attached to original Minutes.) Discussion took place during the Director's report. Building and Grounds, Finance and Services committee meetings will be set up prior to the next meeting.

Mr. Potter complimented the staff on the monthly calendar. Mr. Potter also had attended the Sierra Club meeting held at the Library on Saturday which included a solar tour. He noted that they were very impressed with McMillan Library and what is available to our community.

Mr. Clendenning commented on the upcoming County budget process.

**A motion to adjourn was made by Mr. Clendenning, second by Ms. Bovee. Motion carried and the meeting adjourned at 4:44p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on August 15, 2018 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

**Draft**  
**MINUTES**  
**SCLS BOARD OF TRUSTEES**  
**June 28, 2018 12:15 p.m.**  
**SCLS Headquarters**

7

**Action Items:**

Approved the 2018 Mid-Year Budget & Notes  
Approved the 2019 Cost Formula  
Approved the 2019 Statutory Resource Services Agreement with Madison Public Library:  
Approved the 2019 Supplementary Services Agreement with Madison Public Library  
Approved the Cataloging Services Agreement with Madison Public Library  
Approved the Agreement to Participate in SCLS Technology Services  
Approved the change to the Delivery part time employee wage grid effective July 1, 2018  
Approved the 2018 Board of Trustees Meeting schedule

**Present:** A. Bhasin, N. Brien, F. Cherney, P. Cox, J. Harrington, J. Honl, N. Hughes, K. Michaelis, M. Nelson, P. Nelson, R. Seltzer, A. Weier, K. Williams

**SCLS Staff:** M. Van Pelt, K. Goeden

**Absent:** M. Hokamp, A. Pawlak,

**Excused:** P. Behling, J. Healy-Plotkin, M. Furgal, N. Long, M. Meloy

**Recorder:** H. Moe

**Call to Order:** K. Michaelis, President, called the meeting to order at 12:15 p.m.

- a. Introduction of guests/visitors: Jaye Hess was introduced. She is an intern at SCLS.
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

**Minutes:** J. Harrington moved approval of the May 24, 2018 minutes. K. Williams seconded. Motion carried.

**Bills for Payments:** J. Harrington reviewed the bills for payment in the amount of \$224,375.35 and moved approval. Motion seconded and carried.

**Financial Statements:**

**Presentation:** 2018 Mid-year Budget – K. Goeden & M. Van Pelt

**Committee Reports:**

- a. Advocacy - M. Nelson reminded the board that counties have started their budget process and encouraged them to attend the meetings and provide support for increases in library funding. M. Van Pelt attended one of the Lindbergh Elementary School programs and Chris Lawrence, aide to State Senator Stroebel, and Barbara Arnold, former SLIS employee, were also at the program. A. Weier attended a

program at the Lindbergh Elementary School on 6/13. State Senator Mark Miller was in attendance as well as 50 children. 16 kids were signed up for the Summer Library Program that day.

b. Budget & Finance/Personnel – 2018 Mid-year Budget & 2019 Budget

**Action Items:**

- a. Approval of 2018 Mid-Year Budget & Notes: N. Brien moved approval of the 2018 Mid-Year Budget & Notes. K. Williams seconded. Motion carried.

Approval of 2019 Cost Formula (no changes from 2018): J. Harrington moved approval of the 2019 Cost Formula. A. Weier seconded. Motion carried.

Approval of 2019 Statutory Resource Services Agreement with Madison Public Library  
Approval of 2019 Supplementary Services Agreement with Madison Public Library  
M. Nelson moved approval of the 2019 Statutory Resource Services Agreement and the 2019 Supplementary Services Agreement with Madison Public Library. P. Nelson seconded. Motion carried.

Approval of Cataloging Services Agreement with Madison Public Library: A. Weier moved approval of the Cataloging Services Agreement with Madison Public Library. R. Seltzer seconded. Motion carried.

Approval of Agreement to Participate in SCLS Technology Services: R. Seltzer moved approval of the Agreement to Participate in SCLS Technology Services. K. Williams seconded. Motion carried.

Approval to change Delivery part time employee wage grid effective July 1, 2018: N. Brien moved approval to change Delivery part time employee wage grid on July 1, 2018. A. Weier seconded. Motion carried.

Approval of 2018 Board of Trustees Meeting schedule

- a. November 29 (due to conflict with Thanksgiving)
- b. December 27
- c. October 19<sup>th</sup> - possible conflict due to WLA conference in LaCrosse

M. Nelson moved approval of the 11/29 and 12/27 dates. K. Williams seconded. Motion carried. The October date will be discussed at the July meeting.

**SCLS Foundation Report:** M. Van Pelt noted the Foundation received a check in the amount of \$500.00 from Bibliotecha to host the Cornerstone Event. McMillan Memorial Library has joined the Foundation.

**System Director's Report:** M. Van Pelt noted the Portage Public Library hired a new Director, Emily

Goad, who will start 7/9/18. Emily Waring, SCLS Computer Technician, had a baby boy. Peggy Potter will be retiring from the Hutchinson Memorial Library in Randolph. Pardeeville and Prairie du Sac are searching for directors. Waunakee will be building a new library.

**Discussion:**

PLSR Survey: M. Van Pelt asked the board to review the two models offered. The All Directors meeting is July 19<sup>th</sup> and the board is invited to attend the afternoon PLSR Survey presentation session (or participate via Go-To Meeting). All Board members are encouraged to fill out the survey. Several questions were asked for clarification of differences between Model Y and Model W.

**Administrative Council (AC) Report:** Met June 21, 2018. You may view the minutes online.

**Other Business:** None

**Information Sharing:**

The next board meeting will be held on July 26, 2018

Meeting adjourned at 1:15 pm.

BOT/Minutes/6-28-2018

# **County of Wood Library Board 5 Year Plan Committee Meeting Minutes**

April 19, 2018

**Board members :**

Francis Cherney  
Hugh O'Donnell  
Jane Maciejewski  
Joe Zurfluh  
Brad Hamilton  
Linda Schmidt  
Dave Barth  
Jean Anderson  
Bill Clendenning

**Library Directors:**

Lori Belongia, Everett Roehl Marshfield Public Library  
Barb Callaway, Pittsville Public Library  
Andrea Halbersma, Lester Public Library of Vesper  
Darla Allen, Charles and Joann Lester Library of Nekoosa  
Andy Bartlett, McMillan Public Library  
Beth Martin, Lester Library of Arpin

Chairman Fran Cherney brought the Five-Year Plan Committee Meeting to order at 7pm at the Lester Public Library of Arpin.

We discussed the percentage of reimbursement. Fran said that reimbursement at 80% is \$30,000 more than last year. We briefly discussed 88% and then decided on 85%. This may be discussed again in July. Motion was made by Joe to have preliminary plan as written.

The next meeting will be July 26<sup>th</sup> at 7pm at the McMillan Library in Wis. Rapids. Motion to adjourn was made, seconded, and carried.

Linda Schmidt

# **WOOD COUNTY**

## **PLAN FOR LIBRARY SERVICES**

### **2018 – 2022**

#### **WOOD COUNTY LIBRARY MISSION STATEMENT**

To provide all Wood County residents with public library services which support and improve individual, family, and community life and to provide for equitable funding of these services.

Adopted by the Wood County Library Board on July 26, 2018



## **Five-Year Library Plan Committee**

### **Wood County Library Board Members**

Dave Barth  
Francis Cherney  
Brad Hamilton  
Jane Maciejewski  
Hugh O'Donnell  
Linda Schmidt  
Joe Zurfluh

### **Other Wood County Board Members**

Marion Hokamp

### **Public Library Directors**

Darla Allen – Nekoosa  
Lori Belongia – Marshfield  
Barbara Calaway – Pittsville  
Andrea Halversma – Vesper  
Beth Martin – Arpin  
Andy Barnett – Wisconsin Rapids

# **WOOD COUNTY PLAN FOR LIBRARY SERVICES 2018 – 2022**

## **REQUIREMENTS FOR COUNTY LIBRARY PLANNING**

Per Wis. State Statute 43.15, one of the requirements for a county to be a member of a federated public library system is that the county “Adopts and maintains the plan of library service submitted and approved under ss.43.11 (3) and 43.13 (1).”

43.11 (3) (c) states that “The plan of library service for a county, whether for a single county or a multi-county system, shall provide for **library services to residents of those municipalities in the county not maintaining a public library** under this chapter. The **services shall include full access** to public libraries participating in the public library system and the plan shall provide for reimbursement for that access.”

## **WOOD COUNTY PUBLIC LIBRARIES**

Six municipal public libraries in the county provide service to their own municipalities as well as, by agreement with Wood County, service to all County residents not having their own library.

Arpin – Lester Public Library of Arpin  
Marshfield – Everett Roehl Marshfield Public Library  
Nekoosa – Charles and JoAnn Lester Library  
Pittsville – Pittsville Community Library  
Wisconsin Rapids – McMillan Memorial Library  
Vesper – Lester Public Library of Vesper

A Library Board of Trustees governs each municipal library. Wisconsin Rapids has a 10-member board, Marshfield a 10-member board (joint library with the Town of McMillan in Marathon County within the stipulations of WI Statute 43.53), Nekoosa a 7-member board, Arpin, Pittsville and Vesper a 7- member board. Board members are appointed by the municipal governing body. The library boards, per ss.43.58, “have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund...”. Each board governs the administration of their library.

## **WOOD COUNTY LIBRARY BOARD**

The Wood County Library Board exists to represent the needs of those residents in the county without public libraries. The seven member board is appointed by the County Chair and confirmed by the County Board. All members are from areas outside of the municipalities with public libraries. Two of the members are from the Wood County Board. The directors of the six public libraries regularly attend all meetings of the Wood County Library Board.

## WOOD COUNTY'S LIBRARY MISSION STATEMENT

**To provide all Wood County residents with public library services which support and improve individual, family and community life and to provide for equitable funding of these services.**

### GOALS AND ACTIONS

*The following are not necessarily in priority order but are numbered for the reader's convenience.*

- I. **GOAL:** Provide quality library services to Wood County residents without regard to geographical boundaries.

**Action:** Assure that the residents of Wood County without a library have access to the same services available to local municipal residents with a library.

- II. **GOAL:** Maintain, and where possible increase, representation of County interests on Library Boards.

**Action:** Maintain high-quality representation on the Wood County Library Board on an ongoing basis.

**Action:** Annually, maintain high-quality Wood County appointments to municipal library boards to the extend allowable by law ss.43.60 (3).

**Action:** Maintain active, ongoing Wood County representation on the South Central Library System Board. Board appointments are in proportion to population with a minimum of one representative from each county. Wood County is currently allotted two board members.

- III. **GOAL:** Ensure library services for all Wood County residents without libraries through adequate and equitable funding from Wood County supporting these services.

1. **Action:** Work toward 100% operating cost reimbursement to municipal libraries for serving County residents without libraries. The 75% reimbursement level in place since 2009 will be increased to 85% in 2019 and to 90% in 2021.

**Action:** Continue additional annual funding for the smaller libraries in Arpin, Vesper, and Pittsville to prevent any undue hardship in providing service to Wood County residents without libraries.

**Action:** Continue to fund the cost of a third day of delivery service for each Wood County library from the South Central Library System.

**Action:** Reimburse libraries in adjacent counties for serving Wood County residents without libraries at 70% of operating cost, as required in Wisconsin Statutes 43.12.

**IV. GOAL:** Improve library resource sharing and library cooperation among Wood County public libraries.

**Action:** Continue rotating collection service to Arpin, Vesper, Nekoosa and Pittsville public libraries from Marshfield and Wisconsin Rapids.

**Action:** On an ongoing basis, county libraries will share expertise, support, information and collaboration to assist in problem solving.

**V. GOAL:** Maintain membership in good standing in SCLS and actively participate in South Central Library System activities.

**Action:** Encourage adequate Wood County public library staff representation on SCLS committees each year.

**Action:** Encourage Wood County County public library staff participation in SCLS continuing education events each year by supporting shared travel and online continuing education opportunities.

**Action:** Encourage Wood County public library use of SCLS consulting services each year and work as a group to assure that relevant consulting services are made available.

**VI. GOAL:** Continually update the Wood County Plan for Library Service.

**Action:** Annually review the Plan for Library Service.

**Action:** Complete a major revision of the Plan for Library Service no later than May 2022.

## County of Wood Library Board minutes

April 19, 2018

### Board members :

Francis Cherney  
Hugh O'Donnell  
Jane Maciejewski  
Joe Zurfluh  
Brad Hamilton  
Linda Schmidt  
Dave Barth  
Jean Anderson  
Bill Clendenning

### Library Directors:

Lori Belongia, Everett Roehl Marshfield Public Library  
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Andrea Halbersma, Lester Public Library of Vesper  
Darla Allen, Charles and Joann Lester Library of Nekoosa  
Andy Barnett, McMillan Public Library  
Beth Martin, Lester Library of Arpin

Chairman Fran Cherney called the April 19<sup>th</sup> meeting to order at 7:30pm at the Lester Public Library of Arpin. The minutes from the Jan. 25<sup>th</sup> meeting were read and approved.

Election of Officers: Hugh O'Donnell chose not to run for office of vice chairman for the year 2018/19.

Officers elected are: Chairman: Fran Cherney

Vice Chairman: Dave Barth

Secretary: Linda Schmidt

The Wood County Library Budget for 2019 will be approved in July.

The Five year plan for Wood County Library Services 2018-2022 was already discussed.

### Library reports:

Barb reported that she has three more signed up for the 1,000 club. She had the yearly kindergarten visit. She has the Summer Reading Program planned for three separate programs according to age.

Andrea told us that she won the Science Library Award. She received Science Kits for the library. Congratulations to Andrea.

Andy said that the solar unit produced 95 % of the energy used in March. He also said that there is a children's project to make magnetic slime and glass slime. Andy has Consolidated news papers dating from 1978 but is missing a few issues.

Lori has a photography display. She said that the photographer came to have a discussion about his work. Farm Tech Days will be July 10-12 in Marshfield. There will be a new slider door installed on the front of the library.

The next meeting will be at the McMillan Library in Wis. Rapids on July 26<sup>th</sup> at 7pm. Motion to adjourn was made. It was seconded and motion was carried.

Linda Schmidt