

**AGENDA FOR OCTOBER 15, 2019 – 7:00 P.M.  
WOOD COUNTY BOARD OF SUPERVISORS  
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Pliml

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS: Supervisor Jason Zaleski, District 4

APPOINTMENTS/Re-APPOINTMENTS:

Aging & Disability Resource Center of Central WI Advisory Committee – Dr. Kathleen Meyer

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

READING OF MINUTES OF COMMITTEE MEETINGS, RESOLUTIONS. RESOLUTIONS INTRODUCED BY COMMITTEES SHALL BE PRESENTED IMMEDIATELY FOLLOWING THE READING OF THAT COMMITTEE'S MINUTES.

**SPECIAL ORDER OF BUSINESS**

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

SET DATE FOR NEXT COUNTY BOARD MEETING – November 12, 2019

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

September 17, 2019 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on September 17, 2019.

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

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

Absent was Zaleski.

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

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

There were no public comments.

SPECIAL ORDER OF BUSINESS  
UNITED WAY UPDATE

United Way of South Wood and Adams County CEO Tari Jahns provided a brief update on local programs the United Way helps sponsor and asked that supervisors encourage participation in the upcoming fundraising drive.

Referrals were noted.

Committee minutes presented: Executive, Renewable & Sustainable.

**RESOLUTION 19-9-1**

Introduced by: Executive Committee

INTENT & SYNOPSIS: Resolution awarding the sale of \$4,845,000 General Obligation Promissory Notes.

Motion by Clendenning/Breu to adopt Resolution 19-9-1. Motion carried. Voting no was Zurfluh.

**RESOLUTION 19-9-2**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To authorize out-of-state training and travel for the Finance Director.

FISCAL NOTE: \$3,750 for travel expenses and registration fee

Motion by Feirer/Hamilton to adopt Resolution 19-9-2. Motion carried. Voting no was Winch.

**RESOLUTION 19-9-3**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To authorize out-of-state training and travel for the Deputy Finance Director.

FISCAL NOTE: \$2,500 for travel expenses and registration fee

Motion by Zurfluh/Breu to adopt Resolution 19-9-3. Motion carried. Voting no was Winch.

#### **RESOLUTION 19-9-4**

Introduced by: Health & Human Services Committee & Executive Committee

INTENT & SYNOPSIS: To amend the 2019 budget for Edgewater Maintenance function (54214) for the purpose of purchasing Architectural Services.

FISCAL NOTE: To transfer \$12,825.00 from available balance in contingency (51590) to the Edgewater Maintenance function (54214). At the time of this request, the funds available in contingency are \$301,614. The adjustment to the budget is as follows:

| Account | Account Name          | Debit       | Credit      |
|---------|-----------------------|-------------|-------------|
| 54214   | Edgewater Maintenance |             | \$12,825.00 |
| 51590   | Contingency           | \$12,825.00 |             |

Motion by Feirer/Zurfluh to adopt Resolution 19-9-4. Motion carried unanimously.

#### **RESOLUTION 19-9-5**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To ratify a negotiated Agreement by and between Wood County and the Wood County Deputy Sheriffs' Association, WPPA/LEER for the term of the first full pay periods of 2020, 2021 and 2022 through December 31, 2022.

FISCAL NOTE:

|               | <u>2019 Current</u> | <u>2020 Proposed</u> | <u>Cost Increase</u> |
|---------------|---------------------|----------------------|----------------------|
| Labor Costs   | \$1,998,755         | \$2,181,067          | \$182,312            |
| Benefit Costs | 481,236             | 551,974              | 70,738               |
| Total         | \$2,479,991         | \$2,733,041          | \$253,050            |

|               | <u>2020 Proposed</u> | <u>2021 Proposed</u> | <u>Cost Increase</u> |
|---------------|----------------------|----------------------|----------------------|
| Labor Costs   | \$2,181,067          | \$2,324,317          | \$143,250            |
| Benefit Costs | 551,974              | 579,145              | 27,171               |
| Total         | \$2,733,041          | \$2,903,462          | \$170,421            |

|               | <u>2021 Proposed</u> | <u>2022 Proposed</u> | <u>Cost Increase</u> |
|---------------|----------------------|----------------------|----------------------|
| Labor Costs   | \$2,324,317          | \$2,426,570          | \$102,253            |
| Benefit Costs | 579,145              | 604,411              | 25,266               |
| Total         | \$2,903,462          | \$2,030,981          | \$127,519            |

Motion by Zurfluh/Clendenning to adopt Resolution 19-9-5. Motion carried. Voting no was Winch.

Committee minutes presented: Human Services Public Hearing, Health & Human Services Committee, Public

Safety.

## **RESOLUTION 19-9-6**

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To cancel stale dated checks as recommended by the auditors for checks Pre 2010. Said checks from Wood County Jail inmate account as per office of the Wood County Sheriff.

FISCAL NOTE: As per resolution – Total to be cancelled \$2,213.26

Motion by Hamilton/Zurfluh to adopt Resolution 19-9-6. Motion carried unanimously.

Committee minutes presented: Conservation, Education, & Economic Development, Golden Sands Resource, Conservation, & Development Council, Wood County CDBG Housing.

## **RESOLUTION 19-9-7**

Introduced by: Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: To encourage the Wood County Board of Supervisors to support the Central Sands Groundwater County Collaborative.

FISCAL NOTE: There are no fiscal obligations for the County associated with this resolution.

Motion by Hamilton/Zurfluh to adopt Resolution 19-9-7. Motion carried unanimously.

Committee minutes presented: Joint Judicial & Legislative and Highway Infrastructure & Recreation, Judicial & Legislative, Highway Infrastructure & Recreation, McMillan Memorial Library Board of Trustees, South Central Library System Board of Trustees.

Motion by Feirer/LaFontaine to adjourn. Motion carried at 10:09 a.m. Next scheduled county board meeting is October 15, 2019 and will be held at 7:00 p.m.

Trent Miner  
County Clerk



## **REFERRALS FOR OCTOBER 15, 2019 – COUNTY BOARD**

- None

## EXECUTIVE COMMITTEE

1

**DATE:** Wednesday, September 25, 2019  
**TIME:** 8:00 a.m.  
**LOCATION:** Wood County Courthouse, Room 114  
Wisconsin Rapids, WI 54495

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

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

Chair Machon called the meeting to order.

**Public Comments:** None

Chair Machon stated the agenda item for the Nepco Lake solar project was a misunderstanding that he thought it was scheduled for the next meeting. He asked for permission from the Committee to have it put on the next meeting agenda. Consensus was to move the Nepco Lake solar project to the October 1<sup>st</sup>, 2019 Executive Committee meeting agenda. Facilities Manager Van Tassel passed around information for the Committee to review on the project.

### **Budget Meetings**

**Budget Overview:** Finance Director Cummings handed out some budget changes to the Committee. Cummings indicated in order to stay within the recommendation of keeping the general fund at 15%, the current budget numbers indicate a shortfall of \$620,584.00. Discussion ensued.

**Clerk of Courts**– Brad Hamilton and Laura Clark presented the Clerk of Courts budget. Questions and general discussion followed.

**Branch III and Justice Coordinator**– Judge Wolfe presented the Branch III and Justice Coordinator budget. Questions and general discussion followed.

**Branch I**– Budget was included in the budget book. Questions and general discussion followed.

**Branch II**– Budget was included in the budget book. Questions and general discussion followed.

**District Attorney and Victim Witness**– District Attorney Lambert presented the District Attorney and Victim Witness budgets. Questions and general discussion followed.

**Corporation Counsel**– Budget was included in the budget book. Questions and general discussion followed.

**Register of Deeds**– Tiffany Ringer presented the Register of Deeds budget. Questions and general discussion followed.

**Child Support** – Brent Vruwink presented the Child Support budget. Questions and general discussion followed.

**University Extension** – Jason Hausler presented the University Extension budget. Questions and general discussion followed.

Planning and Zoning– Jason Grueneberg presented the Planning and Zoning budget. Questions and general discussion followed.

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

Land and Water Conservation – Shane Wucherpennig presented the Land and Water Conservation budget. Questions and general discussion followed.

Coroner –Scott Brehm presented the Coroner budget. Questions and general discussion followed.

Veterans – Rock Larson presented the Veterans budget. Questions and general discussion followed.

Break at 9:55 a.m. Meeting reconvened at 10:09 a.m.

Sheriff- Sheriff Becker and Randy Dorshorst presented the Sheriff budget. Questions and general discussion followed.

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

Communications – Erik Engel presented the Communications budget. Questions and general discussion followed.

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

Humane Officer –Budget was in the budget book. Questions and general discussion followed.

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

Break at 11:31 a.m. Meeting reconvened at 11:37 a.m.

Public Health – Kathy Alft presented the Public Health budget. Questions and general discussion followed.

Edgewater Haven – Brandon Vruwink, Marissa Laher and Jo Timmerman presented the Edgewater budget. Questions and general discussion followed.

Norwood – Brandon Vruwink and Jordon Bruce presented the Norwood budget. Questions and general discussion followed.

Human Services – Brandon Vruwink presented the Human Services budget. Questions and general discussion followed.

Highway – Roland Hawk and John Peckham presented the Highway Department budget. Questions and general discussion followed

Parks and Forestry – Chad Schooley presented the Parks and Forestry budget. Questions and general discussion followed

Break at 12:28 p.m. Meeting reconvened at 1:01 p.m.

Information Technology – Amy Kaup and Jason DeMarco presented the Information Technology budget. Questions and general discussion followed.

County Clerk – Trent Miner presented the County Clerk budget. Questions and general discussion followed.

Treasurer – Heather Gehrt presented the Treasurer budget. Questions and general discussion followed.

Maintenance and Purchasing – Reuben Van Tassel presented the Maintenance Department budget. Van Tassel indicated with the upcoming retirement in the Purchasing Department the duties will be absorbed by the Maintenance Department support staff. Questions and general discussion followed.

Human Resources and Safety/Risk Management – Kim McGrath presented the Human Resources Department budget and indicated with the prior approval from Executive Committee the Safety/Risk Management position is now under her department's budget. Questions and general discussion followed.

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

General Budget presentations – Finance Director Cummings presented information regarding Debt service and Capital bonding. Questions and general discussion followed.

Chair Machon stated in order to balance the budget approximately \$620,000.00 would need to be cut. Extensive discussion ensued.

Supervisor Winch was excused at 2:10 p.m.

Finance Director Cummings will bring suggested budget changes to the October 1<sup>st</sup>, 2019 Executive Committee. Committee would also like to have the representatives from McMillian Memorial Library, Clerk of Courts and the Humane Office attend the meeting to answer some questions regarding their budgets.

**Chair Machon declared the Executive Committee meeting adjourned at 3:07 p.m.**

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

# Executive Committee Meeting

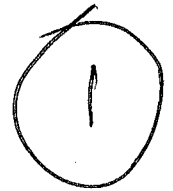
September 25, 2019

| NAME (PLEASE PRINT) | REPRESENTING      |
|---------------------|-------------------|
| Brandon Vrhunk      | WCHSD             |
| Marka Cummings      | Finance           |
| BRAD HAMILTON       | WCB 18            |
| Jason Greenberg     | WC PIZ            |
| REUBEN VAN TASSEL   | WC MAINT.         |
| Markus Lohr         | Edgewater         |
| Ed Newton           | Finance           |
| Amy Karp            | IT                |
| Karla Clark         | Branch 3          |
| Laura Clark         | COC               |
| Todd Wolf           | Br 3 Judge        |
| Jahe Hih            | WCD 8             |
| Rock Larson         | Veterans          |
| CRAIG LAMBERT       | D.A.              |
| Jason DeMarco       | IT                |
| Steve Kreuzer       | EM                |
| Eric Engel          | WC Communications |
| Scott Breth         | Coroner           |
| Tiffany Ringer      | ROD               |
| Jeff Hauck          | UNEX              |
| Bert Krulic         | CSA               |
| Shawn Becker        | WOSO              |
| RANDY DORSHORST     | WCSD              |
| Shane Wherffening   | WCD               |
| Jordan Bruce        | Norwood           |
| Kathy Aft           | Health            |
| Jo Timmerman        | Human Services    |
| Andy Barnett        | Mc Miller Library |

# Executive Committee Meeting

**September 25, 2019**

[illegible]



## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, October 1, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County River Block  
Health Dept. EOC  
Wisconsin Rapids, WI

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

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

1. The meeting was called to order by Chair Machon.
2. There was no public comment.
3. Consent Agenda.
4. Pages 2, 4, 8, 9, 10, 13, 23, 24, 26, 30, 34, 38, 40, 41, 43, 44, 45, 47, 50 and 51 were pulled from the consent agenda for discussion.

Supervisors Clendenning and Winch asked for clarification on several items within the packet. Discussion ensued. Various Department Heads answered general questions pertaining to their departments.

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

5. Facilities Manager Van Tassel and Parks & Forestry Director Schooley reported on the Nepco Lake solar project approved by the HIRC Committee. Supervisor Clendenning questioned the possibility of vandalism. Discussion ensued.
6. (a) Van Tassel reported on the recommendations from the Renewable & Sustainable (R&S) Committee for the Lean Process and Renewable & Sustainable grant applications. Van Tassel noted that the Committee recommended blending the two funds to utilize the greatest benefit. Van Tassel noted the \$2,000.00 that was previously approved by the Executive Committee to come out of the Lean Process grant fund for an Energy Data Analysis intern was inadvertently not included in the R&S Committee's final total so the overage can be covered by reducing reimbursement to the Maintenance Department for the LED lighting project which was previously approved. Discussion ensued.

**Motion (Rozar/Curry) to approve all recommendations from the Renewable & Sustainable Committee for grant funds in the amount of \$50,000.00 with a reduction in the amount approved for the Maintenance department. Motion carried unanimously.**

Van Tassel referred to the Wood County Energy Goals and Plan as presented in the packet as a recommendation from the R&S Committee as a part of SolSmart designation. Discussion ensued.

**Motion (Rozar/Curry) to refer the Wood County Energy Goals and Plan back to the R&S Committee for revision. Motion (Rozar/Fischer) to amend the motion to include the R&S Committee and the Executive Committee meet regarding the goals revision before the County Board meeting on October 15<sup>th</sup>, 2019. Amendment carried. Voting no: Polach (no reason given), Clendenning (against the amendment). Motion to approve as amended carried unanimously**

(b) Van Tassel indicated the R&S Committee authority came into question regarding appointing a spokesperson for upcoming solar recognition projects in the County. As an advisory only Committee, the R&S Committee is unable to make those decisions. Discussion ensued. Chair Machon stated he would like the R&S Committee authority to be discussed at the next R&S Committee meeting and recommendations be brought back to the Executive Committee.

7. Supervisor Rozar reported the next step in the County strategic plan is to get Department Head input.
8. Jason Grueneberg from Planning & Zoning reported he recently completed the inspector training as part of the SolSmart designation.
9. Chair Machon stated he attended the Saratoga Solar Array meeting last week presented by Drew Gibbons from Savion. Supervisor Clendenning stated he also attended and Savion was very upfront and truthful and he felt it was a well-run meeting. Discussion ensued.
12. (a) (iii) Without objection from the Committee, this agenda item was taken ahead of schedule. Andy Barnett from McMillian Memorial Library presented a handout to the Committee regarding the services and costs provided from the library to County residents. Discussion ensued.
10. Van Tassel distributed a potential layout for the proposed Courthouse department location changes. Discussion ensued.

**Motion (Fischer/Rozar) to approve the layout plans as presented by the Facilities Manager. Motion carried. Voting no: Machon.**

Break at 9:57 a.m. Reconvened at 10:03 a.m.

11. (a) Treasurer Gehrt presented six resolutions to authorize the sale of tax deed property back to the former owners.

**Motion (Fischer/Curry) to accept the resolution to authorize the sale of tax deed property back to the former owners. Motion carried unanimously.**

(b) Treasurer Gehrt presented a resolution to accept an offer of sale of tax deed property.

**Motion (Clendenning/Polach) to accept the resolution to accept an offer of sale of tax deed property. Motion carried unanimously.**



(c) Treasurer Gehrt presented a resolution to tax deed eligible property- authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

**Motion (Rozar/Fischer) to accept the resolution to tax deed eligible property- authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes. Motion carried unanimously.**

(d) Treasurer Gehrt presented a resolution to cancel stale dated checks as recommended by the auditors. Said checks are from the County General Account as per office of the County Treasurer.

**Motion (Fischer/Winch) to accept the resolution to cancel stale dated check as recommended by the auditors. Motion carried unanimously.**

12. (a) (vi) Finance Director Cummings handed out an updated 2020 budget summary. Cummings indicated the proposed changes from the prior budget meetings were reflected in the updated report resulting in a working capital margin of \$346,332.

(i) Clerk of Courts was not present.

(ii) Humane Officer Nanci Olson was in attendance to answer question relating to mileage and per diem charges. Discussion ensued. Chair Machon stated that the Public Safety Committee should look further into this budget.

(iv) Finance Director Cummings stated there was no longer a need to discuss the OPEB budget.

(v) Jason Grueneberg presented information regarding membership with the North Central Wisconsin Regional Planning Commission. Grueneberg indicated the budgetary request for 2020 is for \$13,000. Yearly membership is \$43,000 but \$30,000 would be requested in 2019 under unexpended funds. Discussion ensued.

13. Human Resources Director McGrath presented the Wood County Employee Wellness Program document with the added Late Participant Policy and Appeal Process. McGrath explained that the Late Participant Policy introduces a scalable consequence for missing the deadlines for the three core activities required to receive the insurance premium incentive. McGrath explained that the Appeal Process can be utilized if an employee misses a deadline and believes that they have an extenuating circumstance and should not be subject to the Late Participant Policy. McGrath stated that there are currently 13 employees who have missed the deadlines to qualify for the 2020 insurance premium incentive and explained how this policy would impact them. Supervisor Polach stated that he would have a hard time voting for this because he doesn't believe that these employees that missed the deadline this year should be penalized. Discussion ensued.

**Motion (Clendenning/Rozar) to approve the Wood County Employee Wellness Program policies as presented. Motion carried. Voting no: Winch, Polach.**

14. Chair Machon presented the Administrative Coordinator's report. There were no questions.

15. There will be a special meeting of the Executive Committee at 6:30 p.m. on October 15, 2019 preceding the County Board meeting to address the Renewable & Sustainable Committee goals and to review the final budget.
16. The next regularly scheduled committee meeting is Tuesday, November 5, 2019 at 8:00 a.m.
17. The Chair declared the meeting adjourned at 11:02 a.m.

Human Resources minutes recorded and prepared by Kelli Quinnell. All other minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next EC meeting.

# Executive Committee Meeting

October 1, 2019

| NAME (PLEASE PRINT) | REPRESENTING                            |
|---------------------|---|
| Jason Greenberg     | Wood Co P+Z                             |
| Michele Newman      | VW                                      |
| Andrea Halbersma    | Lester Public Library Vesper            |
| Jori Belongia       | Everett Becht Marshfield Public Library |
| Mary Schlayenhop    | HHS                                     |
| Adam Fendre         | Wellness                                |
| She Kunderman       | Health                                  |
| Maria Cumming       | Finance                                 |
| Ed Hunter           | Finance                                 |
| Josh Miller         | City of Marshfield                      |
| Kelli Quinell       | HR                                      |
| Kim McGrother       | HR                                      |
| CRAIG LAMBERT       | D. A.                                   |
| Amy KAP             | IT                                      |
| Bill Leitchnam      | WCB #19                                 |
| Heather Gehrt       | Treasurer                               |
| Jason Demarco       | IT                                      |
| Nanci Olson         | Humane Officer                          |
| CHAD SCHROEDER      | PARKS & FORESTRY                        |
| Roland Hawk         | Highway                                 |
| Audy Barnett        | McKellan Library                        |
| Jo Timmerman        | Human Services                          |
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## RENEWABLE & SUSTAINABLE COMMITTEE MEETING

DATE: Thursday, September 26, 2019  
TIME: 10:00 AM  
LOCATION: Wood County Courthouse – Room 115, Wisconsin Rapids, WI

**Present:** Reuben Van Tassel, Nancy Turyk, Sue Knuferman, Jake Hahn, Bill Leichtnam, Nicole Gessert

**Others**  
**Present:** Bill Clendenning, Doug Machon

1. **Call Meeting to Order:** Chair, Reuben Van Tassel called the meeting to order at 10:00 a.m.
2. **Public Comments:**  
Supervisor Bill Clendenning shared a publication, "Sustainable Times".
3. **Review/approve previous meeting minutes:**  
Minutes from the July 12, 2019 R&S Committee meeting and Minutes from the August 20, 2019 R&S Committee meeting.

**Motion: (Kunferman/Turyk) to approve the prior meeting minutes. Motion carried unanimously.**

4. **Update on SolSmart and other Community solar initiatives:**  
Nancy Turyk reported there are two items left for SolSmart gold designation. Permitting and inspector training sessions, which Jason Grueneberg from Planning and Zoning is working on; and the goals of this committee which will be discussed later in the meeting as an agenda item.  
  
Turyk reported she had been contacted by The Solar Foundation to see if the County would be interested in being part of the 300<sup>th</sup> SolSmart designation. Van Tassel indicated this would be a good recommendation to pass along to the Executive Committee.  
  
Van Tassel passed around a copy of a recent article in the Hub City Times featuring the solar projects the County is working on.  
  
Van Tassel passed around a hand-out from the recent Saratoga Solar project meeting. Discussion ensued.
5. **Update on recommendations made to Executive Committee:**  
Van Tassel reported that both recommendation that the R&S Committee made were forwarded to the Executive Committee. The Nepco Solar project was then forwarded to HIRC. HIRC approved the project. The Courthouse solar car charging station was approved by the Executive Committee.  
  
Hahn questioned if the recommendation for the energy study was approved by the Executive Committee. Van Tassel confirmed the \$2,000.00 for the energy study is approved from the Lean Process grant funds.
6. **Review grant applications and send recommendations to Executive Committee:**  
Van Tassel shared the R&S and Lean Process grant applications received. Van Tassel indicated that prior to this committee being formed the Executive Committee had approved an application from the Maintenance Department for LED lighting in the Jail for \$2,950.00 which would leave the funds available for the R&S grant at around \$22,000.00. The Committee reviewed the remaining three R&S grant applications. Discussion ensued.

**Motion: (Kunferman/Hahn) to forward a recommendation to the Executive Committee to use the Renewable and Sustainable grant funds for a net cost of \$20,103.00 for the Nepco Lake solar project.**

**Motion: (Kunferman/Leichtnam) to amend the motion to ask that there be a requirement to the system installed so that there is future capability of adding power storage and the inverter used in the initial system is capable of providing power during a utility outage. Motion passed unanimously.**

**Motion: (Kunferman/Hahn) to forward a recommendation to the Executive Committee to use the Renewable and Sustainable grant funds for a net cost of \$20,103.00 for the Nepco Lake solar project with a requirement to the system installed so that there is future capability of adding power storage and the inverter used in the initial system is capable of providing power during a utility outage. Motion passed unanimously.**

Turyk stated that she would like to see a recommendation to Edgewater for resubmittal of their grant application in the future so it could be reviewed again next year because she feels it is a good project. The group consensus agreed with Turyk.

The Committee reviewed the two Lean Process grant applications. Discussion ensued.

**Motion: (Hahn/Turyk) to forward a recommendation to the Executive Committee to approve both Lean Process grants for a total amount of \$26,500.00 with the additional cost coming from the amount left in the R&S grant funds. Motion passed unanimously.**

**7. Review draft of County goals and consider forwarding to Executive Committee:**

Van Tassel handed out an update to the Wood County Energy Goals and Plan with some minor edits that he had made. Turyk updated the group on some edits she made after having a representative from SolSmart review the draft. Discussion ensued.

**Motion: (Hahn/Leichtnam) to send the Wood County Energy Goals and Plan draft with the discussed edits to Executive Committee for approval. Motion passed unanimously.**

**Sue Knuferman was excused at 12:00 p.m.**

**8. Future agenda items:**

- Bill Leichtnam will reach out to Drew Gibbons from Savion
- Ground breaking solar event
- Committee Structure
- Approve Past meeting minutes

**9. Next Meeting:**

Thursday, October 24th. 10:00 a.m. @ Wood County Courthouse, Room 115

**10. Adjourn Renewable & Sustainable Committee Meeting:** Reuben Van Tassel adjourned @ 12:18 p.m.

Notes by Nicole Gessert, Maintenance Department

## RENEWABLE & SUSTAINABLE COMMITTEE MEETING

DATE: Monday, October 7, 2019  
TIME: 1:00 PM  
LOCATION: Wood County Courthouse – Room 115, Wisconsin Rapids, WI

**Present:** Reuben Van Tassel, Nancy Turyk, Sue Kunferman, Jake Hahn, Nicole Gessert

**Excused:** Bill Leichtnam

**Others**

**Present:** Doug Machon

1. **Call Meeting to Order:** Chair, Reuben Van Tassel called the meeting to order at 1:00 p.m.
2. **Public Comments:**  
Chair Machon advised the Committee of the importance of the energy goals as a final step in SolSmart designation.
3. **Review/approve previous meeting minutes:**  
Minutes from the September 26, 2019 R&S Committee meeting.

**Motion: (Kunferman/Turyk) to approve the prior meeting minutes. Motion carried unanimously.**

4. **Update on recommendations made to Executive Committee:**  
Van Tassel indicated the Executive Committee accepted all but one of the R&S Committee recommendations. The one recommendation Executive Committee has sent back to R&S Committee for review is the Wood County Energy Goals and Plan. Van Tassel indicated the feedback received was related to the long term target. Discussion ensued.
5. **Review/edit draft of County goals:**  
Discussion ensued regarding various options for editing the Wood County Energy Goals and Plan. Van Tassel stated he would like to see the goals be a single page document to simplify the plan. Group consensus determined to remove the long term target and add minor edits to a few key sentences within the goals and plan.

**Motion: (Hahn/Turyk) to forward a revised draft of the Wood County Energy Goals and Plan with the noted changes to the Executive Committee. Motion passed unanimously.**

**Sue Kunferman was excused at 1:31 p.m.**

6. **Future agenda items:**  
Previously listed in the minutes from September 26, 2019.
7. **Next Meeting:**  
Thursday, October 24th. 10:00 a.m. @ Wood County Courthouse, Room 115
8. **Adjourn Renewable & Sustainable Committee Meeting:** Reuben Van Tassel adjourned @ 1:42 p.m.

Notes by Nicole Gessert, Maintenance Department

## Administrative Coordinator Report

1. Participated in Love, Inc. roundtable on homeless.
2. Met briefly with Nekoosa's Small Town Forum organizers.
3. Took part in Moody's Rating Delivery call.
4. Talked with Central Wisconsin Fair Director post fair.
5. Attended Small Community Forum in Nekoosa.
6. Met with former UW-Marshfield Dean Keith Montgomery.
7. Attended Broadband Presentation at the Ridges.
8. Met with Lieutenant Governor Mandela Barnes.
9. Met with Drew Gibbons from Savion.
10. Attended WCA Annual Meeting in the Wisconsin Dells.



# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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Letter of Comments – October 2019

- Some large increases are coming to the fees in vehicle registrations. These increases were a part of the state budget process and approval. License plate fees for autos will go from \$75.00 to \$85.00, and the Class A and Class B light truck plates will go from \$75.00 and \$84.00, respectively to \$100.00 for both. The Class C light truck remains the same at \$106.00. The largest increase comes in the registration fee. Currently it is \$69.50, but will be increasing to \$164.50. These increases take effect on October 1<sup>st</sup>. These fees are all state fees and not any sort of revenue for our office. Because of these increases, and because we only accept cash for these transactions, I worked with County Treasurer Gehrt to increase the allowable per transaction limit for the ATM on the first floor.
- I was asked by Portage County Executive Chris Holman to sit on their interview team for Portage County Clerk on Thursday, September 26<sup>th</sup>. You may recall in one of my previous comment letters that the current county clerk and her deputy will be retiring on the same day in January of next year after serving a combined 80 years in that office. I was honored to help out a neighboring county and hope my perspective was helpful.
- I attended the WCA Conference in Wisconsin Dells as this is the fall meeting for the County Clerks. A LOT of emphasis was given to election security. I will be sitting down with our IT Department and going over what I learned and what we already have implemented in this regard.
- It was during this time that Governor Evers signed his Executive Order #46 calling for a special election to fill the seat vacated by the resignation of Congressman Sean Duffy. The date is Monday, January 27<sup>th</sup>, with the primary date of Monday, December 30<sup>th</sup>. This affects 18 of our 34 municipalities, basically the west half of the county. Notices are being published and programming preparation has started. This will be a busier and costlier election year. I will keep you apprised of any concerns that need to be addressed in that regard.
- Because of the dates of the special election, the roll out of the upgrades to our election system have been put on hold. I am still coordinating a good time for them to happen and be able to train all of the municipal clerks and poll workers on them. Stay tuned. I am going to guess it will be late spring or summer with implementation for the August Partisan Primary, but I could be wrong.
- I am hosting group of county clerks here on Tuesday, October 1<sup>st</sup> for a Mentor/Manual Committee meeting of the County Clerk's Association. There will be about 10 of us here. It was mentioned at the fall meeting that in this term, there are 19 new county clerks, 11 of them coming mid-term with at least two more coming before the 2020 election. There are also a number not running for another term. All county clerks are up for election in 2020.





# Wood County

WISCONSIN

Office of  
Finance Director

**Marla A. Cummings**  
Finance Director

October 1, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

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## Departmental Activities

### Project completion for the following:

1. The 2020 G.O. Debt proceeds

### Ongoing 2019 projects:

1. Worked and finalized the 2020 Wood County Budget.
2. P-Cards implemented target date of October 4, 2019.
3. Budget Software is planned to be deployed to Wood County servers on October 22, 2019.
4. Fund Balance Policy target date November 5, 2019.
5. Strategic Planning for the Finance Department target date of December 31, 2019.
6. Expense Report Policy target date December 31, 2019.
7. Procurement/Accounts Payable Policy target date December 31, 2019.
8. Internal Audit Policy target date December 31, 2019.
9. Internal Audit implementation January 1, 2020.

### Meetings, Webinars and Conferences

1. Moody's rating call.
2. Weekly Status Call with the Budgeting Software Vendor.
3. Monthly Accountants meeting
4. Attended Oversight Committee budget meetings.
5. Met and worked with various departments on their 2020 budgets.
6. Biweekly meeting with Finance Department Staff.

### Budget to Actual Income Statement for the 9 months ending September 30, 2019.

# MOODY'S

## INVESTORS SERVICE

### Rating Action: Moody's assigns Aa1 to Wood County, WI's \$4.845M General Obligation Promissory Notes

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06 Sep 2019

New York, September 06, 2019 -- Moody's Investors Service has assigned a Aa1 to Wood County, WI's \$4.845 million General Obligation Promissory Notes. Moody's also maintains a Aa1 rating on the county's outstanding general obligation unlimited tax (GOULT) debt. Following the sale, the county will have \$30.3 million in outstanding Moody's rated debt.

#### RATINGS RATIONALE

The Aa1 rating reflects the county's strong fund balance and liquidity and low debt and pension burdens. Balanced against these strengths are the county's moderately sized tax base and a socioeconomic profile that ranks below similarly rated local governments. The rating also considers modest enterprise risk associated with operating a relatively small nursing home.

The county experienced significant storms in July 2019. However, credit impacts are mitigated by an August 27, 2019 federal disaster declaration and federal support to significantly reimburse flood-related costs, particularly personnel overtime as no county assets were damaged.

#### RATING OUTLOOK

Outlooks are typically not assigned to local governments with similar amounts of debt.

#### FACTORS THAT COULD LEAD TO AN UPGRADE

- Substantial growth in the county's tax base and strengthening of the county's demographic profile

#### FACTORS THAT COULD LEAD TO A DOWNGRADE

- Material decline in fund balance or liquidity
- Sustained tax base contraction or falling resident income and wealth
- Growth in the county's debt or pension burdens

#### LEGAL SECURITY

Debt service on the county's General Obligation Promissory Notes and outstanding GOULT bonds is secured by a full faith and credit pledge with the ability to raise ad valorem property taxes without limitation as to rate or amount.

#### USE OF PROCEEDS

The proceeds of the notes will be used to finance highway projects and other capital improvement projects.

#### PROFILE

Wood County is located in central Wisconsin (Aa1 stable), 158 miles northwest of the city of Milwaukee (A1 stable). The county encompasses 812 square miles and includes the cities of Marshfield (A1), Wisconsin Rapids (Aa3), Nekoosa, Pittsville, eight villages and 22 towns. The county's population is estimated at nearly 75,000.

#### METHODOLOGY

The principal methodology used in this rating was US Local Government General Obligation Debt published in December 2016. Please see the Rating Methodologies page on [www.moody's.com](http://www.moody's.com) for a copy of this methodology.

## REGULATORY DISCLOSURES

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**MOODY'S**  
INVESTORS SERVICE

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9/26/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, September 30, 2019

|   | Actual          | 2019<br>Budget  | Variance         | Variance % |
|---|-----------------|-----------------|------------------|------------|
| <b>REVENUES</b>                                   |                 |                 |                  |            |
| <b>Taxes</b>                                      |                 |                 |                  |            |
| 41110 General Property Taxes                      | \$20,178,435.78 | \$26,904,581.00 | (\$6,726,145.22) | (25.00%)   |
| 41150 Forest Cropland/Managed Forest Land         | 54,938.91       | 25,000.00       | 29,938.91        | 119.76%    |
| 41220 General Sales and Retailers' Discount       | 172.87          |                 | 172.87           | 0.00%      |
| 41221 County Sales Tax                            | 3,653,962.39    | 5,800,000.00    | (2,146,037.61)   | (37.00%)   |
| 41230 Real Estate Transfer Fees                   | 105,140.78      | 120,000.00      | (14,859.22)      | (12.38%)   |
| 41800 Interest and Penalties on Taxes             | 271,424.05      | 410,000.00      | (138,575.95)     | (33.80%)   |
| 41910 Payments in Lieu of Taxes                   | 18,398.73       | 18,500.00       | (101.27)         | (0.55%)    |
| Total Taxes                                       | 24,282,473.51   | 33,278,081.00   | (8,995,607.49)   | (27.03%)   |
| <b>Intergovernmental Revenues</b>                 |                 |                 |                  |            |
| 43211 Federal Grants-Emergency Government         | 1,058.00        |                 | 1,058.00         | 0.00%      |
| 43410 State Aid-Shared Revenue                    | 458,961.21      | 3,059,556.00    | (2,600,594.79)   | (85.00%)   |
| 43430 State Aid-Other State Shared Revenues       | 220,567.48      | 291,141.00      | (70,573.52)      | (24.24%)   |
| 43511 State Aid-Victim Witness                    | 36,237.71       | 73,300.00       | (37,062.29)      | (50.56%)   |
| 43512 State Aid-Courts                            | 296,115.58      | 377,350.00      | (81,234.42)      | (21.53%)   |
| 43514 State Aid-Court Support Services            | 84,342.00       | 58,400.00       | 25,942.00        | 44.42%     |
| 43516 State Aid-Modernization Grants              | 37,264.00       | 58,120.00       | (20,856.00)      | (35.88%)   |
| 43521 State Aid - Law Enforcement                 | 127,294.50      | 232,326.00      | (105,031.50)     | (45.21%)   |
| 43523 State Aid-Other Law Enforcement             | 18,089.00       | 18,000.00       | 89.00            | 0.49%      |
| 43528 State Aid-Emergency Government              | 1,250.47        | 93,250.00       | (91,999.53)      | (98.66%)   |
| 43531 State Aid-Transportation                    | 1,645,818.78    | 2,096,592.00    | (450,773.22)     | (21.50%)   |
| 43549 State Aid-Private Sewage                    | 14,210.00       | 20,000.00       | (5,790.00)       | (28.95%)   |
| 43551 State Aid-Health Grants                     | 56,250.34       | 77,978.00       | (21,727.66)      | (27.86%)   |
| 43554 State Aid-Health WIC Program                | 164,895.00      | 360,000.00      | (195,105.00)     | (54.20%)   |
| 43557 State Aid-Health Consolidated Contract      | 45,896.00       | 66,766.00       | (20,870.00)      | (31.26%)   |
| 43560 State Aid-Grants                            | 51,623.00       | 66,391.00       | (14,768.00)      | (22.24%)   |
| 43561 State Aids                                  | 8,641,581.80    | 12,352,657.00   | (3,711,075.20)   | (30.04%)   |
| 43567 State Aid-Transportation                    | 216,615.00      | 211,515.00      | 5,100.00         | 2.41%      |
| 43568 State Aid-Child Support                     | 456,651.15      | 938,661.00      | (482,009.85)     | (51.35%)   |
| 43571 State Aid-UW Extension                      | 1,344.00        | 11,500.00       | (10,156.00)      | (88.31%)   |
| 43572 State Aid-ATV Maintenance                   |                 | 6,715.00        | (6,715.00)       | (100.00%)  |
| 43574 State Aid-Snowmobile Trail Maint            |                 | 75,006.81       | (75,006.81)      | (100.00%)  |
| 43576 State Aid-Parks                             |                 | 162,500.00      | (162,500.00)     | (100.00%)  |
| 43581 State Aid-Forestry                          | 48,407.18       | 49,090.00       | (682.82)         | (1.39%)    |
| 43586 State Aid-Land Conservation                 | 69,466.04       | 407,487.00      | (338,020.96)     | (82.95%)   |
| 43640 State Aid-Co Share Managed Forest Lands     |                 | 20,000.00       | (20,000.00)      | (100.00%)  |
| 43690 State Aid-Forestry Roads                    | 3,245.08        | 3,249.00        | (3.92)           | (0.12%)    |
| Total Intergovernmental                           | 12,697,183.32   | 21,187,550.81   | (8,490,367.49)   | (40.07%)   |
| <b>Licenses and Permits</b>                       |                 |                 |                  |            |
| 44100 Business and Occupational Licenses          | 371,036.73      | 350,000.00      | 21,036.73        | 6.01%      |
| 44101 Utility Permits                             | 2,900.02        | 1,050.00        | 1,850.02         | 176.19%    |
| 44102 Driveway Permits                            | 1,200.00        | 860.00          | 340.00           | 39.53%     |
| 44200 DNR & ML Fees                               | 57,509.81       | 54,250.00       | 3,259.81         | 6.01%      |
| 44201 Dog License Fund                            |                 | 1,000.00        | (1,000.00)       | (100.00%)  |
| 44260 Moving Permits                              | 1,400.00        | 1,025.00        | 375.00           | 36.59%     |
| 44300 Sanitary Permit Fees                        | 38,450.00       | 60,253.00       | (21,803.00)      | (36.19%)   |
| 44411 County Planner Plat Review Fees             | 1,275.00        | 7,500.00        | (6,225.00)       | (83.00%)   |
| 44412 Wisconsin Fund Application Fees             | 600.00          | 750.00          | (150.00)         | (20.00%)   |
| 44413 Shoreland zoning Fees & Permits             | 6,467.60        | 15,675.00       | (9,207.40)       | (58.74%)   |
| 44415 HT Database Annual Fee                      | 3,600.00        | 90,560.00       | (86,960.00)      | (96.02%)   |
| 44435 Water Meter Revenues                        | 165.00          |                 | 165.00           | 0.00%      |
| Total Licenses and Permits                        | 484,604.16      | 582,923.00      | (98,318.84)      | (16.87%)   |
| <b>Fines, Forfeits and Penalties</b>              |                 |                 |                  |            |
| 45110 Ordinances Violations                       | 1,303.99        | 1,700.00        | (396.01)         | (23.29%)   |
| 45115 County Share of Occupational Driver         | 200.00          | 200.00          |                  | 0.00%      |
| 45120 County Share of State Fines and Forfeitures | 97,289.59       | 152,000.00      | (54,710.41)      | (35.99%)   |
| 45123 County Parks Violation Fee                  | 395.00          | 750.00          | (355.00)         | (47.33%)   |
| 45130 County Forfeitures Revenue                  | 65,092.38       | 92,000.00       | (26,907.62)      | (29.25%)   |
| 45191 Private Sewage Fines                        | 10,946.94       | 15,000.00       | (4,053.06)       | (27.02%)   |
| Total Fines, Forfeits and Penalties               | 175,227.90      | 261,650.00      | (86,422.10)      | (33.03%)   |
| <b>Public Charges for Services</b>                |                 |                 |                  |            |
| 46110 County Clerk-Passport Fees                  | 25,745.00       | 20,000.00       | 5,745.00         | 28.73%     |

9/26/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
**All Departments**  
**Monday, September 30, 2019**

|       |   | 2019                 |                      |                       |
|-------|---|----------------------|----------------------|-----------------------|
|       |   | Actual               | Budget               | Variance              |
|       |   |                      |                      | Variance %            |
| 46121 | Treasurer Fees-Redemption Notices             | 10,415.87            | 4,000.00             | 6,415.87              |
| 46122 | Property Conversion Charges                   | 2,787.43             | 1,000.00             | 1,787.43              |
| 46130 | Register of Deeds-Fees                        | 209,165.71           | 309,000.00           | (99,834.29)           |
| 46131 | Register of Deeds-Laredo Tapestry             |                      | 3,800.00             | (3,800.00)            |
| 46135 | Land Record-Fees                              | 57,560.00            | 92,880.00            | (35,320.00)           |
| 46140 | Court Fees                                    | 107,301.41           | 170,000.00           | (62,698.59)           |
| 46141 | Court Fees and Costs-Marriage Counseling      | 9,400.00             | 12,700.00            | (3,300.00)            |
| 46142 | Court/Juvenile                                | 21,531.74            | 22,000.00            | (468.26)              |
| 46143 | Other Professional Reimbursements             | 14,773.94            | 14,750.00            | 23.94                 |
| 46144 | Circuit Court Branch I                        | 21,753.50            | 28,600.00            | (6,846.50)            |
| 46146 | Circuit Court Branch III                      | 8,671.00             | 7,500.00             | 1,171.00              |
| 46191 | Public Charges-Clerk                          | 5,860.00             | 7,600.00             | (1,740.00)            |
| 46192 | Public Chgs-Temp Licenses                     | 5,841.70             | 7,000.00             | (1,158.30)            |
| 46194 | County Clerk Copy Fees                        | 108.50               | 275.00               | (166.50)              |
| 46195 | Public Chgs-Map & Data Sales                  |                      | 100.00               | (100.00)              |
| 46196 | Public Chgs-Human Resources                   | 1,134,732.80         | 1,500,767.00         | (366,034.20)          |
| 46210 | Sheriff-Public Charges                        | 293.40               | 350.00               | (56.60)               |
| 46211 | Sheriff Revenue-Civil Process Fees            | 49,200.76            | 60,000.00            | (10,799.24)           |
| 46212 | Sheriff Cost Reimbursement/Witness Fees       | 38,254.82            | 53,000.00            | (14,745.18)           |
| 46214 | Reserve Deputy Revenue                        | 18,199.42            | 12,000.00            | 6,199.42              |
| 46215 | Sheriff Escort Service                        | 25,888.95            | 30,000.00            | (4,111.05)            |
| 46216 | Restitution                                   | 2,287.95             | 200.00               | 2,087.95              |
| 46217 | OWI Restitution                               | 1,007.00             | 1,800.00             | (793.00)              |
| 46221 | Public Chgs-Coroner Cremation                 | 45,900.00            | 60,000.00            | (14,100.00)           |
| 46230 | Death Certificates                            | 13,700.00            | 15,000.00            | (1,300.00)            |
| 46241 | Jail Surcharge                                | 20,521.51            | 35,000.00            | (14,478.49)           |
| 46242 | Huber/Electronic Monitoring                   | 185,227.72           | 347,678.00           | (162,450.28)          |
| 46243 | Inmate Booking/Processing Fee                 | 10,212.75            | 18,000.00            | (7,787.25)            |
| 46244 | Other County Transports                       | 11,796.20            | 22,000.00            | (10,203.80)           |
| 46245 | Jail Stay Fee                                 | 25,096.74            | 41,975.00            | (16,878.26)           |
| 46291 | Public Chgs-ID Cards                          |                      | 100.00               | (100.00)              |
| 46310 | Public Chgs-Frac Sand                         | 248,912.16           |                      | 248,912.16            |
| 46330 | Public Chgs-Ho Chunk/AODA                     |                      | 27,500.00            | (27,500.00)           |
| 46510 | Public Chgs-Crisis Stabilization              | 282,154.18           | 509,837.00           | (227,682.82)          |
| 46520 | Institutional Care-Private Pay                | 586,439.61           | 1,380,056.00         | (793,616.39)          |
| 46521 | Institutional Care-Other Pay                  | 2,940.00             | 5,500.00             | (2,560.00)            |
| 46525 | Public Chgs- Medicare                         | 1,777,160.04         | 2,156,613.00         | (379,452.96)          |
| 46526 | Public Chgs- Medicaid                         | 2,879,016.67         | 6,227,595.00         | (3,348,578.33)        |
| 46527 | Public Chgs-Veterans EW                       | 4,749.03             |                      | 4,749.03              |
| 46530 | Public Charges                                | 3,700,106.28         | 5,893,278.00         | (2,193,171.72)        |
| 46531 | Public Chgs- Private Insurance                | 822,074.86           | 923,369.00           | (101,294.14)          |
| 46532 | Public Chgs-County Responsible                | 44,990.69            | 202,819.00           | (157,828.31)          |
| 46533 | Public Chgs-NW Mental Health Inpatient        | 110,107.83           | 529,195.00           | (419,087.17)          |
| 46534 | Public Chgs-NW Mental Health Inpatient        | 1,114,604.14         | 1,823,383.00         | (708,778.86)          |
| 46536 | Third Party Awards & Settlements              | 154,900.00           | 404,946.00           | (250,046.00)          |
| 46537 | Contractual Adjustment                        | (2,704,201.04)       | (4,430,479.00)       | 1,726,277.96          |
| 46590 | Provision for Bad Debts-Edgewater             | (45,999.96)          | (92,000.00)          | 46,000.04             |
| 46621 | Child Support-Genetic Tests                   | 2,772.43             | 4,300.00             | (1,527.57)            |
| 46623 | Child Support-Filing Fees                     | 95.00                | 200.00               | (105.00)              |
| 46624 | Child Support-Service Fees                    | 7,912.33             | 12,000.00            | (4,087.67)            |
| 46625 | Child Support-Extradition Charges             |                      | 500.00               | (500.00)              |
| 46721 | Public Chgs-Parks                             | 418,493.81           | 550,000.00           | (131,506.19)          |
| 46772 | UW-Extension Project Revenue                  | 2,806.08             | 3,050.00             | (243.92)              |
| 46813 | County Forest Revenue                         | 188,954.59           | 385,000.00           | (196,045.41)          |
| 46825 | Land Conservation Fees & Sales                | 57,554.75            | 68,185.00            | (10,630.25)           |
| 46826 | Private Sewage Charges                        | 6,800.00             | 19,150.00            | (12,350.00)           |
|       | <b>Total Public Charges for Services</b>      | <b>11,746,579.30</b> | <b>19,503,072.00</b> | <b>(7,756,492.70)</b> |
|       | <b>Intergovernmental Charges for Services</b> |                      |                      |                       |
| 47210 | Intergovernmental Charges                     | 321,068.38           | 570,700.00           | (249,631.62)          |
| 47230 | State Charges                                 | 991,896.48           | 1,433,100.00         | (441,203.52)          |
| 47231 | State Charges-Highway                         | 179,950.72           | 232,838.00           | (52,887.28)           |
| 47232 | State Charges-Machinery                       |                      | 2,090,226.00         | (2,090,226.00)        |
| 47233 | State Charges-Performance Based Maintenance   | 120,878.44           |                      | 120,878.44            |
| 47250 | Intergovernmental Transfer Program Rev        | 668,420.77           | 618,800.00           | 49,620.77             |

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, September 30, 2019

|       |   | 2019          |               |                |
|-------|---|---------------|---------------|----------------|
|       |   | Actual        | Budget        | Variance       |
|       |   |               |               | Variance %     |
| 47300 | Local Gov Chgs                                | 219,425.18    | 561,660.00    | (342,234.82)   |
| 47320 | Local Gov Chgs-Public Safety                  | 25,881.88     | 30,000.00     | (4,118.12)     |
| 47330 | Local Gov Chgs-Transp                         | 438,720.53    | 1,207,485.00  | (768,764.47)   |
| 47332 | Local Gov Chgs-Roads                          | 105,634.87    | 403,360.00    | (297,725.13)   |
| 47333 | Local Gov Chgs-Bridges                        | (23,142.30)   | 27,440.00     | (50,582.30)    |
| 47350 | Local Gov Chgs-Hlth & Human Svcs              | 36,711.00     | 66,858.00     | (30,147.00)    |
| 47351 | Local Gov Chgs-Other Governments              |               | 5,000.00      | (5,000.00)     |
| 47391 | Local Gov Chgs-BNI (Materials)                | 734.44        | 2,500.00      | (1,765.56)     |
| 47392 | Local Gov Chgs-BNI (Staff)                    | 168.00        | 850.00        | (682.00)       |
| 47393 | Local Gov Chgs-Work Relief                    | 13,960.66     | 14,200.00     | (239.34)       |
| 47395 | Local Gov Chgs-EM Vehicles                    | 3,345.28      | 5,000.00      | (1,654.72)     |
| 47396 | Local Gov Chgs-EM Equipment                   | 1,747.50      | 800.00        | 947.50         |
|       | Total Charges to Other Governments            | 3,105,401.83  | 7,270,817.00  | (4,165,415.17) |
|       | <b>Interdepartmental Charges for Services</b> |               |               |                |
| 47410 | Dept Charges-Hlth Benefits & Other            | 8,366,394.70  | 10,813,388.00 | (2,446,993.30) |
| 47411 | Dept Charges-Purchasing                       | 26,127.71     | 38,200.00     | (12,072.29)    |
| 47412 | Dept Charges-Insurance                        | 373,807.80    | 498,408.00    | (124,600.20)   |
| 47413 | Dept Charges-Gen Govt                         | 861,012.00    | 1,128,105.00  | (267,093.00)   |
| 47415 | Dept Charges-Systems                          | 225,077.86    | 318,245.00    | (93,167.14)    |
| 47421 | Dept Charges-Public Safety                    | 21,966.11     | 21,500.00     | 466.11         |
| 47430 | Dept Charges-Bldg Rent                        | 669,293.28    | 926,936.00    | (257,642.72)   |
| 47435 | Dept Charges-Sheriff Lockup Rent              | 11,999.97     | 16,000.00     | (4,000.03)     |
| 47438 | Dept Charges-Riverblock Rent                  | 446,925.00    | 597,276.00    | (150,351.00)   |
| 47440 | Dept Charges                                  | 4,928.00      | 3,400.00      | 1,528.00       |
| 47460 | Dept Charges-Drug Court                       | 51,000.00     | 73,000.00     | (22,000.00)    |
| 47470 | Dept Charges-Highway                          | 1,555,759.28  | 1,783,420.00  | (227,660.72)   |
|       | Total Interdepartmental Charges               | 12,614,291.71 | 16,217,878.00 | (3,603,586.29) |
|       | Total Intergovernmental Charges for Services  | 15,719,693.54 | 23,488,695.00 | (7,769,001.46) |
|       | <b>Miscellaneous</b>                          |               |               |                |
| 48000 | Miscellaneous                                 | 336.10        |               | 336.10         |
| 48100 | Interest                                      | 55.58         | 20.00         | 35.58          |
| 48110 | Interest-Capital Projects                     | 1.85          | 10.00         | (8.15)         |
| 48113 | Unrealized Gain/Loss on Investment            | 117,437.26    | (24,500.00)   | 141,937.26     |
| 48114 | Interest-Investment                           | 201,467.93    | 124,812.00    | 76,655.93      |
| 48115 | Interest-General Investment                   | 180,457.48    | 30,000.00     | 150,457.48     |
| 48116 | Interest-Section 125 & Health                 | 669.41        | 378.00        | 291.41         |
| 48117 | Interest-Clerk of Courts                      | 172.65        | 400.00        | (227.35)       |
| 48200 | Rental Income                                 | 112,636.43    | 138,196.00    | (25,559.57)    |
| 48300 | Gain/Loss-Sale of Property                    | 40,380.69     | 152,000.00    | (111,619.31)   |
| 48310 | Gain/Loss-Sale of Fixed Assets                | 23,664.87     |               | 23,664.87      |
| 48320 | Gain/Loss-Sale of Surplus Property            | 851.00        | 500.00        | 351.00         |
| 48340 | Gain/Loss-Sale of Salvage and Waste           | 4,149.40      | 6,700.00      | (2,550.60)     |
| 48440 | Insurance Recoveries-Other                    | 840,943.49    | 1,404,240.00  | (563,296.51)   |
| 48500 | Donations                                     | 258,382.35    | 127,550.00    | 130,832.35     |
| 48502 | Donations-Veterans Loan Repayment             | 4,290.92      |               | 4,290.92       |
| 48503 | Donations-Services ATV Club                   | 4,149.50      | 6,000.00      | (1,850.50)     |
| 48540 | Donations & Contributions                     | 30,328.82     | 45,000.00     | (14,671.18)    |
| 48830 | Recovery of PYBD & Contractual Adj            | 38,085.05     | 46,500.00     | (8,414.95)     |
| 48860 | Revenue from Meals                            | 9,848.10      | 21,000.00     | (11,151.90)    |
| 48880 | Food Vending Machine Income                   | 1,890.29      | 4,500.00      | (2,609.71)     |
| 48900 | Other Miscellaneous Revenue                   | 82,024.14     | 37,450.00     | 44,574.14      |
| 48901 | Other/Miscellaneous Revenue                   | 6,624.36      | 1,500.00      | 5,124.36       |
| 48910 | Vending/Cafeteria Revenue                     | 5,862.93      | 8,700.00      | (2,837.07)     |
| 48920 | Vending Machine Revenue                       | 2,643.25      | 4,200.00      | (1,556.75)     |
| 48940 | Canteen Income                                |               | 500.00        | (500.00)       |
| 48970 | Rental Income- NHC, Health Annex              | 13,131.00     | 17,508.00     | (4,377.00)     |
| 48980 | Misc/Other Workshop Revenue                   | 66.87         | 100.00        | (33.13)        |
| 48990 | Other Operating Income                        | 2,195.69      | 1,984.00      | 211.69         |
| 48991 | Copier Revenue                                | 1,163.00      | 1,800.00      | (637.00)       |
|       | Total Miscellaneous                           | 1,983,910.41  | 2,157,048.00  | (173,137.59)   |
|       | <b>Other Financing Sources</b>                |               |               |                |
| 49110 | Proceeds from Long-Term Debt                  | 3,296.00      | 59,486.00     | (56,190.00)    |
| 49210 | Transfer from General Fund                    |               | 310,000.00    | (310,000.00)   |



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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, September 30, 2019

|                       |                                | 2019<br>Actual       | Budget                | Variance               | Variance %      |
|-----------------------|--------------------------------|----------------------|-----------------------|------------------------|-----------------|
| 49220                 | Transfer from Special Revenue  | 2,966,144.52         | 5,800,000.00          | (2,833,855.48)         | (48.86%)        |
| 49270                 | Transfer from Internal Service |                      | 377,267.00            | (377,267.00)           | (100.00%)       |
|                       | Total Other Financing Sources  | 2,969,440.52         | 6,546,753.00          | (3,577,312.48)         | (54.64%)        |
| <b>TOTAL REVENUES</b> |                                | <b>70,059,112.66</b> | <b>107,005,772.81</b> | <b>(36,946,660.15)</b> | <b>(34.53%)</b> |

**EXPENDITURES****General Government**

|       |                                   |               |               |              |         |
|-------|-----------------------------------|---------------|---------------|--------------|---------|
| 51120 | Committees & Commissions          | 141,777.62    | 216,928.00    | 75,150.38    | 34.64%  |
| 51212 | Circuit Court Branch I            | 291,643.19    | 412,441.00    | 120,797.81   | 29.29%  |
| 51213 | Circuit Court Branch II           | 82,909.97     | 122,773.00    | 39,863.03    | 32.47%  |
| 51214 | Circuit Court Branch III          | 100,769.89    | 130,614.00    | 29,844.11    | 22.85%  |
| 51215 | Drug Court                        | 149,956.93    | 216,187.00    | 66,230.07    | 30.64%  |
| 51217 | Clerk of Courts-Divorce Mediation | 12,275.00     | 25,000.00     | 12,725.00    | 50.90%  |
| 51220 | Family Court Commissioner         | 47,499.94     | 65,000.00     | 17,500.06    | 26.92%  |
| 51221 | Clerk of Courts                   | 939,833.54    | 1,344,176.00  | 404,342.46   | 30.08%  |
| 51231 | Coroner                           | 110,376.97    | 160,607.00    | 50,230.03    | 31.28%  |
| 51310 | District Attorney                 | 209,637.29    | 322,279.00    | 112,641.71   | 34.95%  |
| 51315 | Victim Witness Program            | 106,189.96    | 152,796.00    | 46,606.04    | 30.50%  |
| 51320 | Corporation Counsel               | 202,143.38    | 310,643.00    | 108,499.62   | 34.93%  |
| 51330 | Child Support                     | 726,627.08    | 1,049,541.00  | 322,913.92   | 30.77%  |
| 51420 | County Clerk                      | 196,171.97    | 302,827.00    | 106,655.03   | 35.22%  |
| 51424 | County Clerk-Postage Meter        | 9,598.57      | 14,000.00     | 4,401.43     | 31.44%  |
| 51430 | Health Benefit Payments           | 8,149,313.54  | 13,210,172.00 | 5,060,858.46 | 38.31%  |
| 51431 | Health-Wellness                   | 234,573.53    | 377,267.00    | 142,693.47   | 37.82%  |
| 51433 | Human Resources-Labor Relations   | 4,563.00      | 30,000.00     | 25,437.00    | 84.79%  |
| 51435 | Human Resources-Personnel         | 283,556.93    | 415,754.00    | 132,197.07   | 31.80%  |
| 51436 | Human Resources-Programs          | 198.72        | 6,000.00      | 5,801.28     | 96.69%  |
| 51440 | County Clerk-Elections            | 31,454.75     | 50,953.00     | 19,498.25    | 38.27%  |
| 51450 | Data Processing                   | 1,311,997.96  | 1,776,746.00  | 464,748.04   | 26.16%  |
| 51451 | Voice over IP                     | 96,317.61     | 147,300.00    | 50,982.39    | 34.61%  |
| 51452 | PC Replacement                    | 154,750.52    | 176,500.00    | 21,749.48    | 12.32%  |
| 51453 | Co Clerk-Inform & Commun          | 9,004.40      | 18,500.00     | 9,495.60     | 51.33%  |
| 51510 | Finance                           | 338,407.55    | 467,934.00    | 129,526.45   | 27.68%  |
| 51520 | Treasurer                         | 288,846.92    | 453,189.00    | 164,342.08   | 36.26%  |
| 51550 | Purchasing                        | 38,663.61     | 53,006.00     | 14,342.39    | 27.06%  |
| 51590 | Contingency                       |               | 281,639.13    | 281,639.13   | 100.00% |
| 51591 | Efficiency                        |               | 25,000.00     | 25,000.00    | 100.00% |
| 51592 | Initiatives                       |               | 25,000.00     | 25,000.00    | 100.00% |
| 51611 | Bldg Maint-Courthouse and Jail    | 771,085.11    | 1,227,675.00  | 456,589.89   | 37.19%  |
| 51630 | Bldg Maint-Unified Svcs Building  | 7,408.25      | 10,022.00     | 2,613.75     | 26.08%  |
| 51640 | Bldg Maint-Joint Use Building     | 4,788.07      | 12,272.00     | 7,483.93     | 60.98%  |
| 51650 | Bldg Maint-Sheriff Lockup         | 2,374.90      | 5,472.00      | 3,097.10     | 56.60%  |
| 51660 | Bldg Maint-CBRF's                 |               | 3,450.00      | 3,450.00     | 100.00% |
| 51670 | Bldg Maint-River Block            | 242,998.42    | 597,276.00    | 354,277.58   | 59.32%  |
| 51710 | Register of Deeds                 | 338,000.98    | 463,224.00    | 125,223.02   | 27.03%  |
| 51931 | Property and Liability Insurance  | 621,914.03    | 613,429.00    | (8,485.03)   | (1.38%) |
| 51933 | Workers Comp Insurance            | 286,931.88    | 488,268.00    | 201,336.12   | 41.23%  |
| 51934 | Sick Leave Conversion             | 91,137.36     | 500,000.00    | 408,862.64   | 81.77%  |
|       | Total General Government          | 16,635,699.34 | 26,281,860.13 | 9,646,160.79 | 36.70%  |

**Public Safety**

|       |                               |              |              |              |        |
|-------|-------------------------------|--------------|--------------|--------------|--------|
| 52110 | Sheriff-Administration        | 1,763,564.24 | 2,753,446.00 | 989,881.76   | 35.95% |
| 52130 | Radio Engineer                | 126,281.64   | 231,544.00   | 105,262.36   | 45.46% |
| 52131 | Sheriff-Indian Law Enforce    | 19,059.87    | 34,541.00    | 15,481.13    | 44.82% |
| 52140 | Sheriff-Traffic Police        | 2,092,163.09 | 3,192,419.00 | 1,100,255.91 | 34.46% |
| 52150 | Sheriff-Civil Svc Comm        | 960.50       | 1,000.00     | 39.50        | 3.95%  |
| 52220 | Emer Mgmt-Fire Suppression    | 28,432.62    | 143,164.00   | 114,731.38   | 80.14% |
| 52510 | Emer Mgmt-SARA Title III      | 26,702.68    | 52,807.00    | 26,104.32    | 49.43% |
| 52520 | Emergency Management          | 209,784.67   | 290,606.00   | 80,821.33    | 27.81% |
| 52601 | Dispatch                      | 1,243,029.65 | 1,801,711.00 | 558,681.35   | 31.01% |
| 52530 | Emer Mgmt-Bldg Numbering      | 792.00       | 3,000.00     | 2,208.00     | 73.60% |
| 52540 | Emer Mgmt-Work Relief         | 125,160.94   | 185,677.00   | 60,516.06    | 32.59% |
| 52710 | Sheriff-Jail                  | 1,872,308.11 | 2,741,849.00 | 869,540.89   | 31.71% |
| 52712 | Sheriff-Electronic Monitoring | 135,374.04   | 221,737.00   | 86,362.96    | 38.95% |

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, September 30, 2019

|   | Actual       | 2019<br>Budget | Variance     | Variance % |
|---|--------------|----------------|--------------|------------|
| 52713 Sheriff-PT Transp/Safekeeper        | 854,137.99   | 1,388,247.00   | 534,109.01   | 38.47%     |
| 52721 Sheriff-Jail Surcharge              | 1,426.40     | 100,000.00     | 98,573.60    | 98.57%     |
| Total Public Safety                       | 8,499,178.44 | 13,141,748.00  | 4,642,569.56 | 35.33%     |
| <b>Public Works-Highway</b>               |              |                |              |            |
| 53110 Hwy-Administration                  | 241,144.02   | 334,628.00     | 93,483.98    | 27.94%     |
| 53120 Hwy-Engineer                        | 146,051.36   | 232,838.00     | 86,786.64    | 37.27%     |
| 53191 Hwy-Other Administration            | 242,752.00   | 323,806.00     | 81,054.00    | 25.03%     |
| 53210 Hwy-Employee Taxes & Benefits       | (623,760.81) |                | 623,760.81   | 0.00%      |
| 53220 Hwy-Field Tools                     | (8,101.45)   | 13,400.00      | 21,501.45    | 160.46%    |
| 53230 Hwy-Shop Operations                 | 244,715.04   | 331,129.00     | 86,413.96    | 26.10%     |
| 53232 Hwy-Fuel Handling                   | (21,419.01)  | 12,100.00      | 33,519.01    | 277.02%    |
| 53240 Hwy-Machinery Operations            | (962,267.58) | 2,173,434.00   | 3,135,701.58 | 144.27%    |
| 53260 Hwy-Bituminous Ops                  | 117,162.19   | 230,902.00     | 113,739.81   | 49.26%     |
| 53262 Hwy-Bituminous Ops                  | 30,576.99    | 119,372.00     | 88,795.01    | 74.39%     |
| 53266 Hwy-Bituminous Ops                  | 1,548,119.64 | 1,762,924.00   | 214,804.36   | 12.18%     |
| 53270 Hwy-Buildings & Grounds             | 168,333.13   | 181,436.00     | 13,102.87    | 7.22%      |
| 53290 Hwy-Salt Brine Operations           | 22,157.01    |                | (22,157.01)  | 0.00%      |
| 53291 Hwy-Salt Brine Operations           | (846.61)     |                | 846.61       | 0.00%      |
| 53281 Hwy-Acquisition of Capital Assets   | 54,507.00    |                | (54,507.00)  | 0.00%      |
| 53310 Hwy-Maintenance CTHS                |              | 3,300.00       | 3,300.00     | 100.00%    |
| 53311 Hwy-Maint CTHS Patrol Sectn         | 1,343,165.82 | 1,701,201.00   | 358,035.18   | 21.05%     |
| 53312 Hwy-Snow Remov                      | 1,044,359.00 | 947,088.00     | (97,271.00)  | (10.27%)   |
| 53313 Hwy-Maintenance Gang                | 102,725.19   | 107,015.00     | 4,289.81     | 4.01%      |
| 53314 Hwy-Maint Gang-Materials            | 2,230.49     |                | (2,230.49)   | 0.00%      |
| 53320 Hwy-Maint STHS                      | 1,100,994.18 | 1,386,445.00   | 285,450.82   | 20.59%     |
| 53323 Hwy-Maint STHS PBM                  | 59,684.25    |                | (59,684.25)  | 0.00%      |
| 53330 Hwy-Local Roads                     | 758,202.37   | 1,190,217.00   | 432,014.63   | 36.30%     |
| 53340 Hwy-County-Aid Road Construction    | 542,643.14   | 440,617.00     | (102,026.14) | (23.16%)   |
| 53341 Hwy-County-Aid Bridge Construction  | 177,445.17   | 200,422.00     | 22,976.83    | 11.46%     |
| 53490 Hwy-State & Local Other Services    | 237,468.35   | 555,842.00     | 318,373.65   | 57.28%     |
| Total Public Works-Highway                | 6,568,040.88 | 12,248,116.00  | 5,680,075.12 | 46.38%     |
| <b>Health and Human Services</b>          |              |                |              |            |
| 54121 Health-Public Health                | 1,216,693.00 | 1,808,272.00   | 591,579.00   | 32.72%     |
| 54122 Health-WIC Program                  | 256,848.40   | 359,800.00     | 102,951.60   | 28.61%     |
| 54128 Health-Public Health Grants         | 58,861.18    | 67,205.00      | 8,343.82     | 12.42%     |
| 54129 Humane Officer                      | 30,625.85    | 35,485.00      | 4,859.15     | 13.69%     |
| 54130 Health-Dental Sealants              | 74,436.20    | 114,654.00     | 40,217.80    | 35.08%     |
| 54132 Adams-Juneau Sanitation             | 225,466.43   | 307,487.00     | 82,020.57    | 26.67%     |
| 54210 Edgewater-Nursing                   | 2,782,072.14 | 4,320,403.00   | 1,538,330.86 | 35.61%     |
| 54211 Edgewater-Housekeeping              | 96,365.48    | 130,363.00     | 33,997.52    | 26.08%     |
| 54212 Edgewater-Dietary                   | 490,913.56   | 742,634.00     | 251,720.44   | 33.90%     |
| 54213 Edgewater-Laundry                   | 41,119.42    | 54,322.00      | 13,202.58    | 24.30%     |
| 54214 Edgewater-Maintenance               | 259,904.41   | 441,542.87     | 181,638.46   | 41.14%     |
| 54217 Edgewater-Activities                | 120,155.74   | 184,131.00     | 63,975.26    | 34.74%     |
| 54218 Edgewater-Social Services           | 111,845.28   | 152,037.00     | 40,191.72    | 26.44%     |
| 54219 Edgewater-Administration            | 515,922.80   | 726,015.00     | 210,092.20   | 28.94%     |
| 54220 Wood Haven TBI                      | (19.04)      | 897,983.00     | 898,002.04   | 100.00%    |
| 54315 Mental Health/AODA Ho Chunk         |              | 27,500.00      | 27,500.00    | 100.00%    |
| 54317 Human Services Crisis Stabilization | 188,073.64   | 291,153.00     | 103,079.36   | 35.40%     |
| 54324 Norwood-SNF-CMI                     | 782,796.21   | 1,146,558.00   | 363,761.79   | 31.73%     |
| 54325 Norwood SNF TBI                     | 557,794.54   | 728,974.00     | 171,179.46   | 23.48%     |
| 54326 Norwood-Inpatient                   | 2,437,971.41 | 3,524,103.00   | 1,086,131.59 | 30.82%     |
| 54350 Norwood-Dietary                     | 839,920.77   | 1,129,370.00   | 289,449.23   | 25.63%     |
| 54351 Norwood-Plant Ops & Maint           | 450,924.65   | 675,913.00     | 224,988.35   | 33.29%     |
| 54363 Norwood-Medical Records             | 181,547.30   | 261,726.00     | 80,178.70    | 30.63%     |
| 54365 Norwood-Administration              | 867,931.04   | 1,199,527.00   | 331,595.96   | 27.64%     |
| 54401 Human Services-Child Welfare        | 2,567,424.22 | 3,822,418.00   | 1,254,993.78 | 32.83%     |
| 54405 Human Services-Youth Aids           | 1,991,151.78 | 3,343,095.00   | 1,351,943.22 | 40.44%     |
| 54410 Human Services-Child Care           | 86,685.47    | 159,188.00     | 72,502.53    | 45.55%     |
| 54413 Human Services-Transportation       | 256,549.76   | 449,566.00     | 193,016.24   | 42.93%     |
| 54420 Human Services-ESS                  | 1,043,860.72 | 1,466,547.00   | 422,686.28   | 28.82%     |

9/26/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, September 30, 2019

|                                   |  | 2019          |               |               |            |
|-----------------------------------|--|---------------|---------------|---------------|------------|
|                                   |  | Actual        | Budget        | Variance      | Variance % |
| 54425                             | Human Services-FSET                      | 2,157,367.12  | 3,176,589.00  | 1,019,221.88  | 32.09%     |
| 54435                             | Human Services-LIEAP                     | 68,112.47     | 120,256.00    | 52,143.53     | 43.36%     |
| 54440                             | Human Services-Birth to Three            | 362,419.56    | 545,393.00    | 182,973.44    | 33.55%     |
| 54445                             | Human Services-Childrens COP             | 37,627.19     | 177,844.00    | 140,216.81    | 78.84%     |
| 54450                             | Human Services-Childrens Waivers         | 243,296.71    | 350,302.00    | 107,005.29    | 30.55%     |
| 54455                             | Human Services-CSP                       | 398,778.03    | 590,056.00    | 191,277.97    | 32.42%     |
| 54460                             | Human Services-OPC MH                    | 804,163.59    | 1,516,881.00  | 712,717.41    | 46.99%     |
| 54465                             | Human Services-CCS                       | 1,623,470.37  | 2,288,081.00  | 664,610.63    | 29.05%     |
| 54470                             | Human Services-Crisis Legal Svc          | 704,488.68    | 979,664.00    | 275,175.32    | 28.09%     |
| 54475                             | Human Services-MH Contr COP              | 404,391.01    | 1,393,677.00  | 989,285.99    | 70.98%     |
| 54480                             | Human Services-OPC AODA                  | 299,126.28    | 428,196.00    | 129,069.72    | 30.14%     |
| 54485                             | Human Services-OPC Day Treatment         | 45,578.32     | 84,601.00     | 39,022.68     | 46.13%     |
| 54495                             | Human Services-AODA Contract             | 22,436.00     | 126,100.00    | 103,664.00    | 82.21%     |
| 54500                             | Human Services-Administration            | 2,347,652.05  | 3,508,916.00  | 1,161,263.95  | 33.09%     |
| 54611                             | Aging-Committee on Aging                 |               | 198,278.00    | 198,278.00    | 100.00%    |
| 54710                             | Veterans-Veterans Relief                 | 4,878.40      | 9,236.00      | 4,357.60      | 47.18%     |
| 54720                             | Veterans-Veterans Service Officer        | 236,704.97    | 344,334.00    | 107,629.03    | 31.26%     |
| 54730                             | Veterans Relief Donations                | 280.92        | 300.00        | 19.08         | 6.36%      |
| 54740                             | Veterans-Care of Veterans Graves         | 240.00        | 2,865.00      | 2,625.00      | 91.62%     |
| 54750                             | Veterans-WDVA Grant                      | 7,773.25      | 11,058.00     | 3,284.75      | 29.70%     |
|                                   | Total Health and Human Services          | 28,302,627.28 | 44,420,598.87 | 16,117,971.59 | 36.28%     |
| Culture, Recreation and Education |  |               |               |               |            |
| 55112                             | County Aid to Libraries                  | 977,892.57    | 977,893.00    | 0.43          | 0.00%      |
| 55210                             | County Parks                             | 1,169,488.42  | 1,679,377.00  | 509,888.58    | 30.36%     |
| 55441                             | Maintenance Snowmobile Trails            | 81,220.60     | 88,591.81     | 7,371.21      | 8.32%      |
| 55442                             | ATV Maintenance                          | 9,947.85      | 11,370.00     | 1,422.15      | 12.51%     |
| 55460                             | Marshfield Fairgrounds                   | 25,000.00     | 25,000.00     |               | 0.00%      |
| 55620                             | UW-Extension                             | 285,974.98    | 522,198.00    | 236,223.02    | 45.24%     |
| 55630                             | UW-Extension Center-Marshfield           | 47,872.00     | 47,872.00     |               | 0.00%      |
| 55650                             | UW-Extension Junior Fair                 | 32,000.00     | 32,000.00     |               | 0.00%      |
| 55660                             | UW-Extension Projects                    | 1,951.97      | 17,700.00     | 15,748.03     | 88.97%     |
|                                   | Total Culture, Recreation and Education: | 2,631,348.39  | 3,402,001.81  | 770,653.42    | 22.65%     |
| Conservation and Development      |  |               |               |               |            |
| 56111                             | State Forestry Roads                     | 3,426.76      | 7,000.00      | 3,573.24      | 51.05%     |
| 56121                             | Land Conservation                        | 197,759.73    | 292,602.00    | 94,842.27     | 32.41%     |
| 56122                             | DATCP Grant                              | 153,154.37    | 314,582.00    | 161,427.63    | 51.31%     |
| 56123                             | Wildlife Damage Abatement                | 25,463.94     | 61,019.00     | 35,555.06     | 58.27%     |
| 56125                             | Non-Metalic Mining Reclamation           | 29,915.95     | 40,288.00     | 10,372.05     | 25.74%     |
| 56126                             | MDV                                      | 212.40        | 1,390.00      | 1,177.60      | 84.72%     |
| 56128                             | Mill Creek                               | 4,092.40      | 22,000.00     | 17,907.60     | 81.40%     |
| 56310                             | County Planner                           | 271,713.21    | 387,027.00    | 115,313.79    | 29.79%     |
| 56320                             | Land Record                              | 72,476.43     | 246,750.00    | 174,273.57    | 70.63%     |
| 56340                             | Surveyor                                 | 18,645.01     | 44,304.00     | 25,658.99     | 57.92%     |
| 56730                             | Transp & ED-Airport Aid                  | 17,500.00     | 13,384.00     | (4,116.00)    | (30.75%)   |
| 56740                             | Payment in Lieu of Tax                   | 77,344.10     | 77,345.00     | 0.90          | 0.00%      |
| 56750                             | Transp & Economic Develop                | 105,575.00    | 145,191.00    | 39,616.00     | 27.29%     |
| 56780                             | CDBG-ED                                  | 33,820.08     | 35,000.00     | 1,179.92      | 3.37%      |
| 56911                             | State Wildlife Habitat                   | 567.00        | 2,500.00      | 1,933.00      | 77.32%     |
| 56913                             | Park & Forestry Capital Proj             | 168,649.84    | 359,330.00    | 190,680.16    | 53.07%     |
| 56943                             | Private Sewage System                    | 130,891.44    | 261,793.00    | 130,901.56    | 50.00%     |
|                                   | Total Conservation and Development       | 1,311,207.66  | 2,311,505.00  | 1,000,297.34  | 43.27%     |
| Capital Outlay                    |  |               |               |               |            |
| 57120                             | Cap Projects-Gen Government              | 357,805.44    | 375,000.00    | 17,194.56     | 4.59%      |
| 57121                             | Cap Projects-Parks                       | 33,854.52     | 75,300.00     | 41,445.48     | 55.04%     |
| 57213                             | Cap Projects-Emergency Management        |               | 249,000.00    | 249,000.00    | 100.00%    |
| 57216                             | Cap Projects-Computer Software           | 20,402.79     | 15,337.00     | (5,065.79)    | (33.03%)   |
| 57310                             | Highway Capital Projects                 | 2,502,256.81  | 2,313,082.00  | (189,174.81)  | (8.18%)    |
| 57410                             | Cap Projects-Human Services              | 423.98        |               | (423.98)      | 0.00%      |
| 57412                             | Cap Projects-Edgewater                   | 148,263.96    | 169,000.00    | 20,736.04     | 12.27%     |
| 57420                             | Cap Projects-Norwood                     | 234,392.26    | 357,477.00    | 123,084.74    | 34.43%     |
| 57610                             | Cap Projects-Cons & Dev-Vehicles         | 34,000.00     | 34,000.00     |               | 0.00%      |

9/26/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, September 30, 2019

|       |                                | Actual               | 2019<br>Budget        | Variance             | Variance %      |
|-------|--------------------------------|----------------------|-----------------------|----------------------|-----------------|
| 57640 | UW Remodeling/Construction     | 4,772.88             | 70,500.00             | 65,727.12            | 93.23%          |
| 57930 | Depreciation & Amortization    | 5,857.18             |                       | (5,857.18)           | 0.00%           |
| 57940 | Depreciation & Amortization    | 147,016.40           |                       | (147,016.40)         | 0.00%           |
|       | Total Capital Outlay           | 3,489,046.22         | 3,658,696.00          | 169,649.78           | 4.64%           |
|       | <b>Debt Service</b>            |                      |                       |                      |                 |
| 58140 | Debt Service Principal-Highway |                      | 3,400,000.00          | 3,400,000.00         | 100.00%         |
| 58240 | Debt Service Interest-Highway  | 278,002.92           | 568,620.00            | 290,617.08           | 51.11%          |
| 58295 | Paying Agent & Fiscal Charges  | 18,500.00            |                       | (18,500.00)          | 0.00%           |
|       | Total Debt Service             | 296,502.92           | 3,968,620.00          | 3,672,117.08         | 92.53%          |
|       | <b>Other Financing Uses</b>    |                      |                       |                      |                 |
| 59210 | Transfers to General Fund      | 2,966,144.52         | 6,487,267.00          | 3,521,122.48         | 54.28%          |
| 59270 | Transfer to Internal Service   |                      | (187,012.00)          | (187,012.00)         | 100.00%         |
|       | Total Other Financing Uses     | 2,966,144.52         | 6,300,255.00          | 3,334,110.48         | 52.92%          |
|       | <b>TOTAL EXPENDITURES</b>      | <b>70,699,795.65</b> | <b>115,733,400.81</b> | <b>45,033,605.16</b> | <b>38.91%</b>   |
|       | <b>NET INCOME (LOSS) *</b>     | <b>(640,682.99)</b>  | <b>(8,727,628.00)</b> | <b>8,086,945.01</b>  | <b>(92.66%)</b> |



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

September 30, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – September 2019

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### Human Resources Activity

|                           | September 2019 | 2019 Year-to-Date |
|---------------------------|----------------|-------------------|
| Applications Received     | 183            | 1,160             |
| Positions Filled          | 12             | 128               |
| Promotions/Transfers      | 8              | 32                |
| New Hire Orientations     | 6              | 64                |
| Terminations, Voluntary   | 6              | 70                |
| Terminations, Involuntary | 1              | 9                 |
| Retirements               | 2              | 8                 |
| Exit Interviews           | 2              | 31                |

### Human Resources Narrative

#### General Highlights

1. Attended the WCA Closing Assembly on September 24<sup>th</sup> to take part in the 2019 Wisconsin Local Government Leadership Academy Graduation.
2. Finalized the WPPA Deputy Contract and requested final review before signatures are obtained.
3. Reviewed 31 applicants for the Safety & Risk Specialist position. Identified six qualified candidates to interview, scheduled interviews, and prepared interview questions. Interviews were held on September 26<sup>th</sup> and 27<sup>th</sup>.
4. Prepared the 2020 HR budget incorporating the Safety & Risk budget.
5. Completed the bi-annual EEO-4 Survey for the US Equal Employment Opportunity Commission.
6. Drafted the Wood County Employee Wellness Program document, including the late policy and appeal process, for Executive Committee review at its October meeting.

#### Meetings & Trainings

1. Attended the Executive Committee meeting on September 3<sup>rd</sup> where the HR topics addressed were: 2020 insurance budget and premiums, Wellness Program proposal, and a resolution for the proposed collective bargaining agreement with WPPA, Wood County Deputy Sheriffs' Association.
2. Attended the Judicial & Legislative Committee meeting on September 6<sup>th</sup> to discuss the interview process for the Criminal Justice Coordinator position.

3. Attended the Public Safety Committee meeting on September 9<sup>th</sup> and the Executive Committee meeting on September 17<sup>th</sup> to present the resolution for the proposed collective bargaining agreement with WPPA, Wood County Deputy Sheriffs' Association.
4. Attended County Board on September 17<sup>th</sup>.
5. Attended the Executive Committee Budget Hearing on September 25<sup>th</sup> to present the 2020 Human Resources budget.
6. Attended the Steven's Point Area Human Resources Association All-Day Conference on Reality Based Rules of the Workplace on September 11<sup>th</sup>.
7. Held conference calls with The Horton Group on September 6<sup>th</sup>, 13<sup>th</sup>, and 24<sup>th</sup> to discuss benefit topics related to 2020 plan design including health Insurance premiums, Health Savings Accounts, COBRA, and Flexible Spending Accounts.
8. Met with a representative from WoodTrust Bank on September 13<sup>th</sup> to discuss the Health Savings Account offering for the 2020 benefit year.
9. Met with the Finance Director and the Treasurer on September 18<sup>th</sup> to discuss FSA vendors, account reconciliation, ACH withdrawals, and journal entries.
10. Met with staff from the Clerk of Courts to address questions and concerns on the 2020 health plan changes on September 4<sup>th</sup>.
11. Attended the quarterly "Project Search" meeting at Riverview Hospital on September 19<sup>th</sup> as a member of the Business Advisory Council. Project Search is a partnership between Aspirus Riverview Hospital and Wisconsin Rapids Public Schools that provides valuable employment and life skills training for young adults with disabilities.
12. Staff attended various meetings including:
  - a. Wellness Committee Meeting on September 17<sup>th</sup>
  - b. Attended CWSHRM meeting on "Live your YOUlogy for Leadership" on September 12<sup>th</sup>
  - c. Attended WRS Employer Training on September 11<sup>th</sup>
  - d. Attended "How to Create a Culture of Inclusion" webinar on September 24<sup>th</sup>
  - e. Conducted CPR Renewal Training at Norwood on September 24<sup>th</sup>
  - f. Participated in Webinar on "How to Build a Comprehensive Employee Training Plan" with ThinkHR on September 26<sup>th</sup>
  - g. Met with IT Staff to discuss change in Sheriff Vacation awards in TimeStar on September 13<sup>th</sup>
  - h. Met with IT Staff to discuss set up of HSA plan in HRMS on September 17<sup>th</sup>
  - i. Completed KnowBe4 Security Trainings
  - j. Attended business breakfast for a meet and greet with Aspirus Occupational Health on September 12<sup>th</sup> at the Wisconsin Rapids location

### **Benefits**

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Emailed communication to all employees on 2020 health plan changes on September 3<sup>rd</sup>.
5. Created new insurance plans, rate tables, and deduction codes in the Test HR Management System to verify that the new premium rates for health and vision in 2020 match the rate sheet.
6. Updated the Benefit Guide with the plan changes for 2020.
7. Reviewed and revised the 2020 Benefit Guide.
8. Created new Benefit Election form for Open Enrollment 2020.
9. Created new Benefit Election form for New Hires/Qualifying Events in 2020.
10. Transferred sick hours over the max of 100 days to employees' Catastrophic Sick Leave Accounts (CLSA).

**Recruitment**

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
3. Reported new hires with the Wisconsin New Hire Reporting Center weekly.
4. Scheduled multiple post-offer, pre-employment drug tests and forwarded the results.
5. Ordered retirement plaques for two exiting employees to be presented by their supervisor.
6. Placed employment ad in the Wisconsin Rapids and Marshfield Buyer's Guide for a Mechanic.
7. Updated Cyber Recruiter daily- added Wood County management accounts, updated applicant statuses, sent email correspondence, and assisted applicants with Cyber Recruiter processes.
8. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of the position being filled.
9. Posted the following positions on Cyber Recruiter, Job Net, Indeed and the Wood County Employment Opportunities site: CNA, LPN and RN – Edgewater Haven, Safety & Risk Specialist, Sign Person, Casual Crisis Interventionists, Part-Time Deputies, and Child Care/Volunteer Coordinator, and Legal Administrative Assistant.
10. Interviews coordinated for the following positions: 2<sup>nd</sup> interviews for AODA Counselor, Safety & Risk Specialist, Transcriptionist, and Intake Coordinator.
11. References/Background/Degree verifications made regarding the following positions: Land Records/GIS Specialist, AODA Counselor, Social Worker - Ongoing, Social Worker – Youth Justice, Intake Coordinator, and Psychiatrist.
12. Offers made and accepted regarding the following positions: Land Records/GIS Specialist, Sign Person, and Social Worker – Youth Justice.

The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

| <u>Refilled Position</u> | <u>Department</u> | <u>Position</u>   | <u>Status</u>                  |
|--------------------------|-------------------|---|--------------------------------|
| Replacement              | Edgewater         | CNA, RN, LPN and Dietary Assistant – (Multiple)                         | Ongoing recruitment            |
| Replacement              | District Attorney | Legal Administrative Assistant  | Deadline 9/22/19               |
| Replacement              | Highway           | Mechanic  | Deadline 10/6/19               |
| Replacement              | Highway           | Sign Person   | Filled                         |
| Replacement              | Human Resources   | Safety/Risk Specialist  | Intrvwg 9/26 & 9/27            |
| Replacement              | Human Services    | Psychiatrist  | Refs/Background                |
| Replacement              | Human Services    | Intake Coordinator  | Filled                         |
| Replacement              | Human Services    | Social Worker (Youth Justice)   | Offer Pending                  |
| Replacement              | Human Services    | Social Worker (Ongoing)   | Refs/Background                |
| Replacement              | Human Services    | Social Worker (Ongoing)   | Intrvwd 9/4 & 9/6              |
| Replacement              | Human Services    | Transcriptionist  | Interviewing                   |
| Replacement              | Human Services    | Crisis Interventionists – Casual (2)                                    | Deadline 10/6/19               |
| Replacement              | Human Services    | Child Care/Volunteer Coordinator  | Deadline 9/23/19               |
| Replacement              | Human Services    | FSET Coordinator  | Filled                         |
| Replacement              | Human Services    | AODA Counselor  | References/Bkgrd               |
| Reinstated               | Human Services    | Bridgeway CBRF Supervisor   | Filled                         |
| Replacements             | Norwood           | Dietary Aides, RN, LPN and CNA's<br>Multiple positions/shifts available | Ongoing recruitment by Norwood |
| Replacement              | Planning & Zoning | Land Records Coordinator/GIS Specialist                                 | Filled                         |
| New                      | Sheriff           | Lieutenant - Security   | Filled                         |

|             |         |                        |        |
|-------------|---------|------------------------|--------|
| Replacement | Sheriff | Patrol Lieutenant      | Filled |
| Replacement | Sheriff | Part-time Deputies (2) | Filled |

### **Safety, Risk, and Liability**

1. Met with current Safety & Risk Manager, and the current Purchasing Clerk who assists the Safety & Risk Department, to discuss duties and transition on September 18<sup>th</sup> and 19<sup>th</sup>.
2. In regards to the Reichert v. County of Wood case, reviewed Plaintiff's Brief in Opposition to Motion for Summary Judgement and Corporation Counsel's Reply Brief.
3. We currently have two open Department of Workforce Development-Equal Rights Division (ERD) discrimination claims:
  - a. One new claim received on September 16<sup>th</sup>; working with external counsel to draft our position statement.
  - b. One claim from 2016 of which Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has now appealed to the Labor and Industry Review Commission (LIRC). Counsel is drafting a response to the appeal on behalf of the County.

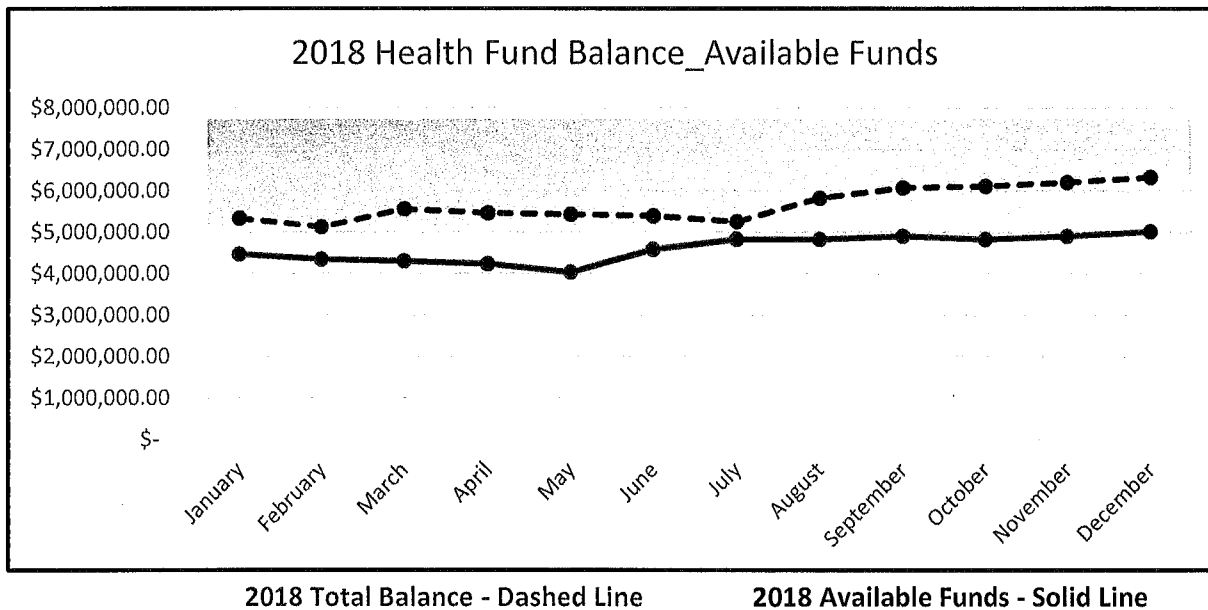
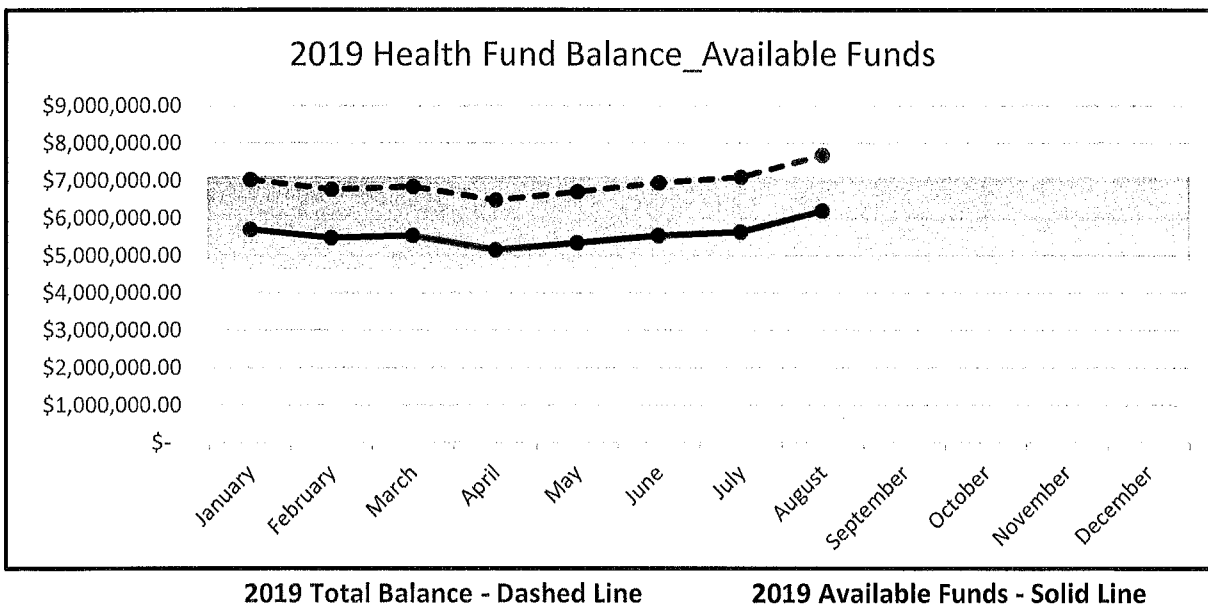
### **Other**

1. Facilitated New Hire Orientation on September 3<sup>rd</sup>, 9<sup>th</sup>, and 23<sup>rd</sup>.
2. Conducted exit interviews on September 6<sup>th</sup>, 13<sup>th</sup>, and 25<sup>th</sup> including benefit and payout information.
3. Completed multiple questionnaires for Unemployment Insurance and reconciled and processed the August Unemployment Insurance payment.
4. Answered multiple questions from supervisors regarding Unemployment Insurance.
5. Organized active and recent termed employee files.
6. Purged employee, payroll, and other files according to County Ordinance retention requirements.
7. Worked with the Sheriff's Department to review and format the Courthouse Screening and Controlled Access Policy. Emailed the policy on behalf of the Sheriff's Department to all County employees and had the policy posted on the HR Intranet site.
8. Prepared and processed various HR and Wellness vouchers for payment.
9. Prepared minutes for the HR portion of the September 3<sup>rd</sup> and 17<sup>th</sup> Executive Committee meetings.
10. Replied to multiple requests from surrounding counties with varied information.
11. Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
12. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

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



| Months    | 2019            |                 | 2018            |                 |
|-----------|-----------------|-----------------|-----------------|-----------------|
|           | Total           | Available       | Total           | Available       |
| January   | \$ 7,021,371.56 | \$ 5,685,137.45 | \$ 5,325,107.44 | \$ 4,466,063.78 |
| February  | \$ 6,755,901.70 | \$ 5,469,001.54 | \$ 5,115,644.74 | \$ 4,342,724.58 |
| March     | \$ 6,834,145.97 | \$ 5,529,400.66 | \$ 5,551,583.01 | \$ 4,304,425.43 |
| April     | \$ 6,472,162.23 | \$ 5,141,045.93 | \$ 5,462,109.67 | \$ 4,228,079.72 |
| May       | \$ 6,701,880.37 | \$ 5,329,290.53 | \$ 5,430,613.86 | \$ 4,027,710.81 |
| June      | \$ 6,935,298.36 | \$ 5,526,859.63 | \$ 5,389,571.46 | \$ 4,578,811.63 |
| July      | \$ 7,088,744.49 | \$ 5,617,057.79 | \$ 5,247,789.82 | \$ 4,822,978.42 |
| August    | \$ 7,670,878.32 | \$ 6,182,575.07 | \$ 5,817,203.30 | \$ 4,820,156.19 |
| September |                 |                 | \$ 6,067,797.47 | \$ 4,901,947.05 |
| October   |                 |                 | \$ 6,105,707.22 | \$ 4,820,156.19 |
| November  |                 |                 | \$ 6,198,294.08 | \$ 4,901,947.05 |
| December  |                 |                 | \$ 6,321,744.80 | \$ 5,006,814.05 |



## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, September 17, 2019  
**TIME:** 9:00 a.m.  
**PLACE:** Room 317A, Wood County Courthouse

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

**OTHERS PRESENT** (for part or all of the meeting): Kelli Quinnett, Kim McGrath, Shawn Becker, Quentin Ellis, Randy Dorshorst, Marla Cummings, Jodi Lubeck, Andy Simon, Sara McCormick, Justin Fischer (Baird), Rich Burghaus (WPPA)

The meeting was called to order by Chair Machon.

**Public Comment** – None

A resolution for awarding the sale of general obligation promissory notes was presented. Justin Fischer, Senior Vice President from Baird, gave a brief presentation to the Committee regarding the bonding proposed.

**Motion (Rozar/Clendenning) to approve resolution awarding the sale of \$4,845,000 general obligation promissory notes. Motion carried. Voting no: Winch**

A resolution to approve the proposed collective bargaining agreement with WPPA, Wood County Deputy Sheriffs' Association was presented. Discussion ensued.

**Motion (Clendenning/Machon) to approve the resolution regarding the proposed collective bargaining agreement with WPPA, Wood County Deputy Sheriffs' Association. Motion carried. Voting no: Winch**

The Chair declared the meeting adjourned at 9:08 a.m.

Minutes taken and prepared by Kelli Quinnett.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### September 2019

1. 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. In September, 2019 Security Awareness Training was also assigned to all staff.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. System discovery continues regarding a solution to Norwood and Edgewater needs for facility infection reporting. Matrix software enhanced feature upgrade was presented & attended by both Edgewater & Norwood facilities in August. This enhancement will include Escribing, electronic prescription to pharmacy, and provide greater functionality to meet the October 1, 2019 CMS (Centers for Medicare & Medicaid) new requirements. Meeting the requirements ensures facility reimbursement for services.
3. Discovery continues for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.
4. Discovery for a Highway Department permit system is complete. Configuration and specification for RtVision OneGov permit solution continues. This system will provide online permit applications and payments processing.
5. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. Configuration and change order specification is complete and submitted in order to migrate Sheriff Department to a real time vacation accrual system. Sheriff Deputy real time accrual is contracted and was approved September 17, 2019 and is set to begin January 1, 2010.
6. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system. The permitting fee structure was updated following board approval.
7. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- 
8. Discovery and security policy and procedure preparation begins as IT prepares to meet various department needs for a file sharing solution. DropBox is a cloud based solution and we will work ensure that open records requirements are met.
  9. Resolved an updating issue with our antivirus & security software, Sophos. After several remediation attempts, vendor support recommended a clean installation on all machines. The vendor provided an uninstall program that we tested, automated and deployed county-wide. The Sophos security suite is now operating correctly on county computers.
  10. Cabled and configured network switch ports at River Block to support the 6 replacement surveillance cameras.
  11. Completed installation of the display monitors at the Rapids Highway location. Configured displays per request.
  12. Worked on-site with Charter Communications to install new Fiber Optic links at Edgewater and Rapids Highway Garage. The addition of fiber optic links is part of our network migration project to provide faster service at a lower cost.
  13. Processed remaining PC replacement orders. This included surveying, working with department changes and processing orders with the vendors in order to avoid newly imposed tariffs.
  14. Worked with HS to setup storage and calendars to help migrate off of the SharePoint software. The solution that replaces SharePoint provides a considerable cost savings.
  15. Completed the Active Directory, network resource management software, cleanup project. This was a 5 month collaborative project throughout IT. IT worked with departments to make sure information was consistent throughout the county. Active Directory entries have been updated to reflect proper names, physical office locations and manager/division leader employee hierarchy.
  16. Worked with the Health Department to switch 5 phones from US Cellular to Verizon. The change provides better coverage and an overall cost savings.
  17. Installed a multifunction machine in the security office, a label printer in EM, & a printer at Norwood.
  18. Scheduled a final demo of the new phone attendant software. This software will replace VistaPoint software which helps receptionists manage and transfer phone calls from their computers. The new software provides more call management features and reduced maintenance fees.
  19. Continued application development on the new Tree Sales system for Land and Water Conservation.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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20. Created a new custom report within the Law Enforcement/Jail system for Jail Administrator and the DA Office.
21. Assisted and provided information to various Wood County Law Enforcement Agencies and Dispatch in response to a CJIS Audit.
22. Monitor progress of preparations to relocate Cornerstone to ensure proper network wiring is being placed and view progress of IT's network closet on 2<sup>nd</sup> floor at Marshfield City Hall Plaza.
23. Attended TCM multi-county user group meeting in Appleton.
24. Exchange 2019 upgrade has been completed. All users and mailboxes have been migrated over to the new servers. A secondary set of servers is scheduled to be placed at an alternate location to increase availability and redundancy purposes.
25. The last few remaining servers running on the old VMWare (Virtual Server) environment have been migrated and the VMWare servers have been decommissioned. This increases reliability, speed and security for County systems.
26. Network team worked with Grand Rapids PD IT to migrate their VPN connection to their new Internet circuit.
27. On September 20<sup>th</sup> at approximately 1:30 PM, Wood County experienced a network issue that caused communication issues with various switches in the Courthouse as well as core network. By 4:00 PM all services were back up and running.
28. Continue to employ two interns to assist IT staff in meeting the daily needs and requests from the Departments we support. The additional staff has allowed IT staff to begin new projects sooner than expected.
29. For the month of August, 429 helpdesk requests were created, with staff completing 459 tickets and leaving 178 open requests. These numbers represent service requests from departments throughout the County.
30. IT continues to implement new ServiceDesk Desktop Central software. This software will improve software management on County devices by identifying software that is in need of upgrade. Updated software ensures that the County network is secure by allowing us to quickly identify and address vulnerabilities. This software will also allow IT to be more efficient when deploying computers to users.
31. Updated and changed Frevvo forms for Human Services Crisis Intervention as requested. Worked with Frevvo support regarding software bugs.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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32. Added, deployed and set up our Bitbucket server. This will be our new management server for source control for internal software development.
33. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. The system is currently running on Questica's servers as we wrap up the implementation phase. The on-site installation has been scheduled for the third week of October.
34. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing programs. The new software has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on further customizing data entry screens, and building data exports and mail merges for results letters.
35. Continued work with the Parks and Forestry Department to improve the Park Reservations system. Some minor updates were deployed in September.
36. Began work with the Health Department on a new mobile-friendly design for department navigation on the public website.
37. Attended the WEM Northeast Cyber Workshop held at Northcentral Technical College on September 17<sup>th</sup>.
38. Recruitment for the PC Technician vacancy has begun.
39. Staff attended the Fall GIPAW (Governmental Information Processing Association of Wisconsin) Conference. This was a 2- day event held September 25-26<sup>th</sup> in Sheboygan, WI.



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

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### Letter of Comments September 2019

#### 1. Ongoing Projects and Planning

- a. District Attorney's Office – With the recent approval of funding for expansion and remodeling of third floor office space for the District Attorney, along with additional attorneys provided by the state, we will be providing temporary offices for the additional staff while I continue reviewing details for their long-term office space.
- b. Courthouse Security – Continuing to work with the Sheriff's Department on changes to building access and security.
- c. Facility Management Software – Continuing to coordinate activities for the implementation of work order and planned maintenance software at Norwood and Edgewater facilities.
- d. Solar Project – Assisted Parks and Forestry Director with information gathering for a project that has been recommended by the Renewable & Sustainable Committee.
- e. Jail Chiller – The bidding process to replace the Jail chiller is complete, the project should be finished before the end of the year.
- f. Human Services – The project at Marshfield City Hall Plaza is scheduled to be completed by the end of October; I am continuing to monitor progress as much as possible to ensure the space will meet the needs of Human Services.
- g. Budget – Spent time reviewing department budget to ensure Exec. Committee would receive accurate information; considered areas for additional savings.

#### 2. Miscellaneous

- a. Attended: Executive Committee, HIRC, J&L, Security Committee, Public Safety, County Board meetings.
- b. Attended: Energy Management Seminar in Tomah.
- c. Attended WCA Conference in conjunction with Wisconsin Facility Management Assoc.

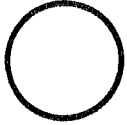
## **TREASURER'S REPORT**

10-01-2019

By: H. Gehrt

1. Attended Executive Committee meeting on September 3.
2. Attended Judicial & Legislative Committee meeting on September 6.
3. Participated in a conference call with Payment Service Network to hear about services and fees offered for collections of payments on September 16.
4. Participated in a brainstorming session with Human Resources regarding the Section 125 vendor on September 16.
5. Attended County Board meeting on September 17.
6. Went out to lock up houses with assistance from the Sheriff's and Maintenance Departments. I also met with an upset homeowner that the County is going to have to evict from his property pending the outcome of an adult welfare check on September 18.
7. Participated in a brainstorming session with Finance and Human Resources regarding health savings accounts on September 18.
8. Participated in graduation from the Wisconsin Local Government Leadership Academy at the Kalahari on September 24.
9. Participated in budget hearings on September 25.
10. Met with American Deposit Management Investment Company to look over the portfolio we have and hear about new services offered on September 25.
11. Went out with assistance from the Sheriff's and Maintenance Departments to lock up a home that was previously occupied on the initial lock up day on September 26.
12. I will be unable to attend the October County Board meeting, however, Deputy Treasurer, Cheryl Krohn, will be available to attend in case there are questions.





## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

ITEM#

1-1

DATE

October 15, 2019

Effective Date

October 15, 2019

|  |                                     |                          |
|--|-------------------------------------|--------------------------|
| <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.       |                                     |                          |

CAK

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

**FISCAL NOTE:** Paid Amount **\$5,855.65**

**WHEREAS,** by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 01-00218A, more particularly described as:

|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | Vacant         |    |     |   |
| 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   |    |     |   |

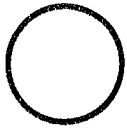
That part of the SE Quarter of the SE Quarter of Section 14, Township 24 North, Range 4 East, Town of Arpin, Wood County, Wisconsin, described as follows: Commencing at the post on the NE corner of the SE Quarter of the SE Quarter of Section 14, Township 24 North, Range 4 East, proceed thence Southerly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

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

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 17, 2019 will compensate the County in full for the amounts due and owing,

**THEREFORE BE IT RESOLVED,** that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property

back to the former owner by Quit Claim Deed.



## RESOLUTION#

Introduced by Executive 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>mc</u> , Finance Dir.  |            |                          |

CAK

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

**FISCAL NOTE:** Paid Amount **\$2,796.83**

**WHEREAS,** by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 18-00269E, more particularly described as:

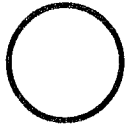
|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | Vacant         |    |     |   |
| 5  | Fischer, A     |    |     |   |
| 6  | Breu, A        |    |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

Lot 1 of Wood County Certified Survey Map No. 7738 (recorded in Volume 26 of Survey Maps at Page 238 as Document No. 2003R03309) being part of the NE Quarter of the NW Quarter of Section 15, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin.

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

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 10, 2019 will compensate the County in full for the amounts due and owing,

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



## RESOLUTION#

Introduced by . Executive 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.       |                                     |                          |

CAK

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

**FISCAL NOTE: Paid Amount \$9,866.84**

**WHEREAS,** by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 24-00347, more particularly described as:

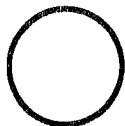
Lot 1 and the Northerly ½ of Lot 2, Block 2 of the Addition of 1950 to the Village of Biron, Wood County, Wisconsin.

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

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 13, 2019 will compensate the County in full for the amounts due and owing,

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

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



## RESOLUTION#

Introduced by Executive Committee  
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>mtc</u>                      | , Finance Dir.                      |                          |

CAK

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

**FISCAL NOTE:** Paid Amount **\$6,972.94**

**WHEREAS,** by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 27-00242A, more particularly described as:

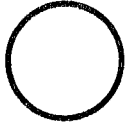
|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | Vacant         |    |     |   |
| 5  | Fischer, A     |    |     |   |
| 6  | Breu, A        |    |     |   |
| 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 | Plimi, L       |    |     |   |
| 17 | Zurfluh, J     |    |     |   |
| 18 | Hamilton, B    |    |     |   |
| 19 | Leichtnam, B   |    |     |   |

Lot 2 of Wood County Certified Survey Map No. 4140 (recorded in Volume 14 of Survey Maps at Page 240 as Document No. 684237) being part of Lot 8, Block 20, First Addition to the Townsite of the Village of Port Edwards, Wood County, Wisconsin.

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

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 13, 2019 will compensate the County in full for the amounts due and owing,

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



## RESOLUTION#

Introduced by

Executive 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.                      |                          |

CAK

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

**FISCAL NOTE:** Paid Amount **\$5,019.73**

**WHEREAS,** by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-06818, more particularly described as:

Lot 86 of Morningside Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

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

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 13, 2019 will compensate the County in full for the amounts due and owing,

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

|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | Vacant         |    |     |   |
| 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 | Plimi, L       |    |     |   |
| 17 | Zurfluh, J     |    |     |   |
| 18 | Hamilton, B    |    |     |   |
| 19 | Leichtnam, B   |    |     |   |



## RESOLUTION#

Introduced by

Executive Committee

Page 1 of 1

|  |                                     |               |
|--|-------------------------------------|---------------|
| Motion:                                      | Adopted:                            |               |
| 1 <sup>st</sup>                              | Lost:                               |               |
| 2 <sup>nd</sup>                              | Tabled:                             |               |
| 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>MAE</u>                      | , Finance Dir.                      |               |

CAK

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

**FISCAL NOTE:** Paid Amount \$4,899.19

**WHEREAS,** by Resolution No. 19-8-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-13183, more particularly described as:

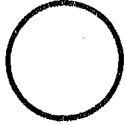
Lot 11, Block 6, Meadowood Second Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

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

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on September 13, 2019 will compensate the County in full for the amounts due and owing,

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

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



## RESOLUTION#

Introduced by

EXECUTIVE COMMITTEE

Page 1 of 1

Committee

CAK

|  |                                     |                          |
|--|-------------------------------------|--------------------------|
| Motion:                                      | 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 &amp; SYNOPSIS: To accept offer of sale of tax deed property.

|                     |                         |                   |
|---------------------|-------------------------|-------------------|
| <b>FISCAL NOTE:</b> | <b>Offered Amount</b>   | <b>\$3,600.00</b> |
|                     | <b>R.E. Taxes</b>       | <b>(3,361.46)</b> |
|                     | <b>Tax Deed Expense</b> | <b>(224.79)</b>   |
|                     | <b>Special Charges</b>  | <b>(13.75)</b>    |

GAIN

\$0

|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | Vacant         |    |     |   |
| 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, during the sealed bid process no offer was received on the below mentioned property, and,

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

WHEREAS, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Wisconsin Rapids

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

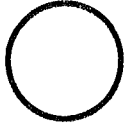
OFFERED AMOUNT

\$3,600.00

APPRAISED AMOUNT

\$10,000.00

Property is located at 2320 4<sup>th</sup> St S., City of Wisconsin Rapids.



## RESOLUTION#

ITEM#

1-8

DATE

October 15, 2019

Effective Date

October 15, 2019

Introduced by

Executive Committee

Page 1 of 4

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: <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: <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 2015 – 2018</b> | <b>\$140,869.55</b> |
| <b>SPEC. CHARGES</b>                  | <b>20,566.77</b>    |
| <b>DEL UTILITIES</b>                  | <b>86.16</b>        |
| <b>PUBLICATION FEES</b>               | <b>587.40</b>       |
| <b>TAX DEEDING EXP.</b>               | <b>1,194.00</b>     |

**TOTAL****\$163,303.88**

|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | Vacant         |    |     |   |
| 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 **2015**. 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.

05-00262C Lot 1 of Wood County Certified Survey Map No. 5782 (recorded in Volume 20 of Survey Maps at Page 82 as Document No. 780250) being part of the NE ¼ of the NE ¼ of Section 28, Township 22 North, Range 4 East, Town of Cranmoor, Wood County, Wisconsin, excepting therefrom all

lands used, deeded or platted for highway purposes.

|                  |            |
|------------------|------------|
| Taxes 2015-2018  | \$6,608.90 |
| Tax Deed Expense | \$30.00    |

Property is located at 6188 State Hwy 54, Town of Cranmoor.

07-00722C-That part of the SE 1/4 of the SE 1/4 of Section 24, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin, described as follows: Beginning at a point 48.6' West and 88.5' South of the NE corner of the above-described forty for a place of beginning; thence run West parallel to Clara Street in Schultz Subdivision of part of the above-named forty 201.4'; thence North parallel to the East line of the forty 56.4'; thence East parallel to the North line of the forty 201.4'; thence South parallel to the East line of the forty 58.5' to the place of beginning.

Also, that part of the SE 1/4 of the SE 1/4 of Section 24, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin, described as follows: Beginning at a point 48.6' West and 148.5' South of the NE corner of the above-described forty for a place of beginning; run thence West, parallel with Clara Street in Schultz Subdivision of part of the above-described forty, 201.4'; thence North, parallel with the East line of the forty, 60'; thence East parallel with Clara Street, 201.4'; thence South, parallel with the East line of the forty, 60', to the place of beginning.



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

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

Page 2 of 4

Committee \_\_\_\_\_

|                  |            |
|------------------|------------|
| Taxes 2015-2018  | \$6,032.48 |
| Special Charges  | \$471.29   |
| Publication Fees | \$130.46   |
| Tax Deed Expense | \$121.00   |

Property is located at 7940 Grove Ave, Town of Grand Rapids.

10-00672 The NE 1/4 of the NE 1/4 of Section 35, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin, except highways.

|                  |             |
|------------------|-------------|
| Taxes 2015-2018  | \$78,953.35 |
| Publication Fees | \$28.00     |
| Tax Deed Expense | \$137.00    |

Property is located at 10191 Mill Creek Dr, Town of Lincoln.

10-00673 The NW 1/4 of the NE 1/4 of Section 35, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin.

|                  |             |
|------------------|-------------|
| Taxes 2015-2018  | \$11,873.80 |
| Publication Fees | \$28.00     |
| Tax Deed Expense | \$140.00    |

Property is part of River Edge Golf Course, Town of Lincoln.

10-00674 The SW 1/4 of the NE 1/4 of Section 35, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin, except Rivers Edge Subdivision.

|                  |            |
|------------------|------------|
| Taxes 2015-2018  | \$6,227.83 |
| Publication Fees | \$28.00    |
| Tax Deed Expense | \$105.00   |

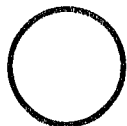
Property is part of River Edge Golf Course, Town of Lincoln.

10-00675 The SE 1/4 of the NE 1/4 of Section 35, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin, except highway.

|                  |            |
|------------------|------------|
| Taxes 2015-2018  | \$8,428.25 |
| Publication Fees | \$28.00    |
| Tax Deed Expense | \$105.00   |

Property is part of River Edge Golf Course, Town of Lincoln.

18-00723F That part of Lot 3 of Wood County Certified Survey Map No. 361 (recorded in Volume 2 of Survey Maps at Page 61 as Document No. 489690 (Ralph Coombs Certified Survey Map No. 1)) being part of the SW 1/4 of the NE 1/4 of Section 12, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin, described as follows: Commencing at the NE corner of Lot 2 of Wood County Certified Survey Map No. 361 (Ralph Coombs Certified Survey Map No. 1); thence running South along the East boundary line of said Lot 2, 315.25 feet; thence running East parallel to the North boundary line of said Ralph Coombs's Certified Survey Map No. 1, a distance of 413 feet; thence



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

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

Page 3 of 4

Committee \_\_\_\_\_

run North parallel to the Easterly line of Lot 2 of said Certified Survey Map, 315.25 feet to the North boundary line of said Certified Survey Map; thence West along the North line of said Certified Survey Map, 413 feet to the point of commencement.

|                  |            |
|------------------|------------|
| Taxes 2015-2018  | \$8,702.06 |
| Special Charges  | \$570.00   |
| Publication Fees | \$28.00    |
| Tax Deed Expense | \$109.00   |

Property is located at 730 Ranger Rd, Town of Saratoga.

31-00374AA Lot 1 of Wood County Certified Survey Map No. 3764 (recorded in Volume 13 of Survey Maps at Page 164 as Document No. 664432) being part of Lot 1, Block 11, Subdivision of the NW ¼ of the NE ¼ of Section 34, Township 23 North, Range 3 East, according to Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

|                  |          |
|------------------|----------|
| Taxes 2015-2018  | \$928.62 |
| Publication Fees | \$28.00  |
| Tax Deed Expense | \$82.00  |

Property is located at 5262 1<sup>st</sup> Ave, City of Pittsville.

33-01185 Lots 11 and 12 and the Northerly 32 feet of Lot 13 lying Southeasterly of the former Chicago and Northwestern Railroad right-of-way, in Block 102 of the City of Marshfield, Wood County, Wisconsin.

|                      |            |
|----------------------|------------|
| Taxes 2015-2018      | \$4,924.73 |
| Delinquent Utilities | \$86.16    |
| Publication Fees     | \$28.00    |
| Tax Deed Expense     | \$109.00   |

Property is located at 510 S Vine Ave, City of Marshfield.

33-01447 Lot 5, Block 128 of the Third Addition to the City of Marshfield, Wood County, Wisconsin.

|                  |             |
|------------------|-------------|
| Taxes 2015-2018  | \$1,725.52  |
| Special Charges  | \$19,525.48 |
| Publication Fees | \$130.47    |
| Tax Deed Expense | \$119.00    |

Property is located at 404 W 6<sup>th</sup> St, City of Marshfield. Note: Building razed

34-02289 Lot 28 of West Side Assessor's Plat No. 22, City of Wisconsin Rapids, Wood County, Wisconsin.

|                  |            |
|------------------|------------|
| Taxes 2015-2018  | \$3,361.55 |
| Tax Deed Expense | \$30.00    |

Property is located at 300 13<sup>th</sup> Ave N, City of Wisconsin Rapids.

34-06866 Lot 144 of Morningside Addition, City of Wisconsin Rapids, Wood County, Wisconsin.



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

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

DATE \_\_\_\_\_

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

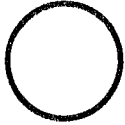
Introduced by \_\_\_\_\_

Page 4 of 4

Committee \_\_\_\_\_

|                  |            |
|------------------|------------|
| Taxes 2015-2018  | \$3,102.46 |
| Publication Fees | \$130.47   |
| Tax Deed Expense | \$107.00   |

Property is located at 451 15<sup>th</sup> St S, City of Wisconsin Rapids.



## RESOLUTION#

Introduced by Executive 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.       |                                     |

CAK

INTENT & SYNOPSIS: To cancel stale dated checks as recommended by the auditors. Said checks from County General Account as per office of the County Treasurer.

FISCAL NOTE: As per resolution-total to be canceled \$3,800.40.

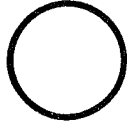
WHEREAS, we have received a recommendation from the County's outside audit firm that all stale dated checks be canceled, and

WHEREAS, the below listed checks are stale dated and appropriate for cancelling now.

|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | Vacant         |    |     |   |
| 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   |    |     |   |

| Check No. | Date       | Name                     | Amount     |
|-----------|------------|--------------------------|------------|
| 501639    | 2/10/2016  | Debra L Cleworth         | \$146.12   |
| 502456    | 3/2/2016   | David W Brock            | \$36.12    |
| 504898    | 05/04/2016 | Kevin L Hill             | \$35.10    |
| 504918    | 5/4/2016   | Kari J Meshak            | \$82.04    |
| 505719    | 5/18/2016  | Cassandra Haessly        | \$16.60    |
| 506035    | 5/27/2016  | Irene Ulman              | \$350.85   |
| 506483    | 6/10/2016  | Adam Willfahrt           | \$14.11    |
| 507174    | 6/29/2016  | Chelsea Rogers           | \$18.00    |
| 508732    | 8/10/2016  | Sierra Ratliff           | \$19.00    |
| 508797    | 8/10/2016  | Kathleen Kexel           | \$9.07     |
| 508807    | 8/10/2016  | Jamie Slade              | \$19.24    |
| 510268    | 9/16/2016  | Frank Plucinski          | \$10.15    |
| 512838    | 11/18/2016 | Hotel Marshfield         | \$2,486.00 |
| 514108    | 12/28/2016 | Richard Olson            | \$186.00   |
| 515033    | 1/20/2017  | Derek Asher Scruggs      | \$35.41    |
| 516393    | 2/24/2017  | Tami Janel Johnson       | \$10.20    |
| 518974    | 5/5/2017   | Aisha Iram Ateeq         | \$30.92    |
| 521160    | 6/21/2017  | Beverly Ghiloni          | \$5.35     |
| 521162    | 6/21/2017  | Beth E Martin            | \$5.35     |
| 522824    | 8/9/2017   | James F Wilford          | \$212.17   |
| 524566    | 9/20/2017  | Ryan Ladwig or Erica Ott | \$27.91    |
| 524792    | 9/27/2017  | Zachary Arendt           | \$5.00     |
| 526143    | 11/3/2017  | Terri L Schooley         | \$39.69    |

NOW, THEREFORE, be it resolved, by the Wood County Board of Supervisors, that the above listed stale dated checks in the amount of \$3800.40 be canceled.



## RESOLUTION#

ITEM#

1-10

DATE

October 15, 2019

Effective Date

October 15, 2019

Introduced by

Executive 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: <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.                      |                          |

JRG

**INTENT & SYNOPSIS:** To adopt the attached Wood County Energy Goals and Plan in order for Wood County to be designated SolSmart Gold by the U.S. Department of Energy.

**FISCAL NOTE:** No direct cost to Wood County, however, the County and residents may see future energy cost savings through renewable and sustainable energy generation practices.

**WHEREAS,** on January 7, 2019, the Wood County Executive Committee authorized staff to proceed with pursuing a SolSmart Gold designation, and

**WHEREAS,** SolSmart is funded by the U.S. Department of Energy Solar Technologies Office, and provides no-cost technical assistance from a team of national experts to evaluate practices that impact solar markets, and identify solar opportunities to pursue, and

**WHEREAS,** by becoming SolSmart, communities can streamline the permitting process, remove unnecessary hurdles, and create a more welcoming community for solar projects and investments, and

**WHEREAS,** solar is an emerging source of American job creation, solar investment in a community can promote economic growth, new jobs, and position the area for growth in sustainable and renewable energy creation, and

**WHEREAS,** one requirement of the SolSmart Gold designation is to develop quantifiable goals related to solar, and

**WHEREAS,** the Wood County Renewable and Sustainable Committee has developed the attached Wood County Energy Goals and Plan, and presented the Plan to the Executive Committee for approval, and

**WHEREAS,** the Executive Committee through their support of pursuing a SolSmart Gold designation recommends adoption of the attached Energy Goals and Plan by the Board for the purpose of "expanding the amount of energy generation by Wood County, resulting in saved tax dollars, greater energy security and positive health and environmental outcomes."

**NOW, THEREFORE BE IT RESOLVED,** that the Wood County Board adopts the Wood County Energy Goals and Plan.

## Wood County Energy Goals and Plan

Reducing unnecessary energy consumption and expenditures is an important issue for many individuals, businesses, organizations, and local governments. Wood County seeks to achieve a feasible level of energy independence as a way of enhancing energy security, reducing costs, attracting new residents, and positively impacting health, the environment, and local natural resources for future generations. Declining costs associated with renewable energy systems are making the local generation of energy more attainable and economically beneficial. Furthermore, leading credit rating agencies look favorably on an energy plan and goals when determining municipal credit ratings.

Setting targets, developing strategies, engaging employees, and planning for initial capital investments will pave the way for reductions in energy use and expand the amount of energy generation by Wood County, resulting in saved tax dollars, greater energy security, and positive health and environmental outcomes.

Energy is undergoing swift transitions worldwide. As a result, this plan should be reviewed and updated at least annually by the Wood County Renewable and Sustainable Committee.

### Goals:

#### *Promote energy efficiency/conservation and renewable energy for Wood County operations*

Initial target: By 2025, reduce nonrenewable energy usage by 15%.

#### **Lead by example.**

1. By 2025, reduce nonrenewable energy usage by 15%.
  - a. Conduct focus groups with Wood County employees to discuss energy use and gather input and ideas for energy efficiencies and renewables.
  - b. Develop a mechanism to regularly distribute energy-saving tips to employees. Reward positive changes.
  - c. By February 29, 2020, work with UW-Madison to complete an energy audit of Wood County facilities.
  - d. Using the energy audit results, prioritize energy efficiency and renewable energy strategies.
  - e. By July 1, 2020, establish a plan to monitor the County's consumption of electricity, natural gas, liquid propane, and vehicle fuels.
  - f. By December 31, 2020, outline the steps needed to achieve a feasible level of energy independence. Include benchmarks.
  - g. Conduct site assessments for five County properties for solar feasibility.

- h. Consider solar installation for facilities that will be re-roofed, renovated, or newly constructed.
- i. Install at least 3 photovoltaic (PV) systems on County property in differing areas of Wood County. Those already recommended by the Renewable and Sustainable Committee include a system at NEPCO park and EV charging station at the courthouse.

**Adopt renewable energy policies and practices as part of a strategy to meet future energy needs.**

1. Utilize sustainability and local renewable energy independence as tools to enhance economic stability and quality of life in the County.
  - a. When feasible, enhance renewable energy workforce development thru partnerships with Mid-State Technical College and other renewable energy training programs and their students.
  - b. Publicize County efforts associated with energy efficiencies and renewable energy to attract new residents and businesses.
  - c. Set standards for land management practices within utility scale solar developments that are beneficial to water resources in Wood County such as pollinator habitat, perennial cover, etc.
2. Identify and take steps to remove barriers to development of renewable energy.
  - a. Maintain updated permitting list for interested property owners.
  - b. When requested, provide guidance to Wood County municipalities interested in reducing barriers to local renewable energy installations.
  - c. Assist, to the extent possible, the location of renewable energy production facilities.
  - d. Maintain County energy webpages.  
<https://www.co.wood.wi.us/Departments/UWEX/Energy.aspx>
3. Take advantage of opportunities as they arise.
  - a. By October 31, 2019, achieve SolSmart Gold level designation for Wood County.
    - i. Identify the SolSmart initiatives that should be continued or pursued by the County over the long term.
  - b. Monitor best practices as exemplified by other counties in the state and nation.
  - c. Stay informed on funding and incentive program opportunities and timelines for energy efficiencies and renewable energy.
    - i. Utilize experienced grant writers to pursue funding available from utilities, government agencies, and private foundations.
  - d. Ensure the continuation of the County's Renewable and Sustainable Committee.
  - e. Continue to invest in renewable energy for Wood County properties. If possible, identify a long-term funding stream such as a portion of funds received by renewable energy developments.
  - f. Develop and maintain local and regional partnerships

2

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** September 17, 2019

**PLACE:** Edgewater Haven – Conference Room 100, Admin Building; Port Edwards

**PRESENT:** Donna Rozar, Al Breu, Adam Fischer, Mark Holbrook, Marion Hokamp, Jessica Vicente, Tom Buttke

**EXCUSED:** Steven Kulick MD, Heather Wellach RN

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Marissa Laher, Jo Timmerman, Stephanie Gudmunsen, Kathy Zellner, Mary Schlagenhaft, Ron Landwehr, Steve Budnik, Jodi Liegl, Lacey Piekarski, Mary Solheim, Bailey Boe (Human Services), Marla Cummings (Finance), Doug Machon (County Board Chair),

**1) Call to Order**

Meeting called to order at 2:00 p.m. by the Chair.

**2) Quorum**

Rozar declared a quorum present.

**3) Public Comment**

None

**4) Budget presentation by Human Services (action required)**

**Community**

Brandon Vruwink and Jo Timmerman presented the 2020 Human Services Community budget, responding to questions and concerns of Committee members.

**Norwood**

Brandon Vruwink and Jo Timmerman presented the 2020 Human Services Norwood budget, responding to questions and concerns of Committee members.

**Edgewater Haven**

Brandon Vruwink, Marissa Laher, and Jo Timmerman presented the 2020 Human Services Edgewater Haven budget, responding to questions and concerns of Committee members. Motion (Buttke/Breu) to begin shift differentials for pm and night shifts at Edgewater Haven as presented, starting 1/1/2020, and to remove \$20,000 from the overtime line item. All ayes. Motion carried.

Motion (Fischer/Holbrook) to approve the Human Services Community, Norwood, and Edgewater Haven budgets as presented and amended, and forward to Executive Committee. All ayes. Motion carried.

**5) Date/Time of Next Health & Human Services Committee Meeting**

- September 26, 2019, 5:00 pm, Wood County Annex & Health Center - Marshfield

**6) Adjourn**

Rozar declared the meeting adjourned at 3:20 p.m.

Minutes taken by Donna Rozar, Chair.

Minutes subject to Committee approval



## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** September 26, 2019

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

**PRESENT:** Donna Rozar, Adam Fischer, Jessica Vicente, Tom Buttke, Steven Kulick MD, Marion Hokamp, Al Breu, Mark Holbrook (via phone)

**ABSENT:** Heather Wellach RN

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Mary Solheim, Jordon Bruce, Marissa Laher, Jo Timmerman (Human Services); Rock Larson (Veterans Service); Sue Kunferman, Kathy Alft (Health Department); Bill Clendenning (County Board Supervisor); Reuben Van Tassel (Maintenance)

**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**

- n/a

**4) Consent Agenda**

Human Services narrative page 9 was pulled. Motion (Fischer/Buttke) to approve the consent agenda. All ayes. Motion carried.

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

- HUMAN SERVICES: Reuben Van Tassel provided additional details associated with the move from 4<sup>th</sup> Street (Cornerstone) to Marshfield City Hall Plaza. Motion (Fischer/Hokamp) to approve Human Services narrative page 9. All ayes. Motion carried.

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

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

**7) Invitation to Committee members to attend WCHSA Human Services Board Member Seminar October 16<sup>th</sup> in Stevens Point**

Brandon Vruwink explained the above opportunity for Committee members. Motion (Breu/Buttke) to approve attendance by Committee members to the WCHSA Seminar. All ayes. Motion carried.

**8) Human Services request to solicit donations for youth and their families who are working with the Department**

Brandon Vruwink described purpose of the solicited donations. Motion (Buttke/Kulick) to approve the request. All ayes. Motion carried.

**9) Human Services resolution to support AB-76/SB-103, the CNA Training Bill**

Background on the CNA Training Bill was provided in the packet. Motion (Fischer/Vicente) to support AB-76/SB-102, the CNA Training Bill. All ayes. Motion carried.

**10) Health Department resolution to request that the Wisconsin Legislature end the use of personal conviction waivers for school and day care center immunizations**

Sue Kunferman explained why local health departments are bringing awareness regarding the purpose of this resolution. Dr. Kulick shared additional information regarding personal conviction waivers and the importance of vaccines with increased life expectancy. Motion (Kulick/Buttke) to support the request and to forward a copy of the resolution to the Governor of Wisconsin, Wisconsin state legislators, WPHA, WALHDAB, WCA, and other organizations as appropriate. Seven ayes, one opposed (Fischer opposed stating his belief in individual rights). Motion carried.

**11) Health Department accreditation update**

Sue Kunferman announced the Health Department's reaccreditation status and shared the value of PHAB (Public Health Accreditation Board) Accreditation.

**12) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**13) Items for Future Agenda**

The Chair noted items for future agendas.

**14) Next Meeting(s)**

- October 24, 2019, 5:00 pm, Edgewater Haven, Administration Building, Conference Room 110 - Port Edwards

**15) Closed Session**

Motion (Buttke/Kulick) to convene into closed session pursuant to Wis. Stat. 19.85(1)(f) Wis. Stats. to consider an application for a leave of absence. Rozar: Aye, Fischer: Aye, Breu: Aye, Hokamp: Aye, Holbrook: Aye, Buttke: Aye, Vicente: Aye, Kulick: Aye. Motion carried. The Committee went into closed session at 5:48 p.m.

**16) Open Session**

Motion (Breu/Fischer) to return to open session at 5:52 p.m. All ayes. Motion carried.

**17) Adjourn**

Rozar declared the meeting adjourned at 5:53 p.m.

Minutes taken by Kathy Alft and subject to Committee approval.

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, August 12, 2019 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Donna Rozar.

2

Pam took roll:

| Present  | Absent      | Staff |
|----------|-------------|-------|
| Rozar    | Hass (ex)   | Diane |
| Ashbeck  | Clark (ex)  | Pam   |
| Robinson | Merwin (ex) |       |
| McDonald | Yang        |       |
| Rotter   |             |       |
| Kieper   |             |       |
| Degner   |             |       |
| Breit    |             |       |
| Panfil   |             |       |
| Fischer  |             |       |
| Lemmer   |             |       |
| Sippel   |             |       |
| Nyen     |             |       |

Minutes: Donna Rozar asked if there were any changes or questions. Donna Rozar declared the June minutes as accepted.

Finance Committee: Pam distributed and reviewed copies of the financial statements. Jennifer Lemmer, Secretary/Treasurer, made the recommendation from the Committee to approve the year to date financial statements thru June. Motion carried.

Board Elections: Donna Rozar asked if there were any nominations for President. Donna discussed being willing to serve as President for one more term. Steve Robinson nominated the current slate of officers. Donna Rozar for President, Holly Kieper for Vice President, and Jennifer Lemmer for Secretary/Treasurer. Donna Rozar asked for other nominations. Donna Rozar closed nominations. Deb McDonald made a motion to approve the full slate of officers. Second was made by Wendy Fischer to approve the full slate of officers. Motion carried.

Housing Program Updates: Due to scheduling conflicts, Diane moved this item to the October meeting.

2019 Community Needs Assessment- Diane discussed the community needs assessment that was mailed out to Board members in a separate mailing. Steve Robinson suggested adding hyperlinks to our website such as a link to the federal poverty guidelines. Diane explained hyperlinks are fine but it's hard to track when they move and you need to update your site. Motion was made by Deb McDonald to approve the 2019 Community Needs Assessment. Second was made by Jake Nyen. Motion carried.

Weatherization Report: Pam distributed the final 2018-2019 weatherization production report. Our goal was to complete 469 units and 96 Limited units. We completed 486 units and 186 limited units. Pam distributed the July weatherization production report. 93 audits were completed in July and 41 (44%) were deferrals. 40 units were completed in July as well as 14 limited units.

Next Meeting Date: Our next meeting will be October 14, 2019.

Adjourn: Donna Rozar declared the meeting adjourned at 6:22 pm.

*Health Department Report**September 26, 2019**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 were notified that we have successfully achieved National Public Health Reaccreditation for another five years. This was an extensive process and we are proud to be among three health departments in Wisconsin to have achieved reaccreditation. Our team worked very hard over several months on this initiative.
- Kathy Alft and I are preparing a cybersecurity tabletop exercise for the health department in October. We will also be having a staff retreat in October where we will be focusing on personal safety.
- We are also working on updating our Continuity of Operations Plan (COOP) and other emergency preparedness plans.
- I attended a cybersecurity workshop on September 17 and Kathy Alft attended the county board meeting in my absence.
- Nancy Eggleston and I will be participated in the Enbridge full-scale exercise on September 18-19. I also attended the Wisconsin Counties Association meeting in Wisconsin Dells.
- We are working with eight nursing students this fall from the UWEC Marshfield Campus. They are divided into two groups and will be working on pandemic planning and a healthy, safe, affordable housing project. I am also working with the Medical College of Wisconsin Wausau Campus on public health presentations and projects for medical students.

**COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH****AOD Prevention Partnership**

Wood County Drug Task Force met August 14 and began a strategic planning process. Each pillar was asked what they would like to focus on as a Task Force moving forward and provided the following information:

- **Prevention/Education Pillar:** Look for early intervention strategies the school can implement to address early mental health/substance use indicators; what does the early intervention look like?
- **Harm Reduction Pillar:** Follow up instructions when healthcare providers prescribe opioids and Naloxone with opioid prescriptions; connecting individuals to support in the short window following a Naloxone save when they are more likely to accept help; sustaining Three Bridges Recovery WI, Inc.
- **Law Enforcement Pillar:** Getting programming into the jail to help reduce the overall population and recidivism rates; show ROI of jail programming.
- **Treatment Pillar:** Pursue the Vivitrol grant for the jail; look for ways to help build capacity for local treatment resources.
- **Workforce Pillar:** Focus heavily on employment as an anti-recidivism project; identify jobs with high need to build capacity and build a pre-apprenticeship program.

The Prevention/Education Pillar is planning two community presentations in the upcoming months:

- October 1- ***Marijuana Use and Youth: What's the Big Deal*** at McMillan Memorial Library from 5-7:30pm (a presentation will also be given to WRAMS 8<sup>th</sup> grade students October 1)
- November 6- ***Suicide: The Ripple Effect*** at Crossview Church from 5-7:30pm

WI Wins tobacco compliance checks are being completed throughout the year. The program is now on the state's fiscal calendar (July 1-June 30) to calculate tobacco compliance rates. The purpose of the WI Wins program is to support local tobacco retailers in complying with state laws. Measures are in place to ensure retailers are not being "tricked" into selling tobacco products to minors, and each retailer is provided with opportunities to request further resources, encourage employees to go through a free online training, and directly communicate with Wood County Health Department if they have any questions or concerns about the sales of tobacco in Wisconsin.

AOD Prevention Partnership applied for Northwoods Coalition funding on behalf of Healthy People Wood County. The purpose of this funding is to support local substance abuse prevention efforts through evidence-based strategies. Local coalitions are eligible to apply for funding up to \$3,000. Health People Wood County applied for the following projects: Coalition Capacity Building, Policy Initiative, Community Assessment, and Community Gathering.

AOD Prevention Partnership applied for Wisconsin Department of Health Services funding for the State Opioid Response (SOR) grant program. The purpose of this funding is to provide local coalitions with resources to implement specific strategies aimed at reducing the availability of and access to opioids for nonmedical purposes. Local coalitions are eligible to apply for funding up to \$7,300, or more if extra funding is available. Healthy People Wood County is applying for the following projects: Drug Take-Back Events and Medication Disposal, Prescription

The Wood County *in Plain Sight* bedroom display was made available for adults 21 and older at the Central Wisconsin State Fair in Marshfield. Marshfield Area Coalition for Youth (MACY) volunteered to staff the display with volunteers. This display of a typical teenager's bedroom has several objects strategically hidden "in plain sight". The purpose of the display is not only to bring awareness around these products and drug/alcohol identifiers, but also to encourage adults to have a calm, and meaningful conversation with youth if they do suspect or find something that indicates drug/alcohol use.

#### Mental Health Matters

The first Community Health Improvement Plan (CHIP) meeting with key community stakeholders was held in August. These stakeholders were from a varying array of community organizations that serve a variety of populations. The purpose of the first meeting was to start setting goals and objectives around our three health priority areas: Behavioral Health, AODA, and Healthy Food Systems/Active Lifestyles. The next step is either to reconvene the group to start deciding on potential measurable outcomes or to convene a larger group of community members to discuss strategies and activities. Either way, we will be convening the community member group at some point.

The month of August also marked the second Wood County jail meeting. During this meeting, the group discussed ways to start gathering local data from the jail as well as ways to introduce more community resources in-house. Currently, Three Bridges Recovery and the Family Center are the two resources coming in on a consistent basis, although there is a high demand from partners to get time to provide their services within the jail. The next meeting will be in October; the hope is by the end of October that David and Amelia, the new Health Department Fellow, will be able to gather and analyze some initial data.

David and intern, Paige, finalized the Trauma Informed Culture (TIC) Toolkit as well as a PowerPoint summary to give an overview of the toolkit and some of its benefits to an organization that chooses to implement it. They presented to fellow staff at the health department and to coalition members who attended the full coalition meeting in August. David has set up a meeting with Howe Elementary to start talking about the implementation of the toolkit for this school year. The meeting is set for mid-September. The jail is also interested in implementing the toolkit.

Lastly, three events helped wrap up August for Mental Health Matters. First, was the last presentation of the Summer Series Question, Persuade, Refer (QPR) trainings. Second, was an accessibility kayak event that was in collaboration with Mid-state Independent Living Consultants (MILC). Third, was the *Not Enough Apologies* showing and panel discussion. Each of these events looked to decrease stigma as well as engage community members in either physical activity or discussion. Each event was well received and there seemed to be interest in continual engagement.

#### Brighter Futures

The Community Health Assessment (CHA) is complete and ready for printing. Aspirus will complete the printing. The printed copies of the CHA will be available to anyone who would like a copy. The next step in the process is to complete the Community Health Improvement Plan (CHIP). The strategies are determined by stakeholders and community members. In order to hear resident voice, community conversations will be scheduled for October. The CHIP will guide the work of Healthy People Wood County (HPWC) for the next three years.

*Parents as Teachers* (PAT) work is continuing. An introduction infographic has been created to explain what PAT is and how it will positively impact Wood County. More to come on the PAT progress next month.

Brighter Futures will have a meeting on September 23 from 1:30pm-3:00pm in the Health Department EOC.

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

##### Port Edwards/Armenia Groundwater Issues-MOU progress

The households that had a reverse osmosis (RO) system installed will have a post-RO test to make sure the system is working properly. Ellen Hetzer, Environmental Health Assistant, will be collecting these samples. The Armenia Growers Coalition (AGC) obtained a 2-year supply of filter replacements for the RO systems and will distribute them. We are also working with AGC to develop a complete list of all homes yet to be tested in the agricultural corridor in the Towns of Armenia and Port Edwards. Once the list is complete, AGC will determine the amount of funding available for the additional work and analysis of these nitrate samples. If funding is adequate, homeowners will be offered another no-cost opportunity to test their drinking water for nitrate contamination.

##### License Renewals

One Wood County establishment failed to pay the license renewal fee which was due by June 30<sup>th</sup>. This establishment was referred to the Office of Corporation Counsel for legal action.

### Staff Training

Ben Jeffrey and Ellen Hetzer completed Sanitary Survey training with Peggy Norris of the DNR. Ben also completed the ICS 300 course. Both Ben and Ellen have completed the required DATCP and FDA online training courses.

### Lead Inspections

A lead hazard investigation was conducted in four homes in Wood County in the month of August due to the elevated blood lead levels of children living in these homes. The homeowners were given instructions on how to reduce or eliminate the identified lead hazards. The children's blood lead levels will be monitored over the next several months and are expected to be reduced once lead hazards are addressed.

### New Business and Consultations

Hokkaido Japanese Restaurant was licensed to operate in Wisconsin Rapids. The mobile restaurant base for Munch a Bunch on Wheels LLC was licensed in Marshfield. A pre-licensing inspection was done at Keep it Sweet in Marshfield and at the Holiday Gas Station in Marshfield. Fifteen food service inspections were conducted at the Central Wisconsin State Fair in Marshfield. Two additional food stands were inspected at other August events. A re-inspection was done at a motel pool in Wisconsin Rapids. The Marshfield Medical Center provided information about planned food service renovations.

### Complaints

Eighteen complaints were received in the month of August.

- A caller reported illegal burning of materials at a business. This was referred to the Department of Natural Resources for enforcement and follow-up.
- A complaint was filed about a home with cat feces on the floor. Landlord was also contacted and issued a 5-day notice of eviction to the tenant. Investigation is ongoing.
- A complaint came in of cat odor in an apartment complex. A site visit was done and the tenant was notified. She will keep cat boxes cleaned out. Case closed.
- A tenant complained of cockroaches in her mobile home. She believes they are coming from a neighbor. An onsite inspection revealed no cockroaches. A letter was sent to the landlord with general recommendations for cockroach control and elimination. Case closed.
- A complaint came in regarding septic waste being dumped on the ground. Case referred to Planning and Zoning for enforcement. Case closed.
- A tenant complained of mold in his rental unit. The property manager was contacted and confirmed that mold was present. He will be checking with the owner to see what actions will be authorized. Investigation is ongoing.
- A caller complained of cockroaches in a rental unit. The owners were contacted and were unaware of the situation. There is a new manager and they will work on this right away. Case closed.
- A caller complained about the mold and some building issues with rental homes next to a business. The business owns the properties and employees can live there free if they want to, but are not required to live there. The owner is making repairs to the property. Case closed.
- A complaint came in regarding a bakery that recycles pie materials by scooping out pies not sold and refilling into a new pie for the following week. Tim visited the baker who denied doing this. He was told that this practice is not acceptable. Case closed.
- A complaint came in about an apartment complex with cockroaches and bed bugs. This complex has an ongoing contract with a pest control company for monthly random treatments. All tenants are to report any infestation so pest control can target their apartment. Case closed.
- A complaint came in about a pothole in a manufactured home community driveway. This was written up during the inspection. The owner is getting bids on having the driveway done and will take care of it. Case closed.
- A caller reported bad ice cream being sold from a retail store. Frozen items melted during a power outage, and were refrozen. Tim visited the establishment and noted the sticky containers of melted ice cream. The employee labeled the freezer case as not for sale. A new shipment of food was coming in soon and would replace damaged items. Case closed.
- A caller reported dust coming from a trucking company near their home. The caller was advised to contact the trucking company and the township for dust control on the road. Case closed.
- A caller reported cockroaches in an apartment. The owner was contacted and pest control was involved. The tenant was instructed to clean prior to treatment so that pest control activities are effective. Case closed.
- A disabled tenant was reported to have feces and garbage in his apartment, causing odor issues for neighbors. The landlord was contacted and instructed the tenant to clean up or get evicted. A relative called on the tenant's behalf and was referred to adult protective services for assistance for the tenant.
- A tenant complained of mold in a rental home. She was advised to contact the landlord and work with maintenance personnel on cleanup. Case closed.
- A consumer found a piece of metal in food and the restaurant owner offered a future reduced meal cost to the customer. The owner said a customer complained about not liking a meal and said they would contact the

health department. Tim spoke with both parties. The employees will be more careful with the grill brush which could have been the source and the customer was advised to work this out with the restaurant. There was no injury. Case closed.

- Sewage was reported below a unit in a manufactured home community. This case is ongoing.

## **HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS**

### **Oral Health Program – Erin Fandre, RDH**

Healthy Smiles was awarded \$35,000.00 from Wisconsin Seal-A-Smile for the 2019/2020 school year. Oral screenings and fluoride varnish for Head Start Centers will start this later this month.

## **COMMUNICABLE DISEASE TEAM REPORTS**

### **Tuberculosis Update – Jean Rosekrans & Alecia Pluess**

- A new case of latent tuberculosis was confirmed and will be started on medications. A confirmed case of tuberculosis disease continues on directly-observed medication therapy and weekly sputum sample collection.

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

- During the month of August, Wood County had 25 cases of chlamydia, 1 case of gonorrhea, and 2 cases of Hepatitis C reported. A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Also during August, 1 case of campylobacter, 3 cases of cryptosporidiosis, 1 case of giardia, 1 case of listeriosis, and 2 cases of salmonella were reported. One long-term care facility reported gastrointestinal symptoms among staff and residents. The State approved testing for the facility and the "Recommendations for Prevention and Control of Acute Gastroenteritis Outbreaks in Wisconsin Long-Term Care Facilities" were shared with the facility. Additionally, there was 1 hospitalized case of influenza and 2 cases of pertussis investigated.
- Testing for tick-borne and arboviral diseases continue. During August, there were 4 confirmed, 3 probable, and 18 suspect cases of Lyme disease. One case of babesiosis, 1 case of anaplasmosis, 1 case of Jamestown Canyon, and 1 case of ehrlichiosis were reported.
- Communication was sent to school districts notifying them of recent changes in the reporting process for the Student Immunization Law. Assistance to schools in submitting the required report will be provided as needed.

### **Lead Update – Jean Rosekrans & Alecia Pluess**

- Jean accompanied Environmental Health staff on 3 home visits for children with elevated blood lead levels.

## **WOMEN, INFANTS AND CHILDREN (WIC) REPORT – CAMEN HAESSIG, RD, CLC**

- August was National Breastfeeding Month. WIC staff involved in the Breastfeeding Coalition helped put on the "Meet in the Middle" Latch On event in Pittsville on August 3<sup>rd</sup> to celebrate and support breastfeeding mothers.
- All WIC staff completed CPR/BLS training by the end of August and are now certified.
- I attended the 45<sup>th</sup> Governor's Conference on Highway Safety August 21-22 to continue certification as a car seat technician.
- Betsy Mancl attended the breastfeeding peer counselor training with the state WIC office August 12-13 to continue learning and strengthening her role as the breastfeeding peer counselor.

### **Caseload for 2019 (Contracted caseload 1485)**

|   | <u>Dec</u><br><u>2018</u> | <u>Jan</u><br><u>2019</u> | <u>Feb</u>         | <u>Mar</u>         | <u>Apr</u>         | <u>May</u>         | <u>Jun</u>         | <u>Jul</u>         | <u>Aug</u>         | <u>Sep</u> | <u>Oct</u> | <u>Nov</u> |
|---|---------------------------|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|------------|------------|
| <b><u>Active</u></b><br><b><u>(Initial)</u></b> | <b><u>1382</u></b>        | <b><u>1373</u></b>        | <b><u>1324</u></b> | <b><u>1362</u></b> | <b><u>1343</u></b> | <b><u>1367</u></b> | <b><u>1389</u></b> | <b><u>1336</u></b> | <b><u>1366</u></b> |            |            |            |
| <b><u>Active (final)</u></b>                    | <b><u>1414</u></b>        | <b><u>1376</u></b>        | <b><u>1338</u></b> | <b><u>1378</u></b> | <b><u>1361</u></b> | <b><u>1377</u></b> | <b><u>1401</u></b> | <b><u>1348</u></b> |                    |            |            |            |
| <b><u>Participating</u></b>                     | <b><u>1412</u></b>        | <b><u>1376</u></b>        | <b><u>1328</u></b> | <b><u>1374</u></b> | <b><u>1357</u></b> | <b><u>1372</u></b> | <b><u>1396</u></b> | <b><u>1345</u></b> | <b><u>1370</u></b> |            |            |            |

## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT**

### **September 18, 2019**

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

The past month has been spent working on the 2020 budget. The largest challenge has been the integration of the new budget software. I commend the Human Services Fiscal Team for working collaboratively with the Finance Department to keep the budget process moving forward.

As you read this update we are about a month away from moving the 4th Street (Cornerstone) office to Marshfield City Hall Plaza. I recently walked through the new space and the renovation team is making good progress. Internally we have developed a move planning committee; they are organizing all of the logistics and working to ensure we have a successful move. We anticipate moving the week of October 21<sup>st</sup>.

The Human Services Department held its annual public budget hearing on August 19<sup>th</sup>. Several members of the public were in attendance and provided valuable feedback. The key message was the need to work towards reducing our mental health waitlist. We have developed a plan to work towards this goal by including two additional mental health positions in the 2020 Human Services Budget. I very much appreciate receiving feedback and look forward to future conversations.

Over the past year Supervisor Fischer and I have worked diligently with the Wisconsin Counties Association to advocate for issues important to the Human Services Department. Much of this work has occurred through the County Ambassador Program. The next CAP day will be on October 29<sup>th</sup> and our focus is advocating for the CNA Training bill. This bill while not a cure-all of our recruitment issues is a step in the right direction. Included in the packet is a resolution for the Health and Human Services Committee and the County Board to consider. If this resolution is approved we plan to provide copies to the legislators we meet with on October 29. Thank you for your thoughtful consideration.

#### **Behavioral Health Division Update by Stephanie Gudmunson**

Personnel Updates: Georgette Teschner started as the Coordinated Services Teams Coordinator on 9/3/19. Doug Seubert started his new position as the Bridgeway Manager on 8/26/19. Dawn Jaminski resigned her position as Crisis Interventionist. Heidi Hoffmann moved into the full time position from her part time position and Casual Crisis Interventionist Emily Schwabe moved into the part time Crisis Interventionist position. Kari Olson started in a part time Crisis Interventionist position several months ago. With these changes, all of the regular Crisis Interventionist positions are filled.

The waiting list for mental health and AODA intakes has increased to 103. The current AODA Counselor vacancy has added to the wait times for appointments. The interview process for this position is complete, so we hope to have this vacancy filled very soon.

In July, we began participation in the Rural Communities Opioid Response Grant obtained by The Family Health Center of Marshfield (FHC). The goal of the grant is to create a plan to reduce the morbidity and mortality associated with opioid overdoses in high-risk rural communities by strengthening the organizational and infrastructural capacity of multi-sector consortiums to address prevention, treatment, and/or recovery needs. The timeline for this grant is June 1, 2019 – May 31, 2020 with Family Health Center (FHC) as the fiscal agent targeting Clark and Wood Counties.



Stephanie Gudmunsen and Sue Schueler-Sheveland will be representing Wood County Behavioral Health.

Preparations are under way for the upcoming move of Cornerstone to the second floor of the former City Hall building. The Outpatient Clinic branch office and the Birth to Three office at the Wood County Annex and Health Care Center will also move to the new Cornerstone location. The new branch office location at City Hall offers space to accommodate a larger screen for tele-health and access to more staff and support. We will keep the branch office at the Annex certified in order to provide Outpatient Clinic services at both locations as needed.

### **Community Resources Update by Steve Budnik**

Transportation: The Wood County Transportation program had a busy summer! Throughout June, July, and August the department provided 4,921 rides to seniors and disabled residents of Wood County. Of this number, 1,984 were for employment. In comparison, for the same period in 2018, we provided 3,251 rides and of those 1,418 were for employment. As a result of our increased business, we have submitted a 5310 DOT grant to purchase a new bus in 2020.

Energy Assistance: The 2019 federal fiscal contract for Energy Assistance ends September 30, 2019. So far this year 2,321 households have received energy assistance in Wood County. We have already exceeded last year's count by 23. The new heating season for 2020 begins October 1, 2019.

Child Care Certification/Volunteer Coordinator: Due to a resignation, there is a vacancy for a full-time, .97 FTE, Child Care/Volunteer Coordinator position located in the River Block building. In addition to the childcare and volunteer coordinator responsibilities, this position will provide parenting classes to Non-Custodial Parents who are working with the Child Support Agency. The position will close on September 29, 2019.

### **Edgewater Haven Update by Marissa Laher**

In August our TBI application was approved by the state and Wood Haven's information is posted on the DHS website (<https://www.dhs.wisconsin.gov/guide/tbi.htm>) as an approved TBI unit. We continue to recruit to staff this unit.

The Patient Driven Payment Model (PDPM) will take effect on October 1<sup>st</sup>. This is the first Medicare payment model change in over 20 years. The new model completely eliminates the RUGS system, which currently reimburses the facility based on how many minutes of therapy is provided. Under the new system, each resident will receive a different reimbursement level based on their primary diagnosis. There are five components that make up the overall daily reimbursement: physical therapy, occupational therapy, speech therapy, nursing, and non-therapy ancillaries. Edgewater is projected to do well under this new model with an 8% increase, as we currently care for residents of high acuity level with many comorbidities, which is rewarded under PDPM. This new model will also allow us to care for residents we weren't able to in the past due to the cost, such as those receiving chemotherapy and immunosuppressant medications. We have been very busy preparing for this change and are confident that the processes we have designed and put into place will benefit us.

Staffing continues to be a major daily concern at Edgewater. Many staff have been working mandatory overtime. We are also working with a staffing brokerage to find us temporary travel staff. The first couple travel staff have start dates in the last week of September. We continue to recruit for all open positions. At the time of writing this, our vacant positions are:

- RN
  - Full time 2015-3 openings
- LPN
  - Part time 80%-1 opening
  - Part time 50%-1 opening
- CNA
  - Full time 2015-7 openings
  - Part time 90%-1 opening
- Dietary
  - Part time-50%-1 opening
  - Casual position-4 openings
- TBI
  - 5 CNA's (3 at 2080 hrs/year and 2 at 1310 hrs/year)
  - 2 LPN's (at 1278 hrs/year)
  - 4 RN's (3 at 2080 hrs/year and 1 at 1060 hrs/year)

In the month of August we had 14 admissions and 4 readmissions. Current Memory Care census is 10 residents.

**Census comparison to last year:**

- August 2018 – 57.09 average census with 7.25 rehab
- August 2019 – 54.90 average census with 6.77 rehab

**Admissions/Discharges Comparison:**

- August 2018 – Admissions 16/Discharges 13/Readmissions 2
- August 2019– Admissions 14/Discharges 16/Readmission 4

**Referrals:**

- Number of Referrals Received--53
- Number of Referrals Not Accepted by Edgewater--27
  - Reason Not Accepted
    - Need secured unit and no available bed--8
    - Out of network insurance benefits--5
    - TBI unit not yet open--4
    - Expensive medication/treatment under Medicare A consolidated billing--10
- Number of Referrals Accepted and Admitted-14
- Number of Referrals who chose another facility-12

**Family Services Division Update by Jodi Liegl**

Family Services welcomed our new Ongoing Social Work Supervisor, Jennifer Plisch, on September 9, 2019. Trisha Tetzlaff, Access and Initial Assessment Supervisor, joins our team on September 23, 2019. Our team is very diverse with a mix of experience and skills coupled with great purpose and a desire to move the Family Services Division in a positive direction. With a complete supervisory team, I look forward to providing great service to the children, youth and families of Wood County. We continue to work to fill three vacant positions: one in Youth Justice and two in Ongoing Services.

We are pleased to announce Wood County has been awarded a Youth Justice Innovation Grant for 2019-2020. This was a very competitive process with 18 counties submitting proposals for 10

available grant awards. The grant is designed to assist counties in launching new, innovative youth justice projects and practices. We plan to enhance wrap-around services for our youth who are at risk of group home or residential-level care. A new position has been created to work intensively with the youth and their families. This position is a collaborative partnership with CW Solutions, who will be the employer of record. The Intensive Social Worker will provide 10–20 hours per week of in-home services to youth and their families. The length of services will range from four to sixteen weeks, dependent on the individual need. These services will include a variety of components including Aggression Replacement Training (ART) activities for both the youth and the caretaker(s). Additionally, we will look to increase the amount of in-home family therapy and respite care services for families. We look forward to serving families with this new approach! Our overall goal is to keep youth in our community as research has shown they do much better in their home environment.

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

In August, we spent much of our time working on our budgets. We also started working with CW Solutions, Wood County Human Services and Edgewater Haven on an innovative new CNA training course. This unique course will blend traditional CNA students with students that have been afforded a special opportunity and assistance in finding employment. The program we are currently developing will allow those that are currently receiving food share assistance to enroll in our CNA course at no cost. They will also be eligible for uniforms, equipment, materials and resources for the class at no cost, provided they qualify. We will require that they must work for Norwood or Edgewater upon completion of the course for a period of time. This program will help those in need of a jump start, get skills training and CNA certification and will help both Norwood and Edgewater address our significant staffing crisis. I am very excited about this opportunity. We are hopeful to have this program's inaugural class January 2020!

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

The Admissions unit August average patient days were 9.42. We are working on a Quality Improvement project for treatment plans, substantiated diagnosis, and strengths and weakness, and we will be reviewing them monthly with the Social Workers. We have brought on three additional Psychiatrists to help with weekend coverage on the hospital unit.

Pathways unit- Our census was 9.68 in August. We met with some members from the outpatient team to discuss our therapeutic treatment needs on the long-term care unit with our changing population and the co-occurring disorders they have been presenting with. We want to ensure that we are working with all of the available resources to help these patients return to lead successful lives in the community.

The Crossroads unit was 14.16 in August. The construction remodel is finished, flooring is in and the unit looks marvelous. Lexi is doing great in her new role as our Activity Director and attendance and interest in activities has been increasing.

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

I met with the nursing and social work departments to discuss progress on making treatment plans more patient centered. We are doing great and treatment plans are way better than they were previously. Everyone is working hard on their specific areas and improving.

Elaine and Lisa, our casual receptionists, are entering their second month with us and are doing well.

We had a Matrix demonstration and are working on enhancing our discharge report for our patients that will give them more information about their stay with us.

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

Congregate meals for the month of August totaled 11,300. Revenues for August totaled \$51,631. YTD meals are 81,517 and YTD revenue is \$372,699.

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

Crossroads Renovation has been completed. The final step, installing the flooring, was finished mid-August. All of the goals set for this project were completed, in addition painting all the bedrooms, within budget.

The new access driveway and the first 120' of walkway has been installed. More 'dirt work' was required in order to create proper drainage away from the building. Thirty-six yards of dirt was brought in to accomplish this and to fill in around the new concrete. The remaining portion on walkway is being postponed in order to allow the roofers to drive into the area once that project begins. The roofers, Kulp's of Stratford, has pushed back the start date several times due to their schedule being pushed back by the wet spring. Likewise, the parking lot reseal/stripping has been postponed until the roofers have completed their task, otherwise the new surface may be marred by the heavy equipment. We are still anticipating a September start date.

The housekeeping service continues to struggle to find quality applicants to fill open positions on their cleaning team. The existing crew is doing their best to complete the required tasks, but we are seeing deficiencies in some areas. I have been meeting with BSG management ongoing to ensure that everything is being done to improve this contracted service.

I completed the Building Operators Certification course on August 22. I found each of the 8-hour classes, seven in all, to be relevant to my duties and very useful in understanding ways of improving the function and efficiency of the HVAC, electrical, boiler/chiller, and lighting systems we use in this facility. Focus on Energy will be reimbursing the full tuition cost to Norwood because they have seen the positive outcomes in energy-saving changes made as a result of participating in this course. The curriculum supported the steps we have already taken, such as upgrading to Direct Digital Controls for our HVAC system and LED lighting upgrades, and presented more ideas for potential cost saving improvements we can make to keep operating costs in check. I am very grateful for the opportunity to participate in this program.

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

**Meeting Date:** September 26, 2019

Caseload activity for August- 21 new veterans served. During the month of August, we completed/submitted 370 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)
- 10 Appeal – Higher level review, Notice of Disagreement (appeal)
- 19 new claims for disability compensation
- 3 new claim for pension
- 3 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 15 new applications for VA Healthcare
- 44 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 16 burial and marker applications

### **Activities:**

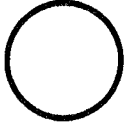
1. Completed as of September 19th:
  - a. August 16 –Briefing to Family Heath Center caseworkers.
  - b. August 20-25 – Central Wisconsin State Fair outreach booth.
  - c. August 27 – Hearing on SB 142 Concerning Late payment of VA Tuition benefits for students enrolled at State Universities and Technical Colleges. Before the Senate Committee on Universities, Technical Colleges, Children and Families.
  - d. September 6 – Military Retiree Appreciation day at Ft McCoy.
  - e. September 9 – CVSO Association leadership meeting with Wisconsin Department of Veterans Affairs Secretary (designee) and senior staff..
  - f. September 11 – Quarterly CVSO and Legislative Liaison meeting with Tomah VA Medical Center.
  - g. September 13 –State Veterans Service Commissioners Association meeting at the American Legion Post in Marshfield.
2. Near Future:
  - a. September 16-20 – CVSO Fall Training Conference
  - b. September 25 – Vet Center quarterly Advisory Council meeting.
  - c. October 4 – Marshfield Senior Fair.
  - d. October 9 – Crisis Intervention team briefing.
  - e. October 29 – WCA County Ambassador Day at the Capital

### **Office updates:**

1. Wood County veteran hiring initiative: No update this month.
2. Summary of Outreach Activities:
  - a. Wisconsin Rapids Veterans Expo. Over 140 Veterans and 43 resource providers met to discuss and review programs available to assist veterans and their families.
  - b. Central Wisconsin State Fair. Despite having a less desirable location (Expo II building). Information to veterans, family members and the public on veterans programs. Including a female disabled veteran who moved to rural Wood County from out east and had no idea that

County Veterans offices existed and she needed help establishing VA medical care at a local clinic.

- c. Fort McCoy Military Retiree Appreciation Day. Numerous Wood County Veterans were present and there questions answered. In addition, a newly retired Marshfield veteran was interviewed and connected to our Marshfield office for review of his disability claim and enrollment in VA health care.
3. Budget documents reviewed after latest finance updated. Final budget was \$8.00 different then presented. That \$8.00 increase was in Personal Services area.
4. CVSO Association Training Conference and staffing. During the week of September 16-20 the Veteran Service Office will be unmanned. The Main office lobby will be open so voice messages can be left. Signs, Voicemail, Social Media and Email will ask clients to leave a message or to contact the County Clerk's office if it is an emergency and the County Clerk's office will contact the CVSO.



## 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: <u>MAK</u> , Finance Dir.       |                                     |                          |

INTENT & SYNOPSIS: To support AB-76/SB-103-The CNA Training Bill

FISCAL NOTE: None

**WHEREAS**, Certified Nursing Assistant federal training regulations require no less than 75 hours of training with at least 16 hours being supervised practical training; and

**WHEREAS**, Wisconsin's classroom hours prerequisite is in excess of the federally mandated 75 hours required under 42 CFT 483.152(a) for nursing aide training; and

**WHEREAS**, facility providers are mandated through regulation to assure that care is being provided by properly trained and qualified staff and facility-based training requirements should address this need; and

**WHEREAS**, quality care indicators are impacted by a variety of variables, not just Certified Nursing Assistant training hours; and

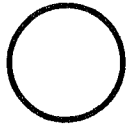
**WHEREAS**, in recent years, recruitment challenges for nursing aides, in particular Certified Nursing Assistants (CNAs), has resulted in staffing shortages at Edgewater Haven and Norwood Health Center; and

**WHEREAS**, both facilities are currently using staffing agencies to cover shifts, which significantly increases the cost of care; and

**WHEREAS**, the need for CNA's will further increase as Wood County's population continues to age; and

**WHEREAS**, the State of Wisconsin has implemented Fast Forward and other grants in an attempt to spur the number of people entering nursing aide training programs; and

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to request the State of Wisconsin adopt the federal requirement that a nurse aide training and competency evaluation program consist of no less than seventy-five (75) clock hours of training.



## RESOLUTION#

ITEM#

2-2

DATE

Effective Date Upon passage &amp; publication

Introduced by Health &amp; Human Services 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.       |                                     |                          |

|    |                | 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   |    |     |   |

**INTENT & SYNOPSIS:** To request the Wisconsin Legislature end the use of personal conviction waivers for school and day care center immunizations.

**FISCAL NOTE:** No cost to Wood County

**WHEREAS,** there are multiple important and potentially dangerous communicable diseases that are preventable by vaccinations currently required by Wisconsin law for school and day care attendance, and

**WHEREAS,** vaccine-preventable diseases can be very contagious, and can result in serious health complications, including pneumonia and encephalitis, and lead to death, and

**WHEREAS,** the effectiveness and safety of vaccines have been well established, and

**WHEREAS,** the Affordable Care Act has improved insurance coverage for vaccinations, which are readily available in medical offices and pharmacies, and public health departments continue to serve those eligible for the Vaccines for Children Program, and

**WHEREAS,** all states require certain vaccines for school entry in order to

- assure that individual children do not contract disease in the social setting of school,
- protect other students from being at risk of disease and death from exposure to an individual student, and
- protect the broader community from these serious illnesses, including individuals who are immunocompromised and those who cannot receive vaccines for *bona fide* medical reasons, and

**WHEREAS,** Wisconsin's immunization law Wis. Stat. § 252.04(3), Wis. Admin. Code § DHS 144.06, makes Wisconsin one of only 16 states that permits parents to opt out or waive some or all of the vaccinations required to attend school or

group day care based on their personal beliefs, and

**WHEREAS,** Wisconsin's percentage of students with religious and medical waivers have remained relatively constant over the past decade at less than 1%, but the percentage of students with a personal conviction waiver in Wisconsin increased from 1.2% during the 1997-98 school year to an alarming 4.6% during 2018-19, and

**WHEREAS,** outbreaks of measles have impacted multiple states in 2019, and a number of other serious vaccine-preventable disease outbreaks have occurred in Wisconsin over the past 2 decades, and

**WHEREAS,** several other states have recently removed personal belief exemptions from their legal codes, such that 34 states now prohibit the use of personal belief exemptions for school and daycare immunizations, and

**WHEREAS,** the Wisconsin Public Health Association (WPHA) and the Wisconsin Association of Local Health Departments and Boards (WALHDAB) both support a change in school and day care center immunization law that eliminates personal conviction waivers for students in Wisconsin public and private schools and for children who attend group day cares.

**NOW, THEREFORE, BE IT RESOLVED** that the Wood County Health Department, Health & Human Services Committee, and Board of Supervisors respectfully requests that the Wisconsin Legislature end the use of personal conviction waivers for school and day care center immunization requirements.

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent to the Governor of Wisconsin, Wisconsin state legislators, WPHA, WALHDAB, Wisconsin Counties Association, and other organizations as appropriate.



3

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

**DATE:** September 9, 2019

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

**EXCUSED:**

**NOT**

**PRESENT:**

**OTHERS** Steve Kreuser, Scott Brehm, Ted Ashbeck, Randy Dorshorst, Erik Engel, Nanci

**PRESENT:** Olson, Shawn Becker, Bill Clendenning, Lori Heideman, Kelli Trzinski, Jodi Lubeck, Kyle Pleet, Andrew Simon, Adam Perry, Matt Susa, Rich Burghaus, Kim McGrath, Reuben Van Tassel, Joseph Zurfluh Jr.

**LOCATION:** Wood County Annex Marshfield

### **1. Call to Order:**

Dennis Polach called the meeting to order at 9:00 a.m.

### **2. Review minutes of August 12, 2019:**

Motion by Feirer, second by Zurfluh to approve the minutes of the August 12, 2019 meeting as presented. Motion carried unanimously.

### **3. Public Comments:**

No Public Comments.

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

Budget Meeting  
September 16, 2019  
9:00 AM  
Wood County Courthouse

October 14, 2019  
9:00 a.m.  
Wood County Courthouse

### **5. Communications Department:**

#### **a. Communications August 2019 Claims:**

The Committee reviewed the Communications August 2019 claims.

#### **b. Communications Report:**

The Committee reviewed the Communications report.

Erik talked about the Racom/MODUCOMM maintenance agreement and fielded questions on it. Discussed the risk of not having the contracts and answered questions about them.

**6. Emergency Management Department**

**a. Emergency Management August 2019 Claims:**

The Committee reviewed the Emergency Management August 2019 claims.

**b. Emergency Management Activity Report:**

The committee reviewed the Emergency Management report. Steve talked about the July 20<sup>th</sup> storm and advised that as far as FEMA is concerned Wood County has everything very well organized. Steve advised that there will be a meeting with FEMA on Wednesday at 9 AM in the courthouse, Room 114. Steve also reported on some of the issues that were experienced during and after the storm and getting FEMA here to assess the damage. Wood County is at \$3.1 million in damages. There are 14 counties that are applying for funds from the storm and Wood County ranks #1 for having everything set and ready to go. There is also an Urban Forestry grant available through the DNR that the city can go after to help replant trees.

**7. Dispatch Department:**

**a. August 2019 Claims:**

The Committee reviewed the Dispatch August 2019 Claims.

**b. Dispatch Report:**

The Committee reviewed the Dispatch report.

**c. Phones:**

Lori advised that the letter to Solarus that Peter and herself worked on was sent and at this time we are not going after the bills. The bottom line is we want Solarus to be held accountable for working with Wood County and it seems that is happening. Lori talked about some 911 misroutes that she worked on with Solarus and it was handled very well.

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner report.

**b. August 2019 Claims:**

The Committee reviewed the Coroner August 2019 claims.

**9. Humane Officer**

**a. Humane Officer Report:**

The Committee reviewed the Human Officer report.

**10. Sheriff's Department:**

**a. Correspondences:**

Sheriff Becker spoke about the Touch- a-Truck outing at the Grand Rapids Lions Club for the Boys and Girls Club and the Family Center. Sheriff Becker thanked the deputies who attended. He stated he heard good feedback about the armored truck on display along with Wood County Sheriff's Rescue.

**b. Wood County Rescue:**

The Committee reviewed the Wood County Sheriff's Rescue report.

**c. Crime Stoppers:**

The Committee reviewed the Crime Stoppers report.

Sheriff Becker stated the Crime Stopper Representative from the Sheriff's Department will be assigned to Lt. Joe Zurfluh due to Sgt. Scott Drew assuming the duties of Port Edwards Police Chief.

**d. K-9 Project:**

The Committee reviewed the K-9 report.

**e. August 2019 Claims:**

The Committee reviewed the Sheriff's Department August 2019 claims.

**f. Tribal Law Enforcement Grant Resolution:**

**Motion by Zurfluh, second by Zaleski to authorize Wood County to enter into an agreement and seeking funding for Law Enforcement Services on Restricted Tribal Lands. Voting Yes: Feirer, Polach, Zurfluh, and Zaleski. Voting No: Winch.**

**g. Proposed Collective Bargaining Agreement with WPPA and Wood County Sheriff's Association Resolution.**

Sheriff Becker complimented HR Director Kim McGrath and her staff for the hard work and research done throughout the collective bargaining process with the WPPA.

**Motion by Feirer, second by Zaleski to pass the resolution onto the Executive committee for approval. Voting Yes: Feirer, Zaleski, Zurfluh, and Polach. Voting No: Winch**

**h. Out-of-State Training Request:**

Sheriff Becker told the committee Lt. Brian Peterson has an opportunity for free leadership training at the Homeland Training Center in Florida. This training is from November 12, 2019 to November 23, 2019. The Sheriff's Department was awarded this leadership training opportunity from the National Sheriffs' Association on account of producing an officer wellness video. This video was recently presented at National Sheriff's Association conference in Kentucky.

**Motion by Zurfluh, second by Zaleski to allow Lt. Brian Peterson to attend the free training in Georgia November 12, 2019 to November 23, 2019. Voting Yes: Zurfluh, Zaleski, Feirer, and Polach. Voting No: Winch.**

**i. Hiring Process:**

Sheriff Becker stated Deputy Andrew Merkes will be going solo patrol at the end of September and Deputy Mitchel Jazdzewski is in phase two of his field training program and should complete his training in early November.

Sheriff Becker stated Cody Valiquette and Christopher Stauner were hired and will be starting in October.

**j. Promotions:**

Sheriff Becker stated Eric Marten was promoted to Patrol Lt. and Samuel Klumb was promoted to Sgt. assigned to the Civil Process Division.

Sheriff Becker stated with be promoting Inv. Sgt. by the end of this week and Patrol Sgt. in the near future. Both promotions will follow guidelines established in the Collective Bargaining Agreement with WPPA.

Sheriff Becker wanted to thank the committee members for their help with the Patrol Lt. promotional process.

**k. Boat Patrol:**

The Committee reviewed the Boat Patrol and ATV Patrol report.

**l. Overtime:**

The Committee reviewed the overtime report.

**m. Courthouse Security**

Sheriff Becker stated the Security Policy and press release are being drafted by Lt. Bryan Peterson and will be brought before the committee at Monday, September 16, 2019 meeting.

Sheriff Becker stated the Sheriff's Department is expecting to go live on October 7, 2019.

**l. Jail Items**

- i. Inmate Daily Population-see report
- ii. EMP-see report
- iii. Safekeeper Housing Numbers-see report
- iv. Kitchen Report-see report.
- v. Maintenance-Rueben Van Tassel stated looking to replace chiller at the end of this year.
- vi. Safekeeper-No comments.
- vii. Inmate Programs-Captain Ashbeck put together a list of inmate programs to help inmates. The goal with these programs is to reduce inmate population in the Jail.
- viii. New Jail Study – Sheriff Becker stated there was a conference call with Adventure Architects last week. He discussed with the committee what some of the next steps will be in the process.

**11. August 2019 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:**

**Motion by Feirer, second Zaleski to approve the August 2019 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**12. Agenda Items for Next Meeting:**

Budgets  
Security Policy Resolution  
Security Press Release

**13. Adjourn**

**Meeting adjourned by Vice Chairman Polach at 10:10 am.**

Minutes taken by Wood County Emergency Management Department and Wood County Sheriff's Department



# Wood County

## WISCONSIN

OFFICE OF CORONER

SCOTT D. BREHM

DATE: October 1, 2019  
TO: Wood County Public Safety Committee  
FROM: Scott D. Brehm, Wood County Coroner  
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner's Office for September 2019:

|   |    |
|---|----|
| Deaths in Wood County.....              | 79 |
| Calls for Service.....                  | 79 |
|   |    |
| Sudden/Suspicious Deaths and Falls..... | 32 |
| Traffic Fatalities.....                 | 2  |
| Suicides.....                           | 2  |
| Drownings.....                          | 0  |
| Fire Fatalities.....                    | 0  |
| Homicides.....                          | 0  |
| Suspected Overdoses.....                | 1  |
| Other (ATV Fatality).....               | 1  |
|   |    |
| Death Certificates Signed.....          | 32 |
| Cremation Permits Signed.....           | 23 |
| Autopsies Performed.....                | 2  |
| Disinterments.....                      | 0  |

Remarks:

Respectfully Submitted,

Scott D. Brehm  
Wood County Coroner



Dept. Head Humane Officer Nanci Olson  
July 28<sup>th</sup> – August 10<sup>th</sup> 2019

7-28; Reports

7-28 GR3097 Family dog @ 3400 block of 28<sup>th</sup> Street South, WR bit their child in the chest area. 14

7-28, 8-10; WR14776 Welfare check on multiple cats at local mobile home park. 14, 14

7-29, 30 NK2045 The family dog @ 100 block of North Section Street, Nekoosa bit their child that was blowing in the dogs face. 20, 20

7-30, 8-1 WC12669 A dog bite happened @ 12900 block of Hollywood Road, Nekoosa when a dog bit the victim in the foot, no stitches. Initial non-compliance by victim, then owner. 16, 16

7-31, 8-4; WC10879 Welfare concerns in the town of Sigel-open case 34, 34

8-1,2; WC12808 Dog bite @4900 block of Birch Lane when the dog's owner had the gate to the fenced in yard open while mowing the recently adopted dog got out and bit a visitor as he was getting out of his truck. 22, 22

8-2,3; WC12819, A Lab/Blue Healer mix that bit at the North Wood County Park had been swimming along with the owners when his collar slipped off. This loose dog then went after a poodle whose owner while lifting up her poodle to protect it got bit on her elbow. The owners took their Lab mix dog for its first veterinarian check in Marshfield and the last two vet checks to their regular vet in Neenah. They live in Fond du Lac. 60, 60

8-3; WC10567 Welfare check on cats in Auburndale-open case. 60

8-4; WC11140 Welfare check-open case. 36

8-5 WR17227 Family dog @ Black Oak Circle WR bit the child on the head needing six staples. 20

8-6, 9; WC13111 A thin horse was reported with vague location on Ruess Road, Vesper. I located the thin mare in a field near a deserted homestead. I spoke with neighbors and was able to locate the owner. The horse was very thin, with the owner stating it was just 'old'. I told him he needed to obtain a veterinarian at his expense to do an exam on the horse and to follow the veterinarian's advice and also to give the veterinarian permission to speak with me after the exam. The owner is cooperating at this point. The veterinarian will be there on the 15<sup>th</sup>. Follow up needed. 32, 32

8-7; WC13121 Dog bite happened @ 7200 County Road S Rudolph when the victim ran over a dogs leg, the dog then jumped inside his truck, when the victim was pulling the injured dog out of his truck he was bit, receiving three puncture wounds. 44

8-8; WR17481 A dog was injured @ 200 block of 17<sup>th</sup> Avenue North. The owner was walking her two small dogs when a Lab/Alaskan Malamute that was loose in his yard went up to the smaller dogs on the sidewalk, owner and victim are each unsure how the smaller dog got injured. Later that day the injured dog was no longer limping. I spook with the owner of the loose dog about keeping him on leash even in her own yard. 18

8-9; WR15838 Welfare check on dogs-open case. 16





Dept Head/Humane Officer Nanci Olson  
August 11<sup>th</sup> – August 24<sup>th</sup> 2019

8-11; Reports

8-11; WC13121 Dog bite follow up, happened @ 7200 County Road S, Rudolph. 44

8-12; Public Safety Meeting. 12

8-12; WR17481 Dog at large, follow up. 18

8-13; WR17765 Dog Bite, owner was playing with his dog when he was bit @ 2000 block of Washington St. WR. 14

8-14,22; WC13519 Thin horse, veterinarian did a welfare check and wrote up recommendations that are to be followed, Open Case. 32,32

8-14; WR17637 Aggressive dog-at-large knocked down a bicyclist @ 400 block of Taylor Avenue. 16

8-15; WC13519, Welfare Check on horses, 32

8-17;WR15838 Welfare check on dogs, Open. 16

8-18,19,22; NK2239 Sanitation concerns with numerous dogs and cats, two dogs both bit me, 2 cats removed needed medical attention, four dogs surrendered. Open Case. 16,16,16

8-18,19; WC13763 Dog Bite 5500 block of County Rd S WR. 36,36

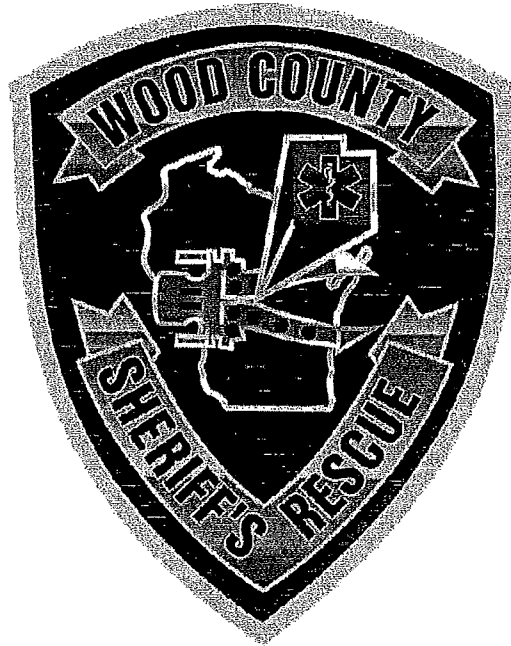
8-20; GR3504 Owner was bit by his own cat @ 400 block of Dove Ave. 10

8-21; WR18520 Mistreatment, Open case. 18

8-23,24; WC14024 Welfare Check on 34 dogs, Open. 60,60

8-24; WC14080 Welfare Check, Auburndale, Open Case. 70

2019



# August Monthly Report

Wood County Sheriff's Rescue

2019

## August Training Descriptions

| Date   | Type             | Description   |
|--------|------------------|---|
| 6-Aug  | Business Meeting | Business Meeting  |
| 13-Aug | Extrication      | Assembling air bags with tank and regulator. Practice lifting ATV trailer in teams of 3.                        |
| 20-Aug | PLS              | Review of receivers for new members. Practice finding transmitter with receivers at garage.                     |
| 27-Aug | PLS              | Practice finding transmitter at unknown location. 3 vehicles, teams of 2 members each. 1 runner, IC was Jordan. |

# Call Summary

Page 1

|                      |  |  |   |                           |                        |
|----------------------|--|--|---|---------------------------|------------------------|
| Call #               | 59   | WCSD 12977   | 60  | 61                        | 62                     |
| Date                 | 8/3/2019   | 8/4/2019   | 8/4/2019  | 8/5/2019                  | 8/14/2019              |
| Time                 | 15:05  | 7:26   | 20:21   | 15:07                     | 22:13                  |
| Day of Week          | Saturday   | Sunday   | Sunday  | Monday                    | Wednesday              |
| Township             | Grand Rapids   | Grand Rapids   | Grand Rapids  | Grand Rapids              | Seneca                 |
| Location             | CTH U & STH 54   | 64TH ST & SOUTH PARK RD                              | 7400 BLOCK WHITROCK AVE                             | 32ND ST N & STH 54        | SENECA RD & SWANSON RD |
| Call Type            | Other  | Other  | 10-50 w/ injuries                                   | 10-50 w/ Unknown Injuries | 10-50 w/ injuries      |
| Medical/Extrication  | n/a  | n/a  | No  | No                        | Medical                |
| Ambulance            |  |  | UEMR  | WRFD                      | UEMR                   |
| EMR                  |  |  | Grand Rapids  |                           | Port Edwards           |
| Fire                 |  |  | Grand Rapids  | Biron                     | Port Edwards           |
| Tools/Equipment Used | Stop signs   | Wave runners   | Scene/tower lights, yellow light box, biohazard bag |                           |                        |
| Notes                | Traffic direction for Corvette's of the North Car Cruise | Safety and kayak retrieval for Limitless Kayak Races | LifeLink Air also on scene.                         |                           |                        |

# Call Summary

|                      |                     |                   |                           |                           |   |
|----------------------|---------------------|-------------------|---------------------------|---------------------------|---|
| Call #               | 63                  | 64                | 65                        | 66                        | GRPD 3568   |
| Date                 | 8/19/2019           | Skipped Complaint | 8/23/2019                 | 8/24/2019                 | 8/24/2019   |
| Time                 | 16:21               |                   | 18:28                     | 7:28                      | 15:17   |
| Day of Week          | Monday              |                   | Friday                    | Saturday                  | Saturday  |
| Township             | Port Edwards        |                   | Saratoga                  | Grand Rapids              | Grand Rapids  |
| Location             | SENECA RD & PORT RD |                   | WI-73 & WI-13             | 32ND ST N & STH 54        | GRAND RAPIDS LION'S CLUB  |
| Call Type            | 10-50 w/ injuries   |                   | 10-50 w/ Unknown Injuries | 10-50 w/ Unknown Injuries | Other   |
| Medical/Extrication  | No                  |                   | No                        | No                        | n/a   |
| Ambulance            | WRFD                |                   | WRFD                      | WRFD                      |   |
| EMR                  | Port Edwards        |                   | Saratoga                  | Biron                     |   |
| Fire                 |                     |                   | Nekoosa                   | Biron                     |   |
| Tools/Equipment Used |                     |                   |                           |                           |   |
| Notes                |                     |                   |                           |                           | Boy's and Girl's Club Touch-A-Truck event. Rescue 3 and Rescue 5 present. |

# Special Event Summary

Page 1

|                             |   |  |   |  |  |
|-----------------------------|---|--|---|--|--|
| Date                        | 8/3/2019  | 8/4/2019                                       | 8/24/2019                                 |  |  |
| Day of Week                 | Saturday  | Sunday   | Saturday                                  |  |  |
| Event                       | Car Cruise  | Kayak Race                                     | Touch-A-Truck                             |  |  |
| Host                        | Corvette's of the North   | Limitless WR                                   | Boy's and Girl's Club                     |  |  |
| Location                    | LHS   | Lake Wazeecha                                  | Grand Rapids Lion's Club                  |  |  |
| Vehicle Used                | R3, R4, R5  | R4, wave runners                               | R3, R5                                    |  |  |
| Tools/<br>Equipment<br>Used | Stop signs  |  |   |  |  |
| Event<br>Description        | Show and Tell at LHS before cruise. Directed traffic at STH 54 and CTH U during the cruise. | Safety and kayak retrieval during kayak races. | Show and tell during Touch-A-Truck event. |  |  |



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

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September 3<sup>rd</sup>, 2019

Sheriff Becker:

During the month of August the Crime Stoppers program received 26 tips that were forwarded to the appropriate agencies for follow-up.

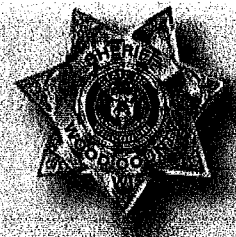
Our monthly meeting was held on 8/20/19. Our next meeting is scheduled for 9/24/19 at the Pittsville Fire Department.

Sgt. Scott Drew





# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

TO: Sheriff Shawn Becker  
FROM: Lieutenant Charles Hoogesteger  
DATE: September 3, 2019  
RE: K9 Program – August Monthly

---

## TRAINING (K9 ACE)

- Deputy Christianson and K9 Ace conducted several training exercises on duty consisting of Narcotic Detection as well as Obedience Training. No issues observed.
- Deputy Christianson and K9 Ace took part in a multi-agency K9 training day with Nekoosa PD and Wisconsin Rapids PD. During this training, the canine teams worked on narcotic detection, tracking, apprehensions and civil finds. Additionally, we received new training materials from the DEA and distributed them to both Wood County Canine Teams.

## TRAINING (K9 TORO)

- Deputy Pidgeon and K9 Toro took part in a multi-agency K9 training day with Nekoosa PD and Wisconsin Rapids PD. During this training, the canine teams worked on narcotic detection, tracking, apprehensions and civil finds. Additionally, we received new training materials from the DEA and distributed them to both Wood County Canine Teams.

## COMMUNITY/DEMOS (K9 ACE)

- On August 3, 2019 Wood County, Wisconsin Rapids, and Nekoosa Police Department K-9 units participated in Vest-A-Dog event held at Wild Horse Saloon. Took part in meet and greet, dunk dank, and cooking competition. Spoke with numerous people about K9 Ace and Wood County K9 Program.

## COMMUNITY/DEMOS (K9 TORO)

- Vest-A-Dog Event at Wild Horse with Wood County, Wisconsin Rapids, and Nekoosa Canine Teams.

## DEPLOYMENTS (K9 ACE)

- PEPD – Vehicle search with indication and drug paraphernalia located
- Wood County Jail – Cell search and common area search with nothing located.
- Wood County Jail – Conducted searches of multiple areas. One indication but nothing located after search.

## DEPLOYMENTS (K9 TORO)

- Wood County Jail – Cell Searches with no indication

Due to the upcoming retirement of K9 Toro, the process has begun to train and purchase a new multi-purpose canine for the wood County Sheriff's Department. We are looking at utilizing Jessiffany Canine Services LLC located in Iron Ridge, WI. Please see attached documentation for additional information regarding training and pricing.



**WOOD COUNTY SHERIFF'S DEPARTMENT**  
Lieutenant Charles Hoogesteger  
Courthouse 400 Market St.  
P.O. Box 8095  
Wisconsin Rapids, Wisconsin 54495-8095  
(715) 421-8715

**DATE:** September 3, 2019  
**TO:** Sheriff Shawn Becker  
**FROM:** Lieutenant Charles Hoogesteger  
**RE:** Jessiffany Canine Services LLC

Shawn

The below information is regarding the purchase, training and room and board of a new canine during the beginning of 2020.

|   |                   |                 |
|---|-------------------|-----------------|
| • | CANINE            | \$10,000.00     |
| • | HANDLER CLASS     | \$3,500.00      |
| • | EQUIPMENT         | \$212.00        |
| • | DECOY CLASS       | \$300.00        |
| • | HOTEL (20 NIGHTS) | \$1,100.00      |
| • | MEALS             | \$630.00        |
| • | <b>TOTAL</b>      | <b>\$15,742</b> |

After talking to James as well as Jesse Smith from Jessiffany Canine Services LLC, a class should be starting the first part of February 2020.

If you have any questions please let me know.

Charlie



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## ATV Patrol Statistics August 2019

### August ATV:

|               |   |
|---------------|---|
| Patrol Hours: | 2 |
| Admin Hours:  | 1 |
| Citations:    | 0 |
| Warnings:     | 0 |

\* ATV patrol hours are worked while on duty and handling an ATV call for service or assigned special detail for extra patrol.

## Boat Patrol Statistics August 2019

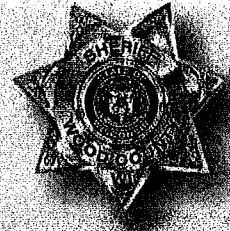
### August Boat:

|               |     |
|---------------|-----|
| Patrol Hours: | 5.5 |
| Admin Hours:  | 1   |
| Citations:    | 1   |
| Warnings:     | 1   |

The patrol boat was taken out on the Wisconsin River in Nekoosa for patrol.



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Patrol Division Overtime/Comp Time Totals

### August 2019

Overtime hours: 111.75

Comp time hours: 229.75

**Investigative Division Overtime**

August 2019 (through August 24)

|                   |      |
|-------------------|------|
| Total OT hours:   | 3    |
| Total Comp hours: | 13.5 |

Year-to-Date

|                   |         |
|-------------------|---------|
| Total OT hours:   | 90.5    |
| Total Comp hours: | 366.245 |

| OVERTIME BREAKDOWN 2019 (HRS.) |                  |               |       |            |          |        |
|--------------------------------|------------------|---------------|-------|------------|----------|--------|
| MONTH                          | FUNERAL<br>LEAVE | FILL IN<br>OT | FMLA  | SICK LEAVE | TRAINING | TOTAL  |
| January                        | 0.00             | 0.00          | 36.00 | 119.00     | 2.00     | 157.00 |
| February                       | 0.00             | 3.00          | 0.00  | 121.75     | 16.00    | 140.75 |
| March                          | 0.00             | 2.25          | 0.00  | 106.50     | 15.25    | 124.00 |
| April                          | 24.00            | 35.50         | 0.00  | 35.00      | 31.50    | 126.00 |
| May                            | 0.00             | 9.00          | 0.00  | 28.00      | 20.00    | 57.00  |
| June                           | 0.00             | 12.00         | 0.00  | 56.50      | 6.50     | 75.00  |
| July                           | 0.00             | 9.00          | 0.00  | 48.00      | 0.00     | 57.00  |
| August                         | 0.00             | 0.00          | 0.00  | 0.00       | 0.00     | 0.00   |
| September                      | 0.00             | 0.00          | 0.00  | 0.00       | 0.00     | 0.00   |
| October                        | 0.00             | 0.00          | 0.00  | 0.00       | 0.00     | 0.00   |
| November                       | 0.00             | 0.00          | 0.00  | 0.00       | 0.00     | 0.00   |
| December                       | 0.00             | 0.00          | 0.00  | 0.00       | 0.00     | 0.00   |
| TOTALS                         | 24.00            | 70.75         | 36.00 | 514.75     | 91.25    | 736.75 |

| OVERTIME BREAKDOWN 2018 (HRS.) |                  |               |      |            |          |       |
|--------------------------------|------------------|---------------|------|------------|----------|-------|
| MONTH                          | FUNERAL<br>LEAVE | FILL IN<br>OT | FMLA | SICK LEAVE | TRAINING | TOTAL |
| January                        | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| February                       | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| March                          | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| April                          | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| May                            | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| June                           | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| July                           | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| August                         | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| September                      | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| October                        | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| November                       | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| December                       | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |
| TOTALS                         | 0.00             | 0.00          | 0.00 | 0.00       | 0.00     | 0.00  |

# WOOD COUNTY JAIL

January - June 2019

## 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                         | 223     | 73  | 43  | 210      | 96  | 42  | 231    | 86  | 49  | 248    | 103 | 42  | 255    | 98 | 49  | 228    | 94  | 45  |
| 2                         | 223     | 73  | 43  | 211      | 100 | 42  | 235    | 98  | 51  | 241    | 100 | 42  | 244    | 90 | 47  | 232    | 94  | 45  |
| 3                         | 218     | 70  | 44  | 218      | 100 | 41  | 237    | 98  | 50  | 245    | 101 | 43  | 238    | 93 | 47  | 231    | 93  | 45  |
| 4                         | 222     | 83  | 46  | 223      | 100 | 40  | 239    | 98  | 49  | 246    | 101 | 45  | 242    | 94 | 50  | 230    | 93  | 46  |
| 5                         | 225     | 92  | 47  | 221      | 99  | 41  | 238    | 97  | 51  | 248    | 101 | 45  | 244    | 97 | 50  | 232    | 97  | 47  |
| 6                         | 227     | 92  | 47  | 228      | 96  | 42  | 242    | 97  | 51  | 247    | 99  | 49  | 249    | 97 | 49  | 232    | 92  | 48  |
| 7                         | 232     | 92  | 47  | 228      | 96  | 44  | 246    | 102 | 52  | 253    | 103 | 49  | 245    | 94 | 51  | 231    | 91  | 51  |
| 8                         | 223     | 96  | 44  | 231      | 102 | 46  | 251    | 101 | 52  | 253    | 99  | 48  | 242    | 92 | 52  | 230    | 98  | 50  |
| 9                         | 214     | 93  | 43  | 231      | 101 | 47  | 250    | 101 | 53  | 252    | 97  | 49  | 237    | 91 | 52  | 232    | 98  | 49  |
| 10                        | 226     | 91  | 42  | 232      | 101 | 46  | 249    | 101 | 53  | 260    | 97  | 47  | 236    | 97 | 53  | 239    | 97  | 49  |
| 11                        | 221     | 93  | 40  | 232      | 101 | 46  | 253    | 101 | 53  | 262    | 98  | 46  | 231    | 97 | 54  | 229    | 93  | 48  |
| 12                        | 229     | 95  | 40  | 234      | 98  | 46  | 244    | 103 | 49  | 258    | 96  | 47  | 234    | 97 | 54  | 227    | 98  | 48  |
| 13                        | 231     | 95  | 40  | 233      | 100 | 46  | 246    | 104 | 50  | 258    | 100 | 47  | 234    | 97 | 53  | 227    | 98  | 49  |
| 14                        | 232     | 95  | 39  | 236      | 100 | 46  | 247    | 100 | 50  | 259    | 99  | 46  | 230    | 94 | 52  | 231    | 102 | 50  |
| 15                        | 222     | 93  | 41  | 235      | 98  | 46  | 245    | 103 | 49  | 264    | 98  | 46  | 230    | 90 | 51  | 229    | 100 | 50  |
| 16                        | 223     | 89  | 39  | 240      | 97  | 46  | 249    | 102 | 46  | 252    | 95  | 47  | 229    | 94 | 51  | 226    | 99  | 49  |
| 17                        | 221     | 93  | 40  | 237      | 97  | 44  | 254    | 102 | 46  | 250    | 93  | 48  | 230    | 95 | 50  | 228    | 99  | 47  |
| 18                        | 215     | 95  | 40  | 241      | 97  | 43  | 256    | 102 | 46  | 250    | 95  | 47  | 221    | 98 | 49  | 227    | 97  | 47  |
| 19                        | 213     | 98  | 40  | 236      | 96  | 44  | 251    | 102 | 48  | 249    | 97  | 47  | 224    | 98 | 49  | 226    | 95  | 45  |
| 20                        | 209     | 98  | 39  | 237      | 96  | 44  | 249    | 99  | 48  | 246    | 97  | 45  | 229    | 98 | 49  | 226    | 96  | 44  |
| 21                        | 207     | 98  | 38  | 239      | 95  | 46  | 248    | 98  | 47  | 250    | 97  | 45  | 226    | 97 | 48  | 228    | 92  | 47  |
| 22                        | 208     | 98  | 37  | 235      | 91  | 45  | 247    | 98  | 45  | 254    | 97  | 45  | 230    | 96 | 48  | 225    | 97  | 49  |
| 23                        | 198     | 96  | 38  | 233      | 97  | 44  | 248    | 101 | 46  | 255    | 94  | 48  | 225    | 94 | 49  | 228    | 97  | 48  |
| 24                        | 203     | 103 | 39  | 236      | 97  | 44  | 251    | 101 | 45  | 255    | 94  | 51  | 228    | 94 | 49  | 233    | 97  | 48  |
| 25                        | 209     | 103 | 40  | 235      | 97  | 43  | 251    | 101 | 44  | 257    | 94  | 50  | 223    | 98 | 48  | 236    | 92  | 49  |
| 26                        | 216     | 102 | 41  | 233      | 94  | 46  | 248    | 98  | 45  | 255    | 100 | 51  | 227    | 98 | 48  | 236    | 91  | 50  |
| 27                        | 225     | 102 | 41  | 234      | 91  | 45  | 239    | 99  | 46  | 253    | 101 | 50  | 229    | 98 | 46  | 239    | 92  | 49  |
| 28                        | 224     | 102 | 41  | 230      | 91  | 46  | 243    | 98  | 44  | 256    | 99  | 50  | 234    | 98 | 46  | 236    | 97  | 49  |
| 29                        | 217     | 101 | 41  |          |     |     | 239    | 102 | 43  | 256    | 99  | 48  | 231    | 98 | 45  | 236    | 99  | 50  |
| 30                        | 214     | 94  | 43  |          |     |     | 241    | 103 | 43  | 254    | 99  | 49  | 236    | 96 | 44  | 238    | 99  | 50  |
| 31                        | 213     | 96  | 43  |          |     |     | 245    | 103 | 42  |        |     |     | 229    | 94 | 44  |        |     |     |
| WCJail                    | 218.81  |     |     | 231.04   |     |     | 245.55 |     |     | 252.87 |     |     | 233.61 |    |     | 230.93 |     |     |
| Shipped                   | 93.35   |     |     | 97.29    |     |     | 99.97  |     |     | 98.10  |     |     | 95.55  |    |     | 95.90  |     |     |
| EMP                       | 41.48   |     |     | 44.32    |     |     | 47.94  |     |     | 47.07  |     |     | 49.26  |    |     | 48.03  |     |     |
| Avg Length of Stay (Days) | 30.30   |     |     | 27.00    |     |     | 23.60  |     |     | 26.60  |     |     | 34.60  |    |     | 29.00  |     |     |

# WOOD COUNTY JAIL

July - December 2019

## 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                         | 238    | 98  | 50  | 250    | 103 | 38  | 237       | 99 | 33  | 0       | 0  | 0   | 0        | 0  | 0   | 0        | 0  | 0   |
| 2                         | 234    | 97  | 50  | 248    | 104 | 39  | 244       | 99 | 33  |         |    |     |          |    |     |          |    |     |
| 3                         | 241    | 97  | 55  | 247    | 106 | 39  | 245       | 99 | 33  |         |    |     |          |    |     |          |    |     |
| 4                         | 239    | 99  | 55  | 251    | 106 | 39  | 227       | 97 | 33  |         |    |     |          |    |     |          |    |     |
| 5                         | 242    | 99  | 55  | 255    | 106 | 37  |           |    |     |         |    |     |          |    |     |          |    |     |
| 6                         | 244    | 101 | 53  | 255    | 106 | 38  |           |    |     |         |    |     |          |    |     |          |    |     |
| 7                         | 241    | 101 | 50  | 250    | 105 | 39  |           |    |     |         |    |     |          |    |     |          |    |     |
| 8                         | 239    | 101 | 48  | 251    | 103 | 37  |           |    |     |         |    |     |          |    |     |          |    |     |
| 9                         | 240    | 99  | 47  | 251    | 102 | 37  |           |    |     |         |    |     |          |    |     |          |    |     |
| 10                        | 241    | 99  | 48  | 245    | 106 | 35  |           |    |     |         |    |     |          |    |     |          |    |     |
| 11                        | 242    | 98  | 47  | 251    | 106 | 35  |           |    |     |         |    |     |          |    |     |          |    |     |
| 12                        | 236    | 99  | 46  | 250    | 105 | 33  |           |    |     |         |    |     |          |    |     |          |    |     |
| 13                        | 230    | 106 | 47  | 247    | 105 | 34  |           |    |     |         |    |     |          |    |     |          |    |     |
| 14                        | 230    | 106 | 47  | 243    | 100 | 36  |           |    |     |         |    |     |          |    |     |          |    |     |
| 15                        | 236    | 106 | 47  | 245    | 100 | 38  |           |    |     |         |    |     |          |    |     |          |    |     |
| 16                        | 237    | 105 | 49  | 243    | 99  | 38  |           |    |     |         |    |     |          |    |     |          |    |     |
| 17                        | 247    | 104 | 50  | 251    | 106 | 38  |           |    |     |         |    |     |          |    |     |          |    |     |
| 18                        | 251    | 101 | 49  | 256    | 106 | 37  |           |    |     |         |    |     |          |    |     |          |    |     |
| 19                        | 250    | 98  | 50  | 257    | 106 | 37  |           |    |     |         |    |     |          |    |     |          |    |     |
| 20                        | 247    | 103 | 47  | 247    | 103 | 37  |           |    |     |         |    |     |          |    |     |          |    |     |
| 21                        | 250    | 103 | 47  | 256    | 104 | 39  |           |    |     |         |    |     |          |    |     |          |    |     |
| 22                        | 252    | 103 | 47  | 254    | 103 | 38  |           |    |     |         |    |     |          |    |     |          |    |     |
| 23                        | 247    | 101 | 45  | 249    | 106 | 37  |           |    |     |         |    |     |          |    |     |          |    |     |
| 24                        | 251    | 98  | 45  | 243    | 104 | 39  |           |    |     |         |    |     |          |    |     |          |    |     |
| 25                        | 250    | 98  | 45  | 247    | 104 | 39  |           |    |     |         |    |     |          |    |     |          |    |     |
| 26                        | 251    | 102 | 45  | 245    | 104 | 36  |           |    |     |         |    |     |          |    |     |          |    |     |
| 27                        | 252    | 103 | 45  | 238    | 99  | 35  |           |    |     |         |    |     |          |    |     |          |    |     |
| 28                        | 250    | 103 | 43  | 245    | 95  | 36  |           |    |     |         |    |     |          |    |     |          |    |     |
| 29                        | 251    | 103 | 42  | 244    | 94  | 35  |           |    |     |         |    |     |          |    |     |          |    |     |
| 30                        | 247    | 103 | 39  | 243    | 96  | 34  |           |    |     |         |    |     |          |    |     |          |    |     |
| 31                        | 254    | 100 | 39  | 234    | 99  | 33  |           |    |     |         |    |     |          |    |     |          |    |     |
| WCJail                    | 243.87 |     |     | 248.10 |     |     | 238.25    |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| Shipped                   | 101.10 |     |     | 102.94 |     |     | 98.50     |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| EMP                       | 47.48  |     |     | 36.84  |     |     | 33.00     |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |
| Avg Length of Stay (Days) | 23.20  |     |     | 60.30  |     |     | 0.00      |    |     | 0.00    |    |     | 0.00     |    |     | 0.00     |    |     |

### 2019 Yearly Averages

|                |        |
|----------------|--------|
| Total          | 238.11 |
| Safekeeper     | 98.08  |
| EMP            | 43.94  |
| LENGTH of STAY | 31.83  |

| SK Total |     |
|----------|-----|
| WP       | 75  |
| AD       | 25  |
| SK       | 100 |

|                                |     |          |
|--------------------------------|-----|----------|
| Color indicates low population | 198 | 01/23/19 |
|--------------------------------|-----|----------|



|                                 |     |          |
|---------------------------------|-----|----------|
| Color indicates high population | 264 | 04/15/19 |
|---------------------------------|-----|----------|

**WOOD COUNTY JAIL & SAFE KEEPER**  
**January - June 2019**  
**DAILY POPULATION BREAK DOWN BY LOCATION**

| Day   | January |    |    | February |    |    | March  |    |    | April  |    |    | May    |    |    | June   |    |    |
|-------|---------|----|----|----------|----|----|--------|----|----|--------|----|----|--------|----|----|--------|----|----|
|       | Wood    | WP | AD | Wood     | WP | AD | Wood   | WP | AD | Wood   | WP | AD | Wood   | WP | AD | Wood   | WP | AD |
| 1     | 106     | 73 | 0  | 72       | 71 | 25 | 96     | 63 | 23 | 103    | 78 | 25 | 107    | 74 | 24 | 88     | 71 | 23 |
| 2     | 106     | 73 | 0  | 69       | 75 | 25 | 86     | 73 | 25 | 99     | 74 | 26 | 106    | 66 | 24 | 92     | 71 | 23 |
| 3     | 103     | 70 | 15 | 77       | 75 | 25 | 89     | 73 | 25 | 101    | 74 | 26 | 97     | 69 | 24 | 92     | 70 | 23 |
| 4     | 92      | 68 | 15 | 83       | 75 | 25 | 92     | 73 | 25 | 99     | 77 | 24 | 94     | 72 | 25 | 90     | 68 | 25 |
| 5     | 85      | 67 | 25 | 81       | 74 | 25 | 90     | 72 | 25 | 101    | 77 | 24 | 96     | 72 | 25 | 87     | 72 | 25 |
| 6     | 88      | 67 | 25 | 90       | 71 | 25 | 94     | 72 | 25 | 98     | 74 | 25 | 102    | 72 | 25 | 91     | 68 | 24 |
| 7     | 93      | 67 | 25 | 88       | 73 | 23 | 92     | 77 | 25 | 104    | 74 | 25 | 99     | 69 | 25 | 89     | 67 | 24 |
| 8     | 83      | 71 | 25 | 83       | 77 | 25 | 98     | 76 | 25 | 105    | 74 | 25 | 97     | 69 | 23 | 82     | 73 | 25 |
| 9     | 78      | 68 | 25 | 83       | 76 | 25 | 96     | 76 | 25 | 105    | 72 | 25 | 93     | 69 | 22 | 85     | 73 | 25 |
| 10    | 93      | 66 | 25 | 85       | 76 | 25 | 95     | 76 | 25 | 115    | 73 | 24 | 85     | 73 | 24 | 93     | 72 | 25 |
| 11    | 88      | 71 | 22 | 85       | 76 | 25 | 98     | 76 | 25 | 117    | 73 | 25 | 79     | 74 | 23 | 88     | 68 | 25 |
| 12    | 94      | 71 | 24 | 90       | 73 | 25 | 92     | 78 | 25 | 114    | 71 | 25 | 82     | 74 | 23 | 81     | 73 | 25 |
| 13    | 96      | 71 | 24 | 87       | 75 | 25 | 92     | 79 | 25 | 110    | 75 | 25 | 83     | 74 | 23 | 80     | 73 | 25 |
| 14    | 98      | 71 | 24 | 90       | 74 | 26 | 97     | 75 | 25 | 113    | 74 | 25 | 83     | 70 | 24 | 79     | 77 | 25 |
| 15    | 88      | 69 | 24 | 91       | 74 | 24 | 93     | 78 | 25 | 118    | 73 | 25 | 88     | 66 | 24 | 79     | 75 | 25 |
| 16    | 85      | 71 | 25 | 97       | 73 | 24 | 101    | 77 | 25 | 109    | 71 | 24 | 83     | 70 | 24 | 78     | 75 | 24 |
| 17    | 80      | 71 | 24 | 97       | 73 | 24 | 106    | 77 | 25 | 108    | 68 | 25 | 84     | 71 | 24 | 82     | 75 | 24 |
| 18    | 75      | 74 | 24 | 97       | 73 | 24 | 108    | 77 | 25 | 107    | 71 | 24 | 73     | 73 | 25 | 82     | 73 | 24 |
| 19    | 72      | 74 | 24 | 96       | 72 | 24 | 101    | 77 | 25 | 104    | 72 | 25 | 76     | 73 | 25 | 84     | 72 | 23 |
| 20    | 71      | 74 | 24 | 96       | 72 | 25 | 102    | 74 | 25 | 103    | 72 | 25 | 81     | 73 | 25 | 84     | 71 | 25 |
| 21    | 73      | 74 | 24 | 95       | 70 | 25 | 103    | 73 | 25 | 107    | 72 | 25 | 80     | 72 | 25 | 88     | 67 | 25 |
| 22    | 64      | 72 | 24 | 98       | 66 | 25 | 104    | 73 | 25 | 111    | 72 | 25 | 86     | 72 | 24 | 78     | 72 | 25 |
| 23    | 63      | 72 | 24 | 92       | 72 | 25 | 101    | 76 | 25 | 112    | 70 | 24 | 82     | 70 | 24 | 82     | 72 | 25 |
| 24    | 61      | 78 | 25 | 95       | 72 | 25 | 105    | 76 | 25 | 109    | 70 | 24 | 85     | 70 | 25 | 87     | 72 | 25 |
| 25    | 66      | 78 | 25 | 95       | 72 | 25 | 106    | 76 | 25 | 112    | 69 | 25 | 76     | 73 | 25 | 94     | 67 | 25 |
| 26    | 73      | 77 | 25 | 93       | 70 | 24 | 105    | 74 | 24 | 103    | 74 | 26 | 80     | 73 | 25 | 94     | 66 | 25 |
| 27    | 82      | 77 | 25 | 98       | 67 | 24 | 94     | 75 | 24 | 101    | 75 | 26 | 84     | 73 | 25 | 97     | 67 | 25 |
| 28    | 81      | 77 | 25 | 93       | 66 | 25 | 101    | 73 | 25 | 106    | 75 | 24 | 89     | 73 | 25 | 89     | 72 | 25 |
| 29    | 75      | 76 | 25 |          |    |    | 94     | 77 | 25 | 108    | 75 | 24 | 87     | 73 | 25 | 86     | 75 | 24 |
| 30    | 77      | 69 | 25 |          |    |    | 95     | 78 | 25 | 104    | 75 | 24 | 95     | 73 | 23 | 88     | 75 | 24 |
| 31    | 74      | 71 | 25 |          |    |    | 100    | 78 | 25 |        |    |    | 90     | 71 | 23 |        |    |    |
| WOOD  | 82.68   |    |    | 89.14    |    |    | 97.61  |    |    | 106.87 |    |    | 87.81  |    |    | 86.30  |    |    |
| WPSO  | 71.87   |    |    | 72.61    |    |    | 75.10  |    |    | 73.13  |    |    | 71.48  |    |    | 71.40  |    |    |
| ADSO  | 22.29   |    |    | 24.71    |    |    | 24.87  |    |    | 24.80  |    |    | 24.19  |    |    | 24.50  |    |    |
| TOTAL | 218.81  |    |    | 231.04   |    |    | 245.55 |    |    | 252.87 |    |    | 233.61 |    |    | 230.93 |    |    |

| MONTH    | High | Low |
|----------|------|-----|
| January  | 106  | 61  |
| February | 98   | 72  |
| March    | 108  | 86  |
| April    | 117  | 98  |
| May      | 107  | 73  |
| June     | 97   | 78  |

**WOOD COUNTY JAIL & SAFE KEEPER**  
**July - December 2019**  
**DAILY POPULATION BREAK DOWN BY LOCATION**

| Day   | July   |    |    | August |    |    | September |    |    | October |    |    | November |    |    | December |    |    |
|-------|--------|----|----|--------|----|----|-----------|----|----|---------|----|----|----------|----|----|----------|----|----|
|       | Wood   | WP | AD | Wood   | WP | AD | Wood      | WP | AD | Wood    | WP | AD | Wood     | WP | AD | Wood     | WP | AD |
| 1     | 89     | 74 | 24 | 108    | 78 | 25 | 104       | 74 | 25 | 0       | 0  | 0  | 0        | 0  | 0  | 0        | 0  | 0  |
| 2     | 86     | 74 | 23 | 104    | 80 | 24 | 111       | 74 | 25 |         |    |    |          |    |    |          |    |    |
| 3     | 88     | 73 | 24 | 101    | 81 | 25 | 112       | 74 | 25 |         |    |    |          |    |    |          |    |    |
| 4     | 83     | 75 | 24 | 105    | 81 | 25 | 97        | 73 | 24 |         |    |    |          |    |    |          |    |    |
| 5     | 87     | 75 | 24 | 112    | 81 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 6     | 89     | 76 | 25 | 111    | 81 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 7     | 89     | 76 | 25 | 106    | 80 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 8     | 89     | 76 | 25 | 111    | 79 | 24 |           |    |    |         |    |    |          |    |    |          |    |    |
| 9     | 93     | 75 | 24 | 112    | 77 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 10    | 94     | 75 | 24 | 104    | 81 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 11    | 97     | 75 | 23 | 110    | 81 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 12    | 91     | 74 | 25 | 112    | 80 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 13    | 77     | 82 | 24 | 108    | 79 | 26 |           |    |    |         |    |    |          |    |    |          |    |    |
| 14    | 77     | 82 | 24 | 107    | 76 | 24 |           |    |    |         |    |    |          |    |    |          |    |    |
| 15    | 83     | 82 | 24 | 107    | 75 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 16    | 83     | 80 | 25 | 106    | 74 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 17    | 93     | 79 | 25 | 107    | 81 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 18    | 101    | 76 | 25 | 113    | 81 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 19    | 102    | 73 | 25 | 114    | 81 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 20    | 96     | 78 | 25 | 107    | 79 | 24 |           |    |    |         |    |    |          |    |    |          |    |    |
| 21    | 99     | 78 | 25 | 112    | 79 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 22    | 101    | 78 | 25 | 112    | 78 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 23    | 100    | 76 | 25 | 105    | 82 | 24 |           |    |    |         |    |    |          |    |    |          |    |    |
| 24    | 107    | 73 | 25 | 99     | 79 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 25    | 106    | 73 | 25 | 103    | 79 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 26    | 102    | 76 | 26 | 104    | 79 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 27    | 102    | 78 | 25 | 103    | 74 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 28    | 102    | 78 | 25 | 113    | 71 | 24 |           |    |    |         |    |    |          |    |    |          |    |    |
| 29    | 104    | 78 | 25 | 113    | 69 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 30    | 104    | 78 | 25 | 112    | 71 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| 31    | 114    | 75 | 25 | 101    | 74 | 25 |           |    |    |         |    |    |          |    |    |          |    |    |
| WOOD  | 94.45  |    |    | 107.81 |    |    | 106.00    |    |    | 0.00    |    |    | 0.00     |    |    | 0.00     |    |    |
| WPSO  | 76.48  |    |    | 78.10  |    |    | 73.75     |    |    | 0.00    |    |    | 0.00     |    |    | 0.00     |    |    |
| ADSO  | 24.61  |    |    | 24.84  |    |    | 24.75     |    |    | 0.00    |    |    | 0.00     |    |    | 0.00     |    |    |
| TOTAL | 243.87 |    |    | 248.10 |    |    | 238.25    |    |    | 0.00    |    |    | 0.00     |    |    | 0.00     |    |    |

| 2019 Safe Keeper Averages |        |     |
|---------------------------|--------|-----|
| WOOD Co Jail              | 95.41  | 108 |
| WAUPACA Co                | 73.77  | 75  |
| ADAMS Co                  | 24.40  | 25  |
| Total Population          | 238.11 | 232 |

MONTH    High    Low

|           |     |    |
|-----------|-----|----|
| July      | 114 | 77 |
| August    | 114 | 99 |
| September | 0   | 0  |
| October   | 0   | 0  |
| November  | 0   | 0  |
| December  | 0   | 0  |

# SAFE KEEPER DIFFERENCE 2019

| MONTH        | BED<br>DAYS  | WOOD CTY<br>COSTS<br>\$28.84/DAY | OUT OF<br>COUNTY COSTS<br>Including<br>Wages/mileage<br>\$41.30/DAY | DIFFERENCE          | YTD TOTAL<br>AMOUNT | 2018<br>TOTAL<br>AMOUNT |
|--------------|--------------|----------------------------------|---|---------------------|---------------------|-------------------------|
| January      | 2894         | \$83,462.96                      | \$119,522.20  | \$36,059.24         | \$36,059.24         | \$16,957.25             |
| February     | 2724         | \$78,560.16                      | \$112,501.20  | \$33,941.04         | \$70,000.28         | \$15,210.50             |
| March        | 3099         | \$89,375.16                      | \$127,988.70  | \$38,613.54         | \$108,613.82        | \$16,733.00             |
| April        | 2943         | \$84,876.12                      | \$121,545.90  | \$36,669.78         | \$145,283.60        | \$16,334.25             |
| May          | 2962         | \$85,424.08                      | \$122,330.60  | \$36,906.52         | \$182,190.12        | \$17,102.75             |
| June         | 2877         | \$82,972.68                      | \$118,820.10  | \$35,847.42         | \$218,037.54        | \$16,203.75             |
| July         | 3134         | \$90,384.56                      | \$129,434.20  | \$39,049.64         | \$257,087.18        | \$16,936.00             |
| August       | 3191         | \$92,028.44                      | \$131,788.30  | \$39,759.86         | \$296,847.04        | \$17,291.25             |
| September    | 394          | \$11,362.96                      | \$16,272.20   | \$4,909.24          | \$301,756.28        | \$15,957.25             |
| October      | 0            | \$0.00                           | \$0.00  | \$0.00              | \$301,756.28        | \$15,754.25             |
| November     | 0            | \$0.00                           | \$0.00  | \$0.00              | \$301,756.28        | \$16,406.75             |
| December     | 0            | \$0.00                           | \$0.00  | \$0.00              | \$301,756.28        | \$16,305.25             |
| <b>TOTAL</b> | <b>24218</b> | <b>\$698,447.12</b>              | <b>\$1,000,203.40</b>   | <b>\$301,756.28</b> |                     | <b>\$197,192.25</b>     |

\$28.84  
\$41.30

# Electronic Monitoring 2019 Monthly Savings vs. Out of County Housing

| Month        | Monthly Average | Monthly Savings     | YTD 2019<br>Total Amount | 2018<br>Total Amount |
|--------------|-----------------|---------------------|--------------------------|----------------------|
| January      | 41.48           | \$37,676.28         | \$37,676.28              | \$76,372.23          |
| February     | 44.32           | \$36,360.13         | \$74,036.41              | \$145,047.66         |
| March        | 47.94           | \$43,543.90         | \$117,580.31             | \$232,307.17         |
| April        | 47.07           | \$41,374.53         | \$158,954.84             | \$313,895.41         |
| May          | 49.26           | \$44,742.86         | \$203,697.70             | \$383,767.53         |
| June         | 48.03           | \$42,218.37         | \$245,916.07             | \$451,510.59         |
| July         | 47.48           | \$43,126.08         | \$289,042.16             | \$527,059.59         |
| August       | 36.84           | \$33,461.77         | \$322,503.93             | \$602,867.30         |
| September    | 0               | \$0.00              | \$322,503.93             | \$673,263.89         |
| October      | 0               | \$0.00              | \$322,503.93             | \$746,474.78         |
| November     | 0               | \$0.00              | \$322,503.93             | \$820,508.27         |
| December     | 0               | \$0.00              | \$322,503.93             | \$891,267.51         |
| <b>TOTAL</b> | <b>51.77</b>    | <b>\$322,503.93</b> | <b>\$322,503.93</b>      | <b>\$891,267.51</b>  |

EMP Monthly Average x number of days in month = bed days  
 Bed Days x \$29.30 = Monthly Savings



# SAFEKEEPER HOUSING

2019

| MONTH         | Other<br>Facilitiy | Other<br>Facility | ADAMS               | WAUPACA             | MONTH<br>TOTAL      | 2019<br>YTD TOTAL | 2018<br>YTD TOTAL   |
|---------------|--------------------|-------------------|---------------------|---------------------|---------------------|-------------------|---------------------|
| JANUARY       | \$0.00             | \$0.00            | \$27,125.00         | \$82,125.00         | \$109,250.00        | \$109,250.00      | \$82,125.00         |
| FEBRUARY      | \$0.00             | \$0.00            | \$27,125.00         | \$82,125.00         | \$109,250.00        | \$218,500.00      | \$82,125.00         |
| MARCH         | \$0.00             | \$0.00            | \$27,125.00         | \$82,125.00         | \$109,250.00        | \$327,750.00      | \$82,125.00         |
| APRIL         | \$0.00             | \$0.00            | \$27,125.00         | \$82,125.00         | \$109,250.00        | \$437,000.00      | \$82,125.00         |
| MAY           | \$0.00             | \$0.00            | \$27,125.00         | \$82,125.00         | \$109,250.00        | \$546,250.00      | \$82,125.00         |
| JUNE          | \$0.00             | \$0.00            | \$27,125.00         | \$82,125.00         | \$109,250.00        | \$655,500.00      | \$82,125.00         |
| JULY          | \$0.00             | \$0.00            | \$27,125.00         | \$82,125.00         | \$109,250.00        | \$764,750.00      | \$82,125.00         |
| AUGUST        | \$0.00             | \$0.00            | \$27,125.00         | \$82,125.00         | \$109,250.00        | \$874,000.00      | \$82,125.00         |
| SEPTEMBER     | \$0.00             | \$0.00            | \$0.00              | \$0.00              | \$0.00              | \$874,000.00      | \$82,125.00         |
| OCTOBER       | \$0.00             | \$0.00            | \$0.00              | \$0.00              | \$0.00              | \$874,000.00      | \$82,125.00         |
| NOVEMBER      | \$0.00             | \$0.00            | \$0.00              | \$0.00              | \$0.00              | \$874,000.00      | \$82,125.00         |
| DECEMBER      | \$0.00             | \$0.00            | \$0.00              | \$0.00              | \$0.00              | \$874,000.00      | \$82,125.00         |
| <b>TOTALS</b> | <b>\$0.00</b>      | <b>\$0.00</b>     | <b>\$217,000.00</b> | <b>\$657,000.00</b> | <b>\$874,000.00</b> |                   | <b>\$985,500.00</b> |

|                                  |
|----------------------------------|
| 2019 is a 100 average            |
| Waupaca \$36.00 per bed day (75) |
| Adams \$35.00 per bed day (25)   |

| Wood County Sheriff's Department Kitchen Report 2019 |              |              |              |             |              |                      |
|--|--------------|--------------|--------------|-------------|--------------|----------------------|
| MONTH  | Breakfast    | Dinner       | Lunch        | Sack        | Total meals  | Food Cost plus Labor |
| January  | 2883         | 2756         | 2685         | 467         | 8791         | \$20,546.90          |
| February   | 2637         | 2619         | 2473         | 483         | 8212         | \$20,605.13          |
| March  | 2934         | 2865         | 2750         | 342         | 8891         | \$20,343.31          |
| April  | 3977         | 3781         | 3016         | 572         | 11346        | \$26,625.07          |
| May  | 2772         | 2588         | 2409         | 446         | 8215         | \$19,977.71          |
| June   | 2810         | 2684         | 2492         | 638         | 8624         | \$21,003.56          |
| July   | 3618         | 3423         | 3910         | 0           | 10951        | \$25,299.22          |
| August   | 2406         | 2243         | 2670         | 0           | 7319         | \$16,235.20          |
| 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>24037</b> | <b>22959</b> | <b>22405</b> | <b>2948</b> | <b>72349</b> | <b>\$170,636.10</b>  |

Cost per meal **\$2.36**

Cost per day **\$7.08**

| Wood County Jail Kitchen Expenses |              |              |              |              |              |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|
|                                   | 2013         | 2014         | 2015         | 2016         | 2017         |
| Food & Labor                      | \$335,733.47 | \$312,317.25 | \$285,692.96 | \$275,088.44 | \$289,481.66 |
| Number of Meals                   | 103,993      | 86,637       | 77,044       | 88,993       | 118,016      |
| Cost per Meal                     | \$3.23       | \$3.60       | \$3.71       | \$3.09       | \$2.45       |
| Cost per Day                      | \$9.69       | \$10.81      | \$11.12      | \$9.27       | \$7.36       |
|                                   | 2018         | 2019         | 2020         | 2021         | 2022         |
| Food & Labor                      | \$258,580.43 | \$170,636.10 | \$0.00       | \$0.00       | \$0.00       |
| Number of Meals                   | 120,952      | 72,349       | 0            | 0            | 0            |
| Cost per Meal                     | \$2.14       | \$2.36       | #DIV/0!      | #DIV/0!      | #DIV/0!      |
| Cost per Day                      | \$6.41       | \$7.08       | #DIV/0!      | #DIV/0!      | #DIV/0!      |



Jail Inmate Records:

List of any alternative programs currently in place, and/or discussed.

- If yes, the names of the service provider(s)
- List to interview them

### **Wood County Drug Court**

Ryan McMillen

E-mail: [rmcmillen@co.wood.wi.us](mailto:rmcmillen@co.wood.wi.us)

Phone: 715-421-8785

Mailing address:

400 Market Street, Wisconsin Rapids, WI 54494

### **Three Bridges Recovery**

Troy Neumann

E-mail: [troy.recovery1@gmail.com](mailto:troy.recovery1@gmail.com)

Recovery Coach / Trainer

Co-Founder;

Mailing address:

Three Bridges Recovery WI, Inc.

441 Garfield Street, Wisconsin Rapids 54494

phone: 715-424-0403

Fax: 715-424-0404

Cell: 715-697-3582

### **Smart Recovery**

Megan Birginal - Executive Director

Coaching Program Manager & Treatment Liaison

Three Bridges Recovery Wisconsin

441 Garfield Street, Wisconsin Rapids 54494

Office: 715-424-0403

Fax: 715-424-0404

Cell: 715-496-3920

Email: [threebridgesrecoverywi@gmail.com](mailto:threebridgesrecoverywi@gmail.com)

Website: <https://threebridgesrec.wixsite.com/threebridgesrecovery>

## **Windows to Work**

Rob Golla  
Re-Entry Coach  
North Central Wisconsin Workforce Development Board  
320 West Grand Avenue, Wisconsin Rapids, WI 54495  
[rgolla@ncwwdb.org](mailto:rgolla@ncwwdb.org)  
Phone: (715) 459 2548

## **Emergency Management**

Steve Kreuser, Emergency Management Director  
[skreuser@co.wood.wi.us](mailto:skreuser@co.wood.wi.us)  
400 Market Street, Wisconsin Rapids WI 54494  
Phone: 715-421-8500

## **Sexual Assault Support Group**

Wisconsin Rapids Family Center  
Rasa Tisland  
[svprevention@familyctr.org](mailto:svprevention@familyctr.org)  
500 25<sup>th</sup> Street North, Wisconsin Rapids WI 54494  
Business: 715-421-1559  
Phone: 715-421-1511  
Fax: 715-421-3036

## **Male Inmate Church Services**

|                              |                     |
|------------------------------|---------------------|
| E. Free Church, Grant Weimer | Phone: 715-421-4702 |
| St. Lukes Lutheran, Tom Back | Phone: 715-423-5990 |
| Rapids Catholic, J. Lobner   | Phone: 715-423-4991 |
| Faith Baptist, S. Steinmetz  | Phone: 715-424-1141 |
| Calvary Baptist, Pastor John | Phone: 715-423-7190 |
| C.L.F Church, Dean Anderson  | Phone: 715-887-3565 |

## **Female Inmate Church Services**

Multi Denominational Services, Carol Gonzales (Saturdays & Mondays)  
[Speedygonz11@yahoo.com](mailto:Speedygonz11@yahoo.com)

Carol Gonzales, Carol Schultz, Dee Mann, Kathy Ross, Amy Somers & Selene Gilbert

May 7, 2019

Randal Dorshorst, Chief Deputy  
Wood County Sheriff's Department  
400 Market Street  
Wisconsin Rapids, WI 54494

**RE: WOOD COUNTY**  
Law Enforcement Center Study

Dear Randy:

Thank you for the opportunity to discuss your proposed Law Enforcement Center Study with me this week.

In 2005, Venture Architects completed a Master Plan Study for Wood County's Downtown Campus, including an assessment of the existing Jail and Sheriff's Department. Based on discussions with you and results from our recent presentation to the County's Public Safety Committee, Venture Architects is pleased to submit this proposal for Professional Services to complete a Study for a new Law Enforcement Center for Wood County.

Our proposed Study includes the following services:

**FACILITY ASSESSMENT**

- Identify deferred existing Jail maintenance items
- Review Wisconsin Jail Code to identify any physical plant code deficiencies
- Provide a high level overview of PREA deficiencies

**SPACE PROGRAM**

- Identify who is in Jail today
- What have inmate trends been and how will they be in the future
- Identify number of future beds and types of beds
- Identify Jail and Jail support space needs
- Identify Sheriff's Office space needs

**MASTER PLAN DIAGRAM**

- Develop a generic site plan diagram to be used in evaluating potential sites

**BUDGET**

- Develop a Construction Budget
- Develop a Project Budget
- Identify inflation factors for future years

May 6, 2019

Wood County  
Law Enforcement Center Study

Page 2 of 2

**ONSITE MEETINGS**

- Two meetings with Sheriff and staff
- One interim presentation to the Public Safety Committee
- One final presentation to the Public Safety Committee
- One final presentation to the Wood County Board

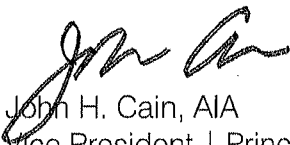
Our fee to complete this Study is ..... \$24,950<sup>1</sup>

These terms being acceptable, please sign this contract and forward to our office.

Thank you for giving us this opportunity to again work with you and Wood County.

Sincerely,

VENTURE ARCHITECTS



John H. Cain, AIA  
Vice President | Principal | Justice Design Director

JHC/kg

APPROVED BY:  
WOOD COUNTY

APPROVED BY:  
VENTURE ARCHITECTS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or Typed Name

John H. Cain

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title

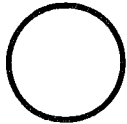
Vice President | Principal | Justice Design Director

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

<sup>1</sup> Fee includes all normal reimbursable expenses.



## RESOLUTION#

Introduced by  
Page 1 of 1

Public Safety Committee

ITEM#

3-1

DATE

October 17, 2019

Effective Date

October 17, 2019

|  |                                     |         |
|--|-------------------------------------|---------|
| <b>Motion:</b>                               | Adopted:                            |         |
| 1 <sup>st</sup>                              | Lost:                               |         |
| 2 <sup>nd</sup>                              | Tabled:                             |         |
| 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>EPN</u>                      | , Finance Dir.                      |         |

**INTENT & SYNOPSIS:** Approve and Adopt the Courthouse Screening and Controlled Access policy as presented by the Wood County Sheriff's Department in the attached document.

**FISCAL NOTE:** None.

|    |                | 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 Wood County Board of Supervisors has resolved to implement an increased level of security at the Wood County Courthouse consistent with Wisconsin Supreme Court Rules Chapter 68, and,

**WHEREAS**, the Wood County Board of Supervisors has authorized the Sheriff's Department to provide staff for the purpose of Courthouse security, and,

**WHEREAS**, the Sheriff's Department staff have the training and experience necessary to provide physical security for all persons entering the Courthouse, and,

**WHEREAS**, the Sheriff's Department has developed a Courthouse Screening and Controlled Access policy that will result in an increased level of protection for all persons entering the Courthouse, and,

**WHEREAS**, the Sheriff's Department researched policies and procedures of surrounding agencies, and collected feedback from the Court appointed Facilities and Security Committee, and believes the attached policy provides

a high level of security while still accommodating Wood County operations and responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**, the Wood County Board of Supervisors hereby approves the attached Courthouse Screening and Controlled Access policy.



## **COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY**

### **POLICY STATEMENT**

The provision of safety and security in the Wood County Courthouse is a critical aspect of an efficient and effective court operation. Consistent with Wisconsin Statute 59.27(3), the Sheriff shall attend to the Circuit Court and establish an appropriate level of security that minimizes the opportunity for physical violence and/or injury to employees, the public, and anyone conducting business in the courthouse. The safety of litigants, jurors, staff, and all who visit the courthouse is a key priority.

The courthouse must provide a calm, safe, and neutral environment for the resolution of disputes. These disputes can generate an emotional response or disruptive outbursts, presenting potential dangers. These procedures are intended to provide staff with the directions and guidelines necessary to ensure the safety and security of all who enter the courthouse.

Except as noted in the Screening Exceptions section of this policy, all individuals entering the Wood County Courthouse shall be subject to this security and screening policy at all times.

Wood County does not discriminate on the basis of disability in the admission or access to its services, programs, or activities, and people with disabilities shall be reasonably accommodated to facilitate their participation.

### **PURPOSE**

The purpose of the courthouse screening and controlled access program is to prevent weapons from entering the courthouse. This policy establishes a procedure for weapons screening of persons entering the Wood County Courthouse by Sheriff's Department personnel. Access to the courthouse during public hours shall at all times be controlled by the Wood County Sheriff's Department via security check points.

### **SCOPE**

All individuals, unless specified in the Screening Exceptions section of this policy, entering the Wood County Courthouse during public hours shall be subject to security screening by Sheriff's Department personnel using a combination of walk-through, handheld, and package screening devices. Firearms, knives, and personal protection devices are subject to the provisions of the Weapons section of this policy.

If not otherwise specified in this policy, the Wood County Sheriff's Department shall establish screening procedures that balance the need for security with the productivity and functional needs of Wood County employees, third party vendors, and the public doing business at this facility.

This policy may be modified by the Sheriff, or their designee, if deemed necessary for safety/security purposes. This policy is subject to change with or without notice.

### **SCREENING AND EMPLOYEE/PUBLIC SECURITY CHECKPOINT ENTRANCES**

Employees and individuals with key card access can enter the building Monday-Friday between 6:45 AM and 4:30 PM through the 1<sup>st</sup> floor west lobby doors of the courthouse. The public can access the courthouse from 8:00 AM to 4:30 PM.



## COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY

- (a) **1<sup>st</sup> Floor West Lobby Checkpoint – 6:45 AM to 4:30 PM:** The weapon screening station is located at the west entrance of the courthouse and will be staffed on regular workdays from 6:45 AM to 4:30 PM. During these times, all persons utilizing this entrance will be screened. Whenever court is in session, the screening station is staffed and the 1<sup>st</sup> floor west lobby entrance is unlocked. The courthouse is not open to the public at any time that the weapon screening station is not staffed.
- (b) **Exiting the Courthouse Complex:** During courthouse hours, employees with key card access are permitted to leave the complex using either the 1<sup>st</sup> floor west lobby exit door or the 2<sup>nd</sup> floor south employee doors. The 2<sup>nd</sup> floor south employee doors are key card accessible for exit only. No re-entry is permitted through these doors. Employees must be cognizant not to let anyone in the building when leaving this exit.

### PARKING

- (a) **Sheriff's Department Parking Lot:** This lot is reserved for law enforcement vehicles, maintenance department vehicles, and for employees with reserved parking spaces.
- (b) **Front (West Side) Parking Stalls:** The seven parking stalls in front (West Side) of the courthouse are reserved for accessible parking and delivery vehicles only.
- (c) All other parking lots are available to employees and the public.

### SCREENING EXCEPTIONS

The following individuals are not required to pass through a screening entrance when arriving at the courthouse. All persons in the courthouse may be subject to additional unannounced searches with reasonable suspicion at any time as determined by the Security Service Deputies.

- (a) Sworn, active law enforcement personnel shall be permitted to carry firearms in the courthouse. The Wood County Sheriff's Department and the Wisconsin Rapids Police Department have key card access to all entry doors. Law enforcement officers are subject to the following:
  - 1. Firearms may be carried only when an officer is performing official duties. All such officers shall wear a visible badge including name and department, or equivalent. Officers engaged in undercover activities may provide weapon screening staff with other acceptable evidence of their law enforcement status.
  - 2. The legitimacy of law enforcement ID or credentials shall be the discretion of the Security Service Deputies.
  - 3. Law enforcement, fire department, and EMS personnel responding to a dispatched call for assistance will have immediate and unrestricted access to the courthouse.
  - 4. Law enforcement personnel who are authorized to carry firearms in the courthouse are encouraged to have such firearms in a level 3 holster or other holster that is designed to prevent unwanted acquisition of the firearm.



## **COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY**

5. Any law enforcement officer who does not have proper ID or an adequate holster described above should leave their firearm in a secure location outside of the courthouse.
  6. If a law enforcement officer who does not have proper ID brings a firearm or other prohibited item to the courthouse, they shall be asked to return the weapon(s) to their vehicle and secure it. After securing their weapon(s), the off-duty officer should then proceed through weapons screening and be screened for any additional weapons or contraband.
- (b) During courthouse hours, fire and EMS personnel responding to courthouse emergencies will be met by Security Service Deputies at the 1<sup>st</sup> floor west doors of the courthouse lobby. Responding personnel are not required to pass through screening. If EMS is required at the Jail, responders are permitted to park in the sally-port .
- (c) During Courthouse hours, the District Attorney, Circuit Court Judges, and Court Commissioner have electronic key card access to the 2<sup>nd</sup> floor south employee's doors. They are not required to pass through the screening process at the 1<sup>st</sup> floor west lobby. If these individuals enter the courthouse during courthouse hours through the 1<sup>st</sup> floor west lobby entrance, they are required to be screened.
- (d) Wood County Transport Officers working in their official capacity are not required to pass through the screening process.
- (e) Wood County Maintenance employees have unrestricted access to the facility when working in their official capacity.
- (f) If impaneled juries leave the courthouse at any time during courthouse hours, special arrangements will be made for screening upon their return. Any questions should be directed to the Security Services Lieutenant or their designee.
- (g) Authorized Sheriff's Department employees and Dispatchers whose regular scheduled shifts begin before or after the security checkpoints are in operation are not required to pass through a screening area upon arrival of their shift. These employees have electronic key card access to the Sheriff's Department door prior to 6:45 AM and after 4:30 PM. If these employees leave and re-enter the building from 6:45 AM to 4:30 PM (Monday-Friday), they must pass through the security checkpoint at the 1<sup>st</sup> floor west lobby entrance.

### **SCREENING PROCEDURE**

- (a) Immediately upon entering the facility, individuals will be met by the screening deputy and instructed as follows:
1. If the person has any prohibited item(s) in their possession (as noted in the Weapons section of this policy) they must return the item(s) to their vehicle before proceeding through the screening process.





## COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY

2. All packages, parcels, purses, bags, and briefcases shall be placed either on the screening table or on the x-ray conveyor without being opened. The screening deputy may open and visibly inspect any item. If deemed necessary, the item(s) shall also be subject to screening by a hand-held screening device. Visual searches shall be as non-invasive as possible. Screening officers shall limit their search to finding prohibited items.
  3. All metal objects (loose change, keys, watch, pen(s), belts, jewelry, etc.) shall be placed in the provided container to be retrieved after passing through the screening device.
  4. Person wearing items or clothing with excessive metal (i.e. bib overalls, coveralls, non-removable belts, etc.) may be denied access to the courthouse if the clothing activates the scanning device.
- (b) Should an individual refuse to allow any package, parcel, purse, bag, or briefcase to be examined or refuses to proceed through the screening device (except for medical reasons as outlined below), the individual may be allowed to terminate the screening process, collect his/her property and exit the facility.
- (c) If an individual passes through the screening device and activates the alarm, they may be given the opportunity to ascertain whether any metal object may have been overlooked. However, should the individual decide to terminate the screening process and collect their belongings, they shall be allowed to do so.
- (d) An individual who has activated the alarm and still desires entry to the facility shall be asked to re-examine their person for additional metal objects and deposit any found item(s) into the provided container. They shall then pass through the screening device again. Should the alarm be activated again, the individual shall be screened using a handheld screening device and/or a pat-down screening will be conducted.
- (e) Should contraband be discovered, the item(s) shall be confiscated. Proper disposition shall then be made of the contraband and the individual transporting it will be addressed accordingly. Should it become necessary during such an incident, other persons desiring to enter the courthouse may be instructed to wait outside and the entrance shall be secured by deputies until such time as the situation has been resolved. The deputy may make a custodial arrest as permitted by law.
- (f) Should an individual indicate that passing through the screening device would create a potential health hazard (i.e. pace maker, or other valid medical condition), the screening officer shall require verification of said condition. The individual shall be allowed to bypass the screening device and may be subject to a pat-down screening of their person.
- (g) If by use of the x-ray imaging machine any item appears to contain a dangerous weapon or explosive, the conveyor shall be stopped and the item retained in the machine until deputies can safely retrieve the item. Dangerous weapons include, but are not limited to, firearms, knives of



## COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY

any size, illegal weapons, and electronic weapons.

- (h) If any item appears to contain some other unauthorized object, or if further inspection is necessary to determine if it contains an unauthorized object, weapon screening staff are authorized to open the item to make an assessment.
- (i) In the instance a pat-down screening needs to be conducted, every effort will be made to have this done by the same sex. Corrections personnel can be contacted to assist in this pat-down screening.
- (j) In the event of a power failure or other mechanical failure to the screening equipment, a modified procedure will be performed by the Security Service Deputies to include "wandering" and a visual inspection of belongings. A pat-down screening may also be conducted if a Security Services Deputy has concerns.
- (k) Television cameras and some other equipment used by media outlets will not be put through the x-ray imaging machine, but will be visually inspected. All media personnel and all other media equipment will be screened using standard operating procedures.

### WEAPONS

The provisions of this section may be modified or suspended to accommodate the lawful activities of participants in judicial matters (i.e. court exhibits, etc.). Authorization to bring items restricted by this policy into the courthouse shall be evaluated and granted/denied on a case-by-case basis by the Wood County Sheriff's Department. The Sheriff's Department shall establish a procedure to accommodate such requests and the safe handling of restricted items while within the courthouse and courthouse grounds.

#### Firearms, Knives, and Other Weapons:

- a) Any unauthorized person who is attempting to enter the courthouse or is present on the courthouse grounds with a firearm, offensive weapon, dangerous weapon, knife of any size, or explosive device shall be denied access and may be subject to arrest.
- b) Security Service Deputies and deputies escorting inmates to court shall be authorized to carry weapons in the courthouse and on courthouse grounds.
- c) Corrections Officers shall be authorized to carry a taser and pepper spray within the courthouse when working in their official capacity.
- d) Uniformed law enforcement personnel or law enforcement personnel with valid official identification shall be authorized to carry weapons in the courthouse and on the courthouse grounds.

#### Personal Protection Devices:

- a) The provisions above shall also apply to the possession of a chemical control agent, electronic control device, or other personal protection device.



## COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY

- b) Unauthorized individuals shall be instructed to secure the chemical control agent, electronic control device, or other personal protection device prior to access or entry.

### Prohibited Items:

- a) Legal firearms, including pellet and BB guns
- b) Facsimile weapons
- c) Martial arts weapons
- d) Batons
- e) Brass knuckles
- f) Alcohol
- g) Gun case or holder (empty)
- h) Ammunition
- i) Explosives
- j) Legal knives or edged instruments
- k) Stun guns
- l) Chemical mace
- m) Non-working electronic devices
- n) Razor blades
- o) Heavy metal items such as locks, chains, handcuffs, large keys
- p) Animals other than authorized service animals
- q) Combustible gases or flammable liquids
- r) Any item which could be construed as a potential weapon by the screening officer
- s) Any item deemed unnecessary or a security threat
- t) Items such as bicycles and skateboards which are deemed a nuisance will not be permitted in the courthouse

The Sheriff's Department shall not store or voucher any items to be reclaimed later.

### Exemptions:

- a) Staff employed in the courthouse may bring in an item that is otherwise unauthorized with the approval of Security Service Deputies. They may not bring illegal items into the courthouse complex.
- b) If an attorney or litigant in a case attempts to bring in an item that is otherwise illegal, unauthorized, or a dangerous weapon, stating the item is necessary to a court proceedings, the screening staff shall temporarily deny entry and further investigate. Attorneys of litigants should contact Security Service Deputies prior to these proceedings so special arrangements can be made to safely and efficiently process these items.
- c) Township/City/Village Clerks or their designee will be authorized to bring in election results within their sealed containers and bags. These officials must identify themselves to security upon entry into the screening area. Containers or bags containing electronic results will not be x-rayed, all other containers and bags will be scanned. These officials will be screened according to this policy as well.



## **COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY**

### **DELIVERIES AND PACKAGE SCREENING**

- a) Persons making deliveries may enter through the 1<sup>st</sup> floor west lobby entrance at all times the courthouse is open if the items to be delivered can be sent through the x-ray imaging machine and will not cause undue congestions. Such persons and their delivery items may be screened.
  1. Delivery personnel and packages shall be subject to security screening.
  2. Delivery vehicles shall be parked in a designated "delivery" parking space in front of the courthouse (west side of building)
    - i. Packages and mail for courthouse departments will be dropped off and signed for by the Security Service Deputies.
    - ii. Security Service Deputies will hand these packages and mail to the County Clerk's Office to be disseminated out to the respective departments in the mail room. If the package is too large for the mail room, the County Clerk's Office will inform the respective department about the package and it will be the department's responsibility to pick it up.
- b) Delivery vehicles too large to safely park in the delivery spots located in front of the courthouse (west side) shall be directed by deputies to park by the maintenance garage door located in the Sheriff's Department parking lot.
- c) Persons making deliveries of items that cannot be sent through the x-ray imaging machine or making large scale, bulk deliveries shall make deliveries at the maintenance garage door located in the Sheriff's Department parking lot between the hours of 8:00 AM and 3:30 PM. Such deliveries and the persons making them shall be "wanded" by deputies. Deputies will examine invoices or work orders as deemed necessary and may request sealed packages be opened for inspection. If more than one trip within the building is required to complete the delivery, all materials should be placed inside the delivery door so deputies may examine and wand as necessary. Deputies will contact the department receiving the delivery and ask that someone from the department come to the security check point to pick up the item(s).
- d) Drivers delivering supplies requiring the use of the maintenance garage door will contact Security using the intercom located next to the maintenance garage door. This intercom will ring directly to the Security Services Office. A Security Services Deputy will make contact with the driver and make arrangements for the delivery.
- e) Food service deliveries, and any other deliveries for the jail, will park in the Sheriff's Department Parking Lot and use the Sheriff's Department/Jail entrance to deliver the item(s).

### **CONTRACTORS/VENDORS SCREENING PROCEDURE**

All contractors/vendors will be subject to an initial weapons screening upon entering the courthouse. After the initial screening, contractors/vendors will be permitted unscreened access for the remainder of each work day.



## COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY

- a) Contractors/vendors will be permitted to park on the loading ramp by the maintenance garage door and then proceed to the 1<sup>st</sup> floor west lobby doors (main entrance) where they will be screened. After being screened they will sign for a contractor's visitor key fob. This will give them access to the maintenance garage (from the interior and exterior of the building).
- b) A Security Services Deputy will then inspect the contractor's/vendor's vehicle for weapons. After the vehicle is inspected, contractors/vendors will be permitted to enter with tools necessary to complete their work. With the exception of all firearms, certain tools may be exempted from items listed under the Prohibited Items section of this policy.
- c) It is the responsibility of the departments employing contractors/vendors to inform Security Service Deputies in advance of the contractors/vendors hired, the specific work being performed, and the anticipated timeframe of said work.
- d) If contractors/vendors have a need to utilize unauthorized entrances, the Security Service Deputies and the Sheriff's Department shall be informed. It shall be the responsibility of the department employing the contractors/vendors, to inform the contractors/vendors of security requirements pertinent to the public use of unauthorized entry/exit points.

### SPECIAL PROCEDURES / CIRCUMSTANCES

#### Individuals with Disabilities

- (a) In general, everyone who enters the courthouse must proceed through a screening device (magnetometer). Therefore, security staff may ask people who present using a wheelchair or an assistive device (such as a scooter or crutches, etc.) or an auxiliary aid (such as an oxygen tank) if they are able to walk through the magnetometer without assistance.
- (b) When individuals respond that are unable to walk through a magnetometer without assistance, or that they are unsure whether they can, then security staff shall conduct a search using a hand held screening device. If the use of a hand held screening device is impractical or fails, then security staff will conduct a pat-down screening.
- (c) Deputies will deny access to anyone who does not consent to a search. Deputies will visually inspect service animals. Deputies will not be responsible for an animal while the individual who presented with the animal participates in courthouse activities. *See attachment regarding service animals.*
- (d) All individuals who enter the courthouse, including individuals with disabilities, will be asked to empty their pockets. Deputies will inspect assistive devices and auxiliary aids for concealed weapons. Deputies will also be aware that assistive devices and auxiliary aids themselves could be used as weapons. If the person does not consent to a search, access to the courthouse will be denied.

#### Strollers and Child Carriers

- (a) Deputies will not lift or carry children. Adults with either strollers or child carriers will be screened by standard procedures. Children in this equipment will either walk through or be carried through



## **COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY**

by the person accompanying the child. If the person with the child refuses to remove a child from the stroller or carrier, access will be denied.

### **Jury Selection**

- (a) Once through the screening process Security Service Deputies will direct potential jurors to the jury selection room located on the 3<sup>rd</sup> floor of the courthouse.

### **AFTER HOURS USE FOR THE PUBLIC AND EMPLOYEES**

#### **Events and Meetings Open to the Public**

- (a) After hours use of the courthouse by any entity or organization will only be authorized by Wood County Department Heads. Security Services shall be notified of such activity in advance.
- (b) Any time the courthouse is open to the public, Security Service Deputies will be present and the screening post will be in operation. All persons (public and employees) are required to enter through the 1<sup>st</sup> floor west lobby doors of the courthouse complex and be screened.

#### **Employees After Hours Use**

- (a) Employees needing access to the courthouse after hours will have to use the Sheriff's Department/Jail entrance.
- (b) Once in the Sheriff's Department Lobby, a Corrections Officer will have to "wand" the employee and inspect any items they might have with them.
- (c) After the inspection, the Corrections Officer shall give the employee access into the courthouse.
- (d) When the employee is completed in the courthouse they shall exit through the 2<sup>nd</sup> floor south exit or the 1<sup>st</sup> floor west lobby exit.
- (e) At no time shall the employee bring with them members of the public, except for family members.

#### **After Hours Fire and EMS Access**

- a) After hours, fire and EMS personnel responding to courthouse emergencies will be met by the Corrections Lead Officer at the 1<sup>st</sup> floor west lobby doors of the courthouse. Responding personnel are not required to pass through screening. If fire and EMS personnel are required at the Jail, responders will park in the sally-port as they have in the past.

### **RESTRAINING ORDER PROCEDURES**

Security Service Deputies will make every effort to minimize the contact of the petitioner and the respondent in these types of cases. After a hearing, the petitioner and advocate should immediately leave the courtroom and proceed to exit the building.

### **SIGNAGE**

The goal of a security system is to deter incidents. Proper signage indicates that the court is conducting weapons screening. Signs should also state that both individuals and their belongings will be searched. This message often will be enough to keep weapons out of the courthouse



## **COURTHOUSE SCREENING AND CONTROLLED ACCESS POLICY**

### **PUBLIC NOTICE**

It is recommended the County compose and prominently post a notice that outlines the screening policy and procedure of the courthouse.

### **VIOLATION**

Violation of this policy may result in arrest or, in the case of an employee, disciplinary action may be taken, up to and including termination.



## Service Animals

The Department of Justice published revised final regulations implementing the Americans with Disabilities Act (ADA) for title II (State and local government services) and title III (public accommodations and commercial facilities) on September 15, 2010, in the Federal Register. These requirements, or rules, clarify and refine issues that have arisen over the past 20 years and contain new, and updated, requirements, including the 2010 Standards for Accessible Design (2010 Standards).

### Overview

This publication provides guidance on the term “service animal” and the service animal provisions in the Department’s revised regulations.

- Beginning on March 15, 2011, only dogs are recognized as service animals under titles II and III of the ADA.
- A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.
- Generally, title II and title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.

### How “Service Animal” Is Defined

**Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

(continued, page 2)



This definition does not affect or limit the broader definition of "assistance animal" under the Fair Housing Act or the broader definition of "service animal" under the Air Carrier Access Act.

Some State and local laws also define service animal more broadly than the ADA does. Information about such laws can be obtained from that State's attorney general's office.

### **Where Service Animals Are Allowed**

**Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.** For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment.

### **Service Animals Must Be Under Control**

**Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.** In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

### **Inquiries, Exclusions, Charges, and Other Specific Rules Related to Service Animals**

- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

- Establishments that sell or prepare food must allow service animals in public areas even if state or local health codes prohibit animals on the premises.
- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. In addition, if a business requires a deposit or fee to be paid by patrons with pets, it must waive the charge for service animals.
- If a business such as a hotel normally charges guests for damage that they cause, a customer with a disability may also be charged for damage caused by himself or his service animal.
- Staff are not required to provide care or food for a service animal.

## Miniature Horses

In addition to the provisions about service dogs, the Department's revised ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

**For more information about the ADA,  
please visit our website or call our toll-free number.**

ADA Website  
[www.ADA.gov](http://www.ADA.gov)

To receive e-mail notifications when new ADA information is available, visit the ADA Website's home page and click the link near the top of the middle column.

### ADA Information Line

800-514-0301 (Voice) and 800-514-0383 (TTY)

24 hours a day to order publications by mail.

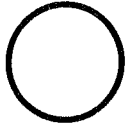
M-W, F 9:30 a.m. – 5:30 p.m., Th 12:30 p.m. – 5:30 p.m. (Eastern Time)  
to speak with an ADA Specialist. All calls are confidential.

For persons with disabilities, this publication is available in alternate formats.

Duplication of this document is encouraged. July 2011

The Americans with Disabilities Act authorizes the Department of Justice (the Department) to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulations.

This guidance document is not intended to be a final agency action, has no legally binding effect, and may be rescinded or modified in the Department's complete discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent.



## RESOLUTION#

Introduced by Public Safety  
Page 1 of 1

Committee

RSD

|  |                                     |
|--|-------------------------------------|
| <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 Wood County to enter into an agreement and seek funding under §165.90 for Law Enforcement Services on Restricted Tribal Lands.

**FISCAL NOTE:** \$36,584.00

**Source of Money:** 2020 Budget

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

**WHEREAS,** Wood County has restricted Tribal lands within its borders, and

**WHEREAS,** the State of Wisconsin has set aside 1/20<sup>th</sup> of the penalty assessment funds for Tribal Law Enforcement Grants, and

**WHEREAS,** the State of Wisconsin and the County of Wood have joint responsibility for providing law enforcement on Tribal lands in Wood County under Section 165.90 of the Wisconsin Statutes, and

**NOW THEREFORE BE IT RESOLVED,** by the Wood County Board of Supervisors that application be made by the Wood County Sheriff's Department to the State of Wisconsin/Department of Justice under the provisions of Section 165.90 of the Wisconsin Statutes for aid up to \$36,584.00, but not to exceed the total revenue available, to assist in providing law enforcement services on restricted Tribal lands in the County of Wood.

MINUTES  
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
TUESDAY, SEPTEMBER 17, 2019  
WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI



Members Present: Kenneth Curry, Mark Holbrook, Robert Ashbeck, Dave LaFontaine and Bill Leichtnam.

Members Excused: Harvey Peterson

Staff Present:

Planning & Zoning Staff: Jason Grueneberg and Victoria Wilson.  
UW Extension Staff: Nancy Turyk and Jason Hausler (for part of meeting)  
Land Conservation Staff: Shane Wucherpfenig  
Finance Staff: Marla Cummings (for part of meeting)

Others Present: Doug Machon, (Wood County Chair & Dist #12 Supervisor) Jake Hahn (Dist. #8 Supervisor), Dennis Polach (Dist. #14 Supervisor), Bill Clendenning (Dist. #15 Supervisor), Scott Larson (MACCI), Josh Miller (City of Marshfield), Adam Tegen (City of Wisconsin Rapids), Meredith Kleker (WR CVB), Jeff Gaier (Marshfield Airport), Jeremy Sickler (Alexander Field), Arne Nystrom (Town of Grand Rapids)

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 10:40 a.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the Tuesday, August 20th, 2019 CEED-ED meeting and the Wednesday, September 4th, 2019 CEED meeting.
  - a. Review/approve minutes: Minutes of August 20, 2019 and September 4th, 2019 meeting. No additions or corrections needed.
  - b. Review monthly letter of comment: None

*Motion by Dave LaFontaine to approve and accept the August 20, 2019 CEED-ED minutes and the September 4, 2019 CEED minutes as presented. Second by Bill Leichtnam. Motion carried unanimously.*

4. **Public Comment.** None
5. **Review 2020 Economic Development budget.** Jason gave an overview of the Transportation and Economic Development budget for 2020. There is a significant increase in the grant requests for 2020. With the numbers presented, there is an increase of \$124,000 over last year in the T & ED budget. There is also no revenue in the T & ED budget. Mark Holbrook questioned why there is no revenue. Jason indicated there was never a revenue source established. Discussion ensued.

*Motion by Bob Ashbeck to approve the Economic Development budget for 2020 as is. Second by Dave LaFontaine. Motion failed. Voting no: Ken Curry and Mark Holbrook.*

The committee decided that it will present the budget to the Executive Committee as follows: \$5,000 -Contractual Services, \$13,000 Membership in NCWRPC (\$43,000 - \$30,000 uncommitted funds from 2019), \$4325 - Office Supplies and \$138,500 – Grant requests, for a total of **\$160,825**.

*Motion by Dave LaFontaine to approve the amended Economic Development budget for 2020. Second by Mark Holbrook. Motion carried unanimously.*

6. **Review 2020 Planning & Zoning budget.** Jason gave an overview of the Planning & Zoning budget. This budget is primarily levy funded. Outside of the levied portion of the budget, there are a couple of revenue streams that are new for 2020. These include the new Well Program and

Shoreland and Floodplain permit fee increases. Insurance costs have also gone down a bit. With these things, there is a small decrease in the levy. The Land Records budget is a self-funded program supported by a portion of funds from the Register of Deeds office every time a document is registered, as well as a State Strategic Initiative grant and a base budget grant. The Private Sewage budget is self-funded by the various fees charged, including permit fees, violation fees and the triennial program fee. Due to the recent fee schedule increase, revenues will come in higher this next year. The Surveyor's budget has stayed the same as prior years. An additional budget for Census & Redistricting was discussed at the meeting by Jason.

*Motion by Ken Curry to approve the Planning & Zoning budget and the Census & Redistricting budget for 2020. Second by Bill Leichtnam. Motion carried unanimously.*

7. **Review 2020 UW Extension budget.** This budget was approved at a previous meeting. No further discussion necessary.
8. **Review 2020 Land Conservation budget.** Shane Wucherpfennig gave an overview of the Land Conservation budget for 2020. There are 6 budgets contained in the LC budget, only 1 of which is impacted by tax levies. The other 5 are funded by grant dollars.

*Motion by Dave LaFontaine to approve the Land Conservation budget for 2020. Second by Mark Holbrook. Motion carried unanimously.*

9. **Review 2020 Economic Development Grant Requests.** Grant requests were discussed during agenda item #5. After lengthy discussion, the grant requests that will be presented to the Executive Committee are detailed on the chart on page 3 of these minutes.
10. **REDI Grant update and discussion.** Jason stated that the core team met a few weeks ago in order to build the larger oversight team. The core team will meet again in a week or so to review the list of people to put on the oversight team and finalize it.
11. **Adjourn.** Chairperson Curry declared the meeting adjourned at 12:40p.m.

Minutes by Victoria Wilson, Planning & Zoning Office

| <b>Wood County<br/>Proposed 2020 Economic Development Grant Requests</b> |                     |                  |
|--|---------------------|------------------|
|  | Approved by<br>CEED | Requested        |
| <i>City of Pittsville</i><br>Housing Incentive                           | \$25,000            | \$30,000         |
| <i>City of Pittsville</i><br>Kayak Launch Signage                        | \$5,000             | \$5,000          |
| <i>City of Wisconsin Rapids</i><br>Wayfinding                            | \$0.00              | \$10,000         |
| <i>City of Wisconsin Rapids</i><br>Housing Incentive                     | \$20,000            | \$40,000         |
| <i>Marshfield Area Chamber of Commerce &amp; Industry</i><br>MACCI       | \$19,500            | \$19,500         |
| <i>Marshfield Economic Dev. Board</i><br>Lake Study                      | \$0.00              | \$25,000         |
| <i>Marshfield Economic Dev. Board</i><br>Industrial Park                 | \$2,000             | \$2,000          |
| <i>Marshfield Economic Dev. Board</i><br>Central Ave Redevelopment       | \$15,000            | \$15,000         |
| <i>Ho-Chunk Nation</i><br>ATV Signage                                    | \$10,000            | \$38,018         |
| <i>Heart of Wisconsin Chamber</i><br>Heart of Wisconsin                  | \$19,500            | \$19,500         |
| <i>State Fair Booth</i><br>State Fair Booth                              | \$2,500             | \$2,500          |
| <i>Alexander Field</i><br>Alexander Field                                | \$10,000            | \$10,000         |
| <i>Roy Shwery Field</i><br>Roy Shwery Field                              | \$10,000            | \$10,000         |
| <b>Total Requested</b>   | <b>\$138,500</b>    | <b>\$226,518</b> |

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, OCTOBER 2, 2019  
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Robert Ashbeck, Dave LaFontaine, Bill Leichtnam and Harvey Petersen.

Members Excused: Mark Holbrook.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, Paul Bernard and Kim Keech.  
 Land & Water Conservation Staff: Shane Wucherpfennig and Adam Groshek.  
 UW Extension Staff: Jackie Carattini and Nancy Turyk.

Others Present: Dist. #12 Supervisor Doug Machon, Dist. #14 Supervisor Dennis Polach (arrived at 10:48 am), Kevin Masarik (UWSP Groundwater Education Specialist) and Angel Whitehead (Heart of Wisconsin).

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **Public Comment.** None
4. **Review Correspondence.**
  - A. Jason Grueneberg reminded everyone that the CEED Tour is Friday, October 4th. Closed toe shoes are required. Chairman Curry shared that per diem and mileage will be paid to committee members.
  - B. Chairman Curry shared that he attended the Wisconsin Counties Association Conference along with Bill Leichtnam and Dave LaFontaine. Highlighted workshops: Task Force on Water Quality Update, Challenges to Groundwater Quality & Quantity, Wisconsin Extension Committees Update and County Fair: Developing Young Talent.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the September 17, 2019 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Jeff Brewbaker, Stevana Hamus, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Adam Groshek, Rod Mayer, Emily Salvinski, Lori Ruess, Matt Lippert, Nancy Turyk, Jackie Carattini, Janell Wehr, Kelly Hammond and Laura Huber.
  - A. Minutes of September 17, 2019. No additions or corrections needed.
  - B. Department Bills. No additions or corrections needed.
  - C. Staff Activity Reports. No additions or corrections needed.

*Motion by Dave LaFontaine to approve and accept the September 17, 2019 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.*

6. **Risk and Injury Report.** None.
7. **Land & Water Conservation Department.**
  - A. Open bids and approve low bid for Pankratz Farms LLC Waste Storage Facility Adam Groshek shared that two bids were received for the Pankratz Farms LLC Waste Storage Facility. Bids



were mailed to eight contractors. Estimated cost of the manure waste storage facility to be \$40,000-\$50,000. Paul Bugar Trucking of Loyal sealed bid was the low bid for \$34,534.99.

*Motion by Dave LaFontaine to accept the low bid in the amount of \$34,534.99 from Paul Bugar Trucking of Loyal to base the cost sharing on. Second by Harvey Petersen. Motion carried unanimously.*

- B. Update on countywide well testing Shane Wucherpennig shared that the Health Department has been processing the water tests through the nitrate lab for a much reduced cost of \$10 per sample. There has been two rounds of sampling meeting 40% of the countywide well testing target of 822 water samples. Water sample testing for nitrates have been collected and tested throughout the county. Well testing will continue until the end of the year. Nitrate problem is throughout the county not just Port Edwards, Armenia or the Central Sands. \$8,500 has been budgeted for 2019. The more data that you have the more accurate the results.
- C. Discuss Portage County Siting resolution Bill Leichtnam explained the Portage County Siting Resolution that was passed by Portage County Board on September 25, 2019. There are unique geographic features throughout Wisconsin. ATCP 51 was created in 2004. DATCP convened the first Technical Committees in 2010, 2014 and 2018 making no changes to ATCP 51. Portage County has suggested local governments be allowed to pass more stringent standards to protect surface water, groundwater and protect public health or safety. Technical Committee must make a recommendation to DATCP in writing and the Board of DATCP present a scope statement to the Wisconsin Secretary of Agriculture and schedule for a public hearing.

The Wisconsin Natural Resources Board held a public hearing in Wausau on September 25<sup>th</sup>. Public hearings are to be expanded to three cities including Fond du Lac, Hancock Research Center and Blackhawk Technical College in Janesville after November 1<sup>st</sup>.

Discussion followed regarding the Portage County Siting resolution.

*Motion by Bill Leichtnam to direct the Land Conservationist with Corporation Counsel to write a resolution to support the development of NR151 rules specific to sensitive soils and geology. Second by Dave LaFontaine. Motion carried unanimously.*

D. Committee Reports

- i. Citizen's Groundwater Group meeting Bill Leichtnam commented that the Citizen's Groundwater Committee meeting was held on September 16<sup>th</sup>. The speaker was Seth Hofmeister of League of Conservation Voters. Bill Leichtnam shared that six counties including Wood County have passed a resolution to support the Central Sands Groundwater County Collaborative. Kewaunee County recently had a manure spill which will be a first test of their new ordinance. Report on progress of DATCP/DNR Hearings on Livestock Siting. The possibility of the first project for the Natural Resources Educator might be an outreach into rural parts of Wood County. All meetings are the third Monday of the month at 2:00 p.m. at the Wood County Riverblock Building, Room #206. Senator Patrick Testin will be the speaker at the October 21<sup>st</sup> meeting.
- ii. Health Committee Report None

Nancy Turyk gave an update on the County Regional Groundwater Committee. The official name is the Central Sands Groundwater County Collaborative committee. County resolutions to support the regional committee passed unanimously in all six counties. Counties have been requested to submit a list of which legislators they sent letters to in case anyone wanted that information. Nancy Turyk shared that she has scheduled a meeting for the Communications Group to meet the week of October 7<sup>th</sup>.

Bill Leichtnam expressed if anyone should be represented from the CEED Committee to attend the NR151 Public Hearing after November 1<sup>st</sup>. Shane Wucherpennig plans to attend.

*Motion by Kenneth Curry to approve to pay per diem and mileage for one person from the CEED Committee to attend the public hearing on NR151 to be held after November 1<sup>st</sup>. Second by Dave LaFontaine. Motion carried unanimously.*

**8. Private Sewage.** None

**9. Land Records.**

- A. Introduction of Paul Bernard, Land Records Coordinator/GIS Specialist Jason Grueneberg introduced Paul Bernard as the new Land Records Coordinator/GIS Specialist. He was the Wood County Real Property Tax Lister for less than a year in 2015. Paul graduated from UW-La Crosse in 2015. He worked for Lincoln County as the GIS Specialist for the last four years. Paul Bernard shared that Wood County is a better fit for him.

**10. County Surveyor.** None

**11. Economic Development.**

- A. Regional Economic Development Initiative update Jason Grueneberg gave an update on the REDI grant. The core group met a few weeks ago and looked at developing a team to work on the REDI project. The team will be made up of approximately 12-15 people. The team has not been selected but the core group has an idea of who should serve. There is a training session scheduled for December 18th and 19th. Meetings are open to the public which will also be videotaped for viewing at a later time.
- B. Review 2020 economic development grant requests in budgets Chairman Curry commented that the Executive Committee had questions regarding the North Central Regional Plan Commission funding. The 2020 Economic Development is \$10,000 over the 2019 budget. Jason Grueneberg shared that he wants to use the \$30,000 not used in the 2019 budget to pay North Central Regional Plan Commission this year with the remaining amount paid in 2020. Jason Grueneberg will contact the North Central Regional Plan Commission to confirm.

**12. Planning.**

- A. Discussion/Action on Request for Zoning Map Amendment Approval – Town of Grand Rapids Adam DeKleyn explained the request to approve a Zoning Map Amendment to rezone a parcel of land located in the Town of Grand Rapids (S19, T22N, R6E). The Planning & Zoning Department received the request on August 20th. The Town of Grand Rapids adopted and administers their own town zoning ordinance. Wood County adopted the Wood County Zoning Ordinance #700 many years ago. In counties having a county zoning ordinance, no town zoning ordinance or amendment or a zoning ordinance may be adopted unless approved by the County Board of Supervisors which also include town zoning map amendments. Planning & Zoning staff has reviewed the request and recommends forwarding the resolution to the County Board of Supervisors approving the zoning amendment to the Town of Grand Rapids zoning map.

*Motion by Dave LaFontaine to approve the resolution approving a zoning amendment to the Town of Grand Rapids Zoning Map. Second by Kenneth Curry. Motion carried unanimously.*

**13. UW Extension.**

- A. Presentation by Kevin Masarik Kevin Masarik, UWSP Groundwater Education Specialist gave a presentation on nitrate loss to groundwater. The challenges are keeping nutrients in top foot of the soil, current agriculture systems allow for significant nitrate losses to groundwater and seasonal losses. Future priorities and challenges are to encourage but also need to better quantify nitrate reduction and climate change. Groundwater is not an underground lake or river it just occupies empty space in the soil of the rock and is always moving to low spots. Water quality is a function of the soils or the rock it moves through. Wisconsin geology is diverse. Groundwater issues in eastern Wisconsin may be different than Central Wisconsin. Nitrates in the soils are the

best indicator of land use impacts. Nitrates less than 1 mg/L is expected. Nitrates greater than 1 mg/L are land use impacts. Nitrates over 10 mg/L is considered unsuitable and unsafe to drink. Land use plus soils/geology equals nitrate groundwater quality. Nitrates is an inexpensive water test. All new wells are required to test for nitrates. UWSP Interactive Well Water Quality viewer: [https://gissrv3.uwsp.edu/webapps/gwc/pri\\_wells/](https://gissrv3.uwsp.edu/webapps/gwc/pri_wells/). Best long-term nitrogen reduction strategy for agriculture is to extend crop rotations at least two years of alfalfa or other perennial crop in a 4-5 year rotation. Short-term strategy to reduce nitrates for municipal wells is water treatment, new well or blending and private wells is bottled water, water treatment or a new well. Discussion followed.

- B. Educational Presentation by Jackie Carattini Jackie Carattini shared that she met with the Aging and Disability Resource Center of Central WI recently to discuss aging and changing demographics in the community. The ADRC of CW is now partnering with community partners to provide evidenced based programs to better serve the needs of the aging population. UW-Extension will be partnering with ADRC of CW in 2020 to provide research and evidence based programming such as "Living Well with Chronic Pain" and "Taking Care of You". Starting as early as this November Carrattini will be partnering with the Marshfield Public Library and McMillan Public Library to offer a 4 week series of "Taking Care of You" to outreach to the older population.

Jackie Carattini of UW-Extension partnered with the Financial Stability Coalition of South Wood and Adams County to provide financial education. This is one of the core focus areas through United Way. In 2019, the coalition decided to focus on more opportunities for youth financial education.

**Youth Financial Education:**

- i. Boys & Girls Club – Provided 6 interactive lessons for 80 students on youth financial education. Youth were split into three age groups (1<sup>st</sup>-2<sup>nd</sup> graders, 3<sup>rd</sup>-4<sup>th</sup> graders, 5<sup>th</sup> graders and older). Partnered with area financial institutions. Topics discussed: needs vs wants, chores to save money, deposits in a bank account and budgeting. Positive feedback from parents received. There will be a Parents Night in November 2019 to provide financial education to the parent and child.
- ii. Assets Builders – A non-profit organization teaching financial education to low and moderate income youth and families. Finance and Investment Challenge Bowl is an interactive education day designed to help promote financial literacy and awareness using a quiz show format among high school students. The Wisconsin Rapids tournament will be at MSTC on February 27, 2020 from 8:30 a.m.-1:30 p.m. Volunteers are needed.

**14. Schedule Next Regular Committee Meeting.**

The next regular CEED meeting is scheduled for Wednesday, November 6, 2019 at 9:00 a.m. at the Wood County Courthouse in Conference Room #115.

**15. Agenda items for next meeting.**

- A. Kevin Masarik presentation to County Board.
- B. Regional County Committee should be included under committee reports.

**16. Schedule any additional meetings if necessary. None**

**17. Adjourn.** Chairman Curry declared the meeting adjourned at 11:55 a.m.

Minutes by Kim Keech, Planning & Zoning Office

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 FRIDAY OCTOBER 4, 2019  
 WOOD COUNTY COURTHOUSE TO TOUR SITES

Members Present: Kenneth Curry, Robert Ashbeck (for part of tour), Dave LaFontaine and Bill Leichtnam.

Members Excused: Mark Holbrook

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam Dekleyn, Stevana Hamus, Jeff Brewbaker and Victoria Wilson.

UW Extension Staff: Matt Lippert, Laura Huber and Jason Hausler

Land Conservation Staff: Shane Wucherpfennig, Adam Groshek, Emily Salvinski, Rod Mayer and Lori Ruess

Others Present: Donna Rozar, (Wood County Vice-Chair & Dist #2 Supervisor); Russ Biebl, (NRCS); Roy Diver, (NRCS); Maria Lewandowski, (Land Conservation-Past Intern);

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 8:01 a.m. Chairperson Curry declared a quorum.
2. **Public Comment.** None
3. **Committee tour of Wood County Land & Water Conservation, Planning and Zoning and UW Extension project areas.** Jason Grueneberg welcomed everyone to the 2019 CEED tour, introductions were made and the bus departed the Courthouse to the tour sites at 8:01 a.m.
4. **UW-Marshfield Ag Research Station (North Station).** Jason Cavadini gave us a tour of fields where they are experimenting with no till and cover crops.
5. **On-Site Waste Recycling.** Jeff Brewbaker and Stevana Hamus spoke about how different soils are analyzed on site to determine the type and where to install a septic system on a property.
6. **Wenzel Plaza.** (This item took place during lunch) At lunch, Josh Miller joined us to talk about the Wenzel Plaza and how it came about.
7. **Hewitt's Meats.** (Bob Ashbeck joined us at this point in the tour) John Franseen gave us a tour of the new facility and showed us much of the new equipment they use to process their large variety of meats. Sandwiches were purchased for lunch.
8. **Lunch.** We had our lunch at Marshfield Area Chamber of Commerce and Industry where Josh Miller gave the Wenzel Plaza presentation. The bus drove by Wenzel Plaza for everyone to see.
9. **Coulee Mine Site.** This site was observed while on the bus. Shane Wucherpfennig gave an overview of the anticipated work to be done on this site.
10. **Glen Peplinski-Conservation Reserve Enhancement Program.** Adam Groshek took us on a tour of Glen Peplinski's farm, specifically the 33.25 acres that are in the CREP program and spoke on how the program helps create pollinator friendly buffer strips, grasslands, woodland wildlife habitats and more.
11. **Return to Courthouse by 3:05 p.m.**
12. **Adjourn.** Chairperson Curry declared the meeting adjourned at 3:05 p.m.

Minutes by Victoria Wilson, Planning & Zoning Office

## Proposed Coulee Industrial Sand Mine

C6 HWY V and MacArthur Marshfield, WI 54449

This site has been permitted since 2009 under Carbo Ceramics. The current approved plan on file was for a total of 112 acres to be mined. This permit has been under the inactive permit fee since 2009 due to the fact that no mining has been started.

Coulee Frac Sand has applied for a new reclamation plan which is currently under review by Wood County LWCD. The proposed reclamation plan is for a total of 173.46 acres to be mined.

Wood County LWCD has had numerous conversations with the company and concerned neighbors and we feel it is a proactive tour stop as CEED committee members might be contacted about this site.

October 4th, 2019

**7:45 am:** Meet in the front of the Courthouse

**8:00 am:** Bus will leave

**8:45 am—9:30 am:** M.A.R.S.

**9:45 am—10:30 am:** On-site Wastewater Recycling

**10:45 am—10:55 am:** Wenzel Plaza

**11:05 am—11:45 am:** Hewitt's Meats

**12:00 am—12:55 pm:** Lunch @ MACCI

**1:15 pm—1:25 pm:** Coulee Mine Site

**1:55 pm—2:25 pm:** Glen Peplinski—CREP

**3:00 pm:** Return to Courthouse

## Glen Peplinski—CREP

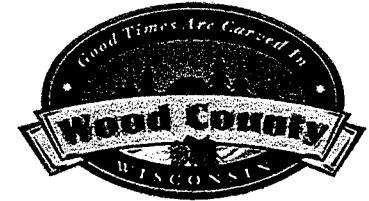
4411 Maple Road Villadoro, WI 54484

The Conservation Reserve Enhancement Program (CREP) in Wisconsin is a tool for agricultural landowners to be able to take marginal farmland near surface waters out of feed production and instead plant it to grasslands, wooded riparian buffers, and other wildlife habitat. It is deemed the "enhanced" Conservation Reserve Program because it both provides wildlife habitat and greatly reduces polluted surface water runoff that enters our surface waters. For these reasons, the State of Wisconsin partners with the more common Federal Conservation Reserve Program (CRP) to contribute an additional up-front incentive payment to the CREP enrolled landowners.

Glen Peplinski – owner of Pep Acres, LLC, operates on approximately 600 acres along with his 130 head steer finishing operation. Glen's late father Clarence enrolled approximately 16 acres into the CREP program back when it started in WI in 2003. Recently, Glen renewed the 16 acres and enrolled an additional 17.25 acres into the CREP program including plans for many pollinator friendly buffer strips and grassed waterways. The Wood County LWCD, NRCS, and FSA all applaud Glen and his family for their commitment to provide pollinator, grassland, and woodland wildlife habitat, and surface runoff water reduction and filtration, while continuing to provide beef products and grain to the people of Wisconsin and beyond.



# CONSERVATION, EDUCATION, AND ECONOMIC DEVELOPMENT COMMITTEE TOUR



**Friday, October 4th, 2019**



**Registration deadline is**

**Monday, September 23rd, 2019**

**Moderate walking on uneven ground  
is a requirement for the tour**

**Closed toed shoes are required**

**Phone: 715-421-8466**

**[ywilson@co.wood.wi.us](mailto:ywilson@co.wood.wi.us)**



Weather permitting we will tour field research projects at the station. We will be able to observe: cropland integrated wildlife habitat, the benefits to wildlife and crop production by providing buffer between cropland and water; interseeded cover crop planted into corn at V4 growth stage; intensive rotation grazing of dairy heifers; a complete watershed grazing system study, measuring the environmental impacts of three intensities of pasture management, impacts measured include erosion, runoff, P-loss, etc.; a long term no-till planting demonstration showing how soil changes over time in response to reduced tillage and cover crops. We will discuss how the Agricultural Research Station provides outreach opportunities to the public through such activities as partnering with interest groups such as no-till farmers clubs, county Extension educators and state specialists, utilizes a web presence and conducts field days and activities such as this field day.

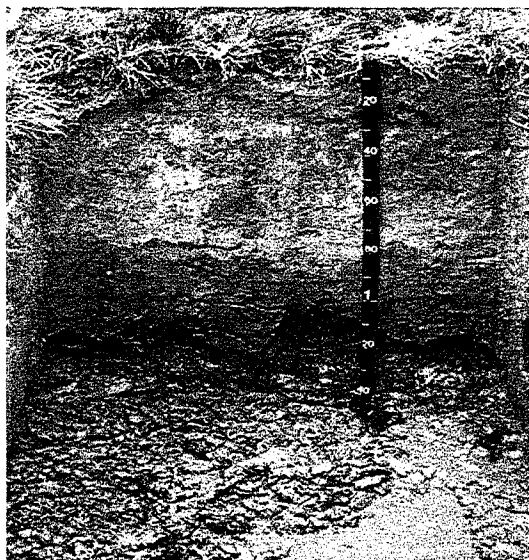
Soils are conceived to be independent bodies, each with unique morphology resulting from unique combination of the soil forming factors. Those factors being climate, living matter, parent material, topography, and time.

The sanitary permitting process starts with a soil profile evaluation.

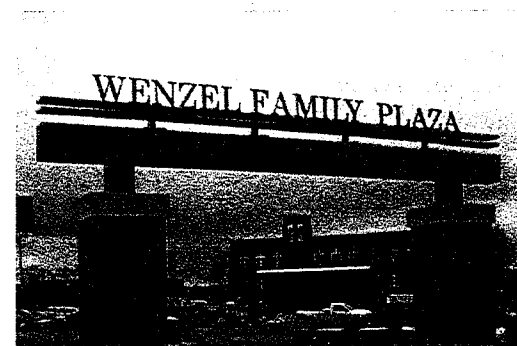
The properties that are most critically evaluated would first be the type of limitation that is present and the depth to that limitation. The four most common limitations in Wood County are high ground water, seasonal saturation, low permeability, and bedrock.

The second most important evaluation or determination would be the soil loading rate.

We will be looking at a typical soil with a seasonal saturation limitation located in northern Wood County. Participants will be given a Soil Evaluation Form (SBD-8330) that has already been filled out to compare notes with the actual backhoe pit displaying the various soil horizons.



Construction of the Wenzel Family Plaza was completed in early July 2018, and a ribbon cutting was held on July 11, during Wisconsin Farm Technology Days. The multi-use plaza will host a variety of activities year-round, including concerts and other performances, and features significant green space, outdoor dining and seating areas, bicycle parking and street parking. The Plaza planning and funding was a collaborative effort by many public and private entities and acknowledgment of those who participated can be found throughout the Plaza. The Wenzel Family Plaza is named for its largest donor the Harry J. and Violet Wenzel Family, creators of Wenzel's Farm Sausage.



Hewitt's Meat Retail Shoppe

210 Downwind Dr, Marshfield, WI 54449



Hewitt's Meats was started in 1939 by Marvin and Crystal Hewitt. The tradition of curing, smoking and processing meats has been passed on to the next generations of family members and their success is evidenced by many awards, honors and recognition. In 2018 Hewitt's Meats opened a new processing facility and retail store. The modern facility has updated equipment that was designed to improve workflow and efficiency. The Hewitt's Meat project was made possible in part with Central Wisconsin Economic Development Fund financing, and a Tax Increment District #5 Escrow Fund incentive.

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

Thursday, July 25, 2019

Waushara County Courthouse  
Wautoma, WI 54982

**MINUTES**

**CALL TO ORDER:** Vice-Chair Phil Idsvoog called the meeting to order at 10:00 a.m.

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

Waushara County Board Chair Donna Kalata and County Administrator Robert Sivick welcomed the group to Waushara County and the City of Wautoma.

**APPROVAL OF MAY 30, 2019 JOINT MEETING MINUTES:** Motion by Sekela, second by Hamilton, to approve the May joint meeting minutes as printed. Motion carried.



**CHAIR'S REMARKS:** Vice-Chair Idsvoog said that his neighborhood in Plover has been without power since 10:15 a.m. this past Saturday.

**PROJECT DIRECTOR'S REPORT:**

- a. WCA Opioid Litigation: Bill Korrer said that Wisconsin is among several states that have recently filed lawsuits against opioid manufacturers claiming dishonesty and deceit regarding the safe dosage levels and the long term use addictive nature of opioids. WCA has received indications that settlement talks with the defendants are slowly heading towards resolution in the lawsuit they are part of. The matter is still scheduled for trial this fall. WCA Board Chair Lance Pliml said it is evident that the judge in this case is really trying to get everybody involved to come to some sort of settlement.
- b. Northwoods Rail Transit Commission: Of interest to rail users is that the frac sand bonanza in western Wisconsin may be on the downturn. Industry news indicates that a suitable source of frac sand has been found in Texas, which is much closer to the oil fields. Like most commodities, transportation costs can be a huge factor in the price and eventually the decision on where to purchase. A potential upside is that rail providers will need to find additional product to fill the gap, if frac sand tonnage from western Wisconsin is truly on the decline.
- c. Wisconsin Rural Partners Small Community Forums - August 8 in Crivitz & September 11 in Nekoosa: Bill Korrer reminded members that Wisconsin Rural Partners, in partnership with the League of Wisconsin Municipalities, USDA, UW-Extension, Wisconsin Downtown Action Council and the Wisconsin Economic Development Corporation, will be hosting multiple Small Community Forums throughout the state of Wisconsin later this summer and fall. Additional information is available online at <https://www.wiruralpartners.org/community-forums>.

**FINANCIAL REPORT:** Bill Korrer told the Board and Committee members that there is currently an undesignated fund balance of \$9,386.33.

**CONSIDERATION OF A RESOLUTION SUPPORTING THE ELIMINATION OF ZERO OPERATING LEVY CAP IMPOSED ON WISCONSIN COUNTIES:** While distributing copies of the proposed resolution to the group, Bill Korrer said that William Chaney had requested this as an agenda item for consideration. Mr. Chaney explained the resolution that Forest County had received from Price County. Under the current levy limit restraints, counties are limited to raising the tax levy only as much as net new construction percentage, which is typically well under a 5% increase.

Vice-Chair Idsvoog noted that counties provide many un-mandated services like economic development funding or tourism promotion dollars that are usually the first things cut when budgets get tough. Robert Sivick said local decisions have consequences and it should be left at that. If citizens are unhappy with the services provided and the cost of those services, local elections are their recourse. Lance Pliml said this topic has generated a lot of discussion at WCA Board of Directors meetings. Motion by Sivick, second by Pliml, to support the resolution to eliminate the zero operating levy cap. Motion carried.

**COUNTY ISSUES ROUNDTABLE DISCUSSION:** Robert Sivick introduced Norm Duesterhoeft, Waushara County Emergency Manager. Mr. Duesterhoeft explained how they handle situations, such as violent storms, in a vacation area with many campgrounds and a sizable Amish community. Lance Pliml commented that the level of volunteerism across the state was evident in the wake of all the bad weather. He also said that overcrowding in jails, and property tax relief are statewide issues. Bill Chaney said that the rumor is Kid Rock will be playing in Crandon at the Brush Run Labor Day weekend.

**MARKETING REPORT:** Sara Brish said that the search engine marketing (SEM) co-op program through the Department of Tourism with Madden Media is under way. The ideal end result would be that our website [www.northcentralwisconsin.com](http://www.northcentralwisconsin.com) would be second in internet searches, right behind [www.TravelWisconsin.com](http://www.TravelWisconsin.com), the Department of Tourism's website.

- a. 2020 Sports Shows Update: Sara Brish said that the marketing team has started booking for the 2020 sports show season. The WBAY RV & Camping Show (Green Bay) and the Tinley Park, Illinois show are set. The marketing team is reviewing other options at this time.
- b. 2019 Promotions Plan Update: The social media co-op program that the Department of Tourism initiated continues to be a cost-effective method of increasing awareness of [www.northcentralwisconsin.com](http://www.northcentralwisconsin.com). The print ads for Wisconsin Bike Federation have been placed. Booth giveaways for the sports shows were ordered.

**DEPARTMENT OF TOURISM UPDATE:** Jeff Anderson was unable to attend today's meeting, but is planning on being at the September meeting in Wood County.

**CONSIDERATION OF ITEMS FOR FUTURE AGENDA:** No new items were suggested during today's meeting.

North Central ITBEC Board & Tourism & Economic Development Advisory Committee  
Joint Meeting Minutes  
Page 4  
July 25, 2019

**SET NEXT MEETING DATE:** The next meeting will be on September 26, 2019, in Wood County.

**ADJOURNMENT:** Motion by Chaney, second by Hamilton, to adjourn at 11:20 a.m.  
Motion carried.



*Activities Report for Shane Wucherpfennig - September, 2019*

- **September 2** – Worked on 2019 fencing design.
- **September 3** – Worked on 2019 projects.
- **September 4** – Met with landowners at the office.
- **September 5** – Worked on GIS projects.
- **September 6** – Entered wells in GIS.
- **September 9** – Reviewed Plan sets for Tri-Star Dairy feed Leachate proposal.
- **September 10**– Worked on Tri-Star Dairy AWO permit paperwork and issuance.
- **September 11**– Farmers of Mill Creek contracts.
- **September 12** – Non-Metallic Mining & Wildlife Damage programs With Rodney Mayer. Central Sands Groundwater County Collaborative meeting in Adams County.
- **September 13** – Vacation.
- **September 16** – Staff Meeting. Met with HR.
- **September 17** –County Board. Attended CEED Meeting.
- **September 18** – Worked on John Dorshorst for no-till and cover crops proposal.
- **September 19** – Attended RC & D meeting in St. Point.
- **September 20** – Worked on GIS Projects. Worked with Rodney on Non-metallic and wildlife damage projects.
- **September 23**– Met with staff on projects. Worked on GIS fencing project for Luke Kueffer. Field visits.
- **September 24-26** – Projects for 2019.
- **September 27** – Landowner appointments with landowners in the office.
- **September 30** – GIS and Database updates.

## **Activities Report for Adam Groshek – September 2019**

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

- ~No-till drill cover crop demonstration plots with Ken Schroeder on some of John Eron's land.
- ~Other No-till drill landowner discussions/maintenance/scheduling/transfer of unit with work truck.
- ~CREP landowner data entry, contract signature meetings, and FSA/NRCS discussions over paperwork over the phone. New contracts include Hilgart, Zager, Warnecke, and Weiler.
- ~Continuing to try to find the source of sediment discharges into the WI River at Jackson St. with Verso Paper, the City of WI Rapids, and the DNR. Most major discharge of the past 2 years of discharges occurred 8-29-2019 = approx 2 hours of oily/orange sediment laden water.
- ~Todd Bores Grassed waterway discussion and weather-related construction starting issues.
- ~October CEED tour planning and correspondence.
- ~Wood County Wildlife Committee discussion and future presentation planning on how to provide better wildlife habitat for the Sandhill Recreation Area.
- ~Reber manure storage pit abandonment plan and how it will line up with October 2019 pit pump-out.
- ~Coenen grassed waterway weather-related construction starting issues.
- ~Dealing with and following IT directions to fix multiple computer/network/internet and email problems.
- ~Wilson streambank restoration plan design, paperwork, and discussions with landowner.
- ~Construction discussion on the Duckett stacked manure storage/milkhouse wastewater project.
- ~Pankratz Farms, LLC manure storage design finalizing, bid prep, cost estimate, and sending out bid packets to 8 contractors for bidding on a clay-lined manure storage pit expansion. Bid/site showing meetings set up with contractors.
- ~Completion of the well abandonment asbuilts and paperwork for Gary Hamm's dug/drilled well abandonment.
- ~Jagodzinski test hole pit information discussion and sharing with private engineering firm for her future manure storage lagoon.
- ~Required 30 minute IT security training.
- ~Discussion with Bill Thiel on emergency transfer system design/permit/site investigation soon.

## ***Activities Report for Rod Mayer***

### ***September 2019***

- Completed alfalfa appraisal for Marti Farms – 337 acres.
- Repaired No-Till drill – new hitch, seed gaskets, and clutch.
- Delivered No-Till to Eron Equipment – corresponded with renters.
- Correspondence for Vitort Pond Exemption – sent letter setting final deadline for inspection.
- Worked through issues with Twin Lakes Cranberry with the owner and DNR (additional gate & break away section). Received fence proposal approval from DNR. Updated maps for changes – put Pre-Bid Agreement together and obtained notarized signatures. Put bidding packet together and mailed to ten contractors. Sent media advertisement out. Final construction date set for April 1<sup>st</sup> 2020.
- Set up Wood County 2019 Deer Donation Program. Met with and signed up three processors (Strictly Wild in Wisconsin Rapids, Pittsville Meats in Pittsville, and J&S Processing in Marshfield). Signed up six pantries throughout the county and assigned two to each processor. Completed and submitted all paperwork to DNR. Submitted a 2019 Deer Donation news release to local paper.
- Created updated maps and sent an “Info Needed” packet to Pankratz Trucking for revisions needed for the Brand Reclamation Plan.
- Assisted with picking up well testing samples from the Marshfield location – delivered to Health Dept.
- Inspected storm related fence repairs (Nekoosa-West gate replacement and Highlander fencing replacement). Sent out inspection letters.
- Sent out fence contract expiration letters for Lynn Hill and Tony Jaromin Cranberry abatement fences.
- Attended tree sale database meeting.
- Completed Act 82 shooting permits for Wayerski, Kremer, Dupree, and Hannum. Including field inspections of all fields, database update, paperwork signatures, and submitting to DNR. Worked with DNR to create archery only tags on a field that appeared unsafe for firearm discharge.
- Attended Basic Ag for Conservationists Field Training in Arlington, WI. Including: components and resource concerns of livestock systems, livestock safety, tillage equipment and impact on soil health, and shooting slopes.

## Activities Report for Emily Salvinski September 2019

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- **Monday, September 2.** Holiday.
- **Tuesday, September 3.** Mapped 2017 Saratoga well test results to our database.
- **Wednesday, September 4.** Added new test results to 2 other shapefiles. Attended CEED Tour meeting.
- **Thursday, September 5.** FMLA.
- **Friday, September 6.** Attended Nutrient Management Farmer Education meeting at the Spencer NTC to plan for the upcoming round of classes.
- **Monday, September 9.** Assisted with water testing program. Helped staff with arcmap issues. Worked on cost-share contract.
- **Tuesday, September 10.** Checked off what contracts were mapped on the office's new cost-share tracking spreadsheet.
- **Wednesday, September 11.** Started adding new well testers to database (without results).
- **Thursday, September 12.** Updated no NMP shapefile.
- **Friday, September 13.** Updated some brochures with new Coordinator's name. Found all brochures in the files and put them in one place.
- **Monday, September 16.** Took surface water samples at 5 Mill Creek Watershed sites.
- **Tuesday, September 17.** Entered in new well water sample results into arcmap. Went over entire list to make sure none were missed.
- **Wednesday, September 18.** Transported no-till drill from Auburndale to site with demo plots. Worked on nitrate map by municipality.
- **Thursday, September 19.** Attended Golden Sands RC&D Meeting.
- **Friday, September 20.** Put together and sent along water testing info to be put on the main webpage. Took pollinator garden pictures and sent to monarch encouragement so they would have something from us for their facebook page.
- **Monday, September 23.** Went to appointment to get contract signed. Checked on whether or not cover crops (annual rye) came up. Adjusted records on the cover crops.

### ***Activities Report for Lori Ruess – September 2019***

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Fridays.
- Reviewed general ledger.
- Meeting with Dan Brandl IT and Rod Mayer to discuss/review progress of new tree & shrub database.
- Compiled 2019-estimated carryover and 2020 estimated ending carryover and submitted to Finance.
- Completed CREP contracts for Catherine Warneck, Gerald & Maggie Hilgart, Gloria Zager and John Ericson and Saul Weiler
- Completed SWRM reimbursement requests for Gary Hamm, Glen Peplinski and Robert Peaslee and submitted to DATCP.
- Reviewed 2020 tree and shrub pricing.
- Attended September 16<sup>th</sup> staff meeting.
- Attended September 24<sup>th</sup> staff meeting to discuss projects, cost-share and carryover.
- Reviewed payroll reports and payroll registers.
- Working on conversion to electronic files for SWRM, AWO & CREP.
- Organized CEED packet and County Board packet and took to County Clerk's office.
- Vacation – September 3<sup>rd</sup>
- Vacation – September 25 – 30.



TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for October 2, 2019

**1. Planning (Adam DeKleyn)**

- a. Land Subdivision - Plat Review – (2) CSMs were submitted for review/approval. (4) CSMs were approved/recorded. (2) CSMs are pending approval. (1) Condo Plat submitted for review/approval. (1) Condo Plat approved/recorded.
- b. WI Rapids Water Quality Management (WQM)/Sewer Service Area (SSA) Plan – Preliminary conversations occurring in regards to the regionalization of wastewater treatment/collection in the greater Wisconsin Rapids area.
- c. Town of Lincoln Comprehensive Plan – Plan Commission met to finalize overall future vision and the plan's goals, objectives and policies. A draft of the Town of Lincoln Comprehensive Plan has been completed. The Plan Commission will review the completed plan and take action on a resolution recommending adoption by the Town Board at next meeting.
- d. Request for Zoning Amendment Approval – Town of Grand Rapids – Received a request for approval of a town zoning map amendment/rezone. Request was reviewed and a staff memorandum is included in this packet for CEED and CB review/action.
- e. Town Planning and Zoning Assistance – Provided planning and zoning assistance for several town officials.
- f. GIS Assistance – Provided GIS assistance while Land Records Coordinator position is vacant.
- g. DPZ Website Updates – Land Subdivision Application updated and published. DRAFT Town of Lincoln Comprehensive Plan published.

**2. Code Administrator's (Jeff Brewbaker and Stevana Hamus)**

JB was on vacation from 9/3 to 9/10.

8/28 - Reviewed mound soil test TN 27, conventional Inspection TN 07, mound plow & tank inspection TN 07, return mound inspection TN 07, checked Tri-County well

8/29 - 2-Mound state approved reviews, HT inspection TN 01, 1 mound renewal review, soil report review, 1 mound re-inspect, 1 conventional inspection, mound plow inspection TN 15, pressurized sewer plan review and sanitary permit Village 27

8/30 - 2-Mound state approved review, 1 holding tank review, 2 soil report review, 1 hydrograph review, soils review TN 19, soils, pressure plan review and sanitary permit TN 17

9/2 - Labor Day holiday

9/3 - 5 inspection reports

9/4 - 2-Mound Plows TN 17, re-inspect mounds TN 17, HT inspection TN 04, soil moisture checks TN 10

9/5 - Mound Plow TN 10, conventional inspection TN 07, Mound Plow TN 10, conventional self-inspection TN 07, Soils moisture check TN 10, Mound tank inspection TN 15

9/6 - Mound Plow TN 11

9/9 - Meeting in office with customer about shoreland zoning, Mound Plow TN 10, re-inspect TN 10

9/10 - Mound tanks inspection TN 17, re-inspect TN 10

9/11 - HT permit reviewed and issued, soils, pressure plan, and mound permit TN 21, Meeting with Cranberry Company regarding farm certification TN 14

9/12 - Stevana sick day used, meeting with Amish regarding shoreland and privy permit TN 15

9/13 - Conventional inspection TN 07, 2 Mound state approvals reviewed, 3-soil reports reviewed, holding tank double permit fee reviewed and approved, 1 conventional permit reviewed and approved, 1 hydro graph reviewed and approved, pressure plan review and sanitary permit TN 15, soils, pressure plan review, and sanitary permit TN 17

9/16 - Conventional inspection TN 30, 2 compliance reports completed, soils, pressurized mound plan, and permit TN 17, shoreland permit for new house on NEPCO Lake TN 07

9/17 - Mound plow TN 17, re-inspect TN 17, reconnection inspection TN 10, worked on numerous emails from being gone on vacation

9/18 - Mound Plow TN 15, re-inspect TN 15, mound plow insp TN 21, privy permit TN 04, return inspection mound TN21

9/19 - 10 compliance reports completed, soils review, pressurized mound review, and sanitary permit TN12, inspection report TN 15

9/20 - (2) Conventional inspections TN 07, privy permit TN 01,

9/23 - CEED Tour site prep with JB TN 11, conventional permit review and approval, 1 soil report reviewed, 1 hydrograph reviewed, worked on septic interface with IT, reviewed camp ground floodway removal TN 17

9/24 - Holding tank inspection TN 10, 2 soil report reviewed, 1 hydrograph reviewed, 1 conventional permit reviewed and approved, mound plow inspection TN 19, soils, pressurized mound plan review, and sanitary permit TN 18, mound re-inspect TN 19

9/25 - Shoreland/floodplain/dam shadow meeting/discussion with customer TN 07 permit below Wazeecha dam, soils, pressurized plan review, and sanitary permit TN 19, mound tanks inspection TN 17, worked on wellness program 3<sup>rd</sup> quarter finale

### **3. Office Activity (Kim Keech and Victoria Wilson)**

- a. Monthly Sanitary Permit Activity – There were 25 sanitary permits issued in August 2019 (7 New, 17 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$7,450. There were 22 sanitary permits issued in July 2018 (7 New, 9 Replacements, 2 Reconnects and 1 Non-Plumbing) with revenues totaling \$10,100.

There were 117 sanitary permits issued through August 2019. For comparison purposes, the following are through the same period for the previous five years: 2018 – 106, 2017 – 126, 2016 – 109, 2015 – 117 and 2014 – 116.

- b. 2019 Tax Refund Intercept Program (TRIP) – As of September 25<sup>th</sup>, Wood County received an additional \$0.00 for a total of \$6,257.90 on nine outstanding cases for 2019.
- c. 2019 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices are scheduled to be mailed approximately Monday, April 22<sup>nd</sup> with a due date of Friday, August 9<sup>th</sup>. There were 2,858 mailed between the four notices. Septic maintenance 2<sup>nd</sup> reminders were mailed on Monday, September 23<sup>rd</sup>. There was 551 2<sup>nd</sup> reminder postcards mailed.
- d. 2019 Program Fee Notices – The approximately 4,612 program fee notices are tentatively scheduled to be mailed late October with a due date of Monday, November 25<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. Enforcement Activities Update (Small Claims) – None Scheduled
- f. 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. The new budget did not extend the Wisconsin Fund Grant program past its original sunset

date, so the next application deadline of January 31, 2020 will be the last year to apply.

- i. (5) Wisconsin Fund Applications FY2020 – Wisconsin Fund Grant Applications was emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. Disbursement of Wisconsin Fund Grant is expected late fall 2019.
  - ii. (2) Wisconsin Fund Applications FY2021 – The deadline to apply is January 31, 2020.
- g. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. This phase will consist of service providers reporting pumping, inspections and maintenance service events on the Wood County Sanitary Permit system. Information Technology Department continues work on the design phase of the project.
- h. Kim attended the following meetings/trainings:
  - i. Citizens Groundwater Group meeting on September 16<sup>th</sup>
  - ii. Wellness Committee meeting on September 17<sup>th</sup>
- i. Victoria attended the following meetings/trainings:
  - i. CEED Committee meeting (Econ Dev part) on September 4<sup>th</sup>
  - ii. CEED Tour meeting on September 4<sup>th</sup>
  - iii. CEED Committee meeting (Econ Dev) on September 17<sup>th</sup>



## CEED Committee Report *September 2019*

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### LAURA HUBER

*Extension Wood County, 4-H Program Coordinator*

- Attended the Staff Retreat (6 September)
- Attended the Youth Success Coalition meeting (9 September)
- Met with 4-H Platbook Committee to plan upcoming program (9 September)
- Worked with 4-H volunteer leader to create 4-H promotional display board (completed 12 September)
- Participated in statewide 4-H Zoom meeting (12 September)
- Attended 4-H Zoom meeting regarding new VIP training program (12 September)
- Attended Question\*Persuade\*Refer (QPR) Suicide Prevention Training (16 September)
- Appeared on WDLB Radio to talk about the new 4-H year (17 September)
- Attended the Junior Fair Board meeting (18 September)
- Participated in 4-H Regional Meeting in Eau Claire (19 September)
- Planned for and participated in Awards Committee and Wood County 4-H Leaders Association meetings (23 September)
- Mid-Year annual review (24 September)
- Participated in the WI 4-H Volunteer Development Team Zoom meeting (24 September)
- Met with Jodi Friday of United Way to plan 4-H promotional program (25 September)
- Attended the Winter Camp Planning Zoom (26 September)
- Participated in Real Colors Facilitator Certification Workshop (30 September -2 October) in St. Paul
- Led Platbook Kick Off Meeting via Zoom (30 September)
- Promoted 4-H re-enrollment program throughout the month
- Scheduled trainings for volunteers
- Began work on Creative Arts Day and Project Discovery Day

#### Ongoing Responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 817 followers.
  - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 303 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing assistance for new leaders and the volunteer background checks

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### MATT LIPPERT

*Extension Wood County, Agriculture Agent*

- I attended a planning committee meeting for Management Assessment Center (MAC) in Alma Wisconsin. We planned new modules of the assessment program and considered new partners for sponsorship of the program.
- I travelled with Marshfield Chamber of Commerce and Industry (MACCI) to the Manitowoc area we visited LaClare Family Creamery, a goat dairy and processing facility in the Chilton area.



They have pioneered a successful approach to produce award winning and marketable goat cheese on a large scale. We also visited the Farm Wisconsin Discovery Center which has now been in operation for a year and features many interactive displays for people of all ages and backgrounds to learn more about Wisconsin's diverse agriculture. The visit also included a tour to Grotegut Dairy which is a 3,000-cow dairy with methane digestion, cross ventilation in the barn and many modern sustainable innovations. We ended the day visiting Trout Springs Winery which raises farmed fish and has their own vineyard and winery. I assisted in the development of this educational program.

- I visited with the Clark County Extension office to discuss and explore opportunities to do programming in dairy production within the two counties.
- During the second half of the month I took vacation. This vacation will be of value for me as an educator as I travelled with the Professional Dairy Producers of Wisconsin (PDPW) to Germany and the Netherlands. We visited a number of European dairy operations, the Claas factory which makes some of the most popular forage harvesting equipment available in the US, a floating dairy farm in Rotterdam harbor, the flower auction as well as a number of other tourist destinations not specific to agriculture and dairying.
- I submitted an article for the CWAS newsletter.

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## NANCY TURYK

*Extension Wood County, Community Resource Development Educator*

### **Economic Development**

- Co-hosted Small Communities Forum in Nekoosa. Met on several occasions with Nekoosa Mayor and Public Works Director to discuss logistics for the forum and prepare their presentation. Coordinated with Forum organizers and catering. Forum was attended by 60 participants.
- Toured Wisconsin Rapids and Marshfield downtowns with UW Madison Extension specialist Bill Ryan. Bill and I discussed possible Downtown Retail Market Analysis for Marshfield with Josh Miller (City of Marshfield), Karen Olson (MACCI), and Kaelie Gomez (Main Street Marshfield).
- Identified potential Wood County team for USDA REDI program with Jason Grueneberg, Supervisor Curry, and Chair Machon.
- Attended and contributed to CEED ED meeting.
- Attended Towns and Village workshop in Stevens Point.

### **Strategic Planning**

- Met with Vice Chair Rozar to affirm plans to work with Dept. Heads in the coming months.
- Discussed development of strategic plan with Marshfield Economic Development Board.

### **Organizational Development**

- Assisted the CSGCC with meeting facilitation and their technical work group with the development of their initiatives. Discussed options with technical advisers Dr. Ken Bradbury, WGNHS, Dr. Mark Borquardt, USDA ARS, and Kevin Masarik, UWSP CWSE. Prepared CSGCC initiative document and disseminated to CSGCC members for their comment/approval. Responded to questions about the process.

### **Renewable Energy / SolSmart**

- Attended Renewable and Sustainable Committee Meeting.



- Worked with Sue Kunferman and Nick Kasza and on energy goals and planning for SolSmart and Renewable and Sustainable Committee.
- Discussed possible collaboration with MREA on an energy team through Dept. Energy.

#### **UW-Madison Division of Extension**

- Participated in Wood Co. Extension staff retreat.
- Worked with the Extension Climate Leadership team to develop a plan of work.
- Mid-year performance review.

#### **Other**

- WFHR - Guest Melissa Meschke, Director of the Small Business Development Corporation talked about their offerings in and near Wood Co. We also discussed the Small Communities Forum.
- WDLB - Discussed Small Communities Forum and Clean Sweep
- WFHR - Updates on Small Communities Forum and Clean Sweep, Climate Forum II
- Clean Sweep - coordinated with Veolia, Town of Saratoga, Groundwater Guardians, and Clean Green Action regarding logistics and volunteers. Event had 280 vehicles drop off over 11,000 of hazardous waste.
- Attended Wood County Groundwater Group meeting.

---

### **JACKIE CARATTINI**

*Extension Wood County, Family Living Educator*

- Taught a individual Food Preservation session at SWEPS food pantry.
- Met with ADRC of Central WI. partners about future programming needs.
- Presented on WFHR radio about identity theft.
- Individual financial counseling
- Attended a staff retreat
- Attended two Extension Administrative Committee zoom meetings
- Attended the HCE Fall Kickoff in Nekoosa
- Taught Rent Smart at SWEPS
- Attended a national PILD planning meeting on zoom
- Taught a Civil Rights section on a New Colleague zoom.
- Attended the Community Food Center Community Forum
- Taught Food Preservation programs, one in Merrill and one in Rome.
- Attended the Financial Stability Coalition Meeting.
- Met with United Way to plan Boys and Girls club programming.

---

### **JANELL WEHR**

*Extension Wood County, Horticulture Coordinator*

- Appear on WFHR
- Participate in the State Master Gardener Monthly Web Meeting
- Attend Master Gardener membership meeting



- Respond to many horticultural inquiries from the community (majority of time focused on these this month)
- Observed WI Horticulture Update (weekly meeting updating horticulture issues throughout the state.)
- Continued working with Tracy Moua from The Family Center to organize Hmong Garden Day Event
- Lets Garden! Growing a Strong Community- Hmong Garden Event Sept 21
- Outreach to Wood County Master Gardeners- facilitate uploading volunteer hours into ORS (Online Reporting System); meet individually with Wood County Master Gardeners who need additional assistance continued
- Continue planning for Master Gardener Level 1 training- scheduled for Jan-April 2020 at the Town of Wood Community Hall
- Cohort 5- Extension Professional Training/Onboarding Process – 2 Day Meeting
- Cohort 5 – Civil Rights training
- Attend Wood County Master Gardener Board Meeting
- Attend Wood County Master Gardener Community Ed Meeting
- Present to the Portage County Master Gardeners: Fall Lawn Care
- Update Membership Dues form with WCMG Board to reflect changes in program
- Develop Exit Survey for WCMGV who decide to end membership; Learning opportunity to increase retention in the WCMG

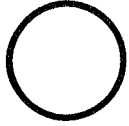
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## KELLY HAMMOND

*Extension Wood & Portage Counties, FoodWise Nutrition Coordinator*

- New Educator Position is closed for applications, starting screening process. Anticipated start date of November 1
- Led grocery store tour at Wisconsin Rapids Wal-Mart (9/12)
- SWEPS Food Pantry lesson on healthy snacks (9/17)
- Attended Hunger Relief Summit held by the Hunger Relief Federation on (9/10) Actions taken after conference include working with state to provide additional training for FoodWise teams to support school breakfast program participation.
- Represent FoodWise at Community Food Center Conversation, led by the Wood County Health Department. (9/18)
- Working with partners to develop programming for Fiscal Year 2020, including new cooking classes at the YMCA, Grocery Store Tours at Wisconsin Rapids Wal-Mart and elementary schools lessons.





## RESOLUTION#

Introduced by CEED Committee  
Page 1 of 1

ITEM#

4-1

DATE

October 15, 2019

Effective Date

October 15, 2019

|  |                                     |                          |
|--|-------------------------------------|--------------------------|
| <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:                             | <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.             |                                     |                          |

ARD

**INTENT & SYNOPSIS:** Approve a zoning amendment to the Town of Grand Rapids Zoning Map.

**FISCAL NOTE:** No cost to Wood County. The Town of Grand Rapids is responsible for any costs associated with administering their town zoning ordinance.

|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | VACANT         |    |     |   |
| 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 Town of Grand Rapids adopted and administers a zoning ordinance to promote the health, safety, aesthetics, comfort, prosperity, and general welfare of the town; and

**WHEREAS**, pursuant to § 60.62(3)(a) Wis. Stats., in counties having a county zoning ordinance, no town zoning ordinance or amendment of a zoning ordinance may be adopted unless approved by the County Board of Supervisors; and

**WHEREAS**, on August 20, 2019 the Town of Grand Rapids submitted a zoning map amendment to the Wood County Department of Planning and Zoning for review and approval pursuant to the Wis. Stats.; and

**WHEREAS**, county review and decision concerning approval or disapproval of a town zoning amendment is limited to cases of abuse of discretion, excess of power, or error of law; and

**WHEREAS**, the Wood County Department of Planning and Zoning reviewed the information submitted by the Town of Grand Rapids and finds the town adhered to the process for zoning amendments as outlined in the Wis. Stats.; and

**WHEREAS**, the Wood County Department of Planning and Zoning finds no conflict with any county planning and zoning programs and ordinances; and

**WHEREAS**, on October 2, 2019 the Conservation, Education and Economic Development Committee (CEED) reviewed the request and recommended approval; and

**THEREFORE BE IT RESOLVED**, that the Wood County Board of Supervisors, pursuant to § 60.62(3)(a) Wis. Stats., hereby approves the following Town of Grand Rapids zoning map amendment:

(1) Lot 1 of CSM: 10588 (S19, T22N, R6E) from Agricultural (A) to Residential (R-2)

**BE IT FURTHER RESOLVED**, that the Wood County Department of Planning and Zoning forward a certified copy of this resolution to the Clerk of the Town of Grand Rapids for inclusion in their records.



# Wood County WISCONSIN

OFFICE OF PLANNING  
AND ZONING

**DATE:** September 25, 2019  
**TO:** Conservation, Education & Economic Development Committee  
County Board of Supervisors  
**FROM:** Adam DeKleyn, County Planner *AD*  
**RE:** Request for Zoning Map Amendment Approval – Town of Grand Rapids

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## STAFF MEMORANDUM

### Introduction:

On August 20, 2019 the Wood County Department of Planning and Zoning (DPZ) received a request to approve a zoning map amendment to rezone a parcel of land located in the Town of Grand Rapids (S19, T22N, R6E). The Town of Grand Rapids adopted and administers their own town zoning ordinance.

### Background:

Wood County adopted the *Wood County Zoning Ordinance #700* many years ago. This ordinance is still in effect in all (22) towns within its jurisdiction. In counties having a county zoning ordinance, no town zoning ordinance or amendment of a zoning ordinance may be adopted unless approved by the County Board of Supervisors *Wis. Stat. §60.62(3)(a)*. This rule also applies to town zoning map amendments, also known as a rezone.

### Analysis:

Existing zoning on Lot 1 and 2 of newly created CSM: 10588, is Agricultural (Attachment 1). The request is to rezone Lot 1, a 1.00 acre parcel, from Agricultural to Residential. Lot 2, a 6.72 acre parcel, will remain Agricultural (Attachment 2). The purpose of the amendment is to allow for the construction of a residential dwelling on Lot 1. Additionally, the town's current zoning ordinance does not allow parcels under 5 acres in size to be zoned Agricultural. There is no floodplain or shoreland zoning on the parcels in discussion.

The Town of Grand Rapids Plan Commission unanimously recommended approval of the rezone on August 12, 2019. Subsequently, the Town Board held a public hearing and unanimously approved the rezone on August 13, 2019. The final step in the process is approval or disapproval by County Board.

### Conclusions & Recommendations:

County review and decision concerning approval or disapproval of a town zoning amendment is limited to cases of abuse of discretion, excess of power, or error of law. Based on the information submitted to the DPZ, the Town of Grand Rapids adhered to the process for zoning amendments as outlined in the *Wis. Stats*. Additionally, I find no conflict with any county planning and zoning programs or ordinances.

DPZ staff have reviewed the request and recommend forwarding the attached resolution (Attachment 3) to the County Board of Supervisors approving the zoning amendment to the Town of Grand Rapids Zoning Map with a favorable recommendation.

### Attachments:

1. Existing Zoning Map
2. Proposed Zoning Map
3. Resolution

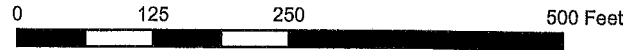
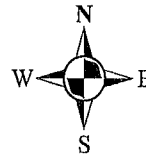
(ZA-2019-005)

# Attachment 1: Existing Zoning

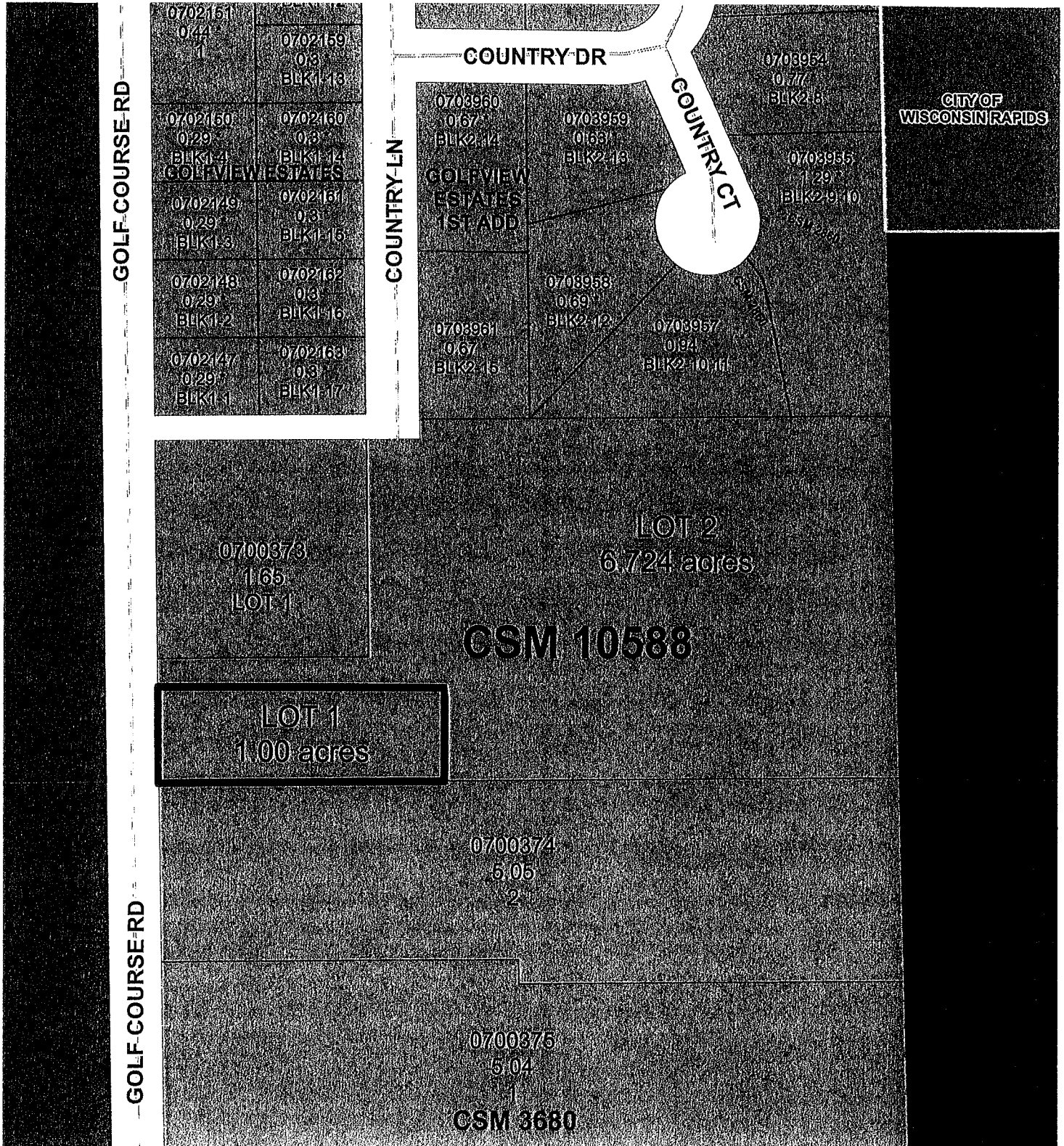
Town of Grand Rapids, Wood County, WI  
(ZA-2019-005)

## Legend

- |   |  |
|---|--|
|  Agricultural (A)  |  Recreational (P-1)   |
|  Residential (R-2) |  Special Purpose (SP) |



Map produced by the Wood County Department of Planning and Zoning for reference purposes only (AD-2019)

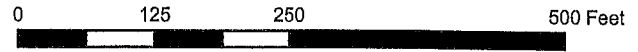
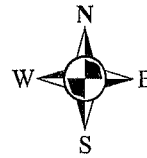


# Attachment 2: Proposed Zoning

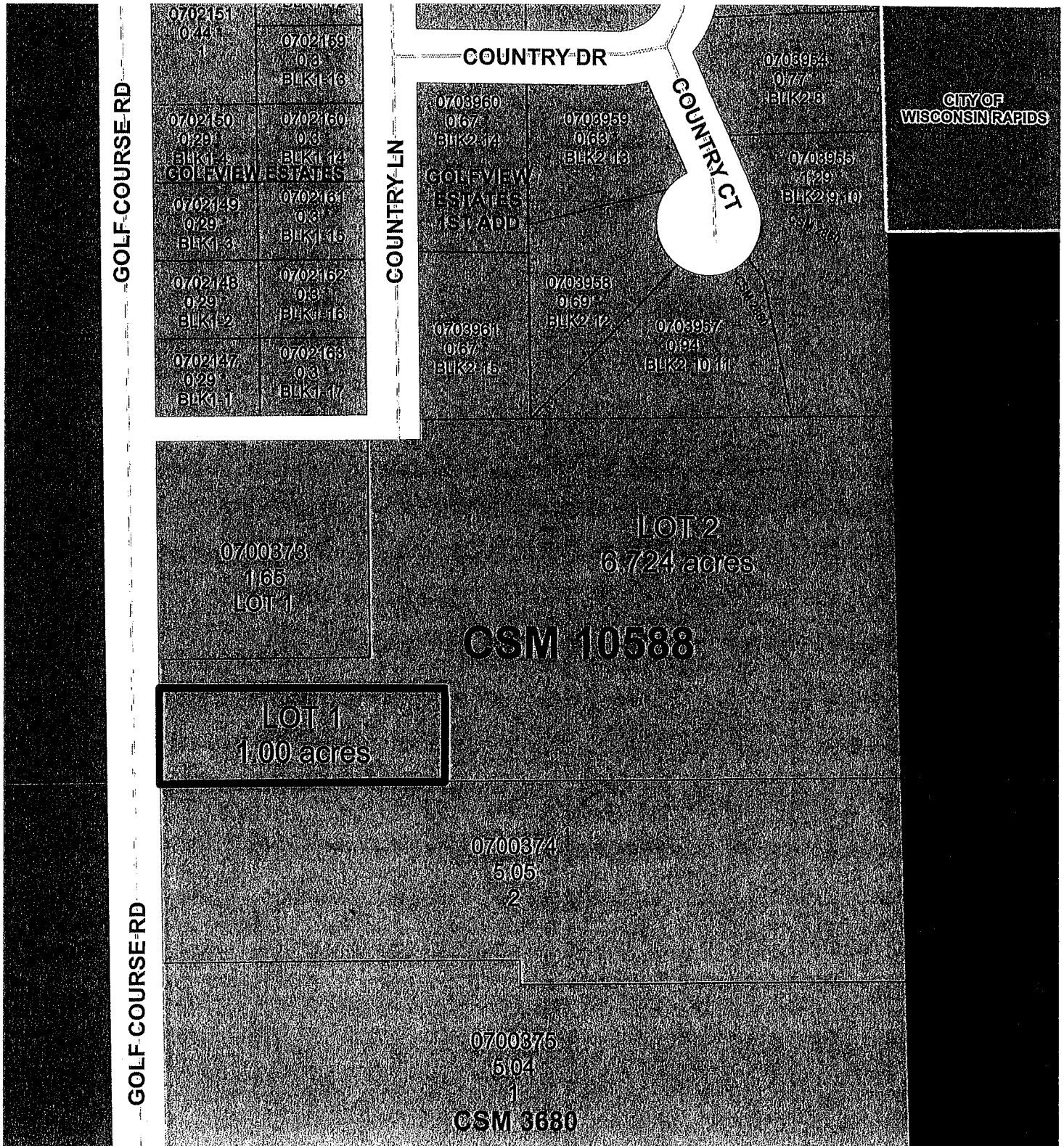
Town of Grand Rapids, Wood County, WI  
(ZA-2019-005)

## Legend

- |   |  |
|---|--|
|  Agricultural (A)  |  Recreational (P-1)   |
|  Residential (R-2) |  Special Purpose (SP) |



Map produced by the Wood County Department of Planning and Zoning for reference purposes only (AD-2019)



MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

5

DATE: October 3, 2019  
TIME: 9:00 a.m.  
PLACE: Room 115, Wood County Courthouse  
TIME ADJOURNED: 11:23 a.m.  
MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
Kenneth Curry, Jake Hahn  
MEMBERS EXCUSED: Brad Hamilton  
OTHERS PRESENT: Peter Kastenholz, see attached list

1. At 9:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. The minutes for the August 30, September 5 and 6, 2019, meetings were reviewed. With no objections to the minutes, Chairman Clendenning approved the minutes.
4. There were no new claims or notices of injury.
5. There were no new animal claims against the County.
6. The Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Leichtnam, seconded by Curry, to approve the reports and payment of department vouchers. All ayes.
  - a. Review of Resolution on Litigation Settlement Policy. Moved by Leichtnam, seconded by Hahn, to approve the resolution to adopt the Litigation Settlement Policy. All ayes.
7. Discussion on the Opioid litigation and membership in Opioids Negotiation Class. Moved by Curry, seconded by Hahn, not to exclude Wood County from the general class of litigants in the Opioid Litigation. All ayes. Substantial literature is available in the Corporation Counsel's office on the litigation.
8. The Committee reviewed correspondence and legislative issues.

Amy Sue Vruwink from U.S. Representative Ron Kind's office updated the committee on legislative matters at the federal level.

Supervisor Clendenning talked about efforts by towns in Wisconsin to take over some or all responsibility over certain town roads. He expressed a desire to have this issue dealt with statewide, not by individual counties.

- a. Report of Citizens Groundwater Group. Supervisor Leichtnam updated the Committee and advised that the Citizens Groundwater Group's minutes will accompany the CEED minutes.
  - b. Review of resolution on court fees and costs in probate and juvenile cases. Register in Probate Mary Anderson presented on this topic. Moved by Curry, seconded by Leichtnam, to support presentation of the resolution presented by the Register in Probate to update and equalize the Register in Probate fees. All ayes.
  - c. Gerrymandering. Moved by Hahn, seconded by Clendenning, to have a referendum in Wood County to support non-partisan redistricting. All ayes.  
Corporation Counsel was directed to put a resolution together and bring it back next month.
9. County Board rules.
- a. Discussion on resolution referred back by the county board on reorganization of committees.  
Moved by Clendenning to change the Executive Committee to: A) Call it an operations committee; B) have five members on the committee and have the members consist of the County Board Chair, the County Board Vice Chair, and three members appointed by the County Board Chair.  
Motion failed for a lack of a second.  
  
Moved by Clendenning to keep the committees the same as they are. Motion failed for a lack of a second.
  - b. Discussion on supervisors failing to attend a county board or committee meeting. Mention was made that the County Board Chair has the ability to send the Sheriff to bring a supervisor to the board meeting if not excused.
  - c. Discussion on scope of announcements at county board meetings. The Corporation Counsel explained that county board supervisors are not the "public" and don't have the right to make public comments during public comment sessions of county board meetings or at committee meetings at which they are a member.



10. Criminal Justice Task Force Coordinator operations. The Committee Chair appointed three members to the Criminal Justice Operations Subcommittee, specifically himself, Brent Vruwink, and Adam Fischer. The Human Resources director will work with and advise the subcommittee. Moved by Hahn, seconded by Clendenning, to confirm the subcommittee selection. All ayes.
11. Filling vacancies on county board. There is currently a vacancy on the county board. Chairman Machon has not decided yet whether to fill it or not. The County's policy on this is controlled by County ordinance. The Committee will discuss this at the next meeting.
12. Courthouse security committee update. Moved by Clendenning, seconded by Leichtnam, to approve Supervisor Curry's per diem for attending courthouse security committee meetings in place of Supervisor Clendenning. 3 ayes, 1 nay. Supervisor Curry voted no, as he doesn't plan to seek the per diem.
13. Agenda items for the November 2019, meeting:
  - Review of expenditures from Dog License Fee Fund (County Clerk)
  - Gerrymandering resolution.
  - Filling vacancies on the County Board.
  - Performance evaluations.
14. The next committee meeting will be November 1, 2019, at 9:00 a.m.
15. Meeting adjourned without objection by the Chairperson at 11:23 a.m.

Minutes taken by Peter Kastenholz.

## Judicial & Legislative Committee Meeting

**Date:**[illegible]



5

## Wood County Criminal Justice Task Force Minutes September 18, 2019

**Present:** Caitlin Saylor, Dept of Corrections; Jackie Arnold, Clerk of Courts; Craig Lambert, District Attorney; Bill Clendenning, Wood County Board; Dennis Polach, Wood County Board; Todd Wolf, Branch 3; Michelle Newman, Victim Witness; Kate Drury, Public Defender's Office; Melvin Pedersen, Grand Rapids PD.

**Minute Approvals:** Judge Wolf called meeting to order at 12:00 PM. No additions or corrections to 6/19/19 Task Force Minutes. Minutes are approved.

**Public Comment:** None.

**Additions to Agenda:** None.

**New Procedure for Unrepresented Defendants/Contempt:** Judge Wolf states a meeting was held with the Public Defender. The procedure is that when defendants do not have a public defender appointed, the preliminary hearings are held and the arraignment is adjourned for a few weeks and set for Mondays at 10:00 a.m. The arraignments keep getting adjourned if no attorney has been appointed. The procedure now is if this continues for a couple of months, a hearing is set for Mondays at 2:30 p.m. so Public Defender can explain their efforts to the Court to obtain counsel for defendants. If the Judge feels that not enough effort has been made to appoint counsel, it will be set for a contempt hearing. A question arose as to what the remedy for contempt would be. Judge Wolf feels that the remedy would be that Court would appoint counsel and the Public Defender would be billed \$50/hour and county would pay the rest until the Public Defender appoints counsel. He states that there have been no contempt hearings. Kate states that lack of public defenders is a statewide problem, but seems to have affected Wood County more than other counties.

**Restorative Justice:** Bill Clendenning states that county board has approved the Criminal Justice Coordinator position for Wood County. He does not know if funding will be approved. He states his dissatisfaction with support from this committee. Craig questions what he is dissatisfied with. Bill states he asked for committee members to speak to the county board, but they declined. He wants to take three members of the Judicial & Legislative committee to Dunn County to find out the costs of their Criminal Justice Coordinator position. He does not think it is feasible for the position to start in January of 2020. Committee suggests that we should ask surrounding counties or similar populated counties what the costs are for them. Most programs are funded by grants, but the cost needs to be determined first. Craig suggests that the sub-committee meet again to look into this. Judge Wolf indicates that he spoke to Rick Grams of MPD and he wants to be a part of that committee. Adam Fischer from the county board also wants to be a part of the committee. Judge Wolf will talk to Judge Potter about the sub-committee. Bill presents committee with county board vote count for approval of Criminal Justice Coordinator and is attached.

**Drug Court:** Judge Wolf states he provided a written update of drug court with today's agenda. Drug Court was evaluated by the state and were in compliance. It will be evaluated again in 3 years. He states that there were issues with the case manager in Marshfield and she was terminated. So there is a job opening for a case manager in Marshfield. There are 25 participants in the program now and 12 on the pending list to get in.

**Round Table:** Kate Drury states they have hired a limited term employee, Angela Boelter, to help with the caseload. She will be working until January.

Craig says that two new prosecutors have been approved for the District Attorney's office. He can start hiring immediately. The space in the old Human Services office will not be available for about a year since they cannot start working on renovations until 2020. They may be able to utilize a temporary space recently vacated by EG however. Bill states that it has been proposed that Victim Witness switch offices with County Board Chairman, which will work better for both departments. Craig thinks that maybe Victim Witness should wait until District Attorney's office moves so the department will be on third floor and will only have to move once. Judge Wolf states that he is hopeful that there is an area in the Victim Witness office for victims and witnesses to stay during trials. Michelle says she is ready to make the move to a new space now.

Michelle states that she has discussed with the judges a new procedure for when alleged victims wish to have a contact provision on a bond lifted on domestic abuse cases. It is being proposed that alleged victims create a safety plan with the Family Center or PDC before they can ask the Court to have the no contact provision be lifted. Other counties have this procedure and are finding it helpful. At this time, the Family Center is not in favor of it. She has meeting set up with PDC and the Family center on Friday. Alleged victims will be notified when the no contact condition is put into place so they know what they need to do to have the no contact lifted.

**Meeting adjourned at 12:38 p.m.**

Submitted 9/19/19

Jackie Arnold  
Deputy Clerk of Courts



YES: 12 NO: 7 ABSTAIN: 0 ABSENT: 0

|                |            |                  |     |
|----------------|------------|------------------|-----|
| 1 - LaFontaine | Yes        | 11 - Curry       | Yes |
| 2 - Rozar      | No         | 12 - Machon      | No  |
| 3 - Feirer     | Motion Yes | 13 - Hokamp      | Yes |
| 4 - Zaleski    | Yes        | 14 - Polach      | No  |
| 5 - Fischer    | No         | 15 - Clendenning | Yes |
| 6 - Breu       | Second No  | 16 - Pliml       | Yes |
| 7 - Ashbeck    | Yes        | 17 - Zurfluh     | No  |
| 8 - Hahn       | Yes        | 18 - Hamilton    | Yes |
| 9 - Winch      | No         | 19 - Leichtnam   | Yes |
| 10 - Holbrook  | Yes        |                  |     |



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

OCTOBER 2019

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- Shannon Lobner, Nicole Stelzer and I visited the Brown County Child Support Agency on September 12<sup>th</sup>. The visit was in regards to the five county demonstration program. We continue to work on the formation of a policy manual. We are trying to ensure that the policy and procedures are flexible enough so each county can run a program that is unique to the needs of their customers. It was decided the program will be called "Elevate" rather than the five county demonstration program. The name "Elevate" closely reflects what our service mission is.
- Vicki Stoflet and I attended the WCSEA Board meeting on September 17<sup>th</sup>.
- Four staff members and I attended the WCSEA Fall Conference in Middleton on September 18<sup>th</sup> and 19<sup>th</sup>.
- Agency staff attended a presentation on the "Art of Listening" on September 25<sup>th</sup> that was sponsored by our Human Services Department.
- I plan to attend WCA CAP day on October 29<sup>th</sup>. I am still working on several pieces of legislation that will have a significant impact on the Child Support Program.
- The Administrative Paternity Legislation I have been working on since the last legislative session passed the Assembly Committee on Family Law on September 24<sup>th</sup> and the Senate Committee on Universities, Technical Colleges, Children and Families on September 25<sup>th</sup>. The legislation can now move to the full Assembly and Senate. I am optimistic it will reach the Governor's desk before the end of the year.
- The August performance numbers are in. The agency continues to exceed all the Federal Performance Measures. With the Federal Fiscal Year ending on September 30<sup>th</sup> we need to maintain our performance numbers in order to continue to get the maximum amount of revenue from the state.
- The current IV-D case count is 3,860.



# Wood County

## WISCONSIN

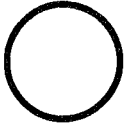
### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**OCTOBER 2019**

#### **MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

1. Fidlar representative, Cheryl McCarthy, visited our office on September 4<sup>th</sup> to assess hardware needs for the software upgrade occurring in Jan/Feb 2020.
2. On September 4<sup>th</sup>, I met with Ed Newton, Deputy Finance Director, to finalize the ROD budget.
3. September 5<sup>th</sup>, Debbie Killian and I attended a conference call to discuss revenues and expenses regarding Laredo and Tapestry software with Fidlar.
4. On September 5<sup>th</sup>, I attended the Judicial and Legislative committee budget meeting.
5. I attended the Judicial and Legislative committee meeting on September 6<sup>th</sup>.
6. On September 9<sup>th</sup>, I was approved to be a Heart of Wisconsin Ambassador. I look forward to this new opportunity.
7. On September 10<sup>th</sup>, I attended the annual Fidlar user group meeting in Stevens Point.
8. I attended the Wood County board meeting on September 17<sup>th</sup>.
9. In Madison, on September 19<sup>th</sup>, I was presented with the Hall of Fame award from the Wisconsin Child Support Association. I am so honored to have been a part of such a fantastic group.
10. I attended the Executive Committee budget meeting on September 25<sup>th</sup>.
11. On September 26<sup>th</sup>, I attended the hearing on SB318 in Madison. We, the WRDA, were present to testify in support of this bill to remove the requirement for providing a certified death certificate when recording a Termination of Decedents Interest.
12. On October 2<sup>nd</sup>, Rita Eichstadt, will be attending the Employee Feedback meeting.
13. On October 3<sup>rd</sup>, I will be attending the Judicial and Legislative committee meeting



## RESOLUTION#

Introduced by Judicial and Legislative Committee  
Page 1 of 1

ITEM# 5 - 1  
DATE October 15, 2019  
Effective Date October 15, 2019

|  |                                     |
|--|-------------------------------------|
| <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.             |                                     |

LAD

**INTENT & SYNOPSIS:** To encourage the Wisconsin legislature to revise the statutes for a consistent charge for court costs, fees, and surcharges in the offices of the Clerk of Courts and Register in Probate.

**FISCAL NOTE:** Minimal increase in fees collected.

|    |                | NO | YES | A |
|----|----------------|----|-----|---|
| 1  | LaFontaine, D  |    |     |   |
| 2  | Rozar, D       |    |     |   |
| 3  | Feirer, M      |    |     |   |
| 4  | VACANT         |    |     |   |
| 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,** Wisconsin Statutes Chapter 814 covers court costs, fees, and surcharges. Subsection 814.66 applies to the office of the Register in Probate. Probate and Juvenile Court handles other case types for which fees are not covered in Sec. 814.66 or other statutes. The result is cases filed with the court without a filing fee; and

**WHEREAS,** some fees and costs collected by the probate office are different from fees collected by the Clerk of Court for the same items. This can cause confusion. Different fees and costs for an identical item seem inappropriate; and

**WHEREAS,** employees of the Clerk of Court and Register in Probate are all county employees, usually working in proximity to the court, if not in the same office using the same equipment. The employees use CCAP provided computers and printers as well as county provided copiers. There is no discernable difference in these two offices related to copying and issuing certificates; and

**WHEREAS,** the Legislature should revise the statutes for consistency. Require fees and costs charged by the Clerk of Court and Register in Probate to be the same for the same item or service. Require fees for probate and juvenile court as attached; and

**WHEREAS,** the Judicial and Legislative Committee supports revising the statutes to collect fees and costs associated with probate cases and juvenile court proceedings as outlined herein.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to support the Wisconsin Register in Probate Association in its efforts to revise Wisconsin Statutes consistent with the resolution and further urges the Legislature to revise and amend the related statutes to further consistency between the fee structures outlined in the statutes.

**BE IT FURTHER RESOLVED** that the County Clerk is directed to send a copy of this resolution to Governor Tony Evers, the Wisconsin Counties Association, all members of the State Legislature, and to each Wisconsin County.

Attachment to Resolution No. \_\_\_\_\_

URGING THE LEGISLATURE TO REVIEW THE STATUTES FOR COURT FEES AND COSTS IN PROBATE AND  
JUVENILE CASES

Require fees and costs charged by the Clerk of Circuit Court and Register in Probate to be the same for copies, certificates and searches. See below the difference between the current Clerk of Court fees and costs and the Register in Probate fees and costs, per current Wisconsin Statutes.

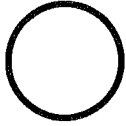
| <u>Clerk of Court fees and costs-Statute:</u> |                               | <u>Register in Probate fees and costs-Statute:</u> |
|---|-------------------------------|--|
| Copies:                                       | \$1.25/page -- §814.61(10)(a) | \$1.00/page -- §814.66(1)(h)                       |
| Certificates:                                 | \$5.00 -- §814.61(5)          | \$3.00 -- §814.66(1)(g)                            |
| Searches:                                     | \$5.00 -- §814.61(11)         | \$4.00 -- §814.66(1)(j)                            |

Require a filing fee for adult adoptions, clearly stated within Wis. Stats., Chapter 882, to be consistent with the civil filing fee, which is currently \$75 under Wis. Stats., § 814.61(1)(a).

Require a \$250 filing fee for trust cases filed in probate, clearly stated within Wis. Stats., Chapter 701 or Wis. Stats., § 814.66(1). (The Trust Trailer Bill Committee recommendation for this filing fee has been forwarded to the Wisconsin Legislative Reference Bureau to draft legislation.)

Require a filing fee upon transfer of a foreign guardianship, to be either clearly stated within Chapter 53 or added to Wis. Stats., § 814.66(1), and to be consistent with guardianship filing fees based on the value of the guardianship estate. The filing fee shall be the \$20 minimum filing fee and .02% of amounts over \$50,000, like any new guardianship case. Alternative -- require a \$15 filing fee (consistent with filing a foreign judgment), or the \$20 probate minimum filing fee.

Require a filing fee upon the filing of foreign letters under Wis. Stats., § 877.16 to be either clearly stated within Wis. Stats. §877.16 or added to Wis. Stats., § 814.66(1); and the fee to be either \$15 (consistent with filing a foreign judgment), or the \$20 probate minimum filing fee.



## RESOLUTION#

Introduced by Judicial and Legislative Committee  
Page 1 of 1

ITEM#

5- 2

DATE

October 15, 2019

Effective Date

October 15, 2019

|  |                                     |
|--|-------------------------------------|
| <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.             |                                     |

LAD

INTENT &amp; SYNOPSIS: To adopt a Litigation Settlement Policy.

FISCAL NOTE: None.

**WHEREAS**, there are times in litigation matters when the County, our insurer, the opponent, or the trier of fact via mediation, wants to address settlement and it is appropriate for the County to have in place some pre-established process to address such matters particularly when time is of the essence, and

**WHEREAS**, the County is often constrained in taking quick action when it comes to settling litigation due to its structure and the conveyance of authority within that structure, the requirements of the Open Meetings Law, and the statutorily imposed budgeting process, and

**WHEREAS**, the attached Litigation Settlement Policy is an attempt to deal with the various scenarios when settlement may arise in pending actions, and

**WHEREAS**, the Judicial and Legislative Committee has considered this matter and feels it is appropriate for the county board to adopt the attached Litigation Settlement Policy.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to adopt the attached Litigation Settlement Policy.

|    |                | 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   |    |     |   |



## **Litigation Settlement Policy**

- 1. A need to make an offer of settlement (OS) is identified by counsel, staff, or a county board supervisor, or a settlement offer (SO) is received from a party in a case where the county has been sued in either an administrative or court proceeding. The OS/SO needs to be referred to step 2.**

This policy only applies to cases where the county controls the right to settle the case, in full or part. Some insurance policies, including that of our primary insurer, WCMIC, give settlement authority to the insurer even within the county's deductible. WCMIC and other mutual insurers, in particular, are quite attentive to the desires of its members and recommendations on settlement proposals will be welcome. Such proposals should go to step 2, below, at a minimum.

Other policies leave settlement up to the deductible, sometimes called a self-insured retention (SIR), to the insured, the county. In these situations where the county retains settlement authority (SA) up to the amount of the remaining deductible, decisions on settlement are left to the joint discretion of the appropriate department head and the county's Insurance Administrator/Risk Manager (IA). To the extent they do not agree, then there is a need to proceed to step 2.

A department head (DH) does not have the authority to settle a case on their own when the county has been sued even if funds are available in the budget overseen by the DH or no funds are needed. The IA needs to approve of the settlement, at a minimum.

When the county is a plaintiff in litigation, then the case may be settled at the discretion of the DH or their designee unless the Corporation Counsel (CC) doesn't agree with the terms of settlement. If the CC doesn't agree with the settlement, the CC shall address the issue with the DH and if they are unable to come to an agreement, the matter shall be brought to the attention of the DH's oversight committee for a determination, if time allows. If there is insufficient time to involve the oversight committee, then the decision of the DH controls.

- 2. The OS/SO is presented to the DH, IA, the Administrative Coordinator (AC), and the CC to consider. The above individuals and any others they need to involve in the process (insurers, Finance Director ...) will meet and identify the various options available to the county, e.g. accept the SO, make a counteroffer, etc., and set forth the pros and cons of each option in writing. This data, in conjunction with a recommendation, shall be presented to the Executive Committee (EC) in a timely fashion. (An emergency meeting of EC may need to be called.)**
- 3. The EC meets and addresses the OS/SO, typically in closed session per Wis. Stat. s. 19.85(1)(g). Any county board supervisor is entitled to attend the meeting unless their interests are or may be adverse to the county.**

4. **A. If the EC's decision does not necessitate county board approval, then the EC shall direct staff via motion on how to follow up on its directive.** The EC should determine with whom and how the decision should be shared. The EC may convey a range of SA to one or more persons to exercise. The EC may refer a matter to the County Board with a recommendation even though such referral is not necessary, if time permits.  
  
**B. If the EC's decision necessitates county board approval for financial or policy reasons, then the EC shall determine if a special meeting of the County Board is needed and, if so, will direct the County Board Chairperson to timely call such a meeting.** The EC will direct staff how the OS/SO is to be presented to the County Board.
5. **The County Board will meet in open or closed session, as appropriate, and determine how to proceed.** Normally, a resolution will be presented to the County Board by the EC for it to consider, possibly amend and vote on. It is possible that a majority of the County Board will advocate for a position but there are insufficient votes in support of the position. It is possible the County Board will not be able to take affirmative action on an OS/SO and inaction is a possible outcome. The County Board may convey a range of SA to one or more persons or committees to exercise.

#### Notes

- This policy does not cover Workers Compensation or Bankruptcy cases.
- The process may be repeated any number of times in full or part in any given case.
- On occasion there will be insufficient time to convene a meeting of the EC or the County Board in order to authorize taking action on an OS/SO. In such instances the CC, in conjunction with the DH, AC and Finance Director, will meet and determine what, to whom, and how data needs to be communicated regarding the matter.
- Periodically a court will mandate that parties participate in mediation where the issues are complex or the damages may be significant. In that situation the county may need to grant a level of SA to one or more representatives the county sends to the mediation session. This process applies to such instances of court ordered mediation and should be looked to when the parties look to voluntarily enter into mediation.
- Some contracts mandate binding arbitration for dispute resolution. Staff is encouraged to contemplate settling cases short of binding arbitration when appropriate and this policy can be used as a guide for proceeding in those instances.
- Some employment cases against the county involve efforts by employees to be placed in positions not supported by management. This would include the re-employment of an ex-employee or setting other terms and conditions of employment. Consideration of management's (DH and HR) perspective will be taken into account by the EC and the County Board where applicable, but control over OS/SO and the terms thereof are left to the EC/County Board.
- Elected DHs have a higher level of control over who serves as their deputies than do other DHs so there may be instances that require a case by case assessment of authority in employment cases. However, when it comes to control of budgets, there is no distinction between an elected DH and an appointed DH.

6

**MINUTES OF THE  
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE**

**DAY & DATE:** Wednesday, October 2, 2019  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave N,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:01 A.M.  
**ADJOURNMENT TIME:** 10:02 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml,  
Supervisor Dennis Polach  
**EXCUSED:** Not applicable.  
**OTHERS PRESENT:** Supervisor Bill Clendenning; Commissioner Roland Hawk,  
Highway; Caitlin Carmody, Highway Accounting  
Technician; Director Chad Schooley, Parks and Forestry;  
Forest Administrator Fritz Schubert, Parks and Forestry;  
Pete Winistorfer, Town of Rock; Dan Schmitt, MSA  
Professionals; Fred Lochner, MSA Professionals

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:01 am.
2. Fischer declared a quorum.
3. Public comments. None.
4. Correspondence.

R. Hawk stated that the email that came out from Trent Miner regarding agenda changes was in part due to him trying to add the Low Boy Trailer Purchase item to the agenda on Thursday morning. He did not realize that changes could only be made by the Committee Chair at that point.

Hawk also stated that they hired MSA Professionals to help with the site plan for the Marshfield salt shed. There are some wetlands on the site and the DNR will need to do a site review. The application costs \$500 and he wondered if he needed committee approval. Fischer stated that since approval was given to go forth with the process that he did not think further approval from the committee was necessary.

**5. CONSENT AGENDA**

- a. Approve minutes from previous committee meetings

A correction needs to be made to the September 5, 2019 minutes to reflect that Supervisor Al Breu was in attendance but did not sign the sign in sheet.

- b. Department Staff Reports
- c. Department Vouchers
- d. Department Revenue Reports

Winch requested to remove pages 4, 7, 12, and 23 for discussion.

**Motion to approve the consent agenda with the correction to the September 5, 2019 minutes and the removal of said pages by Winch by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.**

6. Review items, if any, pulled from consent agenda

Page 4 – Winch inquired if Bill Clendenning did take back the Township letter discussed under item “a.” to the Towns Association as indicated, and if so, what came of it. Clendenning said he did take it back to the Towns Association and they are consulting on it still. Fischer stated he did get a call from a Town of Richfield supervisor to add it to the November HIRC agenda.

Winch also asked if the Parks Department also got the vehicle in that was addressed under item “c. Fleet Vehicle Replacement” as indicated in the minutes on page 4. Schooley stated yes, the vehicle came in and a check was cut for \$27,717.50 for that.

Page 7 – Winch asked if the Highway Department did spend down their machinery fund as indicated in paragraph one on that page. Hawk stated the budget was resolved with Finance department.

Page 12 – Winch inquired about CTH U projects listed under “Highway Projects”. Hawk stated he had an agenda item in this meeting to discuss those.

Page 23 – Winch pointed out the Menards charge and reminded Schooley that Menards is not in Wood County. He also stated that the South Park electric bill seemed high. Schooley stated he would look at it in comparison to previous years.

**Motion to approve the items pulled from the consent agenda made by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.**

*At this time and at the consent of the committee, Fischer moved to item 9.c. “MSA Presentation for Powers Bluff” and returned to the agenda following. Minutes for that section can be found in order.*

7. ATV Update

a. Town of Remington Communication Regarding Bridge Crossing and Resolution

Hawk stated that for the Yellow River Bridge crossing in STH 80, the Town of Remington had to include it in their ordinance and then forward it to the State. He believed they had their meeting the night prior and so he is confident that that portion will be open by the end of the month.

Also, Hawk mentioned that there was a fatality on Swiggum Ln in the Town of Seneca. Speed and alcohol were involved.

b. Additional Requested ATV County Highway Routes

Hawk stated there were three more route sections requested. They are listed as follows:

- CTH DD in the Town of Rudolph between STH 34 and CTH O.
- CTH Z in the Town of Saratoga between Hemminger Court and Patton Dr (1/4 mile)
- CTH V in the Town of Rock between Patton Dr to CTH N in Lindsey (1 mile)

He stated he has concerns about the one on CTH Z but that it would be a good test section because it is only a ¼ mile long. There is a wide shoulder on that portion.

**Motion to approve the three requested route sections made by L. Pliml and seconded by W. Winch. All in favor. Motion carried.**

Hawk stated he would like to utilize additional ATV funding that the Parks Department has to sign the additional route sections. Schooley stated he would like to use those funds on the original approved trail sections and that they would discuss the matter further.

Pliml stated he was at the Tourism, Business, and Economic Development meeting at the Nepco Shelter recently. There were many comments made by attendees as to how nice the shelter was. He stated he also received comments thanking the County for filling in the gaps in ATV usage in our area.

Hawk stated the Public Works Director from the City of Nekoosa has noticed some issues in the city cropping up due to the open routes. The City is working to address those issues with increased police presence. He stated that they are also having some issues with small ATVs not being clearly visible on the routes. Hawk stated that in the future, they may want to revise the ordinance to include some additional visibility features.

## **8. HIGHWAY**

### **a. 2020 Construction Project Schedule**

Hawk stated they over budgeted on the schedule but they do not anticipate all of the CTH U bill to come in in 2020. If they actually are running high, they won't do CTH Y project.

### **b. CTH U Project Update**

#### **a. STH 54 – S Biron Drive**

All the right of way is acquired. They need to clear some trees that cannot be removed during the growing season because of the white nose bat syndrome concerns.

#### **b. Bridgewater/Classic Development**

They are in the jurisdictional transfer process for Portage County's portion now. Hawk gave the developers permission to work in the old right of way because the agreement says they will not be maintaining that portion anyway. The Village of Biron did approve the stormwater maintenance agreements.

### **c. National Association of County Engineers (NACE) 2020 Annual Meeting**

Hawk requested permission to attend the out-of-state conference in Alabama in April of 2020. He stated he went to the conference when it was held in Wisconsin last year and it was an excellent conference. He believes a handful of commissioners from the area are planning to go and so they would like to work together to keep costs down.

Pliml stated they need the details of the cost, but that he is in favor of Hawk attending. Fischer stated he agreed and that Hawk should put it on the next agenda and bring the costs back.

d. North Central Region Legislative Breakfast – October 18, 2019, Stevens Point

Hawk stated he needed to know who would like to attend the legislative breakfast this year. Fischer stated they would need to approve the per diem for attendees, if the committee decided they wanted it.

**Motion to approve a per diem for committee members wishing to attend the North Central Region Legislative Breakfast on October 8, 2019 in Stevens Point made by L. Pliml and seconded by D. Polach. All in favor. Motion carried.**

e. Temporary Portable Rumble Strips Purchase

Hawk stated the Wisconsin Department of Transportation is now requiring rumble strips to be set up on a project on a State highway that lasts for more than two hours. They would need two arrays of the rumble strips (three each). Hawk believed the estimated price is \$18,000 to \$20,000. The Highway Department has a trailer they will refurbish to haul them. He stated he did not budget for them and the DOT is not providing any funds for them, but the department can charge them back at a very low rate per day.

f. Sale of Low Use Highway Properties

Hawk stated that two of the three parcels that the Department is selling are currently posted on the Wisconsin Online Surplus Auction site. The third is the one that needs the environmental review due to concerns of a previous landfill. The sale ends prior to the October board meeting on October 14. There will need to be a special HIRC meeting to approve or deny the bidders. REI did the soil borings on the third parcel already and the Department should be getting the results back soon.

g. Land Sale Parcels Update

Fischer stated that he had been advised that the buyer interested in purchasing a portion of the Smith Pit property that runs adjacent to their land was no longer interested. He stated that regardless, it is the committee's decision whether or not they want to sell. There would be limited interested parties because it would be a small <10 acre parcel that would be landlocked (although an easement could be provided) and it could not be developed under current ordinance. If the committee did want to go through with selling it, a Certified Survey Map would be required. Pliml stated CSMs usually run between \$1000-\$1500. He stated that the reason for the sale was to alleviate a problem that may have been created by the County's operations at the pit. Pliml asked if the problem still exists. Hawk stated he believes they have eliminated the original issues by lowering the pipe from the pit. Last time they pumped out of the pit, the adjacent landowner did not have any flooding issues.

**Motion to move forward with obtaining a Certified Survey Map for the less than 10 acre parcel of the Smith Pit property in the Town of Rock in preparation for future sale made by L. Pliml and seconded by D. Polach. All in favor. Motion carried.**

h. Low Boy Trailer Purchase

Hawk stated that a few staff members turned in the low boy trailer to get inspected as they felt it was unsafe. Upon review, Hawk and the Shop Superintendent agreed and it was pulled from the road. They will, however, need to replace it quickly as that is a piece of equipment that is used frequently. A new one can run between \$100,000-\$150,000. Hawk stated they found a few used ones ranging between \$30,000 and \$40,000. They were both traded in to retailers and have been inspected and certified.

9. **PARKS:**

a. Parks Revenue Report

Schooley stated it was a low camping month due to the rain. Pliml asked why there was a decrease in ice, wood, and boat launch fees? Schooley stated that those are all sold on the honor system and it is possible that they are not patrolling those areas enough. Schooley stated actual camping units nights were also down this year. He thought that might be due to the removal of the "fifth night free" policy from last year. He intends to look at those numbers at the end of the season. Pliml stated it would benefit them to know what the actual costs for camping are as well.

**Motion to approve the Parks Revenue Report made by M. Hokamp and seconded by W. Winch. All in favor. Motion carried**

b. Forestry Revenue Report

Schubert said the rain is not helping with numbers this year. He also stated going into the winter with this much moisture in the ground will make next year difficult as well.

**Motion to approve the Forestry Revenue Report by L. Pliml and second by D. Polach. All in favor. Motion carried.**

c. MSA Presentation for Powers Bluff

Schooley introduced Fred Lochner and Dan Schmitt from MSA Professionals. They handed out a copy of their presentation. Pliml asked if there was a reason the covered shelter is separated from the interior gathering space on the floor plan. Schmitt stated that yes, that was intentional, as this way guests to the park can continue to utilize the trails and outdoor bathrooms without disrupting any event being held indoors. Schmitt also stated that there is outdoor patio space adjacent to the gathering space, but this area is not covered.

Clendenning asked if the facility will be ADA accessible. Schmitt stated yes, by law and also by desire.

Winch asked where they could cut down on costs if needed. Schmitt stated in materials and design would be the first places. However, the materials and design chosen were all intentional and considered important to keeping the aesthetic of the open design and keeping some of the aesthetic of the current buildings without going full masonry.

Lochner stepped in to discuss the fundraising aspects of the project addressed in the Concept Development phase. He surmised that pretty much everyone he talked to was in support of the project, but that no one truly feels connected to the property yet and therefore is showing hesitancy in claiming ownership over the fundraising. He

stated a rebranding of the property and the project would be helpful to garner community support. He suggested to set a target to fundraising, to wrap up the campaign planning and feasibility studies, and to set an aim for the building for 3 years. That will give communities plenty of time to hear about the project and get on board so they know it's coming.

Fischer asked what was meant by rebranding. Lochner advised that the retailers he talked to would be interested in donating time or money in exchange for naming rights to parts of the project. Fischer then asked what the feasibility study would look like. Lochner stated that the important part would be to get grassroots support as many major funders aren't interested in donating unless they see community support.

Clendenning asked why the Mead Witter Foundation wasn't included in the Concept Development studies. Lochner stated the reports included looked at businesses with 50+ employees and businesses and organizations identified as having a retail connection to the resources being planned. The foundation would certainly be included in the fundraising part once there was the community support established.

Fischer asked to have the plan included again on the November agenda.

10. Future Agenda Items.

- Powers Bluff Project (December)
- T/Richfield Road Issues (December)
- Evaluations (maybe during special November meeting)

11. Special HIRC meeting: October 15<sup>th</sup>, 2019 at 6:15 PM at the Courthouse; room to be determined. Regular meeting: November 7<sup>th</sup>, 2019 at River Block Auditorium, 2<sup>nd</sup> Floor

12. Fischer declared the meeting adjourned at 10:02 AM.

Minutes taken by Caitlin Carmody, Highway Accounting Technician





# Wood County WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

Roland Hawk  
COMMISSIONER

6

October 2, 2019

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for October 2, 2019 HIRC meeting

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## Department Activities

### Personnel

Mechanic position still open. Only two completed applications were submitted in September, none that met the requirements of the position. Will continue to advertise until filled. Working with HR on possible implementation of lowering qualifications and developing training/mentor program.

Filled the sign shop position and now have a truck operator position vacant. Filled the paver operator position vacated through a retirement, and now have screed operator position posted.

Commissioner will send personnel to Certified Flagger Training October 17 at Marathon County. This training has been developed by Wisconsin County Highway Association (WCHA). Fee is \$95.00 per person (two people) plus travel. Highway training budget will cover this cost.

Commissioner attended Towns Association Meeting 9-20-19 to address LRIP committee selection and project applications for towns.

Commissioner is seeking permission to attend the 2020 National Association of County Engineers (NACE) annual meeting out of state. Will address with committee. *Agenda item.*

### Highway Projects

CTH U (STH 54 – S Biron Dr.) Construction YR 2020. Acquisition of R/W complete.

CTH U (Bridgewater/Classic Development) Commissioner working on Jurisdictional Transfer of segment old highway and discontinuance of a segment.

CTH H West County Line to Lincoln Ave, contracted with WDOT, project is complete and open to traffic.

CTH N Bridge, near intersection of CTH T, Town of Richfield. Bridge is complete and open to traffic.

CTH V from Cary-Rock Road to US 10 is completed and open to traffic.

CTH S from CTH F to CTH C, Town of Sigel, project is complete and open to traffic. Some additional ditch cleaning will be performed in the next few months.

CTH D from Elm Lake Road to STH 73 paving was delayed due to weather conditions and assistance to RR. Scheduled to complete paving and open to traffic by October 4.

#### Highway Maintenance

Temporary Portable Rumble Strips (TPRS) – State required traffic control devices for 2020 to work on State Highways. WCHD is required to have these by 2020. These are very good devices but are an added cost to county highway departments with minimal recovery options. See attachment.

Clean up from July storm is nearly complete. Expected costs most likely will not exceed \$60,000.

Crews are repairing numerous bridges on State & County highways. Several culverts are being replaced in preparation for next year's county projects and town roads.

Shop has begun preparing patrol trucks for snow & ice removal. Expectation is to have all winter maintenance vehicles and equipment prepped and ready for service by early November. Most will be ready by mid-October.

#### ATV Plan

Request to open the following County Highways to ATV traffic:

CTH Z from Heminger Court to Hillcrest Ave., Town of Saratoga (approximately ¼ mile)

CTH DD from STH 34 to CTH O, Town of Rudolph, (approximately 3 miles)

CTH V from Patton Dr to CTH N (Lindsey) Town of Rock, (approximately 1 mile) (*Ongoing*)

#### Unused/Low-Use County Highway Property

REI Engineering is conducting a limited Phase II investigation on one of the parcels in the Town of Rock know to be an inactive solid waste landfill. Work began September 24, 2019.

Two other parcels are listed on Wisconsin Surplus Auction site until October 14. Will require a special HIRC meeting on October 15, 2019 prior to County Board meeting to approve sale of these parcels.

Land owner adjacent to WCH quarry property has requested the Commissioner to table the sale of five acres. Commissioner will meet with the land owner to identify possible low cost improvements to the quarry property to prevent future flooding on the adjacent lands.

#### Wisconsin County Highway Association

NC Region Legislative Breakfast is scheduled for October 18, 2019 in Stevens Point. HIRC is welcome. *Agenda item.*

#### Highway Access Control Policy

With HIRC approval of new access control ordinance in September, WCHD will host a public meeting in November and seek board approval in December.

#### On Line Permitting

Highway Department is working on the development of the On-Line permitting process. This was approved at the February 2019 HIRC. Expect to have the system in operation by January 1, 2020. Permits to be available are, utility, access/driveway, overweight/over length/over height, seasonal weight restriction, and special events such parades. Submitted Lean Process Improvement Grant application to County Clerk.

## Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues

Revenues are as anticipated.

Bituminous revenues for the year are on target. In October, we will receive the final GTA 2019 payment in the amount of \$548,606.26. With county construction projects winding down, State and Local charges are picking up.

### Expenses

Expenses are as anticipated.

Bituminous Production Expenses for the year are on target. The Machinery Operations Expense/Recovery account is also doing well. Expenses to local governments are picking up as we are completing our County projects and moving on to municipals.

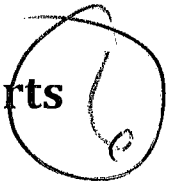
### Other

On the day I'm writing this report, Roland and I will be meeting with the Executive Committee regarding our budget. We are requesting a no-increase levy.



## Parks & Forestry Committee Reports

WEDNESDAY - October 2, 2019



### Director Report, by Chad Schooley

- Met with Jess Artz, Ho-Chunk Nation Wellness Coordinator, at North Wood County Park. They are interested in setting up wellness events at our different parks to get people into the outdoors and active. Their first event will involve walking throughout North Wood County Park some evening in October.
- As approved by HIRC at the September meeting, I have moved ahead with the grant application for the Solar Panel project at Nepco Lake County Park. Exec. Committee will consider the grant at the October meeting.
- Storm cleanup continues. Stump removal and landscaping will be final step this fall.
- Participated in Dexter Park ATV ribbon cutting event on Sept. 18<sup>th</sup>.
- Although most of the day was a little rainy, we had a very good HIRC Parks, Forestry, and Highway tour on Sept. 19<sup>th</sup>. "Thank you" to Ho-Chunk Casino - Nekoosa for donating a bus and driver for the tour.
- **September:** 34 shelter reservations
- **Special Use Permits**
  - WR Kiwanis Club Winter Youth Outdoors Day, February 15, 2020. Shelter is reserved and used for this event. Event utilizes ski trails, open areas, and ice for different events.
  - Jigsaw run for Camp Autism. May 2, 2020. South Wood County Park. All shelters are reserved for this event, and the walk trail around Lake Wazeecha is used.

### Construction Supervisor Report, by Dennis Quinnell

#### **Current Projects**

- White Beach Remodel; work continues on kitchen area. The septic replacement is complete, with landscaping remaining.
- We are accepting quotes for the building damages done during the July 20<sup>th</sup> storm. (No quotes submitted thus far)
- We are accepting quotes to remodel the Willow Run vault toilet and to pour concrete for the North Park wood storage. (No quotes submitted thus far)
- Because of the lack of quotes, we may be requesting a carryover for funds to complete these projects in 2020. We will continue looking for an available contractor.

## **Maintenance Operations**

- All parks are functioning and staffed at this time. The staff has shut down the beaches and are marking trees for winter cut.
- Powers Bluff is starting to be prepped for winter.

## **Employee Matters**

- Two LTE's will be done October 5<sup>th</sup>. One will stay at Dexter. The Dexter Ranger is done on September 30. North Park and South Park rangers will cover Dexter duties through October.
- Most of the full time Park workers went to the Tree Disease and Invasive Species class. The class was very informative and will help staff identify and control the invasive species.

## **Office Supervisor Report, by Sandra Green**

### **Snowmobile / ATV**

- Attended the first Snowmobile meeting of the year on 9/9/2019. Handed out beginning of the season paperwork to each club with landowner easements, contracts, information from DNR, GPS in groomers, equipment rates, etc.
- Attended the Dexter County Park ATV Ribbon Cutting Ceremony on September 18, 2019 at 5pm.
- Attended the Pittsville Business Council meeting on September 16<sup>th</sup> at 6:15 at Hay Creek Pallet in Pittsville in regards to the Ribbon Cutting Ceremony.
- I was invited and attended the WATVA ATV VIP ride on September 6<sup>th</sup> at Dyracuse Park.
- Working with the Kellner Knights regarding a temporary bridge over the Bloody Run Creek.

### **Office**

- Attended the monthly HIRC meeting on September 5, 2019 at the ATV Intensive Use Area and recorded minutes.
- Submitted the Wood County Wildlife Area Advisory Committee Agenda to the County Clerk. Attended the HIRC Meeting/Tour on September 19<sup>th</sup> and recorded minutes.
- Continued work on the 2020 budget as well as the carryover account balances.
- Continue to work with IT/Chris in working out quirks with the new upgraded reservation system.
- Put together a weekly update for Supervisor Machon's radio show.
- Met with Heather Sairs at the WI River City Times regarding the winter brochure.

6

## WOOD COUNTY PARKS & FORESTRY DEPARTMENT REVENUE SUMMARY 2019

| SEPTEMBER REVENUE - OCTOBER HIRC  |  |  |               |               |              |              |               |
|---|--|--|---------------|---------------|--------------|--------------|---------------|
| BUDGETED  | 46721  |  | YTD REVENUE   | YTD REVENUE   | SEPT REV     | SEPT REV     | ACTUAL REV    |
| REVENUES  | SOURCE   | FEES   | 2019          | 2018          | 2019         | 2018         | 2018          |
| \$ 300,000.00   | Camping Reservations (PAYPAL & In Office Cash/Check) All site types.   | \$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33       | \$ 272,025.99 | \$ 265,041.56 | \$ 22,624.28 | \$ 25,598.83 | \$ 286,847.73 |
| \$ 96,000.00  | Camping Self-Registration  | \$18/\$21/\$23/\$26/\$33                       | \$ 62,571.18  | \$ 60,799.98  | \$ 13,049.29 | \$ 21,816.11 | \$ 73,946.89  |
| \$ 30,000.00  | Campground Firewood Sales  | \$6 per rack                                   | \$ 25,693.02  | \$ 27,235.79  | \$ 5,710.43  | \$ 7,050.00  | \$ 28,443.17  |
| \$ 7,000.00   | Ice  | \$3 (7 lbs.) /\$6 (20 lbs.)                    | \$ 5,689.62   | \$ 6,695.71   | \$ 1,160.19  | \$ 1,188.63  | \$ 6,732.68   |
| \$ 1,200.00   | Non-Camper Dump Fee  | \$7  | \$ 1,255.77   | \$ 938.39     | \$ 321.33    | \$ 156.40    | \$ 1,257.63   |
| \$ 900.00   | Camper Storage Fee   | \$15/wk - \$60/mo                              | \$ 191.14     | \$ 396.21     | \$ -         | \$ 244.55    | \$ 893.84     |
| \$ 550.00   | Washer/Dryer   | \$2 wash / \$2 dry/\$1 Laundry Pods            | \$ 632.13     | \$ 447.40     | \$ 134.60    | \$ 258.77    | \$ 549.77     |
| \$ 54,600.00  | Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)                         | \$100/\$150/\$175/\$200/\$225                  | \$ 36,101.31  | \$ 41,182.97  | \$ 2,711.85  | \$ 7,744.05  | \$ 49,147.90  |
| \$ 2,750.00   | Shelters - Open (DX, SP, RSBP)   | \$75/\$125                                     | \$ 6,259.23   | \$ 2,132.96   | \$ 331.75    | \$ -         | \$ 2,322.53   |
| \$ 1,000.00   | General Park User Fees (outside of normal shelter fee areas)           | \$50 / \$10 per picnic table                   | \$ 663.50     | \$ -          | \$ -         | \$ -         | \$ -          |
| \$ 15,000.00  | Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions | \$10/\$15/\$250/\$450/\$500                    | \$ 25,323.74  | \$ 12,254.79  | \$ 426.54    | \$ -         | \$ 12,681.33  |
| \$ 1,500.00   | X-Country Skiing   | \$5/daily; \$15/annual; \$40/family            | \$ 1,855.63   | \$ 1,035.02   | \$ -         | \$ -         | \$ 1,314.64   |
| \$ 7,500.00   | Disc Golf  | \$2 / \$4 / \$20 / \$40 (2019 Inc.)            | \$ 3,787.12   | \$ -          | \$ 257.82    | \$ -         | \$ -          |
| \$ 2,000.00   | Parks Pulpwood   | Market Price                                   | \$ -          | \$ 3,574.00   | \$ -         | \$ -         | \$ 20,618.38  |
| \$ 20,000.00  | Boat Launch  | \$20/annual; \$5/daily                         | \$ 15,606.99  | \$ 18,765.47  | \$ 993.37    | \$ 1,128.37  | \$ 18,953.15  |
| \$ 1,500.00   | 45123 - Violations (non-tax)   | \$50.00  | \$ 700.00     | \$ 777.94     | \$ 100.00    | \$ 150.00    | \$ 777.94     |
| \$ 10,000.00  | Miscellaneous*   | Shaw's Wrecking Yard *Sep/2019                 | \$ 9,904.78   | \$ 5,346.24   | \$ 48.63     | \$ (40.76)   | \$ 7,370.00   |
| \$ 540,000.00   |  |  | \$ 468,261.16 | \$ 446,624.49 | \$ 47,870.08 | \$ 65,294.95 | \$ 511,857.58 |
| Misc. *PB Land Rental, General Donations, Gift Certificates, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc. |  |  |               |               |              |              |               |
| BUDGETED  |  |  | YTD REVENUE   | YTD REVENUE   | SEPT REV     | SEPT REV     | ACTUAL REV    |
| REVENUES  | SOURCE   | FEES   | 2019          | 2018          | 2019         | 2018         | 2018          |
| \$ 5,000.00   | Powers Bluff Project Donations Non-Lapsing                             | Informational purposes only. CASH/CHECK/PAYPAL | \$ 819.75     | \$ 2,208.80   | \$ 60.00     | \$ 120.00    | \$ 5,479.80   |
| \$ 385,000.00   | 46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships)       | CONTRACTED                                     | \$ 188,312.98 | \$ 283,279.31 | \$ 7,435.47  | \$ 77,251.43 | \$ 435,697.88 |

**FOREST ADMINISTRATOR  
REVENUE REPORT & TIMBER SALE BALANCES  
SEPTEMBER OF 2019**

| CONTRACT | TRACT | CONTRACTOR      | CONTRACT<br>AWARD<br>AMOUNT | CONTRACT<br>AWARD<br>DATE | CONTRACT<br>EXPIRATION DATE | \$ RECEIVED<br>CURRENT<br>MONTH | AMOUNT BILLED<br>TO DATE<br>CURRENT YR | AMOUNT RCVD<br>TO DATE<br>CURRENT YR | ENDING<br>MONTH<br>BALANCE |
|----------|-------|-----------------|-----------------------------|---------------------------|-----------------------------|---------------------------------|--|--------------------------------------|----------------------------|
| 719      | 9-13  | SCHREINER       | 47,060.00                   | 10/03/13                  | 03/31/20                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 724      | 14-13 | FUTUREWOOD      | 28,856.00                   | 06/05/14                  | 03/31/20                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 741      | 8-15  | THURS LOGGING   | 23,936.00                   | 04/07/16                  | 03/31/20                    |                                 | \$3,417.68                             | \$3,417.68                           | \$0.00                     |
| 744      | 2-16  | DELANEY FP      | 26,079.50                   | 04/07/16                  | 03/31/20                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 745      | 3-16  | FUTUREWOOD      | 15,157.50                   | 04/07/16                  | 03/31/20                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 748      | 5-16  | FUTUREWOOD      | 18,522.10                   | 10/06/16                  | 10/15/19                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 749      | 6-16  | FUTUREWOOD      | 33,638.00                   | 10/06/16                  | 10/15/19                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 758      | 13-16 | FUTUREWOOD      | 37,074.50                   | 11/14/17                  | 12/31/20                    |                                 | \$14,768.80                            | \$15,407.25                          | \$638.45                   |
| 759      | 15-16 | VERSO           | 35,935.00                   | 04/04/18                  | 03/15/21                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 761      | 4-18  | VERSO           | 36,625.00                   | 07/07/18                  | 06/01/20                    | \$8,211.64                      | \$10,871.17                            | \$8,211.64                           | -\$2,659.53                |
| 762      | 4-17  | FUTUREWOOD      | 14,431.60                   | 11/14/17                  | 12/31/19                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 763      | 4-17  | LAMBERT FP      | 25,387.50                   | 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                    |                                 | \$23,420.66                            | \$23,420.66                          | \$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                    |                                 | \$40,019.45                            | \$40,019.45                          | \$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                     |
| 773      | 7-18  | KOERNER         | 22,990.00                   | 03/29/19                  | 04/01/21                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 774      | 8-18  | LANDWEHR        | 38,738.00                   | 03/29/19                  | 04/01/21                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 775      | 9-18  | COUNTRY F.P.    | 37,260.00                   | 03/29/19                  | 04/01/21                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 776      | 10-18 | FUTUREWOOD      | 15,998.00                   | 03/29/19                  | 04/01/21                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 777      | 1-19  | KOERNER         | 38,680.50                   | 03/29/19                  | 04/01/21                    |                                 | \$0.00                                 | \$0.00                               | \$0.00                     |
| 778      | 7-19  | FUTUREWOOD      | 10,454.20                   | 03/29/19                  | 12/31/19                    |                                 | \$12,002.05                            | \$0.00                               | -\$12,002.05               |
| 755      |       | FIREWOOD        |                             |                           |                             | 50.00                           | \$0.00                                 | \$0.00                               | \$0.00                     |

Payments Received This Month: \$ 8,261.64

(2,021.08)

Payments received this month SUB TOTAL: \$ 8,261.64

10% Town Revenue: \$826.16

90% County Revenue: \$ 7,435.48

Total County Forestry Revenue for this month: \$ 7,435.48

Jobs Finished

Jobs Started

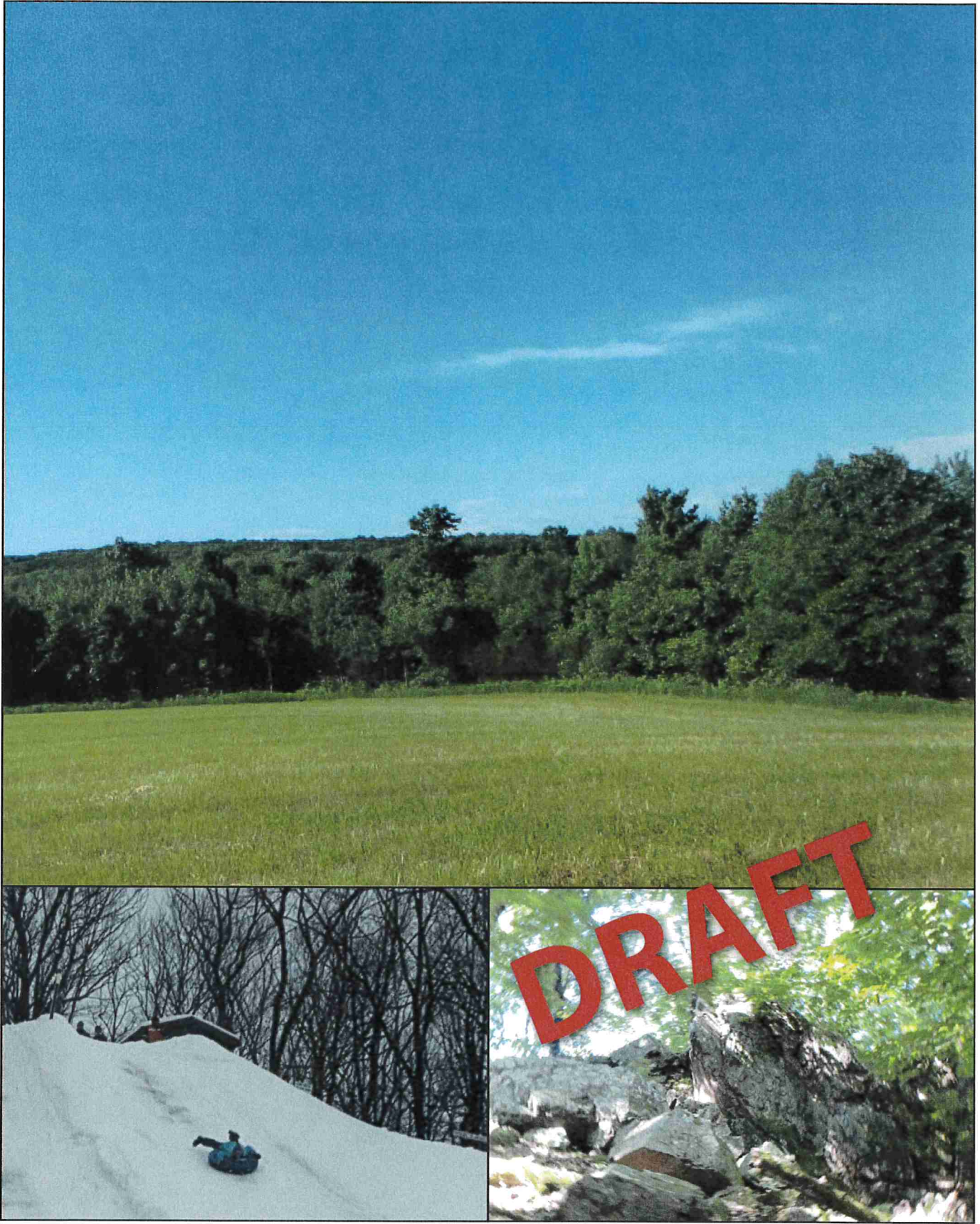
Jobs Continuing

Jobs Gone Inactive

2019 Budgeted Total Revenues \$385,000

2019 Forestry Revenue to date (90% of ACTUAL REVENUE): \$ 188,313.01

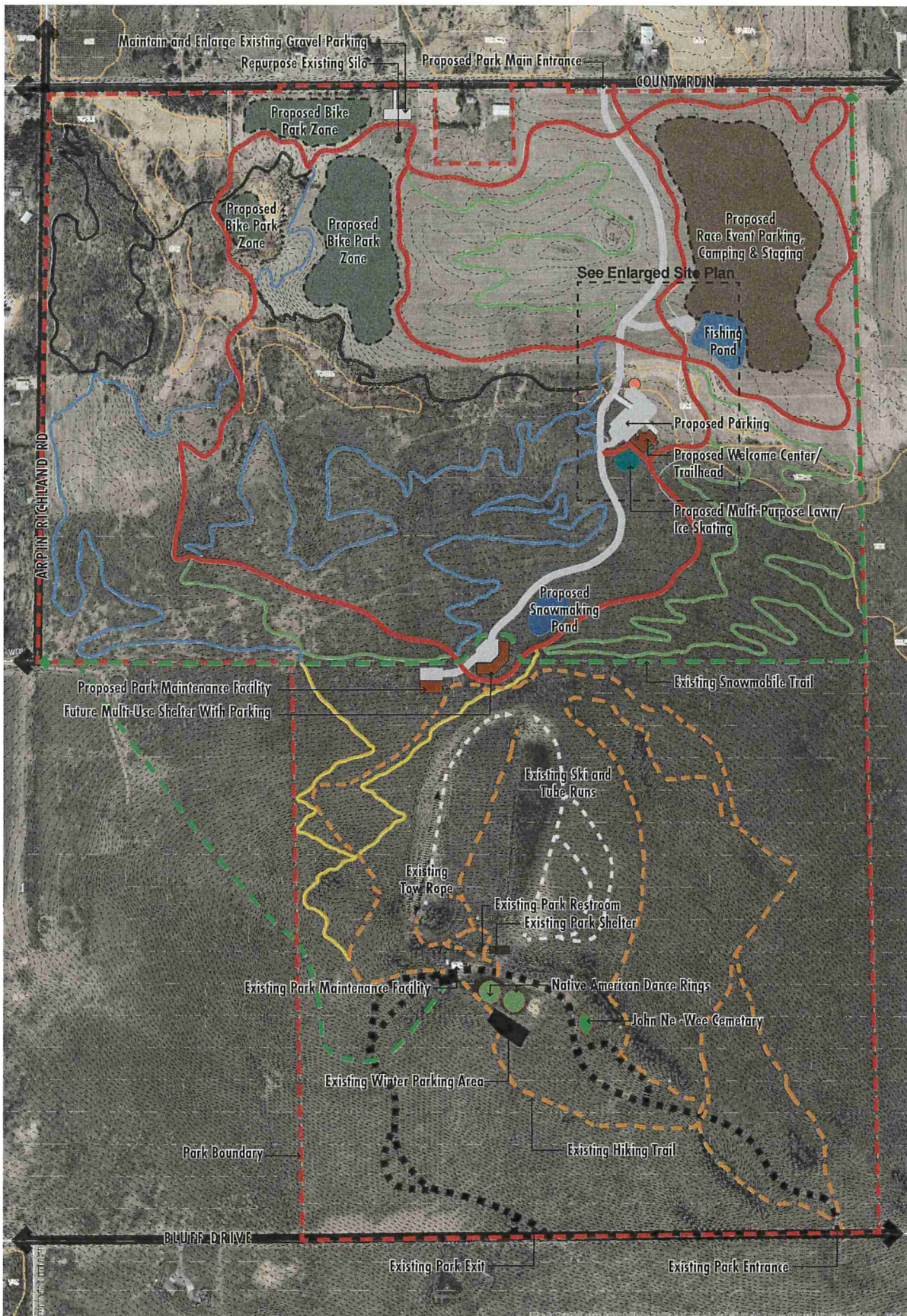




**Powers Bluff County Park** | Village of Arpin  
Wood County, WI  
**Phase 1 Concept Development**







## Powers Bluff County Park

Village of Arpin  
Wood County, WI

### Master Plan Site Context

**Proposed IMBA Trails**  
\*Trail markers on appearance. See IMBA plan.  
 Beginner Flow Trails  
 Intermediate Skill Trails  
 Mountain Climb/Descent Trails  
 Advanced Technical Trails

Proposed Multi-Use Path  
 Proposed Road

Existing Hiking Trail  
 Existing Snowmobile Trail  
 Existing Park Road

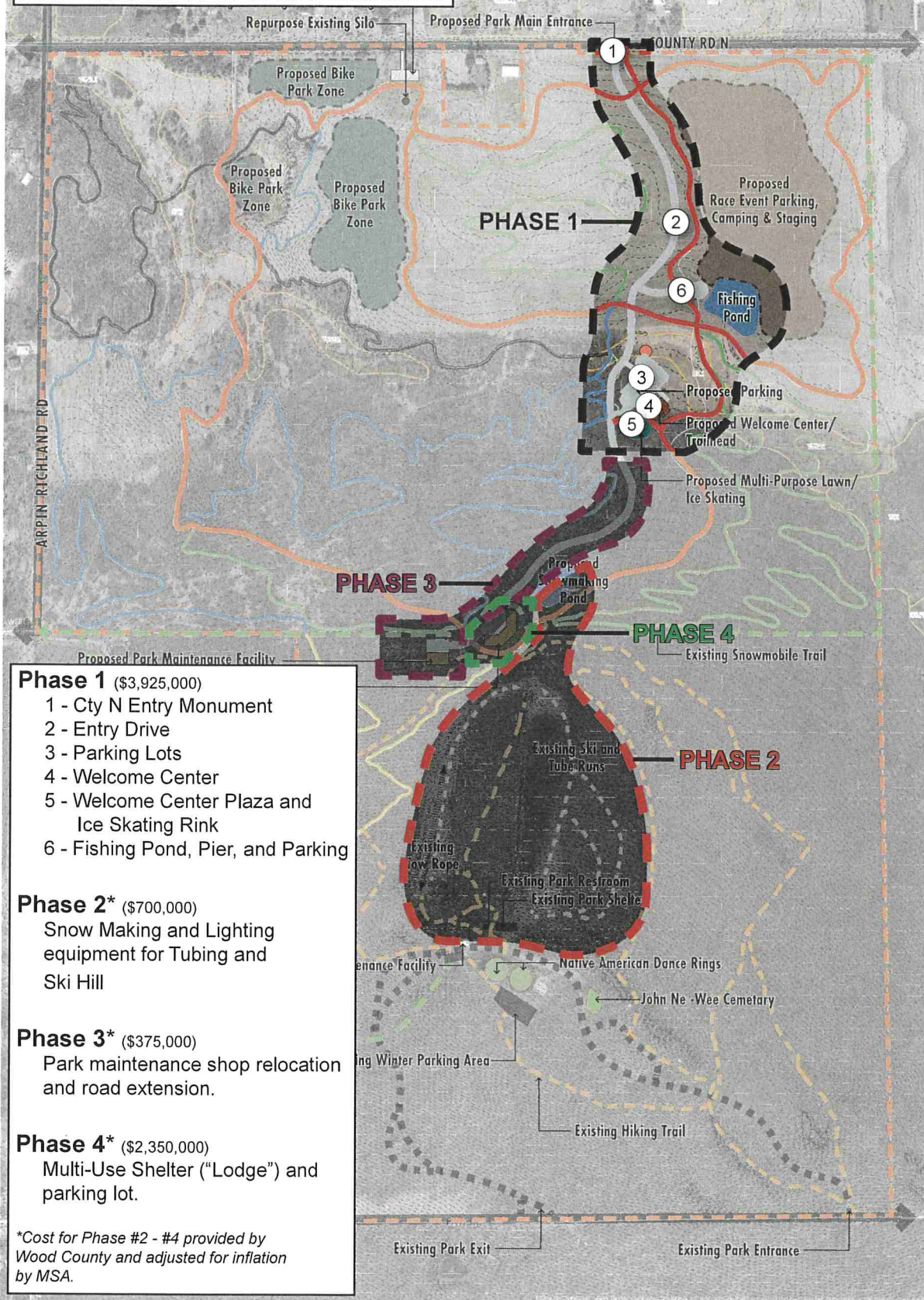
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10/2/2019  
 0 40 80  
 NORTH



## APPROXIMATE PHASE BOUNDARIES



## Powers Bluff County Park | Village of Arpin Master Plan Site Context | Wood County, WI

**Proposed IMBA Trails**  
 Not shown on map. See IMBA map.  
 — Beginner Flow Trails  
 — Intermediate Skill Trails  
 — Mountain Climb/Descent Trails  
 — Advanced Technical Trails

— Proposed Multi-Use Path  
 — Proposed Road

— Existing Hiking Trail  
 — Existing Snowmobile Trail  
 — Existing Park Road

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10/2/2019  
 0 40 80  
 NORTH





Front Entry



Covered Shelter and Trailhead

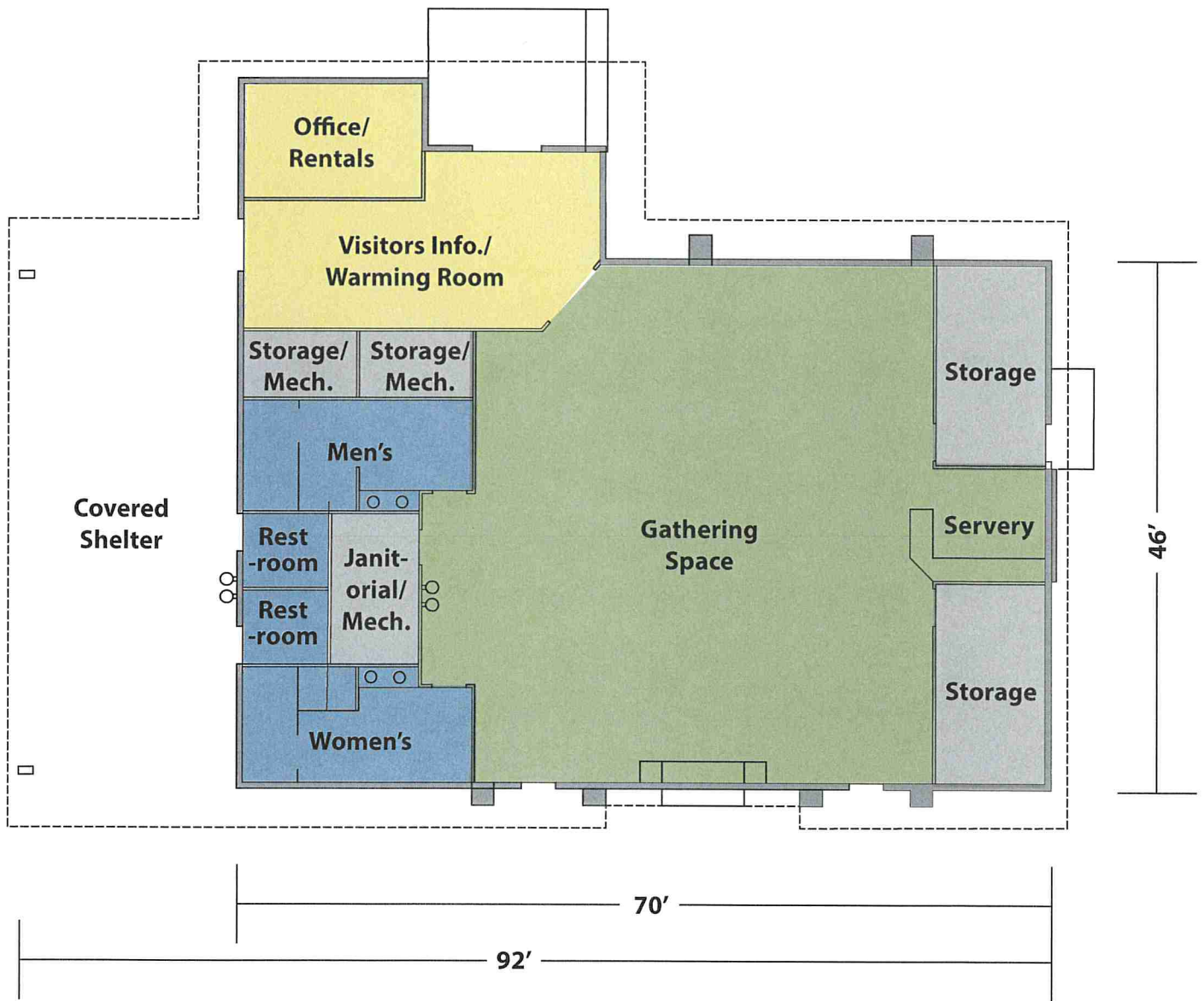




Rear Patio



Rear Patio and Service Access



Conceptual Floor Plan





# Welcome Center Budget Projection Powers Bluff County Park



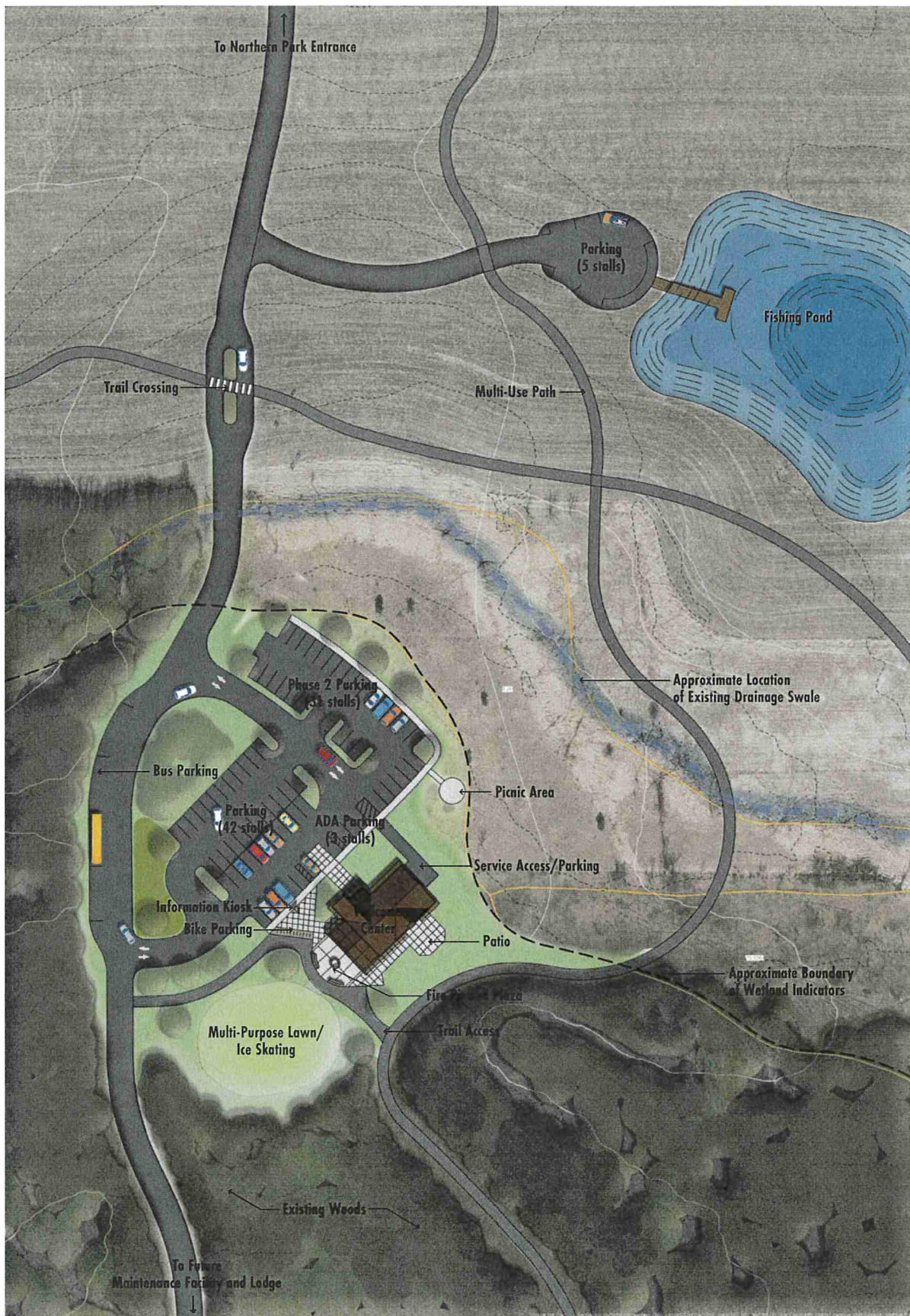
Village of Arpin, Wood County, Wisconsin  
October 2, 2019

| Items   | Projected Costs    |
|---|--------------------|
| <b>Construction Costs</b>   |                    |
| (Items to be bid)   |                    |
| Building Construction Cost  | \$1,130,000        |
| 995sf covered @ \$100/sf = \$100,000                              |                    |
| 3,550sf enclosed @ \$290/sf = \$1,030,000                         |                    |
| Site Work for Building Allowance (excludes parking & Landscaping) | \$30,000           |
| Estimate & Cash Contingency in Bid                                | \$100,000          |
| Total Construction  | <b>\$1,260,000</b> |
| <b>Budget Allowances</b>  |                    |
| (Items not in bid; exact amounts to be determined by the County)  |                    |
| Furnishings (reuse of existing is expected)                       | \$54,000           |
| Program Room A/V Equipment  | \$10,000           |
| Appliances  | \$6,000            |
| Other/Contingency   | \$30,000           |
|   | <b>\$100,000</b>   |
| <b>Building Soft Costs</b>  |                    |
| (11% of construction costs)                                       |                    |
| Architectural and Engineering Services (building)                 | \$140,000          |
| State Review Fees   |                    |
| Electronic plan distribution with limited printing                |                    |
| Geotechnical Testing & Report                                     |                    |
| <b>PROPOSED BUDGET</b>  | <b>\$1,500,000</b> |

## Notes:

1. Costs are based on a 2020 construction scenario.
2. Costs are ballpark and preliminary and thus require more design development to confirm.
3. Good existing sub-soils are presumed.
4. Soft Cost are a placeholder and will vary based on the level of services desired by the County.
5. Excludes:
  - a. Site furnishings and concrete walks/paths/site development outside the building footprint.
  - b. Software & Computer System (such as phone system, network servers and hubs)
  - c. Security and/or CCTV and FOB Keyless System (rough-in in project)
  - d. Window Treatment
  - e. Photovoltaic Solar Panel System
6. All costs listed are based on MSA's opinion. All such opinions of Probable Construction Costs provided herein are made on the basis of MSA's experience and available estimating material. MSA makes no warranty, expressed or implied, as to the final cost as compared to actual bid or Contractor developed cost. It is understood that MSA has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing.



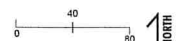


**Powers Bluff County Park**  
 Village of Arpin  
 Wood County, WI  
**Welcome Center Conceptual Site Plan**



- Proposed IMBA Trails
- Proposed "Beginner Flow Trail"
- Proposed "Intermediate Skills Trail"
- Existing Wetland Boundary

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# Preliminary Opinion of Cost – Phase 1 Powers Bluff County Park



Village of Arpin, Wood County, Wisconsin  
October 2, 2019

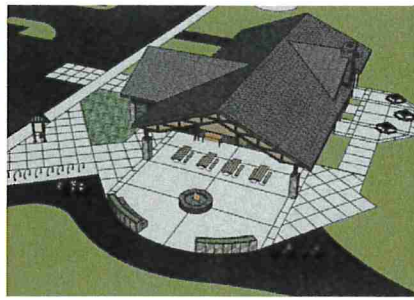
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|  |                    |
|--|--------------------|
| <b>1. Cty N. Gateway</b><br>(Entry Monument Area)  | \$60,000           |
| <b>2. Entry Driveway</b><br>(Hwy N to Welcome Center)  | \$295,000          |
| <b>3. Parking Lot 1</b>  | \$200,000          |
| <b>Parking Lot 2</b>   | \$105,000          |
| <b>4. Welcome Center</b><br>(Includes: Well and Septic;<br>Allowances for A/V, Furnishings, and Appliances)  | \$1,515,000        |
| <b>5. Welcome Center Plaza and Ice Skating</b>   | \$205,000          |
| <b>6. Fishing Pond, Parking, and Drive</b>   | \$310,000          |
| <b>7. General</b><br>(For all above items:<br>Erosion Control, Traffic Control, Clearing and Grubbing, etc.) | \$165,000          |
| <hr/>  |                    |
| <i>SUBTOTAL</i>  | \$2,855,000        |
| <b>20% - Contingency</b>   | \$570,000          |
| <hr/>  |                    |
| <i>CONSTRUCTION SUBTOTAL</i>   | \$3,425,000        |
| <b>15% - Engineering/Design/Construction Admin.</b><br>(Phased Engineering Cost)                             | \$500,000          |
| <hr/>  |                    |
| <b>TOTAL</b>   | <b>\$3,925,000</b> |

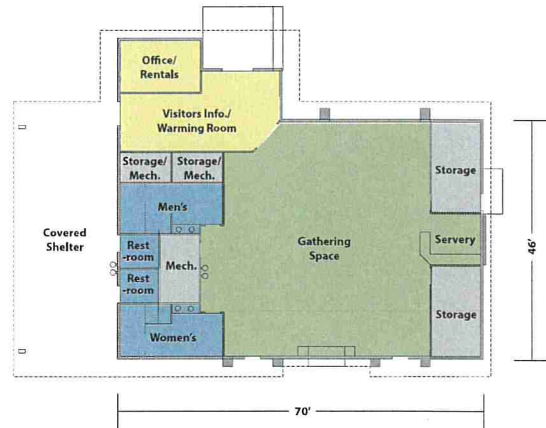
**Notes:**

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3. Good existing sub-soils are presumed.
4. Soft Cost are a placeholder and will vary based on the level of services desired by the County.
5. Excludes:
6. All costs listed are based on MSA's opinion. All such opinions of Probable Construction Costs provided herein are made on the basis of MSA's experience and available estimating material. MSA makes no warranty, expressed or implied, as to the final cost as compared to actual bid or Contractor developed cost. It is understood that MSA has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing.





Front Entrance



Rear Plaza



Shelter/Trailhead



Front Entrance



Rear Plaza/Service Entrance

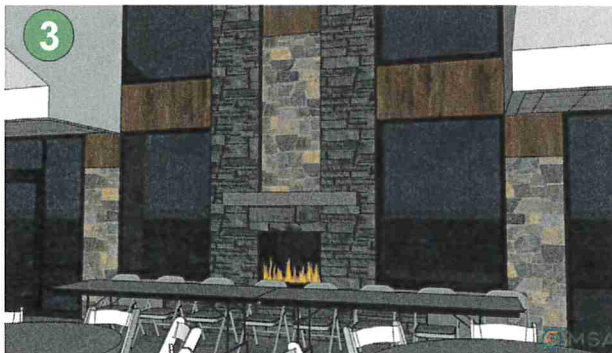
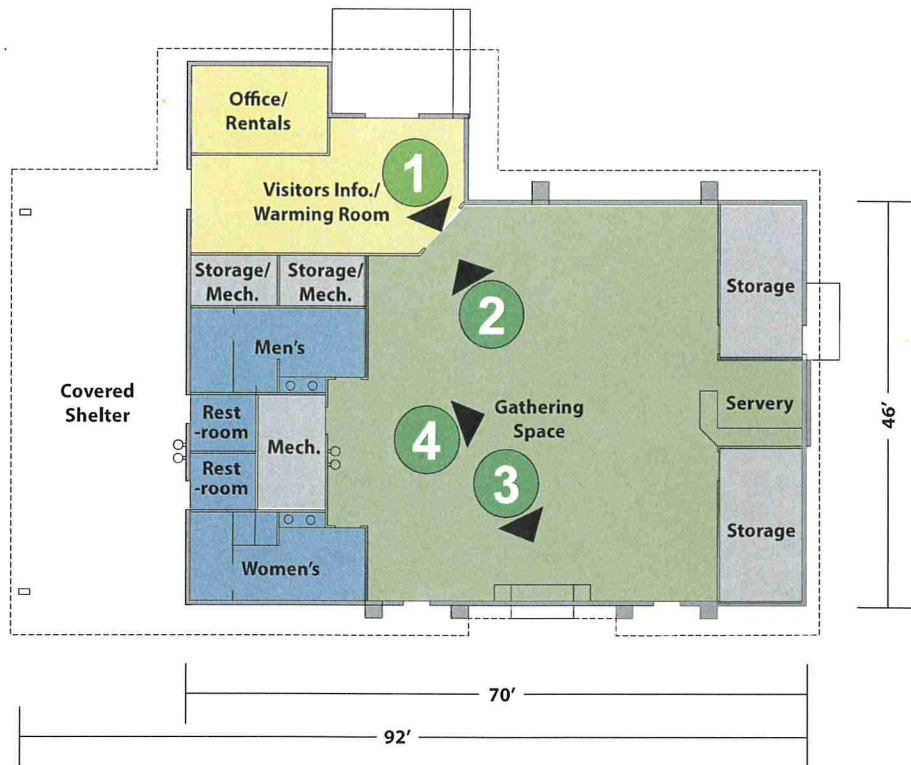


**Powers Bluff County Park** | Village of Arpin  
Wood County, WI  
**Welcome Center Conceptual Building Massing - Exterior**



**DRAFT**

Note: Images may vary from Site Plan



**Powers Bluff County Park** Village of Arpin  
Wood County, WI  
**Welcome Center Conceptual Building Massing - Interior**



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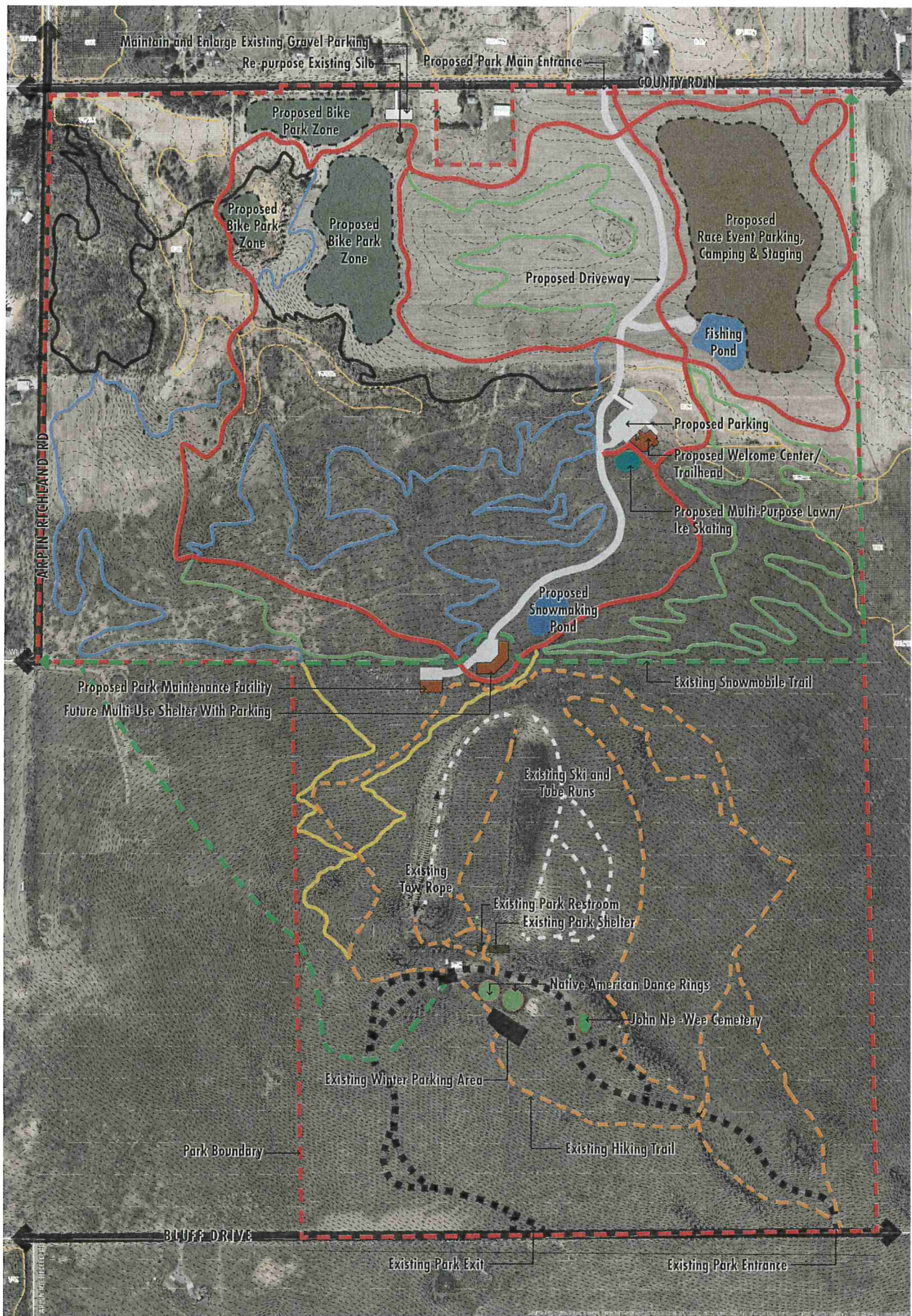


**Powers Bluff County Park** | Village of Arpin  
Wood County, WI  
**Welcome Center Conceptual Building Massing - Exterior**



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# **Powers Bluff County Park** | Village of Arpin Wood County, WI

## **Overall Master Plan**

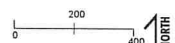
### **Proposed IMBA Trails**

- Beginner Flow Trails
- Intermediate Skill Trails
- Mountain Climb/Descent Trails
- Advanced Technical Trails

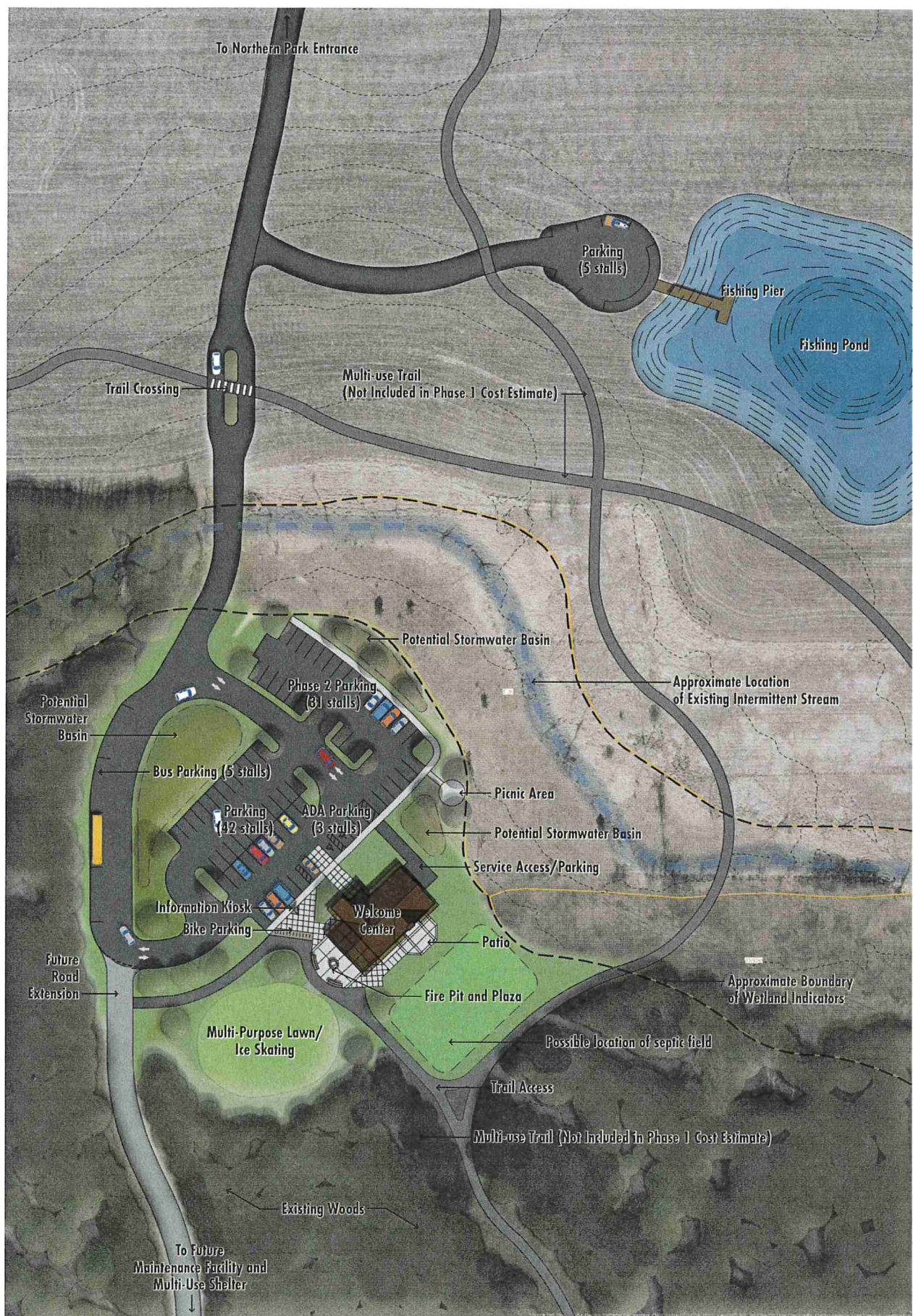
- Proposed Multi-Use Path
- Proposed Road

- Existing Hiking Trail
- Existing Snowmobile Trail
- Existing Park Road

**DRAFT**



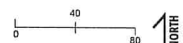




# **Powers Bluff County Park** | Village of Arpin Wood County, WI **Welcome Center Conceptual Site Plan**

-- -- Existing Wetland Boundary  
Note: Proposed IMBA trails not shown

**DRAFT**



7

## Central Wisconsin State Fair

Board of Directors Minutes

Monday, July 15<sup>th</sup>, 2019 at 7:00 PM

**ROLL CALL:** Dale Christiansen, Peggy Sue Meyer-Miller, Vicki Selz, Jeff Viergutz, Nick Wayerski, Scott Karl, Chris Jockheck, Bob Ashbeck, Sandy Leonhard, Eric Voight, Jeremy Carolfi, Julie Schooly, and Brian Varsho.

The meeting of the Central Wisconsin State Fair Board was called to order at 7:03pm in the Junior Fair building at the Central Wisconsin State Fair Grounds.

**Public Comment:** The following members from the public spoke to the board in regards to not having the All Things Wild White Tiger Exhibit come to the Fair: Megan Nickolson, Tom Witzel, Tom Buttke, Jesse Robus, David & Mary Bjarnason, and Brynja Bjarnason.

**Approval of Minutes:** Minutes from the June meeting were presented. Sandy Leonhard made a motion to accept the minutes from the 06/15/19 board meeting and Jeremy Carolfi seconded, all approved.

**Financial Report:** Finance and profit and loss reports for the Fair and Fair Park Management accounts were given to the Board. Jeremy Carolfi made a motion to accept the financial report and Scott Karl seconded, all approved.

**Executive Director's Report:** Dale Christiansen updated the Fair Board on the Steak Feed which was July 11<sup>th</sup> in the Junior Fair Building. There were 74 meals sold for this event. The CWSF Entertainment booklets are now available for distribution to the public. CWSF Raffle tickets are also available for Board Members to sell to the public. The Fair office is actively looking for non-profit or service groups to work at the Fair gates. The Knoll Barn was recently remodeled with new gravel, ties, electric, and center wall were all updated. The CWSF Train needs some major repairs before the Fair starts, which are currently in the works. Horse Powered Weekend went well. Draft Horse Show was that Friday – Sunday, Semi Show started on Friday afternoon – Sunday with a parade on Sunday evening, and the Parish Pull on that Friday. There was a large positive feed back on the Semi Show new parade route. Dale also touched on the other multiple events that are scheduled to come in and are utilizing the multiple buildings on the grounds.

**Jr. Fair Report:** Sandy Leonhard reported that the Junior Fair Board met and have agreed to give out 2 scholarships this year. Junior Fair is interested in helping with the improvements on the Round Barn doors, and would like to know what they can do to help with the project. Superintendent workshop will be at the Experimental Farm. The Junior Fair Board would like to update the internet on some of the barns for the Fair, and updating the beef scale.

**Commission Report:** There was discussion with the Historical Society about replacing the Round Barn windows.

### **Committee Reports:**

1. **Draft Horse Committee:** Everything went well this year. There was discussion with the Semi Show about future plans.
  - Horse Pull: Everything is ready for the Fair. No additional news at this time.



2. Fairest Committee: Fairest and Jr. Fairest attended the Draft Horse Show, and have started a new program: reading to kids at the local libraries and leaving the book behind, which is signed by all the Fairest girls.
3. Building and Grounds: The Junior Fair Building has had some roof issues. There was serious from the harsh Winter season causing damage to the AC units and major roof damage. The Fair office is working with Justin at the Parks & Recreation Department to address these issues. The holes have been temporarily patched to prevent further issues. Justin suggested an inspection of the building before moving forward with any major building repairs. With the newer Flowerbed Folly Contest, many of the flowerbeds have been taken care of by local youth organizations. There has been a large amount of red mulch that was donated to the Fair by Hay Creek Pallet Co. and will be used in the flowerbeds and other areas as needed around the grounds.
4. Sponsorship: Dale is working on getting more sponsors for the Fair. He is also working with Ken Heiman on a project to help bring in more sponsors in the future.
5. Marketing: There will be 7 Fair billboards going up very soon. Radio and TV commercials are being pulled together for the Fair and for the Bull Ride.

#### **Old Business:**

1. The Awakening: No new news to report at this time.
2. Steak Feed Update: The CWSF Steak feed was well attended and the auction went well. The left over food was donated to St. Vincent De Paul Center. Hewitt's Meats is interested in catering for the future
3. White Tiger Exhibit: Dale Christiansen researched All Things Wild and in speaking to other events that have had them or were planning on having them, he is confident in the organization that is scheduled to be at the Fair. Chris Jockheck made a motion to have further conversation about canceling the White Tiger exhibit and Vicki Selz seconded the motion. Further discussion was had by the Fair Board. Chris Jockheck made a motion to postpone the decision to cancel the White Tiger Exhibit for two weeks, and Sandy Leonhard seconded the motion. The next CWSF Special Board Meeting was set for July 29<sup>th</sup> at 7:00 PM.

#### **Agenda items for next meeting:**

1. Fall Steak Feed

**Adjournment:** Bob Ashbeck made a motion to adjourn the meeting and Nick Wayerski seconded the motion, all approved. The meeting was adjourned at 8:18 PM.

Respectfully submitted by,

CWSF Office Administrator  
Ashlee Sayre

CWSF Secretary  
Nick Wayerski

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**Central Wisconsin State Fair**  
Board of Directors – Special Meeting Minutes  
Monday, July 29<sup>th</sup>, 2019 at 7:00 PM

**ROLL CALL:** Dale Christiansen, Peggy Sue Meyer-Miller, Vicki Selz, Jeff Viergutz, Nick Wayerski, Scott Karl, Chris Jockheck, Sandy Leonhard, Eric Voight, Jeremy Carolfi, Julie Schooly, and Brian Varsho.

The meeting of the Central Wisconsin State Fair Board was called to order at 7:05 PM in the Junior Fair building at the Central Wisconsin State Fair Grounds.

**Public Comment:** Four members from the public spoke to the CWSF Board in regards to not having the All Things Wild White Tiger Exhibit come in to the upcoming Fair, and four members from the public spoke to the CWSF Board in regards to keeping the All Things Wild White Tiger Exhibit at the upcoming Fair.

**Discussion on the All Things Wild Exhibit:** The CWSF Board of Directors spoke to Mike Whittman (All Things Wild Lawyer) to discuss any concerns from the Board. The CWSF Board discussed the All Things Wild Exhibit coming to the Central Wisconsin State Fair. The motion on the floor to cancel the White Tiger Exhibit was defeated by the majority vote.

**Adjournment:** Julie Schooley made a motion to adjourn the meeting and Nick Wayerski seconded the motion, all approved. The meeting was adjourned at 8:10 PM.

Respectfully submitted by,

CWSF Office Administrator  
Ashlee Sayre

CWSF Secretary  
Nick Wayerski



**MINUTES**  
McMillan Memorial Library  
Board of Trustees  
August 21, 2019

**DRAFT**

Subject to  
Approval

7

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

**ROLL CALL ATTENDANCE:**

Present: Andrea Galvan, David Farmbrough, Susan Bovee, William Clendenning, Scott Kellogg, William Hascall, and Heather Gygi.

Absent: Anne Zacher, Kevin Finbraaten, and Craig Broeren.

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

**CORRESPONDENCE:** There were no items of correspondence.

**MINUTES:** A motion to approve the Minutes of the July 18, 2019 Library Board meeting was made by Mr. Kellogg, second by Mr. Hascall. Motion carried.

**TREASURER'S REPORT:** Mr. Barnett presented the financial reports for August 2019.

**A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Ms. Gygi, second by Ms. Bovee. Motion carried.**

**DIRECTOR'S REPORT:**

Library Use and Events – We closed after the storm on Saturday July 20. We attempted to reopen on the following Tuesday, but power wasn't restored until late in the day. The grounds sustained only minor damage, mainly near the auxiliary lot. Due to the length of the outage, we did discard some product from the coffeehouse. There will be reports on the various Summer Library programs. Coming events: Not enough apologies: trauma stories (in cooperation with the County Health Dept.) on August 21; Red Cross blood drive on August 23; Board game challenge on August 24; Photography exhibit and reception on August 28; Movie at the Lake (with County Parks Dept.) on August 31. Wisconsin Remembers: a face for every name <<https://www.mcmillanlibrary.org/wisconsin-remembers>> will be on display September 16 through November. This is on loan from the Wisconsin Veterans Museum. At least two Vietnam related programs are planned.

Building & Grounds – Our temporary lack of a backup generator came at a very bad time. To better prepare, we are looking at covering more of the facility on the generator. Battery powered UPS have been installed on our network equipment. More information at <http://bit.ly/mcmDiWI>. By the time the Grand Avenue project is done, it will be too late in the season to rebuild our sprinkler system, so that will wait for spring. We are planning for a zoned, programmable system. A list of proposed projects for the remainder of 2019 was distributed.

Budget – The 2020 budget is being prepared. A Finance / Building & Grounds committee should be scheduled to discuss it.

Capital Campaign / Adult Room – Engberg Anderson was here Monday morning, August 19th, to discuss plans for the Fine Arts Center, which will include cost estimation. I have a phone conference with Marcy Heim scheduled for September 5th.

Miscellaneous – Our circulation software will be migrating on December 10. This will be a necessarily disruptive to operations, but is a major upgrade. Summer Reading Program reports were distributed.

COMMITTEE REPORTS: The Capital Campaign Committee met on August 6th. Potential committee members were discussed and Mr. Barnett will prepare a letter to be shared with new committee members. Discussion followed. The Capital Campaign Committee will meet on September 11th at 5:00 pm.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: There were no items of New Business to bring before the Board.

**A motion to adjourn was made by Mr. Hascall, second by Mr. Kellogg. Motion carried and the meeting adjourned at 5:48 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on September 18, 2019 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

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**DRAFT**

Subject to  
Approval

## **MINUTES**

McMillan Memorial Library  
Board of Trustees  
September 18, 2019

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

### **ROLL CALL ATTENDANCE:**

Present: Andrea Galvan, Anne Zacher, David Farmbrough, Kevin Finbraaten, Craig Broeren, Susan Bovee, William Clendenning, Scott Kellogg, William Hascall, and Heather Gygi.

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Alexandra Ramsey from Engberg Anderson.

**CORRESPONDENCE:** There were no items of correspondence.

**MINUTES:** A motion to approve the Minutes of the August 21, 2019 Library Board meeting was made by Ms. Bovee, second by Mr. Broeren. Motion carried.

**TREASURER'S REPORT:** Mr. Barnett presented the financial reports for September 2019. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Gygi. Motion carried.

Alexandra Ramsey distributed copies of the Fine Arts Center Renovation Proposal. The scope of the project was discussed. The projected project cost is \$396,763.

### **DIRECTOR'S REPORT:**

Library Use and Events –Wisconsin Remembers: a face for every name <<https://www.mcmillanlibrary.org/wisconsin-remembers>> will be on display through November 15. This is on loan from the Wisconsin Veterans Museum. An opening reception is scheduled immediately after the Library Board meeting, with another program coming on Veterans Day. Our Movie at the Lake program fell victim to dewy conditions, which disabled the projection equipment. We are hosting a series of programs on Hmong Paj Ntaub (Flower Cloth), a needlework and textile art on cloth. Soloists from the CWSO will present a program of chamber music on Saturday, September 28 at 7:00 pm.

Building & Grounds – The Grand Avenue side will be sodded and we will get the former rose garden sodded too. Work is proceeding on the expanded WiFi and security camera system. Proposals are being prepared for access security and improved emergency lighting. The fence in the former entrance will be moved back to allow room for bicycle racks.

Budget – The 2020 budget proposal has been sent to our Building & Grounds / Finance committees.

Capital Campaign / Adult Room – Engberg Anderson will be on hand to present preliminary plans and cost estimation for the Fine Arts Center. The Campaign Committee has met and will report.

Miscellaneous – New tables for the APR will be coming next week. We are working with the Smithsonian Traveling Exhibition Service to host small poster exhibits. This would fill gaps in our display space. We are replacing some older library shelving with more efficient storage shelving.

COMMITTEE REPORTS: The Capital Campaign committee met on September 11, 2019, at 5:00 pm. See report under Old Business.

Mr. Finbraaten reported on the Finance Committee meeting held on Tuesday, September 17, 2019. The 2019 Operating Fund Budget Revision and 2020 Operating Fund and Capital request were discussed. The committee recommended that the budgets be presented to the Board as written. (Copies attached to original Minutes)  
**A motion to approve the 2019 Operating Fund Budget Revision and 2020 Operating Fund and Capital Request was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.**

OLD BUSINESS: Mr. Barnett reported on the Capital Campaign committee meeting held on Sept. 11, 2019. Fundraising training was discussed. Marcy Heim will meet with the committee on October 17, 2019 beginning at 5pm for a workshop.

NEW BUSINESS: The budget was approved under committee reports.

**A motion to adjourn was made by Ms. Bovee, second by Ms. Zacher. Motion carried and the meeting adjourned at 6:15 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on October 16, 2019 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

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**Draft**  
**South Central Library System Board of Trustees Minutes**  
**08/22/2019, 12:15 p.m.**  
**4610 S. Biltmore Lane, Suite 101, Madison, WI 53718**  
**Badger and Chester Rooms**

**Action Items:** None

**Present:** A. Bhasin, N. Brien, F. Cherney, P. Cox, N. Foth, J. Healy-Plotkin, J. Honl, N. Long, M. Meloy, M. Nelson, T. Walske, A. Weier, C. Whitsell, K. Williams

**Absent:** M. Hokamp, P. Nelson

**Excused:** M. Furgal, N. Hughes, K. Michaelis, G. Poulson

**Recorder:** H. Moe

**SCLS Staff Present:** M. Van Pelt, K. Goeden

**Call to Order Time:** 12: 15 p.m. J. Healy-Plotkin, President

- a. Introduction of guests/visitors: Tamara Ramski and Sam Link were introduced and will be providing a presentation on Digitization.
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: M. Meloy and N. Brien were wearing "Seed" t-shirts, which were designed and sold by AVID students at Madison's East High School to support all students, and particularly undocumented students. More than \$30,000 has been raised in 39 states and those funds go to scholarships. The t-shirt states "They try to bury us but they don't know we are seed". N. Brien will provide the board with the information needed if anyone is interested in order the shirt. C. Whitsell serves on the WI Dells Rotary Committee as well as the scholarship committee and he noted undocumented children are ineligible for financial aid because their parents are undocumented. The WI Dells rotary club provided a \$2,000 scholarship to an undocumented student and she is attending MATC to become a police officer.

**Approval of previous meeting minutes:** 07-25-2019

- a. Motion: C. Whitsell moved approval of the 07-25-2019 minutes. N. Brien seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

**Bills for Payments:**

- a. Motion: J. Honl reviewed the bills for payment in the amount of \$898,706.00 and moved approval. N. Long seconded.
- b. Discussion: None
- c. Vote: Motion carried.

**Financial Statements:**

**Presentation:** Digitization – Tamara Ramski and Samantha Link provided information regarding digitization as well as a brief demonstration of the Recollection Wisconsin website. Supporting documentation may be found in the attached documents online.

There are 20 scanning kits available statewide. If anyone has VHS players and microcassette tape players they no longer need, SCLS can use them.

**Committee Reports:**

- a. Advocacy: M. Nelson noted the 2020 budget passed which included increased funding for libraries. There is a free advocacy webinar available on August 20<sup>th</sup>, "Talking with political opponents during trying times".
- b. Budget & Finance/Personnel: N. Long noted the committee met to review the draft 2020 budget proposal and it will come before the board for approval in September.

**Action Items: None**

**SCLS Foundation Report:** M. Van Pelt noted the Charles & JoAnn Lester Library in Nekoosa will be joining the foundation. A big thanks to K. Williams who contacted Chase Lumber and Summit Credit Union. They agreed to provide sponsorship to the Cornerstone Event. P. Cox encouraged the board members to contribute to the foundation. You may contribute online, mail a check, or create a monthly withdrawal toward the foundation as well. Names are needed for the Cornerstone award recipients and you may go to the foundation page to place a nomination.

**System Director's Report:** You may view the report online. The Rio Community Library hired Roxanne Staveness as the new director with a start date of October 1<sup>st</sup>. The Columbus Public Library has director interviews scheduled for next week. M. Van Pelt shared updates regarding Marathon County. She will be attending the Marathon County Board of Trustees meeting September 16<sup>th</sup> to discuss the benefits of joining SCLS and answer any questions they may have. The Director of Marathon County would like to present a vote to his board this Fall whether to join SCLS or not.

**Building Needs Assessment Workgroup.** M. Van Pelt noted that she, C. Baumann and K. Goeden met with the City of Madison planning staff to discuss the previous Oscar Mayer building and determined that location would not work for SCLS, but the City of Madison planning staff had other options available and provided names for local developers in Dane County. The next workgroup meeting is 9/5/19. N. Brien sits on the BNAW committee and noted she is very proud of the SCLS staff and the great job everyone is doing.

**Discussion: None**

**Administrative Council (AC) Report:** The AC met August 15, 2019. You may view the minutes online.

**Other Business: None**

**Information Sharing:** P. Cox recommended the book "*The Library Book*" by Susan Orlean. It's also on audiobook.

**Adjournment:** 1:25 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt

BOT/Minutes/8-22-2019