

**AGENDA FOR MAY 16, 2017 – 9:30 A.M.  
WOOD COUNTY BOARD OF SUPERVISORS  
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Henkel

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: none

RESIGNATIONS: none

APPOINTMENTS/Re-APPOINTMENTS:

Wood County Library Board – 3yr Term ending May 2020 – Brad Hamilton, Linda Schmidt, Hugh O'Donnell, Dave Barth, Joseph H. Zurfluh  
ADRC-CW – William Hascall

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

Recognizing DNR Forester Steve Grant upon his retirement and express gratitude and appreciation for his years of service and the good working relationship with Wood County.

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

**SPECIAL ORDERS OF BUSINESS:**

John Hockhammer (Wisconsin Counties Association) and Jason Stringer (Wisconsin Energy Conservation Corporation) – Presentation of PACE (Property Assessed Clean Energy)

Reuben Van Tassel – River Block update

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

SET DATE FOR NEXT COUNTY BOARD MEETING – June 20, 2017

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS  
April 18, 2017 - 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 April 18, 2017.

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

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hamilton, Henkel, Hokamp, Kremer, LaFontaine, Leichtnam, Pliml, Polach, Rozar, Wagner, Winch, Zurfluh.

Excused: Machon

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

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

Motion by Hamilton/Fischer to approve the following appointments:

Woodland Enhanced Health Services Commission – Supervisor Rozar

Land Information Council – Brian Spranger (to fill unexpired term ending 4/30/2018)

CDBG Housing Committee – Jim Joyce and Laura Frances (two year terms)

Motion carried by voice vote.

Public comments: Supervisor LaFontaine informed those assembled that today for Youth Government Day there will be 53 third graders from Washington Elementary School in Marshfield visiting. The sponsor for this is the American Legion. They will be participating in activities related to voting, Heathy Kids, seeing a squad car and the canine unit of the Sheriff's Department and experiencing a heavy equipment demo at the Highway Department.

Chairman Pliml introduced Supervisor Kremer, the new District #8 Supervisor. Pliml also acknowledged the election of Supervisor Zurfluh to President of the Village of Port Edwards Board.

Committee minutes presented: Executive Committee. Motion by Clendenning/Polach to create a Wage Study Review Committee to initiate a review of the wage plan as it is currently is implemented. The motion included the makeup of the committee to include the vice-chairs of each of the 6 standing committees and the chair of the Executive Committee to be the facilitator without voting powers. This committee would submit a report to the County Board by the August meeting. Discussion ensued. Motion failed on a tie vote. Voting no were Rozar, Feirer, Wagner, Fischer, Breu, Kremer, Henkel, Pliml, Zurfluh. Excused was Machon. Supervisor Winch noted that the county had previously hired someone to evaluate the effectiveness of Edgewater Haven and wants it placed on the agenda again. Supervisor Rozar responded and noted that it is being looked at carefully. Further committee minutes presented: Executive sub-committee on River Block, Annex, Relocation/Remodeling, Wood County Employee Wellness Board,

## **RESOLUTION 17-4-1**

Introduced by: Executive Committee and Health & Human Services Committee

INTENT & SYNOPSIS: To amend the 2017 budget for Edgewater Haven Dietary function (54212) for the purpose of funding the capital purchase necessary to replace the failing reach-in cooler and freezer with a walk-in cooler and freezer combination unit.

FISCAL NOTE: To transfer \$30,130 from available balance in contingency (51590) to the Edgewater Haven Dietary function (54212). At the time of this request, the funds available in contingency are \$450,000. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54212	Edgewater Dietary		\$30,130
51590	Contingency	\$30,130	

Motion by Clendenning/Hamilton to adopt Resolution 17-4-1. Motion carried unanimously. Excused was Machon.

#### **RESOLUTION 17-4-2**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To accept offer of sale of tax deeded property.

FISCAL NOTE: Offered Amount	\$2,010.00
R.E. Taxes	(1,626.67)
Publication fees	(36.00)
Abstracting fees	(123.00)
GAIN	\$224.33

Motion by Henkel/Hamilton to adopt Resolution 17-4-2. Motion carried unanimously. Excused was Machon.

Committee minutes presented: Health and Human Services, North Central Community Action Program, Public Safety Committee

#### **RESOLUTION 17-4-3**

Introduced by: Public Safety and Executive Committee

INTENT & SYNOPSIS: To consolidate two part-time (1040 hours) cook positions into one full-time (2080 hours) position in the Wood County Jail, effective May 1, 2017.

FISCAL NOTE: \$982.82 benefits (combination of slight increase in pay rate and related fringes)

Motion by Feirer/Zurfluh to adopt Resolution 17-4-3. Motion carried unanimously. Excused was Machon.

Supervisor Leichtnam was recognized and gave an update regarding several major ground water issues that have occurred around the state and highlights of the recent Conservation Congress meeting related to mining, livestock and high capacity wells. Supervisor Henkel was recognized and pointed out that Tracy Arnold received the Outstanding Conservation Employee Educator award at the WI Land & Water Conference. Supervisor Clendenning was recognized and noted the success of the Prairie Chicken Festival and thanked the board for the funds.

Committee minutes presented: Conservation, Education & Economic Development, Judicial and Legislative,

#### **RESOLUTION 17-4-4**

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To support efforts to close commercial property assessment loopholes.

FISCAL NOTE: none

Motion by Hamilton/Clendenning to adopt Resolution 17-4-4. Motion carried unanimously. Excused was Machon.

Committee minutes presented: Highway, Infrastructure & Recreation

#### **RESOLUTION 17-4-5**

Introduced by: Highway, Infrastructure & Recreation Committee

INTENT & SYNOPSIS: Accept donation of 40 acres of land from a private individual and enter into Wood County Forest.

FISCAL NOTE: None.

Motion by LaFontaine/Zurfluh to adopt Resolution 17-4-5. Motion carried unanimously. Excused was Machon.

Committee minutes presented: Aging and Disability Resource Center of Wisconsin, Fairgrounds Commission, SCLS Board of Trustees.

#### **SPECIAL ORDER OF BUSINESS RIVER BLOCK TRANSITION UPDATE**

Building Maintenance Director, Reuben Van Tassel gave a progress update. This project is nearing the end. Probably next month will be the last of his updates. Contractors are finishing up punch lists. They are on schedule and on budget. Final inspection is this coming Friday morning. Parks & Forestry will be moving in Monday the 24<sup>th</sup> with the Health Department starting on Tuesday.

There is a River Block subcommittee meeting after county board starting at 11:00 a.m. at River Block.

Chairman Pliml declared the meeting adjourned at 10:15 a.m. Next scheduled county board meeting is May 16, 2017.

Respectfully Submitted  
Cynthia Cephress  
Wood County Clerk



## **REFERRALS FOR MAY 16, 2017 – COUNTY BOARD**

- Resolution from Outagamie County supporting the Recount Reform Bill. Referred to Supervisor Wagner.
- Resolution from Waushara County encouraging the state legislature to support aspects of certain bills leading to sound groundwater management plans. Referred to the CEED Committee and the Judicial & Legislative Committee.
- Resolution from Dunn County supporting the creation of a non-partisan procedure for the preparation of legislative and congressional redistricting plans. Referred to the Judicial & Legislative Committee.

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, April 18<sup>th</sup>, 2017

**TIME:** 9:00 a.m.

**PLACE:** Room 317A, Wood County Courthouse

**COMMITTEE MEMBERS PRESENT:** Hilde Henkel, Donna Rozar, Al Breu, Michael Feirer,  
Lance Pliml, Ed Wagner, Bill Clendenning

**OTHERS PRESENT** (for part or all of meeting): Sheriff Tom Reichert, Bill Leichtnam and Dennis Polach, County Board Supervisors

The meeting was called to order by Chairman Wagner.

**Public Comment** – No public comments

Sheriff Reichert provided a historical perspective regarding the jail cook position. The Department has been having difficulty hiring a part-time cook. **Motion (Pliml/Feirer) to approve the resolution to make the part-time jail cook position a full-time position. All ayes. Motion passes.**

**The Chair declared the meeting adjourned at 9:03 a.m.**

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Secretary

**MEETING MINUTES  
EC SUBCOMMITTEE ON THE  
WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND  
RELOCATION/REMODELING OF COURTHOUSE DEPARTMENTS**

**Date:** Friday, April 26<sup>th</sup>, 2017

**Time:** 11:00 a.m.

**Place:** Room 114, Wood County Courthouse, Wisconsin Rapids, WI

**Subcommittee members present:** Al Breu, Bill Clendenning, Donna Rozar, Ed Wagner, Doug Machon

**Others present for all or part of the meeting:** Reuben Van Tassel, Sue Kunferman, Kathy Alft, Brandon Vruwink, Dennis Polach, Shane Wucherpennig, Chad Schooley, Dawn Schmutzer, Kristi Duerr, Peter Kastenholtz, Cynthia Henke (Mead Witter Foundation)

1. Chair Clendenning called the meeting to order.
2. No members of the public were in attendance to provide public comments.
3. The Chair declared the minutes of the April 18<sup>th</sup> meeting approved as distributed without comments, edits, or additions.
4. **Update on status of River Block parking**—The Chair reported on **lot owned by the Meads** adjacent to the Tribune Building as a parking option. Susan Feith stated to the Chair that the lot would be offered to the County for \$2000/year on a year-by-year lease. We would need to plow the lot and maintain the sidewalks and it would need to be closed on the weekends. Reuben stated it costs about \$50/spot to maintain with plowing, striping, and sealing. The Chair clarified with Ms. Feith that signage would be sufficient to close the lot on the weekend instead of installing a post and chain. Ms. Feith is having her attorney draw up a contract if the decision is made to rent this lot. **Motion (Wagner/Rozar) to have the contract from Ms. Feith's attorney reviewed by Wood County Corporation Counsel. That review would be presented to the Executive Committee with an eventual resolution to the County Board for approval. All ayes. Motion passed.**

It was noted that there is parking near the River Block building without signage. The question was asked about availability of those spaces. The Chair will check on ownership to have that question answered.

Discussion took place on **the lots/parking spaces leased with the River Block building**. It was reported that the 2<sup>nd</sup> Street lot needs to be sealed and stripped at a cost of approximately \$5000. Signage has been placed that states the parking lot is only for Wood County Employee use but more signs need to be put up. Reminders will go on car windows over the weeks reminding folks from the Mill and surrounding businesses they are not to park in that lot. The County is prepared to tow cars that do not comply with the request. The Maintenance Department will monitor. It was noted that the angled parking along the building is for client use and 16 spaces in the lot are signed for client use. It was suggested that a map with available parking be given to clients as they transition from

their current building of service to the River Block to inform them of where to park. The Human Services Department will work on something internally for their clients.

**Elk's lot and McKinley access**—Corporation Counsel expressed his concerns about some of the language regarding the proposed reciprocal easement with the Elks. The reciprocal easement agreement and a memo identifying Peter K's concerns were distributed. After a lengthy discussion about that language, motion (Breu/Machon) to ask Corporation Counsel to prepare a document stating that 1) Exclusivity of parking in the Elks lot for county employees is required, 2) The Elks may designate 2 parking spots for their use at all times, and 3) The Elks may designate the parking lot 2 times per month for their use for special events during the day. All ayes. Motion passed.

Kristie Duerr from the Human Services (HS) Department expressed concern about the safety of children being transported by HS employees for family visitation. The liability of having children cross the street was of concern. After a short discussion, it was decided to designate 2 parking spaces in the angled parking next to the building on 2<sup>nd</sup> Street for Human Services family visitation. Reuben will order the signs to be put up.

There was some discussion about how many spaces close to the building might be needed for employees with multiple appointments during the day who needed to be in and out of the building. This situation will be monitored by department heads and perhaps different colored parking permits could be issued for closer parking spaces for those employees.

5. **Next meeting:** will be called at the discretion of the Chair.
6. The Chair declared the meeting adjourned at 12:17 p.m.

Minutes taken and respectfully submitted by,

*Donna Rozar*, secretary

Minutes in draft form until approved at the next scheduled meeting of the EC Subcommittee.



# Wood County

## WISCONSIN

MAINTENANCE  
DEPARTMENT

### **Maintenance Monthly Comments From the Desk of Reuben Van Tassel**

**May 2, 2017**

The River Block building passed State inspection on April 21<sup>st</sup> and the Park & Forestry and Health Departments began moving in the week of April 24<sup>th</sup>.

Work continues on the Data Center and a lot of progress is being made on the Dispatch Center.

Met with IT staff regarding the Data Center project.

A representative from Gappa worked with Jason in IT and Brenda and Reuben in the Maintenance Department to get the access card system for River Block up and running. Brenda is in the process of issuing new ID cards for the employees moving to River Block.

Reuben attended the Employee Feedback meeting on April 11<sup>th</sup>.

An update on River Block and Courthouse remodeling was presented at the April 18<sup>th</sup> County Board meeting.

Reuben was interviewed by Karen Madden from the Daily Tribune at the River Block building on April 20<sup>th</sup>.

Attended Executive Committee meeting, Subcommittee on Wisconsin Rapids Annex River Block Building and Relocation of Courthouse Departments meetings, and weekly River Block and Dispatch/IT progress meetings.



# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – April 2017

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

- Working on MSDS Online to enter all Wood County Safety Data Sheets into the system.
- 2017 Professional Liability Insurance policy renewal complete.

#### **Lost Time/ Restricted Duty/Medical Injuries: 3**

- 04/12/2017 – Norwood HC – Employee sustained a contusion to the head when the lid of an open recycle bin came down. 1 day lost time.
- 04/18/2017 – Norwood HC – Employee sustained a strain to the left knee from a slip and fall on stairway. Lost time injury.
- 04/05/2017 – Highway – Employee sustained a strain to the right wrist from pounding metal sign bases onto pavement to remove dirt. Changing work method to prevent injury. Medical only.

#### **First Aid Injuries: 4**

- 03/24/2017 – Corrections – Employee sustained strains to the knee and shoulder from a combative individual.
- 03/24/2017 – Corrections – Employee sustained strains to the arm and ankle from a combative individual.
- 04/05/2017 – Norwood HC – Employee sustained contusions to right hip and elbow when a ladder locking arm failed causing a fall. Ladder removed from service.
- 04/11/2017 – Parks - Employee sustained a left ankle strain after stepping into open hole in concrete base.

#### **Property/Vehicle Damage Claims: 2**

- 04/17/2017 – Parks – Damage to rear of truck after backing into a light pole. Estimated damage \$3122.70
- 04/19/2017 – Sheriff's – Damage to squad from backing into vehicle while exiting a parking spot. Estimated damage \$1297.59

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

- 03/22/2017 – Highway – Resident windshield damage claims. Asking \$263.75 for new windshield. Will deny claim.

#### **Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases/ EEOC: 1 New**

- Engen vs. Wood County Highway. Trial scheduled in May.
- Nelson vs. Wood County Human Services. Summary Judgment awarded to Wood County.
- Waite retaliation claim.
- Rodeghier wrongful termination and discrimination claim filed with EEOC. WCMIC is denying coverage. Will turn over to Wood County Corporate Counsel for claim response.

#### **2017 Goals: Wood County Pro Active Injury and Loss Prevention initiatives.**

MSDS Online - Initiation of this program is ongoing. With over 2,200 chemicals it will take most of the year to complete this project.

In April I made two recommendations to prevent injury recurrence to Wood County departments.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

April, 2017

- ◆ GCS property tax system , vendor for replacement property tax software, is being used for tracking deed and parcel data, receipting tax payments, and generating reports. Electronic assessment data is uploaded on a regular basis by Treasurer Department staff. Open records requests are being fulfilled using the GCS data.
- ◆ The TimeStar, electronic time card and time tracking, system installation on our web and database servers has begun. The implementation schedule is set and spans from April to August 2017. The schedule includes extensive administration training sessions for IT and HR staff, supervisor training, hardware clock placement, hardware clock training, and 8 weeks of parallel testing. IT will provide general user training as quickly as possible. Training is scheduled to begin in May; parallel testing is scheduled for June and July, with a tentative GO LIVE date in early August. The addition of this software will eliminate the need for manual paper time card tracking and entry and provide a staff scheduling solution for select departments.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. Sanitary permit entry into the web based system is complete. The real property data import to use the new GCS real property database is complete.
- ◆ The second Wellness Incentive timecard import into the HRMS payroll software was completed and successful. This import replaces manual entry of wellness awards.
- ◆ Register of Deeds software and server upgrade specification, cost analysis, and resource allocation is being researched and determined so that we can schedule this upgrade for October 2017.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is complete. Replacement system creation and implementation of these systems begins as we plan to decommission the SCO Unix server early in 2017.
- ◆ Responded to a potential Cybersecurity Event. On Friday, March 24<sup>th</sup>, the IT department was contacted and notified of a potential computer that was compromised. IT staff immediately responded to prevent any further data being compromised. IT staff is working with the State Cyber Response Team to continue to investigate the alleged hack. All measures and precautions are being taken to figure out what happened and verify it was not a breach of security on the County network. The Sheriff's department has assisted by obtaining a forensic image of the computer in question. This will allow IT staff and the Cyber Response team to investigate the computer without worry of modifying any files on the computer and ensure the integrity of the computer image in the event there was a compromise.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ Attended demo for Office Ally. This is a clearinghouse that Human Services will be using for sending electronic claims that come out of TCM.
- ◆ During April two upgrades were applied to TCM, Human Services Client Management software. These upgrade added features and resolved issues that existed in the previous versions.
- ◆ The moving of Departments to Riverblock began. Parks & Forestry were moved April 21<sup>st</sup> and finished on April 24<sup>th</sup>, Health Department's move started April 19<sup>th</sup> and continued through April 24<sup>th</sup>. IT staff that was in space that will be the future home of Dispatch moved to the Parks & Forestry vacated space on April 26<sup>th</sup>. Upcoming Moves: Land & Water Conservation May 2-3rd, and Human Services Fiscal May 22<sup>nd</sup>.
- ◆ Supported Maintenance department with various IT related River Block pre-occupancy requirements.
- ◆ Resumed work on extending the Park Reservations system to support shelter reservations as well as adding numerous requested features such as new payment & refunding options.
- ◆ Purchased and began using Siteimprove to improve the quality of the public website and ensure the best compliance possible with ADA (Americans with Disabilities Act) and other accessibility rules.
- ◆ Built a new virtual windows server to support the Live Scan fingerprint application in the Sheriff's Department. The server is now in Production
- ◆ Installed Wireless Access Points in Riverblock.
- ◆ Completed the network and phone configuration for RiverBlock.
- ◆ Terminated cables at Norwood. Installed phone in Crisis, prepared network wiring for connection of new medication dispenser.
- ◆ Prepare networked vaccine refrigerator/freezer monitor/notification device for installation at River Block upon occupancy of Health Department.
- ◆ Trained new County Board member on iPad.
- ◆ Looked into solutions for documents that require signatures in Human Services.
- ◆ Troubleshooting continues on the TCM printing issues. Staff has narrowed it down to an issue with one of the TCM Servers. Network staff built a new server from scratch and is working with Programming staff to get the TCM server software installed.





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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- ◆ 567 helpdesk requests were created in March, with staff completing 535 tickets leaving 274 open requests. These numbers represent service requests from departments throughout the County.
  - ◆ Planning for the IT Department move and Shared Data Center build is ongoing. Great progress on the Shared Data Center has been made. Server racks are in place and the containment was installed the last week in April. By Mid-May Dispatch and IT equipment will begin to be moved into the new Shared Data Center.
  - ◆ Planning is being completed for wiring and equipment in the new Dispatch & IT areas.
  - ◆ Attended the Multi-County Project Managers meeting in Outagamie.
  - ◆ Working with HR Director on Wellness Incentives.
  - ◆ Worked with CIS support to get all of the 911 calls to map on the mapping for Dispatch and Squad Cars. Now they can see where the officers are along with where the 911 call is coming in at.
  - ◆ Applied 2017 1<sup>st</sup> quarter update to HRMS system.
  - ◆ Updated TraCS Transfer (internal CIS interface built by IT) to auto archive older files. This will increase performance of the tool.
  - ◆ Attended Employee Feedback meeting with positive results from the last meeting.
  - ◆ Upgraded the HR/Payroll system to the latest version of the software - HRMS 2016. This will help with some of the errors that HR was getting when using the system.

## **TREASURER'S REPORT**

05-02-2017

By: H. Gehrt

- The Real Property Lister and I went to Adams County on April 3 for "A Day With your County Surveyor" to learn more about the Public Land Survey System (PLSS) as we sit on the Land Information Council.
- Attended Executive Committee meeting on April 4.
- Attended the Judicial and Legislative Meeting on April 7 with a resolution opposing the assessment of big box stores like empty run down stores.
- Attended County Board on April 18.
- Paid out the lottery credit to all municipalities (except Wisconsin Rapids who pays the county) and all school districts.
- Those municipalities that submitted delinquent personal property chargebacks from 2015 were paid out.
- Published 238 parcels for 2013 delinquent taxes in the newspaper. They have until October to pay or we will begin the tax deeding process.
- Sent letters to 23 homeowners informing them that they have 90 days to pay their 2012 delinquent taxes in full or their property will be tax deeded.
- I am currently working with a taxpayer who had a previous agreement for back taxes that wasn't beneficial to anyone. Taxes are owed from 2004-2011 on one parcel and 2007-2011 on a different parcel. I hope to come to an agreement soon that is beneficial to all parties involved.

Comments from the County Clerk  
May 2017 Executive Committee Meeting

I can't thank my great staff enough for their dedication while I've been gone. Everything ran smoothly and I've even joked that I kind of felt unneeded! It's good to be back.

Starting at the beginning of the year, I changed the agreements with the municipalities in regards to our responsibilities for WisVote. Previously my office took on all of the WisVote work for all but 4 of the 24 Wood County municipalities. Due to law changes and tighter timelines for entering information in this state election administration system, I've turned over a portion of this responsibility to the municipal clerks. On a scale of 1 to 10, I'd say it was received at about a 3 level. This system is new to the clerks and they've been used to us doing all of the work. By giving them control over their own voters, they will have the information that they need at their fingertips whenever they need it. As I suspected, the feedback from most clerks has been quite positive. It is a very user friendly system and there is easily accessed training video and ready support from the Elections Commission for any questions.

The statistics that my staff has been putting in the monthly comments lately have been well received, so here are some more for you.

April 4, 2017 Spring Election Turnout

- County percentage total 18.47%
- Highest turnout – Village of Port Edwards – 47.40% (multiple contested positions)
- Second highest – Town of Richfield – 38.43% (multiple contested positions)
- Lowest turnout – Town of Saratoga – 10.40%
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Multiple positions with no candidate filing –

- Town of Arpin Treasurer
- Village of Arpin Trustee
- Village of Auburndale Trustee (2 out of 3 positions)
- Village of Hewitt President
- Village of Hewitt Trustee
- Village of Rudolph Treasurer
- City of Nekoosa Alderperson
- City of Pittsville Alderperson

Statistics from November 8, 2016 Election (last one to be published)

Age of Poll Workers

	16-17	18-25	26-40	41-60	61-70	71+
State	779	981	1826	8158	15543	12717
Wood Co.	1	7	17	57	150	109

Executive Committee  
Monthly Comments on Agenda Items  
Finance Department – Mike Martin  
Tuesday, May 2, 2017

**Comments on Agenda Items**

**12a. Discussion of Finance Director Position Description-GFOA Code of Professional Ethics**

I wish to request a revision to the draft of the Finance Director position description that the Committee will be considering at this meeting.

The last bullet point under “Essential Duties and Responsibilities” is a new element developed by Human Resources. I suggested that this item seemed out of place in a job description and seemed better suited to an element of the “Wood County Employee Policy Handbook”. I also pointed out that the fourth paragraph under “Language Ability and Interpersonal Communications” was there in the previous version of the position description and was more the standard that I have seen in almost any other position description.

If the Committee wishes to make a stronger statement on the conduct of the position, I suggest including or referring to the GFOA Code of Professional Ethics which I have included in the packet. There is a framed copy of this document hanging in the Finance Department.

**12b. Contract with Sequoia-Cost Allocation Plan**

The County has used Sequoia Consulting Group to prepare out cost allocation plan since 2005 with no increase in fees since that time. Sequoia has prepared the cost allocation plan for \$7,506 each year. The fees charges by the previous vendor were \$8,830 for 2004. There has been a verbal agreement with Sequoia since the beginning.

Sequoia is proposing a written contract for 2017 while maintaining the same fee of \$7,506. The agreement is for 5 years with an increase of 1% for year 2 with no increase for year 3 and a 3% increase in year 4 with no increase for year 5. There is an option for 2 additional years.

The contract provides for termination of the contract with a 30 day notice.

I am recommending that I sign the contract with Sequoia.

12c. 2016 audit-payroll issues

Wipfli begins/began the audit for 2016 on Monday, May 1<sup>st</sup>. The majority of the validation of the financials has gone well with the exception of balance sheet accounts related to payroll. There are many accounts that still have variances, with the most significant variance in the amount that we owed the Wisconsin Retirement System at 12/31/16.

12d. Correspondence

- 1) Budget and actual reports for 4 months ended April 30, 2016
- 2) Year-to-date State Trust Fund loan drawdowns and expenditures



# Wood County

## WISCONSIN

### HUMAN RESOURCES DEPARTMENT

#### Interdepartmental Memo

March 28, 2017

To: Ed Wagner, Donna Rozar, Hilde Henkel, Al Breu, Mike Feirer, Bill Clendenning and Lance Pliml

From: Warren Kraft, Director of Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – April 2017

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#### General Highlights:

- Worked with the Executive Committee chairperson, the Finance Director and the IT Director regarding the proper home for payroll functions and developed survey of responding cities and counties for Executive Committee review.
- Continued to work with Finance Department to resolve reconciliation issues. When auditing employee benefit withholdings, discovered that the County-as-Employer share of vision premiums had not be charged back to the departments, as is done with health insurance premiums. **(A memorandum is attached for Executive Committee review and possible decision as part of the regular HR agenda to treat this voluntary benefit similar to all other voluntary, non-health insurance benefits.)**
- Continued participation in recruitment activities for the Edgewater Haven Administrator position and follow-up under direction of Health and Human Services Committee.
- Participated in April 11th Employee Feedback Group meeting, the minutes of which have been circulated to “All Outlook Users” and “State E-mail Employees”. Topics included:
  - A review of the Wellness Survey, which had been shared last month with the Executive Committee.
  - A discussion about the holiday schedule (specifically Christmas and New Year’s).
  - A review of health insurance matters, which had been shared last month with the Executive Committee.
  - An update to the River Block and Courthouse remodeling and relocation projects by Reuben Van Tassel, who also addressed any maintenance concerns.
  - A discussion about the use of State/Federal Family Medical Leave, Catastrophic Sick Leave and general Leaves of Absence.
  - A discussion about “red-circled” employees whose salaries have been frozen as the Wood County Compensation Plan catches up to them. **(A memorandum is attached for Executive Committee discussion and possible decision as part of the regular HR agenda.)**
  - A general discussion about the roles of the Group members.
  - Sharing news and information from the departments represented.

- Work with Norwood Health Center administration regarding the elimination of the 8/80 exemption from FLSA overtime rules for certain nursing staff to accommodate a changeover to 12-hour shifts.
- Met with a supervisor to review an employee's attendance issues and explore possible resolution.
- Along with Paula, worked with the respective department administrative staff regarding consolidation of two part-time positions into one full-time position in the respective department. The County Board approved one such resolution at its last meeting.
- With the Human Resources team, attended and presented to the Highway Department employees' spring training program.
- A former employee, whose job termination appeal to the County Board was denied, has filed complaints with the state Equal Rights Division and are automatically filed with the federal Equal Employment Opportunity Commission. He alleges discrimination based on ethnicity and religion. In consultation with Corporation Counsel and Risk Manager, the matter is referred to the County's insurance company for follow-up.
- Received official notification that the state has dismissed a discrimination claim from a former employee, for which the Committee had been previously advised. The federal claim is pending and handled by outside counsel.
- Continued work with representatives of The Horton Group to review 2018 health insurance and other employer-sponsored benefits for 2018, including monthly teleconference.
- Worked with a Wellness Board member regarding incentive reviews to be presented to the May Wellness Board for further discussion.
- Concluded information collection for the biennial actuarial study of post-employment health liability (GASB-45 report) for Finance Department and sent draft to Finance for review. Continued to work with Finance Department regarding calculations of Health Fund Reserve. Continued to work with Treasurer regarding routine monitoring of health insurance fund checkbook.
- Continued to compile information received from other public sector IT Departments for internal staff compensation review.
- Drafted request-for-proposals to conduct market review of Wood County Compensation Plan. **(The draft will be presented by the chairperson for Committee review and possible decision as part of the Committee's regular agenda.)**
- Attended the 2017 Spring Local Government Seminar, sponsored by Ruder Ware of Wausau. Topics included: Enforcement of employment laws at the state and federal level, proposed changes impacting local government in the proposed 2017-19 state budget, changes to the Unemployment Compensation law; and, review of recent decisions concerning the Open Meetings and Public Records laws, regarding reasonable accommodations of employees under the Americans with Disabilities Act and the Wisconsin Fair Employment Act; and, regarding due process protections for public employees.

#### **Administrative – Paula Tracy**

- Researched and completed Personnel Activity Reports (PARs) for each HR staff member and forwarded to the Finance Department as required.
- With the Human Resources team, attended and presented to the Highway Department employees' spring training program.

- Along with Warren, worked with the respective department administrative staff regarding consolidation of two part-time positions into one full-time position in the respective department. Assisted in drafting the resolution wording.
- Met with a supervisor to discuss the recruitment and retention policy.
- Explained the annual reclassification appeal process with several employees.
- Participated in discussion with vendors regarding electronic filing software.
- Added final revisions to the job description for the Finance Director position.
- Revised several other job descriptions in anticipation of recruitment.
- Responded to email surveys from fellow colleagues relating to various positions, policies and procedures.
- Conducted three exit interviews this month.

### **Payroll and Benefits – Jodi Pingel**

- Continuing to work with the vendor directly, along with the assistance of IT on system updates/concerns.
  - WRS employer contributions are not accurately being distributed for employees who work in multiple departments. The system is equally distributing between the numbers of allocations.
  - Wage calculations for partial hours are converting the rate of pay when finalizing the payout. This is occurring for employees with distributed earnings.
    - Working with a new Support Technician.
- HRMS data entry, enrollment updates and audits as well as system clean-up continues:
  - Created earning/deduction code for WRS Adjustments.
  - Internal audit uncovered that the employer portion of the vision premium was not being allocated to departments.
    - Created earning/deduction code and G/L accounts for employer vision contribution.
  - Upgrade HRMS to version 2016 and install Employee Self Service.
    - Begin set-up and configuration.
- Processing Family Medical Leave requests.
- Updates for Sheriff Deputies' WRS annual reconciliation.
- Beginning stages of database creation for tracking medical enrollments for 1095C forms.
- Working with Finance on understanding processes and reconciling payroll expense, liability and clearing accounts.
- 2017 Quarter 1 Tax Reporting.
- March WRS Remittance.
- Non-Discrimination Assessment with TASC.
- Updated New Hire Orientation PowerPoint.
- Organized and videotaped a Teladoc/Express Scripts presentation by our WPS representative, Tim Ottosen. Worked with IT to get the video uploaded and link available for all employees through the HR intranet.
- Update employee records to reflect beneficiary for life insurance.
  - Sent requests to employees who are enrolled in the life benefit with no beneficiary designation.
- By request of the HR Director, accomplishments within the last year, see page 5 and 6.



**Recruitment – Angel Butler-Meddaugh**

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

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Refilled	Clerk of Courts	Clerk/Typist	Filled
Refilled	Edgewater	CNA (2 PT, 3 Casual)	Recruitment by Edgewater
Refilled	Edgewater	Recreational Therapist Aide (Casual)	Recruitment by Edgewater
Refilled	Edgewater	Dietary Aide (1 PT, 3 Casual)	Recruitment by Edgewater
Refilled	Edgewater	Administrator	Continuing Recruitment
Refilled	Health	Health Promotion & Comm Spec (2)	References/Background
Refilled	Highway	Mechanic	Interviewing 4/18 & 4/19
Refilled	Highway	LTE Truck Operators (2)	Offers Pending
Refilled	Human Services	Support & Service Coordinator	Offer Pending
New	Human Services	Employment & Training Manager	Filled
Refilled	Human Services	Bus Driver – Casual	Filled
Refilled	Human Services	AODA Counselor	2 <sup>nd</sup> Interviews scheduled
New	Human Services	Community Resources Manager	Deadline 4/30/17
Refilled	Human Services	Secretary	Deadline 4/30/17
Refilled	Human Services	CCS/CSP Service Facilitators (2)	Offers Pending
Refilled	Norwood	LPN (Casual)	Recruitment by Norwood
Refilled	Norwood	Discharge Case Manager	Recruitment by Norwood
Refilled	Norwood	Dietary Aide (2 PT, 1 Casual)	Recruitment by Norwood
Refilled	Norwood	RN (1 FT, 2 PT)	Recruitment by Norwood
Refilled	Norwood	CNA (1 FT, 2 PT, 5 Casual)	Recruitment by Norwood
Refilled	Parks	Summer Help (LTE II) – 4	Interviewing May 2017
Refilled	Planning & Zoning	Administrative Services 4	Filled
Refilled	Sheriff	Cook (Part-time) - 2	Interviewing
Refilled	Sheriff	Secretary (Casual)	Deadline 4/25/17

**Administrative Services – Kelli Quinnell**

- Obtained quotes from two electronic filing software companies: Laserfiche and IMS-21.
- Contacted both internal and external references for Laserfiche and IMS-21 software companies.
- Completed HR quarterly newsletter for Q2 – posted to employee intranet and sent email to all Wood County employees indicating that it was available for viewing.
- Processed April 13, 2017 payroll. As the back-up to payroll, this was an important step to ensure that in the absence of the Payroll & Benefits Coordinator, payroll can be processed.
- Attended Employee Feedback Meeting on April 11, 2017. Created minutes from the meeting and sent them to all Wood County employees on April 19, 2017.
- Attended Teladoc/Express Scripts presentation on April 18, 2017.

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

# HR Benefits/Payroll

## Benefit Items Completed

1. Benefit Guide
2. New Hire Orientation PPT and Packet
3. FMLA Process/Forms update
4. Website – update forms, links, etc.
5. ACH set-up for Vision, EBC/COBRA
6. WRS Annual Reconciliation
7. Medical/Dental/Vision – pay one month ahead
8. Monthly WRS Remittance
9. Annual WRS Reconciliation
10. Monthly Unemployment Charges (Voucher/Dynamics, Email Dept Accountants)
11. FMLA – Update forms and process including tracking hours and documentation in HRMS
12. Non-Discrimination Assessment for TASC
13. Teledoc/Express Scripts presentation and video link on intranet
14. Quarterly – convert sick time hours to CSLA
15. Reconciling benefit invoices monthly and by check date
16. Aligning Dispatch vacation accrual with county policy (Met w/employees to explain change in process.)
17. Aligning Highway vacation accrual with county policy (Awarded on anniversary date instead of July.)
18. Life Insurance audit – Some employees not following percentage rules (grandfathered). Discovered that ADD cost was not being charged to employee. Added to premium middle of year 2016.
19. Created Emergency Contact form and updated for all active employees (obtain in new hire orientation)
20. Created benefit plan in HRMS for Deferred Compensation (Nationwide)
21. Updated benefit election form for open enrollment
22. Annual Boston Mutual Whole life meeting organization and enrollment for payroll deductions
23. Updated new hire and term forms that HR uses for documentation
24. Converted Code of Ethics from handout to PowerPoint presentation for New Hire Orientation
25. Add Beneficiary listing for all employees enrolled in life insurance, audit completed 4/20/17
26. Health Fund Checking Account verification
27. TASC Account verification
28. WRS Training on administration of the retirement plan
29. ACA 1095C Reporting
30. Retiree Life Insurance letters-annually
31. Per Diem hour tracking for employees WRS eligibility (Humane Officer, Coroner, etc.)
32. Wellness Champ
33. Vacation payouts for terminated/retired employees
34. PEHP Plan administration
35. Updated Qualifying Event form
36. Updated benefit enrollment process to include verification of dependents
37. Organized Generations Lunch and Learn for Wellness
38. FMLA Administration – send letters, forms, track hours

39. EAP – quarterly employee count
40. EBC/COBRA Remittance – deposit form sent to Finance
41. Labor Law Clinic
42. FLSA reports

### **Payroll/HRMS Items Completed**

1. WRS audit and paybacks (Employees not enrolled when eligible)
2. Vision employer deduction code/calculation/GL Accounts
3. New Wellness Code (flat amount) – no hours associated with the code for tracking purposes
4. Norwood Project Codes Updated/Created and G/L Accounts created
5. WRS Make-up Code for adjustments
6. WRS Report, updated with verification based on annual percentage (IT)
7. Real Time Vacation Accrual
8. Maximum Accrual limit errors fixed
9. Kelly Hours tracked in HRMS – Added to paystub
10. Comp Time Earned Report (Run during payroll so Employees do not have a negative dollar value for earned hours)
11. Updated Beneficiary for all employees with AIG life insurance – letters sent 4/19/17
12. Wellness Incentive payout import (eliminated manual entry in timecards)
13. Forward specific reporting information to departments (Finance – Employee Counts, Edgewater-PBJ, etc.)
14. Electronic notifications for Payroll Reports – Supervisors and Vendors
15. Updated Workers Compensation earning/deduction codes in HRMS
16. Created new Wellness earning code to reflect a flat dollar value versus hourly rate
17. Created new Paid Leave earning code
18. Created new Tuition Reimbursement earning code
19. Garnishment percentage deduction corrected – was taking off of gross pay, changed to net pay
20. Testing processes in HRMS test environment
21. Labor allocation (earning distribution) and Reusable timecard set-up
22. Quarter and Year End Tax Reporting including PCORI Fees
23. Annual W2s and Corrected W2s
24. Sick Time Accrual did not account for Leap Year and added an additional week of time for active employees
25. Removed carryover dates which were creating errors
26. Updated accrual codes with a unlimited maximum accrual to eliminate errors when processing payroll
27. Sheriff Department uniform allowance
28. Sheriff Department Holiday pay (once annually)
29. Observed payroll clerks process for consistency and verification when moving to TimeStar
30. Updated shift differential pay for Dispatch
31. Created electronic timecard for Sheriff's Department
32. Initiated direct contract with Sage related to HRMS support services

## 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: <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: <u>MFM</u>	, Finance Dir.	

LAD

**INTENT & SYNOPSIS:** To authorize the entry into an annual lease with Muppet Properties, LLC, for their parking lot.

**FISCAL NOTE:** Rent of \$2,300 per year plus costs for plowing the parking lot.

**WHEREAS,** the River Block Subcommittee isn't sure how much parking will be needed for the staff and clients at the River Block building but would prefer to secure excess parking rather than not have enough parking, especially for the short term, and

**WHEREAS,** the owners of a lot adjacent to the Tribune building have advised the River Block Subcommittee that it would agree to lease its approximate 26-space parking lot to the County by means of a renewable annual lease for its costs (generally: property taxes, insurance and storm sewer fees) which total about \$2,300, and

**WHEREAS,** the owners of the parking lot, known as the Muppet parking lot, have presented a lease to the County, which lease is in the Corporation Counsel's office, and the River Block Subcommittee has reviewed the lease, found it acceptable and referred the matter to the Executive Committee for its consideration, and

**WHEREAS,** there haven't been any real negotiations on this lease, such that Rule 42 of the Board would have been violated, rather Muppet Properties, LLC, has simply offered to lease the parking lot to the County on terms the subcommittee thought were very much in the County's best interest and the Executive Committee concurs with that conclusion.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to authorize the Maintenance Supervisor to enter into the parking lot lease agreement for the Muppet parking lot with the costs therefor coming from funds budgeted to the Maintenance Department.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Kremer, B			
9	Winch, W			
10	Henkel, H			
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			

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** April 27, 2017

**PLACE:** Wood County Courthouse, Room 115 – Wisconsin Rapids

**PRESENT:** Donna Rozar, Marion Hokamp, Adam Fischer, Tom Buttke, Dennis Polach

**EXCUSED:** Lori Slattery-Smith, R.N., Jeffrey Koszczuk, D.O., Brad Kramer, Jessica Vicente

**ALSO PRESENT** (for all or part of the meeting): Warren Kraft and Angel Butler-Meddaugh (Human Resources), Jordon Bruce and Brandon Vruwink (Human Services), Lance Pliml

**1) Call to Order**

Meeting called to order at 1:45 p.m. by Chair Rozar.

**2) Quorum**

A quorum was declared.

**3) Public Comments**

There were no members of the public present to provide public comment.

**4) Closed Session**

Motion (Fischer/Hokamp) to convene into closed session pursuant to s.19.85(1)(c) Wis. Stat. to conduct interviews for the Edgewater Haven Administrator position and to discuss the qualifications of the candidates. Rozar: Aye, Fischer: Aye, Hokamp: Aye, Polach: Aye, Buttke: Aye. Motion carried. The Committee went into closed session at 1:47 p.m. Those present in closed session were all the above Committee members listed as present as well as the individuals listed as also present.

Discussion was held on the subject matter as per the published agenda.

**5) Return to Open Session**

Motion (Buttke/Fischer) to return to open session at 4:02 p.m. All ayes. Motion carried.

**6) Adjourn**

The Chair declared the meeting adjourned at 4:03 p.m.

Minutes subject to Committee approval

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Donna Rozar, Chair  
Health and Human Services Committee  
Minutes take by Committee Chair

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** April 27, 2017

**PLACE:** Edgewater Haven Conf Room 110/Admin Building - Port Edwards

**PRESENT:** Donna Rozar, Adam Fischer, Marion Hokamp, Dennis Polach, Jessica Vicente, Lori Slattery-Smith R.N., Tom Buttke, Brad Kremer, Jeffrey Koszczuk, D.O.

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink (Human Services); Jordon Bruce (Norwood Health & Edgewater Haven); Sue Kunferman, Kathy Alft, Nancy Eggleston, Ty Zastava, Kristie Egge (Health Department); Rock Larson (Veteran Services); Bill Clendenning (County Board Supervisor)

**1) Call to Order**

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

**2) Quorum**

The Chair declared a quorum present.

**3) Public Comments**

- n/a

**4) Health Department presentation: Quality Improvement/Performance Management and CHA/CHIP**

Ty Zastava (Health Department Emergency Preparedness/Family Health Supervisor) gave an overview of performance management in 2016. Ty described the components of the performance management system, shared success stories, and explained outcomes of quality improvement projects. Kristie Egge (Community Health Planner/Health Promotion Supervisor) explained the mandate of a Community Health Assessment (CHA) and the process leading to the development of a Community Health Improvement Plan (CHIP). Kristie identified the four health priorities: Mental Health Matters, AOD Prevention Partnership, Recreate Health (focusing on healthy activities and food environments), and Brighter Futures (achieving healthy growth & development).

**5) Consent Agenda**

Motion (Buttke/Vicente) to approve the consent agenda. All ayes. Motion carried.

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

- n/a

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

Financial statements and quarterly reports were reviewed with specific questions answered by appropriate Department Heads.

**8) Information on options for Human Services/Cornerstone Services relocation**

At the suggestion of County Board Chair Pliml, Chair Rozar met with Jason Angell (Director of Development Services, City of Marshfield) to identify options of building, leasing space (either in a build/lease situation or leasing existing square footage). Comparisons of these costs were shared. Chair Rozar reminded Committee members of Human Services need to vacate the Marshfield City Hall building by September 2018. There was a lengthy discussion surrounding concerns with bonding vs concern with the expense of leasing. There was Committee consensus that additional financial detail surrounding debt service is needed. Chair Rozar will follow-up with the Wood County Finance Department for cost of debt service.

**9) SNF Medicaid Bundle Audit Proposal from Wipfli**

Jordon Bruce shared reimbursement process of Medicaid patients. Jordon explained how Wipfli can assess the current process and provide recommendations that could increase revenue. Jordon believes the investment of cost for the review would easily be recovered with increased Medicaid revenue. There was Committee consensus to support the review by Wipfli.

**10) Update of TBI move to Edgewater Haven**

Jordon Bruce explained what would be an ideal layout for a 15-bed TBI unit; however, he shared concerns with the bathrooms. Jordon recommends a plan to invest in upgrades as needed (regardless if for TBI unit or nursing home patients). Jordon will continue to research the potential costs and return to Committee with numbers.

**11) Discussion of changing the Overtime rule for Norwood Nurses**

Jordon Bruce explained the situation with turnover in nursing staff and the need for more flexible work schedules. Jordon will work with Human Resources to implement a change in the overtime rule, allowing for improved flexibility and retention.

**12) Discussion of flexible scheduling for Human Services Department**

Brandon Vruwink explained reasons behind the request for flexible scheduling which would include evening hour operations to better meet client needs. Brandon will work with Human Resources to develop a policy. Motion (Buttke/Fischer) to allow Brandon Vruwink to pursue the flexible scheduling policy change. All ayes. Motion carried.

**13) Health Department 2017 County Health Rankings**

Sue Kunferman explained how work on the County Health Rankings is done nationwide. She described the framework of data with health outcomes, health factors, and policies & procedures.

**14) Discussion on Educational Reimbursement Policy**

Brandon Vruwink noted there is no educational reimbursement policy in the Wood County Personnel Handbook. Brandon brings this to the Committee to make the members aware of requests for reimbursement from Human Services staff. In light of the Executive Committee having approved reimbursement for a Wood County employee, Brandon has since received several emails with similar requests. Motion (Fischer/Kremer) to put any requests for advanced educational reimbursement on hold until revision of the Wood County Employee Handbook is adopted. All ayes. Motion carried.

**15) Discussion of Human Services Department Organizational Structure**

Chair Rozar shared clarification of the process to bring Edgewater Haven under the umbrella of Human Services. Corporate Counsel has informed her that a resolution will be required. This will necessitate a resolution to change the wording in the County Board Rules that currently states Edgewater Haven is a stand-alone Department. Motion (Koszczuk/Hokamp) to develop a resolution changing County Board rules to allow the organizational change. The resolution will be presented at the May Committee meeting. All ayes. Motion carried.

**16) Invitation to Committee members to attend the National Association of Local Boards of Health (NALBOH) Annual Conference August 2-4 in Cleveland Ohio with all expenses paid with grant funds**

Sue Kunferman shared conference objectives. Motion (Fischer/Slattery-Smith) to authorize up to two Committee members to attend this conference. Individuals interested in attending should contact Sue as soon as possible. All ayes. Motion carried.

**17) Health Department out-of-state travel request to attend the Health Care Coalition Response Leadership Course in Alabama, July 9-13 with all expenses paid with grant funds**

Sue Kunferman shared conference details and learning objectives. Motion (Buttke/Vicente) to authorize attendance to the Health Care Coalition Response Leadership Course in Alabama with all expenses paid with grant funds. All ayes. Motion carried.

**18) Update regarding relocation of departments to the River Block Building and in the Courthouse**

Health Department is finishing their move this week. Human Services will begin their move late May.

**19) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**20) Items for Future Agenda**

The Chair noted items for future agendas.

**21) Next Meeting(s)**

- May 25, 2017, 5:00 pm, Wood County Annex & Health Center Classroom – Marshfield

**22) Adjourn**

Motion (Fischer/Kremer) to adjourn. All ayes. Motion carried. Meeting adjourned at 8:14 p.m.

Minutes taken by Kathy Alft and reviewed by Marion Hokamp, secretary.

Minutes subject to Committee approval

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Marion Hokamp, Secretary  
Health and Human Services Committee

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, April 10, 2017 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by Vice President Donna Rozar.

Denis took roll:

Present	Absent	Staff
Rozar	Rotter (ex)	Diane
Woller	Degner	Pam
Robinson	Mueller	Tony
Sippel	Cass (ex)	
Burgess	Kieper	
McDonald		
Nikolai		
Hass		
Yang		
Mach		

Roll call: Denis Burgess took roll call.

Minutes: A motion was made by Patsy Woller to approve the March minutes as printed. Second was made by Steve Robinson. Motion carried.

Membership: Donna Rozar asked about Soup or Socks. Cheryl Hartl told Pam she was working on it or she may appoint herself.

Finance Committee: The committee reviewed and approved March, 2017 expenses. The committee reviewed and approved February financial statements. Pam reviewed the financial statements with the Board of Directors. Motion was made by Denis Burgess to approve February financial statements.

Annual Report: Diane distributed the 2016 in review report. 2,772 families, comprising 9,717 individuals were served in our housing programs in 2016. Services provided include: 364 homes weatherized; 169 homes received emergency furnace replacements; 1,123 households assisted with rent; 51 families served through section 8 program; 30 homeless people housed in our transitional housing program; 68 families and 125 individuals received emergency lodging at local motels; 54 members involved in the AmeriCorps program; 2 businesses and 5 jobs created in the jobs & business development program. Additionally 4,311 families received emergency food pantry services.

Annual Audit Update: Pam reported the audit process went well. Wipfli staff will come to our meeting and present the audit. We would like the audit presentation at 5:45. Katie Castern will provide Board of Directors training immediately following.

Weatherization Report: Tony distributed the March, 2017 weatherization production report. Our goal for March was 26 units. We completed 32 units in March. Tony reported our current deferral rate is 40%. Tony reported our State Administrative review for weatherization is complete and we are still waiting for our letter.



Other Business: Deb McDonald made a motion we change our meeting to every other month. Second was made by Pat Nikolai. Motion carried. Donna Rozar suggested since we have training in May and no meeting in June, Pam will type up by law wording changes and send out to members with the next Board packet. Donna Rozar suggested we change the wording to meeting 6 times per year. Pam will send the changes with May meeting notice.

Next Meeting Date: Our next meeting will be May 8, 2017.

Adjourn: Donna Rozar declared the meeting adjourned at 6:50 pm.

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

**April 18, 2017**

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

Human Services Day at the Capitol was held on Wednesday, April 5<sup>th</sup>. I, along with Supervisor Bill Clendenning, colleagues from the Veterans office and the Child Support Agency had the opportunity to meet with six of our area legislators. The discussion centered on the state budget process and the key initiatives that impact the Human Services Department. I will continue to monitor the budget as it moves through the Joint Finance Committee in an effort to advocate for Wood County residents. I look forward to continuing to work with our representatives in Madison.

Wood County Human Services in partnership with Mid-State Technical College and Incommence Community Foundation has operated the Fast Track Program, formally known as the Pathways program, since 2011. This has proven to be a model program that has produced great outcomes for Wood County residents. The program was launched in January 2011 in response to the significant need to support the educational needs of unemployed workers. The unemployment rate in January 2011 was 9.8% and many of the unemployed were having a difficult time competing in the labor market. In the six years since unemployment has steadily declined. As of January 2017, Wood County's unemployment rate was 5.2%. As a result of this decline, the competition for workers has increased. As the unemployment rate has continued to trend down so has the demand for educational services that are offered through the Fast Track program. As a result of this trend, Mid-State Technical College has determined it is no longer feasible to continue operating the Fast Track program. Effective July 1<sup>st</sup>, the Fast Track program will be discontinued. While this is disappointing in some regard it is also encouraging knowing that additional employment opportunities have reduced the need for these services. The door to the program is not closed if we should realize another significant downturn in the economy we will be prepared and well equipped to re-launch the Fast Track program. The program's success is attributed to the hard work of its participants and the successful program management by Stephanie Bender and Pamela Ashbeck.

The Economic Support Policy Advisory Committee, which is a subcommittee of Wisconsin County Human Service Association, has continued to discuss the funding methodology that is used to disburse funding for Income Maintenance Programs. There is an interest from some counties to revisit the funding methodology and move to an allocation based completely on caseload. This methodology would have a significantly negative impact on the Northern Consortium in which Wood County is a member. I will continue to stay engaged in these discussions in an effort to ensure that base allocations are used and Wood County residents are not adversely impacted.

*Personnel Update:* Gabby Van Gompel and Sara Novitzke have both been hired as Family Resource Coordinators. Gabby's first day was March 21<sup>st</sup> and Sara's first day was April 17<sup>th</sup>.

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

On April 1, 2017 the Wisconsin Department of Safety and Professional Services (DSPS) began requiring prescribers to review patient records in the Wisconsin Enhanced Prescription Drug Monitoring Program (WI ePDMP) prior to issuing most controlled substance prescription orders to their patients. Reviewing records in the WI ePDMP provides important information about a patient's controlled substance prescription history, including information about multiple provider episodes, high morphine milligram equivalent values, and dangerous drug combinations such as overlapping opioid and benzodiazepine prescriptions. The value of this new requirement is clear;

however it also creates a significant increase in work for our nursing staff. For over 160 prescriptions per month, a nurse will have to review the person's medication history in the ePDMP, address any questions that come about based on that information and document that the review was completed. As we complete the first few months of this new requirement, we will have a better idea of the time and impact on work flow that that it will have.

The Bridgeway Crisis Stabilization CBRF now has all staff positions filled and trained. We are working through additional policy and procedure questions as they come up. Our Crisis Intervention staff and our new CBRF staff have done a great job of making the transition to a new location (Airport Ave to Norwood), learning a new program and becoming fully operational in a short period of time.

Personnel Update: We welcome the following new staff to the Behavioral Health Division:

Celena Wanca-Netzow, Casual Crisis Interventionist, start date 4/10/17

Cherie Cisewski, part time Crisis Interventionist, start date 4/3/17

Jackline Anderson, full time Residential Aide (Bridgeway), start date 3/22/17

Casey Shover, CCS/CSP Service Facilitator has given her resignation. Her last day will be 4/28/17.

DHS Crisis Training Grant Update: The Legal Services unit continues to work in collaboration with the DHS Crisis Training Grant by offering a variety of trainings to professionals and community members. In February, expert Gerontologist and professor for UW Madison, Dr. Waters-Castillo presented a training entitled, Recognizing and Providing Services to Individuals with Dementia along with an optional half-day specialized training on the Wisconsin STAR Method of Assessment. Forty people attended the first day, and twenty-one attended the second day. We offered these trainings free to county employees and charged a small fee to others in order to build a training fund for future educational purposes -this training produced \$995 for future trainings.

Successful collaborative efforts with UW-Green Bay have resulted in Katie Miloch and Katie Czyn being asked to be trainers on the topic of Dementia Awareness and Skills Training as part of the grant they were awarded for statewide initiatives. They will be attending a two day Train-the-Trainer in mid-April and will then be registered to train this important topic back in and around Central Wisconsin, with the first one offered in Wood County on May 23, 2017 at Hotel Marshfield. More information about this training can be found at [http://www.uwgb.edu/UWGBCMS/media/bhttp/files/Dementia-Crisis-Training-Grant\\_1.pdf](http://www.uwgb.edu/UWGBCMS/media/bhttp/files/Dementia-Crisis-Training-Grant_1.pdf).

The next full-day training opportunity Wood County is offering as part of the Crisis Training Grant is on May 31, 2017 at MSTC in Wisconsin Rapids. The title of this training is Dementia: Crisis Prevention/Planning & Legal Structures. Wood County Corporation Counsel, Peter Kastenholz, will discuss the legal parameters that provide a foundation for protecting and advocating for our elderly and disabled community. We will be discussing Powers of Attorney, Guardianship, Protective Placement, EMTALA, reviewing CH. 51, 54, & 55 as they relate to those with Dementia and how we can best support them. Legal Services/APS staff will also provide a general understanding of the procedures of Adult Protective Services, Crisis Plans & Prevention, and Suicide Prevention for Elderly-QPR. This training will again be offered free to Wood County employees.

The Legal Services unit remains dedicated to ongoing training efforts both for professionals as well as community members. Katie Miloch will be attending a Train-the-Trainers conference to become a specialist in Challenging Behaviors and will offer this training back in Wood County. The following

are additional upcoming trainings we will also be offering in Wood County for the remainder of 2017:

- \*Challenging Behaviors, date and location TBD
- \*CIT-June 5<sup>th</sup>-June 9<sup>th</sup> in Marshfield
- \*CIP-June 19-20 in Wis. Rapids, loc. TBD
- \*CIP-June 26-27 in Marshfield, loc. TBD
- \*Additional Dementia Awareness & Skills Training, date and location TBD

Quarterly updates will continue to be given to Administration and to the County Board by Lead Services Coordinator, Katie Miloch.

### **Fiscal Services Update by Jo Timmerman**

Norwood: Norwood received its January Medicaid reimbursement rates for the Crossroads long term care unit. The new rate for SNF-CMI is \$132.35, down from \$135.02. This decrease would translate into \$14,618 less revenue if the rate remains steady for all of 2017. Our DD reimbursement rate for that unit remained the same at \$272.41.

We are still experiencing problems with Medicare Part B payments for doctors' services on the Admissions' Unit. Staff have utilized the Medicare Connex site to aid in research of the problem. It appears to be a billing modifier that is not correct. Staff will determine the correct modifier to use and resubmit the affected claims.

We continue to work on our Medicaid and Medicare cost reports for 2016. The Medicaid cost report is due April 30<sup>th</sup>; the Medicare cost report is due May 31<sup>st</sup>.

Business Office staff has been working on purging files from Norwood's archive room.

Business Office staff attended an ACES (Adverse Childhood Experiences) training on March 21<sup>st</sup> at the Marshfield Public Library. All found the training to be very good in content and all felt it was a useful training to participate in.

Processes have been put in place for collecting financial and billing demographics from Bridgeway clients now that the program has transitioned to management by Human Services.

Community: We are implementing a new program for electronic billing of Medicare and other 3<sup>rd</sup> party service billings. The *Office Aly* program is currently being tested in house with our TCM system. Training is scheduled for April 20<sup>th</sup> for Fiscal staff.

We continue to work on cost reports. Reports completed thus far: CCOP, LTS, Birth-to-Three, CST, Transportation and Community Mental Health Program cost reports.

Cost reports currently in progress and due May 1<sup>st</sup> are: the 942 report, the HSRR report and the Mental Health Block Grant.

Additional cost reports have upcoming due dates in May.

We continue to receive collections from the TRIP (Tax Refund Intercept Program) on accounts registered with that system. As of April 4<sup>th</sup> we have collected \$43,290 from 2017 receipts.

### **Support Services Division Update by Jan Pelot**

Personnel Update: Mary Bakken has been hired as of April 3<sup>rd</sup> as a Receptionist/Appointment Secretary for the Outpatient Clinic located at 12<sup>th</sup> Street.

Beverly Spencer has announced her retirement from her position as AODA Secretary at our 12<sup>th</sup> Street Outpatient Clinic located. She has been working in our clinic for almost 24 years, and her last day will be May 5, 2017. This will be creating a vacancy in the Support Services division. The position will be posted in April with the goal of having it filled by the end of May.

Technology: We continue to work with IT on the upgrading of our scanning software through Vanguard Software. The upgrade, which was scheduled to be completed by the end of 2016, was delayed.

We are working with IT on placement of networked copiers and Bauernfeind Business Technologies who will be moving the large multi-function copiers from the Courthouse, 12<sup>th</sup> Street, and Centralia into the River Block building. Bauernfeind have agreed to move and connect these machines at no cost.

Facilities: We are currently working with staff and management to organize and plan for the moving of furniture, desks, records and supplies to the River Block building. We will be working to develop a tentative schedule to allow staff to move in groups over a 6 week period, starting on May 23<sup>rd</sup> and completing the end of June, with the option to move the Economic Support from Centralia in July or later in the summer.

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

I had a good onsite visit with a Psychiatrist resident on April 14. We will proceed with trying to secure this provider to join our team when he is completed with his Residency program in June 2018. In early April I met with our Nurse Practitioner to discuss the positions details and begin discussions on negotiations for an official offer in anticipation of her late July start date. We have hired Dr. Jonathon Snider as our permanent Psychologist. Dr. Snider will begin on April 24. I have begun looking into possible service models to replace the TBI unit that will be moving to Edgewater.

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

The nursing department has been interviewing Mental Health techs and we have a few new staff starting. We have been successful staff that are eligible for benefits, but are in need of casual staff.

Dr. El-Awady has been covering the admissions unit and things so far are going well. We are seeing a lot of out of county patients. Our average daily census in March was 12.07.

The TBI unit has three TBI patients, and an additional three mental health overflow patient's. We have one outstanding referral.

The crossroads unit is full at this time and we have one pending discharge.

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

Congregate meals for the month of March totaled 11,734. Wood County was 5,586 meals and Marathon County was 6,148 meals. Y-T-D meals total 31,868. Y-T-D revenues total \$143,732.95.

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

All but the last two control valves have been installed in the HVAC system. Proposal for installing new digital controls for three air handler fans in the "penthouse" have been requested from Complete Control. I looked into getting alternate bids for the same Siemens system, but their contractors are given territories to service and are not allowed to offer bids outside of their territory. I also looked into having an alternate system provider offer a bid, but introducing a new computer "language" would further complicate our system and incur unnecessary costs.

We received two proposals for roof replacement projects. We will review these and make a determination on which areas of the roof we will address and which bid to select.

A problem has been identified with the walk-in freezer compressor (loud noise when operating). A service tech will be called to assist.

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

Our casual medical records employee will be done in early April. Our casual receptionist will be doing both reception and medical records as her schedule and time allows.

Jerin attended a HIPAA conference in Appleton April 4-7, specifically on compliance issues.

Jerin is working to get Dr. Snider set up with Winscribe so he can have dictating privileges and be able to start dictating right away without issues.

### **March 2017 Referrals for TBI Unit**

Date	From	Patient	Status	Additional Info(Insurance/appropriate)
3/9/2017	Mayo- La Crosse	Female	Declined	Not TBI criteria

## **Health Department Report**

**April 27, 2017**

*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**

- The 2017 County Health Rankings were released last month and our local media did a story on our rankings. I'll be showing you these rankings and discussing them at our meeting this month.
- We continue to move our Trauma Informed Care work along, with the help of a graduate student leading this project along with a small team of our staff.
- We have been monitoring several pieces of legislation that have public health importance. These include:
  - AB 27 and SB 12: Relating to multiple county health departments (support)
  - AB 8: Relating to opioid treatment programs (support)
  - AB 11: Relating to mental health training programs (support)
  - AB 2: Relating to treatment and diversion programs (support)
  - AB 121: Relating to the regulations around manufacture, sale, and taxation of powdered alcohol (support)
  - AB 50 and SB 22: Relating to groundwater management and approval of high capacity wells (support)
  - AB 96: Relating to supply and use of epinephrine auto-injectors by certain authorized individuals (monitoring)
  - SB 76: Relating to replacement, reconstruction, and transfer of an approved high capacity well (monitoring)
  - LRB 0810: Relating to placement of cigarettes, nicotine products, or tobacco products by retailers and providing a penalty (support)

### **PERFORMANCE MANAGEMENT REPORT – TYLER ZASTAVA MPH, CHES**

Teams continue to work on developing 2017 performance measures. Team quality improvement projects are in full swing and "Solution Revolution" quality improvement projects continue.

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

#### Healthy People Wood County

All Healthy People Wood County coalition members were given the option to participate in the yearly survey where they could provide feedback. Fifty members provided feedback, which will help to grow, formalize, and align agendas among community partners to support efforts working toward improving community health outcomes. A member orientation outline and coalition member recognition plan were drafted as well.

#### Brighter Futures

The coalition is restructuring to meet as subcommittees or action teams. The coalition will continue to meet as a whole on a quarterly basis with action teams meeting in between.

- Online Youth Risk Behavior Surveys (OYRBS) have been completed in all Wood County public schools and Columbus Catholic School (Marshfield). 1309 high school and 784 middle school students completed the survey. The YRBS action team is currently working to put together user-friendly data reports for each school and county-level data and conducting a survey with school YRBS administrators to evaluate the process and how we can support their efforts.
- Oral Health: Aspirus Doctors Clinic will begin oral health assessments, referral, and fluoride varnish applications on June 1<sup>st</sup>. This service will be provided during well child exams beginning at 6 months and continuing through age 3 or when a dental home is established.
- Home Visiting: The home visiting action team is working to set up a meeting with all home visiting providers in Wood County. The goal is to better communicate the services that are available and identify gaps in service.

#### Recreate Health

Coalition partners will be presenting at Feeding America Health and Hunger Summit May 10<sup>th</sup>. This presentation will focus on one of the social disparities of health; food and access to healthy options while also addressing hunger. Coalition partners include the Aging Disability Resource Center, Wood County WIC, Aspirus Pediatrics, YMCA, farmers' market representation, and health department staff.

- Food Systems: Community Discussion: Food Center event took place on March 22<sup>nd</sup> with about 40 people in attendance. Attendees identified top priorities to be address such as hunger relief (food pantry, feeding sites) as well as local agriculture processing and distribution to community residents and institutions. There is a steering committee that continues to compile data and move the work forward.
- Farm to School: There is interest in an indoor growing machine that was piloted from Feeding America Eastern Wisconsin. Essentially, this indoor growing machine grows vegetables aquaponically in minimal space with minimal cost other than startup costs. Students can grow food year round with food service purchasing fresh, organic produce at an affordable price.

- Enhance active infrastructure: A group met to move forward with route signage for the blue routes project, which is a mapping of our river in an effort to enhance recreational activity on our largest natural asset. This group will also continue to meet to move work forward around community design, bike/ped planning, and complete streets. River Rider Bike Share is scheduling maintenance work days to prep bikes for the coming season. Bikes are scheduled to be out for the season on June 1<sup>st</sup>!

#### AOD Prevention Partnership

The coalition, in partnership with law enforcement agencies around the county, organized a prescription take back event that will take place at the end of April in various locations around Wood County. The prevention pillar of the Wood County Drug Task Force is currently promoting and preparing for a community presentation and dinner event, focusing on Adverse Childhood Experiences (ACEs) at the end of April. This presentation is the third in a series; the next events will be in September and November.

AOD Coalition Coordinator, Melony Johnson, was the guest for a 60 minute WDLB radio interview on the topic *What is Public Health?* with an emphasis on AOD efforts.

The Wood County Drug Task Force (WCDTF) discussed their position under HPWC, ways to capture opportunities to service the entire county, and members from each of the five pillars volunteered to become administrators for their respective Facebook pages.

- **The Prevention Pillar** discussed doing things that don't fall under the HPWC strategic plan, suggested that each pillar create a 12 month plan using the Marshfield Area Coalition for Youth (MACY) Drug Free grant template, suggested starting a leadership board for the WCDTF, worked with the Treatment Pillar to make resource literature more user friendly, and discussed adhering to branding guidelines for consistent professional media.
- **The Workplace Pillar** approved an original survey to send to businesses throughout the county to learn current practices and policies regarding AOD, members attended Lincoln High School Senior Day and received good feedback, and they discussed that the WCDTF work exceeds that of its place in the HPWC strategic plan.
- **The Treatment Pillar** discussed the WCDTF place under HPWC and reviewed the pillar's focus of future presentations. They plan to draft a brochure specific to stimulants and opioids, improve upon slide show presentation, and host a Human Library event.
- **The Law Enforcement Pillar** discussed the Prescription Drug Monitoring Program, stated that three lives were saved in the past few weeks from Narcan, will continue to develop the Narcan training and policy, and will replace the expiring Narcan inventory.
- **The Harm Reduction Pillar** discussed proposed Peer Recovery Coach training, the staffing issue of the not-yet-open Aspirus needle exchange, and sponsoring a Neighborhood Table event. A Recovery Coach trainer presented to the WCDTF at the April 12<sup>th</sup> meeting.

The Marijuana Workgroup continued to work on an original marijuana brochure which integrates recent (Youth Risk Behavior Survey) YRBS data. Law enforcement in attendance at March's meeting stated they see high marijuana activity in the county and a low perception of risk by community members to include medical professionals. The Marshfield school district has implemented a new prevention-based program for grades 3-8 called *Life Skills for grades 3-8*, and this curriculum is being written into a DPI AODA grant. The workgroup discussed the recent passage of CBD oil legislation and its potential affects for Wisconsin. The workgroup also reviewed and updated their slide presentation to provide to community organizations.

#### Mental Health Matters

The coalition is continuing to work towards its goals while being restructured to increase capacity and sustainability. The QPR (Question, Persuade, Refer) subcommittee met to address the issue of increasing the number of trainers, increasing the number of individuals trained in Wood County, and sustaining the program through member recertification.

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

#### Transient Non-Community (TNC) Water System Training and Radon Training

All Environmental Health Staff participated in the annual DNR statewide TNC program training. The training was held in Plover and had tracks for experienced and new water sampling personnel. The training included a discussion of the new reporting requirements, data entry into the DNR system, new sampling requirements, sampling techniques, notifications, and common well problems. Seasonal establishments are beginning to open and the new seasonal start-up requirements were discussed. Jessica Childs and Logan Manthe attended a State training covering radon basics and radon measurement. Radon was a topic covered by Kate at the annual home show.



### Complaints

Ten complaints were investigated in Wood County. A caller complained about the misuse of poisons by a neighbor. This was referred to the DNR for follow-up. A person was living in a garage with no sewer or water. The local municipality will resolve this. There was a cleaning complaint at a hotel, a dog in a bar, smoking outside the backdoor of a restaurant, and service issues in a restaurant. All of these complaints were resolved without legal action. We provided pest control information to a home dealing with mice. A school requested assistance for a bed bug issue. A mold complaint was unfounded. A complaint came in about mud and standing water in a shower at a fitness club. We also investigated another 15 complaints in Juneau and Adams Counties. These complaints included housing problems, insects, plumbing leaks, mold, and hoarding and garbage in the yard.

### New Businesses and Changes in Ownership

Little Country Bakery opened in the Wisconsin Rapids Mall. Fuji Restaurant in Marshfield is now Nagoya. Cupcakes on 8<sup>th</sup> is a new establishment in Marshfield. Subway on 8<sup>th</sup> Street in Wisconsin Rapids has a new owner. There was a consultation with a church that will be doing food service at a Rafters event. A consultation was done with an individual wanting to start up a mobile food unit.

### Vending Machine and School Food Service Inspections

We are beginning our annual vending machine/commissary inspections. All vending will be completed by May. The second food service inspections in schools began in March. This inspection is a Hazard Analysis Critical Control Point (HACCP) inspection that deals primarily with documentation of processes, food temperature logs, and written policies and procedures.

### Swab Sampling for Listeria

We conduct annual swab sampling for Listeria in retail food stores in Wood County. All samples collected in March were safe for Listeria.

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

### Oral Health Program - Wendy Ruesch, RDH, CDHC

The Healthy Smiles sealant program is currently in South Wood County elementary schools, and has expanded to serve John Edwards Middle school and Alexander Middle school students. A second oral screening and fluoride treatment is in progress for North Wood County elementary schools. The third fluoride treatment and oral screening is in progress at all Head Start Centers. Healthy Smiles provided community outreach with educational and activity booths at the Marshfield Children's Festival and Lincoln Children's Festival.

### Community Partnerships For Healthy Mothers and Children Grant – Amber France

Major highlights from the grant work this past month include:

- Implemented *Go, Slow, Whoa* program in Pick N Save, Piggly Wiggly, IGA West Grand, and Baker Street IGA. This program includes fruit and vegetable of the month, shelf talkers, and healthy checkout lanes.
- A Wood County Farmer's Market website has been created. This website houses all the information on where farmers' markets are located in Wood County, months, days, and hours of operation, and if they accept WIC or EBT. Universal signage is also being created to help identify a Wood County farmers' market.
- Thirteen restaurants in Wood County have implemented the Smart Meal program.
- Non-pharmaceutical prescription pads are being utilized by primary care providers at Aspirus Doctors Clinic. The prescriptions are for physical activity, healthy eating, and WIC to help prevent chronic illness and disease in those at risk. The prescriptions will also be implemented with 3 mental health providers in early May.

## **COMMUNICABLE DISEASE TEAM REPORTS**

### Tuberculosis Update – Alecia Pluess

Jean Rosekrans attended the Tuberculosis Summit in Verona, WI on March 30<sup>th</sup>. She continued with annual respirator fit testing of health department staff during March.

### Communicable Disease Update – Alecia Pluess

- During the month of March, there were 17 cases of chlamydia and 9 cases of Hepatitis C investigated in Wood County. I presented to the Alcohol and Other Drug Abuse Program participants on March 22<sup>nd</sup> to discuss prevention of Hepatitis C and sexually transmitted infections.
- Also during the month of March, 1 case of salmonella, 2 cases of giardia, 2 cases of Campylobacter, and 1 suspect case of Shigellosis were investigated

- One probable case of Rocky Mountain Spotted Fever was investigated. Wood County also received 1 suspect case of Lyme disease. Three Wood County residents are being tested for Zika and other arboviral diseases. They may have been exposed during travel to areas with known arboviral activity. The three cases are asymptomatic.
- Cases of hospitalized influenza are beginning to decline. There were 24 cases of hospitalized influenza in March, down from 38 in February. There was one confirmed case of pertussis.
- Three long term care facilities reported respiratory outbreaks during the month of March and one long term care facility reported a gastrointestinal outbreak among residents and staff. Samples were sent to Wisconsin State Lab of Hygiene.

#### Lead Update – Alecia Pluess

Jean Rosekrans accompanied Environmental Health staff on a lead home visit to provide education to the family of a child with elevated blood lead levels.

#### Emergency Preparedness – Tyler Zastava

After two partner meetings, a final plan has been developed for the treatment of first responders and critical infrastructure in the event of a disaster that requires prophylactic treatment. A regional power outage exercise took place in Wausau on April 12. Several Wood County partners attended. A survey was given to staff to assess 2017 training needs. A training plan has been developed to fill those gaps.

### **FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS**

#### Wood County Task Force on Child Abuse Prevention – Erica Sherman

The task force's 13<sup>th</sup> annual Run the Rapids 5K was held on Saturday, April 8 in Wisconsin Rapids with more than 400 walkers and runners in attendance!

#### Caring Hands – Erica Sherman

The spring child care training topic for Caring Hands is "Things That Bug Us." The training will include education on the control and prevention of common Wisconsin nuisances: head lice, ticks, bed bugs, and more! Greg Kolodziej, Kate Carlson, and Jean Rosekrans will team up to present on Tuesday, May 16<sup>th</sup> in Marshfield and Wednesday, April 26<sup>th</sup> in Wisconsin Rapids. For more information or to register (required), contact Childcaring.

#### Safe Kids – Tyler Zastava

Safe Kids is working with four elementary schools and the YMCA in Marshfield to provide high quality bike helmets at a low cost to families. Safe Kids Wisconsin Coordinator Libbe Slavin and I will be presenting at the School Nursing Conference in Madison at the end of the month on fall prevention/traumatic brain injury in regards to playground safety.

#### Lactation – Amber France

The Wood County Health Department is collaborating with Aspirus Riverview Hospital and Clinics to integrate prenatal breastfeeding education into prenatal appointments. The clinic piloted its first breastfeeding education session in March.

### **WOMEN, INFANTS AND CHILDREN (WIC) REPORT – AMBER FRANCE, MS, MPH, IBCLC**

I presented at the National WIC Association Conference in Philadelphia on the successful breastfeeding collaborative between the WIC program, public health, Aspirus Riverview Hospital and Clinics, and Ministry Saint Joseph's Hospital. The model is being shared nationally and will be integrated into other Wisconsin WIC programs by the end of 2017.

#### Caseload for 2016 (Contracted caseload 1327)

	<u>Dec</u> <u>2016</u>	<u>Jan</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>Active</b> <b>(initial)</b>	<u>1336</u>	<u>1348</u>	<u>1368</u>	<u>1394</u>								
<b>Active (final)</b>	<u>1343</u>	<u>1368</u>	<u>1380</u>									
<b>Participating</b>	<u>1411</u>	<u>1439</u>	<u>1474</u>	<u>1467</u>								

2

April 2017  
Health and Human Services Committee  
Edgewater Haven  
Jordon Bruce

In the month of March we had 15 admissions and 3 readmissions. Current census on the Behavior Wing is 10 residents. Census comparison to last year:

March 2016 – 62 average census with 8 rehab

March 2017 – 56.5 average census with 6.7 rehab

Admissions/Discharges Comparison:

March 2016 – Admissions 15/Discharges 14/Readmissions 5

March 2017– Admissions 15/Discharges 11/Readmissions 3

Recruitment continues for the Administrator position. A letter to each licensed NHA in the state went out in March. We have extended the deadline to apply to mid-April. Once applications are received we will review and select qualified candidates and set up interviews. We have seen an increase in census and referrals. Unfortunately we have also had an increase in FMLA utilization within our Nursing department. We are working through staffing challenges to combat this short term problem. A Pharmacy has been selected to replace Phillips pharmacy which will significantly lower our pharmacy costs as well as increasing the level of services and satisfaction with our Pharmacy services. This transition to the new pharmacy will occur in late June. By selecting our new pharmacy provider, which is consistent with the pharmacy used by Norwood, Norwood's pharmacy costs will also significantly decrease. Preliminary work has begun on researching what will be needed to be completed before moving the TBI unit to Edgewater.

Marketing-March 2017

Edgewater continues onsite visits to referral sources as needed to assess potential admissions and provide information to those who have no facility of choice.

Social services continue frequent contact with area hospitals, hospice, assisted living, medical supply, home health and related agencies.

Edgewater sponsored Aging and Disability Resource Center Bingo on March 16<sup>th</sup>, 2017.

Edgewater sponsors a monthly Memory Café and weekly Veterans' Café in the community. Edgewater residents continue to attend.

Edgewater Haven will participate in the Annual All Things Senior Expo at the Hotel Mead and Conference Center in May 2017.

We have downsized our Solarus phone book ad to a free white pages listing only. Our Yellow Book ad will be downsized to the same.

Social services will follow up on referrals that discharge elsewhere/for what reason.

Edgewater will coordinate with Heartland Hospice, who will review information about Power of Attorney for Health Care documents at our Family Council meeting this spring.

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

**Meeting Date:** April 27, 2017

Caseload activity for March - 13 new veterans served. The regular detailed caseload activity report we have been used to is no longer available as that software program has been discontinued. During the month of March we completed 306 federal forms:

- 36 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 21 new claims for disability compensation
- 0 new claims for pension
- 2 New claims for surviving spouse benefits (DIC or pension)
- 14 new applications for VA Healthcare
- 38 Appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 10 Burial and marker applications

We are still exploring different ways to track our production figures using alternate means.

**Activities:**

1. Completed as of April 18, 2017:
  - a. March 16 – Wisconsin State Senate Committee on Transportation and Veterans Hearing on the appointment of Daniel Zimmerman to the position of Secretary Department of Veterans Affairs.
  - b. March 17 – Teleconference with Tomah VAMC Homeless Coordinator on 2017 Wisconsin Rapids Veterans Expo/Stand down.
  - c. March 24 – Presentation on Accreditation and PIV (personal Identification Verification) cards to the Tribal Veterans Service Office in Medford.
  - d. March 29 – UWSP Veterans Expo
  - e. March 30 – Assembly Committee on Veterans and Military Affairs hearing- presentations by Department of Military Affairs and Department of Veterans Affairs.
  - f. April 5 – WCA County Ambassador Program Health and Human Services Day at the Capital.
  - g. April 12 – Tomah VA Medical Center Strategic Planning and Outreach Committee meeting.
  - h. April 13 – U.S. Senator Tammy Baldwin round table on the Veteran's Choice program.
2. Near Future:
  - a. April 19 – Southern Wood County Homeless Coalition meeting.
  - b. May 15-19 – CVSO Association Spring Training Conference in Bayfield WI.
  - c. May 29 – Memorial day Ceremony with Vesper American Legion Post 520.
3. Long Term:
  - a. August 23 – Central Wisconsin Veterans Expo at the Crossview Church (formerly Woodlands).
  - b. August 30 – September 4 – Central Wisconsin State Fair.

**Office updates:**

1. Wood County veteran hiring initiative: No progress in this reporting period.
2. Update on Wisconsin Department of Veterans Affairs (WDVA) Grants to Counties for improvement of services. It is still an agenda item for WCA they have talked to members of Joint Finance Committee and a draft amendment to the budget bill is being worked. While at the Capital for WCA's Health and Human Services Day contact was made with Rep. Kooyenga office as he is the Assembly Veterans lead on Joint Finance, Sen. Olsen and Marklein's also on Joint Finance to introduce myself and provide contact information in case they have questions on the requested changes. Rep. Kooyenga will be forwarding the draft to WCA and WCA will forward to the CVSO Association for review.
3. Outreach
  - a. Wisconsin Rapids Hero's Café. Continues to operate out of the Crossview Church every Wednesday morning and has weekly numbers of over 100 veterans, police and firefighters. This office is often requested to be the guest to answer questions from the veterans in attendance.
  - b. On August 23 in conjunction with the Hero's Café, Tomah VA Medical Center this office will be hosting another Veterans Expo.
  - c. Once again this office will have a booth at the Central Wisconsin State Fair working with the Federal VA Vet Center.
4. Veteran's Court. Several local veterans's attended the LaCrosse County Veterans Court for mentor training and were sworn in as veteran mentors. These individuals will perform a key role in Wood County's Veteran Court working with the veterans accepted into the program. Judge Wolf, DA's office, mentors, this office and other entities are working to get this program up and running.

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

**DATE:** April 10, 2017

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

**EXCUSED:** Brad Hamilton

**OTHERS PRESENT:** Sarah Christensen, Steve Kreuser, Bill Clendenning, Thomas Reichert, Lori Heideman, Dara Hamm, Laura Clark, Amy Kaup, Lance Pliml

**LOCATION:** Wood County Courthouse, Wisconsin Rapids

**1. Call to Order:**

Mike Feirer called the meeting to order at 1:00 p.m.

**2. Review minutes of March 13, 2017:**

**Motion by Zurfluh, second by Winch to approve the minutes of the March 13, 2017 meeting with no changes. Motion carried unanimously.**

**3. Public Comments:**

No public comments.

**4. Emergency Management Department:**

**a. Communications March 2017 Claims:**

The Committee reviewed the Communications March 2017 claims. Answered questions regarding claims.

**b. Communications Report:**

The Committee reviewed the Communications report. Steve talked about the tower survey done at the Nekoosa and Bluff towers by Edge Consulting. A vendor is interested in adding additional equipment on the two towers. Nekoosa Tower is good to add equipment on as long as the tower structure is updated. The bluff tower can't add any additional equipment.

**c. Emergency Management March 2017 Claims:**

The Committee reviewed the Emergency Management March 2017 claims.

**d. Emergency Management Activity Report:**

The Committee reviewed the Emergency Management Activity Report.

**5. Dispatch Department:**

**a. Dispatch March 2017 Claims:**

The Committee reviewed the Dispatch March 2017 claims.

**b. Dispatch Report:**

Lori discussed the new hire and that she is working out well. Discussed the move and the changes to the layout to increase the space that they need. Talked about the issue with the crisis line and getting through to them. They were picking up and hanging up on any unknown number due to a woman calling multiple times from Toronto. Answered questions regarding the extra workstation purchased for the Lead office.

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

**May 8, 2017**

**1:00 p.m.**

**Wood County Annex and Health Center**

**Marshfield WI**

**7. Humane Officer:**

**a. Humane Officer Report:**

The Committee reviewed the Humane Officer report. Nanci explained to the Committee that on Wednesday, April 12, 2017 she, along with the Wood County Humane Society, will be taking approximately 70 dogs from a residence. Nanci was able to get the owner to surrender all dogs. Nanci will be doing an Order of Abatement for this residence.

**b. March 2017 Claims:**

The Committee reviewed the Humane Officer March 2017 claims.

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner report.

**b. March 2017 Claims:**

The Committee reviewed the Coroner March 2017 claims.

**9. Sheriff's Department:**

**a. Correspondence: None.**

**b. Courthouse Security:** None.

**c. Capital Improvement Plans:**

Sheriff Reichert presented the Sheriff's Department Capital Improvement Plans.

**Motion by Zurfluh, second by Polach, to accept the Capital Improvement Plans as presented. Motion carried unanimously.**

**d. Part-Time to Full-Time Jail Cook – Resolution:**

Sheriff Reichert explained the resolution to the Committee. He stated there have always been 2 – full-time and 2 part-time positions in the jail kitchen. However, the County has not been able to get qualified applicants to fill a part time jail cook position, mainly due to lack of benefits. Therefore the plan is to get 3 full-time positions in the jail kitchen.

**Motion by Zurfluh, second by Winch, to sign the resolution and send on to the County Board. Motion carried unanimously.**

**e. March 2017 Claims:**

The Committee reviewed the Sheriff's Department March 2017 claims.

**f. Updates:**

**Crimestoppers:** County Board Chairman Lance Pliml stated that Crimestoppers is doing well and is financially stable.

**Safe Ride Initiative:** None

**Criminal Justice Task Force:** None.

**K9:** Sheriff Reichert stated the K9 Fund just received a \$1,250 donation from First English Lutheran Church, which will go into the Acacia Foundation for future purchase of canines. The Magic Shows were held in March and both went very well.

**g. Jail Items:**

All jail reports were reviewed.

**10. March 2017 Claims: Dispatch, Communications, Emergency Management, and Sheriff:**

**Motion by Winch, second by Polach, to approve the March 2017 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**11. Agenda Items:** None at this time.



**12. Adjourn:**

**Motion by Winch, second by Zurfluh, to adjourn at 1:52 p.m. Motion carried unanimously.**

Minutes taken by Wood County Emergency Management & Wood County Sheriff's Department.

A handwritten signature in cursive script, appearing to read "Wm Winch", is written over a horizontal line.

William Winch, Secretary  
Public Safety Committee

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

**DATE:** May 8, 2017

**PRESENT:** Mike Feirer, Dennis Polach, Joe Zurfluh, Bill Winch, Brad Hamilton

**OTHERS PRESENT:** Steve Kreuser, Bill Clendenning, Thomas Reichert, Lori Heideman, Lorrie Krokstrom, Dara Hamm, Nanci Kinney, Harry Wallis, Jason Beier, Lance Pliml, Laura Clark

**LOCATION:** Wood County Annex & Health Center – Classroom - Marshfield

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

Mike Feirer called the meeting to order at 1:00 p.m.

### **2. Review minutes of April 10, 2017:**

**Motion by Hamilton, second by Zurfluh to approve the minutes of the April 10, 2017 meeting as presented. Motion carried unanimously.**

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

No public comments.

### **4. Emergency Management Department:**

#### **a. Communications April 2017 Claims:**

The Committee reviewed the Communications April 2017 claims.

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

The Committee reviewed the Communications report.

#### **c. Emergency Management April 2017 Claims:**

The Committee reviewed the Emergency Management April 2017 claims.

#### **d. Emergency Management Activity Report:**

The Committee reviewed the Emergency Management Activity Report.

#### **e. Capital Improvement Plan:**

The Committee reviewed the Capital Improvement Plan as presented. Steve explained a dump trailer with hydraulics, updating the microwave system, and a Service Monitor are the big items needed. Steve answered all questions from the Committee.

**Motion by Polach, second by Hamilton to accept the Capital Improvement Plan as presented. Motion carried unanimously.**

**5. Dispatch Department:**

**a. Dispatch April 2017 Claims:**

The Committee reviewed the Dispatch April 2017 claims.

**b. Dispatch Report:**

The Committee reviewed the Dispatch Report as presented. Lori answered all questions from the Committee.

**c. Staff Update:**

Lori stated Marshall Lokken retired on May 3<sup>rd</sup> after 28 years of service. The department is one person short, but Lori explained she will wait to hire until just before they are to move to their new space.

**d. Space Needs/Move Update:**

Lori explained the new space is coming along great. Carpet has been installed, the new raised floor will be going in soon, and wires are being pulled in the new space. They are working on packing up anything that they can now so the move will go as smooth as possible.

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

**June 19, 2017**

**1:00 p.m.**

**Wood County Courthouse – Room 115**

**7. Humane Officer:**

**a. Humane Officer Report:**

The Committee reviewed the Humane Officer report. Nanci stated the 74 dogs were removed with the help of the Humane Society without incident. 12 more dogs were removed last Friday from the same residence.

The Town of Rock representatives were present and discussed the issue of a dog at large in the Township. The dog is growling and very aggressive toward citizens. They know the owner and have talked with him several times to no avail. He is a truck driver who is gone most weekdays. They said they are experiencing problems on the weekends when he is home with the dog. They are asking that the Humane Officer get involved. Nanci stated she is not receiving any calls from dispatch regarding this issue. Sheriff Reichert stated this was the first he has heard about it and will work on a solution for the department to intervene.

The Committee directed the Town of Rock to contact Nanci directly regarding the issues and she then can make a complaint with dispatch, so it is on record.

Nanci then addressed the committee regarding an issue that came up regarding her not getting paid last payroll. The issue came in the fact that Nanci emailed Laura Clark her per diem and mileage expenses on Monday, April 24<sup>th</sup> in the early morning hours; however the email never was received by Laura as it went to Spam mail. On May 1<sup>st</sup> Laura's spam mail was released and Nanci's email was in the spam mail. Therefore, Nanci's per diem's were never paid on the April 27<sup>th</sup> payroll nor was her mileage check cut that week. This caused Nanci to incur \$175 in overdraft fees. Nanci asked that the County reimburse her for these charges.

After much discussion the Committee stated that Nanci would have to take this up at the Judicial & Legislative Committee, as they pay out all claims. Committee member Joseph Zurfluh stated that he wanted it on record that the Public Safety Committee strongly recommends the County to reimburse Nanci the \$175 in overdraft fees. Supervisor Clendenning was present and spoke to Nanci privately on how she needs to proceed with filing a claim with the Judicial & Legislative Committee.

**b. April 2017 Claims:**

The Committee reviewed the Humane Officer April 2017 claims.

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner report.

**b. April 2017 Claims:**

The Committee reviewed the Coroner April 2017 claims.

**9. Sheriff's Department:**

**a. Correspondence:**

Sheriff Reichert stated there was a successful suicide in the jail on Saturday, May 6<sup>th</sup>. It was a 26 year old female who hanged herself with a bed sheet. Sheriff stated Administration reviewed all videos and the staff had taken appropriate measures. He also stated notification was done properly.

Sheriff Reichert also spoke about the suicide that happened last year as there is a lawsuit pending. Depositions have been done and most have been cleared of any wrongdoing. Sheriff Reichert as well as County Board Chairman Lance Pliml are optimistic a settlement will be reached.

New reports will be in the packet regarding some of the updates listed below as Sheriff Reichert has asked deputies who are part of each program to write up an update each month.

**b. April 2017 Claims:**

The Committee reviewed the Sheriff's Department April 2017 claims.

**c. Updates:**

**Crimestoppers:** See report.

**Safe Ride Initiative:** None

**Criminal Justice Task Force:** None.

**K9:** See report

**Courthouse Security:** See report.

**d. Jail Items:**

All jail reports were reviewed. Sheriff Reichert explained with the jail population high he has lessened restrictions to allow more people out on EMP.

**10. April 2017 Claims: Dispatch, Communications, Emergency Management, and Sheriff:**

**Motion by Zurfluh, second by Winch, to approve the April 2017 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**11. Agenda Items:**

Jail Stale Dated Checks  
Discuss CBRF Options  
CD/DVD's - DA

**12. Adjourn:**

**Motion by Winch, second by Zurfluh, to adjourn at 2:21 p.m. Motion carried unanimously.**

Minutes taken by Wood County Sheriff's Department.

*Electronically signed by William Winch on 5-10-17.*

---

William Winch, Secretary  
Public Safety Committee

Central Records Committee Meeting  
Pittsville Fire Department  
April 26, 2017

PRESENT: Randal Dorshorst, Wood County Sheriff's Department  
Josh Kolo, Nekoosa Police Department  
Joseph Zurfluh, Wood County Board  
Melvin Pedersen, Grand Rapids Police Department  
Lori Heideman, Wood County Dispatch  
Lorrie Krokstrom, Marshfield Police Department  
Patrick Zeps, Marshfield Police Department  
Jerry Minor, Pittsville Fire Department  
Doug Van Berkel, Wisconsin Rapids Fire Department  
Steve Kreuser, Wood County Emergency Management  
Brian Krzykowski, Wisconsin Rapids Police Department  
Randy Jahns, Wisconsin Rapids Police Department  
Lori Keena, Wisconsin Rapids Police Department  
Jenny Iverson, Port Edwards Police Department  
Laura Clark, Wood County Sheriff's Department

1. The meeting was called to order at 8:45 a.m. by Randy Dorshorst.
2. Minutes of previous meeting:

***MOTION by Lori Heideman, second by Joseph Zurfluh, to accept the minutes of the October 25, 2016 meeting. Motion carried unanimously.***

3. Public Comment: None.
4. Review Correspondence: No correspondence to review.
5. Wood County Dispatch:

Lori stated it was Telecommunicators Week last week and they very much appreciated the treats!

Dispatch is fully staffed to date, however Marshall Lokken, a 28 year veteran, retires May 3<sup>rd</sup>.

The statewide tornado drill was held on Thursday, April 20, 2017. Had issues with Wisconsin Rapids sirens not going off in the AM drill; but the sirens sounded for the PM drill. Other than that, all went well.

The Dispatch Center demolition on the 2<sup>nd</sup> floor is ongoing. Lori stated this morning her office was flooded, so can't wait for the move to happen. May 8<sup>th</sup> the carpet will be installed and move in date is June 26<sup>th</sup>. There will be testing of equipment happening before fully moved in.

Lori stated the "I Am Responding" program has some bugs, but they are working on them.

The Language Line bills are becoming high. Lori stated it costs \$2.47 per minute to use the line. She stated if this continues the departments using the line will need to pay for their use of the service. She is in the preliminary stages of reviewing this. Lorrie Krokstrom questioned if it is possible for agencies to get their own Language Line account? It is believed so, this may be an option in the future.

Lori spoke of EMD training, stating her entire staff are recertified.

The Dispatch Center is partnering with Mid-State Technical College to host an active shooters class in October. Details are being worked on at this time.

6. Mapping Update: Nothing to report

7. CIS Records/CAD/Mobile Data:

Dan Brandl from IT was unable to attend the meeting and had sent an email to Laura Clark for her to share information regarding Mobile CIS license costs. His email stated:

"The main thing that I was going to mention was the Mobile CIS license cost agreement that we have with CIS is going to expire at the beginning of 2018. So I would recommend all of our cities, towns, and the county that if they want to add any new squad cars, firetrucks, ambulances that they should try to do so before 2017 is over. The current cost for a MCS license is \$462 and after this agreement is up it will raise to \$1,400 per unit. Plus a yearly maintenance fee."

The email stated if you have any questions regarding this to contact Dan Brandl at [drbrandl@co.wood.wi.us](mailto:drbrandl@co.wood.wi.us) or 715-421-8545.

Lorrie Krokstrom stated there are still issues running state stuff through Mobile CIS. Lori Heideman stated they run 10-27's through Portals instead. Lori also stated she knows Dan is working on these issues, however has been tied up with the River Block move, etc.

Lorrie Krokstrom also stated Marshfield is having posting issues and asked if any other department is having the same problem. No other agency seems to be having that specific issue, so Lorrie stated she will talk to their IT department to get this rectified.

Supervisor Joe Zurfluh asked if anything had been said or done about the District Attorney's Office needing to have CD/DVD's provided to them at the time the report is given to them. This has become a very labor intensive issue for all agencies with the squad videos, body cameras and photographs. He said DA Lambert was to attend the Wood County Law Enforcement Executive meeting and wondered if this was discussed. Supervisor Zurfluh asked that DA Lambert be invited to the May Public Safety meeting held in Marshfield to discuss this issue. He invited all Chiefs to attend that meeting to discuss the issue with the DA. Laura Clark stated she would send out the Public Safety Agenda to all Chiefs to remind them of the meeting.

8. Any Other Business:

Lorrie Krokstrom stated Marshfield City Hall has been sold and everyone will need to move out by end of 2018. She voiced concerns regarding the fiber connection that runs between City and County currently at City Hall. Once the move to the new City Hall takes place, how is this connection going to be done and who is responsible for this cost?

9. Next Meeting Date:

**TUESDAY – October 24, 2017**

**9:00 a.m.**

**Pittsville Fire Department**

10. Agenda Items: Get to Laura Clark before October's meeting.

11. Adjourn:

***MOTION by Steve Kreuser, second by Lorrie Krokstrom to adjourn at 9:25 a.m. Motion carried unanimously.***

Minutes are taken by the Wood County Sheriff's Department.

Humane Officer Olson Report  
February 27 – March 26 2017

3-1,3; WR3922 Cat Bite. Owner was bit on both thumbs and received medical attention 1300 block of 25<sup>th</sup> Ave. South, Wisconsin Rapids. 18,18

3-1,17; WC2380 Recheck on welfare of cattle. 6600 block of Hwy 80, Pittsville. 60,60

3-2,4; GR820 Cat Bite. Employee at the humane society was bit on her right hand; 3600 block of 64<sup>th</sup> Street North, Wisconsin Rapids. 22,22

3-3; GR756 Welfare Check dog near the 4600 block of Brook-shire Ct. Wisconsin Rapids. Follow up. 22

3-5,6; WC3357 Dog Bite. Professional dog groomer was bit by a client's dog; 8900 block of Bainbridge Trail, Wisconsin Rapids. 8,0

3-6,7; WR3386 Welfare Check on dogs. 400 block of Taylor St. Wisconsin Rapids. Follow up. 14,14

3-7,12; WC1793 Neglect of cattle. 4000 block of WI-73 Wisconsin Rapids. 37,37

3-8,9; NPD642 Cat Bite. Child was bit by Grandmas cat, received medical attention. 130 block of Dellwood Lane, Nekoosa. 16,16

3-10; WC713 Welfare and satiation concerns recheck on cats and dog welfare. 3000 block of St Johns Road. 38

3-11; WR4618 Dog attacked another dog in apartment complex. 1200 block of Huntington, Wisconsin Rapids. 16

3-11,14; GR946 Neglected dog abandoned outside at the shelter. 3600 block of 64<sup>th</sup> Street North, Wisconsin Rapids 22,22

3-11,13; WR4600 Cat Bite. Owner bit by her own cat, received medical attention. 1400 block of Chestnut Street Wisconsin Rapids. 16,16

3-12; WR4655 Cat Bite. New owner of a cat was bit on her hand, received medical attention. 2000 block of 5<sup>th</sup> Street South, Wisconsin Rapids. 14

3-13,14; WR4729 Dog Bite. Child was bit by mom's boyfriend's dog, received medical attention. 400 block of 14<sup>th</sup> Ave. South, Wisconsin Rapids 18,18

3-13; WR4733 Owner was bit by his own dog on the hand, received medical attention. 1900 block of 1<sup>st</sup> Street North, Wisconsin Rapids. 16

3-15,16; WR4961 Dog Bite. Victim was bit outside a bar when he stuck his head in the window of the car that the dog was in. He received 36 stitches to the face. 180 Block of 2<sup>nd</sup> Street North, Wisconsin Rapids. 18,20

3-21; WR5408 Dog Bite. Victim was bit when he went to residence to pick up his daughter, he received medical attention. 200 block of Blue Heron Lane, Wisconsin Rapids. 16

3-22,23; WR5491 Dog Bite. Owner was breaking up a fight between her own two dogs and put her leg between them and was bit. She is unsure which of her two dog bit her so both are under quarantine. 3400 block of Bonow Ave, Wisconsin Rapids. 0,25

3-23; WC4312 Dog attacked another dog. 8500 block of 52<sup>nd</sup> Street South, Wisconsin Rapids. 0

3-24; WR4961 Report typed and records sent for Attorney office regarding recent dog bite. 0

3-24,25; WR5632 Dog Bite, owner bit by one of her dogs on her hand, she is uncertain which dog bit her so both dogs are under quarantine. 3000 block of Shady Lane, Wisconsin Rapids. 16,16

3-26; WC4486 Welfare check on puppies and dogs. Under investigation 0





# Wood County

## WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 4/2/17  
TO: Wood County Public Safety Committee  
FROM: Dara Hamm, Wood County Coroner  
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for March 2017:

Calls for Service/Death Investigations .....	73
Investigations Involving Sudden or Suspicious Deaths .....	4
Death Certificates Signed .....	18
Cremation Permits Signed .....	51
Traffic Fatalities Investigated .....	0
Suicides Investigated .....	0
Drownings .....	0
Fire Fatalities .....	0
Homicides .....	0
Autopsies Performed .....	0
Suspected Overdoses .....	0
Disinterments .....	0

Remarks:

Nothing

Respectfully submitted,

*Dara Hamm*

Dara Hamm  
Wood County Coroner

# WOOD COUNTY JAIL

January - June 2017

## 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	174	81	18	196	76	16	199	70	21	208	73	23	0	0	0	0	0	0
2	178	81	18	192	74	16	207	75	26	208	71	23						
3	177	79	18	187	79	16	207	78	27	212	70	23						
4	165	79	18	193	79	17	207	78	28	211	72	24						
5	158	71	18	194	79	17	208	78	28	205	78	25						
6	158	72	17	195	79	17	208	78	26	204	77	24						
7	164	80	17	196	79	17	203	76	25									
8	166	80	17	191	75	17	199	75	24									
9	173	80	17	198	78	18	200	74	24									
10	182	87	17	198	77	17	199	74	25									
11	174	80	16	198	81	17	204	74	25									
12	174	79	17	199	81	16	205	75	24									
13	178	77	18	199	80	17	206	75	24									
14	181	75	18	188	76	17	209	74	23									
15	183	75	18	192	74	18	205	72	23									
16	183	75	17	194	73	18	202	75	23									
17	189	73	17	195	73	18	199	73	23									
18	180	71	16	199	70	19	195	73	22									
19	182	69	15	203	71	18	196	73	21									
20	181	68	15	201	71	18	199	73	21									
21	183	76	15	201	71	17	195	73	21									
22	185	75	15	204	77	19	200	75	24									
23	196	75	15	202	76	19	209	75	25									
24	198	70	16	194	72	19	208	76	24									
25	195	72	15	194	74	21	208	75	23									
26	187	76	16	194	74	21	209	75	22									
27	185	76	15	196	74	21	210	74	21									
28	185	80	15	201	71	20	209	75	21									
29	185	80	13				211	75	23									
30	192	79	13				210	75	23									
31	191	75	16				208	75	23									
WCJail	180.1			196.2			204.3			208.0			0.0			0.0		
Shipped	76.3			75.5			74.7			73.5			0.0			0.0		
EMP	16.3			17.9			23.6			23.7			0.0			0.0		
Avg Length of Stay (Days)	19.6			19.2			22.1											

### 2017 Yearly Averages

Total	197
Safekeeper	75.01
EMP	20

Color indicates low population  
Color indicates high population

## Overtime Breakdown 2017 (hrs.)

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

## Overtime Breakdown 2016 (hrs.)

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

# Electronic Monitoring 2017 Monthly Savings vs. Out of County Housing

Month	Monthly Savings	YTD 2017 Total Amount	2016 Total Amount
January	\$26,290.75	\$26,290.75	\$19,355.16
February	\$26,077.43	\$52,368.18	\$25,488.90
March	\$38,065.14	\$90,433.32	\$29,683.61
April	\$0.00	\$90,433.32	\$27,940.11
May	\$0.00	\$90,433.32	\$22,581.02
June	\$0.00	\$90,433.32	\$28,564.47
July	\$0.00	\$90,433.32	\$33,871.53
August	\$0.00	\$90,433.32	\$27,581.10
September	\$0.00	\$90,433.32	\$27,784.02
October	\$0.00	\$90,433.32	\$36,290.92
November	\$0.00	\$90,433.32	\$37,149.42
December	\$0.00	\$90,433.32	\$36,613.51
<b>TOTAL</b>	<b>\$90,433.32</b>	<b>\$90,433.32</b>	<b>\$352,903.77</b>

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

**Bed Days x \$52.03 = Monthly Savings**

# SAFEKEEPER HOUSING

2017

MONTH	Facility	Facility	Facility	WAUPACA	MONTH TOTAL	2017 YTD TOTAL	2016 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$82,125.00	\$82,125.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$164,250.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$246,375.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$246,375.00	\$82,125.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$246,375.00</b>	<b>\$246,375.00</b>		<b>\$985,500.00</b>

2017 is a 75 average

Wood County Sheriff's Department Kitchen Report – 2017			
<i>Month</i>	<i>Number Meals Served</i>	<i>Food Preparation Cost</i>	<i>Cost per Meal (Includes Labor)</i>
January	8,737	\$8,856.38	\$1.79
February	9,438	\$8,715.24	\$1.62
March	10,746	\$10,675.45*	\$.96
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>TOTAL</b>			

\*3 pay periods

KITCHEN EXPENSES						
	2011	2012	2013	2014	2015	2016
Food Costs	\$82,721.69	\$80,975.87	\$105,800.61	\$88,754.51	\$78,490.02	\$89,116.92
Labor	\$115,392.50	\$112,299.72	\$114,966.43	\$111,781.37	\$103,601.47	\$92,985.76
	<b>\$200,125.19</b>	<b>\$193,275.59</b>	<b>\$220,767.04</b>	<b>\$200,535.88</b>	<b>\$182,091.49</b>	<b>\$182,102.68</b>
Meals	88,494	84,357	103,993	86,637	77,044	88,993
Cost Per Meal	\$2.26	\$2.29	\$2.12	\$2.31	\$2.36	\$2.04
Cost Per Day	\$6.78	\$6.87	\$6.36	\$6.93	\$7.08	\$6.12

Humane Officer Olson  
Report March 27 – April 23 2017

3-27; WC4312 Follow up on Dog attacked @ 8500 block of 52<sup>nd</sup> Street South, Wisconsin Rapids. 0

3-27,28: WC4486 Welfare check on puppies and dogs. Milladore. 58,58

3-29,31,4-4,4-6,4-12; WC4726 Welfare check on numerous dogs. Surrendered 74 dogs. 60,60,78,60,60

3-30,4-1; WR5928 Welfare check on rabbits, open. Thousand Oaks Trailer Park. 16,16

3-30; WR5564 Dog attacked another dog at the dog-park. 14

4-3,4; WR6196 Dog Bite, 1<sup>st</sup> Street South, Wis Rapids. 12,12

4-3; GR1278 Dog Bite, Deer Road, victim bit when she put her hand in a car to pet a dog. 8

4-5,6; WC7795 Reports for attorney regarding a dog bite. 0

4-5,7; WR6329 Dog Bite, Bowes Ave., child was bit when she was picking on the dog. 16,16

4-8,12: Crime Stoppers Tip. Under investigation. 5,5

4-9,15; WR6600 Aggressive dog at large going after the mailman. 12<sup>th</sup> Street N. 12,12

4-9; WC5105 Aggressive dogs bothering neighbor's child. Hewitt 78

4-10,11 WC5310 Neglect of a dog, reported from 64<sup>th</sup> street S. Owners were advised to take this dog to the vet and follow all recommendations. 8,16

\*\*\*4-10: Public Safety Meeting. 12

4-15; WR4618 Dog attacked another dog follow up. 16

4-16; GR946 Release dog abandoned dog to the Humane Society. 3600 block of 64<sup>th</sup> Street North, Wisconsin Rapids 22

4-21; WC5848 Welfare check on dogs. 72

4-22,23; WR7544 Dog being walked was bit by a loose dog. 12,12

4-21,22; NPD1090 Dog Bite, child was bit by family dog. Wood Ave. 18, 18

4-22,23; WC5914 Dog bit neighbor's dog, owners were advised to tie dogs up until they build a fence as the underground fencing is not working out. Main Street Hewitt. 78, 78

4-23; WC6028 Dog Bite, Pet sitter was bit by friends elderly dog. 6800 block of Oak Road. 46



# Wood County

## WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 5/1/17  
TO: Wood County Public Safety Committee  
FROM: Dara Hamm, Wood County Coroner  
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for April 2017:

Calls for Service/Death Investigations .....	86
Investigations Involving Sudden or Suspicious Deaths.....	6
Death Certificates Signed.....	23
Cremation Permits Signed.....	61
Traffic Fatalities Investigated.....	1
Suicides Investigated.....	0
Drownings .....	0
Fire Fatalities.....	0
Homicides.....	0
Autopsies Performed.....	1
Suspected Overdoses.....	1
Disinterments .....	0

Remarks:

Nothing

Respectfully submitted,

*Dara Hamm*

Dara Hamm  
Wood County Coroner





# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Thomas Reichert*  
SHERIFF

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May 1, 2017

Sheriff Reichert:

During the month of April, the Crime Stoppers program received 30 tips that were forwarded to agencies for follow-up.

I attended our monthly meeting at the Pittsville Fire Department on April 18<sup>th</sup>, where we had our regular business meeting and judged our yearly Quick 50 videos that area middle and high school students make to raise awareness of the Crime Stoppers programs.

I also attended the Wisconsin State Crime Stoppers Conference in Wisconsin Dells on April 28<sup>th</sup> along with one of the local board members, where we learned about a new tip taking software that the board is considering for the future, along with other topics related to crime prevention and detection.

Scott Drew



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Thomas Reichert*  
SHERIFF

TO: Sheriff Thomas Reichert

FROM: Lieutenant Charles Hoogesteger

DATE: 4/28/17

RE: K9 Program

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**TRAINING** – April 19, Deputy Brandon Christianson, Deputy James Pidgeon and I had a training day with K9 Toro and K9 Ace. During this day, we completed several Narcotics Training Scenarios to include vehicle searches as well as building searches for the presence of narcotics. During this time, we also deployed both K9 Ace and K9 Toro in the 1000 Block of STH 73 to assist with the search of a missing person. After searching a wooded area behind the subject's residence, we conducted a search of the Wood County Jail. Areas that were searched were all of the blocks as well as the Huber locker rooms. K9 Toro and Handler Deputy Pidgeon conducted two tracks. The first was a track with an apprehension at the end and the second was civil find.

K9 Ace/Handler B Christianson also completed K9 Training with SRT as well as 6 other individual training exercises (narcotics, tracks bite/apprehensions).

### COMMUNITY/DEMOS

1. K9 Toro: Handler Pidgeon and K9 Toro performed two community related demos for the month of April. The first was for the Youth Leadership Day and the second was for the Boy Scouts of America.
2. K9 Ace: Handler B Christianson exhibited and explained various aspects of K9 Ace to a local cranberry marsh owner and their family regarding how he is utilized on patrol and for SRT.

### DEPLOYMENTS (K9 TORO)

1. Agency Assist – Assisted WRPD with a narcotics search of vehicle. K9 Toro indicated on the vehicle and 3.5 g of heroin was located as well as several pieces of drug paraphernalia.
2. Agency Assist – Assisted WCSD Jail in a narcotics search of the jail. Nothing located.
3. Building/Area Search – K9 Toro was deployed in the area of STH 73 and Young St to search for a missing person. Handler Pidgeon spent numerous hours in the area on April 19, April 22 and April 27.

K9 Toro did not indicate/locate any persons or have any change in behavior indicating such.

#### **DEPLOYMENTS (K9 ACE)**

1. Agency Assists – Assisted WRPD, NKPD, GRPD and MFPD with narcotics searches of vehicles as well as an interior search of a residence as part of a narcotics search warrant (MFPD). Narcotics located in these assists included Marijuana and Methamphetamine and numerous items of drug paraphernalia.
2. Agency Assist – Assisted WCSD Jail in a narcotics search of the jail. Nothing located.
3. Wood County Deployments – Narcotic search of exterior of vehicles on traffic stops. During these deployments, marijuana and drug paraphernalia were located.
4. Building Search after Alarm – A K9 Search of a business was completed after an alarm and open door was located. Building was cleared and nothing located.
5. Building/Area Search – K9 Ace was also deployed in the area of STH 73 and Young Street to search for a missing person. Handler B Christianson spent numerous hours in the area on April 17 and 19. K9 Ace did not locate/indicate any person or have any change in behavior indicating such.

# Memorandum

**To:** Security committee  
**From:** Cindy  
**Meeting Date:** Tuesday, April 25, 2017 @ Noon in Br 2 courtroom  
**Re:** Security Meeting Agenda

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## 1. Old Business – nothing

## 2. Next training, when where and what?

- Should we plan Martin L King day as our training date each year?
- Will plan this for Martin Luther King Day nest year in January, court house will already be closed. I'll schedule this on SRT Training day so there is enough personnel to assist with training as we did last year.
- What do we do with customers in our office when something happens?
- Planning scenarios for next to incorporate an upset person in either the judge's chambers or another location besides the courtrooms.
- Run the scenarios twice. First time with trainer giving directions, second time think for yourself.
- Cindy would like the scenarios run a few times so everyone knows how to react during an active shooter event.

## 3. Additional training items

- If something occurred in a courtroom and the judge wants a person removed,
  1. the Judge directs the Sheriff's deputies on what he wants done Judge mentioned it is very rare a deputy is in the courthouse when an issue comes up. He gave an example that happened the day before where he had to call. He was very complementary of the deputies that responded.
  2. Judge discontinues conversation with the parties and leaves the courtroom
- County Board active shooter training after a board meeting County board would like to schedule an active shooter scenario after a county board meeting sometime in the future. Ed Wagner was going to check with Lance Plimil.
- Do we hold a Lunch and Learn each year for employees ? Cindy mentioned doing another lunch and learn for the employees again. I advised the concepts have not changes and suggested using the one we already.

Cindy and Judge Brazeau would prefer to do a new one addressing any new concerns employees might have, etc...

#### 4. *Miscellaneous*

- *Incident reports are to be filled out on a CS265 and turned into the State and then are to be reviewed by a board or judge periodically. Is this getting done? No clue what*
- CS265 form is? Cindy mentioned this might be the Sheriff's Department responsibility. She heard another county was having their Sheriff's Department take of them. This form is an incident report from for any incident that occurs in the courthouse. I advised we create a complaint in the blotter with minimal information if we called to assist somewhere in the courthouse. Cindy will look into this, I'm not sure if this something we will be required to do. If maybe be something we might be requested to do. The form gets turned into the state for documentation/statistical purposes.
- *After discussion with Reueben, we are asking everyone to review the US Marshall's report and indicate 3 items you feel are top priority and 2 items to consider next.*
- Committee would like a call into the Marshall's office for an update on the scanning equipment. Advised Quentin would have contact information. I told them I would follow up with him. Rueben stated there will be upgrades to Branch 1 that will incorporate new key card pass accesses. Hoping to find out an update on the equipment to figure out possible costs for the County if having to purchase the equipment.
- IT/Amy brought up the new camera system for the courthouse. Mentioned the technology upgrades where the camera will be able to pick up weapons and suspicious items. There was discussion on who would monitor the cameras. Possibly dispatch? There should be an app available where deputies could access the cameras by their squad computer. Cameras should also be in the parking lot as well. No final decision on who would monitor the cameras.
- There was a discussion of statue requirements on sworn personnel manning at the courthouse. Judge Brazeau advised Statue/Rule 68 via Supreme Court Rules....(?) States there will no fewer than 2 sworn deputies, and 1 sworn deputy manning electronic equipment at the public entrance of the courthouse. He suggested we should have 1 sworn deputy assigned to the 3<sup>rd</sup> floor during business hours. He asked what a yearly cost for a deputy would be. I texted Randy who mentioned around \$100,000 (including benefits). Judge advised he would be willing talk with the county board on getting this position for the Sheriff's Department. He mentioned there is a lot concern amongst staff due to the recent incident in Wausau. Ed Wagner

mentioned maybe utilizing retired law enforcement officers assigned to one full time deputy to cover the courthouse. Cindy Cepress mentioned her concerns of the 1<sup>st</sup> floor. Judge mentioned a nuclear option where he could force the county to man the courthouse with sworn personnel by statue. He didn't want to use that option.

- Ed Wagner advised each department should address their security concerns with a capital improvement plan for the budget. Ed wanted to figure our borrowing limits. More of concern for Cindy and Rueben....

5. *Schedule meetings quarterly?* By statue, these meetings have to be quarterly.

# WOOD COUNTY JAIL

January - June 2017

## 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	174	81	18	196	76	16	199	70	21	208	73	23	225	73	26	0	0	0
2	178	81	18	192	74	16	207	75	26	208	71	23	221	78	26			
3	177	79	18	187	79	16	207	78	27	212	70	23	219	81	29			
4	165	79	18	193	79	17	207	78	28	211	72	24						
5	158	71	18	194	79	17	208	78	28	205	78	25						
6	158	72	17	195	79	17	208	78	26	204	77	24						
7	164	80	17	196	79	17	203	76	25	204	83	25						
8	166	80	17	191	75	17	199	75	24	213	82	25						
9	173	80	17	198	78	18	200	74	24	217	81	25						
10	182	87	17	198	77	17	199	74	25	221	81	24						
11	174	80	16	198	81	17	204	74	25	215	80	24						
12	174	79	17	199	81	16	205	75	24	214	78	25						
13	178	77	18	199	80	17	206	75	24	215	77	25						
14	181	75	18	188	76	17	209	74	23	204	78	24						
15	183	75	18	192	74	18	205	72	23	206	77	24						
16	183	75	17	194	73	18	202	75	23	209	77	24						
17	189	73	17	195	73	18	199	73	23	212	77	24						
18	180	71	16	199	70	19	195	73	22	205	74	25						
19	182	69	15	203	71	18	196	73	21	207	73	26						
20	181	68	15	201	71	18	199	73	21	204	73	26						
21	183	76	15	201	71	17	195	73	21	203	78	26						
22	185	75	15	204	77	19	200	75	24	208	78	26						
23	196	75	15	202	76	19	209	75	25	213	78	26						
24	198	70	16	194	72	19	208	76	24	215	78	25						
25	195	72	15	194	74	21	208	75	23	208	76	25						
26	187	76	16	194	74	21	209	75	22	210	76	28						
27	185	76	15	196	74	21	210	74	21	208	74	26						
28	185	80	15	201	71	20	209	75	21	214	75	26						
29	185	80	13				211	75	23	219	74	27						
30	192	79	13				210	75	23	226	74	27						
31	191	75	16				208	75	23									
WCJail	180.1			196.2			204.3			210.6			221.7			0.0		
Shipped	76.3			75.5			74.7			76.4			77.3			0.0		
EMP	16.3			17.9			23.6			25.0			27.0			0.0		
Avg Length of Stay (Days)	19.6			19.2			22.1			27.6								

### 2017 Yearly Averages

Total	203
Safekeeper	76.06
EMP	22

Color indicates low population  
Color indicates high population

## Overtime Breakdown 2017 (hrs.)

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

## Overtime Breakdown 2016 (hrs.)

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



# Electronic Monitoring 2017

## Monthly Savings vs. Out of County Housing

Month	Monthly Savings	YTD 2017 Total Amount	2016 Total Amount
January	\$26,290.75	\$26,290.75	\$19,355.16
February	\$26,077.43	\$52,368.18	\$25,488.90
March	\$38,065.14	\$90,433.32	\$29,683.61
April	\$39,022.50	\$129,455.82	\$27,940.11
May	\$0.00	\$129,455.82	\$22,581.02
June	\$0.00	\$129,455.82	\$28,564.47
July	\$0.00	\$129,455.82	\$33,871.53
August	\$0.00	\$129,455.82	\$27,581.10
September	\$0.00	\$129,455.82	\$27,784.02
October	\$0.00	\$129,455.82	\$36,290.92
November	\$0.00	\$129,455.82	\$37,149.42
December	\$0.00	\$129,455.82	\$36,613.51
<b>TOTAL</b>	<b>\$129,455.82</b>	<b>\$129,455.82</b>	<b>\$352,903.77</b>

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

# SAFEKEEPER HOUSING

2017

MONTH	Facilitiy	Facility	Facility	WAUPACA	MONTH TOTAL	2017 YTD TOTAL	2016 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$82,125.00	\$82,125.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$164,250.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$246,375.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$328,500.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,500.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,500.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,500.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,500.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,500.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,500.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,500.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328,500.00	\$82,125.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$328,500.00</b>	<b>\$328,500.00</b>		<b>\$985,500.00</b>

2017 is a 75 average

**Wood County Sheriff's Department  
Kitchen Report – 2017**

<b>Month</b>	<b>Number Meals Served</b>	<b>Food Preparation Cost</b>	<b>Cost per Meal (Includes Labor)</b>
January	8,737	\$8,856.38	\$1.79
February	9,438	\$8,715.24	\$1.62
March	10,746	\$10,675.45*	\$1.89
April	10,876	\$10,067.34	\$1.54
May			
June			
July			
August			
September			
October			
November			
December			
<b>TOTAL</b>			

\*3 pay periods

<b>KITCHEN EXPENSES</b>						
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Food Costs	\$82,721.69	\$80,975.87	\$105,800.61	\$88,754.51	\$78,490.02	\$89,116.92
Labor	\$115,392.50	\$112,299.72	\$114,966.43	\$111,781.37	\$103,601.47	\$92,985.76
	<b>\$200,125.19</b>	<b>\$193,275.59</b>	<b>\$220,767.04</b>	<b>\$200,535.88</b>	<b>\$182,091.49</b>	<b>\$182,102.68</b>
Meals	88,494	84,357	103,993	86,637	77,044	88,993
Cost Per Meal	\$2.26	\$2.29	\$2.12	\$2.31	\$2.36	\$2.04
Cost Per Day	\$6.78	\$6.87	\$6.36	\$6.93	\$7.08	\$6.12

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, MAY 3, 2017  
 WOOD COUNTY COURTHOUSE, ROOM 115

**Members Present:** Hilde Henkel, Ken Curry, Bill Leichtnam, Robert Ashbeck, Adam Fischer, Harvey Petersen

**Staff Present:** Land & Water Conservation: Shane Wucherpfennig  
Planning & Zoning: Jason Grueneberg, Adam DeKleyn, Heather Marquardt  
UW-Extension: Peter Manley, Chris Viau, Katie Tomsyck

**Others Present:** Bill Clendenning, Lance Pliml, Jason Angell, John Hochkammer, Jason Stringer, Keith Langenhahn, Dennis Polach, Denise Sonnemann, Sam Warp

1. **Call CEED Committee Meeting to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Public Comment**-no public comments.
3. **Review Correspondence**
  - A. Jason Grueneberg informed the committee that former Planning and Zoning employee, Julie Akey, passed away. Julie retired from the county in December. She was a county employee for 41 years.
  - B. Jason Grueneberg announced that Heather Marquardt, their environmental specialist, will be taking a position in Walworth County. That position will be posted later today.
  - C. Bill Leichtnam shared that there will be an Emerald Ash Borer Workshop on Monday, June 3<sup>rd</sup>; the cost is \$15.00.
4. **Consent Agenda:** The Consent Agenda included the following Items: A) minutes of the April 5, 2017 CEED meeting, B) bills from Planning & Zoning, Land & Water Conservation and UW Extension and C) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Heather Marquardt, Kim Keech, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Peter Manley, Matt Lippert, Sarah Siegel, Jodi Friday, Chris Viau, Kyli Brown and Jeremy Erickson.
  - A. Bill Leichtnam brought forward the second motion in 6A of the minutes, stating that he would examine recommendations for groundwater legislative actions at further meetings.
  - B. Harvey Peter asked Shane Wucherpfennig to clarify the multiple farm expenses on the bills. Shane responded that they were tuition reimbursement and are grant-funded.

*Motion by Ken Curry to approve and accept the April 5, 2017 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Adam Fischer. Motion carried unanimously.*

5. **Risk and Injury Report**- nothing to report.

Hilde Henkel asked to move to item 10A on the agenda.

**10. Economic Development**

- A. Discussion of Property Assessed Clean Energy Program (PACE) – Jon Hochkammer with WCA introduced himself and gave a brief overview of the Green Tier Legacy Communities

program. He then introduced the Property Assessed Clean Energy (PACE) program. Jon stated that if Wood County passes the resolution, there is nothing else that the municipalities need to do to be involved in the program, and that there is very limited legal liability to the county. Jason Stringer from the Wisconsin Energy Conservation Corporation (WECC) introduced himself and explained that PACE has been passed in 15 Wisconsin counties. PACE is represented by a board of director's commission, one of which comes from each of those counties. Jon Hochkammer added that Marathon County will most likely pass it in May and Portage County is showing interest in the program. Jason then gave an overview of the PACE program, its eligible improvements and property types and the benefits of the program. He explained that PACE minimizes risk and the member county is not required to contribute any capital or operating budget to participate. If Wood County decides to pass the resolution, the county's role would be to appoint a representative to the commission and publicize the program. Lance Pliml shared that PACE is a valuable tool and it is wholeheartedly supported by the Counties Association. Lance recommends that the committee forward it to the board. Hilde Henkel strongly recommended that the CEED committee present a resolution to the county board. Jon added that Wood County would have to pass the resolution first, then the ordinance. Both of these have been passed identically in the other 15 counties. The committee agreed to host a special meeting before the next County Board Meeting to present this.

6. **Enbridge Pipeline update and Introduction of Community Ambassadors-** Denise Sonnemann, the Central Wisconsin Community Ambassador from Enbridge introduced herself to the committee and gave an update on the plans with the pipeline. She states that there are no current plans for expansion that she is aware of. Ken Curry asked if there will be an increase in the volume of pumping. She responded that they are currently not at maximum capacity.
7. **Water Issues-** Bill Leichtnam shared that State Senate Bill 76 passed yesterday evening. He passed around a summary sheet that he put together on State Senate Bill 22/ Assembly Bill 50 and gave an overview of the bill to the group. Bill suggested that the committee sends a letter of support for this bill. Hilde Henkel stated that she would like the conservation experts' view on this. Ken Curry addressed his concerns that the bill could be dead-on-arrival because the bill is solely democratic-sponsored. Adam Fischer wanted more information and documentation before sending a letter. Jon Hochkammer agreed to provide feedback on this matter within the next week. This item will be added to the agenda for the special meeting on May 10<sup>th</sup>. Later in the meeting, Jon Hochkammer gave an update that this bill has been pushed to the side. He suggested the committee look at specific pieces of the bill and speak with Representative Krug and Senator Testin about those areas, and invite them or their staff members to come speak to the committee on these issues.
  - A. Water issues – Sam Warp, the wastewater superintendent in Marshfield introduced himself to the committee and gave an update about the Total Maximum Daily Load (TMDL) limits that the EPA will be enforcing. He hopes to have the limit numbers from the DNR sometime in 2017. They are currently at 1000/ppb for phosphorus, and are expecting that they will need to be at 75/ppb, which is a huge reduction that he believes will be unrealistic. Last year, he hired a consultant to estimate what the cost will be to get that reduction. The estimate was twenty-seven million dollars to get the phosphorus levels close to where they need to be. Sam is currently working with agriculture community to develop a water quality trading program. He explained that the municipality will trade dollars with farmers to improve farming practices that will keep phosphorus out of the river. He mentioned that the smaller communities will likely be doing the multi-discharge of variance. Ken Curry asked if Sam anticipates any changes with TMDL with the new administration in the EPA. Sam responded that he sends a letter to

the EPA daily. He also mentioned that he has been getting good participation from the agriculture community.

- B. Update on April 27th SE Wood County Groundwater Group meeting. Peter Manley gave an overview of the meeting. Mark Borchardt presented to the group about a groundwater study that he did in Kewaunee County, which was funding through grants from the DNR and EPA. The study found that groundwater is being contaminated from both bovine and human waste. Mark would be interested in doing a study in Wood County. The group also completed work on the mission statement to include the "central sands" area in the mission statement. Peter also gave an update on the well testing that was done in Saratoga. Of the 13 participants, no wells tested positive for high nitrate or bacteria problems, which is typical for Saratoga water.

## 8. Land & Water Conservation Department

- A. Discussion/action on resolution to allow Conservation Program Coordinator to travel to Emmitsburg, Maryland for the 2017 National Envirothon. Shane Wucherpfennig shared that Tracy Arnold received awards from the WI Land and Water Conservation Association and the WI Association of Environmental Educators. The resolution would allow Tracy to travel to the 2017 National Conservation Foundation event in July, which would be paid for by the Wisconsin Land and Water Conservation Association. Jason Grueneberg stated that there is no need for a resolution, just a motion to approve the travel. The committee agreed.

*Motion by Bill Leichtnam to allow Wood County Conservation Program Coordinator, Tracy Arnold, to travel to the 2017 National Conservation Foundation's National Envirothon in July of 2017 at no cost to the county. Second by Ken Curry. Motion carried unanimously.*

- B. Update on move to River Block. Shane Wucherpfennig shared that the moving company is taking longer than expected. They hope to be settled in by the end of the week.

## 9. UW Extension

- A. nEXT Generation Reorganization Update-Peter Manley shared that they are still waiting to determine what area specialists and outreach coordinators will be in this area, and what the cost will be for the county positions. The Area Extension Directors (AEDs) will be selected and will start on July 1. Peter also mentioned that the 133 contracts will be extended through the end of 2017. He clarified that the AEDs are not intended to be the department heads of the four counties, but instead will be focused on talent development and program development. However, the AEDs will still be negotiating with the oversight committees. The existing Department Heads will continue through the end of 2017 but will not be there in 2018. Hilde shared her concerns for that and believes someone needs to be present for day-to-day issues. She asked how the committee should move forward with budgeting. Peter responded that by August, they should know the costs of the positions. This is very late in the budget process. Peter mentioned that they are currently sitting on the open secretary position to allow some flexibility within the budget. He clarified that if we offer state specialist office space, we also offer them support staff. The WACEC will have its annual business meeting the morning of September 26 from 7 to 8:15am.
- B. 4-H Program Update- Chris Viau explained that 4-H provides positive learning experiences, builds positive relationships between youth and adults, creates safe environments, and promotes positive-risk taking. Chris also mentioned trying to reach out to more cultures in our area to get involved in 4-H, specifically the Hmong, Ho-Chunk and Hispanic communities. Hilde Henkel asked Chris how we getting kids more involved in the local government. Chris responded that the schools have not been helping and that our meeting times don't work for students because their academics must come first. Hilde Henkel suggested that we could be going to the students. Bill Leichtnam suggested that Chris might have more success by

approaching the social studies teachers. Peter Manley gave a report on Youth Government Day. Fifty-three 3<sup>rd</sup> graders participated.

#### **10. Economic Development (continued)**

- B. Presentation of Marshfield Residential Incentive (MRI) Program – Jason Angell had to leave for another commitment before he could present. He offered to come back next month. Jason Grueneberg gave an update on the program in his place. Jason explained that they are not making a financial request at this moment, but would like the CEED committee to consider this for the 2018 budget. They have two different proposals, the first being a one-year investment, the second being a two-year investment, and they are looking for feedback from the committee. Hilde asked why a house of \$200,000 or more is now included in the brochure. The focus of this program is to get people to locate within the City of Marshfield, instead of outside the city limits or into Marathon County. Adam Fischer mentioned that the average citizen is more excited about this project than they were about the subdivision. Hilde Henkel asked Jason Grueneberg to tell Jason Angell that the CEED committee supports the concept, but does not know if they will be able to support financially, depending on the budget.
- C. Review and discuss draft mission statement for Wood County Economic Development. Jason Grueneberg passed out two drafts of a mission statement. He asked the committee members to individually look at them and bring him feedback. Bill Leichtnam suggested changing the word “build” to “plan”. Adam Fischer agreed and commented that developing a skilled workforce needs to be a priority and that the marketing piece is also important. Dennis Polach commented that in order to promote a business friendly environment, those businesses will need some incentive.

**11. The next regular CEED Committee meeting will be held at 9:00 am Wednesday, June 7, 2017.**

**12. Agenda items for next meeting**

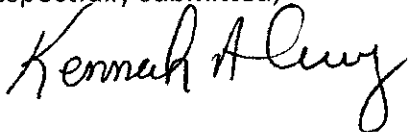
**13. A special meeting will be held on Wednesday, May 16th at 9:15am before the County Board meeting.** Agenda items include PACE and Groundwater Legislative Correspondence.

Dennis Polach commented that last month's minutes need to be amended to include him in attendance.

*Motion by Adam Fischer to amend the April 5th CEED minutes to include Dennis Polach in attendance. Second by Bob Ashbeck. Motion carried unanimously.*

*Motion to adjourn 12:18pm by Adam Fischer. Second by Harvey Peterson. Motion carried unanimously.*

Respectfully submitted,



Kenneth A Curry, Secretary

Minutes by Katie Tomsyck, UW-Extension

Review for submittal to County Board by Ken Curry (approved on May 09, 2017)

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**March 23, 2017**  
**Golden Sands Office, Stevens Point, WI**

**Call to Order:** Ed Hernandez called the meeting to order at 9:00 a.m.

**Attendance:** Al Barden, Reesa Evans, Ed Hernandez, Denise Hilgart, Deb Jakubek, Ed Miller, Hugh O'Donnell, Amy Thorstenson, Bill Clendenning, Everett Eckstein, Joel Kuehnhold. Cathy Guth was not present.

**Minutes:** Motion made by Barden, seconded by O'Donnell, to approve minutes of the last meeting. Motion carried unanimously.

**Closed Session:** Motion by Evans, seconded by Hernandez, to go into closed session. Closed session started at 9:13 a.m. Clendenning and Eckstein left the room.

**Out of closed session** at 9:21 a.m. Clendenning and Eckstein returned.

**Treasurer's Report:** Hilgart passed out the treasurer's report. She explained several entries. Some reimbursements still have to be sent in. Motion by Barden, seconded by Evans, to forward to the full council. Motion carried unanimously.

**Financial Procedures:**

**2016 Actuals:** Copies of the 2016 actuals were made available. Figures in green indicate non-restricted monies. Those in red are items not covered by grant funds. The ultimate aim is for the green to pay for the red, which did happen in 2016. One big savings was the result of the switch to leased Chromebooks and IT serves from WildCard. The old projector now works with the Chromebooks, so no new projector will be needed. In 2016, GS was less grant-dependent, although grants still are a major component of the financial base for GS. Motion made by Evans, seconded by Barden, to raise the amount of check requiring two signatures from \$500 to \$1000. Motion carried unanimously. This should make processing the few bills paid by check easier, including some that are routine. Motion made by Barden, seconded by Miller, to move \$10,000 from the 2016 "black" (net) funds to the contingency fund. Motion carried unanimously.

**2017 Draft Budget:** This will be ready for the next meeting in May. Due to staff changes and changes in computer programs, working out the 2016 actuals took longer than usual.

**Joe Piechowski Memorial Fund:** The design for the interpretive sign still does not have a final determination.

**Development and Fundraising:** Kuehnhold has started the small business class discussed in prior meetings. It is scheduled to end in May. If the business plan he hands in is considered good, the tuition for the course will be waived and GS would be eligible for free



assistance for our website. This might allow making the website mobile-phone friendly. He has been making the rounds of county committees to update them on services offered by GS. The 2016 highlights were completed and are available today for pickup and distribution. He is still working on the year-beginning appeal letter.

#### **Staff & Membership:**

**Dues Update:** Letters for 2017 dues will go this month. They will include a letter outlining services the county received. The dues for 2017 remain at the 2016 level.

**Payment of dues for National & State RC & D Associations:** Thorstenson outlined the amount of dues currently set for both the state and national associations. Motion by Evans, seconded by Barden, to pay \$450 to the national association and \$100 to the state association.

**Attendance at CWWP meetings:** GS staff had stopped attending CWWP meetings due to the problems in meeting overhead connected with the project. The contract has now been renewed to adjust for payment of actual overhead. Staff may now attend those meetings as they see appropriate.

**Council Purchases:** This was discussed earlier in the meeting about the projector.

**Insurance & Benefits:** Nothing new that wasn't discussed in the Treasurer's report about insurance payments.

#### **Personnel Policy & Procedure Handbook:**

**Quarterly Newsletter:** Still being worked on.

**Communications/Marketing:** discussed earlier in relation to Kuehnhold's class.

#### **Other Business:**

**Prairie Chicken Festival:** a recent announcement of a Prairie Chicken Festival next month has resulted in calls to the GS office and website. Apparently people are confused, thinking that GS is still involved in this festival, which it is not. A notice has been posted on websites and facebook pages indicating that GS is not affiliated in any way with this event.

**Liability Insurance:** Miller indicated that the state RC & D was exploring getting a group policy for auto liability to be used when RC & D staff drive private cars for RC & D activities. The cost per RC & D would vary depending on the number of councils that participated. Currently, GS has its own auto liability policy for such instances, but it would like to see this coverage added to the state group policy to make it more financially feasible.

**Adjournment:** The meeting was adjourned at 10:05 a.m. upon motion made by Miller, seconded by O'Donnell.

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

Golden Sands Resource Conservation & Development Council Inc.  
Forestry/Agriculture/Wildlife Committee Meeting Minutes

March 23rd, 2017

Call to order: Committee Chairman Greg Lowe call the meeting to order at 10:00 a.m.

Introductions: Denise and Greg were introduced to each other. All other introductions were skipped.

Minutes: Clendenning moved to approved and Barden 2nd to approve minutes.

Greg Lowe submitted his formal resignation as chair because of his upcoming retirement. Al Barden was nominated and elected by unanimous ballot to fill the role of committee chairman. Vice Chair will remain open until the next election cycle (but we would like to nominate Matt at the next meeting). Matt Komiskey will be filling Greg's role at Juneau County LWC Dept.

Project Updates:

Bluebird/Bathouse: We have \$1756.72 in the project account. Using Bob Ellis' barn wood

was discussed but later determined to be unfeasible because we don't know what kind of paint or the condition of the boards, plus the liability and time to remove the boards. GSRCD will purchase the wood needed, deliver to Almond/Bancroft High School to have the Tech Ed classes cut the lumber and package the kits as it fits into the lesson plans. We will not be assembling the birdhouses, but will have them available as kits which will include the instructions, screws, nails, and lumber. A 1" x 6" x 8' board is needed for one birdhouse.

EAB: The promotional poster for the June 3rd "Save Your Ash" workshop at Mosquito Hill Nature Center was shared. A discussion ensued to be sure that the name of the workshop was going to work. Amy stated that she had run the name by the DNR and Fox Valley Community Foundation, and both organizations were ok with the name and scope of the workshop. We will send the information down to Madison to disburse the information state wide. Amy gave an update on the EAB outreach efforts with various municipalities, and grant potential to hire an intern to assist in the development of these projects.

Demo Forests: Go ahead was given to order the new signs for the new Demo Forest properties. Joel will follow up with Merlin Becker on this to get the signs delivered and schedule meetings with the landowners. Demo forest walks will be scheduled for the fall since DNR foresters are up in the air regarding their job duties as the realignment shakes out within the organization. Joel asked for ideas to be featured at a Demo Forest

walk, and the the following suggestions were shared: Asian Long Horn Beetle, Safety (chainsaw), Chainsaw maintenance, MFL/FSP, wood utilization.

Tree Shelter Sales: mailing went out, over 500 addresses. Database is being updated as returned letters come in. We will adjust mailing dates to the fall to better suit the LWC & DNR tree sales.

Neighborhood Gardens: There are 8 beds available at Cornell/Whitney and 4 beds available at Franklin St. We did apply for a \$1000 Miracle Gro Grant, and Amy has set up a GoFundMe account for the project The Cornell/Whitney street site is dilapidated and needs help. Joel will tear out the beds and till the whole thing in and use white clover as a walkway planting.

Technical Service Provider Work: Joel is almost done with the test, means that all grazing plans will be shovel ready when they leave our office and go to the NRCS D.C. for final approval. We are working on a fee structure, but developing it is very difficult. When Joel has a rough plan sketched out he will send it to County Conservationist for review.

Downtown Greenspace: Still pending on signage. Would like to close the project.

Central Wisconsin Grassland Conservation Area: Discussions have been revived, we are involved. DNR will be creating a grazing specialist position for public lands, we could fill that role. Joel is trying to get in on that. SW Badger RC&D submitted a SARE grant to create a TELE for grassland/grazing workers and farmers, and we are a part of that proposal.

Woods & Wildlife for Today & Tomorrow: There hasnt been a lot of time to spend on this project since the last meeting with grazing plans coming due. Looking to hit this hard in the coming months.

Grassworks Grazing: Soil health Curriculum is in progress, make contact with Paul Gunderson to meet some grazers in Marquette and Green Lake counties to try and drum up some business and promote grazing.

Solar Farm & home/Powering Your Plate: Joel stated that he has 34 hours in this project to work. Will be seeking additional funding. Looking towards the eastern part of the state for potential sites.

#### New Projects/Ideas/Proposals

Website Updates: Joel is adding and developing new resources for small and beginning farmers that will be available on the website. In addition, he created a facebook page as

a farmer resource. It is a closed group to validate who the farmers are. Joel also needs to update the council page.

Terrestrial Invasives: Bill Clendenning talked about Wild parsnip in Wood County, we will try to get something written and submitted with additional measurement parameters to improve our grant.

Other Business:

Greg Lowes retirement was announced and we thanked him for his service.

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Water Committee Meeting Minutes**

**March 23, 2017**

**Golden Sands Office, Stevens Point, WI**

**Call to Order:** Shane Wucherpennig, acting chair, called the meeting to order at 10:05 a.m.

**Attendance:** Everett Eckstein; Reesa Evans; Chris Hamerla; Ed Hernandez; Deb Jacubek; Bill Leichtnam; Shane Wucherpennig.

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

**New Projects:** none.

**Project Updates:**

**Wucherpennig** (Wood) reported that the addition to his staff in January had allowed some gaps in services to be covered. Another Healthy Soil, Healthy Water workshop was held on 3/6, with about 80 people in attendance. Many of those were local farmers and ag-related businesses. The County Board passed an ordinance making Wild Parsnip a noxious weed in the county. This will allow enforced removal of the plant and was approved by the towns as well. Portage County Board passed a similar ordinance. Wood County recently held a training for farmers to learn to write nutrient management plans.

**Leichtnam** (Wood) discussed his involvement in some groundwater groups, including one in SE Wood County. A well that previously was low in nitrates has now tested over the recommended limit. He assisted in writing a resolution about passing groundwater legislation that is 'meaningful' and takes into account the balance between the high-capacity well owners and the public about groundwater quality and quantity. He passed around an example that will go before GS full council today. He also attended the public hearing in Madison on the bills involving high-capacity wells. Growers want to have wells approved in perpetuity, without any oversight on the wells except when they are first installed.

**Hamerla** (Golden Sands) has been working on getting AIS grant reimbursement requests together. GS did receive an AIS WDNR grant to cover 8 counties in GS. There will be two areas of 4 counties each. He has hired an LTE for the northern counties, but may have to re-advertise the position for the southern counties. He and Thorstenson have been discussing whether GS can offer snorkeling and/or scuba hand-removal of Eurasian Watermilfoil. He will also be talking to the Lake Wausau people. They applied for a grant, but didn't get it. However, they want to continue mechanical harvesting for invasives, which requires a Point Intercept survey to be done before it is permitted. It may want to contract with GS for that survey.

**Evans** (at large) said that the Adams County Board passed a revised position to replace the one she currently holds, starting in 2018. The county board interviewed 3 people earlier this

week for the county coordinator position. Sedlar has an agreement with the Tri-Lakes Management District to do soil tests on 50 waterfront properties on each lake to determine phosphorus and nitrogen levels. The Lakes Conference is coming up in Stevens Point on April 5-7. The Central Wisconsin Nature Foundation will be holding its second water walk on Saturday, September 16. There is a GoFundMe page to help raise money for the walk activities, including the food and refreshments. The CWNF just received notice that it was getting an Americorp team, starting at the end of May, that will help achieve some of the actions outlined in its management plan.

**Eckstein** (Waushara) reported that his county highway department is acquiring a Humvee from the federal government which may be used in roadside spraying. A new county administrator will be starting on 6/1/17 to take the place of the current administrator who is retiring. Groundwater lessons for 5<sup>th</sup> graders are in the works with GS. Conservation Field Days will be held on 5/4 and 5/5 at Lake Lucerne. The groundwater resolution discussed by Leichtnam will be going to the Waushara County LWCC Committee and county board in April 2017.

**Jakubek** (Farmers' Union) has recently become involved in some groundwater groups. She is hoping that a farmer-led group for the Amherst area can get up and going. She is also involved with groundwater issues in New Hope. Portage County is working on a groundwater management plan, with a meeting set for next Tuesday evening.

**Hernandez** (Waushara) announced that Waushara County will be participating in writing a watershed management plan for the Lake Winnebago System, since part of that is in Waushara County.

**Adjournment:** Upon motions by Wucherpennig and Eckstein, the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Reesa Evans  
Temporary Recording Secretary

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**March 23, 2017**  
**Golden Sands RC & D Office, Stevens Point, WI**

**Attendees:** Al Barden (Member-at-Large); Roger Bacon (Portage); Gary Beastrom (Marathon); Bill Clendenning (Wood); Reesa Evans (Member-at-Large); Denise Hilgart (Golden Sands); Deb Jacobek (Farmer's Union); Joel Kuehnhold (Golden Sands); Bill Leichtnam (Wood); Greg Lowe (Juneau); Ed Miller (Outagamie); Hugh O'Donnell (member-at-large); Amy Thorstenson (Golden Sands); Shane Wucherpennig (Wood).

**CALL TO ORDER:** The meeting was called to order by President O'Donnell at 11:17 a.m.

**INTRODUCTIONS:** At the request of O'Donnell, everyone attending verbally identified himself or herself and named the organization and/or county being represented.

**APPROVAL OF MINUTES:** Motion made by Barden, seconded by Wucherpennig, to accept the minutes of the January 2017 meeting as written. Motion carried unanimously.

**TREASURER'S REPORT:** The treasurer's report for January and February 2017 was passed round. Hilgart explained some of the entries and outlined some monies expected to come in before the next council meeting. Items in red are not covered by grants. Items in green are unrestricted monies. Motion made by Evans, seconded by Beastrom, to accept and file the treasurer's reports. Motion carried unanimously.

**OLD BUSINESS:**

**Wisconsin RC & D Update:** Barden reported on the Friday, January 27, 2017 state meeting that was attended by four state councils. A resolution on groundwater protection was discussed and drafted and sent out to other interested parties. Bob Walker presented information on the state association communication plan, including the importance of all the state councils using similar releases that will help develop the state RC & D brand. The MOA with the NRCS was discovered to need some changes, so its signing was delayed until the next meeting to be held on 4/28/17.

**3-Year Plan Steering Committee:** Kuehnhold noted that the small business class had started. If he completes the course and turns in a good business plan, the fee for the course will be waived and the plan referred to get free website assistance. This could help make the Golden Sands website mobile-friendly.

**Joe P Memorial:** Thorstenson said the final version of the sign is still being determined.

**MOA with NRCS:** This is scheduled to be signed at the 4/28/17 state meeting.

**Update on Groundwater Legislation:** Leichtnam and Miller discussed several meetings that



had dealt with groundwater in Wisconsin. The state RC & D association passed a resolution looking for protective legislation on groundwater. Leichtnam passed around a copy of a resolution for Golden Sands to consider which request 'meaningful' legislation on groundwater that balances the interests of high-capacity well-users and the public in a way the protects both groundwater quality and quantity. Miller encouraged individuals to also contact their representatives on this issue. Motion made by Clendenning, seconded by Leichtnam, to approve the resolution. Motion carried with one 'nay' (Evans). When questioned, Evans said she voted 'nay' only because she would like to see language in such a resolution that made it clear that ground and surface water were connected, so that what happened to one affected the other, rather than dealt with individually. Greg Lowe noted that the 'highly erodible land' designation under the NRCS is being phased out, which could also affect quality of ground and surface water.

**2017 dues:** Thorstenson said that due to the necessary work on preparing the 2016 actuals, the notices for 2017 dues had not gone out to the counties yet. She expects that to happen next week. Dues for 2017 will be the same as those of 2016.

### **NEW BUSINESS**

**2017 Budget:** This should be ready for the May 2017 meeting. Thorstenson noted that for 2016, Golden Sands RC & D came out in the black and actually came out more in the black than originally anticipated. Because of this, the P/F Committee voted to transfer \$10,000 of the 'black' money from 2016 into the contingency fund.

**Other New Business:** The staff managed to make the Chrome Books work with the projector Golden Sands already had, so there is no need to purchase a new one.

### **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported on the meeting this morning. Hilgart reviewed the treasurer's report and explained several entries. The 2016 Actuals were available and reviewed. GS came out more in the black than anticipated, so the committee voted to transfer \$10,000 to the contingency fund. For 2016, Golden Sands RC & D was less grant dependent than in the past, although grants are still a major source of funding. Since tree shelter sales were so low, better timing might improve sales. The 2017 budget should be ready for the May 2017 meeting. The interpretive sign that includes the Joe P memorial is still being finalized. Kuehnhold's small business class has started. If the plan he submits is good enough in May, the tuition for the class will be waived and there would be free assistance to update the website. He is continuing to appear at committee meetings in the GS counties to explain the services available. The P&F Committee voted to raise the amount of money that required the treasurer's signature on checks to over \$1000, instead of the current \$500. This will allow more efficient payment of items like rent that are just over \$500 monthly. Hilgart noted that most bills are paid electronically now, so there is less need for checks. 2017 dues statements should go out next week. The committee approved paying the dues for the state and national associations of RC & D. The CWWP contract was renewed with more money for administration. Ed Miller discussed WI Association policy options for liability insurance for staff use of autos not owned by the RC

& D. A disclaimer has been entered on the GS webpage, the Facebook page, and other relevant pages making it clear that the upcoming Prairie Chicken Festival is not affiliated with GS.

**Forestry/Agriculture/Wildlife Committee Report:** Kuehnhold outlined today's meeting. New signs for demo forests are in the works. Mailing for the tree shelters went out. There is a GoFundMe webpage for the neighborhood gardens; one garden site needs some clean-up work. He is almost done with his technical certification. This will provide more options for direct services. He is still working on other programs. The website has been updated to provide more resources for farmers, although some work is still needed. There is ongoing work with Hmong farmers, especially in relation to funding and the Farmer's Market. Our Emerald Ash Borer workshop will be at Mosquito Hill Nature Center (New London) on 6/3/17 from 9 a.m. to 4 p.m. Since Greg Lowe is retiring, Al Barden will be taking over as chair for this committee.

**Water Committee Report:** Evans reported on today's water meeting. Wood County's new staff person is helping fill in some of the service gaps needed. A Healthy Soil, Healthy Water workshop was held on 2/6, with about 80 attending, including several farmers and ag-related business owners. Wood County passed an ordinance making wild parsnip a noxious weed. This gives the county the authority to set up plans to remove it, to prevent spreading, and to make private property owners remove it. Portage County has done something similar. There was also recently a training for nutrient management for farmers in Wood County. Leitchnam reported on meetings of a SE Wood County groundwater group. A well that previously tested low for nitrates has spiked up substantially. He passed out a sample of a groundwater resolution asking for 'meaningful' legislation. He attended a hearing on the state high capacity wells; the sticking point for growers seems to be their desire to have the wells approved in perpetuity. Hamerla is working on grant reimbursements. An AIS grant was received from the WDNR for AIS work in 8 counties, to be covered by one full-time AIS coordinator for the northern counties and one coordinator for the southern counties. He has hired one LTE for the northern counties, but still needs to fill the southern LTE position. He and Thorstenson have been discussing offering contracted snorkel and/or scuba services for EWM hand removal. Evans said the county board passed the position description that will replace her current position, starting in 2018. A Conservation Day for 5<sup>th</sup> graders is being planned. The county board interviewed 3 candidates for the county coordinator position. Soil testing will be done on 50 waterfront properties on each lake in the Tri-Lakes area. Eckstein reported that the highway department in his county is getting a Humvee that can be used to spray roadside areas. A new county administrator was hired to start 6/1/2017, replacing the current retiring one. Conservation field days will be held on 5/4 and 5/5 at Lake Lucerne. A groundwater resolution is going to the county committee and board in April. Jacubek is now working with a group of farmers to get a farmer-led group going and on a groundwater management plan for the county. Hernandez said his county will be part of the Lake Winnebago watershed management plan in the works.

Motion made by Barden, seconded by Wucherpfennig, to approve reports. Motion carried unanimously.

**NEW PROJECTS:** None.

**STAFF/PROJECT UPDATES:** Written staff reports were sent out for Council members to review prior to the meeting.

**AGENCY/PARTNER REPORTS:** Jacubek passed around copies of the latest Wisconsin Farmers Union newspaper for people to take. There was a Farmer's Lobby Day with the legislature in February. Thorstenson directed attendee attention to the 2016 Highlights and the 2017 Farm Fresh Atlas to be taken and distributed in the various counties.

**OTHER REPORTS:** There was cake and a round of applause for Greg Lowe, who is retiring this month. He has been involved with GS for 35 years. He indicated that he felt that he got more connected to the environment as the years went on and recognized the need for balance.

**NEXT MEETING:** The next meeting will be May 18, 2017.

**ADJOURNMENT:** The meeting was adjourned at 12:17 p.m. on motion by Wucherpennig seconded by Lowe.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Adam DeKleyn, County Planner  
Justin Conner, GIS Specialist  
Jeff Brewbaker, Code Administrator  
Heather Marquardt, Code Technician  
Kim Keech, Admin Services 5

RE: Staff Report for May 3, 2017

**1. Administrative (Jason Grueneberg)**

- a. Administrative Services 4 – Interviews were conducted for the Administrative Services 4 position on April 4, and Victoria Wilson who is currently the Transportation Coordinator for the Human Services Department was selected. Victoria will start with the Planning and Zoning Department on May 8.

**2. Economic Development (Jason Grueneberg)**

- a. Central Wisconsin Economic Development Board - I participated in a CWED Board meeting on April 19. Some of the agenda items included review of the Administrative Services Contract with CAP Services, review of loan applications, fund financial updates, and review of non-performing loans.
- b. Town of Rome Tour – To learn more about the economic development activity in the town of Rome I was given a tour by Rick Bakovka who is a town of Rome Board Member and REGI President. The tour included visiting sites of current and planned development, the Sand Valley Golf Course, and areas of importance in regards to water resources.
- c. Regional Economic Growth Initiative (REGI) – On April 11 the REGI Board met. The Board received a report from Rick Bakovka who is the REGI president. Discussion took place on recent and potential economic development opportunities. The board also prepared for the May 9 Municipal Forum meeting that will be held at the Nekoosa Municipal Center.

**3. Planning (Adam DeKleyn)**

- a. City of Nekoosa Comprehensive Outdoor Recreation Plan (CORP) – Planning committee met to develop and identity issues, opportunities, and

recommendations for parks and trails in the community. Citizen survey was sent out with city newsletter the beginning of April. Committee has scheduled a public hearing to gather public input for mid-May.

- b. Plat Review Officer – (3) CSM's and (1) final subdivision plat were submitted for review/approval. (4) CSM's and (1) final subdivision plat were approved/recorded. (3) CSM's and (1) final subdivision plat are pending approval.
- c. Floodplain – Developed GIS maps for Flooded Agriculture District – Cranberry Farm (FAD-C) permits.
- d. Wisconsin County Code Administrators – Attended the WCCA Spring Conference. Topics included: PACE, broadband expansion, nonmetallic mining, POWTS, shoreland zoning, floodplain zoning, wetlands, and other planning related issues.
- e. Wood County Spring POWTS/Pumper Seminar – Attended POWTS seminar put on by P & Z Department to meet state continuing education requirements.
- f. Town of Seneca Comprehensive Plan – Plan is in early development stages. Initial background work has started.
- g. Case Law & Legislation Updates – Joined UW Extension for a teleconference covering new land use planning case law and legislation in Wisconsin.

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

- a. Parcel Mapping – Caught up with parcel mapping. Created script to automate updates to the mapping website.
- b. NG 911 Strategic Planning – Organizing a panel discussion for the June WLIA meeting.
- c. Scanning Original Surveyor Notes – Got a price quote on scanning the original government survey notes. These notes are around 100 years old and are very delicate.
- d. Highway Dept. Driveway App – Web mapping application to map and inventory driveway applications.
- e. County Property Web App – Updating the county property “Tour Map” <http://gis.co.wood.wi.us/CountyTour/index.html>
- f. Map and data requests – Zillow requested parcel data, map showing landowners with 100+ acres in Saratoga, updating “camp host” maps for the county park campgrounds.

**Code Administrator's (Jeff Brewbaker and Heather Marquardt)**

a. Private Sewage Program, Permitting, Maintenance and Violations

- i. (4) on-site investigations/inspections/compliances
- ii. (4) septic system verification letters & failing system investigations
- iii. (1) failing septic system orders, (1) holding tank maintenance violations & settlements
- iv. (15) soil tests reviewed, (6) hydrograph reports reviewed, (0) interpretive soils report reviewed
- v. (3) holding tank plan reviews, (6) conventional plan reviews, (3) mound plan review
- vi. (14) sanitary permits reviewed
- vii. (9) court cases for malfunctioning septic system and overfull holding tanks (0) referrals servicing, (0) referrals invoices
- viii. (0) sanitary system easements
- ix. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (4) site inspections, meetings or enforcement
- ii. (3) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (1) DNR Approved flood studies reviewed
- iv. (2) Cranberry farm certification
- v. Answered questions from citizens regarding building in floodplain and shoreland areas.
- vi. The National Flood Insurance Coordinator for the WI-DNR has been actively screening our proposed corrections to the Community Assistance Violations. She is very detailed and has scrutinized all details that I have proposed. Currently I am trying to finish the last three updates and then propose a meeting with County Board Members to discuss the various options.

c. Shoreland Ordinance Investigations and Permitting

- i. (3) general shoreland permits reviewed & issued
- ii. (2) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (6) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

**5. POWTS Activity (Kim Keech)**

- a. Monthly Sanitary Permit Activity. There were 15 sanitary permits issued in March 2017 (9 New and 6 Replacement) with revenues totaling \$5,225.

There were 7 sanitary permits issued in March 2016 (4 New, 2 Replacements and 1 Reconnect) with revenues totaling \$2,550.

There were 22 sanitary permits issued through March 2017. For comparison purposes, following are totals through the same period for the previous five years: 2016 – 17, 2015 – 14, 2014 – 14, 2013 – 14 and 2012 – 17.

- b. 2017 Tax Refund Intercept Program (TRIP) On April 25<sup>th</sup>, Wood County received an additional \$694.50 on two cases. To date, Wood County has received \$3,139.62 on four outstanding cases.
- c. 2016 Program Fee Notices – Vacancy checks have been completed. Small claims action for 84 owners for failure to pay program fee are being referred in batches of 10 to Wood Co Corp Counsel.
- d. 2017 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight Maintenance Notices and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 24<sup>th</sup> with a due date of Friday, August 11<sup>th</sup>. There will be 2,413 scheduled to be mailed between the four notices.
- e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2015 are available for viewing on the Wood County's website [www.co.wood.wi.us/Departments/PZ](http://www.co.wood.wi.us/Departments/PZ). 2016 Sanitary Permits will be prepped and scanned in fall 2017.
- f. Enforcement Activities Update.
  - i. Small Claims
    - i. April 18<sup>th</sup> – Eight property owners were scheduled for failure to pay the 2016 program fee.
    - ii. May 2<sup>nd</sup> – One property owner were scheduled for failure to pay the 2016 program fee.
    - iii. May 9<sup>th</sup> – Seven property owners were scheduled for failure to pay the 2016 program fee.
  - ii. Contempt Hearing Nothing scheduled.



# City of Marshfield Memorandum

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TO: Wood County CEED Committee  
FROM: Jason Angell, Director of Development Services  
DATE: May 3, 2017  
RE: Marshfield Residential Incentive (MRI) Program

Since the completion of the 2014 Marshfield Housing Assessment Report, the Marshfield Economic Development Board has been working hard to try and find ways to fill the identified housing gaps within the community. Recent discussions by the EDB have focused on increasing the new home construction starts with a focus on getting back to levels of the late 90's and early 2000's when the community issued around 50 new home permits annually.

After several months of discussions, the EDB on March 30<sup>th</sup> approved the creation of the Marshfield Residential Incentive (MRI) Program. The approval came with the direction to staff to finalize the program materials; a "go live date" of June 1, 2017; and to also proceed with making a request to other investing partners to secure additional funding support.

The investing partners for the MRI Program are those same entities that expressed support for the City Subdivision proposal in 2015. Whether it is through a tax payment or a monthly utility bill, every one of the investing partners would have a clear return on investment (ROI), with the exception of the EDB.

The following information is what was used to help the EDB in the formation of the program:

*To better understand the new housing trends of the community, staff has put together the attached table for 2014 and 2015 "Single and Two Family Homes". Each table shows the number and type of unit that was constructed in each year and breaks down the value of each. Staff believes that this information will prove very beneficial in justifying our request to partners to invest in the program. Staff will be happy to further explain these tables during the meeting and address any questions the Board may have.*

*The next thing staff looked at was how to increase the pool of funding that would be available for the program. The following two options were developed with three things in mind:*

- 1. Establish enough funding to support the development of 30-40 homes.*



2. Provides a ROI within a reasonable timeframe for investing partners (typically 3-5 years)
3. Respecting the budget constraints, an option was developed to allow payments to be made over two years.

#### **1 Year Investment Option**

##### 2018

Marshfield Economic Development Board	\$50,000
City of Marshfield (Common Council)	\$80,000
Wood County (CEED Committee)	\$50,000
Marshfield Utilities	\$30,000
Marshfield Waste Water	<u>\$25,000</u>
	\$235,000

#### **2 Year Investment Option**

##### 2018

##### 2019

Marshfield Economic Development Board	\$31,250	\$31,250
City of Marshfield (Common Council)	\$50,000	\$50,000
Wood County (CEED Committee)	\$31,250	\$31,250
Marshfield Utilities	\$18,750	\$18,750
Marshfield Waste Water	<u>\$15,625</u>	<u>\$15,625</u>
	\$146,875	\$146,875

"1 Year Investment" – If all of the parties listed above agreed to participate at the level identified, and we assume the average incentive payment would be \$7,000 per home, we would see approximately 33 new homes constructed. Based upon past development trends within the community, this equates to 3 years of single family development. When two-family units are included, the buildout would be closer to 2 years.

"2 Year Investment" – this option allows the investor to spread the payment over two years. For example the City would contribute \$50,000 each year over the next 2 years to satisfy their commitment. Under this scenario it is estimated that we would be able to support approximately 42 new homes, which is about a 4 year buildout (single-family only).

The 2 year option would result in less funding being available in year one (\$146,875), but provides more funding in the end (\$293,750). However staff favors this option as it not only results in more funding for the program, but it provides enough funding each year to support significant growth in residential development.

$$\$146,875 / \$7,000 \text{ per unit ave.} = 20.9 \text{ units}$$

After discussing things at great length, the EDB decided to proceed with the "2 Year Investment" option. Not only would we be able to achieve a higher level of funding, which in turn means more homes being built, but more importantly it

allows the investing partner's time to plan for their investment and spread it over two budgets.

City tax rate: \$9.12/1,000  
Wood County tax rate: \$5.15/1,000  
Marshfield Utilities – Residential (2016)  
Average annual Electric bill - \$855  
Average annual Water bill - \$218  
Marshfield Waste Water – Residential (2016)  
Average annual bill - \$502

**Example:**

\$160,000 assessed value = \$6,400 incentive

Annually:

City collects \$1,459 in taxes.  
Wood Co. receives \$824  
Electric bill of \$855\*  
Water bill of \$218\*  
Waste water bill of \$502

Wood Co. ROI (based on \$160,000 average assessed value)  
\$824 x 42 homes = \$34,608 (less than 2 yr ROI)

**Recommendation**

At this time the Marshfield EDB is not requesting any specific action from Wood County. However, we would appreciate hearing from the CEED Committee any questions they may have regarding the program and their thoughts regarding the future funding request for the program.

Future funding requests for the MRI Program will be made as part of the 2018 Budget Process.

**Attachments:**

1. 2014-2015 single- and 2-family construction
2. Map of existing vacant lots
3. MRI Program brochure

### 2015 Single and Two Family Homes

House Number	Street	Unit	Living Area	Land Value	Bldg Value	Total
1205	Washington Ct	SF	1,120	15,100	91,300	106,400
1515	S. Chestnut Ave	SF	1,352	10,000	115,200	125,200
207	W. Doege St	SF	768	11,900	73,700	85,600
1901	Wildflower Dr	SF	1,872	47,800	298,900	346,700
1541	Green Acres Dr	SF	1,949	30,700	260,900	291,600
1516	E. 20th St	SF	1,613	22,600	256,300	278,900
1557	Green Acres Dr	SF	1,822	23,600	220,400	244,000
1924	Wildflower Dr	SF	3,273	53,000	271,800	324,800
1412	E. 20th St	SF	2,125	22,600	215,700	238,300
314	N. Juno Ave	SF	1,598	31,600	7,500*	39,100*
401-403	E. 21st St	2F	2,272	20,300	63,300	83,600
Totals:				289,200	1,875,000	2,164,200

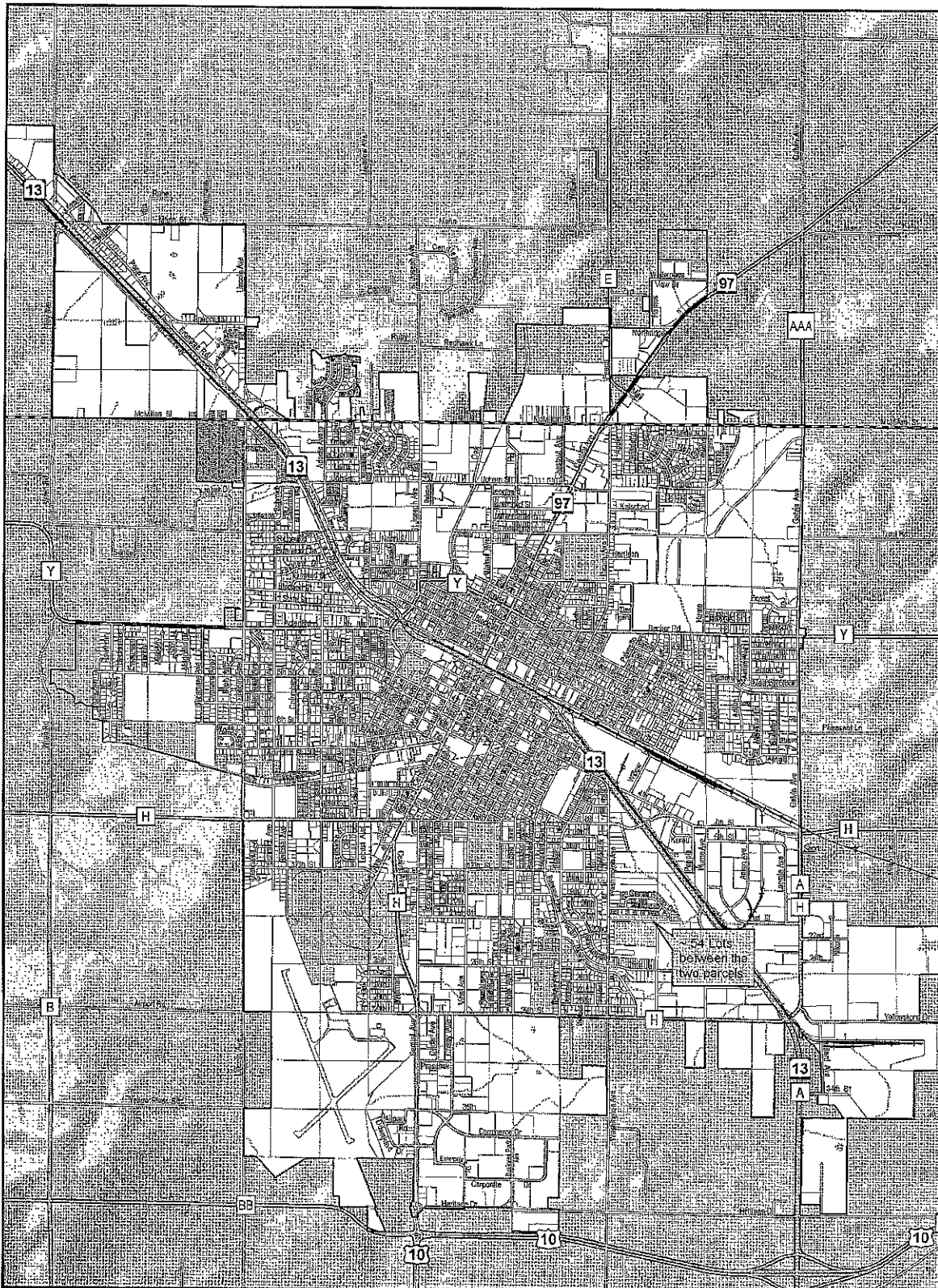
Overall average	26,290	170,455	196,745
Average SF	26,890	181,170	208,060
Average SF - 314	26,366	200,467	226,833

### 2014 Single and Two Family Homes

House Number	Street	Unit	Living Area	Land Value	Bldg Value	Total
209	S Sycamore Ave	SF	1,854	32,500	273,100	305,600
1524	E 20th St	SF	1,536	22,600	200,800	223,400
1521	W Adler Rd	SF	2,064	34,400	191,200	225,600
2614	Peachtree Cir	SF	1,476	20,000	140,100	160,100
406	S Sycamore Ave	SF	3,242	34,300	437,300	471,600
1536	Green Acres Dr	SF	1,643	30,700	197,000	227,700
114	S Schmidt Ave	SF	1,558	21,900	175,200	197,100
308	N Galvin Ave	SF	1,569	32,000	142,100	174,100
1525	Green Acres Dr	SF	1,637	22,600	215,700	238,300

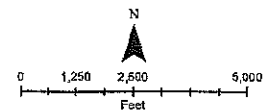
310	W 28th Cir	SF	1,696	30,600	181,800	212,400
405-407	E 21st St	2F	1,600	20,300	90,800	111,100
Totals:			301,900	2,245,100	2,547,000	

Overall average	27,445	204,100	231,545
Average SF	28,160	215,430	243,590



# **Residential Vacant Land** City of Marshfield 2/27/2017

Parcel Type	Total Parcels	Acres
Vacant Residential Parcels	222	143.77
Vacant "Other" Residential Parcels	142	156.69
Vacant Condos	55	29.67
Vacant Other	31	46.77



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accuracy or completeness. The user assumes all responsibility for  
any errors or omissions.

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## F.A.Q.

- **Is the incentive a loan or a grant?** The incentive is a grant and does not need to be paid back.
- **When is the incentive applied?** The payment is made after a clean occupancy permit has been granted and an improvement value has been determined by the City Assessor Office. Funds may not be paid out until the following calendar year.
- **Does the newly constructed home have to be owner-occupied?** No. Developers building spec homes or rental developments may still qualify for the MRI program.
- **Are there any restrictions to how the awarded incentive is used?** No. The City will not regulate how the money is spent after it has been awarded. The purpose is to offset the cost of construction and encourage new development.
- **Is there anything that would cause the City not to release an incentive?** Failure to comply with all regulations, inspections, and orders, could cause the City to void incentive.
- **Does the incentive apply to previous developed sites where an old dilapidated home was removed?** Yes.



Marshfield Residential  
Incentive (MRI) Program  
is made possible by the  
Marshfield Economic  
Development Board and  
Marshfield Utilities



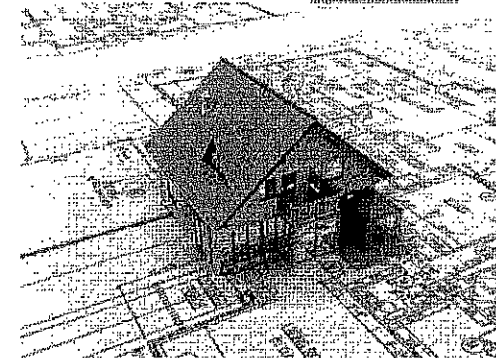
## CITY OF MARSHFIELD

Development Services Department  
Jason Angell—Director of Dev. Services  
630 S Central Ave, Suite 602  
Marshfield, WI 54449  
Phone: 715-486-2016  
Fax: 715-384-7631  
E-mail: [jason.angell@ci.marshfield.wi.us](mailto:jason.angell@ci.marshfield.wi.us)

## CITY OF MARSHFIELD

# Marshfield Residential Incentive Program

Let us help.



## Program Goals

Based upon the findings of the 2014 Housing Study, there is an inadequate supply of desirable owner-occupied housing in the City under \$200,000.

While there is an abundance of homes in this range, many are deemed unacceptable due to their condition. The Marshfield Residential Incentive (MRI) program is a grant program with the purpose of encouraging developers and/or residents to invest or rehabilitate the City's housing stock by providing financial incentives to new single family and two family residential dwelling units.

## How to Apply

- When submitting a building permit application, also complete the MRI program application located with the Development Services Department
- **Only building permits for new single family and two family residential dwellings units issued after June 1, 2017 are eligible for incentive**

## Restrictions

- The permit must be for a new single family or two family construction following the WI UDC standards
- The incentive payment does not apply to additions, remodeling or construction of accessory buildings/uses
- New multifamily developments (3+ units) are not eligible for an incentive payment

## Program Award

The incentive payment can be applied to any new single family or two family residential construction.

- An award shall not be granted until an Occupancy Permit is granted by the Building Inspector
- The incentive payment will be calculated based upon the improvement value as determined by the City Assessor's Office (land value not included)
- Maximum amount of the incentive payment is \$7,500 per property (two family duplexes/twin homes are considered one property)
- Awards made are also based on available funding
- Payment/actual incentive will be made to the owner of record
- An award shall not be granted if there are any outstanding charges or violations against the property

## Examples of Payment

• Assessed value \$0.00—\$150,000	5% incentive	\$0.00—\$7,500
• Assessed value \$150,001—\$175,000	4% incentive	\$6,000—\$7,000
• Assessed value \$175,001—\$200,000	3% incentive	\$5,250—\$6,000
• Assessed value \$200,001+	2% incentive	\$4,000—\$7,500 max



*Activities Report for Shane Wucherpennig April 2017*

- **April 3** – Met with Gary Drier to view -badger sandstone reclamation maps for an open records request.
- **April 3** – Site visit with Emily Wagner – Dairy farmer in Hiles Twp. – Looking for assistance to expand and address some milk house issues.
- **April 4** – Met with Allen, Randy & Aaron Schiferl to discuss NOD progress and what our next steps are.
- **April 5** – Attended CEED Meeting.
- **April 7** – Attended judicial and Legislative Meeting to discuss wild parsnip resolution.
- **April 7** – Met with Senator Testin giving him a tour of the Mill Creek watershed and meeting with the Farmers of Mill Creek Watershed Council.
- **April 5** – Attended judicial and Legislative Meeting to discuss wild parsnip resolution.
- **April 10** – Attended a HSHW workshop planning meeting follow-up with the planning committee to discuss the event and future plans for next year.
- **April 10** – Sam Warp from the city of Marshfield WW treatment plant and I met with Allen, Randy & Aaron Schiferl to discuss NOD progress and what Marshfield can offer.
- **April 11** – Staff Meeting
- **April 12** – Gave presentation to Hwy Dept. workers at their Safety meeting on Wild Parsnip and the dangers of this invasive. Handed out maps and data collection sites if workers want to report infestations. Also handed out a link to the national website to record the infestation.
- **April 18** – Tree Pickup in Cadott, WI.
- **April 19** – Worked on office painting at River Block Bldg.
- **April 19** – Worked in office on designs.
- **April 20** – Packing up office all day.
- **April 21** – Attended PACRS meeting
- **April 21** – Met with Deb Cherney - Emmons Business Interiors, LLC About Office workstation equipment
- **April 24** – Worked on office Moving/Packing
- **April 25** – Worked on office Moving/Packing
- **April 26** – Attended a Subcommittee meeting - discuss parking for River Block staff
- **April 27** – Attended SE Wood County Groundwater Group at Nekoosa Library
- **April 28** – Worked on office Moving/Packing



## *Activities Report for Tracy Arnold 04-2017*

### **Wildlife Damage Abatement and Claims Program**

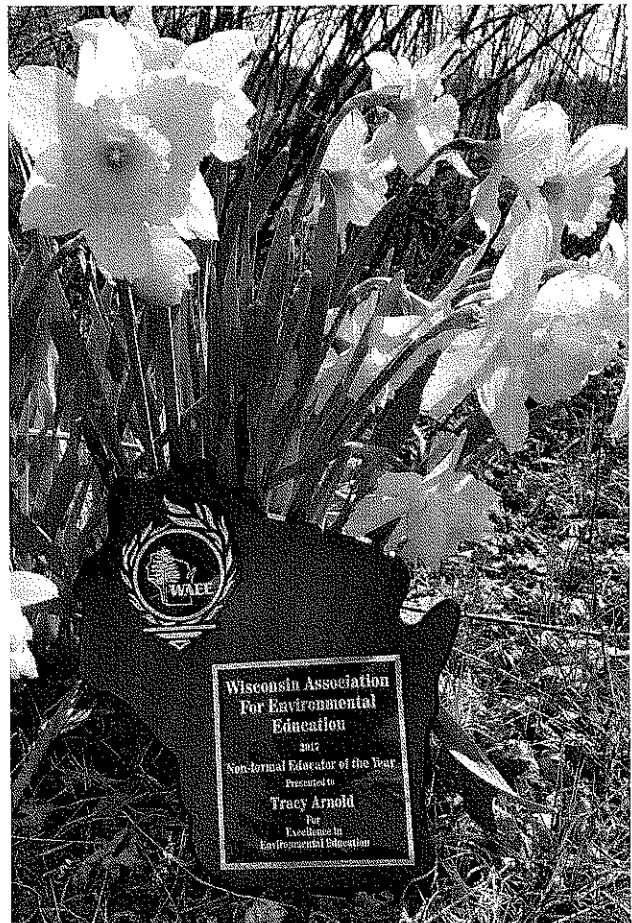
- Maintaining DNR database with current Wood County information
- Working with the 4 failed fences to get them back into compliance
- Working through issues with landowners and the new GoWild program to issue shooting permits
- Continue to enroll landowners for the 2017 year
- Acquiring apiary supplies to prevent bear damage
- Acquiring coyote decoys to scare geese off cranberry marsh
- Design two permanent fences, trying to finalizing them with landowners before submitting them to DNR for approval

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

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Numerous phone calls and emails regarding Badger Sandstone
- Attend the NMM Roundtable in Clark Co

### **Land and Water Conservation**

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Chair of the Youth Education Committee for the WI Land+Water
- Facilitated the WI Envirothon in Rosholt, WI
- Prepared the out of state travel resolution for approval to the National Envirothon
- Secretary of the North Central Land and Water Conservation Area Association
- Participated in the WI Prairie Chicken Festival
- Taught 65 4<sup>th</sup> and 5<sup>th</sup> graders about prairies, pollinators and agriculture and planted prairie seeds with them.
- Continue to work removing old files, preparing office for the move to River Block
- Picked up tree/shrub orders from Plainfield and Westfield
- Sorted, Bagged and distributed 22,000 trees to landowners
- Conducting the Pittsville Rusty Crayfish Trapping Project with 26 high school students
- Working on article for the Natural Resource magazine with 2 Pittsville students
- Received the Wisconsin Association of Environmental Educators (WAE) Non-formal Educator of the Year for 2017. Attended banquet and awards ceremony in Madison on April 22.



## Activities Report for Adam Groshek –April 2017

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

- ~Preliminary design, meeting to go over layout, and calculations for the future 2017 additional earthen manure storage lagoon for Tom Hamus near Auburndale.
- ~Schiferl Farms manure storage calculations and cost estimates. Discussion with DNR and City of Marshfield Wastewater on next steps.
- ~Tree pickup, tree sorting, tree bagging, and tree distribution for the LWCD annual tree sale.
- ~Packing and preparation for office move to RiverBlock building.
- ~GPS stakeout of boundary of 2 CREP fields for proper boundaries for tree planting.
- ~Re-evaluating the site and management assessment for Lee DeBoer's Slurrystore/leachate project.
- ~Site visit and discussion for Emily Wegner's small dairy herd and the future treatment of her milkhouse wastewater and barn expansion.
- ~Investigating complaint of full manure storage structure for Richard Cournoyer, temporary containment berm set up until pit can be emptied pending road limit restrictions being taken off. The road limits were taken off 4-24-17 so the Cournoyer's are looking into transferring some manure to a neighbor's pit until they can spread it properly on their fields.
- ~Attendance of a NE region technician meeting/tour for roofed feedlots, manure storage, and different feed leachate collection techniques.
- ~Assisting a landowner obtain information on possibly constructing a man-made bridge over Squaw Creek with proper DNR, County Zoning, and ACOE permit permissions.
- ~Feed leachate calcs for Jerry Sternweis to help him decide if he will install a roof or build a separate feed leachate collection pit for his new feed storage concrete pad.
- ~Staff discussion on the Multi-Discharger Variance for \$ from municipalities and industries to the County Land Conservation Department for Phosphorus credits and hiring needs/budget deadline in July.

### ***Activities Report for Lori Ruess – April 2017***

- Completed the Joint DATCP/DNR grant application to submit to DATCP by the April 15<sup>th</sup> deadline,
- Typed the 2017 Annual Work Plan and emailed to DATCP by April 15<sup>th</sup> deadline.
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll.
- Vouchered and requested checks for 54 nutrient management class attendees.
- Completed March sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges and vehicle maintenance/repair from Highway Dept. and forwarded to Finance.
- Attended the April 11<sup>th</sup> Employee Feedback meeting.
- Organized County Board and CEED packet information and took to County Clerk's office.
- Preparing for move to River Block (cleaning supply cabinets and desk)
- Tree sale prep.
- Assisted with tree, shrub, and wildflower sorting, bagging and distribution on April 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup>.
- Working on articles for Summer newsletter.

**Activities Report for Emily Salvinski**  
**April 2017**

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- **April 3.** Organized incoming checklists: scanned in many, saved, spreadsheets
- **April 4.** Mapped multiple landowner's fields for 2017 NMP tracking. Site visit to Shiferl's.
- **April 5.** Mapping.
- **April 6.** Site visit to Cournoyer's-manure pit. Mapping.
- **April 7.** WI Envirothon.
- **April 8.** Set up booth for Prairie Chicken Fest.
- **April 10.** Plan review-Grass Ridge Farms. Photo review/download/upload from Envirothon. Staff meeting.
- **April 11.** Mapping.
- **April 12.** No-Till webinar for CEUs. NMP review (Liquid Coin). Mapping.
- **April 13.** Mapping.
- **April 14.** Holiday-OFF.
- **April 17.** Mapping (Tri-Star). Helped unload trees from Paint Creek Nursery
- **April 18.** Picked up trees from Westfield (Trees from Hramor). Helped organize trees into spots and water.
- **April 19.** Helped break open trees, count, label, and bag.
- **April 20.** Completed bagging.
- **April 21.** Tree Sale.
- **April 24.** Prepped list of people out of compliance for NMP, sent mailing. Sent multiple previously completed reviews to NMP writers. Went to river block.
- **April 25.** Mapped 3 farms (D&B Sternweis, Tom Slattery, Gleichsner), reviewed 1 NMP (Tom Slattery)
- **April 26.** Helped with move organization

## **Conservation, Education & Economic Development Committee Report for the month of April 2017**

### **PETER MANLEY**

*Wood County UW-Extension, Community Resource Agent*

- I attended and processed paperwork related to the April 3 CEED meeting.
- I am scheduled for a new computer, so I also had Windows 10 training that day.
- I assisted the Town of Rome with public input strategies for remodeling their town hall on April 7 and 21.
- I facilitated the Employee Feedback Meeting, April 11.
- I conducted the second strategic planning session on April 13 for the Aging and Disability Resource Center of Central Wisconsin.
- Youth Government Day was on April 18. I coordinated this event which the American Legion funded. 53 Marshfield youth participated and learned about voting (County Clerk), technology (4-H), health (Health Department), squad car and K-9 tour (Sheriff's Department) and BIG trucks and equipment (Highway Department).
- I attended a planning session for the Leadership Steering Committee.
- Radio shows this month were about how to treat for emerald ash borer.
- I facilitated a meeting of the SE Wood County Groundwater Committee, April 27.
- I assisted the Wood County Sheriff's Department and the Wisconsin Rapids City police with the Drug Take-Back program, April 29.
- I attended a teleconference on faculty tenure under reorganization, April 13.
- I attended the annual conference of the Joint Council of Extension Professionals, April 25-26.

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### **MATT LIPPERT**

*Wood County UW-Extension, Agriculture Agent*

- Two cranberry grower on-farm workshops were held with a total of about 150 attending. The workshops were in the Warrens area and in Cranmoor. Crop consultants and state specialists provided updates on crop development and pest management. I held a clicker session to introduce the layout of a new bulletin.
- I attended with several members of our host county committee, the annual meeting of Wisconsin Farm Technology Days Inc. in Madison. The 2020 host -Eau Claire County- was announced at this event.
- I attended meetings on budget and fund raising for Farm Technology Days.
- I spoke on WDLB and WFHR.
- I met with the Wood County Farm Bureau board.
- I participated in a teleconference that distributed \$16,000 of college scholarships to dairy project youth around the state.

- I attended a meeting of the Market Animal Sale. Hewitt's meat processing will no longer be able to host the carcass show. There were presentations from meat processors from Marathon City and Dorchester about assisting our show with processing of animals and hosting a quality carcass contest.
- I served on the North Central Region Extension Resource Management Team. We reviewed applications for grants utilizing one time funds in the region and committed \$30,000 to colleagues with innovative projects in the North Central Region.
- I participated in a teleconference regarding tenure and the nEXT generation Extension reorganization process.
- I attended the April meeting of the South East Wood County Ground Water group.
- I met with the Master Gardeners to discuss their opportunities at the Farm Technology Days in 2018.
- I attended the Joint Council of Extension Professionals program in Eau Claire.
- I assisted with the Wisconsin Spring Jersey show.
- We produced our first issue of the Cranberry Crop Management Journal. The Journal is sponsored by a grant from the Wisconsin Cranberry Marketing Board and is available to every cranberry grower in Wisconsin free of charge, by mail or email. We produce ten issues during the growing season each year.

## **SARAH SEIGEL**

*Wood County UW-Extension, Family Living Educator*

- Taught Becoming Money Smart at the women's oxford house in Wisconsin Rapids on April 4.
- Attended two Family Living state team meetings on April 5 and 6 in Madison. April 5 was the Human Development and Family Relationships team and April 6 was the Family Financial Security team. The teams went over 2017 team plans of work and our individual Family Living work leading into the nEXT generation transition.
- Listened to a UW-Extension Dean's Wisline with my office colleagues. The Wisline provided an update on what is taking place within UW-Extension and nEXT generation. April 7
- Attended a Community Steering Committee meeting for the Wisconsin Rapids Job Center on April 7
- Attended and had a booth at the Marshfield Children's Festival on April 8. My booth focused on the importance of saving and the initiative Small Saving Build Big Dreams.
- Listened to a North Central Wisline with my office colleagues. The Wisline provided an update on what is taking place with in the North Central region for UW-Extension. April 10
- Taught Making Room for What's Most Important to you at Nekoosa/Ho-Chunk Head Start parent meeting on April 10. Parents and children participated in a discussion and activities that promoted the importance of identifying needs and wants and having a savings goal.
- Attended the HCE community Day at 1st Congregational Church in Wisconsin Rapids. The HCE ladies made different projects which will be donated to local groups/organizations. April 11
- Gave a presentation on the Check Your Free Credit Report Campaign to a Christian group of ladies at Lake Aire. The presentation focused on how to check your credit report along with the importance of checking your credit report. April 12
- Taught the Wood County Wellness Lunch & Learn: Investing in your Health: Eating a Colorful Diet on April 12. The lunch & learn was videotaped and is available for all county employees along with being available on Wisconsin Rapids Community Access Channel. Wood County Wellness Lunch &

Learns are a partnership between Wood County UW-Extension, Wood County Wellness and the Health Department.

- Attended a Hmong Dinner and presentation at McMillan Library on April 12. The presentation focused on the importance of story quilts in the Hmong culture.
- Talked with my mentor team about the importance of applying for tenure before the tenure process changes under the nEXT generation model. April 17
- Finalized materials for Money Smart Week which starts on April 22 at the Wisconsin Rapids Children's Festival.
- Attended and had a booth at the teen job fair at Lincoln High School on April 17. My booth focused on the importance of saving and setting priorities before they receive their first paycheck.
- Talked on the radio (WFHR) on April 18. My topic was Money Smart Week in south Wood County. I discussed all the programs and events taking place throughout the week.
- Taught a Nutrition Grab & Go at the Marshfield Public Library on March 17. The grab & go focused on the importance of grains and I provided some quick whole grain snacks for participants.
- I attended story time at McMillan Library. Parents received a free book sponsored by the BIG READ which is part of Money Smart Week. I also provided materials on the importance of starting a money conversation with your children. In addition, parents signed up for the Wood County Parenting Newsletter. April 19
- Had a Meal Planning and Batch Cooking outreach event at Grant and Lincoln Elementary Schools in Marshfield on April 19 and 20. The outreach event was available to all children and parents who are part of the CLC program.
- Attended a Job Seeker program meeting at McMillan Library on April 21. This was the initial meeting for a program possibly being offered throughout our library region.
- Attended and had a booth at the Wisconsin Rapids Children's Festival on April 22. My booth focused on the importance of saving and the initiative Small Saving Build Big Dreams. In addition, I supported the Money Smart Week booth which was giving away free piggy banks.
- Taught the Rent Smart Class on April 24 at the courthouse and at McMillan Library. This was the first class of a series of three.
- Listened and took notes for the WEAFCs board meeting on April 25. I am the board secretary for WEAFCs.
- Worked and attended the Credit: What is it and How do I Build It? The event took place at Lincoln High School and was part of Money Smart Week. April 25
- Worked and attended the Am I Ready for Retirement? The event took place at River Cities Bank Community Room and was part of Money Smart Week. April 26
- Listened to a Department of Family Development Wisline on April 26. I am a member of the department and we received department updates along with updates on the nEXT generation model.
- Listened to a Focus on Family Living Wisline on April 27. The wisline is presented by our program director and included information from Dean Karl Martin on nEXT generation.
- Taught Becoming Money Smart class at the Wisconsin Rapids Chamber of Commerce Office on April 27 for Money Smart Week.
- Taught Becoming Money Smart class at the Family Shelter in Marshfield on April 27.

- I attended coalition meetings throughout the month for Stuff the Bus, south Wood County Hunger Coalition, Homelessness Coalition, and the Community Food Center sub-committee.

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### **JODI FRIDAY**

*Wood County UW-Extension, FoodWise Nutrition Educator*

- Taught 21 youth lessons at both Almond and Wisconsin Rapids schools. Taught Kindergarten lessons to approximately 350+ youth using the Discovery MyPlate curriculum. One teacher shared "My students are so interested in connecting the foods in their school lunch to the food group characters you've introduced. They really are learning their food groups!"
- Listened to a PEARS training for the new FoodWise data & evaluation entry system (4/7)
- Taught at the South Wood County Emerging Pantry (SWEPS) two times this month (4/19 & 4/24). Prepared a sample of protein fortified mac & cheese for clientele.
- Participated in one Wood/Portage County FoodWise meeting (4/18)
- Worked on data entry in the new system (4/25)
- Participated in a Community Food Center follow-up (4/26)
- Attended the South Wood County Hunger Coalition meeting (4/27)
- Attended four Wood County staff meetings.

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### **KYLI BROWN**

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

- Helped to facilitate the 2017 Creative Arts Day. Over 400 youth from 4-H in Wood county participated in a day long arts and communications festival.
- Working with the WI 4-H Cloverbud Work team to finalize a teaching plan for Cloverbud Leaders. I am in my final draft stages for this lesson plan to be published this fall.
- Continue to update and maintain the Wood County 4-H Facebook site. We are up to 647 likes.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.
- Continuing to work on 4-H camp summer programing and camp counselor trainings.
- Met with vendors for the 2018 Farm Tech Days. I have secured Rose Bowl Lanes, Mill Creek Gardens and Ma And Pa Adventures for the youth area.

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### **CHRIS VIAU**

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

The following is an overview of Youth Development activities:

- 4-H Club and Program Management
  - Leadership Washington Focus Trip Planning and Logistics
    - Continue planning for 2017 trip
    - Chaperone selection and travel arrangements.
    - Orientation Session April 29- Technology Coordinator
  - 4-H Area Animal Science Days Organizing Committee Meeting



- Manage Registration
  - Refine facility needs
  - Wood County to host June 21 @ Fairgrounds
  - Dairy, Livestock, Horse, and Small Animal educational and competitive judging events
  - Expect 200-300 youth/volunteers/parents to attend
- 4-H Leaders Association Executive and Association Meetings
  - Executive Committee Meeting
  - Youth and Adults as Partners in Leadership workgroup meeting
    - Review current structure and recommend changes to engage youth as partners in leadership
- 4-H Club and Volunteer Management concerns-Ongoing
- Central WI State Fair
  - Assist Fair office with Fair Software demo for Open Class
  - Jr. Fair Board March Meeting
- Other
  - Professional Development
    - Adult Advisor- National 4-H Conference Delegation
    - Join Council of Extension Professionals Development Workshop
- Administrative
  - Support Staff Transition-reassignment and training
  - State and Regional Phone Conferences and Meetings
  - 4-H Youth Development Liaison Responsibilities- 25% FTE

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## **JEREMY ERICKSON**

*Wood County UW-Extension, Horticulture Educator*

- Attend the Wisconsin Rapids Community Garden Spring Meeting
- Host and facilitate the Master Gardener Spring Seminar
- Give a presentation on odiferous plants to a visually handicap group at the Wisconsin Rapids Aging and Disability Resource Center
- Provide support and information for horticulture inquiries from office visits, emails, and phone calls
- Appear on WFHR Wisconsin Rapids Radio program
- Taught a class at UW Marshfield on Basic Vegetable Seed Starting
- Presented at Port Edwards High School Ecology Club Earth Day event
- Attend the Master Gardener Board meeting
- Attend the Master Gardener General Membership meeting
- Begin planning with Master Gardeners for 2018 Farm Tech Days
- Conduct first class of Wood County Master Gardener Training

## Investing in Local Economies

### FINANCING FOR ENERGY-SAVING IMPROVEMENTS

Wisconsin communities are invited to join PACE Wisconsin to empower building owners to save energy and money, for communities to create new jobs, and for local economies to flourish—all without taxpayer assistance.

### WHAT IS PACE?

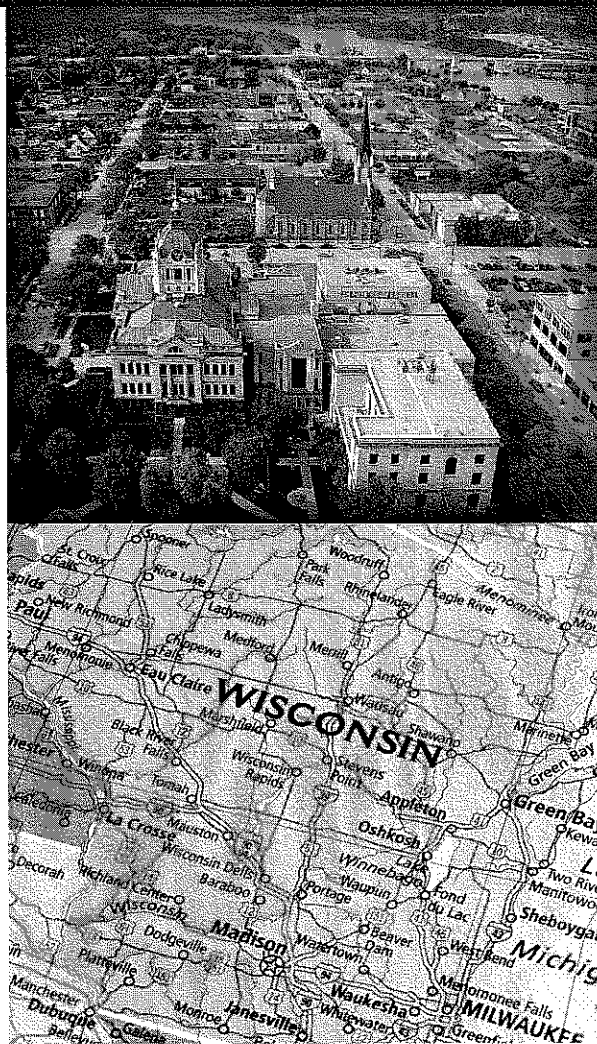
PACE (Property Assessed Clean Energy) is an innovative program utilized in communities across the United States to drive economic development by authorizing municipalities and counties to work with private sector lenders to provide upfront financing—usually for 100 percent of the cost of energy-saving improvements—to property owners for qualifying projects.

- Stimulate job creation and investment in goods and services.
- Lower the cost of doing business by reducing the cost of capital to fund improvements, which in turn save building owners money on operating expenses.
- Revitalize aging buildings, thus improving the local building stock—and raising the value of property and the potential tax base.
- Achieve sustainability goals by fostering the completion of energy and water conservation projects.

### WISCONSIN PACE COMMISSION: A UNIFIED APPROACH

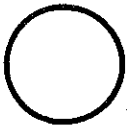
Creating a PACE program from the ground up can be time-consuming and resource-intensive. That is why—with the support of the Wisconsin Counties Association and the League of Wisconsin Municipalities—Wisconsin local governments established the Wisconsin PACE Commission. The Commission offers an efficient and no-cost option to collectively administer a uniform commercial PACE program in Wisconsin, entitled “PACE Wisconsin.”

A number of Wisconsin counties have adopted PACE Wisconsin, including: Chippewa, Douglas, Dunn, Eau Claire, Fond du Lac, Iowa, Jefferson, La Crosse, Ozaukee, Racine, Sheboygan, and Washington.



### PARTICIPATING IN PACE WISCONSIN

Wisconsin Statute § 66.0627(8) authorizes Wisconsin counties and municipalities to make PACE financing available in local communities. Any local unit of government may elect to become a member of the PACE Commission, pursuant to the terms of the Joint Exercise of Powers Agreement under Wisconsin Statute § 66.0301. To offer Wisconsin PACE, counties must pass a resolution authorizing execution of the JPA, and pass the Model PACE Ordinance through the county board of supervisors. Communities interested in participation should contact the Program Administrator at [info@pacewi.org](mailto:info@pacewi.org), or visit [pacewi.org](http://pacewi.org) for more details.



jrg

<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.	

INTENT & SYNOPSIS: Adopt a PACE (Property Assessed Clean Energy) Ordinance, approve a Joint Powers Agreement, and approve the appointment of a Commission member making Wood County commercial property owners, lessees, and lenders eligible for PACE financing of energy or water efficiency improvements or renewable resource projects.

FISCAL NOTE: None

Source of Money: NA

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Kremer, B			
9	Winch, W			
10	Henkel, H			
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**, pursuant to Wis. Stat. § 66.0301, two or more municipalities of the State of Wisconsin, may by contract create a commission for the joint exercise of any power or duty required or authorized by law; and

**WHEREAS**, Wood County is a “municipality” as that term is defined in Wis. Stat. § 66.0301 and a political subdivision located in the State; and

**WHEREAS**, Wood County is empowered by law to promote economic, cultural and community development, including, without limitation, the promotion of opportunities for the creation or retention of employment, the stimulation of economic activity, the increase of the tax base, and the promotion of opportunities for education, cultural improvement and public health, safety and general welfare, which may be accomplished by various means; and

**WHEREAS**, Wis. Stat. § 66.0627(8) authorizes a city, a village, a town and a county in this State to, among other things, make a loan to or otherwise arrange, participate in or facilitate the financing of an energy improvement, a

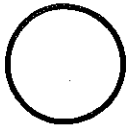
water efficiency improvement or a renewable resource application to a real property within its jurisdiction and to provide for such financing through the imposition of a special charge against the property benefitted by the energy or water efficiency improvement or renewable resource project; and

**WHEREAS**, such financings are commonly referred to as “Property Assessed Clean Energy” or “PACE” financings; and

**WHEREAS**, Wood County has determined that it is in the public interest to provide real property owners, lessees, lenders and other transaction parties in Wood County with access to a uniformly-administered program for PACE financing; and

**WHEREAS**, with Counties’ support and counsel of the Wisconsin Counties Association, League of Wisconsin Municipalities, Green Tier Legacy Communities and other stakeholders, have created a commission pursuant to Wis. Stat. § 66.0301 known as the Wisconsin PACE Commission (“Commission”); and

**WHEREAS**, the Wisconsin PACE Commission was formed and is operated in accordance with a Joint Exercise of Powers Agreement relating to Wisconsin PACE Commission (“Commission Agreement”) of which a copy is attached to this Ordinance; and

**ORDINANCE#**

17-5-1

Effective Date:

May 16, 2017

Introduced by

Conservation, Education &amp; Economic Development

Page 2 of 2

Committee

**WHEREAS**, it is in Wood County's best interest to join the Wisconsin PACE Commission and authorize the execution of the Commission Agreement; and

**WHEREAS**, in accordance with Wis. Stat. § 66.0627 and the provisions of the Commission Agreement, Wood County must adopt the attached Ordinance relating to the administration of PACE financings in Wood County and throughout the State ("PACE Ordinance"); and

**WHEREAS**, adoption of the PACE Ordinance is a necessary condition to Wood County entering into the Commission Agreement; and

**WHEREAS**, it is the intent of this Ordinance to authorize Wood County to become a member of the Commission and authorize a duly-appointed representative of Wood County to finalize and execute the attached final Commission Agreement;

**SO, NOW, THEREFORE, BE IT ORAINED:**

That the Wood County Board of Supervisors hereby approves the attached PACE Ordinance which is a necessary condition to Wood County entering into the Commission Agreement; and

**BE IT FURTHER ORDAINED:**

That the Wood County Board of Supervisors hereby approves the Commission Agreement, a copy of which is attached to this Ordinance, and authorizes and directs the Wood County Board Chair and duly-appointed Commission member to sign such document, as well as the Wood County Corporation Counsel; and

**BE IT FURTHER ORDAINED:**

That the Chair of the Wood County Board of Supervisors is hereby directed to appoint a board supervisor to act as Wood County's official representative in relation to the final approval of the form of the Commission Agreement and to otherwise take all action necessary to effectuate the intent of this Ordinance; and

**AND BE IT FINALLY ORDAINED:**

That Adam G. Fischer is designated as the Wood County "Representative Director" of the Board of Directors of the Commission in accordance with the Commission Agreement, he or she to serve at the pleasure of the Wood County Board of Supervisors

## JOINT EXERCISE OF POWERS AGREEMENT

relating to

### WISCONSIN PACE COMMISSION

a Joint Powers Commission under Section 66.0301 of the Wisconsin Statutes

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**THIS AGREEMENT** ("Agreement"), dated as of May 16, 2017 among the parties here-to (all such parties, except those which have withdrawn as provided herein, being referred to as the "Members" and those parties initially executing this Agreement being referred to as the "Initial Members"):

### WITNESSETH

**WHEREAS**, pursuant to Section 66.0301 of the Wisconsin Statutes (as in effect as of the date hereof and as the same may from time to time be amended or supplemented, the "Joint Powers Law"), two or more municipalities of the State of Wisconsin (the "State"), may by contract create a commission for the joint exercise of any power or duty required or authorized by law; and

**WHEREAS**, each of the Members is a "municipality" as that term is defined in the Joint Powers Law and a political subdivision located in the State; and

**WHEREAS**, each of the Members is empowered by law to promote economic, cultural and community development, including, without limitation, the promotion of opportunities for the creation or retention of employment, the stimulation of economic activity, the increase of the tax base, and the promotion of opportunities for education, cultural improvement and public health, safety and general welfare, which may be accomplished by various means; and

**WHEREAS**, Section 66.0627(8) of the Wisconsin Statutes (as the same may from time to time be amended or supplemented, the "PACE Statute") authorizes a city, a village, a town (a "Municipality") or a county (a "County") in this State to, among other things, make a loan to or otherwise arrange, participate in or facilitate the financing of an energy efficiency improvement, a water efficiency improvement or a renewable resource application to a real property within its jurisdiction and to provide for such financing through the imposition of a special charge against the property benefitted by the energy or water efficiency improvement or renewable resource project; and

**WHEREAS**, such financings are commonly referred to as "Property Assessed Clean Energy" or "PACE" financings; and

**WHEREAS**, the Members have determined that it is in the public interest to provide real property owners, lessees, lenders and other transaction parties (collectively, "Participants") in their respective jurisdictions with access to a uniformly-administered program for PACE financing; and

**WHEREAS**, each Member has authorized entering into this Agreement by its governing body.

**NOW, THEREFORE**, the Members, for and in consideration of the mutual promises and agreements herein contained, do agree as follows:

**Section 1.     Creation.** Pursuant to the Joint Powers Law, there is hereby created a commission to be known as the “**Wisconsin PACE Commission**” (the “*Commission*”).

**Section 2.     Purpose.** This Agreement is a contract entered into pursuant to the provisions of the Joint Powers Law. The purpose of this Agreement is to establish a joint powers commission for the joint exercise of any power or duty of the Members under applicable law. In particular, the purpose of the Commission is to adopt, implement and administer a uniform program for the qualification for, and approval, granting, administration and collection of, PACE loans (the “*PACE Program*”). Such purposes shall be accomplished in the manner provided in this Agreement.

**Section 3.     Effectiveness; Term.** This Agreement shall become effective and be in full force and effect and a legal, valid and binding agreement of each of the Members on the date that the Board shall have received from at least two of the Initial Members an executed counterpart of this Agreement, together with a certified copy of a resolution of the governing body of each such Initial Member approving this Agreement and the execution and delivery hereof. This Agreement shall continue in full force and effect until such time as it is terminated by written instrument executed by all of the Members.

**Section 4.     Powers.** The Commission shall have the power, in its own name, to exercise any powers or duties of the Members required or authorized by law and to exercise all additional powers given to a joint powers commission under any law, including, but not limited to, the Joint Powers Law, for any purpose authorized under this Agreement. Such powers shall include the power to make loans or otherwise arrange, participate in or facilitate the financing of energy or water efficiency improvement projects or renewable resource applications as provided in the PACE Statute including, without limitation, the exercise of the power and authority, without further action by the Member, to impose special charges pursuant to the PACE Statute on real property within the Members’ jurisdictions. The Commission is hereby authorized to do all acts necessary or convenient for the exercise of such power and authority, including, but not limited to, any or all of the following: (i) to make and enter into contracts; (ii) to employ agents and employees; (iii) to acquire, construct, provide for maintenance and operation of, or maintain and operate, any buildings, works, improvements, equipment or furnishings; (iv) to acquire, hold or dispose of property wherever located; (v) to incur debts, liabilities or obligations; (vi) to receive gifts, contributions and donations of property, funds, services, and other forms of assistance from persons, firms, corporations or any governmental entity; (vii) to sue and be sued in its own name; (viii) to make grants to governmental and nonprofit organizations to accomplish any of its purposes; (ix) to establish and collect fees; and (x) generally to do any and all things necessary or convenient to accomplish its purposes.

**Section 5. Contractors and Subcontractors.** The Commission may enter into a contract with a third-party contractor for the provision of services related to the PACE Program. Such contractor shall be a nonstock corporation organized under Ch. 181 of the Wisconsin Statutes with its principal place of business located in the State of Wisconsin. The participant fee schedule established by the Board (as defined below) shall make provision for reasonable compensation and payment of the expenses of such contractor as may be set forth in the contract. A contractor may subcontract for any of its services to the extent permitted by the contract. The Board is also authorized to hire counsel or other consultants or advisers as it deems necessary in carrying out his functions.

**Section 6. Members' Obligations.** Each Member by its execution hereof acknowledges and agrees that it shall do all things necessary and appropriate in respect of the collection of special charges (or installments thereof), the certification of special charges on the tax rolls, the remittance of special charges collected as directed by the Commission and otherwise as such Member would perform in connection with special charges imposed by it on real property within its jurisdiction; and further shall cooperate with the Commission in respect of the enforcement of the liens of special charges on such properties.

**Section 7. Governance; Administration**

(a) Board of Directors. The Commission shall be governed by a Board of Directors (the "Board"). The Board shall oversee all functions of the Commission under this Agreement and, as such, shall be vested with the powers set forth herein, shall administer this Agreement in accordance with the purposes and functions provided herein and shall otherwise exercise all powers set forth in the Joint Powers Law on the Commission's behalf.

(b) Classes of Directors. The Board shall be divided into two classes known as the "Representative Director Class" and the "Nominee Director Class" consisting of the number of members (each a "Director") serving for the terms as provided in this Section 7. In this Agreement, the term "Board" shall mean the entire Board (comprising all Representative Directors and Nominee Directors) and the term "Director" shall be used to refer generally to either a Representative Director or a Nominee Director).

(1) *Representative Directors.* The number of Representative Directors shall correspond to the number of Members of the Commission from time to time. Each Member of the Commission shall designate, by name or *ex officio*, one public official to serve as its representative on the Board. The term "public official" means an individual who holds a local public office, as that term is defined in Section 19.42(7w) of the Wisconsin Statutes, for the Member of the Commission designating him or her as its Representative Director. Each Representative Director shall serve at the pleasure of the Member designating him or her to such position; *provided*, that a Representative Director shall be deemed to have resigned upon withdrawal from the Commission of the Member designating him or her to such position. A majority of the Directors shall at all times be Representative Directors ex-

cept that such requirement shall not apply until the Commission has at least four (4) Members.

(2) *Nominee Directors.*

(i) The number of Nominee Directors shall initially be three (3), nominated one each by the Wisconsin Counties Association, the League of Wisconsin Municipalities and the Green Tier Legacy Communities (the "Supporting Organizations"). Thereafter, so as to insure that at all times Representative Directors comprise a majority of the Board, at such time as the Commission has at least seven (7) Members, the number of Nominee Directors shall be increased to six (6) and at such time as the Commission has at least ten (10) Members, the number of Nominee Directors shall be increased to nine (9), in each case with the additional directors nominated by the Sponsoring Organizations as provided above.

(ii) Nominee Directors may but need not be public officials.

(iii) Each Nominee Director shall serve for an initial term expiring at the first annual Board meeting held after December 31, 2016. The successors to such Nominee Directors shall be selected by majority vote of the entire Board consistent with a nomination process to be established by the Board. Thereafter, Nominee Directors shall serve staggered three (3) year terms expiring at the Annual Board Meeting in every third year or until their respective successors are appointed. Any appointment to fill an unexpired term, however, shall be for the remainder of such unexpired term. The term of office specified herein shall be applicable unless the term of office of a Nominee Director is terminated as hereinafter provided, and provided that the term of any Nominee Director shall not expire until a successor thereto has been appointed as provided herein.

(iv) The number of Nominee Directors may be increased or decreased by resolution adopted by the Board from time to time, *provided*, that any decrease in the number of Nominee Directors shall not decrease the term of any current director at the time of such decrease.

(v) A Nominee Director may be removed and replaced at any time by a majority vote of the Board.

(3) *Executive Committee.* The Board shall by resolution create an Executive Committee which shall be charged with carrying out the supervisory functions of the Board in such manner as the Board so directs. A majority of the members of the Executive Committee shall be Representative Directors.



(4) *Expenses.* Directors shall be entitled to reimbursement for any actual and necessary expenses incurred in connection with serving as a Director, if the Board shall determine that such expenses shall be reimbursed and there are unencumbered funds available for such purpose. The Board may establish a per diem and/or expense reimbursement policy by resolution.

(c) Meetings of the Board.

(1) *Meetings Generally.* All meetings of the Board, including, without limitation, regular, adjourned regular, special, and adjourned special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Wisconsin Open Meetings Law, Wis. Stat. § 19.81 *et seq.* (the "Open Meetings Law"). To the extent permitted by the Open Meetings Law, Board meetings may be held by telephone conference or other remote access technology as approved by the Board. A director shall be "present" at any regular or special meeting if he or she participates in person or telephone conference or other remote access technology as approved by the Board.

(2) *Proxy Voting.* Directors may not vote by proxy.

(3) *Regular Meetings.* The Board shall from time to time establish a schedule for its regular meetings; *provided, however*, it shall hold at least one regular meeting each year. The date, hour and place of the holding of regular meetings shall be fixed by resolution of the Board.

(4) *Special Meetings.* Special meetings of the Board may be called in accordance with the provisions of the Open Meetings Law. The date, hour and place of the holding of special meetings shall be fixed by resolution of the Board

(5) *Minutes.* The Secretary of the Commission shall cause to be kept minutes of the regular, adjourned regular, special, and adjourned special meetings of the Board and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director.

(6) *Quorum and Voting, Generally.* Except as provided in Sub. 6, below: (i) a majority of the Directors shall constitute a quorum for the transaction of business; (ii) Representative Directors and Nominee Directors shall vote as a single class on all matters to come to a vote of the Board; and (iii) no action may be taken by the Board except upon the affirmative vote of a majority of the Directors present (or, with respect to any matter, such greater number as may be provided by the By-Laws or resolution of the Board), except that less than a quorum may adjourn a meeting to another time and place.

(7) *Special Quorum and Voting Requirements.* With respect to any vote to approve the imposition of a special charge on real property pursuant to the PACE Statute, the following shall apply:

(i) A quorum with respect to such vote shall exist only if (A) a majority of the Directors are present, and (B) a majority of the Directors who are present are Representative Directors.

(ii) No imposition of a special charge on real property shall be approved except upon the affirmative vote of (A) a majority of the Directors present and (B) a majority of the Representative Directors present.

(d) Officers; Duties; Official Bonds. The officers of the Commission shall be the Chair, Vice-Chair, Secretary and Treasurer, such officers to be elected by the Board from among the Directors, each to serve until such officer is re-elected or a successor to such office is elected by the Board. Each officer shall have the following general duties and responsibilities in addition to any further specific duties and responsibilities set forth herein, in the By-Laws or by resolution of the Board.

(1) The Chair shall be the chief executive officer of the Commission and shall be responsible for the calling of, and shall preside at, meetings of the Board.

(2) The Vice-Chair shall exercise the duties and functions of the Chair in the Chair's absence.

(3) The Secretary shall cause to be kept minutes of the regular, adjourned regular, special, and adjourned special meetings of the Board and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director.

(4) The Treasurer shall be the depositary of the Commission to have custody of all money of the Commission, from whatever source derived and shall have the powers, duties and responsibilities specified in by-laws or by resolution, and is designated as the public officer or person who has charge of, handles, or has access to any property of the Commission.

(e) Committees; Officers and Employees. The Board shall have the power to appoint such other committees, officers and employees as it may deem necessary.

(f) Delegation of Authority. The Board shall have the power, by resolution, to the extent permitted by the Joint Powers Law or any other applicable law, to delegate any of its functions to one or more of the Directors or officers, employees, administrators or agents of the Commission (including, without limitation, the contactor and any counsel or consultant hired or appointed pursuant to Section 5) and to cause any of said Directors, officers, employees or agents to take any actions and execute any documents or instruments for and in the name and on behalf of the Board or the Commission.

(g) By-Laws. The Commission may adopt, from time to time, by resolution of the Board such by-laws for the conduct of its meetings and affairs as the Board may determine to be necessary or convenient.

**Section 8. Fiscal Year.** The Commission's fiscal year shall be the period from January 1 to and including the following December 31, except for the first fiscal year which shall be the period from the date of this Agreement to December 31, 2016.

**Section 9. Disposition of Assets.** At the end of the term hereof or upon the earlier termination of this Agreement as set forth in Section 3, after payment of all expenses and liabilities of the Commission and provision for the continuing administration of all PACE financings that have been completed and are outstanding at the time of such termination, all property of the Commission both real and personal shall automatically vest in the Members in the manner and amount determined by the Board in its sole discretion and shall thereafter remain the sole property of the Members; *provided, however*, that any surplus money on hand shall be returned in proportion to any contributions made by the Members and not previously repaid.

**Section 10. Accounts and Reports; Audits.** All funds of the Commission shall be strictly accounted for. The Commission shall establish and maintain such funds and accounts as may be required by good accounting practice. The books and records of the Commission shall be open to inspection at all times by each Member. The Treasurer of the Commission shall cause an annual audit to be made of the books of accounts and financial records of the Commission by a certified public accountant or public accountant. Any costs of the audit, including contracts with, or employment of, certified public accountants or public accountants in making an audit pursuant to this Section 10, shall be borne by the Commission and shall be a charge against any unencumbered funds of the Commission available for that purpose.

**Section 11. Funds.** The Treasurer shall receive, have the custody of and disburse Commission funds pursuant to the accounting procedures developed under Section 10, and shall make the disbursements required by this Agreement or otherwise necessary to carry out any of the provisions of purposes of this Agreement.

**Section 12. Notices.** Notices and other communications hereunder to the Members shall be sufficient if delivered to the clerk of the governing body of each Member.

**Section 13. Additional Members; Withdrawal of Members.**

(a) Counties. Any County in this State may be added as a party to this Agreement and become a Member upon: (i) the filing by such County with the Commission an executed counterpart of this Agreement, together with a certified copy of the resolution of the governing body of such County approving this Agreement and the execution and delivery hereof; (ii) adoption by the County of the Model PACE Ordinance in accordance with Section 14(a) hereof and a certified copy of the resolution adopting same; and (iii) adoption of a resolution of the Board approving the addition of such County as a Member. Upon satisfaction

of such conditions, the Board shall file such executed counterpart of this Agreement as an amendment hereto, effective upon such filing.

(b) Municipalities. Any Municipality in this State may be added as a party to this Agreement and become a Member upon: (i) the filing by such Municipality with the Commission an executed counterpart of this Agreement, together with a certified copy of the resolution of the governing body of such Municipality approving this Agreement and the execution and delivery hereof; and (ii) adoption of a resolution of the Board approving the addition of such Municipality as a Member. Upon satisfaction of such conditions, the Board shall file such executed counterpart of this Agreement as an amendment hereto, effective upon such filing.

(c) Withdrawal. A Member may withdraw from this Agreement upon written notice to the Board; *provided, however*, that no such withdrawal shall reduce the number of Members to fewer than two (2). Any such withdrawal shall be effective only upon receipt of the notice of withdrawal by the Secretary which shall acknowledge receipt of such notice of withdrawal in writing and shall file such notice as an amendment to this Agreement effective upon such filing. Withdrawal by a Member shall not affect any outstanding PACE loans within such Member's jurisdiction or the Member's obligations, if any, with respect to the certification, collection and remittance of special charges in accordance with the PACE Program, nor shall withdrawal entitle any former Member to impose a tax, fee or charge prohibited to the remaining Members under Section 17.

#### **Section 14. Model PACE Ordinance for County Members.**

(a) As a condition to membership in the Commission, each County Member shall have adopted an ordinance (the "Model PACE Ordinance") in substantially the form, and substantively to the effect, set forth in EXHIBIT A to this Agreement.

(b) As a condition to continued membership in the Commission, a County Member shall not have repealed its Model PACE Ordinance or amended its Model PACE Ordinance unless such amendment has been submitted to and approved by the Board (a "Conforming Amendment") prior to its adoption. The Board shall not unreasonably withhold approval of such an amendment but shall not approve any amendment to a County Member's Model PACE Ordinance that, in the opinion of the Board, would frustrate or unreasonably interfere with the uniform application and administration of the PACE Program. Approvals or non-approvals by the Board shall be final and conclusive.

(c) The repeal of or adoption of an amendment (other than a Conforming Amendment) to a County Member's Model PACE Ordinance shall be deemed to be a voluntary withdrawal by such County Member with the effects set forth in Section 13(c).

**Section 15. Indemnification.** To the fullest extent permitted by law, the Board shall cause the Commission to indemnify any person who is or was a Director or an officer, employee of other agent of the Commission, and who was or is a party or is threatened to be

made a party to a proceeding by reason of the fact that such person is or was such a Director or an officer, employee or other agent of the Commission, against expenses, including attorneys' fees, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding, if such person acted in good faith in a manner such person reasonably believed to be in the best interests of the Commission and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful and, in the case of an action by or in the right of the Commission, acted with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The Board may purchase a policy or policies of insurance in furtherance of any indemnification obligation created.

**Section 16. Contributions and Advances.** Contributions or advances of public funds and of the use of personnel, equipment or property may be made to the Commission by Members for any of the purposes of this Agreement. Payment of public funds may be made to defray the cost of any such contribution or advance. Any such advance may be made subject to repayment, and in such case shall be repaid, in the manner agreed upon by the Commission and the Member making such advance at the time of such advance. It is mutually understood and agreed to that no Member has any obligation to make advances or contributions to the Commission to provide for the costs and expenses of administration of the Commission or otherwise, even though any Member may do so.

**Section 17. Prohibition on Charges.** No Member may impose upon or demand or collect from any Participant any tax, fee, charge or other remuneration as a condition to a Participant's obtaining PACE financing through or with the assistance of the Commission, except that Members may be permitted to do so pursuant to a uniform participant fee schedule established from time to time by the Board as part of the PACE Program.

**Section 18. Immunities.** To the fullest extent permitted by law, all of the privileges and immunities from liabilities, exemptions from laws, ordinances and rules, and other benefits which apply to the activity of officers, agents or employees of Members when performing their respective functions, shall apply to the same degree and extent to the Directors, officers, employees, agents or other representatives of the Commission while engaged in the performance of any of their functions or duties under this Agreement.

**Section 19. Amendments.**

(a) Amendments to the Agreement may be proposed by the Board or by any two Members. Except as provided in Section 13 and in Subsection (c), below, this Agreement shall not be amended, modified, or altered, without the affirmative approval of the Board and the affirmative written consent of each of the Members; *provided*, that if the number of Members exceeds ten (10) in number, this Agreement may also be amended with the affirmative approval of the Board and negative consent of each Member. To obtain the negative consent of the Members, the following procedure shall be followed: (i) the Commission shall provide each Member with a notice at least sixty (60) days prior to the date such proposed

amendment is to become effective explaining the nature of such proposed amendment and this negative consent procedure; (ii) the Commission shall provide each Member who did not respond a reminder notice at least thirty (30) days prior to the date such proposed amendment is to become effective; and (iii) if no Member objects to the proposed amendment in writing within sixty (60) days after the initial notice, the proposed amendment shall become effective with respect to all Members. No amendment may impose a direct financial obligation on any Member without that Member's affirmative written consent.

(b) The Board may, without the consent of the Members, amend this Agreement if, in its reasonable opinion and upon the advice of counsel, if deemed appropriate, upon which advice the Board may rely, such amendment is technical or clarifying in nature and does not substantively affect the rights and responsibilities of the Members. Notice of such amendment shall be provided to the Members at least twenty (20) but not more than sixty (60) days prior to the date such proposed amendment is to become effective explaining the nature of such proposed amendment and, upon the written request of any two (2) Members, the Board shall submit the proposed amendment for ratification by the Members in accordance with the procedure otherwise set forth in this Section 19.

**Section 20. Partial Invalidity.** If any one or more of the terms, provisions, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants and conditions of this Agreement shall not be affected thereby, and shall be valid and enforceable to the fullest extent permitted by law.

**Section 21. Successors.** This Agreement shall be binding upon and shall inure to the benefit of the successors of the parties hereto. Except to the extent expressly provided herein, no Member may assign any right or obligation hereunder without the consent of the other Members.

**Section 22. Miscellaneous.**

(a) This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

(b) The Section headings herein are for convenience only and are not to be construed as modifying or governing the language in the Section referred to.

(c) Wherever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

(d) This Agreement shall be governed under the laws of the State of Wisconsin.

(e) Any future amendments to the Joint Powers Laws shall be automatically incorporated into the terms of this Agreement and any terms of this Agreement inconsistent with future amendments to the Joint Exercise of Powers Laws shall, only to the extent necessary, be reformed in a manner consistent with the amendments.

(f) This Agreement is the complete and exclusive statement of the agreement among the Members, which supersedes and merges all prior proposals, understandings, and other agreements, whether oral, written, or implied in conduct, between and among the Members relating to the subject matter of this Agreement.

*[SIGNATURES ON FOLLOWING PAGE]*

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their duly authorized representatives as of the day and year first above written.

On behalf of Wood County:  By: _____ Its: _____	On behalf of Wood County:  By: _____ Its: _____
On behalf of Wood County:  By: _____ Its: _____	On behalf of Wood County:  By: _____ Its: _____
On behalf of Wood County:  By: _____ Its: _____	On behalf of Wood County:  By: _____ Its: _____



## ORDINANCE \_\_\_\_\_

### WOOD COUNTY PROPERTY ASSESSED CLEAN ENERGY ("PACE") FINANCING ORDINANCE

The County Board of Supervisors of the County of Wood does ordain as follows:

#### Chapter 1. PROPERTY ASSESSED CLEAN ENERGY FINANCING.

(1) PURPOSE. The County finds that renovations or additions to premises located in the County made to improve energy efficiency, improve water efficiency, and/or use renewable resource applications, increase property values, stimulate local economic activity, provide local and global environmental benefits, and promote the general welfare of County residents. The purpose of this Section is to facilitate loans arranged by property owners or lessees to make such improvements by treating loan principal and interest, fees, and other charges as special charges eligible for inclusion on the tax roll for these properties.

(2) STATUTORY AUTHORITY. This ordinance is enacted pursuant to Wis. Stat. § 66.0627, as amended, which authorizes a County to make a loan or enter into an agreement regarding loan repayments to a 3rd party for owner-arranged or lessee-arranged financing, to an owner or a lessee of a premises located in the County for making or installing an energy efficiency improvement, a water efficiency improvement or a renewable resource application to a premises.

(3) DEFINITIONS. In this section:

(a) "Annual installment" means the portion of the PACE loan that is due and payable for a particular year under the supplemental agreement.

(b) "Borrower" means the property owner or lessee of the subject property that borrows the proceeds of a PACE loan.

(c) "Default loan balance" means the outstanding balance, whether or not due, of a PACE loan at the time that the County receives foreclosure proceeds.

(d) "Foreclosure proceeds" means the proceeds received by the County from the disposition of a subject property through an *in rem* property tax foreclosure.

(e) "Loan amount" means the principal, interest, administrative fees (including the Program Administrator's fees) and other loan charges to be paid by the borrower under the PACE loan.

(f) "PACE" means the acronym for property assessed clean energy.

(g) "PACE default provisions" means:

1. The delinquent annual installment(s) due when the County initiates the *in rem* property tax foreclosure on the subject property;

2. Any additional annual installment(s) that become due between the time that the County initiates *in rem* property tax foreclosure on the subject property and the date the County receives the foreclosure proceeds;

3. Any default interest charges applied to unpaid annual installments referenced in subs. (1.) and (2.) above, as provided in the supplemental agreement; and

4. Any default loan balance.

(h) "PACE lender" means any person that makes a PACE loan, and which may include an affiliate of the borrower.

(i) "PACE loan" means a loan made by a PACE lender to a borrower under this Section for energy efficiency improvements, water efficiency improvements, or renewable resource applications made to or installed on a subject property.

(j) "Person" means any individual, association, firm, corporation, partnership, limited liability company, trust, joint venture or other legal entity, or a political subdivision as defined in Wis. Stat. § 66.0627.

(k) "Program Administrator" means the person retained by the Wisconsin PACE Commission as provided in subsection (5)(b).

(l) "Subject property" means any premises located in the County on which an energy efficiency improvements, water efficiency improvements, or renewable resource applications are being or have been made and financed through an outstanding PACE loan.

(m) "Supplemental agreement" means a written agreement among a borrower, a PACE lender and the County, as provided for in subsection (7).

(n) "Wisconsin PACE Commission" means the Wisconsin PACE Commission formed under Wis. Stat. § 66.0301, as amended, by the County and one or more other political subdivisions as defined in Wis. Stat. § 66.0627, pursuant to a Joint Exercise of Powers Agreement relating to the Wisconsin PACE Commission.

(4) PACE LOANS AS SPECIAL CHARGES; DELINQUENT AMOUNTS AS LIENS. Any PACE loan made and secured pursuant to this Section shall be considered a special charge on the subject property. Any annual installment or portion of a PACE loan made and secured pursuant to the Section that becomes delinquent according to the terms of the PACE loan shall be a lien against the subject property and placed on the tax roll, as permitted pursuant to Wis. Stat. §66.0627 as amended.

(5) WISCONSIN PACE COMMISSION.

(a) Any of the powers and duties of the County under this Section, except for those under subsection (9) may (but are not required to) be delegated to the Wisconsin PACE Commission.

(b) The Wisconsin PACE Commission is further authorized to retain a Program Administrator to act as its agent and administer the PACE program, subject to adherence with PACE program requirements set forth in this Section and in Wis. Stat. § 66.0627 as amended.

(6) LOAN APPROVAL.

(a) A prospective borrower applying for a PACE loan shall comply with the loan application process set forth in the program manual approved by the County.

(b) The County shall approve the financing arrangements between a borrower and PACE lender.

(7) SUPPLEMENTAL AGREEMENT.

(a) The County, the borrower and the PACE lender shall execute the supplemental agreement which, without limitation:

1. Shall inform the participants that the PACE loan amount shall be

imposed as and considered a special charge, and each year's annual installment may be included on the property tax roll of the subject property as a special charge and an annual installment that is delinquent shall be a lien against the subject property pursuant to Wis. Stat. § 66.0627, as amended;

2. Shall recite the amount and the term of the PACE loan;
3. Shall provide for the amount, or a method for determining the amount, of the annual installment due each year;
4. Shall provide whether default interest may be applied to unpaid annual installments;
5. Shall require the PACE lender and the borrower to comply with all federal, state and local lending and disclosure requirements;
6. Shall provide for any fees payable to the County and/or Program Administrator;
7. Shall recite that the supplemental agreement is a covenant that runs with the land;
8. May provide for prepayments of annual installments by the borrower with a resulting reduction in the special charge for the prepayment, subject to any prepayment premium charged by the PACE lender, if any; and
9. May allow for amendment by the parties.

(b) Prior to executing the supplemental agreement, the owner of the subject property, if different from the borrower, and any existing mortgage holder(s) on the subject property must have executed a separate writing acknowledging the borrower's use of PACE financing for the subject property and the special charge that will be imposed under this Section and its consequences, including the remedies for collecting the special charge.

(c) Each PACE loan shall be amortized over the term of the PACE loan as provided in the supplemental agreement.

(d) The annual payments of a PACE loan may be payable in installments as authorized by Wis. Stat. § 66.0627, as amended.

(8) ANNUAL INSTALLMENTS ADDED TO TAX ROLLS. Upon the request of the Program Administrator the County shall place each year's annual installment on the tax roll for the subject property as permitted pursuant to Wis. Stat. § 66.0627, as amended.

(9) REMITTANCE OF SPECIAL CHARGES. The County shall promptly remit to the Wisconsin PACE Commission any payment(s) for a special charge imposed under this Section, including penalties and charges thereon, it may receive from any taxing district or the County treasurer pursuant to Wis. Stat. Ch. 74, as amended.

(10) PROPERTY TAX FORECLOSURE PROCEDURES.

(a) The County elects to utilize the provisions of Wis. Stat. § 75.521, as amended, for the purpose of enforcing tax liens if a subject property owner fails to pay any special charges imposed on the subject property under this Section as required.

(b) The County shall begin an in rem property tax foreclosure proceeding on the subject property at the earliest time allowed under Wisconsin Statutes, unless the County

determines that subject property is a "brownfield" (as defined is Wis. Stat. § 75.106, as amended) or that in rem property tax foreclosure is not in the best interests of the County due to the condition of the property or for other reasons.

(c) If the County has determined that it will not commence an in rem property tax foreclosure proceeding, then the PACE lender may request that the County, pursuant to Wis. Stat. § 75.106, as amended, assign the County's right to take judgment against the subject property, provided that the PACE lender and the County fully comply with all provisions of Wis. Stat. § 75.106, as amended, concerning the subject property and the PACE lender agrees to pay the amounts required by Wis. Stat. § 75.36(3)(a)1 and 1m, as amended.

(11) SALE OF FORECLOSED PROPERTY. If the County prevails in an in rem property tax foreclosure action against a subject property, the County shall diligently proceed to sell the subject property pursuant to the procedures set forth in Wis. Stat. § 75.69, as amended.

(12) DISTRIBUTION OF FORECLOSURE PROCEEDS. The County treasurer shall follow the procedures set forth in Wis. Stat. § 75.36, as amended, to distribute the proceeds from the sale of a subject property.

**Section 2.** This Ordinance shall take effect the day after passage and publication as required by law.

PASSED:  
PUBLISHED:

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: May 5, 2017  
 TIME: 9 a.m.  
 PLACE: Room 115 Wood County Courthouse  
 TIME ADJOURNED: 10:56 a.m.  
 MEMBERS PRESENT: Chairman Bill Clendenning, Ed Wagner, Bill  
 Leichtnam, Ken Curry, Dave LaFontaine  
 OTHERS PRESENT: Peter Kastenholz, see attached list.

1. At 9 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Moved by Curry, seconded by Wagner, to approve the minutes of the April 7, 2017, Committee meeting. All ayes.

4. The Committee reviewed department reports and monthly voucher reports:

Moved by Wagner, seconded by LaFontaine, to approve the reports and payment of vouchers of Branch I, II, and III, Child Support, Clerk of Courts, Register of Deeds, Family Court Commissioner, Corporation Counsel, District Attorney, and Victim/Witness. All ayes.

5. Discussion on Child Support education reimbursement/employee handbook/payroll issues.

There was a recognition that the county's educational reimbursement program is not very clear at this time. There is a Career Advancement Program in place but it is vague as to what it actually allows. The Committee understands that Human Resources is working on this policy but it looks like the budget process will be concluded before finalization of the policy. No action taken.

Payroll issues in Child Support explained to the committee. Wagner explained work is being done on payroll problems.

6. The Committee met with Judge Todd Wolf to discuss use of the Airport Avenue CBRF for drug court participants. Outpatient Treatment Manager Sue Sheveland shared some numbers of Wood County residents who are receiving AODA treatment programming. Moved by Wagner, seconded by Leichtnam, to refer to Public Safety and Health & Human Services Committees a recommendation to make available for the drug court a CBRF for living/residential purposes. All ayes.

7. Reviewed Rodeghier EEOC litigation. Corporation Counsel Kastenholz explained that Insurance Administrator Terry Stelzer was successful in getting one of our insurers to admit they have coverage for this matter and will provide counsel henceforth on this ERD/EEOC proceeding.

8. There was one new notice of injury/claim filed with the County. The notice of injury/claim of Douglas Stout was reviewed by the committee and will be forwarded to the county board.
9. There were no new animal claims against the County.
10. The Committee reviewed correspondence and legislative issues.
  - a. Water subcommittee. Committee members discussed the existence of a Southeast Wood County Subcommittee on water that is active and productive. The CEED Committee has representatives on that committee and that is why we don't need a subcommittee on water here.
  - b. Resolution for groundwater protection legislation. Moved by Leichtnam, seconded by Clendenning, to support the resolution to encourage the state legislature to support legislation leading to sound groundwater management plans for all areas of the state. All ayes.
  - c. Corporation Counsel memo entitled "Who the Corporation Counsel Represents" was reviewed by the Committee and will be submitted to the county board.
11. County Board rules.
  - a. Resolution to amend Rule 43 on handling of proceeds of personal property sales. Moved by Wagner, seconded by LaFontaine, to approve the resolution amending Rule 43. All ayes.
12. Agenda items for the June 2017, meeting:
  - Report from Southeast Wood County Groundwater group.
  - Rule change for consolidation of Human Services and Edgewater into one department.
13. The next committee meeting will be Monday, June 5, 2017, at 1 p.m.
14. At 10:46 a.m., it was moved by LaFontaine, seconded by Leichtnam, pursuant to Wis. Stat. § 19.85(1)(c) to go into closed session to discuss wage compensation and job performance of a department head the Committee oversees. Roll call taken: Clendenning - yes, Wagner - yes, Curry - yes, Leichtnam - yes, LaFontaine - yes.
15. At 10:55 a.m., it was moved by Wagner, seconded by LaFontaine, to return to open session. All ayes.

Moved by Wagner, seconded by LaFontaine, to move the Child Support Director to Step 6 pay rate effective June 1, 2017. All ayes.

16. Moved by Curry, seconded by Bill Leichtnam, to adjourn. All ayes. Meeting adjourned at 10:56 a.m.

Minutes taken by Peter Kastenholz and approved by Ken Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

C: Hon. Todd P. Wolf  
Susan Sheveland  
Public Safety Committee  
Health & Human Services Committee

5-5-17

## Judicial / Legislative Committee Attendees

Brandon Vroman

WC HSP

Adam Fischer

WC DOS

Brent Vroman

CSA

Sen. C. S. Shuckard

WC OVC

Todd PWF

Judge Br S

Dennis Polach

WCB - #14



**Wood County Criminal Justice Task Force Minutes  
March 22, 2017**

**Present:** Adam Stublaski, Dept. of Corrections; Caitlin Saylor, Dept of Corrections; Cindy Joosten, Clerk of Courts; Jackie Arnold, Clerk of Courts; David Dickmann, Public Defender; Lori Heideman, Wood County Dispatch; Shawn Woods, Nekoosa PD; Craig Lambert, District Attorney; Patrick Zeps, Marshfield PD; Melvin Pedersen, Grand Rapids PD; Bill Clendenning, Wood County Board; Greg Potter, Branch 1; Emily Nolan Plutchak; Public Defender; Lance Pliml, Wood County Board; Todd Wolf, Branch 3, Trisha Anderson, Victim Witness.

Judge Potter called meeting to order. No additions or corrections to Minutes of 12/7/16 meeting and minutes are approved. No additions to today's agenda. No public comments

**Restitution Changes Per Act 355** – Trisha Anderson addresses victim's not getting restitution. She asks Justice Task Force for help and presents new legislation. See attached. She states that the Clerk of Courts can collect restitution and do tax intercept. She asks that Clerk of Courts speak to task force and have victims speak at task force as to hardship of not receiving restitution. Cindy Joosten addresses group and explains that she does not have the manpower at this time to collect restitution when a defendant is released from probation. Probation & Parole indicates that they are stepping up efforts to collect the restitution when defendant is on probation. Trisha talks about a program that has been tried that has increased collections significantly. It will be put on agenda for next meeting. She will also attempt to get some victims to come in and speak at next meeting. A question arose as to what Wood County history is in collecting restitution. Those numbers will be looked into and Clerk of Courts and Probation and Parole will provide those numbers at the next meeting.

**Pre-Trial/Jury Trial Process and Efiling** – Judge Potter addresses difficulties with efiling and how that affects new PTC process. Discussion of possible issue regarding Public Defender appointing counsel and not having the criminal complaints. Possible solution would be to push initial appearance back 3 weeks after bond hearing. David Dickmann thinks that efiling is working well now. Other efiling issues are discussed. Victim Impact Statements are discussed. Victim Impact Statements should be sent to Judges for review.

**Restorative Justice** – Trisha Anderson states that Victim Impact Panel was held on 3/14/17 and 48 people attended. There was a total of 62 people signed up. There were 4 warrants requested for defendants that did not show. Trisha is asking if anyone is interested in taking over for her if the Justice Task Force decides to continue the program. Craig Lambert feels it is a good program and it should be continued. The Restorative Justice committee does not meet. David Dickmann adds that most counties have a Criminal Justice person that handles Victim Impact Panels.

**Drug Court** – Todd Wolf states that Drug Court received a 5-year grant, but is reviewable. As a requirement of the grant, there must be an oversight committee, which he feels would be this committee. He will be providing statistics to be reviewed at future meetings. Risk assessment tool will be re-evaluated. CBRF is no longer being funded by the County and it is being worked on to get it back in the county budget. Future of CBRF is uncertain at this time. County Board is unsure if building will be used or sold. Drug Court currently has 31 participants. Group seems to be progressing at the current time.

**Juvenile Issues** – None at this time.

## **Round Table:**

DA Craig Lambert states that they have a new ADA, Leigh Neville-Neil. She is from Brown County.

Trisha Anderson introduces Act 356, which is effective 4/1/17, which addresses confidentiality program run by DOJ. Mail for victims who fear for their safety goes to an address in Madison and then is forwarded to them. Family Center and PDC may be using the program. Webinar is being held at Safe at Home Wisconsin.

Shawn Woods from Nekoosa PD indicates that there have been no problems with e-filing.

David Dickmann states that they will be adding public defender attorneys to his district and one will probably be added to Wood County. He questions work space in the courthouse for the attorneys.

Cindy Joosten states that the Clerk of Courts Office has been working on criminal e-filing, as it was implemented on 2/27/17.

Probation & Parole received a thank you from Team Leadership class. Adam Stublaski introduces Caitlin Saylor, a new supervisor at Probation & Parole. Judge Wolf questions ATR form from Marathon County. He likes the form and wonders if local Probation department can adopt the form. Caitlyn says she likes it too and will try to implement the form.

All restitution worksheets are confidential. Confidentiality of Victim Impact Statements is still being discussed. May be on a case-by-case basis. It will be discussed more at next meeting.

Judge Potter raises issue with the District Attorney about the late advising to the courts of the unavailability of witnesses. He said it is not fair to the defense counsel of the late notice. They need to notify Court and defense counsel as soon as they know of the unavailability of witnesses and conflicts.

Meeting adjourned at 1:10

Submitted 4/28/17  
Jackie Arnold  
Deputy Clerk of Courts

Adam Stuby/ashi  
Caitlin Saylor  
Cindy ~~Forrest~~  
David Dickmann  
Lou Heideman  
Shawn Woods  
CRAIG LAMBERT  
Patrick Zeps  
Melvin Pedersen  
Bill Clendinning  
Lance Pomeroy  
Emily Nefan Plutchak  
Lance Plimel  
Todd Wolf

DOC  
DOC  
COC  
PD  
WC dispatch  
Nekoosa PD  
D. A.  
Marshfield P.D.  
Grand Rapids P.D.  
Wood Co Board Dist 15  
Bc. I  
PD  
Co. Board  
B3

# Memorandum

SUPREME COURT OF WISCONSIN  
OFFICE OF COURT OPERATIONS  
PHONE (608) 266-3121 FAX (608) 267-0911



**DATE:** June 28, 2016

**TO:** Clerks of Circuit Court  
District Court Administrators

**FROM:** Amber Peterson, Legal Advisor

**SUBJECT:** New Restitution Legislation (2015 WI Act 355)

Effective July 1, 2016, 2015 WI Act 355 (<https://docs.legis.wisconsin.gov/2015/related/acts/355.pdf>) makes significant changes to the laws regarding restitution owed to victims of crime. The following is a summary of the legislative changes that most significantly affect clerks of court.

## **Certifying Restitution to the Department of Revenue (DOR) for Collection**

2015 WI Act 355 creates Wis. Stat. § 973.20(10)(b) that allows clerks of court and the department of corrections to certify restitution to DOR for collection through State Debt Collection (SDC) or Tax Refund Intercept Program (TRIP) if any of the following apply:

1. The court required that restitution be paid immediately and more than 30 days have passed since the order was entered;
2. The court required that restitution be paid within a specified period and more than 30 days have passed since the expiration of that period; or
3. The court required that restitution be paid in specified installments and the defendant is delinquent in making any of those payments.

To allow the 30 days to start "running" as soon as possible so restitution can be certified to DOR, a best practice recommendation is to have judges include specific dates by which restitution must be paid in their orders, as opposed to ordering that it be paid by the end of supervision.

### **Change in DOR Policy**

Before this legislative change, it was DOR's position that restitution could only be certified if a court order required the restitution be paid to the clerk of court. DOR's reasoning was that it

could not accept debts unless they were owed to a government agency. This legislation changes DOR's previous policy by explicitly allowing restitution to be certified to DOR, meaning that the order for restitution no longer has to be payable to the clerk of court. (See Wis. Stat. §§ 71.93(1)(a)7.; 71.935(1)(ar); and 973.20(10)(b).)

### **DOR Payment Order**

The legislation also modifies the order in which debts collected by DOR will be paid. Now, restitution debt will be paid after child support and before state agency debt. Money collected by DOR will be applied in the following order (See Wis. Stat. § 71.93(3)(a)1.-9. for a complete list):

1. DOR debt
2. Child support debt
3. Restitution debt
4. State agency debt, including courts
5. Etc.

### **County Policy**

If your county is not already certifying restitution to DOR for collection through SDC or TRIP, you may want to consider discussing this policy with your county. While clerks are not statutorily required to certify restitution to DOR, it is a helpful service to provide to victims of crime who are otherwise responsible for collecting restitution on their own.

### **Notifying Department of Corrections (DOC) of Satisfaction of Restitution**

Wis. Stat. § 973.20(11)(d) was created to require each clerk of court who collects restitution to "notify the department [of corrections] when a defendant has satisfied an order for restitution." This requirement is most likely intended to avoid the situation where a case is in DOC collect, but the defendant pays money to the clerk of court, and DOC is not aware that a payment was made.

To implement this requirement, the recommended practice is to send an Assessment Report to DOC indicating the payment and current restitution balance. We can assess whether a more formal process is needed based on feedback received.

## Modifications to the Judgment of Conviction (JOC) (CR-212)

2015 WI Act 355 requires that two changes be made to the JOC. The new JOC will be posted on July 1, 2016.

### 1. JOC Must Authorize DOC to Collect Restitution from Prison Account

Wis. Stat. § 973.20(11)(c) was created to require that if a defendant sentenced to prison is ordered to pay restitution, the JOC must authorize DOC to collect from the wages and other money held in the prisoner's account an amount or percentage DOC determines is reasonable for payment to victims. After consulting with DOC, the Records Management Forms Committee (RMC) added a statement to this effect on the JOC. There is no check box in front of the statement, meaning judges do not have to decide if it applies in each case – if applicable, it will apply automatically.

### 2. JOC Must Include DOC's Supervision Fee

Wis. Stat. § 973.20(12)(a) was modified to require the DOC supervision fee to be included with the amount of fines, costs, fees, surcharges, and restitution ordered on the JOC. The challenge with this requirement is that the exact amount of the supervision fee is not generally known at the time the JOC is completed. To avoid having to amend JOCs, DOC and RMC agreed to amend the JOC to include the following statement "If the defendant is placed on probation or released to extended supervision, IT IS ORDERED that the defendant pay supervision fees as determined by the Department of Corrections." This statement satisfies the requirement to include the amount of supervision costs on the JOC.

## Clerk's Annual Report to the Legislature

Wis. Stat. § 973.20(11)(e) was created to require DOC and each clerk of court office that collects restitution to annually submit a report to the legislature that specifies:

1. The total amounts of restitution ordered for each clerk of court to collect;
2. The administrative fee (5% restitution surcharge) each clerk of court collects; and
3. The amount of restitution collected by the clerk of court and disbursed to victims.

The reports will reflect numbers from July 1<sup>st</sup> to June 30<sup>th</sup> of each year. The first report will be due in July 2017 and will represent restitution numbers from July 1, 2016 – June 30, 2017.

### How To Capture These Numbers

CCAP will create a report that clerks can run next July to satisfy this new requirement. The report will use the RHT (Restitution Held in Trust) and the REST5 (Restitution Administrative Surcharge – 5%) Accounts to gather the required information.

### How Reports Will Be Submitted

To satisfy the reporting requirement, clerks will email a PDF version of the report to the chief clerk of each house of the legislature. As the July 2017 reporting date gets closer, Court Operations will email instructions for how to run the report and where to send it.

### Payment Priority of DOC Supervision Fee

Wis. Stat. § 304.074(3m) was created require that restitution be collected before the DOC supervision fee. This does not directly affect the clerks, but is informational.

### Changes to Garnishment Practice

2015 WI Act 355 makes two significant changes related to garnishment actions, including forms changes.

#### 1. No Filing Fee for Garnishments to Collect Victim Restitution

Wis. Stat. § 814.62(1) was modified to read “there is no filing fee for commencing a garnishment action to satisfy an order for victim restitution.” To help clerks identify when a garnishment action is intended to satisfy an order for victim restitution, a new check box has been added to the *Earnings Garnishment Notice (CV-421)*, which will be released July 1, 2016. Also, the Wisconsin Circuit Court Fee, Forfeiture, Fine and Surcharges Table (<https://www.wicourts.gov/courts/circuit/docs/fees.pdf>) will be updated and posted on the court’s website before July 1, 2016.

#### 2. No 13-Week Expiration for Garnishments to Collect Victim Restitution

Wis. Stat. § 814.405 was created to read that a garnishment of a debtor who owes victim restitution remains valid until the judgment is satisfied, unless sooner terminated by the court. Most other types of garnishment actions have a 13-week expiration period. The instruction page for *Earnings Garnishment (CV-422)* was modified to explain this change and will be released July 1, 2016.



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
May 2017

5

1. Goals. Attached is an updated status report on the ordinance review project.
2. UW Marshfield – Wood County Cell Tower. The UW Center Commission has been attempting to work with Begley Communications for a number of months to have a cell tower located on the campus. I have worked on both contract negotiations for leasing the property to Begley and ascertaining the necessary approvals for siting the tower on the campus. It appears that approval of the cell tower will be needed by the city, county and the Board of Regents. Begley's client, Verizon, wants the tower located in a very limited area due to transmission issues. The university's dean has not found that location palatable in light of its being within close proximity to structures that were built with significant private donations. His preference is a location within the arboretum, which is a wetland, thereby posing its own problems. I bring the matter to your attention as I have been spending a lot of time on it.
3. Rodeghier ERD/EEOC Complaint. Mr. Rodeghier, the former Norwood employee who appealed his termination via the Complaint Resolution Process to the county board, has filed a discrimination complaint with the ERD/EEOC. Rodeghier maintains that his termination was due to discrimination based upon creed, gender, nationality, age and opposing discrimination in the workplace. At this point in time I am preparing a responsive pleading on the county's behalf. After receiving that, the Equal Rights Division's assigned investigator will conduct interviews and gather the relevant data. The investigator will then issue a probable cause or no probable cause finding as to each of the allegations of discrimination. Either party may appeal a 'no probable cause' determination and an administrative law judge would then be assigned to conduct the hearing process. Any party adversely impacted by the outcome of a hearing could then appeal the matter to the Labor and Industry Review Commission (LIRC). As was done by the county board in its review of this case in February, the LIRC review is one of the record only. The LIRC's determinations are then appealable to a circuit court and from there through the normal judicial review process.

It is the type of case I have handled numerous times in the past but one that would take a lot of time and especially with someone who is unrepresented and as obsessed as Mr. Rodeghier has presented to date. For a while the county's insurance carrier paid for one-half the fees of outside counsel on these types of cases but that is now limited to cases involving unionized employees (sheriff's deputies). As a result, I haven't handled any of these cases for several years. My thought is it's probably better to go with counsel that specializes in this area. There is still plenty of time to refer this matter to outside counsel and you may want to wait until after the probable cause findings are made. This is something the committee should give some thought to insofar as not only the case at hand but also with respect to future representation on these cases; whether you want me to handle all, some, or none of them.

4. Presentations. The Human Services Department has received a grant to provide training to social workers, law enforcement and others on dementia, with the focus being on crisis prevention and the application of the various laws to dealing with an individual in a crisis. I will be presenting at the program on powers of attorney for finances and health care, guardianships and protective



placements, EMTALA, which is the federal law requiring hospitals to treat people irrespective of their financial status and insurance, and federal and state cases dealing with dementia and the interrelationship between the various laws. I'll also be giving a presentation in Marshfield to a similar audience on mental commitment related matters in early June.

5. Issues that arise. Last month I mentioned that I would keep tabs of some of the oddball stuff I work on as that is probably more interesting to the outsider than my normal routine of contracts, mental commitments, guardianships and child support matters. Anyway, over the course of a week, I addressed these issues:
- Advise Health Dept. on drafting OC spray policy.
  - Open meetings law time requirements question for River Block subcommittee.
  - Review Norwood's firearms policy and discuss issues regarding Marshfield PD.
  - Issue regarding a decedent's estate.
  - Address question on out-of-state paternity acknowledgment form.
  - Comprehensive plan boundaries application question.
  - Review proposed Ch. 51 legislative change and share with SW supervisor.
  - Ascertain the ability of county to take active measures to prevent an incompetent person from spreading sexually transmittable diseases.
  - Work with Treasurer on unpaid taxes on a joint use driveway where the owner is not a user of the driveway.
  - Work with Register in Probate on obligations of a private attorney in petitioning for a minor guardianship.
  - Review supplemental needs living trust for MA eligibility.
  - Review wild parsnip, forestry land donation and ground water resolutions.
  - Work on River Block parking easement with Elks' counsel.
  - Question on foster parent liability if child purchases a car.
  - Is attorney needed for an emergency protective placement or just a GAL?
  - Research Health Dept. record retention issue.



# Wood County WISCONSIN

5  
CHILD SUPPORT  
AGENCY

MAY 2017

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- Shannon Lobner and I attended the Child Support Directors' Dialogue on April 6<sup>th</sup> and 7<sup>th</sup> in Appleton. Tom Prete and I presented on the collaboration between Wood County Child Support and Wood County Human Services in linking customers to the Children First and FSET Programs.
- The Bureau of Child Support has additional funding available for 2017 to counties that have developed robust partnerships with employment and training programs in their local area. In order to receive the funds counties were instructed to submit a plan outlining the model they have created. I submitted our request for the additional funding on April 13<sup>th</sup>. Only 10 counties will receive additional funding so it will be a very competitive process.
- On April 24<sup>th</sup> agency staff participated in a meeting with the state in regards to changes that will be coming to the civil contempt procedure for child support cases.
- As Chair of the WCSEA Legislative Committee I continue to make a push for a \$500,000 annual increase in state GPR for the Child Support Program.
- Langlade County Child Support staff visited our agency on April 20<sup>th</sup> to learn more about e-filing and how we implemented the program.
- I visited Brown County on April 11<sup>th</sup> to get a better understanding of their SPSK program. The visit was very informative and furthered my desire to become a pilot county as the program expands.
- I will be facilitating a child support round table in Wisconsin Rapids on May 24<sup>th</sup>. This is a training exercise to get counties from across the state together to share best practices.
- I am in the process of determining how much more time agency staff members spend e-filing documents in comparison to the old manual process.
- The agencies performance numbers have remained solid. March was an excellent month in regards to current support collections. We are on target to meet all the federal performance measures for the year. This will keep our funding levels stable as we move forward.
- The current IV-D case count is 3,965.

RECEIVED

APR 21 2017

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NOTICE OF INJURY AND CLAIM

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

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

THE INCIDENT

RECEIVED

APR 24 2017

Date: 1-10-2017

WOOD CO. CORP. COUNSEL

Time: 3:30 P.M.

Place: WOOD COUNTY COURTHOUSE PARKING LOT

The circumstances giving rise to my claim are as follows:

I WAS LEGALLY PARKED IN PARKING LOT AND SNOW  
PLow DRIVER BACKED INTO MY CAR

The names of county personnel involved are: REUBEN Z. VAN TASSEL

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

THE CLAIM

I request the following monetary or other relief: MONETARY

4-21-2017  
Date

Douglas A. Stout  
Signature  
Print Name: DOUGLAS A. STOUT  
Address: 2630 BLUEBERRY LAKE  
WIS. RAPIDS WI  
54494  
Phone: 715-697-8010

# & Sons

0

Johnson & Sons Co  
1910 West Grand Ave  
Wisconsin Rapids, WI 54495  
Business Phone: 715-423-5210  
Fax Number: 715-423-8535  
parts@johnsonchrysler.com

Estimate  
Est #1029, ID #4487514

5

DOUG STOUT / 2630Blueberry Ln / Wisconsin Rapids, WI 54495 / Home Phone: 715-697-8010  
2005 Chrysler Pacifica Limited 4 Door Wagon AWD 3.5L 6 Cyl Gas Injected 4 Speed Auto Trans , VIN#: 2C8GF78485R381220

Veh. ....

Description	Part #	Price	Qty	Labor	Paint	Other
<b>LIFTGATE</b>						
Replace LIFTGATE SHELL	5101923AG	\$982.00	1	5.0 Body hrs.	2.5 hrs.	
1.0hrs. Clearcoat					1.0 hrs.	
Replace LIFTGATE ADHESIVE NAMEPLATE	5113248AA	\$57.45	1	0.2 Body hrs.		
Replace LIFTGATE ADHESIVE NAMEPLATE	4857971AA	\$35.45	1	0.2 Body hrs.		

## Totals

Type	Hours	Rate/hr	Total	Taxable
OEM Parts			\$1,074.90	✓
Body Labor	5.4	\$56.00	\$302.40	✓
Paint Labor	3.5	\$56.00	\$196.00	✓
Paint Supplies	3.5	\$36.00	\$126.00	✓
Taxable Amount			\$1,699.30	
Tax 5.500%			\$93.46	
Grand Total			\$1,792.76	
Net Total			\$1,792.76	

Department of Workforce Development  
Equal Rights Division  
P.O. Box 8928  
Madison, WI 53708-8928  
Telephone: (608) 266-6860  
Fax: (608) 267-4592  
TTY: (608) 264-8752



Scott Walker, Governor  
Raymond Allen, Secretary

April 11, 2017

JASON B RODEGHIER  
2300 E BECKER RD  
MARSHFIELD WI 54449  
Complainant

RE: ERD Case No. CR201700844  
EEOC Case No. 26G201700737C

COUNTY OF WOOD  
P O BOX 8095  
WIS RAPIDS WI 54495-8095  
Respondent

**To the Respondent:**

The enclosed complaint alleges a violation of the Wisconsin Fair Employment Act, Wis. Sections 111.31 - 111.397, Wis. Stats.

If you are interested in exploring early resolution of this dispute, please contact me immediately. The Equal Rights Division offers free mediation services prior to investigation with an experienced Administrative Law Judge/Mediator.

If you prefer an investigation, I must receive your written response to the complaint within 30 calendar days of the date of this letter. If you intend to hire an attorney, do so immediately so your answer is received within 30 days. In your response, please:

1. Raise applicable timely filing or jurisdictional objections, such as the 300-day statute of limitations.
2. Respond to the allegations made in the complaint, explain areas of disagreement, and provide any relevant documentation and comparative data which supports your position.
3. Redact any personal information, such as social security numbers and home addresses for any employees referenced in your response.

**Send a copy of your response to the Complainant and the Complainant's attorney, if known.**

**To the Complainant:**

No response is required of you at this time. I will contact you when I need information from you. Your complaint has been cross-filed with the Equal Employment Opportunity Commission (EEOC), which is a federal government agency that investigates discrimination complaints. Please keep me informed if your address or telephone number changes.

Please direct all correspondence and/or inquiries to:

Travis B Grimm, Equal Rights Officer  
Equal Rights - Madison  
201 E WASHINGTON AV ROOM A100, P O BOX 8928  
MADISON WI 53708-8928

RECEIVED  
APR 14 2017

signal to HR / copy to Corp Cust 145  
ERD-7087-MAD-E (R 01 16)

JASON B RODEGHIER  
Page 2  
April 11, 2017

Telephone: (608) 261-4894  
Fax: (608) 267-4592  
Travis.Grimm@dwd.wisconsin.gov

Sincerely,  
Civil Rights Bureau

Enclosure

cc: Complainant  
EEOC

State of Wisconsin  
Dept. of Workforce Development  
Equal Rights Division

**Discrimination Complaint  
Wisconsin Fair Employment  
Law**

ERD Case #

CR 2017-  
00844

For office use only

RECEIVED

Authorization for this form is provided under Section 111.39(1), Wisconsin Statutes. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

2017 APR -5 AM 11:07

DWD

READ instructions on page two FIRST then type or print in black ink.

**1. Complainant Information**

First Name Jason		
Middle Initial B.		
Last Name Rodeghier		
Street Address/PO Box 2300 E. Becker Rd.		
City Marshfield	State WI	Zip Code 54449
Telephone Number (715) 384-6164		
E-Mail Address jaskelrod2@yahoo.com		
May we call the Complainant at work? <input type="checkbox"/> Yes <input type="checkbox"/> No (currently unemployed)		
Work Telephone Number ( ) Ext.		

**2. Respondent Information**

The company, agency, or union you believe discriminated against you. Name only ONE Respondent per form. Do not name an individual person as Respondent.		
Name Norwood Health Center		
Street Address/PO Box 1600 N. Chestnut Ave.		
City Marshfield	State WI	Zip Code 54449
Telephone Number (715) 384-2188 Ext. 3229		
In what Wisconsin county did the violation take place? WOOD		

**3. CHECK ONLY THE BOXES THAT WERE THE REASON FOR DISCRIMINATION**

If you checked a box with an \*, the statement in that box must be completed.

I believe the Respondent(s) discriminated or took action against me because

<input type="checkbox"/> of my race * which is	<input type="checkbox"/> of my conviction record	<input type="checkbox"/> of polygraph testing
<input checked="" type="checkbox"/> of my creed (religion) * which is Evangelical Christian	<input checked="" type="checkbox"/> of my age (40 or older) * 47 yrs. my date of birth is 11/28/1969	<input type="checkbox"/> of my military service
<input checked="" type="checkbox"/> of my sex * which is Male	<input type="checkbox"/> of my marital status * which is	<input type="checkbox"/> of my use or nonuse of lawful products
<input type="checkbox"/> of my pregnancy or maternity	<input type="checkbox"/> of my sexual orientation * which is	<input type="checkbox"/> of genetic testing
<input checked="" type="checkbox"/> of my national origin/ancestry * which is Hispanic	<input type="checkbox"/> of my color * which is	<input type="checkbox"/> of my arrest record
<input type="checkbox"/> of my disability * which is	<input type="checkbox"/> I filed a previous discrimination complaint with Equal Rights. Enter Case #CR	<input checked="" type="checkbox"/> I opposed discrimination in the workplace (refer to direction (c))
<input type="checkbox"/> I declined to attend a meeting or to participate in a communication about religious matters or political matters.		
<input type="checkbox"/> I previously filed a family/medical leave complaint with the Equal Rights Division Enter Case Number: CR	<input type="checkbox"/> I testified or assisted with a discrimination complaint filed with the Equal Rights Division Enter Case Number: CR	
<input type="checkbox"/> I previously filed a wage and hour complaint with the Equal Rights Division Enter Case Number: LS	<input checked="" type="checkbox"/> The employer believed that I was going to file a wage and hour complaint with the Equal Rights Division	

**4. Dates of discrimination (Required; estimate if unsure)**

Date the discrimination began? mm/dd/yyyy December 2, 2015	Date of the most recent discrimination? mm/dd/yyyy February 21, 2017
---	---

### 5. Statement of discrimination:

Write a brief, concise statement explaining how you were discriminated against. Give the date each action occurred and the name of the person who took the action. Explain how each action(s) was related to the box(es) you checked in section #3 on page one. Include more 8 1/2 x 11 pages if needed.

- I am a 47-year old Hispanic man of Evangelical faith. On June 27, 2016, I was fired from my job of 27 years at Norwood Health Center in Marshfield, Wisconsin, for reasons that my employer has not made clear.
- The DON says I was fired because of work performance, but my work evaluations are above-average, and my supervisor told the DON on March 2, 2016, that I had corrected every issue that was brought to my attention.
  - My letter of termination says that I was fired for 'insubordination', but the Administrator told me by email that I had been given, and served a 3-day suspension. I acknowledged my act & apologized, but was not given a second chance. I have no prior disciplines on file, and my evaluations indicate that cooperation is among my greatest strengths.
  - Since an Impartial Hearing in November, 2016, the Human Resources Director claims that my termination is an 'At-will' situation.
  - A June 22, 2016 email from the Norwood Administrator to the HR Director, says I was fired because I kept complaining about workplace harassment (by the full-time receptionist because of my religion, and because of a co-worker who made fun of me because I am dark, and called me 'Slacker' which I took to mean 'Lazy Mexican.' ('Slacker' was my nickname).
  - 5 days after the Administrator sent this email to the HR Director, I was fired.

It is still not clear to me why I was fired. I asked my employer many questions about why I was being treated so differently than the other younger, female employees in my position, but they would not answer me because they said insist that my questions about harassment, discrimination, and my hostile work environment are not related to the act for which I was terminated (insubordination for not reporting to a new unit one morning).

On February 21, 2017, several members of the Wood County Board of Supervisors spoke out on my behalf, saying that my employer did not treat me fairly.

I was well-trained in the art of careful, accurate, and thorough documentation. When I realized on 12/2/2015, that my managers at work were not treating me fairly, I began documenting and journaling events as they happened, including names, dates, times, others present, and details of my observations and experiences—what was said to me, and what was done to me. (Cont.)

### 6. Certification and Signature

By my signature below, I certify that I have read the above complaint, and, under penalties of law, I declare that this complaint is true and correct to the best of my knowledge and belief.

Signature of Complainant or authorized representative

Jason B. Rodighiero

Date signed

4/3/2017



### 5. Statement of Discrimination :

Age 8 My termination is part of a larger effort to purge the Norwood nursing department of older employees.

1. The DON was aware that I was being harassed by other employees because of my faith and my ethnicity. The DON did not intervene because she expected me to resign out of frustration. Instead of resigning, I continued to report the harassment, and complain about it.
2. When it was clear that I was not going to quit, the DON then tried to force me to resign the same way she has forced many other older employees to resign — she made my job contingent upon my ability to meet expectations that were not reasonable, clear, or fair. Instead of resigning, I continued to work hard to meet those expectations, at great expense to my health, while continuing to complain to my managers about discrimination. My employer did not address, or respond to 2 written discrimination complaints that I submitted. R
3. Rather than address my complaints of workplace harassment and discrimination, my employer transferred me into an unsafe situation. I was fired because I waited in the lobby one morning for the Administrator to arrive so I could have a discussion with him about my concerns about safety. My supervisor, the DON, and the Administrator were all aware that I was waiting to meet with him. (I had told them all).
4. I believe that my termination was part of a larger effort to rid the Norwood nursing department of older employees.

Jason Rodriguez  
4/3/17

Sex : Under the current DON, Norwood has purged most of the male employees from the nursing department.

Under the current DON:

- Male employees have been terminated at a disproportionate rate.
- Male employees have (been forced to) resigned at a disproportionate rate.
- Male employees are recruited, interviewed, and hired at a disproportional rate.
- My termination was part of a larger effort to purge the Norwood nursing department of male employees.

Jason Rodriguez  
4/3/17

Religion: The DON was aware that I was being harassed by other employees. The DON was aware that one of these employees was harassing me because of my faith. The DON did not intervene because she shares (or shared) that disdain for me because of my faith.

1. On June 21, 2016, Norwood CNA Kris Gruenke (whose position I was being transferred into) told me that while she was working on the Crossroads unit one day, she overheard the DON venting to 2 nurses through an open office door. Mrs. Gruenke told me that she heard the DON telling these nurses that me, my family, and my church have had a negative influence on the DON's daughter, are responsible for her daughter making decisions that the DON does not approve of, and am responsible for conflict in the DON's home.
2. The DON discriminated against me because of my religion.
3. The discriminating actions that the DON took against me, was also due to my religion.

Jason Rodriguez  
4/2/17

## I Opposed Discrimination in the Workplace:

1. On December 2, 2015, my supervisor imposed a list of discriminatory conditions on my job that were written by the DON. In accordance with my employer's Complaint Policy, I submitted a written complaint to my Department Head on December 11, 2015. My Department Head was head of the nursing department - DON LIZ (Gisvold) MASONZ. Although my complaint is stamped and dated as "Received" by my employer, I did not receive any follow-up or response to this complaint.
2. On January 6, 2016, I submitted a second written complaint about the discriminatory conditions I was being made to work under, via email to Administrator Jordan Bruce. In his email response, Mr. Bruce acknowledged this complaint as my second one, and he listed by name, several other Norwood and Wood County Department managers who he was circulating my complaint to. I did not receive any follow-up or response to this complaint.
3. On June 22, 2016, Norwood Administrator Jordan Bruce sent an email to Wood County's Equal Opportunity Officer and HR Director, Warren Kraft. In this email, he said that he wanted to "close the loop" on my complaints. Five days later, on June 27, 2016, I was fired.

Jason Rodriguez  
4/3/17



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Milwaukee Area Office**

310 West Wisconsin Avenue, Suite 800  
 Milwaukee, WI 53203-2292  
 Intake Information Group: (800) 669-4000  
 Intake Information Group TTY: (800) 669-6820  
 Milwaukee Status Line: (866) 408-8075  
 Milwaukee Direct Dial: (414) 297-1112  
 TTY (414) 297-1115  
 FAX (414) 297-4133 & 3146  
 Website: [www.eeoc.gov](http://www.eeoc.gov)

## **NOTICE TO RESPONDENT**

### **YOUR CHARGE OF EMPLOYMENT DISCRIMINATION HAS BEEN DUAL-FILED WITH THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC).**

While EEOC has jurisdiction to investigate this charge (upon expiration of any deferral requirement if this is a charge filed pursuant to Title VII of the Civil Rights Act of 1964, as amended (Title VII), the Americans with Disabilities Act (ADA), as amended or the Genetic Information Non-discrimination Act (GINA); EEOC may suspend its investigation and await the issuance of the Wisconsin Equal Rights Division's (ERD's) final findings and orders. These findings and orders will be given weight by EEOC in making its own determination as to whether reasonable cause exists to believe that discrimination has occurred.

You are therefore encouraged to cooperate fully with the ERD. All facts and evidence provided by you to the Agency will be considered by EEOC when it reviews the Agency's final findings and orders. In many cases EEOC will take no further action, thereby avoiding the necessity of an investigation by both the Agency and EEOC. This likelihood is increased by your active cooperation with the Agency.

As a party to the charge, you may request that EEOC review the final findings and orders of the ERD. For such a request to be honored, you must notify EEOC in writing within 15 days of your receipt of the Agency's final decision and order. If the Agency terminates its proceedings without issuing a final finding and order, you will be contacted further by EEOC.

Regardless of whether the ERD or EEOC processes the charge, the Recordkeeping and Non-Retaliation provisions of the statutes apply. EEOC's recordkeeping and reporting requirements are found at Title 29, Code of Federal Regulations (29 CFR): 29 CFR Part 1602 (see particularly Sec. 1602.14 below) for Title VII and the ADA; 29 CFR Part 1620 for the Equal Pay Act (EPA); and 29 CFR Part 1627, for the Age Discrimination in Employment Act (ADEA). These regulations generally require respondents to preserve payroll and personnel records relevant to a charge of discrimination until disposition of the charge or litigation relating to the charge. (For ADEA charges, this notice is the written requirement described in Part 1627, Sec. 1627.3(b)(3), 4(a)(2) or .5(c), for respondents to preserve records relevant to the charge – the records to be retained, and for how long, are as described in Sec. 1602.14. Parts 1602, 1620 and 1627 also prescribe record retention periods – generally, three years for basic payroll records and one year for personnel records. Questions about retention periods and the types of records to be retained should be resolved by referring to the regulations.

Federal laws enforced by EEOC provide that it is an unlawful employment practice for an employer to discriminate against present or former employees or job applicants, for an employment agency to discriminate against any individual, or for a union to discriminate against its members or applicants for membership, because they have opposed any practice made an unlawful employment practice by the statutes, or because they have made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the statutes.



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

### MEMORANDUM

5

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: May 16, 2017

RE: Who the Corporation Counsel Represents

Once in a while the question will arise: Who exactly does the corporation counsel represent? Usually this is within the context of a county board supervisor or department head having an interest that is adverse to that expressed by the County Board itself or one of its committees. The simple answer is that the corporation counsel represents the county board and not the individual members of the board or its department heads or staff. It seems simple enough but it can be problematic in application. Consequently, this month we are going to briefly review the primary statutory provisions addressing the obligations of the corporation counsel and the Supreme Court Rules that address in-house counsel and the relationship of the attorney and the organization that is the client. The memo will conclude with how the actions of the corporation counsel can be controlled and how that process relates to other department heads.

Wisconsin Statute s. 59.42 governs the position of a county corporation counsel. At subsection (1)(a) it allows a county board to appoint or terminate a corporation counsel by majority vote of all of the members of the board. At subsection (3) the law allows a county to utilize private counsel in lieu of or in addition to having a corporation counsel, to combine with another county in jointly delegating the duties of a corporation counsel, and per (1)(c) to appoint assistants when authorized by a majority of the board. Subsection (2)(b) of this statute sets forth some of the duties of a corporation counsel but doesn't address the issue of who the client is or what to do if there are differences within the board, its committees, or members as to the direction to be taken on a matter by a corporation counsel.

Given that a corporation counsel is retained to represent the county government and county government is controlled by the county board, a corporation counsel represents the expressed interests of the county board. In Wood County, the board sets forth its decisions primarily by means of resolutions and once in a while ordinances and motions made on the board floor. One resolution the board has passed created the Rules and Committees of the Wood County Board of Supervisors and therein delegated to the Judicial and Legislative Committee oversight of the corporation counsel's office. This delegation of authority encompasses the creation and updating of a position description setting forth the duties of the corporation counsel and overseeing the performance of those duties.

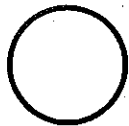
5

So, what does this stuff mean? It means that the corporation counsel (CC) is to fulfill the duties of the state statutes and the position description and if the authority to act can't reasonably be read therein, to go to the committee for permission to act or not act. If there is a dispute between county board supervisors as to whether the CC should take some action, such as pursuing litigation, preparing a policy or assisting in transactional matters (contracts and the like), then the supervisors should bring the matter to the committee (at least the one unhappy with the direction being taken by the CC should) and ask the committee to take a stand on the matter and give the CC directions accordingly. Likewise, if that supervisor is unhappy with the oversight committee's decision or if some other committee is unhappy with a fellow committee's decision, then the matter needs to be addressed at the county board.

In support of this hierarchical picture is Supreme Court Rule (SCR) 20:1.13. The SCR's are rules of professional conduct for attorneys; the violation of which can lead to the suspension or revocation of the license to practice law. Every single month attorney licenses are suspended and revoked in Wisconsin for misfeasance, malfeasance and nonfeasance and such actions are predicated on the SCR's. SCR 20:1.13 is entitled: Organization as client. This rule makes clear that when a lawyer has an organization as a client, the lawyer represents the entity "acting through its duly authorized constituents," here that would be the county board itself. The provision requires a lawyer to clarify to a director, officer or employee of the organization when their request for action by the attorney conflicts with the interests of the organization itself. In that way, the member of the organization seeking the services being denied can take the matter to a higher level of authority within the organization; in our case, the oversight committee.

If there is dissatisfaction with the conclusion reached by the oversight committee, then a county board supervisor would have the authority to bring the matter to the entire county board's attention when the minutes of the oversight committee are reviewed by the county board at their monthly meeting. The supervisor could make a motion for the county board to have the corporation counsel take or not take action, in contravention to the oversight committee's decision. If the person objecting to the actions or inactions of the corporation counsel is not a county board supervisor and they are not satisfied with an attempt to resolve the matter at the oversight committee level, then they will need to either secure the support and services of a county board supervisor to bring the matter to the entire county board's attention, as just discussed and failing that, the individual may, as a member of the public (this would include other county staff and anyone else who is not a county board supervisor), bring the matter to the county board's attention at the public comments portion of a county board meeting.

Generally speaking, other county department heads are subject to a similar chain of command in serving at the behest of their oversight committees pursuant to authority granted by the county board and at times state statutes. Those dissatisfied with the services of a department head normally have the same options available in dealing with their concerns as set forth above. It is worth noting that County Board Rule #11 directs that complaints and criticisms by county board supervisors of employees are to first be discussed with the department head or oversight committee in an attempt to resolve the matter before being brought before the county board. Concerns about the activities of a department head can also be brought to the attention of the county board chairperson in light of their dual role as the county's administrative coordinator. Procedural questions can be directed to the corporation counsel for assistance.



## RESOLUTION#

Introduced by Judicial & Legislative Committee  
Page 1 of 1

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>MMH</u> , Finance Dir.		

LAD

INTENT & SYNOPSIS: To add to County Board Rule 43 language that directs what is to happen with the funds obtained from the sale of county-owned personal property.

FISCAL NOTE: none

**WHEREAS**, the Wood County Board recently enacted County Board Rule #43 which provides guidance to departments as to the acquisition and disposition of personal property, and

**WHEREAS**, since the adoption of Rule 43 the question has come up as to how that rule impacts the proceeds from the disposition of personal property, and

**WHEREAS**, current Rule #43 doesn't control what happens to the proceeds from the disposition of personal property and although there are appropriate procedures that exist, they aren't contained in any actual rule approved by the county board, and

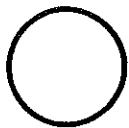
**WHEREAS**, it is logical to set forth as a part of Rule #43 not only how personal property can be acquired and disposed of by the various departments but also what should happen with the sale proceeds, and

**WHEREAS**, Rule 43 paragraph C, as set forth below, documents what is to happen to the proceeds of the sale of personal property owned by the county and it has been reviewed by the Finance Director and other department heads.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to enact as County Board Rule #43 C.:

- C. 3. The proceeds of the sale of personal property of the county shall be remitted to the county's General Fund, except for:
- When the oversight committee and the Executive Committee approve via motion that the sale proceeds go to another account.
  - When the purchase price of personal property was primarily paid for from a Special Revenue Fund, the sale proceeds shall revert back to that fund, if it still exists and if it doesn't, then to the county's General Fund.
  - Sales proceeds of Highway Department personal property shall go to the Highway Department's non-lapsing fund.
  - Sales proceeds of Maintenance Department personal property shall go to the Maintenance Department's non-lapsing fund.
  - Sales proceeds of Park and Forestry Department personal property shall go to the Park and Forestry Department's non-lapsing fund.





## RESOLUTION#

ITEM# 5- 2

DATE May 16, 2017

Effective Date May 16, 2017

Introduced by Judicial & Legislative Committee  
Page 1 of 2

LAD

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

**INTENT & SYNOPSIS:** To encourage the state legislature to support legislation leading to sound groundwater management plans for all areas of the state but in particular those areas, including the Central Sands region, that are currently experiencing quantity and quality issues from increased groundwater withdrawals.

**FISCAL NOTE:** Nothing direct or immediate but the long-term savings to Wood County and its residents by protecting the critical resource of groundwater is immeasurable.

**WHEREAS,** good quality groundwater in sufficient quantity is a basic resource that all citizens in the state of Wisconsin as well as Wood County rely upon, and

**WHEREAS,** the citizens and businesses of our great state and county expect the state government to monitor and protect the groundwater in our state in such a way that we all prosper, and

**WHEREAS,** the consequences to the citizens and businesses of the state in not having comprehensive groundwater programming in place can be catastrophic, and

**WHEREAS,** there exist limited funding sources to plan and implement statewide groundwater programming to protect groundwater resources to ensure sufficient quantity and quality of the groundwater

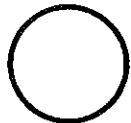
resources that provide protection to those citizens and businesses that rely upon these resources, and

**WHEREAS,** the potential for unchecked groundwater withdrawals continues to grow statewide, becoming an ever increasing threat to groundwater quantity and quality, and there are few additional resources available to study and attempt to mitigate this threat, and

**WHEREAS,** Wood County concurs with the Wisconsin Counties Association on two legislative priorities, those being:

1. Enacting comprehensive groundwater quantity legislation that balances the need to protect groundwater from contamination and overuse while respecting the needs of the agricultural economy.
2. Ensuring that counties have input with the DNR in establishing groundwater quantity criteria that are appropriate in each county and reflect decisions that are made at the local level.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to respectfully encourage the state legislature to support aspects of SB22, AB50, SB76 and AB105 that call for the development and utilization of scientific research that leads to sound groundwater management plans for all areas of the state, but especially those areas that are currently experiencing quantity and quality issues from increased groundwater withdrawals, and

**RESOLUTION#**

Effective Date: May 16, 2017

Introduced by Judicial & Legislative Committee  
Page 2 of 2

**BE IT FURTHER RESOLVED** that the Wood County Board of Supervisors respectfully encourages the state legislature to prioritize the establishment of a committee to develop a groundwater management plan for the aquifer known as the "Central Sands" that considers the adverse impacts and potential benefits to all users of groundwater resources, and

**BE IT FURTHER RESOLVED** the Wood County Board of Supervisors supports making available additional resources to plan and implement statewide groundwater programming that will lead to a better understanding, protection and utilization of our groundwater resources, as well as to protect the citizens, businesses, and natural features that rely on clean groundwater in sufficient quantity, and

**BE IT FURTHER RESOLVED**, that a copy of this resolution be directed to the attention of the state legislators, the governor, and the directors of DNR, DATCP, the Wisconsin Counties Association, the Wisconsin Towns Association and the Wood County unit of the Wisconsin Towns Association.

6

**MINUTES OF THE  
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE**

**DAY & DATE:** Thursday, May 4, 2017  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave North,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 12 Noon  
**MEMBERS PRESENT:** Chairman Al Breu, Supervisor Marion Hokamp, Supervisor  
David LaFontaine, Supervisor William Winch, Supervisor  
Joseph Zurfluh  
**EXCUSED:** None  
**OTHERS PRESENT:** Supervisor Dennis Polach, Wood County Board; Sandra  
Green, Parks Office Supervisor; Fritz Schubert, Forest  
Administrator; Steve Grant, Wisconsin Dept. of Natural  
Resources; Douglas Passineau, Highway Commissioner;  
Roland Hawk, Highway Dept.; Phil Brown, Township of  
Cranmoor; Supervisor Bill Clendenning, Wood County  
Board.

1. Call meeting to order. Meeting called to order at 8:00 am by Supervisor Breu.
2. Public comments. Phil Brown from Glacial Lake Cranberries in the Township of Cranmoor is here to speak about Glacial Lake Cranberries flooding problem along Highway 173. The solution which is recommended is to clear the trees and brush along the north side of State Highway 173 so there is access to properly clean and maintain their ditches, GLC is willing to assist at this time. The procedure for removing these trees will be setting up a timber sale through Wood County Parks & Forestry Department. The application and permit fee that will be submitted for approval is \$600. This will be presented to the HIRC committee at approximately 9:00 am immediately following the Exec committee meeting prior to the County Board meeting on May 16, 2017.
3. Approve minutes of the April 6, 2017 Highway, Infrastructure, and Recreation Committee meeting(s). **Motion to approve the minutes by J. Zurfluh, second by D. LaFontaine. All in favor. Motion carried.**

**PARKS:**

4. Parks Construction Supervisor report.
  - a. Current projects update.
  - b. Employee matters.

**Motion to approve the Parks Construction Supervisor report by M. Hokamp, second by D. LaFontaine. All in favor. Motion carried.**

5. Office Supervisor report.
  - a. Snowmobile/ATV Reports
  - b. Office Update
  - c.

**Motion to approve the Parks Office Supervisor report by D. Lafontaine, second by B. Winch. All in favor. Motion carried.**

6. Parks and Forestry Director report.

- a. Nepco shelter acoustic options. C. Schooley discussed the estimates he gathered for the hanging acoustic panels and how he will move forward.
- b. 2018-2022 Capital Improvement Plan. C. Schooley handed out the updated 2018-2022 CIP summary. D. LaFontaine suggested one small change to our summary sheet which we will put into place for next year.

**Approval by D. LaFontaine, M. Hokamp to approve the 5-year CIP. Opposed – B. Winch. He does not agree with the plan and does not agree with the numbers reflected on the Parks & Forestry CIP. Rest in favor. Motion Carried.**

- c. Discuss and possibly approve purchase of fleet vehicles.  
**Motion to approval to purchase two used fleet vehicles by D. LaFontaine, second by J. Zurfluh. All in favor. Motion carried.**

- d. 2017 County Conservation Aids Fund. This is an annual grant that Wood County is eligible for with the Consolidated Musky Club to purchase fingerlings and placed in the WI River and Nepco Lake. The resolution will most likely be introduced at the June meeting.

**Motion to move forward on granting permission to apply for this grant to work with the Consolidated Musky Club to introduce fingerlings by J. Zurfluh, second by D. LaFontaine. All in favor. Motion carried.**

- e. Stewardship grant resolution. C. Schooley passed out copies of the resolution for review.

**Motions to approve the Stewardship grant resolution to apply for the grant by J. Zurfluh, M. Hokamp. Discussion regarding funds. Motion continues by D. LaFontaine, second by J. Zurfluh. Opposed - B. Winch. Bill does not agree with this resolution. Rest in favor. Motion carried.**

- f. Discuss and possibly approve naming rights plan for PB Development Project.

**Motion to approve naming rights plan for the PB Development Project by D. LaFontaine, second by M. Hokamp. All in favor. Motion carried.**

- g. Special Use Permits. First request is an annual permit for Todd Wolosek for training out at disposal site at Lake Wazeecha and will run from May 2017 to May 2018. Second request is the June 4, 2017 10<sup>th</sup> Annual Disc Golf Tournament at North Park with a \$50 fee for this permit. **Motion to approve the Special Use Permits by M. Hokamp, second by J. Zurfluh. All in favor. Motion carried.**

**Motion to approve the Parks and Forestry Director report by J. Zurfluh, second by D. LaFontaine. All in favor. Motion carried.**

**FORESTRY:**

7. Forest Administrator report.

- a. Timber Sale Update.

Steve Grant, Forester is retiring from the DNR and the committee wishes him well in his future endeavors. The committee would like to send Steve a Letter of Commendation and will be recommended at the Wood County Board of Supervisors in May. This will also be included on the same agenda mentioned above prior to the County Board.

**Motion to approve the Forest Administrator report by D. LaFontaine, second by J. Zurfluh. All in favor. Motion carried.**

8. Correspondence. S. Green handed out the 2017 Parks & Forestry summer brochure.

9. Approve payment of bills.

10. Revenue report.

**Motion to approve payment of bills and the revenue report by D. LaFontaine, second by B. Winch. All in favor. Motion carried.**

## **HIGHWAY:**

11. Discuss leasing of vehicles. Discussion of what is more advantageous, leasing or trading in and buying used or new. The snapshot looks like leasing may not be advantageous but is open to other suggestions.
12. Discuss power broom. They have a 1985 power broom and will cost about \$26K to replace. This will be put out for bids. This will be an amendment to the CIP. **Motion to put this out for bids by M. Hokamp, second by D. Lafontaine. All in favor. Motion carried.**
13. Discuss safety allowance. Currently receive \$100/year or wait two years and receive \$200. Other requests are coming in to pay for necessary safety items. The commissioner would like to raise the amount to \$150 and issue at the first of the year to purchase the safety apparel they feel they need. The committee feels that \$150 is not enough based on the cost of safety boots alone. There are employees who for example, work on asphalt that go through two pairs of boots per year.  
**Motion to raise the Highway annual safety allowance to \$200 for safety apparel to be issued at the first of each year by D. LaFontaine, second by M. Hokamp.**  
**Opposed – J. Zurfluh. Supervisor Zurfluh does not feel this agenda item was presented correctly and should have read “Discuss and act on”. Rest in favor. Motion carried.**
14. Discuss debt service. D. Passineau handed out a worksheet titled “Pavement Ratings from 2005 to EOY 2016”. Discussed. **Motion to move forward in June with the Executive Committee for debt service by D. LaFontaine, second by M. Hokamp. All in favor. Motion carried.**
15. Update on building improvements. Discussed.
16. Village of Hewitt railroad quiet zone. **Motion by the committee that due to safety concerns, the committee is opposed to a quiet zone because it would reduce safety for the traveling public by D. LaFontaine, second by M. Hokamp. All in favor. Motion carried.**
17. Frac Sand update. No update at this time.
18. Current projects update. No questions.
19. Approve payment of bills. Discussed. **Motion to approve payment of bills by D. LaFontaine, second by J. Zurfluh. All in favor. Motion carried.**
20. Accounting Supervisor’s Report. **Motion to approve the Accounting Supervisor’s report by D. LaFontaine, second by J. Zurfluh. All in favor. Motion carried.**
21. Correspondence. The commissioner had a few items which were discussed. Supervisor Clendenning wanted to mention that on May 9<sup>th</sup> at 11:30 there is a meeting at the Nekoosa Community Center to discuss the Sand Valley Golf Course. The Legion Post 54 in Marshfield would like to thank the County for Youth Government Day.
22. Next meeting date: June 1, 2017 at the Wood County Highway Department, 2300 N. Galvin Ave, Marshfield, WI 54449 at 8:00 am. The July meeting will need to be re-scheduled for a different date. **The July HIRC meeting is now scheduled for Monday, July 10<sup>th</sup> at 8:00 am.**
23. Meeting adjournment. **Motion to adjourn at 12 noon.**

Electronically signed by, Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor

## **PARKS CONSTRUCTION SUPERVISOR REPORT**

May 4, 2017

By D. Quinnell

### **CURRENT PROJECTS**

- Palmers Cornerstone Concrete has poured the walls for the wood fence at South Park and will pour the floor as soon as we can get fill leveled.
- We will be starting work on the Nepco vault toilet soon. (New doors, partitions and tile floors)
- The quotes are in for the repair of the stone bridge at North Park campground.  
The results are as follows:  
E.B.E. Masonry - \$30,750.00  
Bushman Masonry - \$17,000.00  
Borgen Masonry - \$12,150.00 – This is the quote we propose to accept.

### **MAINTENANCE OPERATIONS**

- All parks are gearing up for summer camping season.
- Alliant Energy is installing new underground primary wire in North Park.

### **EMPLOYEE MATTERS**

- We have three LTE's returning and we will need to hire four more by May 26th.  
I will be interviewing applicants May 3, 2017.

### **OTHER**

- The new skid steer trailer will be arriving soon. The build date is May 12<sup>th</sup>. We should see the trailer the following week.
- We held two auctions this month. The proceeds totaled: \$5748.00.

## **Parks and Forestry Director Report**

By Chad Schooley, Parks and Forestry Director  
May 4, 2017  
HIRC meeting

- Office staff has been busy with our Riverblock move, which occurred on Monday and Tuesday, April 24<sup>th</sup> and 25<sup>th</sup>. The majority of items were packed by office staff. P&F maintenance staff also hauled a lot of boxes prior to the moving company coming in on the 24th.
- All parks will be opening for the season on Friday April 28<sup>th</sup>. Certain gates have been opened early for parking and access to disc golf areas.
- I will be bringing a proposal for donation recognition and naming rights for portions of the Powers Bluff Development Project to the meeting.
- In your packet, I have included a DRAFT resolution allowing me to apply for WI State Outdoor Recreation grants to assist in funding the Powers Bluff Development Project. I will have Peter K. and Mike M. review and initial prior to the HIRC.
- I will bring cost estimates for installing sound absorbing panels and banners in the Nepco shelter building.
- The 2018-2022 CIP summary has been included in your packet.
- We would like approval to purchase (2) used minivans using the budgeted fleet vehicle money for 2017. The vans would be approximately \$10,000 each, and would replace (2) 1999 GMC pickup trucks that are currently being used by our camp rangers.
- The Consolidated Musky Club has requested utilizing the 2017 County Conservation Funds Grant for stocking Musky fingerlings. This 50/50 matching grant is awarded to Counties on an annual basis. The club would contribute the 50% matching amount for the grant. With the Committees approval, I would bring a formal resolution in the coming months.

### **April Events** – 7 shelter reservations,

#### **Special Use Permits**

- Todd Wolosek request to use the Lake Wazeecha disposal site for the purpose of training hunting dogs. This has been an annual request. There have been no complaints addressed to the P&F Department up to this point. The permit would be good from May, 2017 – May, 2018.
- Sunday, June 4, 2017 – 10<sup>th</sup> Annual Arby's Dairyfest Fling disc golf tournament, North Park. The course would be closed to the general public for the day. Estimated 90 participants.

# FOREST ADMINISTRATOR REPORT

May 4, 2017

By: F.Schubert

## Timber Sale Activity

TIMBER SALE BALANCES AS OF 4-30-2017					
JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED THIS MONTH	YEAR AWARDED
735	VERSO	\$0.00	\$ 47,513.00	\$2,290.75	2015
716	FUTUREWOOD	(544.05)	27,881.35	0.00	2013
717	FUTUREWOOD	(160.92)	46,606.00	0.00	2013
Payments Received This Month:				<b>\$2,290.75</b>	
<b>2017 Forestry Revenue:</b>			<b>\$ 142,467.89</b>		

## Timber Sale Activity (April)

**Jobs Started:** None

**Jobs Continuing/Reactivated:** #735 Verso

**Jobs Gone Inactive:** None

**Jobs Finished:** None



**WOOD COUNTY PARK & FORESTRY**  
**OFFICE SUPERVISOR REPORT**

May 4, 2017

By: Sandra Green

**SNOWMOBILE:**

- The April meeting was held on April 3<sup>rd</sup> continuing to wrap up the end of the 2016-2017 snowmobile season.

**OFFICE:**

- Attended the April HIRC meeting for Chad as he had training.
- Received delivery of Camp Ranger uniforms.
- Continued to pack items in the office to prepare for our move to River Block.
- Submitted a change of address form to the post office.
- Sent out a news release regarding our move and new mailing address.
- Worked with Camp Rangers in their pickup of keys, radios and their supply boxes.
- Continued to work on the 2016 Wood County Parks & Forestry Annual Report and Power Point.
- Worked with HR in setting up drug testing for our new and returning employees..
- Submitted personnel forms to HR for new and returning employees.
- Prepared the annual reimbursement to River Cities Ski Club.
- On April 20<sup>th</sup>, I went over to River Block to unpack boxes from the ones brought over by our staff.
- On April 21st, worked with EO Johnson to move copier and two printers to River Block.
- On April 28<sup>th</sup>, attended the WRPA Office Support Workshop in Two Rivers.
- On April 24<sup>th</sup>, we moved over to River Block. Our office was closed Monday and Tuesday until noon in order to prepare the office for open business.



# Wood County Parks & Forestry

## Powers Bluff Development Project

### Donor Recognition

Gifts of \$100 or more will be publicly acknowledged on social media during the course of the campaign, without identification of amounts. All contributions of \$1,000 or more will be permanently recognized on the Donor Recognition Wall, located in the Multi-Use Shelter building. Donations may be made anonymously.

All gifts and pledges are confidential. Donors may choose to make their gifts in honor or in memory of another person, or they may choose to simply have names engraved on the plaques. Contributors may have particular areas of the Multi-Use Shelter building named to honor or memorialize individuals or organizations.

Item(s) to be named	Suggested gift amount
Naming rights for entire Multi-Use Shelter Building	\$3.1 million
*Naming Rights for the Events Hall	\$1.5 Million
*Naming Rights for the Atrium	\$1 Million
*Naming Rights for the Meeting/Classroom Building	\$400,000
Lower Level	\$200,000

The following Giving Clubs have been established to recognize vital levels of giving for gifts and pledges to the Powers Development Project.

The sizes of the plaques will be related to the sizes of the gift they recognize for each donor. The final donor recognition plan will be approved by the Wood County Highway Infrastructure and Recreation Committee.

The sizes below may be adjusted according to the Wall of Honor dimensions, which are not known at this time. The exact plaque dimensions will be finalized when the Park and Forestry Department completes the design stage and the Highway Infrastructure and Recreation Committee gives final approval on the Donor Recognition Wall details. Donors will have the opportunity to identify how they wish their names to be listed prior to installation.

Founders Giving Club	\$100,000 and above	Specialized Plaque based on gift range
Pacesetters Giving Club	\$50,000 - \$99,999	Specialized Plaque based on gift range
Benefactors Giving Club	\$25,000 - \$49,999	Specialized Plaque based on gift range
Legacy Giving Club	\$15,000 - \$24,999	Specialized Plaque based on gift range
Heritage Giving Club	\$7,500 - \$14,999	Specialized Plaque based on gift range
Leaders Giving Club	\$3,000 - \$7,499	Specialized Plaque based on gift range
Friends Giving Club	\$1,000 - \$2,999	Specialized Plaque based on gift range

## **Glacial Lake Cranberries Flooding Problem Along Highway 173**

### **Background**

Glacial Lake Cranberries (GLC) has been commercially growing cranberries in the town of Cranmoor since 1873. We get some of our water from the Hemlock Creek and from neighboring cranberry marshes. When we discharge water, it flows to the south and to the west towards the Hemlock Creek. This has been a common practice for over 140 years.

In December of 2016, we had a nice cold snap and we were able to put a flood on our marsh to protect the cranberry vines for the winter. This practice has been done for over 100 years. We hold the water in the cranberry beds for about a week and then discharge the excess water that did not freeze. The water went south without any problem, but the water could not flow to the west due to debris in the ditch that runs west along the north side of State Highway 173. All the land west of GLC is Wood County forest land.

On Monday, December 12, 2016 at approximately 4:00 p.m. that water that we were directing to the west started to flood State Highway 173. The air temperature was 10 degrees. As the passing cars went through the water on the highway, it created black ice conditions and very hazardous driving conditions. We were very fortunate nobody was hurt.

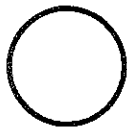
Once GLC was made aware of the problem, we promptly shut off the water flow to the area and the water subsided. The Wood County Sheriff's Department and the Wood County Highway Department were quickly on the scene and averted a potentially serious situation.

### **Solution**

After numerous conversations, emails and visits to the area with Fritz Schubert, Wood County Forest Administrator, Roland Hawk from the Wood County Highway Dept. and Brad Betthauser from the Wisconsin DNR it was decided that the best solution is to clear the trees and brush along the north side of State Highway 173 so there is access to properly clean and maintain the ditch. Until Wood County has a long term plan to maintain their ditches, GLC is willing to assist at this time.

Respectfully submitted May 4, 2017,

Phil Brown, Town Chairperson  
Town of Cranmoor, Wood County  
2466 County Highway D  
Wisconsin Rapids, WI 54495  
[cranmoorkid@yahoo.com](mailto:cranmoorkid@yahoo.com)  
715-570-7445



## RESOLUTION#

Introduced by Highway Infrastructure & Recreation Committee  
Page 1 of 1

SMG

Motion:	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: <u>zafm</u> , Finance Dir.		

INTENT & SYNOPSIS: To become eligible for State of Wisconsin Outdoor Recreation Grant Programs funding.

FISCAL NOTE: \$3,215,000.00 for grant eligible portions of the Powers Bluff multi-use shelter building, entrance road, and parking lot.

Source of Money: Parks and Forestry budget, which will be supplemented with additional grants and donations, and up to 50% reimbursement from the State of Wisconsin.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Kremer, B			
9	Winch, W			
10	Henkel, H			
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 Parks and Forestry Department, with oversight from the Highway, Recreation and Infrastructure Committee (HIRC), continues to follow through with the recommendations of the Powers Bluff County Park Long Range Master Plan, and the Wood County Park, Recreation, and Open Spaces Plan, and,

**Whereas**, the Wood County Board of Supervisors has, through the approval of these plans, and the acquisition of 223 acres adjoining Powers Bluff County Park in 2012, supported following through with the recommendations of the Long Range Master Plan, and,

**Whereas**, the Powers Bluff Development Project will help preserve and protect the sensitive cultural and natural resources of the park, and will improve and increase the available outdoor recreational opportunities to Wood County residents and our visitors, and,

**Therefore be it resolved**, by the Wood County Board of Supervisors, that the Wood County Parks and Forestry Department make application to become eligible for State of Wisconsin Outdoor Recreation Grant Programs funding.

**Be It Further Resolved**, that the Wood County Parks and Forestry Department, be authorized to sign necessary project agreements to develop and maintain these facilities subject to obtaining the necessary financing as well as reimbursement from the State Stewardship Fund Program.

7

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes

Location: 2600 Stewart Ave, Suite 25 Wausau WI  
March 9, 2017

**Finance Committee Members Present:** Terri Sersch, Tim Buttke, Larry Lebal, Jim Hampton

**Absent:** None

**Others Present:** Steve Prell, Linda Weitz

**1. Call to Order:**

Meeting was called to order at 8:50 a.m. by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion by Terri Sersch, second by Tim Buttke to approve minutes from 2/9/17. Carried.

**4. Informational Item – GWAAR payment 2016 OAA Grants:**

Linda explained the grant reimbursement process and timing. She informed the committee that the payment from GWAAR for September, October, November and December of 2016 should be received in April. Steve also explained that the late payment from GWAAR along with a large amount of expenditures reported to the ADRC grant related to the Wausau office move will mean we have an unusually large amount of 2016 revenue that will be received after 60 days of the end of the year and this will show up in the audit.

**5. Update on 2016 Year End:**

Steve informed the committee that we are almost done closing the books for FY 2016 and that the unaudited report will be available at the April meeting.

**6. Financial Report:**

The committee reviewed the January reports. No questions.

**7. Review monthly disbursements:**

The committee reviewed the reports. No questions.

**8. Draft Fiscal Policy Review:**

Committee discussed the latest version of the draft policy. The discussion included what steps the ADRC would take before they would amend an adopted budget to ask for additional funds from member counties. The committee also discussed possible annual

increases from member counties and the option of a requesting a one-time funding increase from member counties to have enough reserves available so the need for annual increases would be reduced. The committee will review ideas at the next meeting.

**9. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Terri Sersch. Motion carried, meeting ended at 9:25.

7

## MINUTES

Aging & Disability Resource Center of Central Wisconsin Board Meeting  
Location: ADRC-CW Board Room; 2600 Stewart Avenue, Suite 25; Wausau, WI  
March 9, 2017

Board Members Present: Jim Hampton, Vice-Chairman, Bob Reichelt, Sharon Rybacki, Kirby Crosby, Mike Feirer, Larry Lebal, Jean Doty, Tim Buttke, Vern Cahak, Danielle Yuska, and Terri Sersch (via video conference)

Excused: Douglas Machon, Julie Webb, Joel Lewis

Others present: Linda Weitz, Mike Rhea, Erin Wells, Tim Moe, Steve Prell, Jennifer Cummings, Julie Richards, Ronda James, Kathy Case, Peter Manley

1. Call to Order - Meeting was called to order by Vice Chairman, Jim Hampton, at 9:30 A.M.
2. Public Comments - There were no public comments.
3. Approval of February 9, 2017, Minutes - A motion by Vern Cahak, seconded by Mike Feirer, to approve the minutes. Motion carried.
4. Report from the Finance Committee – Larry Lebal reported that there may be some issues with the payments that have not yet been received for reimbursement from GWAAR. There has been no reimbursement from them for several months. Steve Prell commented that we will receive reimbursement from them; however, it will show a loss in 2016 on the audited report, but then 2017 will show a high increase. Larry also reported that the committee is getting closer to a final product for a policy on approaching counties when additional monies are needed. Mike Feirer moved to approved the Financial Report and Danielle Yuska seconded. Motion carried.
5. Approving lease for Marshfield Office – Badger Housing, the current landlord has proposed a new 5 year lease to us. The terms are the same as the prior lease with a \$.50 per square foot increase locked in for the next five years. There are no other options for space in Marshfield at this time and Linda reports the landlord has been responsive. If we enter into a lease, they will put in new carpeting, paint, blinds, and signage. Bob Reichelt wants to again ensure that we are putting training and safeguards in place in all of our offices to keep our employees safe. After discussion, a motion was made by Mike Feirer to enter in to the 5 year lease from Badger Housing for the Marshfield ADRC-CW Office. Danielle Yuska seconded and the motion carried.

6. Developing policy regarding forming an ADRC-CW Executive Committee – Douglas Machon asked that this item be tabled until next month when he can be present to have input.
7. Linda Weitz presented a quick summary of the state mandates for ADRC and Aging Services. The state is pushing for more regional offices where these two units merge together and operate as one, as the ADRC-CW does. Contractual requirements for operating an ADRC can be found at the Department of Health Services website, under Aging and Disability Resource Centers, ADRC Professionals, and there is a link to 2017 ADRC Contract: Scope of Service. Tim Buttke asked if there was any language in this contract addressing the timing of payments from GWAAR or the delay of payments to counties. Linda will research.
8. Executive Director's Report
  - We are currently recruiting for a new Communication/Administrative Services Manager. We will be interviewing tomorrow, March 10<sup>th</sup>. We have a great pool to work with and are hoping to have someone on board by the end of April.
  - Linda has received an application for a new board member. This would fill an opening for a citizen member representing the physically disabled target group. This person may be attending the next meeting.
  - Jean Doty asked when the new resource directories will be here. Mike reported they are here and being distributed.
9. Strategic Planning discussion – At approximately 10:00 a.m., Peter Manley, UW-Extension, facilitated a discussion with the board and managers. Further discussion will take place in the next two months to create a new plan.
10. Future Agenda Items & Location – April 13<sup>th</sup> at 9:30 a.m. in Wisconsin Rapids.
11. Mike Feirer made a motion to adjourn at 11:33 a.m. Bob Reichelt seconded. Motion carried.



**CENTRAL WISCONSIN STATE FAIR  
BOARD MINUTES  
February 20, 2017  
7:30 PM**

**ROLL CALL:**

Present: Board Members: Larry Gilbertson, Sara Schmitt, Ed Wagner, Jeff Hartman, Jeremy Carolfi, Andy Keogh, Kathy Banks. Jason Zaleski (City), Jeff Viergutz, John Hartmann (JrFair) Adam Fischer-Executive Director

Absent: Carol Kerper, Bob Ashbeck (County)

The meeting of the Central Wisconsin State Fair was called to order at 7:30 pm in the MACCI meeting room.

**Minutes of the December 19, 2016 Board Meeting** It was moved by Andy Keogh, Sara Schmitt seconded the motion to approve the minutes as presented. Minutes were approved.

**January 16 BOD meeting** recorded as cancelled due to an ice storm.

**President Larry Gilbertson** introduced John Hartmann as the replacement for the Jr Fair rep who resigned for family reasons.

**Financial Report:** Larry Gilbertson directed the board to the balance sheet. The report was reviewed. Following questions the report was approved as presented.

**Executive Director's Report:** Adam Fischer gave the report. He highlighted UW Extension on the Fair Entry Software and UW reorganization. Ed Wagner commented on UW Extension; Met with the Draft Horse committee. A new superintendent will be appointed; a memo was received from a Fair in northern Wisconsin requesting CWSF BOD to allow our executive director to advise/consult with them on reorganizing their Fair organization. After some discussion, the BOD decided not to grant approval on this matter, however, Adam Fischer is free to advise this northern Wisconsin fair on his own time.

Larry commented on the attendance at the State Fairs Convention. Larry, Adam, Mary and Holly attended. Larry and Adam attended and completed Consumer Protection Program training enduring a 5 hour training on Sunday. Larry read an award that was presented to the CWSF in the 'Everyone Has A Fair Story' contest. It was submitted by Gabby Scheunemann from the Wisconsin Rapids area and took first place in our district.

Larry commented on the building fund. The multi-purpose building construction is complete. Earth work, inside floor base and electrical remain. The stage project plans are complete, have been approved by the Fairgrounds Commission and have now been passed along to the Parks and Recreation department to format for the bidding process. Some discussion.

**Election of Officers.** For the 2017 year.

Floor was opened for nominations for president. Larry Gilbertson was nominated by Kathy Banks. No other nominations. Ed Wagner moved to close nominations and cast the unanimous ballot. With no objections, Larry was declared elected.

Vice President. Carol Kerper is willing to run again for VP. Sara Schmitt nominated. No other nominations. Andy Keogh moved the unanimous ballot. No objections. Carol was declared elected.

Treasurer. Jeff Hartmann was nominated by Ed Wagner, No other nominations, Andy Keogh moved to close and cast the unanimous ballot. Jeff was declared elected.

Secretary. Kathy Banks was nominated by Ed Wagner, Andy moved to close, Kathy was declared elected.

**Jr Fair Report.** John Hartmann reported: Area Animal Science Days will be in Wood County this year at the Fairgrounds; paying for judges, sound system wishes, wifi, fairbook changes due

next month, request to have release time at 4 pm on Monday. Sara Schmitt commented on Fair release. Jeremy Carolfi discussed a wifi/sound system combo unit. Will need to look at all the options. John continued: Market Sale will use DNA testing instead of weigh ins. Jr Fair financial books were audited and were found to be in good order. Sara commented on the Rabbit superintendent issue. Tabbitha Turner has been appointed for open class rabbits.

**Fairgrounds Public Safty:** a meeting will be scheduled with the new Fire Chief.

**Now Fair Event proposal:** Central Bull Riding Association finals. Adam commented. The Central Bull Riders would like to hold their finals in late September at our fairgrounds. A purposed budget with income and expense was presented. If approved the budget will need to be amended. Jason asked where the numbers came from. Adam and Mary from the office put together the spreadsheet and projected the numbers. Ed Wagner wishes to bring down our exposure through additional sponsorship. Jeff Hartmann moved to move forward with this project, understanding that this action will increase our budget. Kathy Banks seconded the motion. Discussion. Jeff Hartman moved to amend the motion by adding the words "for one year with an option to extend". Kathy Banks seconded the amendment. Discussion followed on the amendment. Amendment carried. The motion as amended carried unanimously.

Curling Club: Adam comment on merging the Curling Club building and Expo 1. The Curling Club contract has been reviewed. The Club requests 120 daily passes as payment for the use of the building. The Expo building layout map was presented. The Club has sent us a MOU to be approved by CWSF. Caution must be used in this agreement. Discussion and questions. Options were presented. Jeremy Carolfi moved to amend the MOU by changing the language to giving 100 daily tickets and keep our option of using the building, without cost. Second. The motion carried.

Managing the Fairgrounds discussion will be taking place in the near future. Andy Keogh moved and seconded by Jeff Hartmann to hold out for 120,000. Motion carried.

With no other business, Sara Schmitt moved to adjourn, Jeremy Carolfi seconded the motion. The meeting was declared adjourned at 8:55 pm.

Recorded by: Larry Gilbertson

Submitted by Kathy Banks

**DRAFT**

Subject to  
Approval

## **MINUTES**

McMillan Memorial Library  
Board of Trustees  
March 15, 2017

President Zacher called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

### **ROLL CALL ATTENDANCE:**

Present: Anne Zacher, Andrea Galvan, David Farnbrough, Kevin Finbraaten, Colleen Dickmann, Susan Bovee, William Clendenning, William Jacobs, and Scott Kellogg.  
Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.  
Others in attendance: Rick Potter

**CORRESPONDENCE:** There were no items of correspondence.

**MINUTES:** A motion to approve the Minutes of the February 15, 2017 Library Board meeting was made by Dr. Dickmann, second by Mr. Kellogg. Motion carried.

**TREASURER'S REPORT:** Mr. Barnett presented the financial reports for March 2017. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Dr. Dickmann, second by Ms. Galvan. Motion carried.

Mr. Barnett reported on the TRIP program.

### **DIRECTOR'S REPORT:**

Library Use and Events – We will have a concert on April 27 – the Bob Schulz Frisco Jazz Band. This will be personally sponsored by George Mead. The Library showed four movies and *Amadeus* during ARTiGras. We had over 30 for the documentaries *Look of Silence* and *Between Allah and Me*. We host the Spotlight Talent Show on March 25. We will be showing a film as part of the Prairie Chicken Festival on April 8th. We are again part of the Teen Job Fair, coming April 17. Spring break will see a series of special maker-based events. Interviews for our Rural Schools oral history project are underway.

Buildings and Grounds – The new controls are installed and we are waiting to acquire Internet access to them. We purchased lightly-use office desks for the director and assistant director.

Budget – The end of year numbers are in. We carried over more than usual because two projects (HVAC controls - \$15,384, Display sign - \$7,435) were begun in 2016 but not completed until 2017. The public address system has also been carried over from 2016, but is not completed. This accounts for 1/3 of the carryover. The City is beginning Capital planning for 2018, with a meeting on March 28.

Miscellaneous – I am participating in the Education / Prevention pillar of the Wood County Drug Task Force. The Mayor's Sustainability Council received a presentation on our solar project. The newly-hired Director of Innovation toured the Library with his staff. The Library is working with the SWCHM to identify digitization projects. I met with our state senator and representatives on Library Legislation Day, promoting rural broadband and funding for library systems.

COMMITTEE REPORTS: A meeting of the joint Finance and Building & Grounds Committees met on March 13, 2017 at 4:30 pm. Discussion will take place under Old Business.

OLD BUSINESS: Mr. Barnett presented information on the discussion of the solar project. Discussion followed. Ms. Bovee noted that it is the recommendation of the committees that we precede with the next step of the project.

**A motion to proceed to get formal proposals on the solar project and to present the scope of the project to the City Finance and Property Committee was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

NEW BUSINESS: There were no items of New Business to bring before the Board.

**A motion to adjourn was made by Ms. Galvan, second by Ms. Bovee. Motion carried and the meeting adjourned at 5:23 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on April 19, 2017 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

7

**Draft  
MINUTES  
SCLS BOARD OF TRUSTEES  
March 23, 2017 12:15 p.m.  
SCLS Headquarters**

**Present:** J. Ashford, P. Behling, N. Brien, F. Cherney, P. Cox, M. Furgal, J. Harrington, J. Healy-Plotkin, M. Hokamp, K. Michaelis, M. Nelson, P. Nelson, R. Owens, A. Pawlak, L. Sipiorski, A. Weier

**Also Present:** M. Van Pelt, K. Goeden

**Absent:**

**Excused:** N. Long

**Call to Order:** K. Michaelis, President, called the meeting to order at 12:15p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

**Minutes:** A. Weier requested the minutes clarify that she attended Library Legislative Day. N. Brien moved approval of the February 23, 2017 minutes. Motion seconded and carried. J. Harrington abstained.

**Bills for Payments:** J. Ashford reviewed the bills for payment in the amount of \$ 203,642.01 and moved approval. A. Weier seconded. Motion carried.

**Financial Statements:** K. Goeden

R. Owens requested a copy of the budget timeline. M. Van Pelt will email a copy to the board.

**Presentation: Annual Library Visits Report – M. Van Pelt:** You may view the report here.

A question was raised regarding what services member libraries are providing to the immigrant community. It was suggested that Shawn Brommer, Outreach Coordinator, provide a presentation addressing this topic at the October Board meeting. The request was modified to be a presentation on “social services” programs the member libraries provide.

**Committee Reports:**

- a. **Advocacy:** M. Nelson noted the proposed budget would eliminate federal funding for all libraries. Advocates are urged to contact their federal legislators and ask them to sign the appropriation letter for the Institute of Museum and Library Services before April 3. 4/11/17 is National Library Workers day.  
M. Van Pelt noted SCLS has updated the SCLS Facebook page with photos promoting #saveIMLS. Member libraries have been asked to provide photos and stories about how they use LSTA grants. Folks may participate in National Library Legislative Day 5/2/17 virtually. Mark Pocan had a live Facebook chat and SCLS provided talking points to him. He is a big supporter of libraries.
- b. **Personnel: Living Wage and Personnel Manual –** P. Cox noted the Personnel manual will be revised and will be reviewed at the April 18<sup>th</sup> committee meeting.  
The living wage was discussed and the committee determined a policy will not be created at this time due to the unknown future of the system redesign project and its effects on the budget dynamics. The other question raised was who determines what a living wage is and the varying

factors that affect it. Committee members asked SCLS staff to prepare some budget numbers with a COL of 1.2% for their next meeting.

**Action Items:**

- a. Approve Audit: N. Brien moved approval of the audit. R. Owens seconded. Motion carried.
- b. Approve Reciprocal Borrowing Agreement between SCLS and the Winnefox Library System: J. Harrington moved approval. N. Brien seconded. Motion carried.

**SCLS Foundation Report:** M. Van Pelt noted the SCLSF and the Black Earth Public library are donor recipients for the Black Earth 10 Quasi Classic Run 2017 on April 1st. When a participant runs, funds may be donated to specific charities. This will help provide awareness of the SCLS Foundation to the community. M. Van Pelt attended a fund raising program presented by Wegner CPAs.

**System Director's Report:** M. Van Pelt noted the Arrowhead Library System has not selected SCLS for the ILS merger due to high maintenance costs and our required strict cataloging standards. Only one library indicated a "no" on their annual report regarding SCLS System effectiveness. SCLS responded to that library with a letter addressing their concerns. A copy of that letter was also provided to DPI.

**Discussion:**

**a. Audit**

**b. Recruiting for vacant trustee positions:** R. Owens inquired if the positions have been filled. SCLS has received confirmation that two trustees have been presented from Dane County. There is another vacancy from Dane County that needs to be filled. P. Nelson addressed the issue of the lack of approved appointments from Dane County.

**c. Develop policy on diversity of the board of trustees:** Diversity should be encouraged and it was suggested the Bylaws Committee develop a strategy. SCLS cannot appoint a trustee, but recommendations can be made to the appointing counties.

**d. Develop policy on term limits for board of trustees:** State Statutes state SCLS cannot set term limits.

**Administrative Council (AC) Report:** All Directors met March 16, 2017. You may view the minutes here: <http://www.scls.info/committees/ac/index.html>

**Other Business:** None

**Information Sharing:** P. Nelson noted Mark Pocan provides a great story in support of libraries based on his childhood use of the Kenosha Public Library to teach himself magic.

P. Cox noted the Oregon Public Library is getting closer to the reality of a new library, which will be three times larger than it currently is.

The next board meeting will be held on April 27, 2017

Meeting adjourned at 1:37 p.m.

Heidi Moe, Recorder

BOT/Minutes/3-23-2017

## **Director's Report**

### **March 2017**

#### **Meetings and Visits**

The coordinators met to draft the May All Directors meeting agenda, discuss the 2018 budget and PLSR.

I attended the ILS, Technology and Delivery Committee meetings.

Jean Anderson and I met with the Madison ILL staff to discuss the system's work with WISCAT in 2018.

I attended via Go to Meeting the PLSR Steering and Human Resources subcommittee meetings.

I participated via Go to Meeting in a LSTA evaluation listening session hosted by Library Strategies from St Paul, Minnesota.

On April 14, I started my day by attending the Middleton Public Library's in-service day. Nancy Belmont of Vessence, <http://www.vessence.com/our-team/> led the staff in creating a new brand for their role in the community. It was a great program based on Jung's archetypes and Ms. Belmont had the staff engaged and excited about their roles in their local community and planning a successful future for the Middleton Public Library. I mentioned her presentation to our consultant staff as a possible resource for strategic planning with other members.

In the afternoon, I was at the Portage Public Library for their in-service day. Jessica Bergin, the director, led the staff on real life scenarios of how to protect patron privacy.

I met with Anjali Bhasin and Robert Seltzer, our two new board members, to conduct their orientations. Welcome!

#### **Personnel**

The Rocks Springs Public Library is in the process of hiring a new director. It is a part time position of approximately 20 hours a week.

Krista Ross, Director of the Southwest Library System, has resigned to take a position with a Minnesota Library System.

Gerrie Moeller, Director of the Outagamie Waupaca Library System, has also resigned to take a position with a Minnesota Library System.

#### **Trustee Training**

Save the date! Wisconsin Trustee Training Week will be held Aug. 21-25, 2017. There will be one webinar each day from noon-1 p.m. on a topic that's relevant to public library boards, friends, and trustees. While the schedule is still being finalized, here are a couple webinars that are confirmed:

Tuesday, Aug. 22, will feature Bonnie McKewon from the State Library of Iowa talking about Policies for Results.

Wednesday, Aug. 23, will feature John Keister and Sarah Armstrong, Consultants from Illinois (topic to be finalized).

Friday, Aug. 25, will be an update on the Public Library System Redesign project.

Visit <http://www.wistrusteetraining.com/> for updates and more information. Registration will be open in early May. The above URL will also give you access to recordings from the 2016 webinars. Trustee Training Week is sponsored by the South Central Library System, with financial support from other Wisconsin Public Library Systems, plus the Division for Libraries and Technology and the Institute of Museum and Library Services (IMLS).

#### **Arrowhead Library System**

The Arrowhead Library System received a unanimous recommendation from their ILS merger committee to join the Lakeshores Library System ILS.

#### **Good News**

Middleton Public Library celebrated its 90<sup>th</sup> anniversary.

Respectfully submitted by,

***Martha Van Pelt***

Martha Van Pelt



## County of Wood Library Board Minutes

Jan. 5, 2017

### Board members :

Francis Cherney  
Hugh O'Donnell  
Jane Maciejewski  
Joe Zurfluh  
Brad Hamilton  
Linda Schmidt  
Dave Barth  
Jean Anderson  
Bill Clendenning

### Library Directors:

Lori Belongia, Everett Roehl Marshfield Public Library  
Barb Callaway, Pittsville Public Library  
Andrea Halbersma, Lester Public Library of Vesper  
Darla Allen, Charles and Joann Lester Library of Nekoosa  
Andy Bartlett, McMillan Public Library  
Beth Martin, Lester Library of Arpin

Chairman Fran brought the meeting to order at 7 p m Jan. 5 at Charles and JoAnn Lester Library, Nekoosa.

Hugh made a motion to approve minutes as read. Seconded by Brad. Motion carried.

Fran read a report from Jean who could not attend. The SCLS staff is redesigning SCLS website and two new staff members were added.

Bill said that the Consolidated office building will be used by the Health and Human Resources and Parks and Recreation Departments.

### Library Reports:

Beth said that the Arpin library has really benefitted from all the equipment they acquired from the old Marshfield library. She said that she is getting radon kits because of the high radon count in Arpin. She is planning to start a Toastmasters group. She will have a presentation on home-buying basics and the annual antiques appraisal.

Darla said that the library is a full link library now. There were 30,000 items with only four minor errors. There is a new web page. Krista Coon is at the library every Wed. from 10 until 1:00 to answer questions and to hear new ideas for the area. Darla is planning the Summer Reading Program now.

Andrea reported that last year's Summer Reading Program went well and was well attended. There was a Winter Wonderland event with 20 people attending. She planned a New Year's Eve party for children which was Sat. Dec. 31 in the morning with a countdown at 12:00 noon. She called it Noon Year's Eve. There will be movie night Jan. 19<sup>th</sup>, and card making event in Feb. They have a great-looking new logo.

Andy is offering classes in Excel and other classes with 500 people who have signed up for them. National Theater Live, which was recorded in London, will be presented with free admission in Wis. Rapids with dates starting in Jan. There were 200 people who attended game day. He bought LED lights to conserve energy. "Consolidated News", periodicals from the past, are being digitized.

Barb has finished her last class. She has book clubs, Lego club, story hour, and coloring Fridays for all patrons. She is working on the Summer Reading Program. The Lego Club is meeting once a month and the coloring group meets every Fri.

Lori reported that the library grand opening was well-attended with 200 people at the beginning ceremony and 1,238 people attending in the afternoon. The meeting rooms are in high demand as is the quiet area which has a fireplace. She said the gate count is up 25% since opening the new library. There was a Grinch night with Grinch cookies. There are a group of people who use the genealogy room regularly.

The next library board meeting will be April 20, 2017, at the Lester Public Library in Vesper at 7:00 p.m.

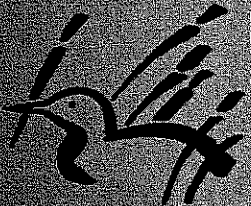
Brad made a motion to adjourn and Jane seconded it. Motion was carried.

Secretary, Linda Schmidt

# The University COMMISSION



MARSHFIELD/  
WOOD COUNTY



City of Marshfield



## Commissioners

### VOTING MEMBERS

Mike Bruu, Vice Chair

Donny Earl, Secretary

Anna Feddick

Mayor Machon, Chair

Donna Rozar

Rebecca Spiros

### EX OFFICIO

### NON-VOTING MEMBERS

Chris Meyer

Adam Montgomery

Eric Pliml

(UNAPPROVED)

## MINUTES OF THE UNIVERSITY COMMISSION MEETING OF JANUARY 19, 2017

Chair Machon called the meeting to order at 5:30 p.m.

Present: Montgomery, Bruu, Earll, Spiros, Feddick, Rozar, Pliml, and Machon.

Absent: Meyer.

Excused: Feddick.

Also present: Michelle Boernke, Associate Regional Dean; Brian Panzer, Building & Grounds Superintendent; Marcie Koziczowski, Commission Bookkeeper; Peter Kastenholz, Wood County Counsel, and Shane Bagely (Verizon Wireless representative).

Machon declared a quorum present.

There were no public comments.

Motion (Bruu/Spiros) to receive and place on file the minutes of the November 16, regular meeting. Motion carried. (Minutes on file.)

Following a presentation by Mr. Bagely and a question and answer session, several individuals were assigned follow-up research. Their discoveries will be brought to a special meeting to be set in February to coincide with a S.T.E.M. Building tour. Questions centered around Commission authority, Board of Regents/City/County approval, revenue and related income tax, potential Roehl concerns, conditional use and building permits, future campus building needs, aesthetics, location, etc. (Hand-outs on file.)

Motion (Rozar/Spiros) to receive and place on file the statement of accounts. Motion carried. (Statement of accounts on file.)

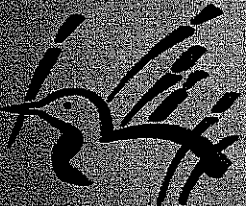
(over)

2000 West 5th Street  
Marshfield, WI 54449  
715-389-6538  
FAX 715-389-6517

# The University COMMISSION



MARSHFIELD/  
WOOD COUNTY



City of Marshfield



## Commissioners

### VOTING MEMBERS

Alfred, Vice Chair

Gordy Earll, Secretary

Alanna Feddick

Dan Machon, Chair

Donna Rozar

Rebecca Spiros

### EX-OFFICIO

### NON-VOTING MEMBERS

Chris Meyer

Paul Montgomery

Janice Pliml

(UNAPPROVED)

## MINUTES OF THE UNIVERSITY COMMISSION SPECIAL MEETING OF February 20, 2017

Chair Machon called the special meeting to order at 5:30 p.m.

Present: Earll, Machon, Rozar, Spiros, Montgomery, Pliml, Feddick, Breu.

Absent: Meyer.

Also present: Michelle Boernke, Brian Pischel, Dan Knoeck, and Marcie Koziczkowski.

Machon declared a quorum present.

There were no public comments.

Several people reported back to the Commission regarding a potential cell tower lease agreement. Machon reported that he had spoken with Kastenholtz, Wood County Corporate Counsel, regarding accepting money into the Commission from the lease agreement, and Koziczkowski noted that the accountants had concurred, specifically if the funds were expended for campus needs. Montgomery had contacted Steve Wildeck at the Central Office who agreed to reach out to the Board of Regents. Knoeck would like to know if other entities could add satellites to the tower since the City of Marshfield might be interested. Knoeck also explained public notice to neighbors and the conditional use permit. Motion Earll/Breu to grant permission to Machon to move forward in negotiating the terms of a lease agreement – financial arrangements, payment amount, additional satellites, etc. – along with Kastenholtz' assistance. The motion carried. Machon will bring the lease agreement to the May meeting for action.

Meeting adjourned at 5:50 p.m.

*Minutes taken by Marcie Koziczkowski for Gordy Earll, Secretary.*

2000 West 5th Street  
Marshfield, WI 54449  
715-389-6538  
FAX 715-389-6517