

EXECUTIVE COMMITTEE

DATE: Tuesday, February 6, 2018
TIME: 8:30 a.m.
LOCATION: Wood County Courthouse, Room 114

1. Call meeting to order
2. Public comments
3. **CONSENT AGENDA**
 - (a) Review/approve minutes from previous committee meetings
 - (b) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Resolution regarding communications tower on UW Marshfield/Wood County Campus
6. Discussion/Decision regarding county policy for effective date of pay raises.
7. Appointment of two additional members of the Ad Hoc Property Committee.
8. Discussion regarding option related to pay of elected officials.
9. **County Clerk**
 - (a) Review letter of comments
10. **Maintenance**
 - (a) Review letter of comments
 - (b) Review recommendations of Ad Hoc Property Committee
 - (c) Discuss Courthouse security
11. **Safety & Risk Management**
 - (a) Review letter of comments
 - (b) Resolution for self-insured workers compensation
12. **Information Technology**
 - (a) Review letter of comments
 - (b) Introduce Copyright Liability Prevention Policy
13. **Wellness**
 - (a) Wellness Updates
14. **Treasurer**
 - (a) Review letter of comments
 - (b) Resolution to sell tax deed property.
 - (c) Resolution for budget amendment.
15. **Finance**
 - (a) Review letter of comments
 - (b) Resolutions to amend 2017 budget
 - 1) Sheriff Electronic Monitoring (52712) from Transfer to General Fund (59210)
 - 2) Humane Officer (54129) from Contingency (51590)
 - 3) CDBG Expenditures (56780) from Assigned Fund Balance (34112)
 - (c) Resolution to allow out of state travel for the Deputy Finance Director for training
 - (d) Non-Lapsing Funds Policy
 - (e) Correspondence
 - Budget and actual reports for 12 months ended December 31, 2017
16. **Human Resources (HR)**
 - (a) Review letter of comments
 - (b) Discuss realignment of Human Resources
 - (c) Educational Reimbursement Policy Discussion
17. Consider any agenda items for next meeting.
18. Set next regular committee meeting date.
19. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, January 2, 2018
TIME: 8:30 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: All Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar
EXCUSED: Ed Wagner
OTHERS PRESENT (for part or all of meeting): Marla Cummings, Lacey Bell, PaNyia Yang, Brenda Nelson, Reuben Van Tassel, Cindy Cepress, Sue Kunferman, Adam Fandre, Amy Kaup, Heather Gehrt, Brandon Vruwink, Cindy Robinson, Steve Kreuser, Kim McGrath, Warren Kraft, Dennis Polach

The meeting was called to order by County Board Chairman Pliml.

Public Comment – No public comments

Consent Agenda

Motion (Rozar/Feirer) to approve the consent agenda minus the December 5, 2017 Executive Committee (EC) meeting minutes, the November 14, 2017 Ad Hoc Property Committee minutes, and the Maintenance/Purchasing vouchers. Motion carried unanimously.

Clendenning requested that the minutes from the December 5, 2017 EC meeting and the November 14, 2017 Ad Hoc Property Committee meeting as well as the Maintenance/Purchasing vouchers be pulled for further discussion. An update regarding the homeless shelter in Marshfield was requested. Rozar stated that Wood County is not involved and more specifically Wood County Human Services has no involvement other than providing their usual services. Clarification regarding the UW Marshfield/Wood County communications tower was requested, specifically regarding the payment for \$5,000/2 years to hold the property for possible construction. Rozar stated discussions are ongoing regarding who the money will be paid to, the UW Commission, or ½ to the City and ½ to the County. Clendenning requested an update on the preparation of the 12th Street building so it can be listed for sale. Van Tassel stated Emergency Management is working on it as time permits. Questions were answered regarding electricity charges for the Courthouse versus River Block as well as charges from the different vendors that clean the Courthouse and River Block.

Motion (Rozar/Clendenning) to approve the December 5, 2017 EC meeting minutes, November 14, 2017 Ad Hoc Property Committee minutes, and Maintenance/Purchasing vouchers. Motion carried unanimously.

Discussion was held regarding the resolution for a communications tower on the UW Marshfield/Wood County campus. Rozar stated negotiations are ongoing. The contract regarding the \$5,000/2 years payment will be a separate document from the lease agreement. The money may go to the Commission and could be used for campus operational costs, or it could be split between the City of Marshfield and Wood County.

County Clerk Cepress reviewed her Letter of Comments with the Committee. The deadline for filing nomination papers for County Board positions is today at 5:00 p.m.

Cepress presented a resolution to amend the 2017 budget for County Board for the purpose of funding higher than anticipated expenditures.

Motion (Clendenning/Feirer) to approve the resolution to amend the 2017 budget for County Board for the purpose of funding higher than anticipated expenditures. The resolution will be forwarded to County Board for consideration. Motion carried unanimously.

Discussion was held on the County Clerk's request to transfer \$3,500 from the Information and Communications budget function to the County Clerk budget function due to a vacation payout to the Deputy County Clerk who retired in 2017.

Motion (Rozar/Breu) to approve the transfer of \$3,500 from the Information and Communications budget function to the County Clerk budget function. Motion carried unanimously.

Maintenance Manager Van Tassel reviewed his Letter of Comments. He reported that the sale of the two CBRFs in Marshfield was finalized last week and the County will be receiving the sale proceeds today.

Risk Management Director Stelzer is still out on medical leave. Chairman Pliml provided an update on some key issues currently being handled by that Department.

IT Director Kaup discussed her Letter of Comments, stating that the top priority of the IT Department at this time is security awareness. Supervisor Henkel inquired as to when the sanitary permit system for Planning and Zoning would be complete as it has been an ongoing project for a number of years.

Wellness Coordinator Fandre reported the 2018 Wellness Program is underway with biometric screenings being scheduled. Clendenning asked for clarification regarding two parts of the Wellness Board November 7th minutes. Clarification was given regarding the policy/process for dealing with rude or uncooperative employees and the concerns regarding smoking outside the River Block building.

Treasurer Gehrt discussed her Letter of Comments with the Committee.

Gehrt presented a resolution to accept the transfer of tax deeded property to an adjacent landowner in the City of Marshfield along with a resolution to accept the transfer of five (5) tax deeded properties to the School District of Nekoosa.

Motion (Feirer/Rozar) to approve the resolutions to accept the transfer of tax deeded property to an adjacent landowner in the City of Marshfield and the transfer of five (5) tax deeded properties to the School District of Nekoosa. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Cummings reviewed her Letter of Comments. Payroll Administrator PaNyia Yang was introduced. Cummings stated that implementation of the new payroll software is at a standstill as Finance has not received all the information needed from IT and Human Resources. The data needs to be cleaned up and errors corrected before it can be imported into the Dynamics software system. Chairman Pliml stated he will facilitate a meeting with Finance, IT, and Human Resources to make the payroll system implementation a priority with those Departments. Cummings stated she offered to take over payroll earlier but HR Director Kraft declined that offer. Pliml will facilitate discussion regarding the possibility of moving payroll to Finance sooner than originally planned. Kraft did state that the confidentiality agreement he requested from Wipfli is in place. Cummings informed the Committee that Deputy Finance Director Bell has been working on issues with the payroll withholding accounts and has been able to pinpoint problems so; hopefully, the ongoing issues with those accounts can be resolved.

Finance Department correspondence was discussed as outlined on the agenda.

Human Resources (HR)

HR Director Kraft answered questions relating to the Department's Letter of Comments regarding the payroll transition to Finance and the review of the Humane Officers work hours. Discussion was held regarding the EC Chairman's involvement in a review of the draft report of market review for the Wood County Compensation Plan versus the Committee as a whole.

The Committee acknowledged Kraft's submitted letter of resignation which included a 2 weeks' notice. Kraft extended his last day of employment with Wood County until January 19, 2018 to provide 30 days' notice.

Motion (Clendenning/Breu) to appoint Kim McGrath as Acting Human Resources Director with a temporary salary increase of 10%. Motion carried unanimously.

The realignment of the HR department was discussed at length. Rozar believes this is the time for Wood County to discuss the possibility of hiring a County Administrator with the possibility of eliminating the position of HR Director and having a Deputy HR Director function under the supervision of a County Administrator. Although that is certainly a future possibility, Pliml is more concerned with getting HR to the point of functioning with the employees they have. Henkel reminded the Committee that twice in the past, Ad Hoc Committees were formed to look into the possibility of an Administrator and recommendations were presented to the County Board from those Committees. Pliml proposed having an all-day meeting off-site with the entire County Board to begin discussions regarding hiring a County Administrator. Furthermore, Pliml stated he wished he had seen the memo Kraft sent out to departments regarding no longer assisting with recruitment due to the elimination of the Recruiter position as he believes it does not make sense to put the burden of handling what are essentially HR functions on to the individual departments. Additional discussion will be had regarding recruitment functions.

Educational Reimbursement was discussed. The difference between continuing education (education needed to continue doing an effective job in your current position) versus educational reimbursement (pursuing a degree to prepare for advancement to a different position) was discussed. There was also a review of current policies in place in other counties. Answers were given to questions regarding what requirements should be made to qualify an employee for reimbursement, possible cap on the dollar amount allowed, and requirements regarding continued employment by Wood County after the reimbursement is allocated. Kraft will draft a policy to include points discussed including pre-approval by department head and oversight committee, County-wide availability, 50% reimbursement up to \$1,500 per semester, and an agreement by the employee to continue employment with the County for 36 months following any reimbursement or repay of the reimbursement amount in full.

With regard to the grievance from the Wood County Deputy Sheriffs' Association, Kraft reported that Sheriff Reichert rescinded the portion dealing with deputy call-in when subpoenaed for court, but left in place the direction that if a deputy calls in and is told the case is still scheduled but the case ends up not going to court, the deputy will be assigned to court security unless the deputy chooses to opt out.

Motion (Breu/Feirer) to sustain the grievance from the Wood County Deputy Sheriffs' Association. Motion carried unanimously.

Agenda item for next meeting: Market Review for Wood County Compensation Plan

Motion (Rozar/Henkel) to adjourn the Executive Committee meeting at 11:00 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar
Secretary

Minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee secretary.
Minutes in draft from until approved at the next EC meeting.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, January 16, 2018

TIME: 9:15 a.m.

PLACE: Room 317A, Wood County Courthouse

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

OTHERS PRESENT (for part or all of the meeting): Warren Kraft, Heather Gehrt, Amy Kaup, Reuben Van Tassel, Marla Cummings, Kimberly McGrath, Adam Fischer, Brad Kremer, Dennis Polach, Peter Kastenholtz, Lacey Bell, Trisha Anderson

The meeting was called to order by Chairman Wagner.

Public Comments- None

Discussion of Plans for reorganization of Human Resources (HR) Department

Wagner reported the HR Department is undergoing reorganization following the decision to defund the Recruitment Coordinator position and the resignation of the HR Director. A memo was sent to all Wood County Supervisors providing an update on Monday, January 15, 2018 explaining the need for a temporary employee during this interim period. County Board Chair Pliml explained that the former Recruitment Coordinator, due to her vast knowledge of Wood County's HR systems, policies and practices, was offered the temporary HR Generalist position. This offer was accepted. The search for a HR Director will commence in the near future.

Chairman Pliml reported that Wood County prevailed in two recent liability claims.

February's regular Executive Committee meeting is scheduled for Tuesday, February 6, 2018 at 8:30 a.m. in room 114.

Motion (Wagner/Pliml) to adjourn the meeting at 9:29 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

Minutes taken and prepared by Kimberly McGrath. Minutes reviewed by the Executive Committee (EC) secretary.

Minutes in draft form until approved by EC at next scheduled meeting.

AD HOC PROPERTY COMMITTEE

MINUTES

DATE: Tuesday, January 16, 2018

TIME: 10:45 AM

PLACE Room 114, Wood County Courthouse

PRESENT: Al Breu, Ken Curry, Brad Kremer

OTHERS PRESENT: Dave LaFontaine, Kim McGrath, Heather Gehrt, Marla Cummings, Steve Kreuser, Sarah Christensen, Jason Grueneberg, Lance Pliml, Bill Clendenning, Reuben Van Tassel

The meeting was called to order by Chairman Breu.

Public Comments: There were no public comments.

Review/Approve Minutes:

Motion (Curry/Kremer) to approve the minutes from the November 14, 2017 meeting.

Motion carried.

17th Ave Wetland Delineation update:

Grueneberg updated the Committee on the status of this project. The contractor was able to complete the survey and the maps are completed. Waiting on the DNR to sign off on the new maps. There is a lot less wetland on the new maps as compared to the old ones. Jason believes that this makes marketing and selling the property a little easier. Jason has not proceeded with the appraisal as he was told by an appraiser that it most likely will not be accurate. There are no comparable properties that have sold recently. Lance weighed in with his thoughts on the appraisal. Discussed checking to see if there is any value in the timber on the land. Talked about ideas that the developer has. Discussed what to do with the remaining acreage if the currently interested developer only purchases the small acreage that they are looking at. Jason will ask the developer if they want the trees left on the property or if they would like them cut before purchase. Jason will ask Fritz in the Parks Department to evaluate the timber on the land and he will keep moving forward with the developer.

12th Street property: Things are moving ahead with a commercial appraisal on the property. The Committee would like the building cleaned out as soon as possible. They would like it done within 30 days so that when the appraisal comes back the building is all ready to go.

Courthouse/Riverblock Needs:

Reuben is working on the security concerns. He stated that other concerns are that Finance needs a new location as they now have 3 employees and that Emergency Management needs a

permanent home. Discussion was held on the possibility of moving HR and Finance to the River Block building, or the third floor of the Courthouse, and EM to the second floor. Reuben stated that one of the Judges does not want any non-court related departments on third floor. They will eventually need to build a fourth courtroom, and then would have to move the other departments again. Lance stated that it makes the most sense to have EM on the second floor as they work closely with Dispatch and Systems. Jason discussed the previous plans were to move EM to the current HR location on the second floor. HR is amenable to moving, but they do work closely with IT. Heather Gehrt stated that her department works closely with Finance as well. Jason discussed adding extra walk in clients to the third floor presents a security concern.

Reuben discussed the options that he presented. He presented an example of the third floor at River Block. Marla and Heather stated that there would be logistical problems with having to move checks to be stuffed and mailed back and forth, but that they will do as directed and would be able to work it out. Reuben presented preliminary cost estimates.

The consensus was that it is important for HR and Finance to be together. The only real option is to move them to the third floor of the River Block building. The Committee will forward to the Executive Committee the recommendation to complete a buildout on the third floor of River Block and to move HR and Finance over there.

Discussed security of the front door and the needs there. Kremer stated that security is his number 1 priority. Reuben stated there is a designated location for a security office by the front door. The Committee feels that this is a very important subject.

The old EM office needs major work to be habitable. There is a strong odor of fuel oil when the office has been closed up for a while. It was always noticeable to some, but when it is closed up like it is now it is quite strong.

Motion by Kremer/Curry to recommend moving Human Resources and Finance to the third floor of the River Block building, and move Emergency Management to the current Human Resources Office. Motion carried.

Reuben will attach layouts to the minutes so the Executive Committee can see what was referenced. The Finance Department and Treasurer are aware that they will need to work towards solutions regarding the checks to be stuffed and mailed.

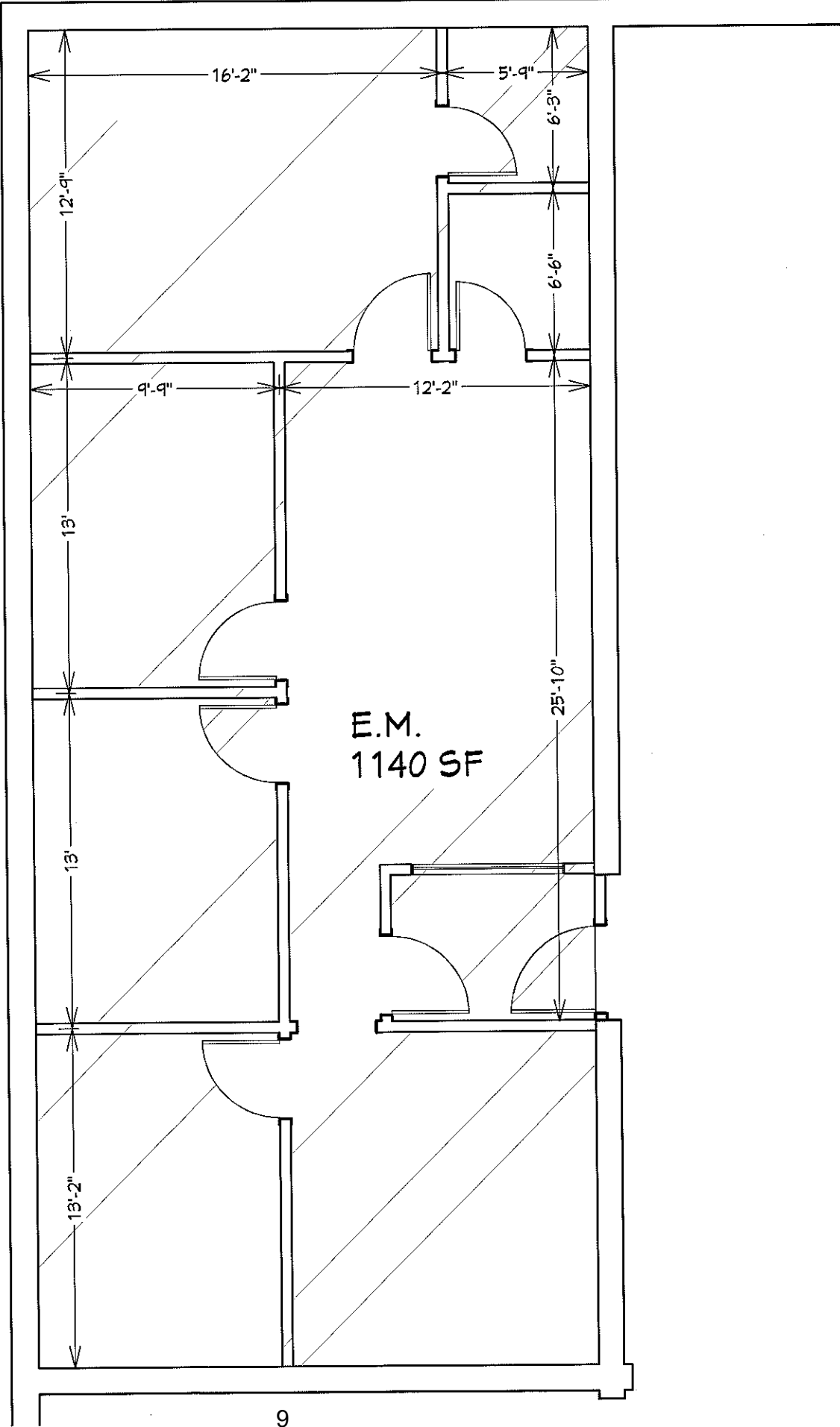
Next meeting will be on February 20, 2018 at 10:30 am, following County Board.

Chairman Breu adjourned the meeting at 12:15 pm.

Minutes in draft form until approved at the next meeting of the Ad Hoc Property Committee.
Minutes taken by Sarah Christensen.

[illegible]

MOVE E.M. TO EXISTING HUMAN RESOURCES OFFICE LOCATION - COURTHOUSE 2ND FLOOR



Wood County Employee Wellness Board Meeting Minutes

Tuesday, November 7, 2017

Wood County River Block, Health EOC Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Warren Kraft (HR Director—ex-officio), Sue Kunferman

Excused: Jordan Bruce

Also present: (for part of all of the meeting) Amanda Handrahan (Aspirus Business Health), Adam Fandre (Wellness Coordinator), Angela Zausch (by phone), Kim McGrath (Human Resources)

1. Chair Kunferman called the meeting to order at 1:03 p.m.
2. **Introductions** were made around the table.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the August 7, 2017 meeting as presented. All ayes. Motion carried.
5. **Update regarding influenza vaccination policy at the Wood County Annex and Health Center:** tabled until next meeting for Jordon Bruce's input
6. **Health plan/benefit/open enrollment update:** Mr. Kraft reported that approximately 200 more employees have taken advantage of the health insurance premium incentive with participation in the Wellness Program. There are approximately 90 employees who have not chosen to participate. Open enrollment went well. An on-line option for open enrollment is a future goal.
7. **Discussion regarding collaboration with the Health Resource Team:** Adam and Amanda reported that 40% of Wood County Employees are enrolled in Aspirus Arise and not in WPS. The Health Resource Team with Aspirus Arise is available to that 40% of individuals for chronic disease management. Health coaching is available through the care coordinator with that program. The question was asked what equivalent might be available through the Marshfield Clinic with the WPS plan.
Motion (Rozar/Kaup) to award 500 points to individuals who are actively participating in case management/coaching through the Aspirus Arise offerings. All ayes. Motion carried. Adam and Amanda will work out the details.
8. **Update regarding Wellness Program activities and points structure:** Overview reviewed (update on file). 100 points are scheduled to be awarded for taking the Financial Health Survey. Research needs to be done on follow-up options prior to putting this activity on the list.

9. **Discussion regarding providing points for attending the lunch yoga class:** Adam shared correspondence regarding this request. The Board, after much discussion, decided not to add this specific activity to the list of options. There are already provisions in place to use workout activities for points. An email was shared regarding the donation of “double-reds” with the blood bank. “Could extra points be awarded for this donation” was the question. The decision was made to keep blood donations at 400 points per year.
10. **Discussion regarding policy/process for dealing with rude or uncooperative employees:** This discussion will be placed on the next meeting’s agenda. It was agreed that a policy needs to be in place and the language of that policy will be decided upon at a future meeting.
11. **Review financials as of September 30, 2017:** Sue reported that the Wellness Budget is under-budget thus far in the year. There will be an impact in 2018 because of increased participation. Adam will keep detailed statistics for participation over the next year. It was reiterated that new hires (hired after October 31st) will be grand-fathered in for the next year’s health premium incentive but must do the biometrics, health coaching, and health assessment for subsequent years for continued health premium incentives.
12. **Update from the Wellness Committee—**Updates received and documents on file. Healthy vending machine options continue to be discussed for the Courthouse, River Block, and the Wood County Annex. Color-coding of those options will align with the “Go-slow-whoa”, “green-yellow-red” coding.
13. **General employee wellness updates—**Concerns were expressed about smoking outside the River Block building. Follow-up with department heads will take place.
14. **Future meeting agenda items—**noted
15. Next meeting date: February 8, 2018, 1 p.m., IT Conference Room, Wood County Courthouse
16. The Chair declared the meeting adjourned at 2:34 p.m.

Submitted and electronically signed,

Donna M. Rozar

Donna Rozar, secretary

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

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: January 2018

For the range of vouchers: 06170422 - 06170483 06180001 - 06180013

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|----------|----------------------------------|--------------------------------|------------|-------------|------|
| 06170422 | LANGTON DENNIS | December 2017 Deliveries | 12/28/2017 | \$171.00 | P |
| 06170423 | WI DEPT OF ADMINISTRATION | Marriage/Dog Fees Due to State | 12/31/2017 | \$11,478.10 | P |
| 06170424 | TOWN OF ARPIN | 2017 Dog License Refund | 12/31/2017 | \$57.58 | P |
| 06170425 | TOWN OF AUBURNDALE | 2017 Dog License Refund | 12/31/2017 | \$41.88 | P |
| 06170426 | TOWN OF CAMERON | 2017 Dog License Refund | 12/31/2017 | \$26.70 | P |
| 06170427 | TOWN OF CARY | 2017 Dog License Refund | 12/31/2017 | \$24.61 | P |
| 06170428 | TOWN OF CRANMOOR | 2017 Dog License Refund | 12/31/2017 | \$9.42 | P |
| 06170429 | TOWN OF DEXTER | 2017 Dog License Refund | 12/31/2017 | \$54.44 | P |
| 06170430 | TOWN OF GRAND RAPIDS | 2017 Dog License Refund | 12/31/2017 | \$574.24 | P |
| 06170431 | TOWN OF HANSEN | 2017 Dog License Refund | 12/31/2017 | \$46.06 | P |
| 06170432 | TOWN OF HILES | 2017 Dog License Refund | 12/31/2017 | \$14.13 | P |
| 06170433 | TOWN OF LINCOLN | 2017 Dog License Refund | 12/31/2017 | \$98.42 | P |
| 06170434 | TOWN OF MARSHFIELD | 2017 Dog License Refund | 12/31/2017 | \$47.11 | P |
| 06170435 | TOWN OF MILLADORE | 2017 Dog License Refund | 12/31/2017 | \$43.45 | P |
| 06170436 | TOWN OF PORT EDWARDS | 2017 Dog License Refund | 12/31/2017 | \$70.67 | P |
| 06170437 | TOWN OF REMINGTON | 2017 Dog License Refund | 12/31/2017 | \$33.50 | P |
| 06170438 | TOWN OF RICHFIELD | 2017 Dog License Refund | 12/31/2017 | \$102.08 | P |
| 06170439 | TOWN OF ROCK TREAS LISA M WALLIS | 2017 Dog License Refund | 12/31/2017 | \$56.53 | P |
| 06170440 | TOWN OF RUDOLPH | 2017 Dog License Refund | 12/31/2017 | \$49.21 | P |
| 06170441 | TOWN OF SARATOGA | 2017 Dog License Refund | 12/31/2017 | \$429.24 | P |
| 06170442 | TOWN OF SENECA | 2017 Dog License Refund | 12/31/2017 | \$72.24 | P |
| 06170443 | TOWN OF SHERRY | 2017 Dog License Refund | 12/31/2017 | \$39.78 | P |
| 06170444 | TOWN OF SIGEL | 2017 Dog License Refund | 12/31/2017 | (Voided) | P |
| 06170445 | TOWN OF WOOD | 2017 Dog License Refund | 12/31/2017 | \$62.82 | P |
| 06170446 | VILLAGE OF ARPIN-TREASURER | 2017 Dog License Refund | 12/31/2017 | \$9.42 | P |
| 06170447 | VILLAGE OF AUBURNDALE TR D MARTH | 2017 Dog License Refund | 12/31/2017 | \$38.21 | P |
| 06170448 | VILLAGE OF BIRON | 2017 Dog License Refund | 12/31/2017 | (Voided) | P |
| 06170449 | VILLAGE OF HEWITT | 2017 Dog License Refund | 12/31/2017 | (Voided) | P |
| 06170450 | VILLAGE OF MILLADORE | 2017 Dog License Refund | 12/31/2017 | \$23.56 | P |
| 06170451 | VILLAGE OF PORT EDWARDS TREAS | 2017 Dog License Refund | 12/31/2017 | \$68.05 | P |
| 06170452 | VILLAGE OF RUDOLPH | 2017 Dog License Refund | 12/31/2017 | \$21.99 | P |
| 06170453 | VILLAGE OF VESPER | 2017 Dog License Refund | 12/31/2017 | \$25.13 | P |
| 06170454 | CITY OF MARSHFIELD TREASURER | 2017 Dog License Refund | 12/31/2017 | \$482.63 | P |
| 06170455 | CITY OF NEKOOSA TREASURER | 2017 Dog License Refund | 12/31/2017 | \$60.72 | P |

Committee Report - County of Wood

County Clerk - January 2018

06180001 - 06180013 06170422 - 06170483

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|--------------------------------|--------------------------------|------------|--------------------|------|
| 06170456 | CITY OF PITTSVILLE TREASURER | 2017 Dog License Refund | 12/31/2017 | \$87.94 | P |
| 06170457 | CITY OF WIS RAPIDS TREASURER | 2017 Dog License Refund | 12/31/2017 | \$426.63 | P |
| 06170458 | TDS TELECOM | Various Dept Phone Charges | 01/09/2018 | \$255.14 | P |
| 06170459 | TOWN OF SIGEL | 2017 Dog License Refund | 01/11/2018 | \$51.01 | P |
| 06170460 | UNITED MAILING SERVICE | MAIL FEES DEC 1 - 31, 2017 | 01/11/2018 | \$833.82 | P |
| 06170461 | WISCONSIN MEDIA | VAR ADS 12/1 - 12/31/2017 | 01/11/2018 | \$1,170.22 | P |
| 06170462 | VILLAGE OF BIRON | 2017 Dog License Refund | 01/12/2018 | \$44.71 | P |
| 06170463 | VILLAGE OF HEWITT | 2017 Dog License Refund | 01/12/2018 | \$43.14 | P |
| 06170464 | TOWN OF HANSEN | 2017 Dog License Refund | 01/12/2018 | \$9.36 | P |
| 06170465 | ASHBECK ROBERT | R ASHBECK DEC 17 MILEAGE | 01/16/2018 | \$87.74 | P |
| 06170466 | BREU ALLEN | A BREU DEC 17 MILEAGE | 01/16/2018 | \$101.65 | P |
| 06170467 | CLENDENNING WILLIAM | W CLENDENNING DEC 17 MILEAGE | 01/16/2018 | \$67.95 | P |
| 06170468 | CURRY KENNETH | K CURRY DEC 17 MILEAGE | 01/16/2018 | \$51.90 | P |
| 06170469 | FEIRER MICHAEL | M FEIRER DEC 17 MILEAGE | 01/16/2018 | \$154.08 | P |
| 06170470 | FISCHER ADAM | A FISCHER DEC 17 MILEAGE | 01/16/2018 | \$118.24 | P |
| 06170471 | HENKEL HILDE | H HENKEL DEC 17 MILEAGE | 01/16/2018 | \$28.89 | P |
| 06170472 | HOKAMP MARION | M HOKAMP DEC 17 MILEAGE | 01/16/2018 | \$86.67 | P |
| 06170473 | KREMER BRAD | B KREMER SEPT-DEC 17 MIL/MEALS | 01/16/2018 | \$360.40 | P |
| 06170474 | LAFONTAINE DAVID | D LA FONTAINE DEC 17 MILEAGE | 01/16/2018 | \$146.59 | P |
| 06170475 | LEICHTNAM BILL | B LEICHTNAM DEC 17 MILEAGE | 01/16/2018 | \$93.09 | P |
| 06170476 | MACHON DOUG | D MACHON DEC 17 MILEAGE | 01/16/2018 | \$134.82 | P |
| 06170477 | PLIML LANCE | L PLIML DEC 17 MILEAGE | 01/16/2018 | \$41.73 | P |
| 06170478 | POLACH DENNIS | D POLACH DEC 17 MILEAGE | 01/16/2018 | \$87.42 | P |
| 06170479 | ROZAR DONNA | D ROZAR DEC 17 MILEAGE | 01/16/2018 | \$124.12 | P |
| 06170480 | WAGNER ED | E WAGNER DEC 17 MILEAGE | 01/16/2018 | \$189.39 | P |
| 06170481 | WINCH WILLIAM | W WINCH DEC 17 MILEAGE | 01/16/2018 | \$66.34 | P |
| 06170482 | ZURFLUH JOSEPH SR | J ZURFLUH DEC 17 MILEAGE | 01/16/2018 | \$17.66 | P |
| 06170483 | HAMILTON BRAD R | B HAMILTON DEC 17 MILEAGE | 01/16/2018 | \$14.98 | P |
| 06180001 | AEGIS CORPORATION | Position Schedule Bonds | 01/03/2018 | \$1,505.00 | P |
| 06180002 | WISCONSIN COUNTIES ASSOCIATION | 2018 Annual Dues | 01/03/2018 | \$11,312.00 | P |
| 06180003 | WCCA (COUNTY CLERK'S ASSOC) | 2018 Annual Dues | 01/03/2018 | \$125.00 | P |
| 06180004 | NORTH CENTRAL ITBEC | 2018 ITBEC Dues | 01/08/2018 | \$1,955.00 | P |
| 06180005 | CENTURYLINK | Various Dept Long Distance Chg | 01/09/2018 | \$105.62 | P |
| 06180006 | ELECTION SYSTEMS & SOFTWARE | Yearly Mtnce Agreement | 01/11/2018 | \$3,428.78 | P |
| 06180007 | UNITED PARCEL SERVICE | JANUARY 2018 UPS | 01/15/2018 | \$200.00 | P |
| 06180008 | ELECTION SYSTEMS & SOFTWARE | Layout Chgs - 2/20/18 Election | 01/19/2018 | \$1,295.32 | P |
| 06180009 | ELECTION SYSTEMS & SOFTWARE | Ballots - 2/20/18 Election | 01/22/2018 | \$3,764.11 | P |
| 06180010 | FRONTIER COMMUNICATIONS | Various Mfld Dept Phone Chgs | 01/29/2018 | \$133.64 | |
| 06180011 | ELECTION SYSTEMS & SOFTWARE | Ballots 2/20/18 Spring Primary | 01/29/2018 | \$53.84 | |
| 06180012 | ELECTION SYSTEMS & SOFTWARE | Coding - 2/20/18 Election | 01/29/2018 | \$975.43 | |
| 06180013 | TDS TELECOM | VAR DEPT TDS PH BILLS JAN 2018 | 01/29/2018 | \$250.70 | |
| Grand Total: | | | | \$44,332.99 | |

Committee Report - County of Wood

County Clerk - January 2018

06180001 - 06180013 06170422 - 06170483

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

COUNTY BOARD
December 2017 vouchers

REPORT ON CLAIMS
Paid January 2018

#1

| DEPT CODE | CLAIMANT | NATURE OF CLAIM | AMOUNT |
|--------------|--------------------------------|---------------------|----------------------|
| PD-PP | Wisconsin Employee Trust Funds | Retirement | \$ 305,363.61 |
| CB | Robert Ashbeck | December Per Diem | \$ 400.00 |
| CB | Allen Breu | December Per Diem | \$ 415.00 |
| CB | William Clendenning | December Per Diem | \$ 565.00 |
| CB | Ken Curry | December Per Diem | \$ 410.00 |
| CB | Michael Feirer | December Per Diem | \$ 415.00 |
| CB | Adam Fischer | December Per Diem | \$ 350.00 |
| CB | Brad Hamilton | December Per Diem | \$ 250.00 |
| CB | Hilde Henkel | December Per Diem | \$ 415.00 |
| CB | Marion Hokamp | December Per Diem | \$ 300.00 |
| CB | Brad Kremer | Sept - Dec Per Diem | \$ 1,300.00 |
| CB | David La Fontaine | December Per Diem | \$ 350.00 |
| CB | Bill Leichtnam | December Per Diem | \$ 450.00 |
| CB | Doug Machon | December Per Diem | \$ 315.00 |
| CB | Lance Plimi | December Per Diem | \$ 600.00 |
| CB | Dennis Polach | December Per Diem | \$ 400.00 |
| CB | Donna Rozar | December Per Diem | \$ 415.00 |
| CB | Ed Wagner | December Per Diem | \$ 575.00 |
| CB | William Winch | December Per Diem | \$ 400.00 |
| CB | Joe Zurfluh | December Per Diem | \$ 300.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | \$ 313,988.61 |

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: JANUARY 2018

For the range of vouchers: 19171307 - 19171354 19180001 - 19180047 50120294 - 50120298

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|----------|--|--------------------------------|------------|-------------|------|
| 19171307 | ADVANCE JANITORIAL SERVICE & SUPPLY | JANITORIAL SUPPLIES | 12/22/2017 | \$102.85 | P |
| 19171308 | COMPLETE CONTROL | VETERANS REMODEL-CONTROLS | 12/21/2017 | \$5,516.00 | P |
| 19171309 | CONSOLIDATED WATER POWER COMPANY | RIVER BLOCK ELECTRIC | 12/31/2017 | \$3,717.52 | P |
| 19171310 | ERON & GEE/HERMAN'S PLUMBING & HEATING | VETERANS REMODEL-VALVES | 12/22/2017 | \$207.93 | P |
| 19171311 | FOUNDATION BUILDING MATERIALS | VETERANS REMODEL-STUDS | 12/21/2017 | \$189.50 | P |
| 19171312 | G & K SERVICES | MAT CLEANING COURTHOUSE | 12/27/2017 | \$206.62 | P |
| 19171313 | GRAINGER (Maintenance) | FORKLIFT PART | 12/26/2017 | \$13.32 | P |
| 19171314 | LIBERTY CLEANERS INC | CLEANING COURTHOUSE, JAIL | 12/20/2017 | \$7,606.61 | P |
| 19171315 | RON'S REFRIGERATION & AC INC | DISCONNECT LIEBERT-VETERANS | 12/27/2017 | \$678.50 | P |
| 19171316 | UNITED RENTALS NORTH AMERICA INC | PIPE FREEZING UNIT-VETERANS | 12/21/2017 | \$437.50 | P |
| 19171317 | UNITED RENTALS NORTH AMERICA INC | CREDIT MEMO-VETERANS | 12/21/2017 | (\$187.50) | P |
| 19171318 | WASTE MANAGEMENT | WASTE DISPOSAL COURTHOUSE | 12/26/2017 | \$927.26 | P |
| 19171319 | WASTE MANAGEMENT | WASTE DISPOSAL JOINT USE | 12/26/2017 | \$75.77 | P |
| 19171320 | WATER WORKS & LIGHTING COMM | WATER/SEWER/ELEC HUMAN SVCS | 12/27/2017 | \$453.74 | P |
| 19171321 | WATER WORKS & LIGHTING COMM | ELECTRIC SERVICE COURTHOUSE | 12/27/2017 | \$10,779.21 | P |
| 19171322 | WATER WORKS & LIGHTING COMM | WATER/SEWER/ELEC SVC JOINT USE | 12/27/2017 | \$209.11 | P |
| 19171323 | WATER WORKS & LIGHTING COMM | ELECTRIC SVC SHERIFF LOCKUP | 12/27/2017 | \$95.96 | P |
| 19171324 | WATER WORKS & LIGHTING COMM | WATER/SEWER/ELEC AIRPORT CBRF | 12/27/2017 | \$49.45 | P |
| 19171325 | WATER WORKS & LIGHTING COMM | SHERIFF LOCKUP OUTDOOR LIGHTS | 12/27/2017 | \$10.85 | P |
| 19171326 | WATER WORKS & LIGHTING COMM | RIVER BLOCK WATER/SEWER | 12/27/2017 | \$483.70 | P |
| 19171327 | WATER WORKS & LIGHTING COMM | RIVER BLOCK OUTSIDE LIGHTING | 12/27/2017 | \$104.64 | P |
| 19171328 | WE ENERGIES | GAS SERVICE JAIL | 12/27/2017 | \$1,532.88 | P |
| 19171329 | WE ENERGIES | GAS SERVICE COMMUNICATIONS | 12/27/2017 | \$394.61 | P |
| 19171330 | WE ENERGIES | GAS SERVICE COURTHOUSE | 12/27/2017 | \$4,431.83 | P |
| 19171331 | WE ENERGIES | GAS SERVICE HUMAN SERVICES | 12/26/2017 | \$86.51 | P |
| 19171332 | WE ENERGIES | GAS SERVICE JOINT USE BUILDING | 12/29/2017 | \$479.85 | P |
| 19171333 | WE ENERGIES | GAS SERVICE SHERIFF LOCKUP | 12/29/2017 | \$216.66 | P |
| 19171334 | WE ENERGIES | GAS SERVICE AIRPORT CBRF | 12/27/2017 | \$64.48 | P |
| 19171335 | WE ENERGIES | GAS SERVICE RIVER BLOCK | 12/29/2017 | \$2,899.58 | P |
| 19171336 | WISCONSIN VALLEY BUILDING PRODUCTS | TOOLS | 12/21/2017 | \$274.31 | P |
| 19171337 | WOOD TRUST BANK | SUPPLIES, MOTOR | 12/20/2017 | \$290.15 | P |
| 19171338 | KOLO TRUCKING AND EXCAVATING INC | SNOW PLOWING COURTHOUSE | 12/29/2017 | \$2,915.00 | P |
| 19171339 | KOLO TRUCKING AND EXCAVATING INC | SNOW PLOWING RIVER BLOCK | 12/29/2017 | \$1,500.00 | P |
| 19171340 | OTIS ELEVATOR CO | RB ELEVATOR REPAIRS | 12/20/2017 | \$19,780.00 | P |

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
JANUARY 2018

50120294 - 50120298 19180001 - 19180047 19171307 - 19171354

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|----------|--------------------------------------|--------------------------------|------------|-------------|------|
| 19171341 | RON'S REFRIGERATION & AC INC | BASEBOARD HTRS-SHERIFFS REMOD | 12/22/2017 | \$3,172.00 | P |
| 19171342 | ADVANCED DISPOSAL | DISPOSAL FEES-VETERANS REMODEL | 12/31/2017 | \$65.40 | P |
| 19171343 | HOME DEPOT CREDIT SERV (Maintenance) | CH SUPPLIES | 12/31/2017 | \$336.40 | P |
| 19171344 | WINSUPPLY OF WISCONSIN RAPIDS | CH HVAC MOTOR | 12/22/2017 | \$262.92 | P |
| 19171345 | WINSUPPLY OF WISCONSIN RAPIDS | CH HVAC SUPPLIES | 12/26/2017 | \$164.82 | P |
| 19171346 | BAUER'S FLOOR MART | VETERANS REMODEL - FLOORING | 10/16/2017 | \$2,650.00 | P |
| 19171347 | KOLO TRUCKING AND EXCAVATING INC | SNOW PLOWING ELKS LOT | 12/29/2017 | \$960.00 | P |
| 19171348 | KOLO TRUCKING AND EXCAVATING INC | SNOW PLOWING MUPPET LOT | 12/29/2017 | \$567.50 | P |
| 19171349 | HEINZEN PRINTING | PRINTING | 12/31/2017 | \$266.00 | |
| 19171350 | OFFICE DEPOT | OFFICE SUPPLIES | 12/31/2017 | \$638.28 | |
| 19171351 | QUALITY PLUS PRINTING INC | PRINTING | 12/31/2017 | \$55.00 | |
| 19171352 | STAPLES ADVANTAGE | OFFICE SUPPLIES | 12/31/2017 | \$3,107.53 | |
| 19171353 | STAPLES ADVANTAGE | OFFICE SUPPLIES | 12/31/2017 | (\$87.56) | |
| 19171354 | EAGLE CONSTRUCTION CO INC | SIDEWALK REPLACEMENT | 11/01/2017 | \$11,817.00 | P |
| 19180001 | ACE HARDWARE | PLUMBING SUPPLIES - JAIL | 01/03/2018 | \$13.46 | P |
| 19180002 | CITY OF WISCONSIN RAPIDS | 3407749 SPECIAL ASSESSMENT | 01/01/2018 | \$1,337.56 | P |
| 19180003 | CLARITY CARE INC | SECURITY DEPOSITS-MFLD CBRFS | 01/04/2018 | \$4,200.00 | P |
| 19180004 | ACE HARDWARE | TOOLS | 01/10/2018 | \$34.45 | P |
| 19180005 | ACE HARDWARE | SUPPLIES | 01/12/2018 | \$29.99 | P |
| 19180006 | ACE HARDWARE | SHOP SUPPLIES | 01/18/2018 | \$51.96 | P |
| 19180007 | DUDE SOLUTIONS INC | FACILITY MGMT PROGRAM | 01/02/2018 | \$7,680.00 | P |
| 19180008 | FERGUSON ENTERPRISES INC | PARTS | 01/04/2018 | \$130.46 | P |
| 19180009 | G & K SERVICES | MAT CLEANING COURTHOUSE | 01/10/2018 | \$137.80 | P |
| 19180010 | G & K SERVICES | MAT CLEANING RIVER BLOCK | 01/17/2018 | \$81.83 | P |
| 19180011 | GAPPA SECURITY SOLUTIONS | KEYS | 01/04/2018 | \$14.80 | P |
| 19180012 | SHRED SAFE LLC | CONFIDENTIAL SHREDDING | 01/16/2018 | \$90.00 | P |
| 19180013 | WATER WORKS & LIGHTING COMM | ELEC SVC COURTHOUSE SECURITY | 01/10/2018 | \$60.01 | P |
| 19180014 | WATER WORKS & LIGHTING COMM | ELECTRIC SERVICE BAKER LOT | 01/10/2018 | \$46.29 | P |
| 19180015 | WATER WORKS & LIGHTING COMM | WATER/SEWER/ELEC COMMUNICATION | 01/10/2018 | \$360.74 | P |
| 19180016 | WATER WORKS & LIGHTING COMM | WATER/SEWER SERVICE JAIL | 01/10/2018 | \$2,306.64 | P |
| 19180017 | WATER WORKS & LIGHTING COMM | WATER/SEWER SERVICE COURTHOUSE | 01/10/2018 | \$901.75 | P |
| 19180018 | WATER WORKS & LIGHTING COMM | SARATOGA ST STORM SEWER | 01/10/2018 | \$7.01 | P |
| 19180019 | WATER WORKS & LIGHTING COMM | COURTHOUSE STORM SEWER | 01/10/2018 | \$72.35 | P |
| 19180020 | WATER WORKS & LIGHTING COMM | RIVER BLOCK STORM SEWER | 01/10/2018 | \$33.22 | P |
| 19180021 | WISCONSIN VALLEY BUILDING PRODUCTS | BACKPACK | 01/12/2018 | \$84.00 | P |
| 19180022 | VALUE IN LOCAL GOVERNMENT | MEMBERSHIP RENEWAL | 01/23/2018 | \$50.00 | P |
| 19180023 | WAPP | MEMBERSHIP RENEWAL | 01/23/2018 | \$50.00 | P |
| 19180024 | ACE HARDWARE | CARPET SHAMPOOER RENTAL | 01/19/2018 | \$59.99 | P |
| 19180025 | ACE HARDWARE | CREDIT MEMO | 01/19/2018 | (\$30.00) | P |
| 19180026 | ACE HARDWARE | SUPPLIES | 01/19/2018 | \$3.99 | P |
| 19180027 | ACE HARDWARE | PLUMBING SUPPLIES | 01/19/2018 | \$24.14 | P |
| 19180028 | ACE HARDWARE | SUPPLIES | 01/22/2018 | \$1.49 | P |
| 19180029 | ACE HARDWARE | SUPPLIES | 01/22/2018 | \$2.58 | P |
| 19180030 | ADVANCE JANITORIAL SERVICE & SUPPLY | JANITORIAL SUPPLIES | 01/15/2018 | \$127.21 | P |

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
JANUARY 2018

50120294 - 50120298 19180001 - 19180047 19171307 - 19171354

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|-------------------------------|--------------------------------|------------|---------------------|------|
| 19180031 | G & K SERVICES | MAT CLEANING COURTHOUSE | 01/24/2018 | \$206.62 | P |
| 19180032 | GAPPA SECURITY SOLUTIONS | CH PROXIMITY CARDS | 01/18/2018 | \$407.00 | P |
| 19180033 | NEIS ELEVATOR SERVICE | ELEVATOR INSPECTIONS | 01/16/2018 | \$176.00 | P |
| 19180034 | NEIS ELEVATOR SERVICE | ELEVATOR INSPECTION | 01/16/2018 | \$85.00 | P |
| 19180035 | OTIS ELEVATOR CO | ELEVATOR SVC CONTRACT 2/1-4/30 | 01/22/2018 | \$1,041.60 | P |
| 19180036 | SPARKS SEPTIC TANK CLEANING | CLEAN GREASE TRAP IN JAIL | 01/04/2018 | \$125.00 | P |
| 19180037 | STATE OF WISCONSIN | CH ELEVATOR PERMIT | 01/18/2018 | \$50.00 | P |
| 19180038 | STATE OF WISCONSIN | RB ELEVATOR PERMITS | 01/18/2018 | \$100.00 | P |
| 19180039 | SUPERIOR CHEMICAL CORPORATION | CLEANING SUPPLIES | 01/18/2018 | \$499.15 | P |
| 19180040 | DIAMOND BUSINESS GRAPHICS | PRINTING | 01/29/2018 | \$88.85 | |
| 19180041 | HEINZEN PRINTING | PRINTING | 01/29/2018 | \$5,819.17 | |
| 19180042 | INDIANHEAD SPECIALTY CO | STAMPS | 01/29/2018 | \$147.07 | |
| 19180043 | OFFICE DEPOT | OFFICE SUPPLIES | 01/29/2018 | \$286.45 | |
| 19180044 | QUALITY PLUS PRINTING INC | PRINTING | 01/29/2018 | \$3,377.00 | |
| 19180045 | STAPLES ADVANTAGE | OFFICE SUPPLIES | 01/29/2018 | \$1,395.11 | |
| 19180046 | STAPLES ADVANTAGE | OFFICE SUPPLIES | 01/29/2018 | \$1,545.96 | |
| 19180047 | STAPLES ADVANTAGE | OFFICE SUPPLIES | 01/29/2018 | (\$34.07) | |
| 50120294 | MIDLAND PAPER | | 01/09/2018 | \$514.13 | P |
| 50120295 | MIDLAND PAPER | | 01/09/2018 | \$927.48 | P |
| 50120296 | SCHILLING SUPPLY COMPANY | | 01/16/2018 | \$526.17 | P |
| 50120297 | MIDLAND PAPER | | 01/23/2018 | \$332.64 | P |
| 50120298 | MIDLAND PAPER | | 01/23/2018 | \$152.86 | P |
| Grand Total: | | | | \$126,252.60 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
DECEMBER 2017

#1

| VOUCHER# | VENDOR | DESCRIPTION | AMOUNT |
|---|--------------------------|----------------------|--------------------|
| ALL THE BELOW WERE PAID BY AEGIS (TPA) | | | |
| PREPAID | DRAHT CHIROPRACTIC | WC MED REIMBURSE | \$236.09 |
| PREPAID | THE ALARIS GROUP | WC MED REIMBURSE | \$221.00 |
| PREPAID | THE ALARIS GROUP | WC MED REIMBURSE | \$188.13 |
| PREPAID | THE ALARIS GROUP | WC MED REIMBURSE | \$519.63 |
| PREPAID | THE ALARIS GROUP | WC MED REIMBURSE | \$366.63 |
| PREPAID | THE ALARIS GROUP | WC MED REIMBURSE | \$119.00 |
| PREPAID | THE ALARIS GROUP | WC MED REIMBURSE | \$161.50 |
| PREPAID | THE ALARIS GROUP | WC MED REIMBURSE | \$366.63 |
| PREPAID | THE ALARIS GROUP | WC MED REIMBURSE | \$85.00 |
| PREPAID | ASPIRUS DOCTORS CLINIC | WC MED REIMBURSE | \$8.21 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$198.60 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$207.21 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$64.60 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$172.76 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$166.84 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$375.79 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$216.12 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$172.76 |
| PREPAID | ASPIRUS DOCTORS CLINIC | WC MED REIMBURSE | \$7.99 |
| PREPAID | MCHS HOSPITALS INC | WC MED REIMBURSE | \$1,469.65 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$1,295.92 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$606.25 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$1,437.54 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$2,274.80 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$2,256.10 |
| PREPAID | ASPIRUS DOCTORS CLINIC | WC MED REIMBURSE | \$158.00 |
| PREPAID | ASPIRUS DOCTORS CLINIC | WC MED REIMBURSE | \$379.00 |
| PREPAID | ASPIRUS DOCTORS CLINIC | WC MED REIMBURSE | \$224.00 |
| PREPAID | RISING MEDICAL SOLUTIONS | BILL REVIEW SERVICES | \$24.78 |
| PREPAID | PREFERRED MEDICAL | WC MED REIMBURSE | \$38.92 |
| PREPAID | WORK COMP CLAIM | TPD | \$99.18 |
| PREPAID | WORK COMP CLAIM | TPD | \$150.53 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$172.76 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$3,485.21 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$2,334.54 |
| PREPAID | MARSHFIELD CLINIC | WC MED REIMBURSE | \$162.28 |
| PREPAID | ISO SERVICES | WC MED REIMBURSE | \$13.50 |
| PREPAID | ISO SERVICES | WC MED REIMBURSE | \$13.50 |
| PREPAID | RISING MEDICAL SOLUTIONS | BILL REVIEW SERVICES | \$209.86 |
| PREPAID | PREFERRED MEDICAL | WC MED REIMBURSE | \$46.21 |
| TOTAL | | | \$20,707.02 |

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
DECEMBER 2017

#1

CHAIRMAN

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: JANUARY

For the range of vouchers: 23180001 - 23180004

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|--------------|---------------------------|--------------------------------|------------|------------|------|
| 23180001 | ST MICHAELS HOSPITAL | HEARING TEST | 01/09/2018 | \$179.79 | P |
| 23180002 | JACKSON LEWIS P.C. | EEOC CLAIM | 01/10/2018 | \$1,140.00 | P |
| 23180003 | JACKSON LEWIS P.C. | EEOC CLAIM | 01/16/2018 | \$370.50 | P |
| 23180004 | WI COUNTY MUTUAL INS CORP | ADDITIONAL INSURED ENDORSEMENT | 01/23/2018 | \$225.00 | P |
| Grand Total: | | | | \$1,915.29 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Systems

For the period of: Jan 2018 posted to 2017

For the range of vouchers: 27170481 - 27170503

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|----------|-------------------------------|--------------------------------|------------|-------------|------|
| 27170481 | HILGARD ANALYN | Mileage Reimbursement | 12/28/2017 | \$223.63 | P |
| 27170482 | AMAZON CAPITAL SERVICES | HR Scanner | 12/22/2017 | \$219.99 | P |
| 27170483 | INGLENET BUSINESS SOLUTIONS | TIP Studio | 10/01/2017 | \$709.00 | P |
| 27170484 | CDW GOVERNMENT INC | Comm Vault Backup | 12/13/2017 | \$273.60 | P |
| 27170485 | CHARTER COMMUNICATIONS | Internet pro80 | 12/14/2017 | \$130.00 | P |
| 27170486 | MARSHFIELD UTILITIES | Fiberoptic- 4th qtr 2017 | 12/20/2017 | \$851.25 | P |
| 27170487 | FRONTIER COMMUNICATIONS | Phone Charges | 12/22/2017 | \$542.00 | P |
| 27170488 | FRONTIER COMMUNICATIONS | Phone Charges | 12/22/2017 | \$1,126.56 | P |
| 27170489 | US CELLULAR | cell phone chgs acct 277407322 | 12/16/2017 | \$1,942.57 | P |
| 27170490 | US CELLULAR | CELL PHONE CHGS 851710598 | 12/16/2017 | \$619.56 | P |
| 27170491 | US CELLULAR | CELL PHONE CHGS ACCT 203538532 | 12/16/2017 | \$1,684.49 | P |
| 27170492 | US CELLULAR | CELL PHONE CHGS ACCT 203391922 | 12/16/2017 | \$140.81 | P |
| 27170493 | US CELLULAR | CELL PHONE CHGS ACCT 217293182 | 12/16/2017 | \$706.22 | P |
| 27170494 | ULTRACOM WIRELESS COMMUNICATI | PHONE- HEALTH 7154592564 | 12/20/2017 | \$294.99 | P |
| 27170495 | ULTRACOM WIRELESS COMMUNICATI | PHONE- 7152139813 | 12/26/2017 | \$174.99 | P |
| 27170496 | KELLER LISA | MILEAGE | 12/28/2017 | \$287.83 | P |
| 27170497 | DAILEY TIM | MILEAGE | 12/28/2017 | \$44.30 | P |
| 27170498 | EMMONS BUSINESS INTERIORS | Window Covering | 11/16/2017 | \$6.27 | P |
| 27170499 | ULTRACOM WIRELESS COMMUNICATI | Phone Health 7156973879 | 12/06/2017 | \$277.75 | P |
| 27170500 | AMAZON CAPITAL SERVICES | Lois' Monitor | 12/28/2017 | \$199.99 | P |
| 27170501 | US BANK | credit card charges | 12/27/2017 | \$1,929.99 | P |
| 27170502 | EO JOHNSON COMPANY INC | Papercut billing 4th qtr 2017 | 12/31/2017 | \$13,932.63 | P |
| 27170503 | AMAZON CAPITAL SERVICES | Test Project- Health | 12/21/2017 | \$294.00 | P |

Grand Total:

\$26,612.42

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Report

County of Wood

Report of claims for: Systems

For the period of: Jan 2018

For the range of vouchers: 27180001 - 27180029

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|----------|------------------------------|--------------------------------|------------|-------------|------|
| 27180001 | INGLENET BUSINESS SOLUTIONS | TIP Studio | 12/27/2017 | \$709.00 | P |
| 27180002 | SERGEANT LABORATORIES INC | Annual License | 01/02/2018 | \$4,547.95 | P |
| 27180003 | CDW GOVERNMENT INC | commvault maintenance | 01/03/2018 | \$24,950.00 | P |
| 27180004 | AMAZON CAPITAL SERVICES | Optical cable for SAN | 01/09/2018 | \$55.96 | P |
| 27180005 | CCB TECHNOLOGY | 2FA MAINTENANCE | 01/15/2018 | \$5,302.92 | P |
| 27180006 | CITIESDIGITAL | LASERFICHE STELLENT CONVERSION | 01/15/2018 | \$6,700.00 | P |
| 27180007 | INSIGHT PUBLIC SECTOR INC | ISE FOR PUBLIC WIFI | 01/15/2018 | \$3,041.69 | P |
| 27180008 | LINKEDIN CORPORATION | lynda.com | 01/05/2018 | \$4,420.00 | P |
| 27180009 | VAN ERT ELECTRIC COMPANY INC | Old DC wiring moves | 01/05/2018 | \$3,704.00 | P |
| 27180010 | VAN ERT ELECTRIC COMPANY INC | misc network cabling | 01/05/2018 | \$4,775.00 | P |
| 27180011 | VAN ERT ELECTRIC COMPANY INC | misc network cabling | 01/05/2018 | \$435.00 | P |
| 27180012 | US BANK | credit card charges | 01/01/2018 | \$39.99 | P |
| 27180013 | SOLARUS | Phone chgs acct 00063942-1 | 01/01/2018 | \$8,366.50 | P |
| 27180014 | SOLARUS | phone chgs acct 00077856-5 | 01/01/2018 | \$304.62 | P |
| 27180015 | SOLARUS | Phone chgs acct 11241065 | 01/01/2018 | \$79.99 | P |
| 27180017 | SOLARUS | Phone chgs acct 00111161-9 | 01/01/2018 | \$20.00 | P |
| 27180018 | CHARTER COMMUNICATIONS | Internet PRO80 | 01/14/2018 | \$130.00 | P |
| 27180019 | AMAZON CAPITAL SERVICES | Adapters | 01/16/2018 | \$154.62 | P |
| 27180020 | RTVISION | RTVISION Virtualization | 01/24/2018 | \$1,500.00 | P |
| 27180021 | SINGLEWIRE SOFTWARE | 1 YR Maintenance Subscription | 01/15/2018 | \$5,250.00 | P |
| 27180022 | FRONTIER COMMUNICATIONS | Phone Charges | 01/22/2018 | \$542.00 | P |
| 27180023 | FRONTIER COMMUNICATIONS | Phone Charges | 01/22/2018 | \$1,125.21 | P |
| 27180024 | CITRIX SYSTEMS INC | License/Maintenance | 01/29/2018 | \$33,750.00 | P |
| 27180025 | AMAZON CAPITAL SERVICES | Projector health | 01/25/2018 | \$25.78 | P |
| 27180026 | AMAZON CAPITAL SERVICES | adapters vgdg | 01/16/2018 | \$154.62 | P |
| 27180027 | AMAZON CAPITAL SERVICES | Poster Paper | 01/25/2018 | \$39.96 | P |
| 27180028 | AMAZON CAPITAL SERVICES | IT Supplies | 01/29/2018 | \$87.89 | P |
| 27180029 | AMAZON CAPITAL SERVICES | Mouse for Tim | 01/24/2018 | \$69.99 | P |

Grand Total:

\$110,282.69

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: JANUARY 2018

For the range of vouchers: 34170019 - 34170099 34180001 - 34180020

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|-----------------------------|--------------------------------|------------|-------------------|------|
| 34170019 | ASPIRUS OCCUPATIONAL HEALTH | Employee Wellness Program | 01/02/2018 | \$5,279.66 | P |
| 34170020 | ASPIRUS OCCUPATIONAL HEALTH | Wellness Program Erg Assessmen | 12/31/2017 | \$405.00 | P |
| Grand Total: | | | | \$5,684.66 | |

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: JANUARY 2018

For the range of vouchers: 28170274 - 28170280 28180001 - 28180019

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|-----------------------------------|------------------------------|------------|---------------------|------|
| 28170274 | CITY OF MARSHFIELD | MOWING AT TAX DEED 33-03137J | 12/18/2017 | \$195.00 | P |
| 28170275 | MARSHFIELD UTILITIES | UTILITIES TAX DEED 03-00045 | 12/29/2017 | \$37.48 | P |
| 28170276 | WOODTRUST BANK | MONTHLY SERVICE FEES | 12/15/2017 | \$843.19 | P |
| 28170277 | BEAR GRAPHICS INC | SURVEY MAP BINDERS | 12/29/2017 | \$550.51 | P |
| 28170278 | GCS SOFTWARE INC | MUNI COLLECTIONS TRAINING | 11/17/2017 | \$700.00 | P |
| 28170279 | STATE OF WISCONSIN TREASURER | DECEMBER 17 COC REVENUES | 12/31/2017 | \$121,016.31 | P |
| 28170280 | WOODTRUST BANK | DECEMBER 2017 SERVICE FEES | 12/31/2017 | \$804.44 | P |
| 28180001 | CITY OF MARSHFIELD | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$3,793.78 | P |
| 28180002 | CITY OF NEKOOSA TREASURER | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$228.29 | P |
| 28180003 | CITY OF WISCONSIN RAPIDS | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$3,799.92 | P |
| 28180004 | GCS SOFTWARE INC | YEARLY MAINTENANCE FEE | 01/04/2018 | \$15,000.00 | P |
| 28180005 | KARL WENZEL JR OR CLARICE KARL | TAX OVERPAYMENT REFUND | 01/04/2018 | \$729.11 | P |
| 28180006 | STATE OF WISCONSIN TREASURER | QUARTERLY PROBATE/BIRTH FEES | 01/04/2018 | \$23,286.41 | P |
| 28180007 | TOWN OF PORT EDWARDS | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$16.03 | P |
| 28180008 | TOWN OF SARATOGA | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$365.68 | P |
| 28180009 | TOWN OF GRAND RAPIDS | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$831.05 | P |
| 28180010 | TOWN OF RICHFIELD | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$514.51 | P |
| 28180011 | VILLAGE OF MILLADORE | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$139.70 | P |
| 28180012 | VILLAGE OF PORT EDWARDS TREAS | DECEMBER SPECIAL CHARGES | 01/04/2018 | \$571.92 | P |
| 28180013 | WILSON MAUREEN | TAX OVERPAYMENT REFUND | 01/04/2018 | \$6.84 | P |
| 28180014 | WI DEPT OF ADMINISTRATION | DECEMBER WI LAND INFO | 01/04/2018 | \$6,055.00 | P |
| 28180015 | WI REAL PROPERTY LISTERS ASSN | 2018 WRPLA MEMBERSHIP DUES | 01/04/2018 | \$60.00 | P |
| 28180016 | WISCONSIN CO TREAS ASSN SEC TR | 2018 WCTA DUES | 01/04/2018 | \$100.00 | P |
| 28180017 | WI COUNTY CONSTITUTIONAL OFFICERS | 2018 WCCO CONFERENCE | 01/04/2018 | \$75.00 | P |
| 28180018 | MILLER, TYLER | TAX OVERPAYMENT REFUND | 01/08/2018 | \$9.05 | P |
| 28180019 | TOWN OF WOOD | FORWARD TAX PAYMENT | 01/16/2018 | \$487.99 | P |
| Grand Total: | | | | \$180,217.21 | |

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: JANUARY 2018

For the range of vouchers: 14170056 - 14170059 14180001 - 14180014

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|----------|--|--------------------------------|------------|--------------|------|
| 14170056 | EMMONS BUSINESS INTERIORS | ADJUSTABLE DESK | 12/28/2017 | \$770.00 | P |
| 14170057 | EMMONS BUSINESS INTERIORS | OFFICE CHAIR | 12/28/2017 | \$369.95 | P |
| 14170058 | UW - MARSHFIELD WOOD COUNTY | Reimbursement of Expenses CIP | 12/31/2017 | \$4,335.46 | P |
| 14170059 | WIPFLI LLP | Professional Services-12/31/17 | 12/31/2017 | \$7,841.46 | P |
| 14180001 | UW - GREEN BAY | WGFOA Dues - Bell | 01/03/2018 | \$25.00 | P |
| 14180002 | UW - GREEN BAY | WGFOA Dues - Yang | 01/03/2018 | \$25.00 | P |
| 14180003 | UW - GREEN BAY | WGFOA Dues - Cummings | 01/03/2018 | \$25.00 | P |
| 14180004 | ARPIN PUBLIC LIBRARY | 2018 1st Installment Tax Aid | 01/04/2018 | \$15,420.00 | P |
| 14180005 | MARSHFIELD PUBLIC LIBRARY | 2018 1st Installment Tax Aid | 01/04/2018 | \$120,265.00 | P |
| 14180006 | CHARLES AND JOANNE LESTER LIBRARY | 2018 1st Installment Tax Aid | 01/04/2018 | \$30,074.00 | P |
| 14180007 | PITTSVILLE COMMUNITY LIBRARY | 2018 1st Installment Tax Aid | 01/04/2018 | \$15,364.00 | P |
| 14180008 | VESPER PUBLIC LIBRARY | 2018 1st Installment Tax Aid | 01/04/2018 | \$7,214.00 | P |
| 14180009 | MCMILLAN MEMORIAL LIBRARY | 2018 1st Installment Tax Aid | 01/04/2018 | \$247,856.00 | P |
| 14180010 | LESTER PUBLIC LIBRARY OF ROME | 2018 Reimbursement | 01/04/2018 | \$3,687.00 | P |
| 14180011 | SOUTH CENTRAL LIBRARY SYSTEM | 2018 Tax Aid | 01/04/2018 | \$15,071.00 | P |
| 14180012 | CITY OF MARSHFIELD TREASURER | 2018 Tax Aid Fairgrounds | 01/04/2018 | \$25,000.00 | P |
| 14180013 | UW - MARSHFIELD WOOD COUNTY | 2018 1st Installment Tax Aid | 01/04/2018 | \$24,041.00 | P |
| 14180014 | AGING RESOURCE CENTER OF CENTRAL WISCONSIN | 1st Qtr 2018 Tax Levy | 01/17/2018 | \$49,569.50 | P |

Grand Total:

\$566,953.37

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: JANUARY 2018

For the range of vouchers: 17170381 - 17170384 17180001 - 17180023

| Voucher | Vendor Name | Nature of Claim | Doc Date | Amount | Paid |
|---------------------|--|--------------------------------|------------|--------------------|------|
| 17170381 | ASPIRUS OCCUP HEALTH | DRUG & ALCOHOL TESTING | 01/02/2018 | \$453.75 | P |
| 17170382 | MARSHFIELD LABORATORIES | DRUG & ALCOHOL TESTING | 12/31/2017 | \$46.00 | P |
| 17170383 | WOODTRUST BANK NA | VISA CHARGES - 12/2017 | 12/20/2017 | \$51.25 | P |
| 17170384 | US HEALTH WORKS MEDICAL GROUP PC | MRO SERVICES | 12/28/2017 | \$605.00 | P |
| 17180001 | NATIONWIDE TRUST CO FSB | PEHP 01/04/18 | 01/04/2018 | \$14,509.67 | P |
| 17180002 | AXA | AXA LTD 01/04/18 | 01/04/2018 | \$1,393.49 | P |
| 17180003 | AXA | AXA TERM LIFE 01/04/18 | 01/04/2018 | \$3,291.17 | P |
| 17180004 | BOSTON MUTUAL | WHOLE LIFE 01/04/18 | 01/04/2018 | \$1,440.69 | P |
| 17180005 | MUTUAL OF OMAHA INSURANCE COMPANY | MOOH STD 01/04/18 | 01/04/2018 | \$2,419.40 | P |
| 17180006 | ALLIANCE COLLECTION AGENCIES | ALLIANCE GARN 01/04/18 | 01/04/2018 | \$179.35 | P |
| 17180007 | AMT | AMT GARN 01/04/18 | 01/04/2018 | \$203.00 | P |
| 17180008 | GREAT LAKES HIGHER EDUCATION CORP | GREAT LAKES GARN 01/04/18 | 01/04/2018 | \$234.20 | P |
| 17180009 | HARRING MARK STANDING CHAPTER 13 TRUSTEE | HARRING GARN 01/04/18 | 01/04/2018 | \$150.12 | P |
| 17180010 | US DEPARTMENT OF EDUCATION | US DEPT EDU GARN 01/04/18 | 01/04/2018 | \$257.30 | P |
| 17180011 | BOSTON MUTUAL | WHOLE LIFE 011818 PR | 01/18/2018 | \$1,657.43 | P |
| 17180012 | HARRING MARK STANDING CHAPTER 13 TRUSTEE | GARNISHMENT 011818 PR | 01/18/2018 | \$150.12 | P |
| 17180013 | AMT | GARNISHMENT 011818 PR | 01/18/2018 | \$203.00 | P |
| 17180014 | US DEPARTMENT OF EDUCATION | GARNISHMENT 011818 PR | 01/18/2018 | \$192.66 | P |
| 17180015 | GREAT LAKES HIGHER EDUCATION CORP | GARNISHMENT 011818 | 01/18/2018 | \$231.65 | P |
| 17180016 | ALLIANCE COLLECTION AGENCIES | GARNISHMENT 011818 PR | 01/18/2018 | \$152.77 | P |
| 17180017 | AXA | LTD 011818 PR | 01/18/2018 | \$1,400.19 | P |
| 17180018 | AXA | BASIC & SUPP LIFE 011818 PR | 01/18/2018 | \$3,332.42 | P |
| 17180019 | MUTUAL OF OMAHA INSURANCE COMPANY | STD 011818 PR | 01/18/2018 | \$2,553.00 | P |
| 17180020 | HORTON GROUP INC THE | CONSULTING FEES - JANUARY 2018 | 01/18/2018 | \$2,083.33 | P |
| 17180021 | WACPD | 2018 WACPD MEMBERSHIP DUES | 01/01/2018 | \$25.00 | P |
| 17180022 | EAGLE FLIGHT BUSINESS FORMS | W2 FORMS & ENVELOPES | 01/24/2018 | \$181.92 | P |
| 17180023 | | GARNISHMENT RETURN 122117 | 01/25/2018 | \$130.86 | P |
| Grand Total: | | | | \$37,528.74 | |

Committee Report - County of Wood

HUMAN RESOURCES - JANUARY 2018

17180001 - 17180023 17170381 - 17170384

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

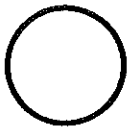
Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

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

LAD

INTENT & SYNOPSIS: To join with the City of Marshfield in approving a contract authorizing the placement of a communications tower on the UW Marshfield-Wood County campus by a private entity with the revenues generated going to the UW Marshfield-Wood County Commission.

FISCAL NOTE: The City of Marshfield and Wood County jointly own the UW Marshfield-Wood County campus in Marshfield and fund the maintenance of the property via a Commission (the Commission); the revenues generated through the communications tower would go to the Commission and thereby reduce the dependency of the Commission on funding by the county and city.

WHEREAS, PI Tower Development, LLC (PI Tower) is seeking to construct a communications tower on the UW Marshfield-Wood County campus in Marshfield for the purpose of having an antenna placed on the tower for its client Verizon, with the possibility of there being additional antennas placed on the tower in the future, and

WHEREAS, PI Tower has retained the services of Begley Wireless Consulting Services, LLC (Begley) out of Gordon, WI, to work with the Commission in siting the communications tower on the UW property, just off the north end of the parking lot on West 5th Street, and

WHEREAS, the Commission has been working with Begley for over a year in identifying an appropriate location for the communications tower

and in negotiating the terms of the attached Ground Lease Agreement, which has now been approved by staff from the City of Marshfield, and

WHEREAS, the UW Board of Regents has consented to the location of a communication tower on this campus by releasing the approximate one acre parcel from a lease the Commission has with the UW System, and

WHEREAS, there is reportedly a need for local residents as well as staff and students at the campus to have improved cell phone service, and

WHEREAS, the location of the communications tower on the northern edge of the campus, just to the south of the Mid-State campus, will not impede the ability of the Commission to fully utilize the property for the educational needs of the students, which is the mission of the Commission.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to direct the County Clerk and County Board Chairman to execute originals of the attached Ground Lease Agreement with the revenues generated thereby going to the UW Marshfield-Wood County Commission.

ADDITIONS/CHANGES TO GROUND LEASE AGREEMENT REQUESTED BY CITY AND ACCEPTED BY WOOD COUNTY/UNIVERSITY COMMISSION/DEVELOPER

Section 8

- Replace the last sentence with the following:
 - "The Rent shall be increased by 2% in each year of the contract term."

Section 9

- Remove the following language from the end of this sentence:
 - "and Lessee shall be entitled to a refund from Lessor of any deposits or Rent paid in advance to the Lessor"

Section 11(a)

- Replace "(except footings)" with "(including footings up to 3 feet below grade)" in the 4th sentence
- Add to the end of the 2nd to last sentence: "subject to approval by the University Commission"

Section 11(c)

- Add the following sentence at the end of this section:
 - "Lessee shall make all reasonable efforts necessary to coordinate with local utility providers."

Section 17

- Increase the amount for combined single limit under the required general liability insurance policy from "1,000,000" to "\$2,000,000" in the 2nd sentence.

Section 21

- Correct the City's tax ID number to read "39-6005518".

Site Name: WI-Marshfield-Marshfield Alder

Site Number: PIW1031

GROUND LEASE AGREEMENT

THIS GROUND LEASE AGREEMENT (the "Lease") is made this ____ day of _____, 201__ (the "Commencement Date"), by and between **THE CITY OF MARSHFIELD and WOOD COUNTY**, each a municipal corporation ("Lessor"), and **PI TOWER DEVELOPMENT LLC**, a Delaware limited liability company ("Lessee").

1. Leased Premises. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor under the terms and conditions set forth in this Lease [a portion of] that certain parcel of real property, located at 2000 W. 5th Street, Marshfield, WI 54495 ("Site"), as more particularly described on **Exhibit "A"** and the survey or site plan shown on **Exhibit "A-1"** attached hereto and made a part hereof ("Leased Premises"), together with an easement, or easements, for ingress, egress, utilities, and any other easements required by the local governing authorities, including, without limitation, a landscape buffer, for the duration of the lease on the property which is more particularly described on **Exhibit "B"** attached hereto and made a part hereof ("Easement(s)"). The easement rights herein granted include the right and authority of Lessee to grant or assign to third parties all or some of the easement rights granted to Lessee herein. Lessor agrees and acknowledges that Lessee may, at Lessee's sole cost and expense, have a metes and bounds survey prepared of the Leased Premises and the Easement(s), and that the legal description of the Leased Premises and the Easement(s), as shown on the survey, shall thereafter become the legal description of the Leased Premises and the Easement(s). Lessor represents and warrants that Lessor has good and marketable title to the Leased Premises and the Easement(s) free and clear of all liens and encumbrances, other than those liens and encumbrances shown on **Exhibit "C"** attached hereto and made a part hereof. Lessor further represents and warrants that there are no easements, licenses, rights of use or other encumbrances on the Leased Premises or the Easement(s) which will interfere with or constructively prohibit Lessee's Intended Use (as herein defined) of the Leased Premises.

2. Lessor's Representations and Warranties. Lessor represents and warrants to the best of Lessor's knowledge that Lessee's intended use of the Leased Premises as a site for the transmission and receipt of wireless communication signals and for the construction and maintenance of towers, antennas or buildings and related facilities ("Intended Use") is not prohibited by any covenants, restrictions, reciprocal easements, servitudes, subdivision rules or regulations. Lessor further represents and warrants that (i) the execution of this Lease by Lessor will not cause a breach or an event of default of any other agreement to which Lessor is a party, (ii) there are no pending or threatened administrative actions, including bankruptcy or insolvency proceedings under the state or federal law, suits, claims or causes of action against Lessor or which may otherwise affect the Leased Premises and the Easement(s), (iii) the Leased Premises and the Easement(s) are not presently subject to an option, lease or other contract which may adversely affect Lessor's ability to fulfill its obligations under this Lease, and (iv) Lessor shall not grant an option or enter any contract which will affect the Leased Premises or the Easement(s) until this Lease expires or is terminated by Lessee.

3. Lessee's Due Diligence Period.

(a) Within twenty (20) business days following the Commencement Date, Lessee shall pay to Lessor the amount of **Five Thousand and 00/100 Dollars (\$5,000.00)** (the "Due Diligence Fee"), which Due Diligence Fee (or Additional Due Diligence Fee as set forth below) shall be nonrefundable to Lessee. Provided that construction of the Tower Facilities (as hereinafter defined) has not commenced, it is understood that Lessee shall have the right to terminate this Lease for any reason or no reason at all,

without any further liability or obligation to Lessor except those obligations which specifically survive the expiration or termination of this Lease, by delivery of written notice of termination to Lessor prior to the Rent Commencement Date. The Due Diligence Period shall be a period of two (2) years from the Commencement Date ("Initial Due Diligence Period"). Lessee may extend the Initial Due Diligence Period for an additional two (2) years upon expiration of the Initial Due Diligence Period provided Lessee shall pay Lessor an additional Due Diligence Fee of **Five Thousand and 00/100 Dollars (\$5,000.00)** prior to the end of the Initial Due Diligence Period ("Additional Due Diligence Fee").

(b) Lessee shall have the right, at its cost and expense, to have the Leased Premises and the Easement(s) surveyed and to obtain a title report or commitment for a leasehold title policy covering the Leased Premises and the Easement(s) from the title insurance company of its choice prior to the Rent Commencement Date. Lessor shall remove any survey or title defects, which will adversely affect Lessee's leasehold title or its ability to mortgage its leasehold interest. In the event Lessor shall fail to cure any such defects, Lessee shall have the right to terminate this Lease upon written notice to Lessor.

(c) In the event of a termination of the Lease pursuant to subparagraph 3(a) or 3(b) above or Paragraph 8 below, within thirty (30) days of such termination Lessee will file a release or other appropriate instrument with the local recording office to remove the Memorandum of Lease from the title record. If said removal is not performed by Lessee within such thirty (30) day period, Lessee appoints Lessor, as Lessee's agent and at Lessee's cost and expense, to file the necessary release or other instrument to cause the Memorandum of Lease to be released from title.

4. **Attorney-In-Fact and Cooperation.** Lessor hereby irrevocably appoints Lessee or Lessee's agent as Lessor's agent to file such applications on behalf of Lessor with federal, state and local governmental authorities which relate to Lessee's Intended Use of the Leased Premises, including, but not limited to, land use and zoning applications. Lessor agrees to cooperate with Lessee in obtaining, at Lessee's expense, all licenses and permits required for Lessee's use of the Leased Premises (the "Governmental Approval").

5. **Use.** The Leased Premises may be used by Lessee for the transmission and receipt of wireless communication signals in any and all frequencies and the construction and maintenance of a communications tower, antennas, buildings, and related facilities and activities, and all other uses permitted under applicable zoning regulations. Lessee may construct additional improvements, demolish and reconstruct improvements, or restore, replace and reconfigure improvements at any time during the Term (as herein defined) of this Lease.

6. **Initial Term.** The initial term of this Lease shall be **five (5) years** commencing on the Commencement Date and terminating on the fifth (5th) anniversary of the Commencement Date ("Initial Term"). The parties agree that a memorandum of lease in the form attached hereto as **Exhibit "D"**, evidencing the Commencement Date and other matters, shall be executed and recorded.

7. **Renewal Terms.** Lessee shall have the right to extend the Initial Term of this Lease for **five (5) additional five (5) year terms** ("Renewal Terms"). Each Renewal Term shall be on the same terms and conditions as set forth in this Lease. This Lease shall automatically be renewed for each successive Renewal Term unless Lessee notifies Lessor of Lessee's intention not to renew the Lease at least thirty (30) days prior to the expiration of the Initial Term or the Renewal Term which is then in effect. The Initial Term and each Renewal Term shall collectively be referred to herein as the "Term".

8. **Rent.** Commencing on the Rent Commencement Date, during the Term of this Lease, Lessee shall pay to Lessor an annual rental amount of **Fourteen Thousand Four Hundred and 00/100 Dollars (\$14,400.00)**, to be paid in equal monthly installments of **One Thousand Two Hundred and**

00/100 Dollars (\$1,200.00) ("Rent"), which shall be deemed to include any applicable State, County or local sales or use tax. Rent shall be payable in advance on or before the fifteenth (15th) day of each calendar month, and shall be remitted to the address shown for Lessor in this Lease, or such other address as Lessor may direct by written notice to Lessee. It shall be the sole responsibility of the Lessor to remit payment of any applicable State, County or local sales, rent or use tax to the appropriate taxing authority. If the Rent Commencement Date or the date of termination (the "Termination Date") of this Lease is other than the first (1st) day of a calendar month, Rent shall be prorated. In the event of termination of this Lease for any reason, other than nonpayment of Rent, all Rent paid in advance of the Termination Date for that period shall be refunded to Lessee. The "Rent Commencement Date" shall mean the date the Lessee commences construction of the Tower Facilities; provided, however, in the event that Lessee has not commenced construction of the Tower Facilities within four (4) years following the Commencement Date, this Lease shall automatically terminate and the parties shall be released from further liability or obligation hereunder except those obligations which specifically survive the expiration or termination of this Lease. The Rent shall increase by **five percent (5%)** upon the fifth (5th) anniversary of the Rent Commencement Date and every fifth (5th) year thereafter.

9. Conditions Subsequent. In the event that Lessee's Intended Use of the Leased Premises is actually or constructively prohibited through no fault of Lessee or the Leased Premises or the Easement(s) are, in Lessee's opinion, unacceptable to Lessee, then upon notice from Lessee, this Lease shall terminate and be of no further force or effect and Lessee shall be entitled to a refund from Lessor of any deposits or Rent paid in advance to Lessor.

10. Interference. Lessor shall not use, nor shall Lessor permit its lessees, licensees, invitees or agents to use, any portion of adjacent real property owned by Lessor in any way, in the future, which interferes either with the pre-existing signal and communications of the communication systems on the Tower Facilities or physically interferes with the pre-existing wireless communications operation of Lessee. Any such signal/communication or physical interference shall be deemed a material breach of this Lease by Lessor and Lessor shall have the responsibility to terminate said interference at its sole cost and expense. In the event any such interference does not cease or is not promptly rectified, Lessor acknowledges that continuing interference will cause irreparable injury to Lessee, and Lessee shall have the right, in addition to any other rights that it may have at law or in equity, to bring action to enjoin such interference or to terminate this Lease immediately upon notice to Lessor.

11. Improvements; Utilities, Access and Other Easements.

(a) Lessee shall have the right at Lessee's sole cost and expense, to erect and maintain on the Leased Premises improvements, personal property and facilities, including without limitation, a communications tower, a structural tower base, radio transmitting and receiving antennas, communications equipment, equipment cabinet and/or shelters, and related facilities (collectively the "Tower Facilities"). The Tower Facilities shall remain the exclusive property of the Lessee throughout the Term and upon termination of this Lease. All or any portion of the Tower Facilities may be removed by the Lessee from the Leased Premises at any time during the Term. Lessee shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Lease, remove its building(s), antenna structure(s) (except footings), equipment, conduits, fixtures and all personal property placed thereon by or through Lessee and restore the Leased Premises to their original condition, reasonable wear and tear and casualty damage excepted. Lessor grants Lessee the right to clear all trees, undergrowth, or other obstructions and to trim, cut, and keep trimmed and cut all tree limbs, above and or within the Leased Premises and Easements which may interfere with or fall upon Lessee's tower or Lessee's other improvements, communications equipment, or Easement rights. Lessor grants Lessee a non-exclusive easement in, over, across and through other real property owned by Lessor as reasonably required for construction, installation, maintenance, and operation of the Tower Facilities.

(b) Lessee shall have the right to install utilities, at Lessee's expense, and to improve present utilities on the Leased Premises (including but not limited to the installation of emergency power generators). Lessee shall have the right to permanently place utilities on (or to bring utilities across or under) the Easement(s) to service the Leased Premises and the Tower Facilities. In the event that utilities necessary to serve the equipment of Lessee or the equipment of Lessee's licensee(s) or sublessee(s) cannot be located within the Easement(s) for ingress and egress, Lessor agrees to cooperate with Lessee and to act reasonably in allowing the location of utilities on other real property owned by Lessor without requiring additional compensation from Lessee or Lessee's licensee(s) or sublessee(s). Lessor shall, upon Lessee's request, execute a separate written easement to the utility company providing the service for Lessee in a form which may be filed of record evidencing this right.

(c) Lessor represents and warrants to Lessee that Lessee shall, at all times during this Lease, enjoy ingress, egress, and access from the Leased Premises to an open and improved public road which presently exists, and which Easement(s) shall be adequate to service the Leased Premises and the Tower Facilities. If no such public road exists, or ceases to exist in the future, Lessor will grant an appropriate easement to Lessee and its sublessees and assigns so that Lessee may, at its own expense, construct a suitable private access drive to the Leased Premises and the Tower Facilities. Lessor acknowledges and agrees that any new private access drive constructed by Lessee will be used exclusively by Lessee and its sublessees, sublicensees and assigns. Any use thereof by Lessor, its tenants, licensees, or lessees or other occupants on the Site shall be subject to Lessee's prior written consent to use such private access drive. Any attempted use thereof by Lessor, its tenants, licensees or lessees or other occupants of the Site without Lessee's prior written consent shall be considered a material breach of this Lease. To the extent such access is across other property owned by Lessor, Lessor shall execute an easement evidencing this right and Lessor shall maintain access to the Easement(s) in a free and open condition so that no interference is caused by Lessor or by other lessees, licensees, invitees or agents of the Lessor which may utilize the Easement(s). Lessor shall provide such access to the Leased Premises across Lessor's adjacent property, and over all paved or unpaved roads owned or controlled by Lessor, to allow Lessee, or its sublessees, to use, maintain and repair the improvements located on the Leased Premises. Such access shall be provided twenty-four (24) hours per day, seven (7) days per week.

(d) If governmental authorities require a landscape buffer easement or any other type of easement to grant approval for the construction of the Tower Facilities ("Additional Easement(s)"), and if such Additional Easements cannot be located within the Leased Premises or the Easement(s) for ingress and egress, Lessor agrees to cooperate with Lessee and to act reasonably in allowing the location of such Additional Easement(s) on other real property owned by Lessor without requiring additional compensation from Lessee or Lessee's licensee(s) or sublessee(s). Lessor shall, upon Lessee's request, execute a separate written easement for such Additional Easement(s) in a form which may be filed of record evidencing this right.

12. Termination. Except as otherwise provided herein, this Lease may be terminated without any penalty or further liability upon written notice as follows:

(a) By either party upon a default of any covenant or term hereof by the other party, which default is not cured within sixty (60) days of receipt of written notice of default (without however, limiting any other rights available to the parties pursuant to any other provisions hereof); provided, that if the defaulting party commences efforts to cure the default within such period and diligently pursues curing of the default to completion within a reasonable time period, the non-defaulting party shall no longer be entitled to declare a default;

(b) Upon thirty (30) days' written notice by Lessee to Lessor, if Lessee is unable to

obtain or maintain through no fault of Lessee, any license, permit or other Governmental Approval necessary for the construction and operation of the Tower Facilities or Lessee's business; or

(c) By Lessee for any reason upon one (1) year's advance written notice from Lessee to Lessor; or

(d) By Lessee pursuant to Paragraph 3 of this Lease.

13. **Sublessee's Improvements.** Lessee's licensee(s) and sublessee(s) shall be entitled to modify the Tower Facilities and to erect additional improvements on the Leased Premises, including, but not limited to antennas, dishes, cabling, additional storage buildings or equipment shelters as are reasonably required for the operation and maintenance of the communications equipment, together with rights of ingress and egress to the Leased Premises and the right to install utilities to and on the Leased Premises and Easement(s) as if said licensee or sublessee were the Lessee under this Lease.

14. **Taxes.** Lessee shall pay any personal property taxes assessed on, or any portion of such taxes attributable to, the Tower Facilities. Lessee shall pay, as additional Rent, any increase in real property taxes levied against the Leased Premises which are directly attributable to Lessee's use of the Leased Premises (the "Telecom Increase") within thirty (30) days of receipt of Lessor's written request provided that Lessor agrees to furnish proof of the Telecom Increase to Lessee within ninety (90) days from the issuance of the tax bill from the local taxing authority. If the Lessor fails to provide Lessee with such proof of the Telecom Increase within ninety (90) days of the issuance of the tax bill from the local taxing authority, then Lessee shall have no obligation to reimburse Lessor for, or to pay such Telecom Increase. In the event that Lessor fails to pay, when due, any taxes affecting the Leased Premises or the Easement(s), Lessee shall have the right, but not the obligation, to pay such taxes and deduct the full amount of the taxes paid by Lessee on Lessor's behalf from future installments of Rent. Lessor hereby represents and warrants that Lessor's property on which the Leased Premises and Easement(s) are located is not subject to any "Conservation Use Covenant", "Greenbelt Covenant", agricultural or timberland covenant, or any other conservation use program which restricts or limits development of Lessor's property. Lessor agrees to be solely responsible for payment of any penalties, roll-back or additional taxes, special assessments or other monetary amounts now or hereafter payable to any county, city, state or other party as a result of the breach of any conservation use tax program affecting the property on which the Leased Premises and Easement(s) are located or resulting from the change in the nature or character of the use of the property from its present use to a communications tower facility. Lessor does hereby covenant and agree to indemnify, defend and hold Lessee forever harmless from any and all liabilities, claims, demands, actions or causes of action arising from or relating to a breach of any such covenants, whether such breach occurs because of the erection of the Tower Facilities on the Leased Premises or otherwise.

15. **Destruction of Premises.** If the Leased Premises or the Tower Facilities are destroyed or damaged, so as to hinder the effective use of the Tower Facilities in Lessee's judgment, Lessee may elect to terminate this Lease as of the date of the damage or destruction by so notifying the Lessor. In such event, all rights and obligations of Lessee to Lessor shall cease as of the date of the damage or destruction, and Lessee shall be entitled to the reimbursement of any Rent prepaid by the Lessee. Lessee shall continue to pay Rent to Lessor until Lessee has removed the Tower Facilities from the Site.

16. **Condemnation.** If a condemning authority takes all of the Leased Premises or Easement(s), or a portion sufficient in Lessee's determination to render the Leased Premises or the Easement(s), in the opinion of Lessee, unsuitable for the use which Lessee was then making of the Leased Premises and Easement(s), this Lease shall terminate as of the date the title vests in the condemning authority. Lessee shall be entitled to file its own claims against the condemning authority for the value of its Tower Facilities, moving expenses, prepaid rent and business dislocation expenses. A sale of all or part of the Leased Premises and/or Easement(s) to a purchaser with the power of eminent domain, in the face of

the exercise of eminent domain power, shall be treated as taking by condemnation for the purpose of this paragraph.

17. **Insurance.** Lessee shall purchase and maintain in full force and effect throughout the Term, public liability and property damage policies. The policy of general liability insurance shall provide a combined single limit of \$1,000,000 and shall name Lessor as an additional insured.

18. **Lessee's Environmental Covenants and Indemnity.** As used in this Lease, the term "Hazardous Materials" shall mean any hazardous or toxic substance, material or waste which is, or becomes designated as such in the future or is regulated by any agency of the United States Government or by any local governmental authority having jurisdiction, including, without limitation, any substance, material or waste that is defined or designated as a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or the Clean Water Act. During the Term of this Lease, Lessee shall cause the presence, use, storage and/or disposal of any Hazardous Material, on or under the Leased Premises by Lessee, its agents, employees, business invitees, contractors or sublessees to be in compliance with all applicable laws, rules, regulations and orders. Lessee shall not install or permit the installation of any underground storage tanks on the Leased Premises. Lessee shall defend, indemnify, protect and hold Lessor harmless from and against all claims, costs, fines, judgments and liabilities, including, without limitation, reasonable attorney's fees and costs, arising out of or in connection with the presence, storage, use or disposal of Hazardous Materials on or under the Leased Premises to the extent caused by the acts, omissions or negligence of Lessee, its employees, business invitees, contractors or sublessees. The foregoing indemnity shall survive the expiration or earlier termination of this Lease.

19. **Lessor's Environmental Representation and Indemnity.** Lessor represents and warrants that no Hazardous Materials have been generated, stored, disposed of or are present on or under the Leased Premises and the Easement(s) prior to the Commencement Date of this Lease. Lessor shall indemnify, defend, protect and hold Lessee harmless from and against any and all claims, costs, fines, judgments, liability, actions, causes of action, liens and expenses, including, without limitation, penalties and reasonable attorneys' fees, incurred or suffered by or asserted against Lessee, to the extent arising out of or in any way relating to any one or more of the following which are not caused by Lessee: (a) the presence of any Hazardous Materials in, on, or under the Leased Premises; (b) any past, present or threatened release of Hazardous Materials in, on, under or from the Leased Premises; (c) any activity by Lessor in connection with any actual, proposed or threatened use, treatment, storage, existence, disposition or other release, production, manufacturing, management, abatement, removal, handling, transfer or transportation to or from the Leased Premises of any Hazardous Materials at any time located in, under or on the Leased Premises; (d) any testing and/or remediation costs in connection with any Hazardous Materials alleged to be located in, under, on or above the Leased Premises; (e) any past or present non-compliance with or violations of any environmental laws in connection with the Leased Premises or operations thereon, including but not limited to, any failure by Lessor to comply with any order of any governmental authority in connection with any environmental laws; and (f) the imposition, recording or filing or the threatened imposition, recording or filing of any environmental lien encumbering the Leased Premises. The foregoing representations and indemnities shall survive the expiration or earlier termination of this Lease.

20. **Mutual Indemnification.** Lessor shall indemnify and hold harmless Lessee from and against any and all claims, liabilities, loss or damage, penalties or judgments to the extent arising from injury to person or property sustained by anyone in and about the Leased Premises and Easement(s) resulting from any act(s) or omissions(s) of Lessor, or Lessor's officers, agents, servants, employees, contractors, or sublessees. Further, Lessor shall, at its own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against Lessee or in which Lessee may be impleaded with

others upon any such matter, claim or claims, except as may result from the acts described in the following paragraph. This indemnification obligation shall survive the expiration or earlier termination of the Lease.

Lessee shall indemnify and hold harmless Lessor from and against any and all claims, liabilities, loss or damage, penalties or judgments to the extent arising from injury to person or property sustained by anyone in and about the Leased Premises and Easement(s) resulting from any act(s) or omissions(s) of Lessee, or Lessee's officers, agents, servants, employees, contractors, or sublessees. Further, Lessee shall, at its own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against Lessor or in which Lessor may be impleaded with others upon any such matter, claim or claims, except as may result from the acts described in the preceding paragraph. This indemnification obligation shall survive the expiration or earlier termination of the Lease.

21. Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed effective upon personal delivery, or three (3) days after being deposited in the U.S. Mail, registered or certified, and postage prepaid, or one (1) day after being deposited with a recognized overnight delivery service. Such notices shall be addressed to the applicable party at its address shown below, or at such other address or addresses as either party shall designate to the other in writing in accordance with this paragraph:

As to Lessor: The City of Marshfield – City Clerk
630 S. Central Ave
Marshfield, WI 54449
Phone: 715-486-2023
E-mail address: Deb.Hall@ci.marshfield.wi.us
Federal ID / SS No.: 396-005518

As to Lessor: Wood County – County Clerk
400 market St.
Wisconsin, Rapids, WI 54494
Phone: 715-421-8460
E-mail address: ccepress@co.wood.wi.us
Federal ID / SS No.: 39-6005763

As to Lessee: PI Tower Development LLC, c/o Lendlease
909 Lake Carolyn Parkway
Suite 260
Irving, TX 75039
Attention: Contracts Administrator

With a copy to: Lendlease Americas, Inc.
200 Park Avenue
9th Floor
New York, New York 10166
Attention: General Counsel

22. **Title and Quiet Enjoyment.** Lessor warrants and represents that (i) it has the full right, power, and authority to execute this Lease; (ii) it has good and marketable fee simple title to the Leased Premises and the Easement(s); and (iii) the Leased Premises constitute a legal lot that may be leased without the need for any subdivision or platting approval. Lessor covenants that Lessee shall have the quiet enjoyment of the Leased Premises during the Term of the Lease. Lessor shall indemnify, defend and hold harmless Lessee from and against any loss, cost, expense or damage, including attorneys fees associated with a breach of the foregoing covenant of quiet enjoyment. This Lease shall be an estate for years and not a usufruct. Lessor shall not use, nor shall Lessor permit its lessees, licensees, invitees, or agents to use any portion of any property owned or controlled by Lessor in any way which interferes with the operations of Lessee. Such interference shall be deemed a material breach by Lessor, and Lessee shall have the right, in addition to any other rights that it may have in law or equity, to enjoin such interference or to terminate this Lease.

23. **Subordination and Non-Disturbance.** This Lease shall be subject to and subordinate to any mortgage or deed to secure debt (collectively referred to as a "Mortgage") made by Lessor which may now or hereafter encumber the Leased Premises and Easement(s), provided that no such subordination shall be effective unless the holder of every such Mortgage shall in a separate agreement with Lessee agree that in the event of a foreclosure, or conveyance in lieu of foreclosure of Lessor's interest in the Leased Premises and Easement(s), such holder shall recognize and confirm the validity and existence of this Lease and that Lessee shall have the right to continue its use and occupancy of the Leased Premises and Easement(s) in accordance with the provisions of this Lease as long as Lessee is not in default of this Lease beyond applicable notice and cure periods. Lessee shall execute in timely fashion such instruments as may reasonably be requested to evidence the provisions of this paragraph. In the event the Leased Premises and/or Easement(s) are encumbered by a Mortgage on the Commencement Date, Lessor, no later than ten (10) days after the Commencement Date, shall obtain and furnish Lessee with a non-disturbance agreement in recordable form from the holder of each Mortgage.

24. **Assignments and Subleases.**

(a) Lessee may, upon notice to Lessor, mortgage or grant a security interest in Lessee's leasehold estate and the Tower Facilities, and may make a conditional assignment of this Lease and the Tower Facilities to any such mortgagees or holders of security interests, including their successors and assigns (hereinafter, collectively referred to as "Secured Parties"). In such event, Lessor shall execute such consent to leasehold financing as may reasonably be required by any Secured Party. Lessor agrees to notify Lessee and Lessee's Secured Parties simultaneously of any default by Lessee, and to give to the Secured Parties the same right to cure any default as Lessee except that the cure period for any Secured Party shall not be less than thirty (30) days after the receipt of the default notice; provided, however, that for non-monetary defaults, Lessor shall not terminate the Lease for so long as a Secured Party is diligently pursuing a cure of the default, and if curing such non-monetary default requires possession of the Leased Premises and Easement(s), then Lessor agrees to give Secured Party a reasonable time to obtain possession of the Leased Premises and Easement(s) and to cure such default. If a termination, disaffirmation or rejection of the Lease, pursuant to any laws (including any bankruptcy or insolvency laws), by Lessee shall occur, or if Lessor shall terminate this Lease for any reason as provided for in Paragraph 12, herein, Lessor will give the Secured Parties prompt notice thereof and Lessor will give each Secured Party the right to enter upon the Leased Premises during a thirty (30) day period commencing upon such Secured Party's receipt of such notice for the purpose of removing any Tower Facilities. In addition, if this Lease is terminated for any reason, or otherwise rejected in bankruptcy, Lessor shall, upon request, enter into a new lease with a Secured Party on the same terms as those contained in this Lease provided such Secured Party

pays all past due amounts within thirty (30) days of notice of such termination. Lessor waives any lien, interest, claim, right or title in the Tower Facilities which Lessor now has or may hereafter acquire, whether by statute, agreement or otherwise, and agrees that the Tower Facilities shall remain personal property and shall not constitute fixtures, notwithstanding any attachment to real property or any other applicable law or doctrine relating to fixtures. A Secured Party shall have all of the rights of Lessee under the Lease, including, but not limited to, the right to exercise any renewal option(s) or purchase option(s) set forth in this Lease. Lessor acknowledges that the Secured Parties shall be third-party beneficiaries of this Lease.

(b) Lessee shall have the right to license, sublease or assign its rights under this Lease, without the consent of Lessor, upon any of the following conditions:

- i. any conditional assignment of this Lease to a Secured Party as described in subparagraph (a) above;
- ii. any license or sublease of a portion of the Tower Facilities in the ordinary course of Lessee's business;
- iii. an assignment or sublease to an affiliate entity of Lessee; or
- iv. an assignment to an entity in the business of developing or owning telecommunication towers, provided that any such assignee shall have a net worth equal to or greater than Lessee's.

Any license, sublease or assignment by Lessee of its rights under this Lease which is not set forth in (i) – (iv) above shall require the consent of the Lessor, which shall not be unreasonably withheld, delayed and/or conditioned. Any license, sublease or assignment pursuant to this subparagraph (b) shall be subject to all terms and conditions of this Lease. Upon assignment of all of its rights pursuant to this Lease, and the execution of a written assumption of all of the terms and conditions of the Lease by the assignee, Lessee shall be released from any further liability under this Lease.

Lessor shall have the right to assign or otherwise transfer this Lease and the Easement(s) granted herein, upon written notice to Lessee, but only in connection with the simultaneous sale or transfer Lessor's entire right, title and interest in the Site. Any assignment or transfer of this Lease which is separate and distinct from a transfer of Lessor's entire right, title and interest in the Site shall require the prior written consent of Lessee which shall not be unreasonably withheld.

25. Successors and Assigns. This Lease shall run with the Leased Premises described on **Exhibit "A"** and shall be binding upon and inure to the benefit of the parties, their respective heirs, successors, personal representatives and assigns.

26. Waiver of Lessor's Lien. Lessor hereby waives any and all lien rights it may have, statutory or otherwise, in and to the Tower Facilities or any portion thereof, regardless of whether or not same is deemed real or personal property under applicable laws.

27. Waiver of Incidental and Consequential Damages. Lessor will not assert any claim whatsoever against Lessee for loss of anticipatory profits or any other indirect, special, incidental or consequential damages incurred by Lessor as a result of the construction, maintenance, operation or use of the Leased Premises or the Easement(s) by Lessee.

28. Lessee's Exclusivity. Lessor agrees not to lease any of Lessor's property within a radius of five (5) miles from the Leased Premises for construction of a tower, for the construction or for use as a

communications facility or for the operation of an antenna site leasing business which competes directly or indirectly with Lessee.

29. Right of First Refusal. In the event that the Lessor receives and desires to accept a bona fide offer to sell and convey the Leased Premises to a third party not related to the Lessor by at least 51% common ownership, then the Lessor shall first provide the Lessee with a written offer to sell and convey the Leased Premises to Lessee upon the same terms and conditions as the offer made by the third party. The notice to Lessee shall include a copy of the third party's offer. If the third party offer is to purchase assets in addition to the Leased Premises, the right of first refusal hereunder shall apply only to the Leased Premises and the Lessor shall provide to Lessee the only the terms of the third party's offer which are applicable thereto. Lessee shall have twenty (20) business days from the receipt from the Lessor's notice to accept the offer to purchase the Leased Premises. If Lessee desires to accept the offer, it shall notify the Lessor in writing within the said twenty (20) business day period and closing thereon shall occur within ninety (90) days of the date of Lessee's written acceptance of the offer. Transfer of title shall be by Special Warranty Deed and a Bill of Sale that warrants title to the Leased Premises without exception or encumbrance. If Lessee does not elect to accept the offer to purchase the Leased Premises, then the Lessor may proceed with selling the Leased Premises to the third party upon the same terms and conditions as offered to Lessee, which sale shall be made subject to the terms of this Lease. Should the third party not complete the purchase transaction, then this Right of First Refusal shall continue in effect for any future offers received by the Lessor.

30. Certifications. Either party may request, in writing, that the other party certify information to a prospective mortgagee or purchaser. Such certification shall be transmitted within ten (10) days after receipt of written request and may be relied upon by the party who requested it, and the contents of the certificate shall be binding upon the party executing it. The certificate may include (i) the validity, force and effect of this Lease; (ii) the extent to which this Lease has been supplemented or amended; (iii) the existence of any default; (iv) the existence of any offsets, counter-claims or defenses on the part of the other party; (v) the commencement and expiration dates of the Term, (vi) the amount of any prepaid rent; and (vii) any other matter as may reasonably be requested.

31. Self Help. Intentionally omitted. .

32. Restrictive Covenants. Lessor acknowledges and agrees that this Lease and the rights granted herein to Lessee are integral to the Rent paid by Lessee to Lessor, and that Lessee would not have agreed to pay such monetary consideration to Lessor if Lessor were to create circumstances that would compete with the rights of Lessee and its intended business operations. Accordingly, Lessor agrees that, for so long as this Lease is in effect, Lessor shall not enter into a lease, license, or other agreement whereby Lessor (i) transfers its' beneficial rights in this Lease to a third party without such third party purchasing Lessor's right, title and interest in the entire Site, (ii) transfers the rights to use or operate any portion of the Site to a third party for the operation of wireless telecommunications equipment, except, Lessor may grant the Easements contemplated herein or other easements for customary utilities, or (iii) authorizes the construction of any wireless telecommunications towers or structures on the Site for the use by unaffiliated third parties to operate such wireless telecommunications towers or structures for profit. Any actions of Lessor as set forth in (i), (ii) or (iii) shall be considered a material breach of this Lease. In case of a breach by Lessor of the covenants contained in this Section 32, Lessee will be irreparably damaged and shall be entitled (in addition to any other remedy to which it may be entitled in law or in equity) to injunctive relief to enforce Lessor's obligations herein.

33. Miscellaneous.

(a) The substantially prevailing party in any litigation arising hereunder shall be

entitled to its reasonable attorney's fees and court costs, including appeals and post-judgment proceedings, if any.

(b) Each party agrees to furnish to the other, within ten (10) days after request, such truthful estoppel information as the other may reasonably request.

(c) This Lease constitutes the entire agreement and understanding of Lessor and Lessee with respect to the subject matter of this Lease, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein. Any amendments to this Lease must be in writing and executed by Lessor and Lessee; provided, however, that this Lease may not be amended in any respect which would be reasonably likely to have a material adverse effect on a Secured Party's interest therein, or surrendered, terminated or cancelled by Lessee, without the prior written consent of such Secured Party.

(d) If either Lessor or Lessee is represented by a broker in this transaction, that party shall be fully responsible for any fees due such broker and shall hold the other party harmless from any claims for commission by such broker.

(e) This Lease shall be construed in accordance with the laws of the state in which the Leased Premises is situated.

(f) If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect.

(g) Lessor shall cooperate with Lessee in executing any documents necessary to protect Lessee's rights under this Lease or Lessee's use of the Leased Premises and the Easement(s), and to take such action as Lessee may reasonably require to effect the intent of this Lease.

(h) This Lease may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties, it being understood that all parties need not sign the same counterpart. The parties agree that a scanned or electronically reproduced copy or image of this Lease shall be deemed an original.

(SIGNATURE PAGES FOLLOWING)

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the date first written above.

LESSOR:
THE CITY OF MARSHFIELD,
a municipal corporation

WITNESS:

Print Name

Print Name

Print Name

Print Name

By: _____

Name: _____

Title: _____

Date: _____

WOOD COUNTY,
a Municipal corporation

By: _____

Name: _____

Title: _____

Date: _____

LESSEE:
PI TOWER DEVELOPMENT LLC,
a Delaware limited liability company

WITNESS:

Print Name

Print Name

By: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT "A"

Description of Real Property (Leased Premises)

A 50' by 90' parcel of land for the tower compound being located around the base of the tower, all being a portion of the parent tract (see attached warranty deed for legal description of parent tract, if available). The legal description of the Leased Premises shall be determined by survey and shall thereafter replace this Exhibit "A".

Tax Parcel I.D. # of parent tract: 3305037

Physical Address of parent tract: 2000 W. 5th Street
Marshfield, WI 54495

EXHIBIT "A-1"

Survey or Site Plan

Location of the Leased Premises shall be determined by survey, and upon completion shall replace this Exhibit "A-1".

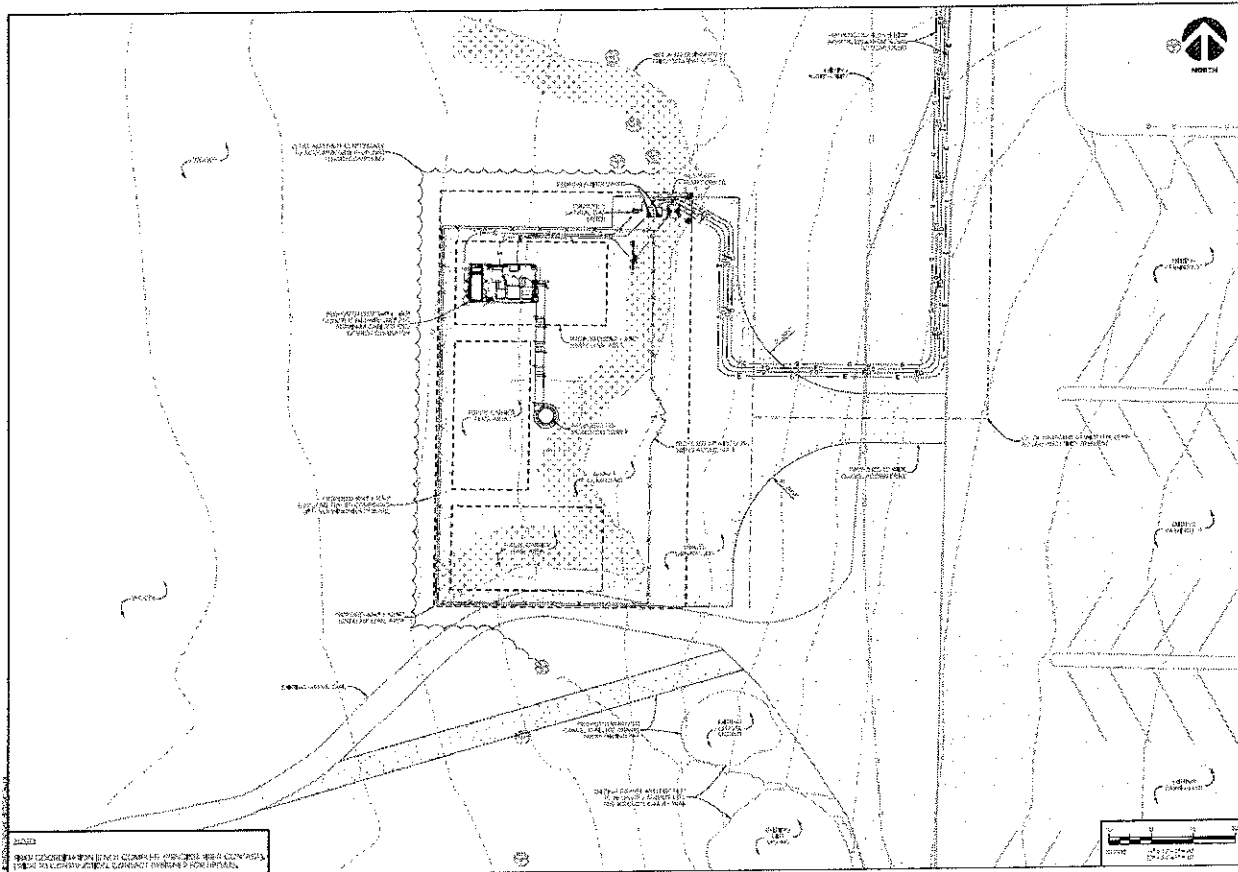


EXHIBIT "B"

Easement(s)

(i) An easement from the Leased Premises to an open and improved public road in a minimum width of either 25 feet or the minimum width necessary to comply with any applicable governmental requirements, whichever is greater, to allow for ingress to and egress from the Leased Premises by vehicle;

(ii) An easement as may be required to provide utilities to the Leased Premises from the utility providers' preferred connection point;

(iii) if required by governmental authorities, an easement for a "Fall Zone" centered on the location of the Lessee's tower and extending outward in a circle for the number of feet as may be required by local zoning authorities (typically equal to the height of the Lessee's tower but could be more); and

(iv) if required by governmental authorities, an easement for a landscape buffer zone or any such additional easement(s) as may be required by local zoning authorities,

each to be determined by survey, and upon completion of survey, shall replace this **Exhibit "B"**.

EXHIBIT "C"

Liens and Encumbrances

Holder of 1st Mortgage: _____
Address: _____
Contact Name: _____
Phone Number: _____
Loan Number: _____

Holder of 2nd Mortgage: _____
Address: _____
Contact Name: _____
Phone Number: _____
Loan Number: _____

Other Liens/Encumbrances

(Please Describe):

If No Mortgage(s), check here: _____

EXHIBIT "D"

MEMORANDUM OF GROUND LEASE AGREEMENT

See Attached

Upon recording return to:

PI Tower Development LLC
909 Lake Carolyn Parkway, Suite 260
Irving, Texas 75039
Attention: Corporate Contracts Manager

Site Name: WI-Marshfield-Marshfield Adler
Site Number: PIWI031

MEMORANDUM OF GROUND LEASE AGREEMENT

This Memorandum of Ground Lease Agreement is made on _____, 201__, by and between **THE CITY OF MARSHFIELD and WOOD COUNTY**, each a municipal corporation as Lessor, whose mailing address is _____ and **PI TOWER DEVELOPMENT LLC**, a Delaware limited liability company, as Lessee, whose address is 7411 Fullerton Street Suite 110, Jacksonville, Florida 32256.

1. Lessor and Lessee are parties to a Ground Lease Agreement dated as of _____, 201__ (the "Lease"), the terms and provisions of which are incorporated herein by this reference. The premises covered by the Lease are located in **Wood County, WI**, as more fully described in the legal description attached hereto as **Exhibit "A"** ("Leased Premises").

2. Pursuant to the Lease, the Lessor has granted, and by these presents does grant, to the Lessee easements for ingress, egress, utilities, "and any other easements required by Lessee or governmental authorities for the duration of the Lease Agreement a more particularly described on **Exhibit "A"** hereto. The easement rights herein granted include the right and authority of Lessee to grant or assign to third parties all or some of the easement rights granted to Lessee herein.

3. The Lease provides for an initial term of five (5) years (the "Initial Term") which commenced on _____. The Lease also provides for five (5) additional five (5) year renewal terms (each, a "Renewal Term"). The Lease shall automatically renew for each such Renewal Term unless Lessee delivers written notice of intent not to renew to Lessor at least thirty (30) days prior to the expiration of the Initial Term, or the Renewal Term then in effect.

4. The Lease provides that during the term of the Lease neither Lessor nor any tenant or person or entity claiming by or through Lessor shall be allowed to install or operate a communications facility, including a telecommunications transmission tower, or operate an antenna site leasing business which competes directly or indirectly with Lessee on the lands of Lessor within a radius of five (5) miles of the Leased Premises.

5. The Lease provides that during the term of the Lease, in the event that the Lessor receives and desires to accept a bona fide offer to sell and convey the Leased Premises to a third party not related to the Lessor by at least 51% common ownership, then the Lessor shall first provide the Lessee with a written offer to sell and convey the Leased Premises to Lessee upon the same terms and conditions as the offer made by the third party, and Lessee shall have twenty (20) business days in which to accept the offer.

6. The Lease provides that during the term of the Lease, Lessor shall not enter into a lease, license, or other agreement whereby Lessor (i) transfers its beneficial rights in this Lease to a third party without such third party purchasing Lessor's right, title and interest in the entire Site, (ii) transfers the rights to use or operate any portion of the Site to a third party for the operation of wireless telecommunications equipment,

or (iii) authorizes the construction of any wireless telecommunications towers or structures on the Site, for Lessor's own use, or for the use of any unaffiliated third parties.

7. All of the terms and conditions of the Lease are incorporated herein by reference. In the event of a conflict between the terms hereof and the terms of the Lease, the terms of the Lease shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Lease as of the date first written above.

LESSOR:

THE CITY OF MARSHFIELD,
a municipal corporation

Witness:

EXHIBIT ONLY DO NOT SIGN

Print Name: _____

Title: _____

Print Name: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

I, _____ a Notary Public of the County and State aforesaid, certify that _____ as _____ of _____, a _____ personally came before me this day and acknowledged that (s)he executed the foregoing instrument on behalf of said _____. He/She is personally known to me or produced _____ as identification.

WITNESS my hand and notarial seal, this ____ day of _____, 201__.

Notary Public: _____

Print Name: _____

My Commission Expires: _____

(affix notary stamp seal)

WOOD COUNTY,
a municipal corporation

Witness:

EXHIBIT ONLY - DO NOT SIGN

Print Name: _____

Title: _____

Print Name: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

I, _____ a Notary Public of the County and State aforesaid,
certify that _____ as _____ of _____, a
_____ personally came before me this day and acknowledged that (s)he executed the
foregoing instrument on behalf of said _____. He/She is personally known to me or produced
_____ as identification.

WITNESS my hand and notarial seal, this ____ day of _____, 201__.

Notary Public: _____

Print Name: _____

My Commission Expires: _____

(affix notary stamp here)

LESSEE:

PI TOWER DEVELOPMENT LLC,
a Delaware limited liability company

Witness:

Print Name: _____

~~EXHIBIT ONLY - DO NOT SIGN~~

Print Name: _____

Title: _____

Print Name: _____

STATE OF FLORIDA

COUNTY OF _____

I, _____ the undersigned Notary Public for said County and State, do hereby certify that _____, as _____ of PI Tower Development LLC, a Delaware limited liability company, personally appeared before me this day, and acknowledged the due execution of the foregoing instrument on behalf of said company. He/She is personally known to me or produced _____ as identification.

WITNESS my hand and notarial seal, this ____ day of _____, 201____.

Notary Public: _____

Print Name: _____

My Commission Expires: _____

(Signature)

EXHIBIT "A"

LEASED PREMISES AND EASEMENTS

The 50' x 90' Leased Premises and Easement(s) are located in the land legally described as follows:

The Southwest Quarter of the Northeast Quarter (SW¼-NE¼) of Section Twelve (12), Township Twenty Five (25) North, Range Two (2) East, Wood County, Wisconsin.

AND BEING the same property conveyed to The City of Marshfield and Wood County, each a municipal corporation from Raymond U. Herman and Germaine Herman, his wife, and in her own right, said Raymond U. Herman also being known as Raymond Herman by Warranty Deed dated October 21, 1963 and recorded October 22, 1963 in Deed Book 354, Page 251.

Tax Parcel No. 3305037

Comments from the County Clerk
February 2018 Executive Committee Meeting

The February 20th primary is only a short time away. This is the beginning of a four election year. Since we all had the fall off in 2017, all of the municipal clerks and all of us here in my office are getting back into election mode. This includes keeping up on all of the pending election law proposals. Just one year, I wish that everything would stay the same. It's very, very difficult to keep 34 municipal clerks up to date with changes as they occur, much less having enough time to implement changes. This shouldn't surprise me, change has been the norm since 2002.

I have again scheduled another training certification class for Chief Election Inspectors on February 7th in the evening. I will be holding it in at River Block in the second floor meeting room. I haven't used this room before, so my hope is that it will accommodate the large number of people expected and that it will be a good resource in the future.

In January of this year, the agreements with most of the municipalities in Wood County in relation to WisVote changed. I turned more of the responsibility over to the municipal clerks in relation to updating voter information in this state system. Now that the February election is upon us, they will have to enter/track absentee ballots, update voting history, monitor address list alerts, etc. Some of them are embracing this new access to their voters and others still haven't jumped on the bandwagon. We continue to field calls related to WisVote and how they carry out their end. This four election year will have a big learning curve for them. It really is to their benefit to have control of their voters. On my end, we will continue to handle the election administration side of WisVote for them. We all will have growing pains and that's alright.

The blood drive on January 26th went very smooth. Thanks to all of my willing donors and another great big Thank You to those department heads that allow their employees to participate. Blood is something that cannot be artificially created and is in constant need. We collected 41 pints! Thank you to Adam and the Wellness Program for some great door prizes for my donors!



Wood County

WISCONSIN

10a
MAINTENANCE
DEPARTMENT

Maintenance Monthly Comments From the Desk of Reuben Van Tassel

February 6, 2018

Work is finishing up on the Veterans Office remodel.

Continued work on layout options, pricing and information gathering for options to alleviate space needs issues with the Courthouse and River Block.

Involved in discussions regarding remodeling of the third floor in the Courthouse and working on plans to secure Branch 1 office.

Met with representative from Gappa Security to discuss upgrades in the Courthouse.

The new transformer switch gear has been delivered.

Participated in several conference calls and webinars with Dude Solutions to begin the implementation of the facility management program. Attended work order system demo at Aspirus Riverview Hospital.

Inspection of the backup power system at River Block was completed.

The annual fire sprinkler inspections for the Jail and River Block were conducted by Integrity Fire.

Several meetings with architect and Human Services staff regarding Edgewater capital improvement projects for 2018.

Conducted interviews for the Maintenance Technician vacancy.

Attended Executive Committee, Department Head, County Board, Employee Feedback, Health and Human Services Committee and Ad Hoc Public Property Committee meetings.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – January 2018

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

- I am working 4 hour days three days a week until the 12th of February. This is due to my medical restrictions.

Lost Time/ Restricted Duty/Medical Injuries: 3

- 01/02/2018 – Norwood HC – Employee sustained a needle stick. Medical only.
- 01/03/2018 – System IT – Employee sustained a strain to the lower back area while crawling under desk to remove power cords. Medical with restrictions.
- 01/08/2018 – Highway – Employee sustained a lower back strain when a small falling tree struck him from behind. Lost time injury of 2 days.

First Aid Injuries: 2

- 01/16/2018 – Corrections – Employee sustained strains to chest and back from a combative individual.
- 01/24/2018 – Human Services – Employee slipped and fell while walking into work. Pain in back from fall.

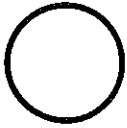
Property/Vehicle Damage Claims: 0

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

- 01/25/2018 – Parks – Vehicle damage to resident vehicle when it struck our Parks vehicle at intersection. Our driver was at fault. Waiting for insurance claim to be filed.

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

- Engen vs. Wood County Highway. 9/27/2011. Claim has been dropped.
- Waite retaliation claim. 10/04/2014. Claim denied.
- Suicide claim 5/6/2017 – Glodowski. No new information.



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

ITEM# 1-DATE February 20, 2018

Effective Date _____

116

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

TS

INTENT & SYNOPSIS: To approve the continuation of the self-insured Workers Compensation program for the County of Wood in compliance with Wisconsin Administrative Code DWD 80.60(3).

FISCAL NOTE: The general assessment rate for self-insured employers is pro-rated and assessed as a percentage of the State of Wisconsin Worker's Compensation Division costs compared to insurers claim costs.

| | | 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 | Miner, T | | | |
| 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 | | | |

Source of Money: Budget

WHEREAS, the Department of Workforce Development (DWD) requires that the governing body of a political subdivision pass a resolution every three years regarding its intent and agreement to self-insure for workers compensation, and

WHEREAS, the county of Wood is a qualified political subdivision of the State of Wisconsin: and

WHEREAS, the Wisconsin Workers Compensation Act provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment: and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development if they agree to report faithfully all compensable injuries, and agree to comply with the workers compensation act and rules of the Department of Workforce Development: and

WHEREAS, the Wood County Executive Committee at its February 6th 2018 meeting approved the continuation of the self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3); and

NOW, THEREFORE, BE IT RESOLVED that the County Board of the County of Wood hereby resolves as follows:

- (1) Provide for the continuation of a self-insured worker's compensation program that is currently in effect.
- (2) Authorize the Risk Manager to forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

January 2018

- ◆ The IT Security Team launched a Security Awareness Program. In December all employees with a County email address were enrolled in an Initial Security Training Program, *The Top 10 Security Awareness Fundamentals*. Several future CyberSecurity campaigns and training will be scheduled as the IT Security Team works to train and educate users in an effort to protect staff and the County network from Cyber related events. This initial training was extended for several departments through the end of January to allow time for all staff to complete the training. There are only a handful of staff and a few County Board members that still need to complete the training in order for the County to qualify for KnowBe4's guarantee. The deadline is quickly approaching.
- ◆ The RtVision, Highway department software for tracking time and materials, server is moved from a company owned hardware server to a County owned virtual server, as contracted and scheduled. Work creating the VM server was completed in January. Kiosks, PCs used by users to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application.
- ◆ Attended the kick-off for replacement of the "Gas Boy" software; this application is used for fuel tracking at the highway department and is at end-of-life.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. IT works continually to address some remaining issues related to accruals, year end reporting and department change requests. The PBJ reporting for CMS (Centers for Medicare & Medicaid) is being adjusted to meet needs and requirements for the Norwood facility. PBJ reports were submitted and met the November deadline.
- ◆ Time Simplicity, the add on module that will provide scheduling software to select department, training will continue. The addition of the TimeStar & Time Simplicity software eliminated the need for manual paper time card tracking and entry and will 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.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is complete. Replacement system creation and implementation of these system continues as we plan to decommission the SCO Unix server early in 2018.
- ◆ The lingering phone issues (mostly related to dialing Extended Community Calling areas) after the Datacenter move have been resolved with some additional configuration in Call Manager.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Implemented new UnitID process for CIS to help with downtime and duplication issues. This also makes it much easier to maintain Units in the system as well.
- ◆ Tested and applied the Quarter 4 Tax/Payroll update in the current system.
- ◆ Updated the Wood County custom WRS Annual Reconciliation reports for WRS submission.
- ◆ Set up permissions and accounts for Finance on both the production and test HR/Payroll system.
- ◆ Citrix NetScaler and StoreFront servers are in the process of being upgraded. The NetScalers were running on version NS10.1 build 120.1316 from Oct. 2013 and the StoreFront servers were 2.6.0.5031 from Sept. 2014.
- ◆ Windows Updates have been deployed to some test machines. Working on getting group policies in place to distribute them to Courthouse and Riverblock clients.
- ◆ Guest wireless software has been purchased and is in the process of being configured.
- ◆ Continued work on payment processing improvements to the Park Reservations system.
- ◆ Completed a web application for Emergency Management for surplus property sales. The system allows EM staff to list pictures and prices of surplus county property for sale on the county website. Visitors to the site can contact EM staff through a web form to set up viewing or purchase appointments.
- ◆ Began work on upgrading the website software and design of several websites run by the Health Department including Wisconsin WIC Association, Wood County Breastfeeding Coalition, and Get Active Wood County.
- ◆ Created an employee training document outlining copyright issues that are important knowledge for all Wood County employees, particularly those who create content for the county website. This document has been reviewed for legal accuracy by Peter Kastenholz and is currently being considered for adoption by Human Resources.
- ◆ Updated the county-wide accounting system, Microsoft Dynamics GP, with the latest patch for End-of-Year 2017.
- ◆ Ten new PC's have been deployed. Several other computers have been imaged and will be deployed in February.
- ◆ 404 helpdesk requests were created in December, with staff completing 402 tickets leaving 288 open requests. These numbers represent service requests from departments throughout the County.
- ◆ Deployed a new version of TCM. Another update to TCM is in the test environment to allow HS staff time to test the upgrade prior to rolling it out to the live system.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ TCM has a Web Version of the software available. The Web Version of TCM has been installed in a Test environment. A Server has been setup so IT and HS staff can vet this solution to ensure successful implementation. Implementing the Web Version of TCM is required in order to implement E-Prescribing, which is something Human Services would benefit from and has requested.
- ◆ Replaced the County Web Filter. The new filter has allowed the County to eliminate smaller web filtering programs used by departments to meet specific needs within the Department. The County WebFilter is configurable to meet individual department specs and needs.
- ◆ Updated and created new reports in TCM.
- ◆ Updated service rates in TCM for 2018.
- ◆ Attended the Multi-County Project Managers meeting in Appleton.
- ◆ Resolved an outstanding issue with Pro Surveillance Camera on a Sheriff's Department Windows 10 PC.
- ◆ Working with Human Services to obtain signature software and devices. This will not only allow them to sign their documents digitally, but also allow those signatures to be held up in court.
- ◆ Planning phase for the rollout of approximately 130 new phones has begun.
- ◆ Social media is moving forward. Three departments have requested to be added to post on the County's Facebook page. Two departments have created new Facebook pages, and two departments have migrated their Facebook pages to the new structure to be in compliance with the Social Media Policy. Visit our main Facebook page at, www.facebook.com/WoodCoWisc. All other pages that have been set up are linked under featured pages.
- ◆ Social Media archiving solutions are currently being researched to make sure we are compliant with open records laws.
- ◆ Testing of streaming the Wood County Wellness Lunch and Learns is underway. This will allow employees outside of the courthouse to attend the Lunch and Learns live, remotely.
- ◆ Restored service to the Norwood-Pathways FAX machine. Poor line quality was causing inbound/outbound communication failures. Line quality is restored and all subsequent tests were successful.
- ◆ Restored operation of the Sheriff Department "Rolodex" system. Identified security requirements for proper system operation. Worked with Tony Bastien to update Rolodex data.

Copyright Liability Prevention

As a Wood County employee, if you publish articles, brochures, posters, web pages, or videos, it is important that you have a basic understanding of copyright law. Infringing a copyright can mean significant legal liability and monetary cost for the County.

What is Copyright?

Copyright in the United States is a set of federal laws protecting the creators of original works on paper, electronic, or other media that can be seen, read, or heard. This includes written text, images, videos, music and lyrics, and many other creative works.

Once a work is committed to tangible media, its original creator is automatically protected by copyright law from others using and profiting from their work, without permission from the creator.

The copyright symbol (©) or other copyright notice may be attached to a work for informational purposes. Its presence, or lack thereof, does not determine whether use of the work is covered by copyright law.

What is Copyright Infringement?

Infringement occurs when someone uses a copyrighted work when they did not create the work and did not gain permission to use it from the original creator.

The copyright holder can bring legal action against anyone who infringes their copyright.

Examples of infringement include:

- Using images or photos from an Internet image search without permission from the creator
- Using copied text from a web page without permission from the creator
- Using a copyrighted song as background music in a video
- Copying any kind of work which was not created by you or another Wood County employee, without permission.

A copyright can also be infringed by exceeding the limits of the license granted to a user. For instance, when you purchase or rent a copyrighted movie or music disc, usually you are purchasing a license limited to your own personal use. If you play the music or movie for a group of people in a public place and/or for people outside your family or a small group of friends, you exceed the limits of your license, thereby infringing the copyright.

Exceptions to Copyright

Public Domain

Works in the "public domain" can be used freely, and include works which are old enough for copyright to have expired, works created by the US federal government (not state or local), or works for which the original author has waived copyright.

In many cases, works are protected for the life of the author plus 75 years, after which they enter the public domain.

Fair Use

Fair use is a part of copyright law which permits limited use of copyrighted material, if the purpose is for criticism, comment, news reporting, teaching, scholarship, or research. Generally, under fair use you cannot use the whole original work and/or the work must be modified in a meaningful way. Determining whether your use of a work is fair use can be complicated. When in doubt, contact Corporation Counsel.

How Can I Avoid Copyright Infringement?

Use only work that was created by County employees.

The safest way to ensure you are not infringing is to use all original content that was created directly by yourself or another County employee.

Obtain explicit, written permission from the original creator of the work.

This can be in the form of an open license granted by the copyright holder for the public to use the work for certain purposes, or an agreement obtained by contacting the copyright holder directly. Once you gain written permission to use a copyrighted work, you should keep a copy of the agreement or license on file.

Use caution when obtaining permission to use others' works.

If Wood County does not hold the copyright for a work, you must be able to prove that you have permission to use it. If you are searching for content on the Internet, it is common for websites to claim or imply something is public domain, or fair use, or otherwise free, when it actually isn't.

Use some caution and common sense when it comes to assessing the legitimacy of these sources, and always keep a written record of where the content was obtained. When in doubt, contact Corporation Counsel.

If you are granted a license from a copyright holder, make sure your intended use does not exceed the limits of the license. See video rental example above.

Copyright Page 2

References:

<https://www.legalzoom.com/articles/how-to-avoid-copyright-infringement>

<https://www.wikihow.com/Avoid-Copyright-Infringement>

https://en.wikipedia.org/wiki/Fair_use

<https://www.wlu.edu/general-counsel/answer-center/copyright-and-intellectual-property/copyright-guidelines-for-showing-movies-and-other-audiovisual-works>

Wood County Employee Wellness Update
February 6th, 2018 Submitted: Adam Fandre

2018 Employee Wellness Program

New Hire Orientation- Continue to promote and encourage new hires to participate in the 2018 Wellness year.

Portal Updates-

360 participants have completed the biometric screening requirement

183 participants have completed both the biometric screening and health risk assessment

189 participants received quarter 5 payouts

Wellness Committee Updates-

- Three new Wellness Champs welcomed aboard.
- 2018 Wellness Program Planning and Promotion.
- Discussion/constructive feedback of Quarter 5 wellness challenge.
- Extensive discussion of Quarter 2 Wellness Challenges area of focus. Physical activity or some sort of variation of the Walking Challenge was agreed upon as being vital after winter months.
- Reviewed activities and changes for 2018 wellness year.
- Discussed Lunch & Learn topics for 2018.
- Created and distributed monthly fliers/handouts on a variety of health topics (stress relief, physical activity, portion control, stretching, resistance training, etc) in place of Health Fair.
- Created/posted wellness coupons redeemable for points periodically throughout the year to draw more attention to materials on Wellness Boards
- Continued conversation of aligning on-site massage therapists through Secondary Traumatic Stress Committee with Wellness Program.
- Discussion how to color code vending machines to make the healthy choice the easy choice.
- Extensive conversation on Annex & Health center and tobacco use. The Committee showed desire to have Wood County entirely tobacco free. Jenna Otterholt, Regional Tobacco Coordinator of Marathon County, was invited to sit in next meeting to discuss further.

Wellness Board Updates-

- Aspirus reported that 40% of Wood County Employees are enrolled in Aspirus Arise and not in WPS. The Health Resource Team with Aspirus Arise is available to that 40% of individuals for chronic disease management. Health coaching is available through the care coordinator with that program. Motion to award 500 points to individuals who are actively participating in case management/coaching through the Aspirus Arise offerings. All ayes. Motion carried.
- Mr. Kraft reported that approximately 200 more employees have taken advantage of the health insurance premium incentive with participation in the Wellness Program. There are approximately 90 employees who have not chosen to participate.
- Discussion regarding policy/process for dealing with rude or uncooperative employees will be placed on the next meeting's agenda. It was agreed that a policy needs to be in place and the language of that policy will be decided upon at a future meeting.
- Discussion regarding providing points for attending the lunch yoga class took place. The Board, after much discussion, decided not to add this specific activity to the list of options. There are already provisions in place to use workout activities for points.

Coordinator Monthly Updates-

- Working extensively with ManageWell's support team to ready portal for 2018 Wellness Year (biometric calendars, staffing, room reservations, equipment, etc).
- Crafting monthly Lunch & Learn quizzes for portal and hard-copies for Parks and Forestry.
- Coordinated presenters for May & June Lunch & Learns.

- Livestreamed January Lunch & Learn to Annex & Health center with the help of systems.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees.
- Meeting with department heads to discuss ergonomic assessment results and recommendations.
- Coordinating with Wood County vending machine vendors to include healthy options/alternatives.
- Updated Wellness bulletin boards with handouts from Wellness Board and Committee.
- Planning/crafting/designing Wellness Program activities for 2018.
- Serving on Secondary Traumatic Stress Committee.
- Communicating Quarter 1 reminders about deadlines, how-to's, and assisting both spouses and employees in completing their biometric screening and health risk assessment.
- Traveling to off-site Wood County locations to assist with health risk assessment completion.
- Assisting with on-site biometric screenings at various Wood County locations.
- Working with Jean Breen on facilitating "Mindset for Weight Management" for Wood County employees. Sessions are recorded and uploaded to YouTube/ManageWell similarly to Lunch & Learns.
- Coordinating with on-site massage therapists through Secondary Traumatic Stress Committee to expand to all of Wood County.
- Attended employee feedback meeting.
- Helping with portal support.

Wellness Activities-Going on Now

Biometric Screening: Involves height, weight, pulse, blood pressure, and a fasting blood draw to collect full lipid panel, glucose, and hemoglobin A1C, if necessary.

Health Risk Assessment: A simple questionnaire about your health that takes less than 15 minutes to complete. This will be completed on your confidential, personal wellness portal. The purpose of the HRA is to evaluate the level and nature of health risks and provide recommendations for improving your overall health.

Enclosures:

November 7th 2017 Wellness Board Meeting Minutes

January 16th 2018 Wellness Committee Meeting Minutes

Name of Meeting: Wellness Committee Meeting Agenda
Date: 1/16/2018

Location: HSD RB 130 Large Training Conf Room

Time Called to Order: 1:30 p.m.

Time Adjourned: 2:35 p.m.

Call in Number: *8408

Members Present/Call in

Adam Fandre, Kim Keech, Sandra Green, Lisa Keller, Brad Martinson, Ryan Soyk, Janet Karberg, Laura Clark, Lacey Plekarski, Amy Flagel, Maria Molaison, Kristie Egge

Members Absent:

Dawn Schmutzer, Amber France, Caitlin Carmody, Tara Feltz, Jodi Pingel, Danielle Wickersham
Recording Professional:
 Laura Clark

Next Meeting:

- Date: 3rd Tuesday of each month, Feb 20th, 2018
- Time: 1:30pm
- Location: TBA
- Call in #: *8408

| AGENDA ITEM | DISCUSSION/ RECOMMENDATIONS | CONCLUSIONS /ACTIONS | RESPONSIBLE PARTY |
|---|---|---|-------------------|
| New Champ | <ul style="list-style-type: none"> Welcome Amy Flagel | <p>Introductions were made, as this was Amy's first meeting. Welcome Aboard Amy!</p> | All |
| Common Cents Challenge | <ul style="list-style-type: none"> Feedback/Improvements | <p>This challenged proved to be quite intense. It was felt more guidance was needed as it was a bit overwhelming. 130 people finished the challenge and the feedback was mostly positive. Discussion was held on having "small" financial challenges would be beneficial, such as keeping track of expenses for a month, etc. The Common Cents challenge was way too in depth, especially during the holiday season!</p> | All |
| Quarter 2 Wellness Challenge | <ul style="list-style-type: none"> Special interests or topics? | <p>Definitely felt by the group that a "physical" challenge needs to be held, perhaps something outdoors. It was discussed that may the walking challenge would prove to benefit everyone if it was done in the Spring and Fall, which could help people get ready for upcoming Community running events.</p> | All |
| Vending Machines | <ul style="list-style-type: none"> Updates Next steps – color coding? | <p>Adam has spoken with Don regarding courthouse/River Block vending machines about getting healthier choices in the machines. Don has been slowly incorporating fresh fruit and other healthy choices. Adam will work on getting "sheets" made up with color coding for healthy foods.</p> | Adam/All |
| Lunch & Learns | <ul style="list-style-type: none"> Live streaming test-run planned 1/18 at Norwood \$5 Starbucks GC raffle Releasing yearly schedule Edgewater next? | <p>The Lunch & Learn for Thursday, January 18th is going to be live streamed to Norwood. Discussion was held on how to get people to attend. The group also went over a list of potential topics and dates. If all goes well with the live streaming to Norwood, it may be looked at the future to live stream to another county facility, such as Edgewater.</p> | Adam/All |
| Bulletin Boards | <ul style="list-style-type: none"> Process for Wellness points coupon Next topic(s)? | <p>It was determined that 20 coupons would be distributed per location to be put on the bulletin board for a specific topic. Each time a topic would change; new coupons would be created and put out for employees to take to earn 100 points. It was decided that coupons should be put on the board randomly throughout the two/three month period, until a new topic is put up. Coupons are a one time use, per employee.</p> | Adam/All |
| How to Get Wellness Word Out & Increase Participation | <ul style="list-style-type: none"> Identified locations whose participation rates are lowest, will try to reach out to these areas. Update on department interactions (who talked to who) | <p>Continue to work on getting people involved in the Wellness Program. We know some have signed up just to get their insurance rate cheaper, but we would like to see them participate each quarter.</p> | All |

| | | | |
|----------------------------|---|---|----------|
| Wellness Year 2018 | <ul style="list-style-type: none"> • Biometric screening help sign-up • Norwood – January 25th | <p>For the late joiners, those who joined by October 31st, 2017, they do not need to do the biometric screening now. They can use their numbers from that screening. 46% of employees were in the Wellness program prior to this new year. Now the rate is 87%, with approximately 300 new joiners due to insurance premium reductions. Adam asked for help on January 25th at Norwood, specifically from 6 a.m. to 8 a.m. before the offices open. Ryan Soyk stated he possibly may be able to help. Biometric screening results for those who had blood work done on January 9th are already in ManageWell. The screenings done last fall are hopefully going to be in the ManageWell system by end of this week or early next week.</p> | Adam/All |
| Quarter 5 Payout | <ul style="list-style-type: none"> • February 1st | YAY! Payout to be on the February 1 st payroll! | Adam |
| Wellness Activities | Quarter 1 activities and deadlines | Biometric Screening and Health Coaching are the two activities needed to get 1000 points for quarter 1. An easy quarter for all!!! | Adam |
| Other | Any other items? | Smoking at Norwood was brought up as well as the desire to make the entire campus tobacco free for both the benefits of the employees and patients. Kristie will connect Jenna Otterholt, the Regional Tobacco Coordinator, with Adam and Maria to get a plan in place and possibly attend the next committee meeting to go over what this would look like/entail. | Adam/All |

TREASURER'S REPORT

02-06-2018

By: H. Gehrt

- Attended Executive Committee meeting on January 2.
- Attended Department Head meeting on January 5.
- Attending Special Executive Committee meeting on January 16.
- Attended County Board on January 16.
- Attended Ad Hoc Property Committee meeting on January 16.
- Participated in webinar hosted by US Bank for the purchase card program January 18.
- Met with representatives from Emmons Business Interiors about options and layout for the Treasurer's Office and received figures for budgeting purposes.
- Mary, Treasurer from Clark County, came to view our tax software system on January 24.
- I participated in the annual employee blood drive on January 26.
- I have been working with the Maintenance Department on putting together the bid packet to sell the property on Airport Avenue property.
- All information was received in a timely manner to process the January settlements. This new software program makes settlements much easier and it now takes a few days to get all information completed versus a week or longer to complete and get back to each municipality.
- I have included 2 e-mails that help to clarify/explain the request for the budget amendment resolution. One is from the Maintenance Department explaining the money situation and the other is from IT Department explaining the issue with the equipment in the office. If you have any questions before the meeting, please feel free to call me or come to the office and I can show you around.

Heather Gehrt

From: Reuben Van Tassel
Sent: Friday, January 26, 2018 9:31 AM
To: Heather Gehrt
Subject: Office Updates

Heather,

As we recently discussed, I don't have money in my budget this year for an update/remodel for your office. Although your office area is one of the more dated spaces, I know you understand we have been inundated with other projects, some of which are quite pressing and could impact our entire facility if not dealt with soon, such as our outdated transformers. Some of the other projects we are planning are coming at the direction of the Ad Hoc Property and Executive Committees regarding our ongoing search for some departments to be relocated.

With your mention of the potential funding to update your department's space, I would be glad to help you coordinate any remodeling that you are able to obtain funding for. As I mentioned in our conversation, a good place to start for a remodeling budget is around \$50 per square foot. That should provide for a good amount of updates for things such as flooring, painting, ceilings and lighting, and likely some work stations.

Let me know what I can do to help you. Thanks!

Reuben Van Tassel, Manager
Wood County Maintenance
400 Market Street
P.O. Box 8095
Wisconsin Rapids, WI 54495
715-421-8404

Heather Gehrt

From: Amy Kaup
Sent: Wednesday, January 31, 2018 4:07 PM
To: Heather Gehrt
Subject: Desk static causing Computer Issues

Good Afternoon Heather,

The computer problems you are experiencing are definitively related to static electric discharge. Long term exposure of your computer to these discharges may (if the static charge is large enough) cause damage to it and any devices connected to it.

Below is a list of suggestions to eliminate the static problem.

Note – The implemented solution involves several items:

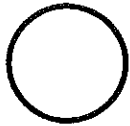
1. Implement a large electrically conductive floor mat with a grounding wire. The grounding wire is required since the carpet in your area is not static dissipative.
2. Install a desk that is at the same electrical potential as the user is not insulated and has a top that is electrically dissipative. – Usually not a problem with newer model desks.
3. Use a desk chair with static dissipative characteristics. – Usually not a problem with newer model cloth chairs.
4. Be certain the wiring in your office area is providing a good ground connection. (a poor or no ground connection is called a floating ground. It allows static charge to build up and is a potential safety hazard. Facilities can check this for you.
5. Use a desk blotter under your computer/laptop/keyboard that is grounded via a wire if the desk is old.

(Items below are not required if a mix of the first 5 are implemented)

6. Increase the humidity in your office area
7. Install static dissipative carpet (like the new Dispatch or IT areas)

Information Technology will assist you in solving this problem in any way we can.

Amy Kaup
Information Technology
Ext. 8433



RESOLUTION#

Introduced by

EXECUTIVE COMMITTEE

Page 1 of 1

Committee

CAK

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

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

FISCAL NOTE: Offered Amount \$200.00
 R.E. Taxes (112.21)
 Special Assessments (87.79)

GAIN/LOSS \$0

WHEREAS, during the sealed bid process no offers were received on the below mentioned property, and,

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

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

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Marshfield

Parcel 33-04311

Lincoln School Subdivision: Lot 3 excluding south 30 feet therefore, Block 1, City of Marshfield, Wood County, Wisconsin.

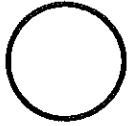
OFFERED AMOUNT

\$200.00

APPRAISED AMOUNT

\$1,000.00

Property is vacant land between 1603 and 1607 S Palmetto Ave.



RESOLUTION#

Introduced by EXECUTIVE COMMITTEE
Page 1 of 1

ITEM#

DATE February 20, 2018Effective Date February 20, 2018

Committee

HLG

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

INTENT & SYNOPSIS: To amend the 2018 Treasurer's budget (51520) for additional expenditures that were unanticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The adjustment to the budget is as follows:

| Function | Account Name | Debit | Credit |
|----------|--------------|-----------|-----------|
| 51520 | Treasurer | | \$100,000 |
| 34300 | General Fund | \$100,000 | |

Source of Money: \$100,000 of the \$195,000 returned to the general fund from unanticipated 2017 revenues.

WHEREAS, the Wood County Treasurer's Office has not been remodeled in over 30 years and the Maintenance Department has not budgeted for bigger projects in 2018, and

WHEREAS, the furniture in the office is causing damage to computer equipment and preventing the department from following through with its mission: Providing the highest level of customer service, in an efficient, and professional manner by fulfilling its statutory duty to, and on behalf of, the taxpayers of Wood County, and

WHEREAS, in order to follow through with this mission, the Treasurer's Department will need to purchase new office furniture and have an electrical and lighting upgrade, and

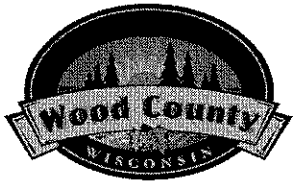
WHEREAS, these carry over excess revenues would be used to provide these updates.

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

NOW THEREFORE BE IT RESOLVED to amend the Wood County Treasurer's Department budget for 2018 by transferring \$100,000 from the General Fund (34300) to the Treasurer's Budget (51520) function, and

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

| | | 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 | | | |



Wood County

WISCONSIN

159
Office of
Finance Director
Marla A. Cummings
Finance Director

February 1, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

Update on Payroll Project

Human Resources, Information Technology and Finance have been working diligently on a seamless transition of Payroll to Finance from Human Resources. The first step was to have the Finance Staff trained. PaNyia has been being trained on HRMS, the current payroll system and TimeStar, the timekeeping software.

The goal is to have the payroll completely moved to Finance by the next payroll on February 15 with Human Resources being available for any questions.

Attached is a checklist that Finance believes is essential to running payroll smoothly as well as when the processes need to be completed by and by whom.

IRS Notification

We received notification from the IRS that we are being audited for the year 2016 for payroll. I have passed this along to Human Resources.

In addition they also contacted us about missing information on the 1099's we have submitted for 2015 and 2016. For the 2017 year 1099's Lacey worked hard in obtaining this information prior to sending out the 1099's.

In the past, Finance has asked Departments to supply a W-9 before requesting a check be cut for vendors. We have received push back on this from the departments. Other companies also require an updated W-9 every year from their vendors. I believe this is something that we should be doing and enforcing. At the minimum, we should have a W-9 on file for all current vendors. Finance will be sending a letter to the Departments requesting they supply a W-9 for all new vendors prior to a check being issued. In addition, we will be working on up-dating our current vendors W-9's.

Year End

Finance has begun the work of closing out the 2017 year.

I have been busy rebuilding some of Mike's spreadsheets. One of my current goals is to be able to provide the Executive Committee with a snap shot of where we are at compared to what was estimated for the end of the year of 2017.

2017 Budget Resolutions

- 1) Sheriff Electronic Monitoring (52712) – This resolution is reducing by \$7,000 the amount anticipated being transferred from the Sheriff Department to the General Fund. To cover the increase in the Wood County Jail Population and the utilization of electronic monitoring of prisoners.
- 2) Humane Officer (54129) – This resolution is transferring \$4,000 from contingency to change the Humane Officer from a fiscal year to a calendar year budget to coincide with the rest of the budgets of Wood County Departments.
- 3) Community Development Block Grants (56780) – This resolution is transferring \$65,000 from assigned fund balance to cover higher than anticipated expenses in the program.

Resolutions

- 1) This resolution is to authorize out-of-state travel for the Deputy Finance Director to travel to training at the Government Finance Officers Association National Headquarters in Chicago, Illinois. (Please see attached the training objectives).

Budget to Actual Income Statement

Budget and actual reports for 12 months ending December 31, 2017 and budget to actual report.

CHECKLIST FOR BI-WEEKLY PAYROLL PROCESS

PR#: _____ PAYROLL DATES: _____

NONPAYROLL WEEK - HUMAN RESOURCES

PART 1 - Monday thru Friday

- _____ 1 Update Personnel Action Forms including Terms (Insurance Premium Deductions)
- _____ 2 Add New Hires including Benefit Enrollments
- _____ 3 Payroll Adjustments (Taxes, Deductions, Etc.)
- _____ 4 Processes/Import Calculations
- _____ 5 Update Benefits (HRMS/Processes)
- _____ 6 HR - give Finance a list of changes made for the week (terms, adjustments, benefits, etc.)
- _____ 7 **Have all the steps above completed by Friday afternoon**

PAYROLL WEEK - FINANCE

PART 2 - Monday

- _____ 1 Run Open Payroll Monday morning
- _____ 2 Send Open Payroll report to HR to verify and okay
- _____ 3 Payroll Admin - verify Open Payroll report to changes sent & made by HR
- _____ 4 Finance Director approve and sign off on changes once verification of changes is okayed by HR and Payroll Admin

Part 3 - Tuesday

- _____ 1 Email Caity/Hwy to import timecards from RT Vision at 10:30 am
- _____ 2 Export Timecards from TimeStar
- _____ 3 Import Timecards into HRMS
- _____ 4 Email Norwood & EW payroll clerks - verification before 2:30 pm (**might eliminate this**)
- _____ 5 Run Open Payroll again
- _____ 6 Time Card Updates (Vacation Payout, Premium refunds, WRS, etc.)
- _____ 7 Time Card Detail/Summary Report (# of timecards: _____)
- _____ 8 Distribute Earnings
- _____ 9 *Import Wellness Incentive Payout spreadsheet (if applicable)*
- _____ 10 Change Reusable Timecards to Active
- _____ 11 Calculate Payroll
- _____ 12 Pre-Check Register (verify dept. hours, pay rates, fix errors if any)
- _____ 13 Finance Director sign off on Pre-Check Register

PART 4 - Wednesday

- _____ 1 Print/Post Checks
- _____ 2 Create EFT File: _____ (dollar amt)
- _____ 3 Upload for Wood Trust Bank (by 4 p.m. Wednesday) - Make sure to check box/continue/transmi
- _____ 4 Print Payroll Register (First page of accounts)
- _____ 5 Print Employee Deduction Report
- _____ 6 Verify and reconcile deductions to Payroll Register Report

7 Finance Director sign off on reconciled deductions report

PART 5 - Wednesday

Taxes Must Be Paid No Later than the day after the Pay Date - Date payment on Thursday/pay date

1 Print Tax Withholdings Report - Email deposit confirmation to Treasurer

Verify and reconcile Tax Withholdings to Payroll Register Report

Finance Director verify and sign off on Reconcile Tax Withholdings Report

2 Make Federal Deposit - Email deposit confirmation to Treasurer

3 Make State Deposit/Wage Attachment (**5600.5605**) - Email Deposit Confirmation to Treasurer

4 Child Support/Expert Pay (**5590-5595**) - Email deposit confirmation to Treasurer

5 Online/Vendor Reporting

Nationwide (**5560,5565**) Term/Add/Change Eyes

TASC (**5570**)

6 Journal Entry for Finance/Treasurer

7 Email Treasurer/Finance Je & Confirmations

Journal Entry

Federal Tax Withholdings

State Deposit/Wage Attachment

Child Support/Expert Pay

Health Fund Amounts

8 Add Health amounts to Health Fund Checking Account spreadsheet ??

9 Send Deduction Amounts/Journal Entry (Add Cobra amounts from EBC monthly)

Dental Insurance (**5100 and 5110**) Upload file

Port YMCA (**5675**) - Email to Lynn Mlodzik: mlodzik@swcymca.org

Mfld YMCA (**5680**) - Email to Amy Nienast: anienast@mfldymca.org

Credit Union (**5665 and 5670**) - Email Terri: wccu@wctc.net

NWC United Way (**5655**) - Email Jeanne Denk: unitedway@tznet.com

SWC United Way (**5650**) - Email Stefanie: Stefanie@uwis.org

SH Union Dues (**5660**) - Email Sara McCormick: 3bismcc@gmail.com

Boston Mutual - Whole Life (**5230**) - Sign in and email document through secure email.

<https://securemail-gregoryappel.com/s/welcome.jsp?b=gregoryandappel>

Vision (**5300**) Email to ndavey@superiorvision.com and tpittman@superiorvision.com

with Policy#: 033351, Name: The Count of Wood, Amount, Date Money Sent, Month paying for.

10 Vouchers

Boston Mutual (**5230**)

Garnishments (**5600, 5605 - non-tax levy**) Do not include the Admin Fee-5610

AIG-Life Insurance (**5201, 5210, 5215, 5225, 5230**)

AIG-Disability Insurance (**5200**)

Mutual of Omaha-STD Disability Insurance (**5230**)

HR - PEHP-Processed after term when payout occurs for Nationwide with Payout Sheet

Finance Director verify and sign off on Vouchers

12 WRS Report

Verify and reconcile WRS Report to Payroll Register Report

Finance Director verify and sign off on WRS report

11 **HR - AIG Billing Statement**

13 **HR - Benefit Enrollment/Deduction Reconciliation**

____ 14 **HR - Terminations**

PART 6 - Thursday or Friday

____ 15 Reports for Departments

- ____ Fringe Benefit Report by Budgets (and Excel Dept. 15 & Dept. 40)
- ____ Payroll Distribution List Acct/Alpha
- ____ Payroll Distribution List Dept./Alpha (And Excel Dept. 40)
- ____ YTD Register
- ____ Norwood HW2 (only if a Holiday during pay period)
- ____ OPEB Report (Dept. 02)
- ____ Payroll Register by Department (Dept. 18)
- ____ Payroll Distribution Acct/SummaryByWorkCode (Dept. 7)
- ____ Payroll Based Journaling Audit (Dept. 123 & 20)

____ 16 Payroll Integration/Email file to Finance

HR - Run after Terminations are processed

- ____ Active Employee List

2/1/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

| | Actual | 2017 Budget | Variance | Variance % |
|---|-----------------|-----------------|--------------|------------|
| REVENUES | | | | |
| Taxes | | | | |
| 41110 General Property Taxes | \$24,886,359.93 | \$24,886,360.00 | (\$0.07) | 0.00% |
| 41120 Tax Increments | 15,199.45 | | 15,199.45 | 0.00% |
| 41150 Forest Cropland/Managed Forest Land | 37,735.70 | 20,000.00 | 17,735.70 | 88.68% |
| 41220 General Sales and Retailers' Discount | 208.22 | 180.00 | 28.22 | 15.68% |
| 41221 County Sales Tax | 5,437,500.45 | 5,330,606.00 | 106,894.45 | 2.01% |
| 41230 Real Estate Transfer Fees | 211,599.72 | 85,000.00 | 126,599.72 | 148.94% |
| 41800 Interest and Penalties on Taxes | 538,958.56 | 378,000.00 | 160,958.56 | 42.58% |
| 41910 Payments in Lieu of Taxes | 18,370.24 | 13,350.00 | 5,020.24 | 37.60% |
| Total Taxes | 31,145,932.27 | 30,713,496.00 | 432,436.27 | 1.41% |
| Intergovernmental Revenues | | | | |
| 43211 Federal Grants-Emergency Government | | 800.00 | (800.00) | (100.00%) |
| 43210 Federal Grants-General Government | | 1,250.00 | (1,250.00) | (100.00%) |
| 43410 State Aid-Shared Revenue | 3,069,185.36 | 3,059,556.00 | 9,629.36 | 0.31% |
| 43430 State Aid-Other State Shared Revenues | 212,236.00 | 291,141.00 | (78,905.00) | (27.10%) |
| 43511 State Aid-Victim Witness | 38,626.41 | 75,372.00 | (36,745.59) | (48.75%) |
| 43512 State Aid-Courts | 405,265.79 | 378,464.00 | 26,801.79 | 7.08% |
| 43514 State Aid-Court Support Services | 59,411.00 | 57,000.00 | 2,411.00 | 4.23% |
| 43516 State Aid-Modernization Grants | 60,352.00 | 59,752.00 | 600.00 | 1.00% |
| 43521 State Aid - Law Enforcement | 134,205.30 | 131,500.00 | 2,705.30 | 2.06% |
| 43523 State Aid-Other Law Enforcement | 18,027.00 | 18,000.00 | 27.00 | 0.15% |
| 43528 State Aid-Emergency Government | 73,950.23 | 111,050.00 | (37,099.77) | (33.41%) |
| 43531 State Aid-Transportation | 1,823,123.43 | 1,823,123.00 | 0.43 | 0.00% |
| 43549 State Aid-Private Sewage | 15,799.00 | 25,000.00 | (9,201.00) | (36.80%) |
| 43551 State Aid-Health Immunization | 75,655.06 | 67,843.00 | 7,812.06 | 11.51% |
| 43554 State Aid-Health WIC Program | 267,518.00 | 365,542.00 | (98,024.00) | (26.82%) |
| 43557 State Aid-Health Consolidated Grant | 71,886.00 | 69,879.00 | 2,007.00 | 2.87% |
| 43560 State Aid-Grants | 62,477.00 | 62,477.00 | | 0.00% |
| 43561 State Aids | 11,738,061.31 | 10,875,471.00 | 862,590.31 | 7.93% |
| 43567 State Aid-Transportation | 199,367.15 | 203,436.00 | (4,068.85) | (2.00%) |
| 43568 State Aid-Child Support | 886,437.66 | 912,617.00 | (26,179.34) | (2.87%) |
| 43571 State Aid-UW Extension | 17,738.00 | 6,000.00 | 11,738.00 | 195.63% |
| 43572 State Aid-ATV Maintenance | 6,715.00 | 6,715.00 | | 0.00% |
| 43574 State Aid-Snowmobile Trail Maint | 91,166.77 | 91,166.76 | 0.01 | 0.00% |
| 43576 State Aid-Parks | | 69,330.00 | (69,330.00) | (100.00%) |
| 43581 State Aid-Forestry | 45,596.88 | 45,858.00 | (261.12) | (0.57%) |
| 43586 State Aid-Land Conservation | 48,013.72 | 374,692.00 | (326,678.28) | (87.19%) |
| 43640 State Aid-Co Share Managed Forest Lands | 20,822.17 | 20,000.00 | 822.17 | 4.11% |
| 43690 State Aid-Forestry Roads | 3,277.19 | 3,280.00 | (2.81) | (0.09%) |
| Total Intergovernmental | 19,444,913.43 | 19,206,314.76 | 238,598.67 | 1.24% |
| Licenses and Permits | | | | |
| 44100 Business and Occupational Licenses | 184,220.77 | 170,000.00 | 14,220.77 | 8.37% |
| 44101 Utility Permits | 1,300.00 | 1,050.00 | 250.00 | 23.81% |
| 44102 Driveway Permits | 1,225.00 | 860.00 | 365.00 | 42.44% |
| 44200 DNR & ML Fees | 22,518.18 | 22,500.00 | 18.18 | 0.08% |
| 44201 Dog License Fund | 1,000.00 | 1,000.00 | | 0.00% |
| 44260 Moving Permits | 1,725.00 | 1,025.00 | 700.00 | 68.29% |
| 44300 Sanitary Permit Fees | 47,775.00 | 45,000.00 | 2,775.00 | 6.17% |
| 44410 County Planner Document Sales | 173,679.75 | 154,658.00 | 19,021.75 | 12.30% |
| 44411 County Planner Plat Review Fees | 1,855.00 | 1,650.00 | 205.00 | 12.42% |
| 44412 Wisconsin Fund Application Fees | 600.00 | | 600.00 | 0.00% |
| 44413 Shoreland zoning Fees & Permits | 6,075.00 | 3,850.00 | 2,225.00 | 57.79% |
| 44415 HT Database Annual Fee | 86,280.01 | 75,000.00 | 11,280.01 | 15.04% |
| Total Licenses and Permits | 528,253.71 | 476,593.00 | 51,660.71 | 10.84% |
| Fines, Forfeits and Penalties | | | | |
| 45110 Ordinances Violations | 2,752.35 | 1,700.00 | 1,052.35 | 61.90% |
| 45115 County Share of Occupational Driver | 280.00 | 200.00 | 80.00 | 40.00% |
| 45120 County Share of State Fines and Forfeitures | 147,619.11 | 159,000.00 | (11,380.89) | (7.16%) |
| 45123 County Parks Violation Fee | 550.40 | 750.00 | (199.60) | (26.61%) |
| 45130 County Forfeitures Revenue | 102,235.35 | 120,000.00 | (17,764.65) | (14.80%) |
| 45191 Private Sewage Fines | 16,945.69 | 20,000.00 | (3,054.31) | (15.27%) |
| Total Fines, Forfeits and Penalties | 270,382.90 | 301,650.00 | (31,267.10) | (10.37%) |
| Public Charges for Services | | | | |
| 46110 County Clerk-Passport Fees | 22,715.00 | 20,000.00 | 2,715.00 | 13.58% |
| 46121 Treasurer Fees-Redemption Notices | 5,646.40 | 2,500.00 | 3,146.40 | 125.86% |
| 46122 Property Conversion Charges | 1,417.60 | 100.00 | 1,317.60 | 1,317.60% |
| 46130 Register of Deeds-Fees | 312,240.58 | 309,000.00 | 3,240.58 | 1.05% |
| 46135 Land Record-Fees | 91,776.00 | 91,248.00 | 528.00 | 0.58% |
| 46140 Court Fees | 179,573.17 | 175,000.00 | 4,573.17 | 2.61% |
| 46141 Court Fees and Costs-Marriage Counseling | 15,872.67 | 15,000.00 | 872.67 | 5.82% |

2/1/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

| | Actual | 2017 Budget | Variance | Variance % |
|---|----------------|----------------|----------------|------------|
| 46142 Court/Juvenile | 22,720.44 | 25,000.00 | (2,279.56) | (9.12%) |
| 46143 Other Professional Reimbursements | 15,085.92 | 12,890.00 | 2,195.92 | 17.04% |
| 46144 Circuit Court Branch I | 33,377.01 | 28,600.00 | 4,777.01 | 16.70% |
| 46146 Circuit Court Branch III | 9,430.89 | 4,835.00 | 4,595.89 | 95.06% |
| 46191 Public Charges-Clerk | 8,060.00 | 8,000.00 | 60.00 | 0.75% |
| 46192 Public Chgs-Temp Licenses | 7,527.70 | 7,000.00 | 527.70 | 7.54% |
| 46194 County Clerk Copy Fees | 140.50 | 410.00 | (269.50) | (65.73%) |
| 46195 Public Chgs-Map & Data Sales | | 100.00 | (100.00) | (100.00%) |
| 46196 Public Chgs-Human Resources | 1,265,895.45 | 1,372,400.00 | (106,504.55) | (7.76%) |
| 46210 Sheriff-Public Charges | 375.00 | 500.00 | (125.00) | (25.00%) |
| 46211 Sheriff Revenue-Civil Process Fees | 64,565.01 | 60,000.00 | 4,565.01 | 7.61% |
| 46212 Sheriff Cost Reimbursement/Witness Fees | 52,561.23 | 53,000.00 | (438.77) | (0.83%) |
| 46214 Reserve Deputy Revenue | 12,626.30 | 12,000.00 | 626.30 | 5.22% |
| 46215 Sheriff Escort Service | 25,908.82 | 30,000.00 | (4,091.18) | (13.64%) |
| 46216 Restitution | 434.80 | 600.00 | (165.20) | (27.53%) |
| 46217 OWI Restitution | 1,710.03 | 1,500.00 | 210.03 | 14.00% |
| 46221 Public Chgs-Coroner Cremation | 48,700.00 | 66,000.00 | (17,300.00) | (26.21%) |
| 46230 Death Certificates | 13,500.00 | 15,000.00 | (1,500.00) | (10.00%) |
| 46241 Jail Surcharge | 35,400.34 | 42,000.00 | (6,599.66) | (15.71%) |
| 46242 Huber/Electronic Monitoring | 226,522.03 | 262,044.00 | (35,521.97) | (13.56%) |
| 46243 Inmate Booking/Processing Fee | 17,743.16 | 23,000.00 | (5,256.84) | (22.86%) |
| 46244 Other County Transports | 20,587.85 | 22,000.00 | (1,412.15) | (6.42%) |
| 46245 Jail Stay Fee | 42,772.33 | 44,895.00 | (2,122.67) | (4.73%) |
| 46330 Public Chgs-Ho Chunk/AODA | 27,500.00 | 27,500.00 | | 0.00% |
| 46510 Public Chgs-Crisis Stabilization | 355,875.12 | 768,918.00 | (413,042.88) | (53.72%) |
| 46520 Institutional Care-Private Pay | 980,730.66 | 1,470,975.00 | (490,244.34) | (33.33%) |
| 46521 Institutional Care-Other Pay | 7,615.30 | 6,800.00 | 815.30 | 11.99% |
| 46525 Public Chgs- Medicare | 2,756,467.82 | 3,394,973.00 | (638,505.18) | (18.81%) |
| 46526 Public Chgs- Medicaid | 5,369,247.52 | 5,236,812.00 | 132,435.52 | 2.53% |
| 46527 Public Chgs-Veterans EW | 11,566.10 | 64,747.00 | (53,180.90) | (82.14%) |
| 46530 Public Charges | 4,957,072.67 | 5,873,370.00 | (916,297.33) | (15.60%) |
| 46531 Public Chgs- Private Insurance | 1,509,374.26 | 1,239,799.00 | 269,575.26 | 21.74% |
| 46532 Public Chgs-County Responsible | 173,009.35 | 230,716.00 | (57,706.65) | (25.01%) |
| 46533 Public Chgs-NW Mental Health Inpatient | 313,221.07 | 262,581.00 | 50,640.07 | 19.29% |
| 46534 Public Chgs-NW Mental Health Inpatient | 1,648,066.82 | 1,698,900.00 | (50,833.18) | (2.99%) |
| 46536 Third Party Awards & Settlements | 253,900.00 | 224,087.00 | 29,813.00 | 13.30% |
| 46537 Contractual Adjustment | (4,213,758.97) | (4,583,724.00) | 369,965.03 | (8.07%) |
| 46590 Provision for Bad Debts-Edgewater | (12,000.00) | (12,000.00) | | 0.00% |
| 46621 Child Support-Genetic Tests | 2,873.42 | 4,500.00 | (1,626.58) | (36.15%) |
| 46622 Child Support-Application Fees | | 70.00 | (70.00) | (100.00%) |
| 46623 Child Support-Filing Fees | 70.00 | 200.00 | (130.00) | (65.00%) |
| 46624 Child Support-Service Fees | 11,983.07 | 14,000.00 | (2,016.93) | (14.41%) |
| 46625 Child Support-Extradition Charges | 742.30 | 500.00 | 242.30 | 48.46% |
| 46721 Public Chgs-Parks | 536,786.59 | 475,000.00 | 61,786.59 | 13.01% |
| 46771 UW-Extension Publication Revenue | 1,314.00 | | 1,314.00 | 0.00% |
| 46772 UW-Extension Project Revenue | 9,786.32 | 4,100.00 | 5,686.32 | 138.69% |
| 46813 County Forest Revenue | 213,532.31 | 385,000.00 | (171,467.69) | (44.54%) |
| 46825 Land Conservation Fees & Sales | 68,660.37 | 68,745.00 | (84.63) | (0.12%) |
| 46826 Private Sewage Charges | 1,740.00 | 3,000.00 | (1,260.00) | (42.00%) |
| 46901 Contractual Adjustment-Other | 264.00 | | 264.00 | 0.00% |
| Total Public Charges for Services | 17,540,526.43 | 19,564,191.00 | (2,023,664.57) | (10.34%) |
| Intergovernmental Charges for Services | | | | |
| 47210 Intergovernmental Charges | 584,179.29 | 564,877.00 | 19,302.29 | 3.42% |
| 47230 State Charges | 1,600,448.17 | 1,343,223.00 | 257,225.17 | 19.15% |
| 47231 State Charges-Highway | 246,036.92 | 250,030.00 | (3,993.08) | (1.60%) |
| 47232 State Charges-Machinery | 2,226,465.11 | 2,186,893.00 | 39,572.11 | 1.81% |
| 47250 Intergovernmental Transfer Program Rev | 558,400.00 | 589,760.00 | (31,360.00) | (5.32%) |
| 47300 Local Gov Chgs | 475,907.92 | 494,154.00 | (18,246.08) | (3.69%) |
| 47310 Local Gov Debt Service Charges | | 22,000.00 | (22,000.00) | (100.00%) |
| 47320 Local Gov Chgs-Public Safety | 27,526.30 | 32,000.00 | (4,473.70) | (13.98%) |
| 47330 Local Gov Chgs-Transp | 1,229,345.56 | 1,075,471.00 | 153,874.56 | 14.31% |
| 47332 Local Gov Chgs-Roads | 275,488.31 | 377,467.00 | (101,978.69) | (27.02%) |
| 47333 Local Gov Chgs-Bridges | 51,798.09 | | 51,798.09 | 0.00% |
| 47350 Local Gov Chgs-Hlth & Human Svcs | 37,950.50 | 21,050.00 | 16,900.50 | 80.29% |
| 47360 Local Gov Chgs-Other Governments | | 6,996.00 | (6,996.00) | (100.00%) |
| 47391 Local Gov Chgs-BNI (Materials) | 2,590.07 | 5,000.00 | (2,409.93) | (48.20%) |
| 47392 Local Gov Chgs-BNI (Staff) | 397.50 | 1,250.00 | (852.50) | (68.20%) |
| 47393 Local Gov Chgs-Work Relief | 4,804.80 | 3,500.00 | 1,304.80 | 37.28% |
| 47395 Local Gov Chgs-EM Vehicles | 5,793.83 | 4,500.00 | 1,293.83 | 28.75% |
| 47396 Local Gov Chgs-EM Equipment | 2,253.50 | 800.00 | 1,453.50 | 181.69% |
| Total Charges to Other Governments | 7,329,385.87 | 6,978,971.00 | 350,414.87 | 5.02% |
| Interdepartmental Charges for Services | | | | |

2/1/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, December 31, 2017

| | | 2017 | | |
|--------------------------------|--|-----------------------|-----------------------|---------------------|
| | | Actual | Budget | Variance |
| | | | | Variance % |
| 47410 | Dept Charges-Hlth Benefits & Other | 9,152,813.89 | 9,351,977.00 | (199,163.11) |
| 47411 | Dept Charges-Purchasing | 29,354.79 | 2,000.00 | 27,354.79 |
| 47412 | Dept Charges-Insurance | 420,183.63 | 486,200.00 | (66,016.37) |
| 47413 | Dept Charges-Gen Govt | 1,165,934.78 | 997,500.00 | 168,434.78 |
| 47415 | Dept Charges-Systems | 287,837.39 | 285,170.00 | 2,667.39 |
| 47421 | Dept Charges-Public Safety | 16,682.57 | 27,000.00 | (10,317.43) |
| 47430 | Dept Charges-Bldg Rent | 875,013.01 | 872,364.00 | 2,649.01 |
| 47432 | Dept Charges-Rent Unified | 708.00 | 704.00 | 4.00 |
| 47435 | Dept Charges-Sheriff Lockup Rent | 15,996.00 | 16,000.00 | (4.00) |
| 47436 | Dept Charges-CBRF Rent | | 30,000.00 | (30,000.00) |
| 47438 | Dept Charges-Riverblock Rent | 430,291.42 | 562,320.00 | (132,028.58) |
| 47440 | Dept Charges | 3,398.00 | 3,298.00 | 100.00 |
| 47460 | Dept Charges-Drug Court | 73,000.00 | 40,000.00 | 33,000.00 |
| 47470 | Dept Charges-Highway | 3,784,731.35 | 3,615,000.00 | 169,731.35 |
| | Total Interdepartmental Charges | 16,255,944.83 | 16,289,533.00 | (33,588.17) |
| | Total Intergovernmental Charges for Services | 23,585,330.70 | 23,268,504.00 | 316,826.70 |
| Miscellaneous | | | | |
| 48000 | Miscellaneous | 165,825.30 | | 165,825.30 |
| 48100 | Interest | 199.80 | 220.00 | (20.20) |
| 48110 | Interest-Capital Projects | 1,404.32 | 1,395.00 | 9.32 |
| 48113 | Unrealized Gain/Loss on Investment | (30,423.76) | 40,000.00 | (70,423.76) |
| 48114 | Interest-Investment | 134,773.78 | 86,000.00 | 48,773.78 |
| 48115 | Interest-General Investment | 79,888.05 | 25,000.00 | 54,888.05 |
| 48116 | Interest-Section 125 & Health | 338.18 | 1,003.00 | (664.82) |
| 48117 | Interest-Clerk of Courts | 270.47 | 300.00 | (29.53) |
| 48200 | Rental Income | 130,363.82 | 140,124.00 | (9,760.18) |
| 48201 | Rental Income- CSP/CCS | 50,400.00 | 50,400.00 | 0.00% |
| 48300 | Gain/Loss-Sale of Property | 32,611.21 | 55,500.00 | (22,888.79) |
| 48301 | Occupational Therapy Misc Rev | | 100.00 | (100.00) |
| 48320 | Gain/Loss-Sale of Surplus Property | 403.20 | 500.00 | (96.80) |
| 48340 | Gain/Loss-Sale of Salvage and Waste | 30,249.10 | 6,700.00 | 23,549.10 |
| 48440 | Insurance Recoveries-Other | 1,507,728.92 | 412,000.00 | 1,095,728.92 |
| 48500 | Donations | 4,047,683.06 | 397,050.00 | 3,650,633.06 |
| 48501 | Donations-Designated Projects | 1,410.20 | | 1,410.20 |
| 48502 | Donations-Veterans Loan Repayment | 1,830.00 | | 1,830.00 |
| 48503 | Donations-Services ATV Club | 3,984.52 | 6,000.00 | (2,015.48) |
| 48540 | Donations & Contributions | 137,834.61 | 85,402.00 | 52,432.61 |
| 48830 | Recovery of PYBD & Contractual Adj | 40,612.23 | 32,000.00 | 8,612.23 |
| 48860 | Revenue from Meals | 20,966.47 | 16,900.00 | 4,066.47 |
| 48880 | Food Vending Machine Income | 4,553.00 | 4,500.00 | 53.00 |
| 48900 | Other Miscellaneous Revenue | 20,874.41 | 46,895.00 | (26,020.59) |
| 48901 | Other/Miscellaneous Revenue | 5,130.09 | | 5,130.09 |
| 48910 | Vending/Cafeteria Revenue | 7,953.24 | 7,400.00 | 553.24 |
| 48920 | Vending Machine Revenue | 4,315.22 | 9,000.00 | (4,684.78) |
| 48940 | Canteen Income | 47.00 | 500.00 | (453.00) |
| 48960 | FSP Parental Fees | 822.00 | 1,200.00 | (378.00) |
| 48970 | Rental Income- NHC, Health Annex | 17,309.04 | 17,309.00 | 0.04 |
| 48980 | Misc/Other Workshop Revenue | 143.87 | 2,500.00 | (2,356.13) |
| 48990 | Other Operating Income | 2,709.92 | 3,100.00 | (390.08) |
| 48991 | Copier Revenue | 2,045.63 | 2,000.00 | 45.63 |
| | Total Miscellaneous | 6,424,256.90 | 1,450,998.00 | 4,973,258.90 |
| Other Financing Sources | | | | |
| 49110 | Proceeds from Long-Term Debt | 7,170,965.92 | 1,896,999.00 | 5,273,966.92 |
| 49210 | Transfer from General Fund | | 188,969.00 | (188,969.00) |
| 49220 | Transfer from Special Revenue | 5,437,500.45 | 5,356,535.00 | 80,965.45 |
| 49260 | Transfer from Other Funds-Debt Service | 143,866.79 | | 143,866.79 |
| 49270 | Transfer from Internal Service | | 266,256.00 | (266,256.00) |
| | Total Other Financing Sources | 12,752,333.16 | 7,708,759.00 | 5,043,574.16 |
| TOTAL REVENUES | | 111,691,929.50 | 102,690,505.76 | 9,001,423.74 |
| | | | | 8.77% |

EXPENDITURES**General Government**

| | | | | |
|-------|-----------------------------------|--------------|--------------|-----------|
| 51120 | Committees & Commissions | 179,432.28 | 190,246.00 | 10,813.72 |
| 51212 | Circuit Court Branch I | 360,839.47 | 382,751.00 | 21,911.53 |
| 51213 | Circuit Court Branch II | 106,940.44 | 117,844.00 | 10,903.56 |
| 51214 | Circuit Court Branch III | 119,720.12 | 120,051.00 | 330.88 |
| 51215 | Drug Court | 211,933.19 | 211,835.00 | (98.19) |
| 51217 | Clerk of Courts-Divorce Mediation | 10,500.00 | 20,000.00 | 9,500.00 |
| 51220 | Family Court Commissioner | 99,495.89 | 103,480.00 | 3,984.11 |
| 51221 | Clerk of Courts | 1,293,750.04 | 1,308,163.00 | 14,412.96 |
| 51231 | Coroner | 124,477.37 | 132,769.00 | 8,291.63 |

2/1/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, December 31, 2017

| | | 2017 | | |
|-----------------------------|----------------------------------|---------------|---------------|----------------|
| | | Actual | Budget | Variance |
| | | | | Variance % |
| 51310 | District Attorney | 266,349.91 | 281,899.00 | 15,549.09 |
| 51315 | Victim Witness Program | 146,040.86 | 147,819.00 | 1,778.14 |
| 51316 | Task Force | 689.28 | 900.00 | 210.72 |
| 51320 | Corporation Counsel | 223,304.62 | 226,995.00 | 3,690.38 |
| 51330 | Child Support | 953,844.59 | 990,221.00 | 36,376.41 |
| 51420 | County Clerk | 322,060.13 | 322,026.00 | (34.13) |
| 51424 | County Clerk-Postage Meter | 12,944.45 | 14,300.00 | 1,355.55 |
| 51430 | Health Benefit Payments | 12,308,478.80 | 10,900,069.00 | (1,408,409.80) |
| 51431 | Health-Wellness | 234,328.16 | 266,256.00 | 31,927.84 |
| 51433 | Human Resources-Labor Relations | | 28,200.00 | 28,200.00 |
| 51435 | Human Resources-Personnel | 497,982.58 | 501,754.00 | 3,771.42 |
| 51436 | Human Resources-Programs | 198.72 | 3,452.00 | 3,253.28 |
| 51440 | County Clerk-Elections | 39,862.63 | 51,884.00 | 12,021.37 |
| 51450 | Data Processing | 1,337,625.66 | 1,344,214.00 | 6,588.34 |
| 51451 | Voice over IP | 123,549.25 | 127,000.00 | 3,450.75 |
| 51452 | PC Replacement | 200,740.85 | 201,000.00 | 259.15 |
| 51453 | Co Clerk-Inform & Commun | 13,093.77 | 18,500.00 | 5,406.23 |
| 51510 | Finance | 313,486.48 | 335,095.00 | 21,608.52 |
| 51520 | Treasurer | 345,693.44 | 429,486.00 | 83,792.56 |
| 51550 | Purchasing | 48,611.52 | 54,454.00 | 5,842.48 |
| 51590 | Contingency | | 291,217.25 | 291,217.25 |
| 51611 | Bldg Maint-Courthouse and Jail | 805,397.84 | 747,101.00 | (58,296.84) |
| 51620 | Bldg Maint-Courthouse Annex | 1,047.18 | 2,306.00 | 1,258.82 |
| 51630 | Bldg Maint-Unified Svcs Building | 41,589.44 | 51,946.00 | 10,356.56 |
| 51640 | Bldg Maint-Joint Use Building | 19,402.31 | 63,049.00 | 43,646.69 |
| 51650 | Bldg Maint-Sheriff Lockup | 4,018.08 | 9,111.00 | 5,092.92 |
| 51660 | Bldg Maint-CBRF's | 13,481.51 | 41,826.00 | 28,344.49 |
| 51670 | Bldg Maint-River Block | 219,870.47 | 562,320.00 | 342,449.53 |
| 51710 | Register of Deeds | 393,031.31 | 404,716.00 | 11,684.69 |
| 51711 | Register of Deeds-Redaction | 29,146.40 | 30,987.00 | 1,840.60 |
| 51931 | Property and Liability Insurance | 531,292.65 | 612,622.00 | 81,329.35 |
| 51933 | Workers Comp Insurance | 333,868.48 | 485,578.00 | 151,709.52 |
| 51934 | Sick Leave Conversion | 293,096.46 | 500,000.00 | 206,903.54 |
| | Total General Government | 22,581,216.63 | 22,635,442.25 | 54,225.62 |
| | | | | 0.24% |
| Public Safety | | | | |
| 52110 | Sheriff-Administration | 2,320,744.59 | 2,481,864.00 | 161,119.41 |
| 52130 | Radio Engineer | 159,541.94 | 223,835.00 | 64,293.06 |
| 52131 | Sheriff-Indian Law Enforce | 24,873.36 | 33,137.00 | 8,263.64 |
| 52140 | Sheriff-Traffic Police | 2,840,644.29 | 3,019,764.00 | 179,119.71 |
| 52150 | Sheriff-Civil Svc Comm | | 1,000.00 | 1,000.00 |
| 52510 | Emer Mgmt-SARA Title III | 41,105.17 | 50,132.00 | 9,026.83 |
| 52520 | Emergency Management | 260,075.84 | 261,599.00 | 1,523.16 |
| 52601 | Dispatch | 1,745,766.64 | 1,849,095.00 | 103,328.36 |
| 52530 | Emer Mgmt-Bldg Numbering | 2,506.65 | 3,000.00 | 493.35 |
| 52540 | Emer Mgmt-Work Relief | 174,290.02 | 174,661.00 | 370.98 |
| 52710 | Sheriff-Jail | 2,298,797.34 | 2,432,886.00 | 134,088.66 |
| 52712 | Sheriff-Electronic Monitoring | 129,411.75 | 123,188.00 | (6,223.75) |
| 52713 | Sheriff-PT Transp/Safekeeper | 1,025,694.52 | 1,066,215.00 | 40,520.48 |
| 52721 | Sheriff-Jail Surcharge | 95,378.45 | 214,090.00 | 118,711.55 |
| | Total Public Safety | 11,118,830.56 | 11,934,466.00 | 815,635.44 |
| | | | | 6.83% |
| Public Works-Highway | | | | |
| 53110 | Hwy-Administration | 279,750.50 | 284,066.00 | 4,315.50 |
| 53120 | Hwy-Engineer | 217,886.20 | 221,920.00 | 4,033.80 |
| 53191 | Hwy-Other Administration | 319,956.29 | 332,882.00 | 12,925.71 |
| 53210 | Hwy-Employee Taxes & Benefits | (543,795.66) | | 543,795.66 |
| 53220 | Hwy-Field Tools | 10,929.03 | 12,778.00 | 1,848.97 |
| 53230 | Hwy-Shop Operations | 291,192.39 | 298,247.00 | 7,054.61 |
| 53232 | Hwy-Fuel Handling | 4,538.83 | 9,600.00 | 5,061.17 |
| 53240 | Hwy-Machinery Operations | 1,017,347.72 | 1,640,056.00 | 622,708.28 |
| 53260 | Hwy-Bituminous Ops | 228,970.56 | 219,095.00 | (9,875.56) |
| 53262 | Hwy-Bituminous Ops | 4,214.83 | 49,123.00 | 44,908.17 |
| 53266 | Hwy-Bituminous Ops | 2,527,033.48 | 3,139,553.00 | 612,519.52 |
| 53270 | Hwy-Buildings & Grounds | 320,175.97 | 311,845.00 | (8,330.97) |
| 53310 | Hwy-Maintenance CTHS | 2,514.98 | 7,325.00 | 4,810.02 |
| 53311 | Hwy-Maint CTHS Patrol Sectn | 1,370,795.20 | 1,419,369.00 | 48,573.80 |
| 53312 | Hwy-Snow Remov | 966,617.00 | 934,885.00 | (31,732.00) |
| 53313 | Hwy-Maintenance Gang | 120,722.79 | 135,691.00 | 14,968.21 |
| 53314 | Hwy-Maint Gang-Materials | 1,406.36 | 1,607.00 | 200.64 |
| 53315 | Hwy-Maint Gang | | 765.00 | 765.00 |
| 53320 | Hwy-Maint STHS | 1,345,028.57 | 1,327,258.00 | (17,770.57) |
| | | | | (1.34%) |

2/1/2018

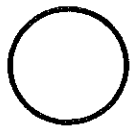
County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Sunday, December 31, 2017

| | | 2017 | | |
|-------|--|----------------------|----------------------|---------------------|
| | | Actual | Budget | Variance |
| | | | | Variance % |
| 53323 | Hwy-Maint STHS PBM | 64,308.80 | 15,965.00 | (48,343.80) |
| 53330 | Hwy-Local Roads | 1,145,925.32 | 1,054,383.00 | (91,542.32) |
| 53340 | Hwy-County-Aid Road Construction | 342,605.07 | 444,502.00 | 101,896.93 |
| 53341 | Hwy-County-Aid Bridge Construction | 126,979.52 | 200,000.00 | 73,020.48 |
| 53490 | Hwy-State & Local Other Services | 440,426.46 | 485,636.00 | 45,209.54 |
| | Total Public Works-Highway | 10,605,530.21 | 12,546,551.00 | 1,941,020.79 |
| | Health and Human Services | | | 15.47% |
| 54121 | Health-Public Health | 1,930,504.78 | 1,966,697.00 | 36,192.22 |
| 54122 | Health-WIC Program | 349,018.68 | 365,542.00 | 16,523.32 |
| 54128 | Health-Public Health Grants | 76,678.36 | 78,890.00 | 2,211.64 |
| 54129 | Humane Officer | 38,257.20 | 34,764.00 | (3,493.20) |
| 54130 | Health-Dental Sealants | 123,668.07 | 128,053.00 | 4,384.93 |
| 54210 | Edgewater-Nursing | 3,976,208.45 | 4,199,014.00 | 222,805.55 |
| 54211 | Edgewater-Housekeeping | 131,450.39 | 155,400.00 | 23,949.61 |
| 54212 | Edgewater-Dietary | 670,246.85 | 796,159.00 | 125,912.15 |
| 54213 | Edgewater-Laundry | 132,104.77 | 146,073.00 | 13,968.23 |
| 54214 | Edgewater-Maintenance | 359,578.55 | 401,929.00 | 42,352.45 |
| 54217 | Edgewater-Activities | 165,090.55 | 181,959.00 | 16,868.45 |
| 54218 | Edgewater-Social Services | 135,171.14 | 140,152.00 | 4,980.86 |
| 54219 | Edgewater-Administration | 617,811.59 | 652,662.00 | 34,850.41 |
| 54315 | Mental Health/AODA Ho Chunk | 27,500.00 | 27,500.00 | 0.00% |
| 54316 | Mental Institutions State Charge | 423.93 | 424.00 | 0.07 |
| 54317 | Human Services Crisis Stabilization | 380,116.68 | 388,863.00 | 8,746.32 |
| 54324 | Norwood-SNF-CMI | 911,580.01 | 928,828.00 | 17,247.99 |
| 54325 | Norwood SNF TBI | 837,723.54 | 864,870.00 | 27,146.46 |
| 54326 | Norwood-Inpatient | 3,407,764.51 | 3,512,791.00 | 105,026.49 |
| 54330 | Norwood Nursing Administration | 221,829.20 | 218,758.00 | (3,071.20) |
| 54350 | Norwood-Dietary | 1,041,068.01 | 975,655.00 | (65,413.01) |
| 54351 | Norwood-Plant Ops & Maint | 624,613.24 | 680,489.00 | 55,875.76 |
| 54363 | Norwood-Medical Records | 184,675.94 | 190,765.00 | 6,089.06 |
| 54365 | Norwood-Administration | 1,211,730.40 | 1,199,775.00 | (11,955.40) |
| 54401 | Human Services-Child Welfare | 3,380,882.98 | 3,745,101.00 | 364,218.02 |
| 54405 | Human Services-Youth Aids | 3,154,947.81 | 3,031,172.00 | (123,775.81) |
| 54410 | Human Services-Child Care | 127,698.63 | 140,564.00 | 12,865.37 |
| 54413 | Human Services-Transportation | 375,194.07 | 429,270.00 | 54,075.93 |
| 54420 | Human Services-ESS | 1,280,490.65 | 1,223,127.00 | (57,363.65) |
| 54425 | Human Services-FSET | 2,363,663.45 | 2,061,246.00 | (302,417.45) |
| 54430 | Human Services-FSET 50/50 | 38,517.80 | 590,180.00 | 551,662.20 |
| 54435 | Human Services-LIEAP | 118,687.85 | 123,351.00 | 4,663.15 |
| 54440 | Human Services-Birth to Three | 455,351.39 | 445,739.00 | (9,612.39) |
| 54445 | Human Services-Childrens COP | 305,854.72 | 371,669.00 | 65,814.28 |
| 54450 | Human Services-Childrens Waivers | 185,467.50 | 204,866.00 | 19,398.50 |
| 54455 | Human Services-CSP | 530,756.55 | 542,324.00 | 11,567.45 |
| 54460 | Human Services-OPC MH | 1,166,894.35 | 1,307,679.00 | 140,784.65 |
| 54465 | Human Services-CCS | 1,729,685.05 | 1,629,561.00 | (100,124.05) |
| 54470 | Human Services-Crisis Legal Svc | 692,726.70 | 692,722.00 | (4.70) |
| 54475 | Human Services-MH Contr COP | 1,139,531.18 | 1,555,300.00 | 415,768.82 |
| 54480 | Human Services-OPC AODA | 490,039.49 | 483,066.00 | (6,973.49) |
| 54485 | Human Services-OPC Day Treatment | 75,636.24 | 76,128.00 | 491.76 |
| 54495 | Human Services-AODA Contract | 73,531.55 | 104,900.00 | 31,368.45 |
| 54500 | Human Services-Administration | 3,034,641.58 | 3,096,908.00 | 62,266.42 |
| 54611 | Aging-Committee on Aging | 146,371.99 | 198,278.00 | 51,906.01 |
| 54630 | Aging-Alzheimer's Contrib Exp | 4,482.32 | | (4,482.32) |
| 54674 | Aging-Trust Fund Schmidt | 53,400.93 | | (53,400.93) |
| 54710 | Veterans-Veterans Relief | 7,189.65 | 8,161.00 | 971.35 |
| 54720 | Veterans-Veterans Service Officer | 299,799.34 | 314,448.00 | 14,648.66 |
| 54730 | Veterans Relief Donations | | 300.00 | 300.00 |
| 54740 | Veterans-Care of Veterans Graves | 2,860.93 | 2,865.00 | 4.07 |
| 54750 | Veterans-WDVA Grant | 6,157.24 | 11,300.00 | 5,142.76 |
| | Total Health and Human Services | 38,795,274.78 | 40,626,237.00 | 1,830,962.22 |
| | Culture, Recreation and Education | | | 4.51% |
| 55112 | County Aid to Libraries | 889,668.00 | 889,668.00 | 0.00% |
| 55210 | County Parks | 1,545,398.69 | 1,597,796.00 | 52,397.31 |
| 55441 | Maintenance Snowmobile Trails | 86,490.58 | 91,166.76 | 4,676.18 |
| 55442 | ATV Maintenance | 9,414.54 | 12,715.00 | 3,300.46 |
| 55460 | Marshfield Fairgrounds | 25,000.00 | 25,000.00 | 0.00% |
| 55620 | UW-Extension | 460,927.60 | 510,670.00 | 49,742.40 |
| 55630 | UW-Extension Center-Marshfield | 47,727.00 | 47,727.00 | 0.00% |
| 55650 | UW-Extension Junior Fair | 32,000.00 | 32,000.00 | 0.00% |
| 55660 | UW-Extension Projects | 23,561.06 | 27,700.00 | 4,138.94 |
| 55661 | UW-Ext Farm Technology Days | | 43,000.00 | 43,000.00 |

2/1/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Sunday, December 31, 2017

| | Actual | 2017 Budget | Variance | Variance % |
|--|-----------------------|-----------------------|---------------------|------------------|
| Total Culture, Recreation and Education: | 3,120,187.47 | 3,277,442.76 | 157,255.29 | 4.80% |
| Conservation and Development | | | | |
| 56111 State Forestry Roads | 2,819.26 | 4,000.00 | 1,180.74 | 29.52% |
| 56121 Land Conservation | 202,923.91 | 224,183.00 | 21,259.09 | 9.48% |
| 56122 DATCP Grant | 313,897.89 | 327,148.00 | 13,250.11 | 4.05% |
| 56123 Wildlife Damage Abatement | 74,355.33 | 83,975.75 | 9,620.42 | 11.46% |
| 56125 Non-Metalic Mining Reclamation | 32,667.79 | 36,771.00 | 4,103.21 | 11.16% |
| 56127 Don Aron Memorial Fund | 20,709.34 | 25,000.00 | 4,290.66 | 17.16% |
| 56310 County Planner | 316,552.03 | 362,464.00 | 45,911.97 | 12.67% |
| 56320 Land Record | 138,934.23 | 225,164.00 | 86,229.77 | 38.30% |
| 56340 Surveyor | 44,668.00 | 44,750.00 | 82.00 | 0.18% |
| 56730 Transp & ED-Airport Aid | 15,000.00 | 15,000.00 | | 0.00% |
| 56740 Payment in Lieu of Tax | 77,344.60 | 77,345.00 | 0.40 | 0.00% |
| 56750 Transp & Economic Develop | 109,110.00 | 109,110.00 | | 0.00% |
| 56780 CDBG-ED | 63,551.42 | 40,000.00 | (23,551.42) | (58.88%) |
| 56911 State Wildlife Habitat | 2,000.00 | 2,000.00 | | 0.00% |
| 56913 Park & Forestry Capital Proj | 39,121.72 | 313,660.00 | 274,538.28 | 87.53% |
| 56943 Private Sewage System | 187,589.51 | 235,070.00 | 47,480.49 | 20.20% |
| Total Conservation and Development | 1,641,245.03 | 2,125,640.75 | 484,395.72 | 22.79% |
| Capital Outlay | | | | |
| 57120 Cap Projects-Gen Government | 942,120.09 | 925,000.00 | (17,120.09) | (1.85%) |
| 57140 Cap Projects-Gen Gov Land | 2,916,137.17 | 3,058,487.00 | 142,349.83 | 4.65% |
| 57210 Cap Projects-Communications | 497,998.76 | 542,850.00 | 44,851.24 | 8.26% |
| 57310 Highway Capital Projects | 4,899,627.67 | 4,730,000.00 | (169,627.67) | (3.59%) |
| 57410 Cap Projects-Human Services | 209,217.89 | 255,429.00 | 46,211.11 | 18.09% |
| 57510 Cap Projects-Rec & Ed Bldg Impr | | 15,000.00 | 15,000.00 | 100.00% |
| 57610 Cap Projects-Cons & Dev-Vehicles | 30,000.00 | 30,000.00 | | 0.00% |
| 57640 UW Remodeling/Construction | 4,372,344.13 | | (4,372,344.13) | 0.00% |
| 57940 Depreciation & Amortization | 266,615.16 | | (266,615.16) | 0.00% |
| Total Capital Outlay | 14,134,060.87 | 9,556,766.00 | (4,577,294.87) | (47.90%) |
| Debt Service | | | | |
| 58110 Debt Service Principal-Gen Gov | 460,000.00 | 460,000.00 | | 0.00% |
| 58140 Debt Service Principal-Highway | 1,908,900.00 | 1,908,900.00 | | 0.00% |
| 58210 Debt Service Interest-General Gov | 72,154.65 | 72,155.00 | 0.35 | 0.00% |
| 58240 Debt Service Interest-Highway | 343,573.06 | 343,574.00 | 0.94 | 0.00% |
| 58295 Paying Agent & Fiscal Charges | 46,232.84 | 50,000.00 | 3,767.16 | 7.53% |
| Total Debt Service | 2,830,860.55 | 2,834,629.00 | 3,768.45 | 0.13% |
| Other Financing Uses | | | | |
| 59210 Transfers to General Fund | 5,437,500.45 | 5,796,479.00 | 358,978.55 | 6.19% |
| 59220 Transfer to Special Revenue | | 15,281.00 | 15,281.00 | 100.00% |
| 59260 Transfer to Enterprise | 143,866.79 | | (143,866.79) | 0.00% |
| 59270 Transfer to Internal Service | | (158,843.00) | (158,843.00) | 100.00% |
| Total Other Financing Uses | 5,581,367.24 | 5,652,917.00 | 71,549.76 | 1.27% |
| TOTAL EXPENDITURES | 110,408,573.34 | 111,190,091.76 | 781,518.42 | 0.70% |
| NET INCOME (LOSS) * | 1,283,356.16 | (8,499,586.00) | 9,782,942.16 | (115.10%) |



RESOLUTION#

Introduced by
Page 1 of 1

Executive Committee & Public Safety Committee

ITEM#

DATE February 20, 2018

Effective Date Upon passage and publication

RSD

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

INTENT & SYNOPSIS: To amend the 2017 budget of Sheriff Electronic Monitoring (52712) for additional expenditures that were not anticipated during the original budget process:

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

| Account | Account Name | Debit | Credit |
|---------|-------------------------------|---------|---------|
| 52712 | Sheriff Electronic Monitoring | | \$7,000 |
| 59210 | Transfer to General Fund | \$7,000 | |

WHEREAS, the aforementioned expenditures of approximately \$7,000 were not anticipated during the 2017 budget process; and

WHEREAS, an increase in the Wood County Jail population caused an increase in the utilization of electronic monitoring of prisoners; and

WHEREAS, the increased utilization of electronic monitoring of prisoners was a more cost effective method of combating Wood County Jail overcrowding than housing prisoners in other facilities; and

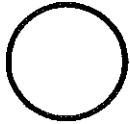
WHEREAS, the Transfer to General Fund account has sufficient funds; and

WHEREAS, it is now necessary to amend the 2017 budget transferring funds from the Transfer to General Fund account to debt account 52712; and

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

THEREFORE BE IT RESOLVED to amend the Wood County budget for 2017 by appropriating \$7,000 of unused funds in Transfer to General Fund balance (59210) to Sheriff Electronic Monitoring (52712); and

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



RESOLUTION#

ITEM#

DATE

February 20, 2018

Effective Date

Upon Passage & Publication

 Introduced by Executive & Public Safety Committees
 Page 1 of 1

Committee

BLN

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

INTENT & SYNOPSIS: To amend the 2017 budget for the Humane Officer (54129) for the purpose of moving the budget year from a fiscal year to a calendar year budget.

FISCAL NOTE: To transfer \$4,000 from available balance in contingency (51590) to the Humane Officer (54129). At the time of this request, the funds available in contingency are \$291,217. The adjustment to the budget is as follows:

| | | 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 | | | |

| Account | Account Name | Debit | Credit |
|---------|----------------|---------|---------|
| 54129 | Humane Officer | | \$4,000 |
| 51590 | Contingency | \$4,000 | |

WHEREAS, for better accounting and budgeting purposes it will be beneficial to have the budget for the Humane Officer run from January 1 to December 31 going forward, and

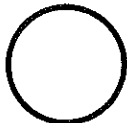
WHEREAS, moving to a calendar year budget puts extra month of unanticipated expenses in the 2017 budget, and

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

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

THEREFORE BE IT RESOLVED, to amend the Wood County budget for 2017 to transfer \$4,000 from the Contingency Account (51590) to the Humane Officer (54129) function, and

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



RESOLUTION#

Introduced by
Page 1 of 1

CEED & Executive Committee

ITEM#

DATE

February 20, 2018

Effective Date

February 20, 2018

Motion: Adopted: ☐
 1st _____ Lost: ☐
 2nd _____ Tabled: ☐
 No: _____ Yes: _____ Absent: _____

Number of votes required:
☐ Majority ☒ Two-thirds

Reviewed by: PAK, Corp Counsel
 Reviewed by: MAC, Finance Dir.

JRG

INTENT & SYNOPSIS: To amend the 2017 budget for the Community Development Block Grant (CDBG) function (56780) for additional expenditures not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of the funding is from assigned fund balance. The adjustment to the budget is as follows:

| | | 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 | | | |

| Account | Account Name | Debit | Credit |
|---------|-----------------------|----------|----------|
| 56780 | CDBG Expenditures | | \$65,000 |
| 34112 | Assigned Fund Balance | \$65,000 | |

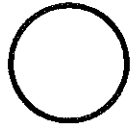
WHEREAS, Wood County began a housing rehabilitation program through the CDBG program in which funds would be received in 2011, and

WHEREAS, \$65,000 of additional expenses occurred during 2017, and

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

NOW, THEREFORE BE IT RESOLVED, to amend the CDBG (56780) budget for 2017 by appropriating \$65,000 of additional expenses from Assigned Fund Balance (34112), and

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



RESOLUTION#

ITEM# 1-

DATE February 20, 2018

Effective Date Upon Passage

Introduced by Executive Committee
Page 1 of 1

Committee

MAC

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

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

FISCAL NOTE: \$2,200 for travel expenses and registration fee

Source of Money: budget

WHEREAS, the Government Finance Officers Association is conducting an Accounting Academy for an intensive introduction to governmental accounting, auditing and financial reporting March 5 through March 9, and

WHEREAS, the training will give the Deputy Finance Director training of highly specialized rules, guidelines and practices applicable to Wood County finance, and

WHEREAS, the training and networking will provide opportunities to network with colleagues from across the country, and

WHEREAS, Wood County will have many opportunities to share knowledge and learn from others, and

WHEREAS, approval to attend this conference has been approved by the Executive Committee at their February 6, 2018 meeting.

WHEREAS, the Wood County Executive Committee has authorized in-state travel when necessary,

THEREFORE BE IT RESOLVED, that the Wood County Finance Department send the Deputy Finance Director to the Government Finance Officers Association Accounting Academy March 5 – 9, 2018, in Chicago, IL.

Search

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Resources

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Consulting

[Consulting Services](#)[Custom Research](#)

Training

[Search for Training](#)[CPE Guide](#)[Guide for Instructors](#)[Advanced Government Finance Institute](#)[Training Policies](#)**Accounting Academy: An Intensive Introduction to Governmental Accounting, Auditing, and Financial Reporting**

Training Type: Live Training

[Register Online](#)**Course Status:** Repeat Offering**Date and Time:** Mar 5 2018 - 1:00pm to 5:00pm CST

Mar 6 2018 - 8:30am to 4:30pm CST

Mar 7 2018 - 8:30am to 4:30pm CST

Mar 8 2018 - 8:30am to 4:30pm CST

Mar 9 2018 - 8:00am to 12:00pm CST

Region: Central**Location:** Chicago Office

203 N. LaSalle St Suite 2700

Chicago, IL 60601

United States

See map: [Google Maps](#)**Phone:** (312) 977-9700**Fax:** (312) 977-4806**Level:** Intermediate**Field of Study:** Accounting – Governmental**CPE Credits:** 32**Member Price:** \$1,100.00**Non-Member Price:** \$1,500.00**Prerequisite:**

Experience working in a local government.

Speakers:

Todd Buikema, Senior Manager, GFOA

Peg Hartnett, Senior Manager, GFOA

Who Will Benefit:

Accountants and auditors new to the public sector.

Program Description:

Accountants and auditors new to the public sector must immediately face the daunting challenge of familiarizing themselves with the highly specialized rules, guidelines, and practices applicable to state and local governments. This intensive five-day workshop, intended for those who already possess at least a basic knowledge of private-sector accounting, combines lecture, discussion, and exercises to help newcomers make this difficult, but essential, transition.

Seminar Objectives:

Those who successfully complete this seminar should obtain a solid basic understanding of each of the following:

- The unique environmental factors that have led to specialized accounting and financial reporting for state and local governments;
- Fund accounting;
- Government-wide financial reporting;
- How to categorize and measure transactions and events;
- Budgetary reporting;
- Elements of a comprehensive annual financial report (CAFR);
- How to interpret state and local government financial statements;
- Specialized applications (pensions, other postemployment benefits, termination benefits, government combinations, service concession arrangements, capital assets); and
- Internal control and auditing in the public sector.



Wood County

WISCONSIN

16a

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

January 15, 2018

To: Wood County Board of Supervisors

From: Warren Kraft, Director of Human Resources
Kim McGrath, Human Resources Administrator

Subject: Human Resources Department Update

In light of Warren Kraft's resignation and departure from Wood County on January 19, 2018, the Executive Committee has named Kim McGrath as Interim Human Resources Director, effective January 22, 2018. The search for a Human Resources Director will commence in the near future and the committee will seek the most qualified candidate.

In the interim, to continue serving all County employees, departments, and committees in the most effective and efficient way possible, the Human Resources Department needs four team members to continue their operations. With Warren's departure, the team has extended an offer of temporary employment to Angel Butler-Meddaugh, Wood County's former Recruitment Coordinator. Angel is returning in a limited-term, non-benefits eligible position to perform the duties of an HR Generalist. Angel is the most qualified candidate for this temporary assignment due to her vast knowledge of Wood County's Human Resources policies and practices. This temporary position will not be focused solely on recruitment efforts. Should this Human Resources position become a full-time, benefits eligible role at any time in the future, Angel would need to apply and be considered for the role, along with any other internal and external candidates, per Wood County policy.

During this time period, Kim will begin restructuring the job duties and job descriptions of the remaining roles and positions in the Human Resources Department to ensure the best continuity and continuation of human resources services. Once the Human Resources Director position is filled, this realignment effort may continue at the successor's direction.

The Human Resources Department looks forward to continuing its relationship with our County Department Heads, employees, and committees. Thank you for your support!



Wood County

WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

January 31, 2018

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

From: Kimberly McGrath, Interim Director- Human Resources

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

Departing Human Resource Director, Warren Kraft's final note:

I thank the members of this Committee and the Board of Supervisors, and my HR team and my colleagues across the County for the experiences of these past two-plus years. I reach full retirement age and Social Security eligibility and have a plateful of ongoing church and scouting ministries, and community-service commitments. Better still: more time with my lovely bride (also reaching full retirement age), my kids (though one is in Tokyo for graduate studies) and two grandchildren. Best wishes.

General Highlights:

- Met with departing Human Resources Director, Warren Kraft and County Board chair Lance (and briefed Executive Committee chair Ed) on realignment of the HR department, both interim and long term, upon Warren's departure of January 19th.
- Prepared and attached for the Committee's review the revised Job Descriptions for the current positions in the HR Department: Interim Director, Benefits/HRIS Administrator, Human Resources Assistant, and Human Resources Generalist (Temporary).
- Prepared and distributed a memo (attached) to the County Board of Supervisors regarding the current staffing of the HR department and the decision to offer a position of temporary employment to former Wood County employee, Angel Butler-Meddaugh. Attended a special Executive Committee Meeting on January 16th related to the memo and HR realignment.
- Attended the January Ad Hoc Property Committee meeting to discuss the potential move of the Human Resources Department to River Block. Shared with the committee that while the HR staff is amenable to discussing relocation, the current space that HR occupies in the Courthouse is ideal for our needs and our preference is to remain in our current location.
- Participated in Department Head Meeting. Among the topics discussed: educational reimbursement, realignment of Human Resources (including recruitment, onboarding and orientation meetings), transition of payroll function to Finance Department (including discussion about start date for annual wage adjustments), and completion of the County's civil rights compliance plan (coordinated by Human Resources).
- Participated in a teleconference with Patrick Glynn, Senior Consultant at Carlson Dettmann, who provided an overview and history of the Wood County Compensation Plan. The discussion will continue in February with a review of the draft report of the Market Review

for the County's Compensation Plan. Prior to his departure, Warren secured wage plans and related data from comparable entities as requested by the committee.

- Met with Department Head and supervisor regarding continuing employee performance issue and briefed Corporation Counsel. Reviewed and provided guidance regarding employee termination. At the department's request, I was present for the termination meeting.
- Participated in the Employee Feedback Meeting. Among the topics discussed: the possibility of adding employee photos to email, ergonomic office furniture, a timeline for the County Policy Handbook revisions, the travel reimbursement policy, a request to include a floating "birthday" holiday, and an update on Teladoc.
- Met with manager and corporation counsel regarding employee performance during initial employment period (first six months of employment). Reviewed and provided guidance regarding employee termination.
- Participated in interdepartmental payroll transition meeting, reestablishing responsibilities and general timeframes for migration of payroll function. Continuing open communication with the Finance Director to ensure a successful transition.
- Along with the Child Support Department, Health Department, and Human Services Department (including Edgewater and Norwood), collected and compiled the information to complete the Civil Rights Compliance Letter of Assurance. Submitted the completed report to the applicable state agencies.
- With the Safety & Risk Manager, consulted with a Department Head and Office Manager regarding an employee injury.
- Discussed with Department Head and supervisor regarding employee violation of the WI Code of Ethics and briefed Corporation Counsel. Reviewed and provided guidance regarding employee discipline and documentation.
- At the County Coroner's request, contacted other WI counties for Coroner and Medical Examiner wage/compensation information.
- Met with manager regarding employee performance situation. Reviewed and provided guidance.
- Conducted three exit interviews.
- The Human Resources team completed the required online IT Security Training.
- Received and responded to an open records request.
- Attended the 2018 Annual Wisconsin Public Employer Labor Relations Association (WPELRA) Annual Training Conference in Sheboygan, WI on January 25-26th.
- Attended a two-session Conflict Resolution Presentation by our EAP provider at Norwood on January 29-30th.

Payroll and Benefits – Jodi Pingel

- Processing Family Medical Leave requests.
- Terminations – Cancel insurance benefits, COBRA notification, report final earnings and hours to WRS, PEHP.
- Participated in a call with Horton Group regarding the delay with Superior Vision open enrollment process. Resolved all enrollment issues.
- December COBRA remittance and vendor payments.
- Unemployment charges for December 2017.
- Completion of payroll for 01/04/18 & 01/18/18 (Worked alongside Finance to begin the payroll transition)
- Payroll Updates including Tax changes, employee transfers, deductions, etc.

- New Hire Entries and Benefit Elections
- Update New Hire/Termination forms with Short-Term Disability Enrollment forms
- WRS Monthly Remittance – December 2017
- Quarter 4 Tax Reporting
- Dental Open Enrollment Updates
- Vision Open Enrollment Updates
- Step/Cost of Living Increases
- Update Employee Labor Allocations and Fringe Benefits Timecard (Health, Human Services)
- Process/Print/Distribute W2's
- WRS Annual Reporting for 2017
- Update New Hire Orientation PowerPoint
- Process Monthly Reports for ACA Reporting for 2017
- TimeStar
 - Set Up new hires
 - Assisting with employee and supervisor questions related to the usage of TimeStar

Angel Butler-Meddaugh - Temporary

- Since my position was eliminated effective 1/1/18; I was asked to return temporarily as of 1/16/18. It is my hope to continue my employment with a permanent, benefited status.
- Since my return, reviewing open recruitment files to review status and provide assistance where needed. i.e. Offer letters, references, background, extending deadlines, etc.
- Assisted in entering 2018 pay increases.
- Scheduled interviews for female Corrections Officer in February.
- Prepared and forwarded the 2018 Employee Cost Worksheet for the Child Support Agency.
- Updated Cyber Recruiter with the 2018 Wage Rates.
- Assisted in entering new hire information into HRMS.
- Assisted multiple departments/supervisors with the posting of job vacancies.
- Completed backgrounds through the Department of Justice for Human Service positions.
- Assisted the Health Department in determining backgrounds that are due in their department. Supplied them with the form to be completed. Will run those backgrounds once the BID's are received.
- Assist with employment verifications.
- Assist Wood County employees and the public with their inquiries.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

| Refilled Position | Department | Position | Status |
|--------------------------|-------------------|--|---|
| Replacement | Child Support | Administrative Services 4 | Filled |
| Replacement | Clerk of Courts | Small Claims- Branch 2 Clerk | Offer Pending |
| Replacement | District Attorney | Victim Witness Coordinator | Application Review |
| Replacement | Edgewater | CNA (5 FT, Multiple Casual) | Recruitment by Edgewater |
| Replacement | Edgewater | Dietary Aide (Casual) | Filled |
| Replacement | Edgewater | LPN (1 PT) | Filled |
| Replacement | Edgewater | Minimum Data Set Coordinator | Filled |
| Replacement | Highway | Mechanic (2) | 1 Filled (start date 1/2/18), 1 Deadline 2/10/18 |
| Replacement | Human Resources | Director | Interim Appointed |
| Replacement | Human Services | Accounting Clerk | Filled |
| New | Human Services | Bus Driver- Casual | Deadline 2/11/18 |
| Replacement | Human Services | CCS/CSP Service Facilitator | Verbal Offer |
| Replacement | Human Services | Crisis Interventionist (Casual Pool) | Deadline 2/18/18 |
| Replacement | Human Services | Family Resources Coordinator | Requested update 1/29/18 |
| Replacement | Human Services | Residential Aides (1 FT and 1 Casual) | Interviews scheduled |
| Replacement | Human Services | Secretary (Marshfield) | Filled |
| Replacement | Maintenance | Maintenance Technician I | Interviewing |
| Replacement | Norwood | Dietary Aide (2 PT) | Recruitment by Norwood |
| Replacement | Norwood | RN/LPN (Casuals) | Recruitment by Norwood |
| Replacement | Norwood | CNA (4 FT, 3 PT, 1 Casual) | Recruitment by Norwood |
| Replacement | Norwood | Discharge Case Manager | Filled |
| Replacement | Sheriff | Corrections Officers-Female (1 vacancy – Establishing Eligibility list) | Filled vacancy - Interviewing in February |

Administrative Services – Kelli Quinnell

- Continue to fill in for the Payroll & Benefits Coordinator as needed.
- Processed 1/18/18 payroll with Deputy Finance Director and Payroll Administrator observing to show them the process. Answered any questions that I was able to as they came up.
- Conducted four new hire orientations in the month of January for 14 new hires.
- Created Step Increase workbook for all employees for 2018 Step Increases. Assisted in entering new pay rates into HRMS.
- Continue to assist and educate employees on TimeStar timekeeping system as they call or email for assistance.
- Responded to multiple requests for information from employees and supervisors.
- Responded to multiple Verification of Employment requests.
- Assisted with distributing W2's.
- Entered multiple HR vouchers for payment.
- Sent out quarterly DOT Random Drug Screening correspondence to select departments.
- Met with IT to continue discussion regarding IMS-21 electronic filing system.
- Attended the Employee Feedback Meeting with Kim McGrath.
- Attended an EAP workshop at Norwood with Kim McGrath.

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

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Wood County Position Description

| | | | |
|------------------------|----------------------------|--------------------|---------------------|
| Name: | Kimberly McGrath (Interim) | Department: | Human Resources |
| Position Title: | Director, Human Resources | Pay Grade: | 17 FLSA: E |
| Date: | January 2018 | Reports To: | Executive Committee |

Purpose of Position

The purpose of this position is to direct and administer human resources functions for Wood County including wages, benefits, working conditions, labor relations, employee selection, and personnel planning to ensure that human resources functions and programs meet the needs of the individual departments and the County as a whole. This person also provides advice and counsel to management and the County Board regarding matters related to human resources (HR). The work is performed under the supervision of Executive Committee.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible to insure that the County develops and maintains policies and practices that reinforce positive employee relations.
- Acts as a partner to County Department Heads to provides counsel regarding human resource issues, opportunities and best practices.
- Act as an advocate for Wood County employees and for policies and programs that enhance positive employee relations.
- Responsible for management, development and administration of salaried and hourly wages, benefits and payroll programs within established parameters. Consults with compensation consultants to recommend fiscal allocations appropriate to maintain competitive compensation programs in line with the County's need to hire and retain qualified employees.
- Act as an advocate for employees to departments, County Board and at regional and state levels. Serves as senior management representative to insure that employee complaints or concerns are heard, considered and responded to in an appropriate manner in keeping with the objective of maintaining positive employee relations.
- Responsible for development and administration of policies related to all areas of human resources. Responsible to insure that all Wood County programs, policies and actions relating to human resources comply with applicable state and federal guidelines.
- Responsible for development, coordination and administration of health insurance policies, procedures, premiums and reserve fund. Responsible to insure state and federal compliance and implementation of "best practices" in insurance plan structures.

- Responsible to insure that two-way communications are maintained between all levels of the organization relating to HR issues.
- Responsible to coordinate recruitment activities between state agencies, Human Resources and departments to insure that necessary positions are filled in a timely manner with appropriately skilled staff.
- Responsible to insure that training and development of programs are available for staff to master human resources and management related skills.
- Responsible to insure that Wood County's human resources related policies, programs and actions comply with both the spirit and language of state and federal Equal Employment Opportunity Commission (EEOC) programs. Act as Equal Opportunity Coordinator and complaint investigation agent.
- Develop annual Human Resources budgets and takes action to ensure budget compliance.
- Responsible for the management of ongoing Human Resources department operations and staff.
- Responsible for the management of the performance review program and to provide counsel to management on individual and group performance issues.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Open records responsibilities relating to human resources.
- Responsible for personnel records retention.
- Responsible to review all decisions relating to termination of employment to insure that the action being considered is in keeping with County policies and fair to the employee.
- Represents Wood County on appropriate state and local human resources related committees and task forces.
- Represents Wood County in all matters relating to State, Federal or Department of Workforce Development (DWD) complaints.
- Monitors unemployment compensation claims with department heads.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Human Resources Management or related field, seven years of progressively responsible human resource management experience with four years in a supervisory capacity and labor relations/negotiations experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to read, comprehend, and modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution.

Ability to negotiate and engage in both informal day to day interactions and formal bargaining or litigation within the context of legal guidelines. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to persuade, convince, sell and train others. Ability to counsel and mediate. Ability to manage and direct a group of workers. Ability to develop materials and to teach others.

Ability to utilize consulting and advisory data and information such as legal briefs, economic analysis, organizational analysis, budget reports, labor grievances, surveys, performance evaluations, proposals, meeting agenda, meeting minutes, statistical reports, state statutes, federal regulations, application forms, resumes, county policies and procedures, administrative code and non-routine correspondence.

Ability to communicate orally and in writing with county employees, County Board Supervisors, attorneys, state and federal regulatory agency personnel and the general public.

Mathematical Ability

Ability to understand and apply mathematical principles to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

Ability to apply functional reasoning to information and situations, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate, maneuver, and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, computer terminal, calculator, and telephone.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring moderate skill, such as typing.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals and intimidation cause discomfort and poses a limited risk of injury.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date

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Wood County Position Description

| | | | |
|------------------------|---------------------------------|--------------------|-----------------------------|
| Name: | Jodi Pingel | Department: | Human Resources |
| Position Title: | Benefits and HRIS Administrator | Pay Grade: | 8 FLSA: N |
| Date: | January 2018 | Reports To: | Director of Human Resources |
| Job Code: | 2703 | | |

Purpose of Position

This position is responsible for the administration of the Human Resources Management System (HRMS) TimeStar electronic timecard system (TimeStar) and employee benefits for Wood County (County). This involves the interpretation of human resources (HR) policies and labor agreements as they pertain to benefits. The position is expected to act as a HR/employee liaison in a positive and professional manner. The work is performed under the direction of the Director of Human Resources.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Benefits

- Administers employee benefits programs to include Wisconsin Retirement System (WRS) and deferred compensation retirement plans, health insurance plans, Flexible Spending Accounts (FSA), term and supplemental life insurance plans, dental, vision, and temporary short- and long-term disability programs, and accidental death policies. Performs all new hire, qualifying event and termination enrollments and changes to benefit plans. Coordinates and submits forms and reports related to benefits. Acts as day-to-day liaison with Third Party Administrator (TPA) and other benefit providers.
- Assists in the preparation of bid specifications for benefit programs. Develops County cost analysis information for new or proposed plans and makes recommendations to Director of Human Resources concerning sharing of cost between employer and employee.
- Installs approved new plans and changes by preparing announcement materials, booklets, employee intranet materials and other media for communicating new or updated plans to employees. Conducts employee meetings and arranges for enrollment of employees in optional plans. Advises and counsels department management and employees on existing benefits.
- Assists in preparing benefit documentation such as original and amended plan texts, benefit agreements and insurance policies. Works with insurance carriers, trustees, and other administrative agencies outside the County to review changes in benefit programs. Assists with compliance reporting.
- Assists with calculation and payment of stop loss premiums, insurance and administration fees for benefit plans.

- Works closely with broker to monitor County compliance with provisions of state and federal Affordable Care Act (ACA) insurance requirements. Assists with preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies. Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to department management.
- Updates and maintains Wisconsin Retirement System (WRS) employee enrollment, termination and employee updates. Acts as reporting agent for WRS. Monitors employee eligibility for participation, including annual lookback projections.
- Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution. Maintains contact in person, and by phone or mail, with medical providers, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Monitors Section 125 plan to ensure deductions comply with Flexible Spending Account (FSA) balances.
- Reconciles benefit invoices to verify accurate enrollment and payment information. Processes payment for services related to service agreements for software, benefit brokers, EAP services, etc
- Reconciles employee benefit payroll deductions to confirm that employee deductions are accurate and that employees on a leave of absence have made necessary payments to keep balance current.
- Facilitates HR portion of new hire orientation, to include timecard overview, time off accruals and benefits overview. Coordinates and conducts annual benefit enrollment education and meetings with employees at multiple locations.
- Administers the initiation of the Post Employment Health Plan (PEHP) for retirees.
- Administers Family and Medical Leave Act (FMLA) policy, to include notifications, approvals, tracking and correspondence with employees, medical providers and department management.
- Works with Wellness Coordinator to establish eligibility for incentive program.
- Audits benefit plans periodically for accuracy and compliance.
- Performs various journal entries, account reconciliations, and provides general ledger support.
- Stays current on payroll systems relating to HR benefits and other related matters, and to ensure effective accounting support.
- Ensures compliance with all applicable state and federal wage and hour laws. Prepares weekly, monthly, quarterly and year-end reports (hours worked, vacation accrual, benefit deductions, etc.) for department management.

Human Resources Management System (HRMS) and TimeStar Timecard System

- Maintains HRMS and TimeStar employee status/data/records including all personnel, employment and benefit records.
- Monitors and administers accumulation and payment of compensatory time program, sick leave, vacation time, and catastrophic sick leave accounts. Periodically audits and reconciles balances of the accounts.

- Makes manual adjustments to sick leave balance to move necessary hours to catastrophic sick leave accounts quarterly. Determination of termination payout information.
- Meets with exiting employee to review payout and benefit information related to continuation of coverage/COBRA. Notifies and/or processes payout through payroll/Finance.
- Investigates, and with Director of Human Resources' approval, challenges unemployment benefit claims. Acts as liaison to answer inquiries from Unemployment Insurance Division of the Wisconsin Department of Workforce Development (DWD) regarding wage payment and eligibility issues. Bills County departments for monthly unemployment costs.
- Prepares required quarterly and annual benefit reports and statements, including WRS annual report and ACA/1095 documents. Reconciles accounts with personnel records and the general ledger.

General

- Interprets Wood County personnel policies, labor agreements, and benefit policies for consistent application to benefits matters.
- Serves as a link liaison between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Maintains records and compiles statistical reports concerning personnel-related data such as hires, transfers, turnover, and absenteeism rates.
- Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists in the preparation of the department and County annual budget for wages, benefits and expenses.
- Assists other departments with gathering/preparation of data and benefit information, as requested.
- Assists in development of County bargaining proposals for employee benefits and analyzes union benefits requests. Obtains and prepares cost data for County and union proposals and final settlements.
- Prepares paycheck stuffers as needed.
- Responds to wage/benefit surveys and wage verification requests.
- Assists in special projects as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Human Resources, or high school diploma or equivalent and at least two years of direct benefits administration experience, or equivalent combination of education and experience. Knowledge should include state and federal regulations regarding wage and benefits, 401(K) or 457 plans, flexible spending accounts and FMLA. Requires the technical ability to function effectively inside an HRMS system and various aspects of health and retirement benefit programs. Working knowledge of payroll and human resources software, Crystal Reports software and Microsoft software (Word, Excel, Access) and ability to learn any updates as they may occur.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Strong, effective verbal and written communication skills.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Mathematical Ability

Ability to calculate wage rates and overtime. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning.

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Demonstrated ability to maintain confidentiality.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to light work, but which may involve some crouching, kneeling, balancing, lifting, carrying, pushing and pulling

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, intimidation and irate individuals is minimal and poses a very limited risk of injury.

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Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date

DRAFT

Wood County
Position Description

| | | | | | |
|------------------------|---------------------------|--------------------|---------------------------|--------------|---|
| Name: | Kelli Quinnell | Department: | Human Resources | | |
| Position Title: | Human Resources Assistant | Pay Grade: | 6 | FLSA: | N |
| Date: | January 2018 | Reports To: | Director- Human Resources | | |

Purpose of Position

The purpose of this position is to perform and provide assistance for human resources related duties. This position also provides confidential clerical and administrative support for the department, staffs the reception desk and is responsible for answering human resources related questions. The work is performed under the supervision of the Director of Human Resources

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as the first point of contact in the Human Resources Department. Provides information to visitors and callers or refers to appropriate staff member or department.
- Provides assistance to Human Resources staff. Prepares confidential reports and correspondence regarding human resources related matters. Schedules appointments for staff.
- Performs office manager related functions. Including, but not limited to, preparing and entering vouchers, preparing department materials and assisting in agenda preparation for committee or County Board meetings, ordering and maintaining office supplies.
- Administers and monitors performance evaluation program to ensure effectiveness, compliance, and equity within the organization. Based on performance information, prepares annual Step Increases for all employees.
- Develops and maintains the employee communication program.
- Administers and maintains electronic filing system and employee personnel files to ensure compliance with state and federal guidelines.
- Assists in developing and interpreting human resources and related policies to employees, county officials and others.
- Enters information into Human Resources Information System (HRIS).
- Develops and prepares a variety of HRIS reports.

- Serve as an administrator of the TimeStar electronic time keeping system. Answer employee questions, make adjustments to accruals and employee timecards as needed, ensure proper paygroup and accrual assignments.
- Assists in scheduling interviews, conducting reference and background checks, scheduling post-offer pre-employment drug tests and assessments. Serves as back-up to the HR Generalist.
- Assists with daily administration of the County's benefit program including, but not limited to, enrolling and terminating coverage on vendor websites, processing qualifying events, and answering benefit-related questions from employees. Serves as back-up to the Benefits/HRIS Administrator.
- Provides support for annual open enrollment of the County's benefit program including preparing materials, assisting with meetings, entering enrollments into HRIS system, and updating enrollments with vendors.
- Assists with the administration of the Department of Transportation (DOT) drug and alcohol testing program for employees with commercial driver's licenses.
- Under the direction of the Human Resources Director, assists in conducting Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) complaint investigations.
- Prepares and maintains the EEO-4 report.
- Coordinates and prepares annual Affirmative Action Plan data and assists with final preparation.
- Assists Human Resources Director with open records requests.
- Keeps up to date on government regulations affecting County policies and human resource practices. Ensures labor postings at all Wood County locations are accurate and up-to-date.
- Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists in developing the annual department budget.
- Assists in gathering and compiling information for various human resources projects.
- Takes notes and/or minutes at assigned meetings.
- Maintains retiree life insurance program.
- Responds to wage/benefit surveys and wage verification requests.
- In the absence of (insert Jodi's job title here), provide new hire orientation.
- Participate in exit Interviews in the absence of HR Generalist or Benefits/HRIS Administrator.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, plus an Associate Degree in a human resources related field, or two-year diploma in Human Resources Management, with a minimum of one year applicable experience or three years similar Administrative Assistant or Human Resources experience with significant public contact, or equivalent combination of education and experience. Typing skills of 45 w.p.m. Requires ability to function effectively inside an HRIS system and various aspects of health and retirement benefit programs. Requires proficiency in Microsoft Office, with intermediate or higher proficiency in Excel and Word.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as regulations, personnel policies, benefits handbook, computer software operating manuals, insurance forms, billing invoices, purchase requisitions, job applications, job postings, performance evaluations, newspaper tear sheets, time cards, personnel files, employee payroll deduction records and correspondence.

Ability to communicate orally and in writing with county employees, job applicants, union representatives, County Board Supervisors, County Board Chair, attorneys, media representatives, vendor representatives and the general public.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Ability to maintain a high degree of confidentiality.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal and printer, telephone, calculator/adding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to recognize and identify individual characteristics of sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, crouching, lifting, carrying, pushing and pulling.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation poses a very limited risk of injury.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

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Date

Date

Reviewed and approved by the Human
Resources Department

Date

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Wood County

Position Description

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|------------------------|------------------------------|--------------------|--------------------------|
| Name: | Angel Butler-Meddaugh (Temp) | Department: | Human Resources |
| Position Title: | Human Resources Generalist | Pay Grade: | 8 FLSA: N |
| Date: | January 2018 | Reports To: | Human Resources Director |

Purpose of Position

The purpose of this position is to provide a wide range of Human Resource (HR) support and advice. Will play a key role in the success of Wood County by offering guidance on recruitment, employment offers, terminations, performance management, employee relations and HR best practices while facilitating a positive and professional relationship between candidates and internal and external partners. The work is performed under the direction of the Human Resources Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collaborates with County departments to develop strategies for recruitment of talent to include qualifications, posting, placement expectations, full-time equivalent (FTE) status and selection criteria. Offers proactive recruiting assistance.
- In the absence of the Director, provides leadership and oversight to the Human Resources Department.
- Conducts employee exit interviews to identify reasons for employee separation. Confers with Human Resources Director, if necessary. Provides exit information to Department Head and Supervisor.
- Assists in the development of the County's wage programs and key policies. Assists in interpreting and providing guidance on County programs and policies.
- Completes special projects by clarifying project objective; setting timetables and schedules; conducting research; developing and organizing information; fulfilling transactions.
- Responsible for County recruitment including job postings, reference checking and job offer activities for the County, including background checks and post-offer, pre-employment drug screens.
- Answers calls and inquiries from current and potential applicants regarding job postings.
- Serves as the Social Media representative for the Human Resources Department. Works with Social Media Administrator in the Information Technology Department to post open career opportunities on Wood County social media accounts.
- Administers and maintains applicant data base. Provides guidance to departments on program use and best practices.

- Recommends job offers within the guidelines of the Compensation Plan.
- Creates and prepares monthly open position report by collecting, analyzing and summarizing data.
- Prepares and maintains annual Affirmative Action reports.
- Consults with departments to seek out opportunities for greater posting visibility within the available advertising budget.
- Supports the Human Resources department in implementing programs to help improve the employee experience.
- Facilitates 90-day post hire surveys to determine manager satisfaction of selection process and candidate fit.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Identifies ways to improve policies and procedures.
- Assists with initiatives for partnering with local universities and technical colleges and attends job fairs to increase visibility and promote Wood County as an employer of choice.
- In conjunction with the Human Resources Director, creates job descriptions. Maintains and reviews job descriptions periodically. Insures all new hires; along with their supervisor, review, sign and return to HR to be placed in their personnel file.
- Train and provide support to Human Resources team members and other, as appropriate.
- Maintains and coordinates the Department of Transportation (DOT) drug and alcohol testing program for employees with commercial driver's licenses. Serves as the liaison between the County, the collection labs, and Medical Review Officers. Submits reports in accordance with federal guidelines.
- Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists in developing the annual department budget.
- Monitors recruitment activities for compliance with applicable federal, state and local rules and regulations.
- Assists with daily administration of the County's benefits program.
- Assists with HRIS data entry and onboarding new hires.
- Provides training to leadership on recruiting processes as they evolve.
- Assists in special projects as needed.

- Creates new programs for marketing and branding of Wood County.

Minimum Training and Experience Required to Perform Essential Job Functions

An Associate's Degree in Human Resources or Business with five plus (5+) years of experience in general human resources, with at least one (1) year experience in public sector Human Resources, or equivalent combination of education and experience. Relevant work experience preferred in creating competency and behavior based outcomes and experience in measuring results against financial and service objectives. Requires proven project management abilities. Requires ability to function effectively inside an HRIS driven applicant and payroll system and various aspects of health and retirement benefit programs. Requires proficiency in Microsoft Office, with intermediate or higher proficiency in Excel and Word. Travel will be required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information, in order to determine consequences and to identify and select alternatives. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and design data and information such as employment applications, resumes, job descriptions, job advertisements/postings, contract proposals, organizational charts, personnel files, performance evaluations, personnel forms, salary surveys, statutes, employment policies, procedures, guidelines, budget, billing invoices, and non-routine correspondence.

Ability to communicate orally and in writing with county employees and department heads, County Board Supervisors, vendor representatives, news media representatives, job applicants and the general public.

Mathematical Ability

Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as leading, teaching, directing and persuading.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Demonstrated ability to maintain confidentiality.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator/adding machine, paper shredder and photocopier. Working knowledge of payroll and human resources software, Crystal Reports software and Microsoft software (Word, Excel) and ability to learn any updates as they may occur.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as typing. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to medium work, but which may involve some lifting, carrying, pushing, pulling, stooping, crouching and balancing.

Ability to travel as needed to various off site meetings, job fairs, or collegiate meetings.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation poses a very limited risk of injury. This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date



Wood County

WISCONSIN

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HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

December 02, 2018

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

From: Warren Kraft
Director of Human Resources

Subject: Educational Leave; Career Advancement; Educational Assistance
UPDATED per Today's Executive Committee Discussion

Please find attached an updated drafted policy of Educational Reimbursement and Career Planning, revised per today's Committee's discussion.

The Committee discussed an annual allocation of \$25,000, I did not include that commitment in the revised draft policy. For this year, if this policy is approved, the Committee indicated that it would seek a budget transfer to establish this fund. Thereafter, funding of this program will be dependent on the Board's adoption of the annual budget.

Additionally, there was discussion about whether the reimbursement should be 50% of tuition cost per semester, up to a maximum of \$1,500, or whether the reimbursement would be based on grades received. My understanding is that the Committee opted for the former, which requires only a passing grade in a "pass/fail" course or a minimum grade of "C".

For sake of convenience, I kept in place the two attachments from the original 10-02-2017 document: the survey results seeking information regarding other entities' policies, practices and procedures, and the IRS has rules governing education assistance programs, when offered as a fringe benefit, [Publication 15-B (2017)].

Please let me know if you have any questions. Thank you very much.

CAREER ADVANCEMENT

PURPOSE

Wood County encourages employees to continually find ways to improve their careers. Improving your career may be defined in several ways: more responsibility, more income, another shift, or a type of work you like better.

TUITION ASSISTANCE PROGRAM

The Tuition Assistance Program is designed to provide financial assistance to full-time employees who voluntarily enroll in educational courses that are of benefit to the County as an employer, to help the employee prepare for future positions or career advancement within Wood County, for which there is a reasonable expectation that the individual could qualify. (Full-time is defined as 2,080 hours or 2,015 hours in a calendar year period.) Subject to funding availability, this program is completely voluntary and does not create any employee rights or County obligations. To qualify, an employee must have worked full-time for Wood County for at least thirty-six (36) consecutive and continuous months and have a rating of "satisfactory" or better on his/her most recent performance review. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid, or provide proof of ineligibility, before applying for benefits under this Program.

APPROVAL

For each semester that a qualifying employee seeks reimbursement, the employee shall complete an application on forms provided by the Department of Human Resources. As part of the application process, the employee understands that he/she agrees to sign a promissory note covering the amount of tuition reimbursement, which will require repayment of any reimbursement under this Program if the employee does not remain employed in a full-time capacity with the County for 36 months following the date of reimbursement. Before each semester, the employee shall consult with, and receive prior approval from, the Department Head before commencing any course work to be eligible for consideration for reimbursement under this Program. The Department Head shall recommend approval to the Department's oversight committee. If the Department Head does not approve of the request, the employee is not eligible for reimbursement.

The oversight committee shall retain final authority to grant or deny approval to begin any coursework, and to grant or deny reimbursement. Approval for reimbursement for one semester does not automatically guarantee future approval(s).

There is no appeal from any decision of the Department Head or the oversight committee under this Program.

AMOUNT OF ASSISTANCE

The County shall establish a single fund, from which reimbursement requests will be considered for payment. The annual amount will be established in the County Budget. For the course(s) taken each semester, the County will reimburse fifty percent (50%) the tuition costs only, up to a maximum \$1,500 per semester.

All courses must be successfully completed before reimbursement may occur. After the employee has successfully completed the class(es), an official grade report or transcript must be submitted to the Department Head. Reimbursement is based on the final grade for the course, at least "C" or above or "pass" if the course is graded "pass/fail". (If the employee has taken multiple courses, the reimbursement is based on the average of grades received for the courses taken during that semester.) Proof of tuition payment from the school is required for reimbursement. This Program does not provide reimbursement for books, student fees, personal expenses and other non-tuition costs.

The actual amount of reimbursement is subject to the availability of funds. Prior approval by the oversight committee does not guarantee reimbursement if the annual budget allocation is exhausted.

EDUCATIONAL LEAVE

Subject to Department needs and requirements, an employee may receive approved unpaid educational leave without the requirement to exhaust one's other paid time off benefits, as provided elsewhere in this Handbook. However, the employee may substitute compensatory time and/or vacation with the approval of the Department Head. An employee who takes an approved educational leave shall not lose his/her rights of longevity in relation to vacation or sick leave accruals; however, these benefits will not accrue while the employee is on leave. An employee on approved educational leave shall have the option of paying insurance premiums so as to remain a part of the County's health, dental, vision and life insurance plans. The employee will pay the entire premium. If a premium is not timely paid, that will be treated as a discontinuance of that benefit and COBRA rights, as may apply, will be implemented.

AGREEMENT FOR CONTINUED EMPLOYMENT

By accepting tuition reimbursement under this Program and as part of the application process, the employee is agreeing to continue employment with the County for a period of no less than 36 continuous months in a full-time position following the date of the most recent reimbursement. Employees who do not complete 36 months of continuous full-time service following reimbursement will be required to repay the full reimbursement amount. The employee agrees to sign a promissory note, on a form provided as part of the application process, for this purpose.

In an employee resigns his/her position for any reason (including retirement) or is terminated before an approved course is complete, or if the employee voluntarily reduces employment to less than full-time, eligibility for reimbursement ends immediately. If the employee has already been reimbursed, but has not met the requirement for 36 months of continuous full-time service,

the County will withhold the previously reimbursed amount from the employee's final paycheck(s). If that is not possible, the County will make reasonable efforts to collect the debt.

TAX STATUS

The rules of this Program are governed by the Internal Revenue Code. As such, certain reimbursements may be subject to income taxes or other withholdings, depending on the employee's particular situation. All reimbursements are processed on a pre-tax basis, regardless of whether they are subject to taxes or other withholdings or not. The payment of any taxes or other withholdings that may be due remains exclusively the responsibility of the employee. The rules of this Program may be modified at any time without notice to keep the program in compliance with the Internal Revenue Code.