

AGENDA FOR FEBRUARY 20, 2018 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Leichtnam

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: none

RESIGNATIONS: none

APPOINTMENTS/Re-APPOINTMENTS: none

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS: none

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

SPECIAL ORDERS OF BUSINESS:

Land and Water Conservation Department New Initiatives – Shane Wucherphennig

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

SET DATE FOR NEXT COUNTY BOARD MEETING – March 20, 2018

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

January 16, 2018 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on January 16, 2018.

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

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

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

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

Plaque presentation to retiring UW-Extension Community Resource Development Agent, Peter Manley was given by Area Director Jason Hauser and CEED Committee Chair Henkel.

There were no public comments.

SPECIAL ORDER OF BUSINESS

UW-STEVENSON POINT CHANCELLOR DR. BERNIE PATTERSON

UW-Stevens Point Chancellor, Bernie Patterson gave an update on the integration process of UWSP, UW-Marshfield/Wood County and UW-Marathon County. He discussed enrollment trends and the possibility of the 2-year campuses being able to have 4-year and graduate degrees in the future. There are plenty of unknowns at this time but he plans to report back to the board periodically.

Minutes presented: Executive

RESOLUTION 18-1-1

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2017 budget for County Board (51120) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$20,000 from available balance in contingency (51590) to County Board (51120). At the time of this request, the funds available in contingency are \$ 311,217. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51120	County Board		\$20,000
51590	Contingency	\$20,000	

Motion by LaFontaine/Hamilton to adopt Resolution 18-1-1. Motion carried unanimously.

Chairman Pliml recommended taking Items 1-2 and 1-3 together. No objection was heard.

RESOLUTION 18-1-2

Introduced by: Executive Committee

INTENT & SYNOPSIS: To accept the transfer of tax deeded property to an adjacent landowner

FISCAL NOTE: \$1

Motion by Clendenning/Feirer to adopt Resolution 18-1-2. Motion carried unanimously.

RESOLUTION 18-1-3

Introduced by: Executive Committee

INTENT & SYNOPSIS: To accept the transfer of tax deeded property to the School District of Nekoosa

FISCAL NOTE: \$5

Motion by Clendenning/Feirer to adopt Resolution 18-1-3. Motion carried unanimously.

RESOLUTION 18-1-4

Introduced by: Executive Committee

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.

Motion by Rozar/Zurfluh to adopt Resolution 18-1-4. Motion by Rozar/Henkel to refer back to committee. Rozar was recognized. She stated that a consultant was working with the vendor to incorporate lease language that the City of Marshfield had requested and that negotiations would be based off of this new language. Motion to refer to committee carried by voice vote, with Clendenning voting no.

Minutes presented: Health & Human Services, Conservation, Education & Economic Development, Golden Sands Resource, Conservation & Development Council, Judicial & Legislative, Criminal Justice Task Force

RESOLUTION 18-1-5

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To go on record in support of LRB 3991, which establishes a program within the DNR to provide grants to counties, cities, villages, and towns for the testing of privately owned wells and make changes to the well compensation grant program currently administered by the DNR.

FISCAL NOTE: No direct economic impact to the county itself but funds would be available to assist residents in monitoring and addressing private well contamination situations.

Motion by Clendenning/Hamilton to adopt Resolution 18-1-5. Motion carried. Voting no was Wagner.

Minutes presented: Highway Infrastructure & Recreation

RESOLUTION 18-1-6

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: Approval of the 2018 Wood County Forest Annual Work Plan.

FISCAL NOTE: Potential loss of State Aid Revenues in the amount of \$45,718.40.

Motion by Zurfluh/Leichtnam to adopt Resolution 18-1-6. Motion carried unanimously.

RESOLUTION 18-1-7

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To amend the 2017 budget for Snowmobile Maintenance (55441) for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from State Aid monies. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
43574	State Aid Revenues	\$23,241.76	
55441	Snow Maintenance		\$23,241.76

Motion by Hamilton/Zurfluh to adopt Resolution 18-1-7. Motion carried unanimously.

RESOLUTION 18-1-8

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To encourage the State of Wisconsin Department of Transportation to accept a jurisdictional transfer of County Highway A to the State and the jurisdictional transfer of a part of State Highway 80 to the County.

FISCAL NOTE: Unknown.

Motion by Breu/LaFontaine to adopt Resolution 18-1-8. Motion carried unanimously.

Minutes presented: Aging and Disability Resource Center of Central Wisconsin, Central Wisconsin State Fair Board of Directors, McMillan Memorial Library Board of Trustees, South Central Library System Board of Trustees, Wood County Library Board

RESOLUTION 18-1-9

Introduced by: County Board Chairman

INTENT & SYNOPSIS: To approve the Wood County Fire Warden list.

FISCAL NOTE: No fiscal impact

Motion by Hamilton/Henkel to adopt Resolution 18-1-9. Motion carried unanimously.

Without objection, Items 7-2 and 7-3 were voted on together.

RESOLUTION 18-1-10

Introduced by: County Board of Supervisors

INTENT & SYNOPSIS: Relating to the Life and Public Service of Jack Kaiser

Motion by Hamilton/Breu to adopt Resolution 18-1-10. Motion carried unanimously by voice vote

RESOLUTION 18-1-11

Introduced by: County Board of Supervisors

INTENT & SYNOPSIS: Relating to the Life and Public Service of Frank Veitschegger

Motion by Hamilton/Breu to adopt Resolution 18-1-11. Motion carried unanimously by voice vote. Those present stood for a minute of silence in respect to the passing of former Supervisors Kaiser and Veitschegger.

Motion by Hamilton/Kremer to adjourn at 10:37 a.m. Next scheduled county board meeting is February 20, 2018.

Respectfully Submitted
Trent Miner
Deputy County Clerk

REFERRALS FOR FEBRUARY 20, 2018 – COUNTY BOARD

- None

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EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, December 19, 2017
TIME: 12:30 p.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Lance Pliml, Donna Rozar, Ed Wagner
EXCUSED: Hilde Henkel
OTHERS PRESENT (for part or all of the meeting): Scott Goldberg, Matt Susa, Kyle Pleet, Rich Burghaus (WPPA), Randy Dorhorst, Warren Kraft, Kimberly McGrath, Dennis Polach, Brad Kremer, Joseph Zurfluh, and Sheriff Tom Reichert (via phone).

The meeting was called to order by Chairman Wagner at 12:50 p.m.

Public Comment- No public comment

Motion (Clendenning/Feirer) to go into closed session at 12:51 p.m. pursuant to Wisconsin State Statute 19.85 (1)(c) to:

- **Discuss grievance from Deputy Sheriff's Association**

Roll call vote: Feirer: yes; Pliml: yes; Breu: yes; Clendenning: yes; Rozar: yes; Wagner: yes. Motion carried.

Rozar was excused at 1:01 p.m.

Motion (Breu/Feirer) to return to open session at 1:38 p.m. Motion carried unanimously.

Wagner and Pliml stated that the Executive Committee is willing to schedule a meeting in the next 10 business days to sit down with the Association and begin a dialogue about the call-in time and hour-for-hour of work. Discussion ensued.

Motion (Clendenning/Feirer) to adjourn the Executive Committee meeting at 1:46 p.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

All minutes taken and prepared by Kimberly McGrath. All minutes reviewed by the Executive Committee secretary.

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.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, February 6, 2018

TIME: 8:30 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Al Breu, Michael Feirer, Hilde Henkel, Donna Rozar, Ed Wagner

VIA TELEPHONE: Bill Clendenning, Lance Pliml

OTHERS PRESENT (for part or all of meeting): Marla Cummings, Lacey Bell, Brenda Nelson, Reuben Van Tassel, Cindy Cepress, Terry Stelzer, Sue Kunferman, Adam Fandre, Amy Kaup, Heather Gehrt, Jason Grueneberg, Cindy Joosten, Brandon Vruwink, Cindy Robinson, Jordan Bruce, Steve Kreuser, Shane Wucherpennig, Chad Schooley, Kim McGrath, Kelli Quinnell, Ken Curry, Brad Kremer, Dennis Polach, Bill Winch

The meeting was called to order by Chairman Wagner.

Public Comment – Clendenning stated he requested a copy of Carlson Dettman documents from Warren Kraft and was told he could not have them because they were in draft form and not available. Clendenning questioned why documents regarding the wage study were not being made available to County Board Supervisors and more specifically, to Executive Committee members. Wagner stated he asked Carlson Dettman to put the report in a particular format and HR was tasked with attaching costing to the options being outlined. The final reports will be presented at the March Executive Committee meeting.

Consent Agenda

Motion (Rozar/Henkel) to approve the consent agenda as presented. Motion carried unanimously.

Discussion was held regarding the resolution for a communications tower on the UW Marshfield/Wood County campus. Rozar stated the Marshfield City Council approved the final document with a resolution with minor changes as outlined on page 33 of the packet.

Motion (Rozar/Feirer) to approve the resolution authorizing the placement of a communications tower on the UW Marshfield/Wood County Campus. Motion carried unanimously.

Discussion was held regarding the County policy for the effective date of pay raises. A policy is in place to specify when step increases take effect but not cost-of-living increases. Cost-of-living increases were budgeted for by departments to take effect January 1st. Finance Director Cummings stated it would be cleaner to put both increases in effect at the same time. Wagner directed that this be put into policy. Employees will receive back pay for the cost-of-living increase they did not receive for the first two weeks of 2018.

Supervisors Breu and Curry are in agreement that two additional members are needed on the Ad Hoc Property Committee to make it a five member Committee. Effective immediately, Chairman Wagner is appointing Joe Zurfluh and Michael Feirer to join the Committee.

Wagner led a discussion regarding the compensation plan for elected officials. With two elected positions up for re-election in 2018 (Sheriff and Clerk of Circuit Courts), now is the time to make changes to their salary if deemed necessary. Clendenning said he believes the newly elected officials should receive the same pay as their predecessors. It was the general consensus of the Executive Committee to not make any changes to the current salary of elected officials.

County Clerk Cepress reviewed her Letter of Comments with the Committee.

Maintenance Manager Van Tassel reviewed his Letter of Comments. Henkel requested an update on the Courthouse elevator. Van Tassel stated there are no issues as of today. Discussion regarding the need for a second elevator in the Courthouse was held.

The Committee reviewed the recommendations of the Ad Hoc Property Committee to relocate Human Resources and Finance to the River Block building and move Emergency Management into the HR offices in the Courthouse. Clendenning does not agree with relocating HR and Finance to River Block and would like to see the issue sent back to the now 5 member Ad Hoc Property Committee for further discussion. Pliml also stated the Departments should be kept in the Courthouse. Breu stated it is a space issue and there is available room at River Block.

Motion (Rozar/Henkel) to refer the above space needs back to the Ad Hoc Property Committee for further discussion. Motion carried unanimously.

Van Tassel has been in discussion with the US Marshall regarding Courthouse security with main issues being an upgrade to the Courthouse door access system to integrate it with the security cameras, securing the entrance to Branch 1 offices, reinstating locks on the Maintenance shop area, upgrading Courthouse cameras, security at employee entrances, metal detectors at the main doors, and every department having secure access. The Security Committee will be meeting again next week. Clendenning voiced he believes security should be the number one priority and that the Security Committee minutes should be in the public domain.

Risk Management Director Stelzer reviewed his Letter of Comments and stated he should be back full-time starting next week.

Stelzer presented a resolution to approve continuation of the self-insured Workers Compensation program.

Motion (Feirer/Henkel) to approve the resolution to approve continuation of the self-insured Workers Compensation program. Motion carried unanimously.

IT Director Kaup discussed her Letter of Comments, stating that everyone in the county has completed security training.

Kaup presented a draft of a Copyright Liability Prevention policy she has worked on with Corporation Counsel and Human Resources. It is believed that HR should champion this policy. Clendenning believes the Judicial and Legislative Committee should be handling this.

Wellness Coordinator Fandre stated he continues to work with employees on biometric screenings and portal signups.

Treasurer Gehrt discussed her Letter of Comments with the Committee. The bid packet for the Airport Avenue CBRF is being published in local newspapers today and will be added to the County's Facebook and web pages.

Gehrt presented a resolution to sell tax dedeed property in the City of Marshfield.

Motion (Rozar/Breu) to approve the resolution to sell tax dedeed property in the City of Marshfield. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Gehrt presented a resolution to amend the 2018 Treasurer's budget for additional expenditures to allow for remodeling of the Treasurer's office to elevate current issues outdated electrical, lighting and furniture.

Motion (Clendenning/Breu) to approve the resolution to amend the 2018 Treasurer's budget for additional unanticipated expenditures to remodel the office. Motion carried unanimously.

Finance Director Cummings reviewed her Letter of Comments, stating her department is working well with Human Resources and IT on moving payroll to Finance. Payroll Administrator Yang will be processing the next payroll. Wood County has received notice from the IRS that an audit of the 2016 payroll and 1099's for 2015 and 2016 is being requested. The 1099 audit is being prompted due to 1099's being sent out with missing or incorrect TINs. Cummings attempted to implement a policy 2 years ago requiring W9's be on file for all vendors before payment is made but received push back from several departments. She will be requiring W9's with all new vendor requests starting April 1st. As her current staff does not have time to dedicate to vendor maintenance and W9/1099 monitoring, she would like to propose adding a full time Accounts Payable clerk to the Finance Department to maintain vouchers and vendor files, in addition to the administration of procurement and encumbrance systems to monitor department budgets.

Cummings presented a resolution to amend the 2017 budget of Sheriff Electronic Monitoring.

Motion (Rozar/Breu) to approve the resolution to amend the 2017 budget of Sheriff Electronic Monitoring. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution to amend the 2017 budget for the Humane Officer for the purpose of moving the budget year from a fiscal year to a calendar year budget.

Motion (Henkel/Feirer) to approve the resolution to amend the 2017 budget for the Humane Officer for the purpose of moving the budget year from a fiscal year to a calendar year budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution to amend the 2017 budget for the Community Development Block Grant (CDBG).

Motion (Rozar/Henkel) to approve the resolution to amend the 2017 budget for the Community Development Block Grant (CDBG). The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Cummings presented a resolution requesting out-of-state travel for the Deputy Finance Director for training.

Motion (Breu/Feirer) to approve the resolution to allow out-of-state travel for the Deputy Finance Director for training. Motion carried unanimously.

Discussion was held regarding the draft Carryover Funds Policy (Non-Lapsing) presented by Cummings. Pliml would like to delay any decision on this policy to allow for more time to review and Clendenning would like department heads to discuss and provide input. Cummings will get this on the agenda for the next department head meeting. Wucherpfenning stated he would like to establish a non-lapsing account to start a loan program for farmers for tilling equipment. His Department will be seeking donations to purchase the equipment and has already received some. Parks and Forestry has been soliciting funds to help pay for their Powers Bluff project. The consensus of the Executive Committee is to put a freeze on any new non-lapsing accounts until a policy can be put in place.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 10:15 a.m. Meeting reconvened at 10:25 a.m.

Human Resources (HR)

Kim McGrath reviewed the Monthly Letter of Comments. McGrath reported the payroll transition to Finance is proceeding smoothly.

McGrath presented job descriptions for the four restructured full-time positions in the HR department. Discussion ensued.

Motion (Feirer/Rozar) to post the Human Resources Director position as written in the presented job descriptions. Motion carried unanimously.

McGrath presented the draft Educational Reimbursement Policy. Discussion was held at length.

Supervisor Henkel excused at 10:45 a.m.

Motion (Rozar/Pliml) to approve the Educational Reimbursement Policy as presented. Motion carried, with Clendenning voting no.

Agenda items for next meeting: As previously noted during meeting

Next month's Executive Committee meeting is scheduled for Tuesday, March 6th at 8:30 a.m.

Motion (Rozar/Pliml) to adjourn the Executive Committee meeting at 10:53 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

Human Resources agenda items minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary. Minutes in draft form until approved at the next EC meeting.

**AD HOC PROPERTY COMMITTEE
MINUTES**

DATE: Tuesday, February 6, 2018

TIME: 11:00 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Al Breu, Ken Curry, Brad Kremer, Michael Feirer, Joe Zurfluh

OTHERS PRESENT: Reuben Van Tassel, Jason Grueneberg, Marla Cummings, Lacey Bell, Heather Gehrt, Kim McGrath, Amy Kaup, Steve Kreuser, Dennis Polach

The meeting was called to order by Chairman Breu.

Public Comments – No public comments.

Review/Approve Minutes

Motion (Curry/Feirer) to approve the minutes from the January 16, 2018 Ad Hoc Property Committee meeting. Motion carried.

Update on Properties for Sale

Gehrt is assisting with the sale of the Airport Avenue property. Bid packets were published and an open house of the property is scheduled for February 21st.

Van Tassel informed the Committee that Emergency Management will be finishing up this week on paint touch ups, cleaning, etc. in preparation to list the building at 2611 12th Street South for sale. Grueneberg stated that it was shown to an interested party but he has not heard from them since. An appraisal of the property is being done today.

Grueneberg had a follow up conversation with the interested party⁷ regarding the 17th Avenue property regarding purchasing more than the original 7.7 acre portion they expressed interest in. They may consider doing three different developments on the property and are trying to work with the City of Wisconsin Rapids for incentives if they should do so. Discussion was held regarding the potential buyer purchasing the original parcel with an option to buy the rest.

Courthouse and River Block Space Needs

Van Tassel stated he has heard some pushback to the original plan to move HR and Finance to River Block and Emergency Management to the HR offices in the Courthouse including integration with other departments and opinions of several County Board members in opposition of the plan. Other options need to be explored. Cummings stated that in her opinion HR and Finance do not need to be together once payroll is moved to Finance. She does need a conference space for auditors and meeting with departments that have questions or issues and feels her new space should be large enough to accommodate a possible fourth employee as well as all the records currently being stored under the stairway on first floor of the Courthouse. If Finance is moved to River Block, a fireproof cabinet could

be used to store blank checks and arrangements made to deliver checks to the Treasurer's office for mailing on check run days. McGrath feels that the current space occupied by HR is ideal for the department and does not feel moving them to River Block is the best scenario. HR works more closely with departments housed in the Courthouse and accessibility to the office is better at the Courthouse than it would be at River Block on the third floor. McGrath is also concerned with confidentiality being problematic at River Block due to the thin walls and lack of soundproofing. Van Tassel acknowledged that soundproofing has been an ongoing issue in that building but feels it would be easy to include sound barriers when new walls are constructed. If HR would not move to the other building, then a different space would need to be found in the Courthouse for Emergency Management. The space EM vacated is in need of a lot of work to become offices again and perhaps would be better utilized as storage. Consensus of the Committee is that Human Resources and Finance offices should be moved to the River Block building. Van Tassel will meet with Cummings and McGrath to come up with office layouts that will work for both departments in that space.

Motion (Kremer/Feirer) to recommend moving Human Resources and Finance to the currently vacant space on the third floor of the River Block building, and move Emergency Management to the current Human Resources office in the Courthouse. Motion carried.

Discussion was held regarding the reserve courtroom space on third floor of the Courthouse and whether all the space on third floor would be used up with the addition of a fourth courtroom in the future. Currently the District Attorney's office is in need of more space, and there is also talk of moving Victim Witness and possibly Corporation Counsel to the third floor, especially in light of the request of Peter Kastenholz to add a part time legal secretary to his staff. For security reasons it would make sense to designate the third floor for judicial related departments only.

Motion (Curry/Feirer) to designate the third floor of the Courthouse as judicial related departments only for potential security issues. Motion carried.

The next meeting of the Ad Hoc Property Committee will be held on Tuesday, February 20th immediately following County Board.

Chairman Breu declared the meeting adjourned at 12:05 p.m.

Minutes in draft form until approved at the next meeting of the Ad Hoc Property Committee. Minutes reviewed by Chairman Breu, taken by Brenda Nelson.

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

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.



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

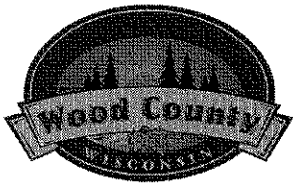
- ◆ Implemented new UnitID process for CIS to help with downtime and duplication issues. This also makes it much easier to maintain Units in the system as well.
- ◆ Tested and applied the Quarter 4 Tax/Payroll update in the current system.
- ◆ Updated the Wood County custom WRS Annual Reconciliation 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.



Wood County

WISCONSIN

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 Repot (# 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: wcecu@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	5,330,608.00	106,892.45	2.01%
41230 Real Estate Transfer Fees	211,599.72	85,000.00	126,599.72	148.94%
41800 Interest and Penalties on Taxes	538,956.58	378,000.00	160,956.58	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	3,089,185.36	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%
43548 State Aid-Private Sewage	15,799.00	25,000.00	(9,201.00)	(36.80%)
43551 State Aid-Health Immunization	75,655.06	87,843.00	(12,187.94)	(16.17%)
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	11,738,081.31	10,875,471.00	862,610.31	7.93%
43567 State Aid-Transportation	199,367.15	203,436.00	(4,068.85)	(2.00%)
43568 State Aid-Child Support	886,437.68	912,617.00	(26,179.32)	(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	19,444,813.43	19,208,314.76	236,498.67	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	173,879.75	154,858.00	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)	(29.81%)
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	12,880.00	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	9,430.99	4,835.00	4,595.99	95.06%
46191 Public Chgs-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	17,743.18	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	2,756,487.92	3,394,973.00	(638,505.18)	(18.81%)
46526 Public Chgs- Medicaid	5,368,247.52	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	66,680.37	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	584,877.00	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	2,226,485.11	2,186,893.00	39,572.11	1.81%
47250 Intergovernmental Transfer Program Rev	568,400.00	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	1,228,345.56	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		6,998.00	(6,998.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)	2,580.07	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	181.68%
Total Charges to Other Governments	7,329,385.87	6,878,971.00	350,414.87	5.02%
Interdepartmental Charges for Services				

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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	872,384.00	2,649.01
47432	Dept Charges-Rent Unified	708.00	704.00	4.00
47435	Dept Charges-Sheriff Lockup Rent	15,986.00	16,000.00	(14.00)
47438	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	3,288.00	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	16,255,944.63	16,289,533.00	(33,588.17)
	Total Intergovernmental Charges for Services	23,585,330.70	23,288,504.00	316,826.70
				1.36%
	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	(30,423.78)	40,000.00	(70,423.78)
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
48880	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	143.67	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	6,424,258.90	1,450,998.00	4,973,258.90
				342.75%
	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	143,886.78		143,886.78
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
				65.43%
	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	180,246.00	10,813.72
51212	Circuit Court Branch I	360,839.47	382,751.00	21,911.53
51213	Circuit Court Branch II	108,940.44	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	98,485.89	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	132,768.00	8,290.63

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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	261,899.00	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	193.72	3,452.00	3,258.28
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	429,488.00	83,792.56
51550	Purchasing	48,611.52	54,454.00	5,842.48
51590	Contingency		281,217.25	281,217.25
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	18,402.31	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	22,581,216.83	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	159,541.84	223,836.00	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	2,508.65	3,000.00	493.35
52540	Emer Mgmt-Work Relief	174,290.02	174,661.00	370.98
52710	Sheriff-Jail	2,288,797.34	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	1,025,684.52	1,066,215.00	40,520.48
52721	Sheriff-Jail Surcharge	85,378.45	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	1,640,066.00	622,708.28
53260	Hwy-Bituminous Ops	228,970.56	218,095.00	(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)

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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	76,878.36	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	670,246.95	796,159.00	125,912.15
54213	Edgewater-Laundry	132,104.77	146,073.00	13,968.23
54214	Edgewater-Maintenance	359,676.55	401,926.00	42,352.45
54217	Edgewater-Activities	185,090.55	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	926,828.00	17,247.99
54325	Norwood SNF TBI	637,723.54	664,870.00	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	1,041,066.01	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	3,360,882.98	3,745,101.00	384,218.02
54405	Human Services-Youth Aids	3,154,947.81	3,031,172.00	(123,775.81)
54410	Human Services-Child Care	127,698.63	140,565.37	12,865.37
54413	Human Services-Transportation	375,194.07	428,270.00	54,075.93
54420	Human Services-ESS	1,280,490.65	1,223,127.00	(57,363.65)
54425	Human Services-FSET	2,383,683.45	2,061,246.00	(302,417.45)
54430	Human Services-FSET 50/50	38,517.60	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	1,186,894.35	1,307,679.00	140,784.65
54465	Human Services-CCS	1,728,885.05	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	75,836.24	76,128.00	491.76
54495	Human Services-AODA Contract	73,531.55	104,900.00	31,368.45
54500	Human Services-Administration	3,034,841.56	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	40,826,237.00	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

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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-Metallic 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	3,056,487.00	142,349.83	4.85%
57210 Cap Projects-Communications	497,998.76	542,850.00	44,851.24	8.28%
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 U/W 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%)

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Training

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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 Bulkema, Senior Manager, GFOA

Peg Hartnett, Senior Manager, GFOA

Who Will Benefit:

Accountants and auditors new to the public sector.

Program Description:

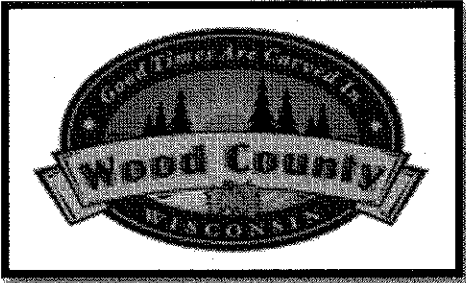
Accountants and auditors new to the public sector must immediately face the daunting challenge of familiarizing themselves with the highly specialized rules, guidelines, and practices applicable to state and local governments. This intensive five-day workshop, intended for those who already possess at 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



Responsible Official:	Finance Director
Responsible Office:	Finance
Policy #	
Origination Date:	February 5, 2018
Last Amended Date:	

CARRYOVER FUNDS POLICY (NON-LAPSING)

Purpose Statement

This policy governs the carryover of unspent appropriation and revenues in excess of expenditures. Wood County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Fund Balance Type Definitions. GASB No. 54 applies to governmental funds and therefore does not apply to Edgewater Nursing Home, Norwood and the Highway Department. The definitions of the fund balance classifications used in this policy shall be consistent with GASB No. 54.

Objective

The objectives of this policy are to outline policies and procedures to prevent taxing citizens twice for the same purpose. At the close of each year, unspent appropriations will lapse and revenues in excess of expenditures will drop to the fund balance of the fund the department is in unless a carryover is requested and authorized by the County Board. No carryover will be authorized unless allowed by law.

Scope

The policy contains the financial rules and regulations applicable to all Wood County departments.

General Policy

All carryover requests are to be processed through the Finance Department. Carryover of funds can only be approved through County Board action. County Board action for carryover shall be requested by the Finance Department after review and approval of the County Executive Committee.

To be eligible for carryover funding, the following conditions must be satisfied:

1. Funds must be available in the requesting department's previous year's bottom line.
2. Carryover is needed for completion of projects or the purchase of specific items approved in the previous year's budget but not accomplished.
3. Funds received from private donations or contributions, State, Federal or other governmental units that require segregation from other funds and must be spent for a specific reason.
4. Projects finance in whole or part from long-term debt proceeds where the use of these funds is restricted by law.
5. Carryover is required to meet existing County Board policy or to comply with accounting requirements (e.g., Special Revenue, Trust and Agency, Enterprise and Internal Service Funds).
6. Approved carryover funds must be obligated in the year in which they are awarded.
7. Carryover funds are intended to cover only prospective costs, not costs already incurred by the recipient department.

WOOD COUNTY

8. Funds support one-time activities. Approval for one-time activities does not constitute automatic approval for funding these activities in the future.

Carryover funding would not include the following:

1. All unexpended operation and maintenance expenditure appropriations.
2. All excess revenues above the estimated revenues that were projected in the annual budget.
3. Appropriations for capital outlay that do not involve construction and do not require any future contractual obligations.

Procedures

At the end of each fiscal year, the adopted budget for that year expires and the amounts appropriated in the adopted budget for the New Year will become effective.

All requests to transfer funds must be made in writing by the person, department or committee requesting the carryover.

The request should discuss all options available such as:

1. Why wasn't the item budgeted for in the first place?
2. Can the request be postponed until next year, if not, why not?
3. Are there funds available in other budgets that can be substituted?
4. Why is this particular request needed at all?

It is the department head's responsibility to inform his/her committee of the availability of funds if a project has been approved. If funds are not available the County Board must approve the transfer of funds, per an adopted budget resolution, prior to the start of any project. A project cannot commence, nor contractual obligations entered into, until the County Board has approved the project and the necessary funds to finance the project.

All budget resolutions must be routed to the Finance Director for review and concurrence before presentation to the Executive Committee and County Board. If the Finance Director does not concur with proposed budget resolutions, he/she shall note his/her comments on the budget resolution and forward it to the appropriate committee for consideration.

The request should include the following:

1. The explanation of the source of funding.
2. The projected amount to be carried forward.
3. The account number the expenditures will be posted to.
4. An explanation of why the funds will be available.
5. The purpose for which those funds will be used in the next fiscal year.

Departments should keep in mind that expenses funded from carryover funds are subject to audit. Documentation should be kept to verify that purchases were in accordance with the purposed originally stated.

Appendix



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.



Wood County

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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!

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:

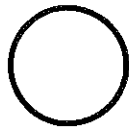
1. Implement a large electrically conductive floor mat with a grounding wire. The grounding wire is required since the carpet in your area is not static dissipative.
2. Install a desk that is at the same electrical potential as the user is not insulated and has a top that is electrically dissipative. – 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 CEED & Executive Committee
Page 1 of 1

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.		

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	

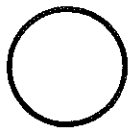
WHEREAS, Wood County began a housing rehabilitation program through the CDBG program in which funds would be received in 2011, and

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#

1-2

DATE

February 20, 2018

Effective Date

February 20, 2018

Introduced by

EXECUTIVE COMMITTEE

Page 1 of 1

Committee

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

Number of votes required:

☐

Majority

☒

Two-thirds

Reviewed by: PAK, Corp CounselReviewed by: MAC, 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

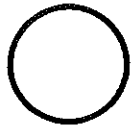
WHEREAS, in order to follow through with this mission, the Treasurer's Department will need to purchase new office furniture and have an electrical and lighting upgrade, and

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.



RESOLUTION#

BLN

Motion:	Adopted: <input type="checkbox"/>
1 st	Lost: <input type="checkbox"/>
	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>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

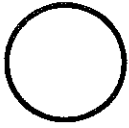
WHEREAS, moving to a calendar year budget puts extra month of unanticipated expenses in the 2017 budget, and

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#

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No:	Yes:	Absent:

Number of votes required:

☐ Majority
 ☒ Two-thirds
Reviewed by: PAK, Corp CounselReviewed by: MAC, 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

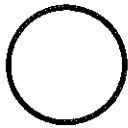
WHEREAS, the Transfer to General Fund account has sufficient funds; and

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#

Introduced by
Page 1 of 1

EXECUTIVE COMMITTEE

Committee

CAK

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

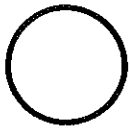
\$200.00

APPRAISED AMOUNT

\$1,000.00

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

		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			



RESOLUTION#

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

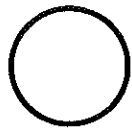
WHEREAS, the training and networking will provide opportunities to network with colleagues from across the country, and

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.

**RESOLUTION#**

Introduced by _____ Executive Committee
Page 1 of 1

LAD

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

INTENT & SYNOPSIS: To 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: **PIWI031**

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.

WITNESS:

Print Name

Print Name

Print Name

Print Name

LESSOR:

THE CITY OF MARSHFIELD,
a municipal corporation

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".

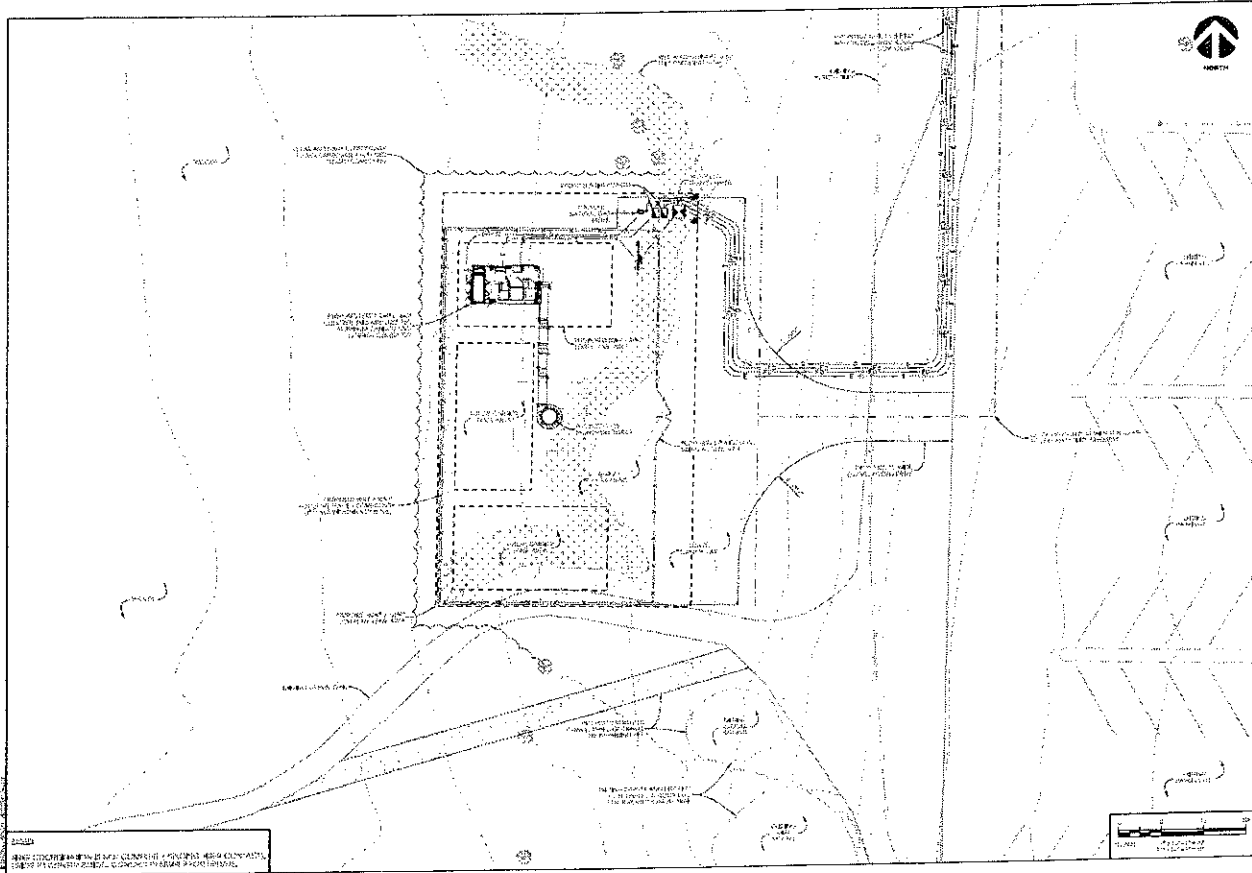


EXHIBIT "B"

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: PIW1031

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:

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: _____

WOOD COUNTY,
a municipal corporation

Witness:

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: _____

LESSEE:

PI TOWER DEVELOPMENT LLC,
a Delaware limited liability company

Witness:

Print Name: _____

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: _____

EXHIBIT "A"

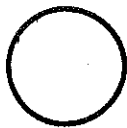
LEASED PREMISES AND EASEMENTS

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



RESOLUTION#

ITEM#

1- 8

DATE

February 20, 2018

Effective Date

February 20, 2018

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: _____ Yes: _____	Absent:	<input type="checkbox"/>
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MAC</u> , Finance Dir.		

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.

Source of Money: Budget

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

WHEREAS, the 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.

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: January 25, 2018

PLACE: Wood County Annex & Health Center Classroom – Marshfield

PRESENT: Donna Rozar, Adam Fischer, Dennis Polach, Jessica Vicente, Marion Hokamp, Brad Kremer, Tom Buttke, Lori Slattery-Smith, R.N., Eric Quivers, M.D.

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Cindy Robinson, Jo Timmerman, Jordon Bruce, Stephanie Gudmunsen, Steve Budnik (Human Services Department); Sue Kunferman, Kathy Alft, Kristie Egge (Health Department); Rock Larson (Veteran Services); Bill Clendenning (County Board Supervisor), Dr. George Melnyk (Norwood Health Center psychiatrist)

1) Call to Order

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

2) Quorum

The Chair declared a quorum.

3) Public Comments

- Jordon Bruce introduced Dr. Melnyk, Norwood Health Center Psychiatrist Treatment Director. Dr. Melnyk provided a brief background of his life experiences.

4) Consent Agenda

Motion (Buttke/Vicente) to approve the consent agenda. Human Services narrative as well as the Edgewater Haven and Human Services vouchers were pulled. All ayes. Motion carried.

5) Discussion and consideration of items removed from consent agenda

- **HUMAN SERVICES NARRATIVE:** Brandon Vruwink responded to questions regarding Governor Walker's plans to close Lincoln Hills and Copper Lake schools. Cindy Robinson explained what happened with three employees displaced when BSG contract went into effect.
- **EDGEWATER HAVEN VOUCHERS:** Cindy Robinson explained reimbursement costs for Lisa Peeters.
- **HUMAN SERVICES VOUCHERS:** Brandon Vruwink provided explanation of several out-of-home placement payments.

Motion (Fischer/Kremer) to approve Human Services narrative, Human Services vouchers, and Edgewater Haven vouchers as presented. All Ayes. Motion carried.

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

Financial statements and quarterly reports were reviewed with specific questions answered by appropriate department staff.

7) Update from Ad Hoc Committee (out-of-home placement research)

Ad Hoc Committee meeting minutes from November 14, 2017 and January 16, 2018 were included in the packet.

8) Grant funding update with River Riders Bike Share Program

Kristie Egge described the River Riders Bike Share Program and opportunity for funding support from the Legacy Foundation. Motion (Fischer/Buttke) to approve funding support from Legacy Foundation and WI Partnership Program Catalyst Grant for the River Riders Bike Share Program. All ayes. Motion carried.

9) Levy support from county-owned nursing homes

Jordon Bruce shared 2010-2017 tax levy support for several county-owned nursing homes. The report also states the number of beds for each facility. Jordon further described trends and potential for change with moving the TBI unit to Edgewater Haven.

10) Human Services review of the Bridgeway Unit

Stephanie Gudmunsen responded to Committee member questions regarding admissions and discharge days as reported in her narrative. Jordon Bruce and Jo Timmerman described 2017 financials and projections for anticipated, future tax levy support. A lengthy discussion transpired addressing Committee member's questions and concerns surrounding utilization and cost of this unit. Motion (Fischer/Kremer) to bring back a financial review at the April meeting. Motion (Vicente/Rozar) to amend the motion from April to May. Vote called to amend the motion. Amendment carried 8 ayes, 1 nay (Fischer opposed stating he wants this reviewed in April). Vote called for amended motion to review the financial situation of the Bridgeway Unit at the May meeting. Motion carried 8 ayes, 1 nay (Fischer opposed for same reason noted above).

11) Human Services Space Needs in Marshfield

Rozar announced an extension of the lease was signed with the City to rent space through August 2018. Brandon Vruwink initiated discussions for options beyond that date. Furthermore, the need to relocate Cornerstone Services was

also discussed. Marshfield Space Needs for Human Services will be revisited next month. Rozar will make some contacts to answer questions brought up during this discussion for that update.

- 12) Resolution to approve Human Services out-of-state travel request to attend required quarterly staffing of child placed in Residential Care Center in Lake Villa IL with all expenses paid using tax levy**
Brandon Vruwink explained reasons for the out-of-state travel request. He responded to several Committee member questions regarding the out-of-state home placement. Motion (Kremer/Vicente) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and to the County Board for approval. All ayes. Motion carried.
- 13) Ratify Human Services resolution to authorize placement at Northwest Regional Juvenile Detention center (approved by County Board 8-15-17)**
Brandon Vruwink explained reasons for the ratification of the resolution approved by County Board 8-15-17 and provided clarification of additional community based treatment program options. Motion (Fischer/Kremer) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and to the County Board for approval. All ayes. Motion carried.
- 14) Consideration of resolution to create Human Services Deputy Director position**
Brandon Vruwink described the need for a Deputy Director position as well as the source of funding to support the request. No "new money" would need to be budgeted. Motion (Buttke/Quivers) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and on to County Board for approval. All ayes. Motion carried.
- 15) Health Department out-of-state travel request to attend the Community of Practice for Public Health Improvement in Louisville KY, March 29-30, 2018 with all expenses paid from grant funds**
Conference details and learning objectives were included in the Committee packet. Motion (Buttke/Slattery-Smith) to authorize attendance to the Community of Practice for Public Health Improvement in Louisville KY with all expenses paid with grant funds. All ayes. Motion carried.
- 16) Health Department out-of-state travel request to attend the 2018 Washington Leadership Conference in Washington DC, March 4-6, 2018 with all expenses paid from grant funds**
Conference details and learning objectives were included in the Committee packet. Motion (Hokamp/Slattery-Smith) to authorize attendance to the 2018 Washington Leadership Conference in Washington DC with all expenses paid with grant funds. All ayes. Motion carried.
- 17) Report from Human Services (HS) Acting Deputy Director Sue Kunferman**
Sue Kunferman reported that the personnel issue she was involved in as the Human Services Acting Deputy Director appointment has been resolved. The process resulted in the termination of an employee. Chair Rozar announced that with the resolution of this issue, Sue Kunferman is removed from further responsibilities as Human Services Acting Deputy Director.
- 18) Legislative Issue Updates**
Department heads provided updates regarding issues pertaining to their departments.
- 19) Items for Future Agenda**
The Chair noted items for future agendas.
- 20) Next Meeting(s)**
 - February 22, 2018, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards
- 21) Closed session**
Motion (Buttke/Hokamp) to convene into closed session pursuant to 19.85(1)(c) Wis. Stats. to discuss compensation of an employee for whom the committee exercises responsibility. Rozar: Aye, Fischer: Aye, Kremer: Aye, Hokamp: Aye, Polach: Aye, Slattery-Smith: Aye, Buttke: Aye, Vicente: Aye, Quivers: Aye. Motion carried. The Committee went into closed session at 8:05 p.m.
- 22) Return to open session**
Motion (Slattery-Smith/Fischer) to return to open session at 8:31 p.m. All ayes. Motion carried.

Motion (Fischer/Buttke) to decline, respectfully, the discussed employee's request for a raise. 8 ayes. 1 nay (Vicente voted "nay" because she believes the employee deserves a raise.) Motion carried.
- 23) Adjourn**
Chair Rozar declared the meeting adjourned at 8:33 p.m.

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

Minutes subject to Committee approval

Marion Hokamp, Secretary
Health and Human Services Committee

MINUTES OF THE VETERANS SERVICE COMMISSION

DATE: January 9, 2018

PLACE: Room 115 Courthouse, Wisconsin Rapids, WI

MEETING CALLED TO ORDER AT: 4:01 P.M.

MEETING ADJOURNED AT: 5:15 P.M.

MEMBERS PRESENT: Beverly Ghiloni, Beth Martin, and Tom Heiser

MEMBERS ABSENT: None

ALSO PRESENT: Rock Larson, Wood CVSO Secretary to the Veterans Service Commission, Amy Sue Vruwink form representative Ron kind's Office

Chairman Tom Heiser called the meeting to order at 4:01 p.m.

1. Public input: The entire Veteran Service Commission purpose and procedure was discussed with MS Vruwink from the congressman's office.
2. The June 14, 2017 minutes were reviewed. Beverly Ghiloni moved to approve the minutes and the motion was seconded by Beth Martin. Motion passed unanimously.
3. At 4:29 p.m. Beverly Ghiloni moved and Tom Heiser seconded to enter closed session pursuant to exemption contained in Chapter 19.85(1)(f), to audit grants and loans to needy veterans and address new applications for grants. Motion carried unanimously. Beth Martin moved and Beverly Ghiloni seconded to exit closed session at 4:43 p.m. Motion carried unanimously.
4. Tom Heiser moved and Beth Martin seconded to approve new grants of \$424.27, loans totaling \$2325.00 (FY 2017), and to write off a loan of \$260.95 (veteran is now deceased). Motion carried unanimously. Total outstanding loans equal \$11,911.87. Payments made on outstanding loans were \$700.00. Non-lapsing fund balance equals \$5,104.15 (est).
5. 2018 Veterans Service Commission Budget. The total for the veteran's relief fund is \$5,000. Funds for administrative costs remained at \$411.00.
6. The next meeting will be held on June 5, 2018 at 4:00 P.M. in the Courthouse, in Wisconsin Rapids.
7. Beverly Ghiloni moved and Tom Heiser seconded a motion to adjourn at 5:15 p.m. Motion carried unanimously.

Rock A. Larson, Administrative Secretary, VSC

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CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: January 25, 2018

Caseload activity for December - 15 new veterans served. During the month of November we completed 191 federal forms:

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

Activities:

1. Completed as of December 13, 2017:
 - a. December 20 – Presentation to Ascension/Ministry Hospice staff topic VA Non Service Connected Pension and Survivor Pension.
 - b. January 5 – Department Head meeting.
 - c. January 9 – Wood County Veteran Service Commission meeting.
 - d. January 17 – Joint Southern Wood County and Northern Wood County Homeless coalition meetings.
2. Near Future:
 - a. January 26 – Guest on WHFR radio in prep for VA Health Care Enrollment day.
 - b. January 31 – VA Health Care Enrollment day in conjunction with the Heroes Café at Crossview church. Sponsored by Tomah VA Medical Center.
 - c. February 2 – CVSO Association of Wisconsin Executive committee meeting.
 - d. February 2-3 – VFW of Wisconsin State Convention at Hotel Meade Wisconsin Rapids. Our office will provide CVSO support Table.
 - e. February 7 – Tomah VA Medical Center Director's strategic management meeting.
 - f. February 13 – Wood County I-Team meeting (crisis Intervention).

Office updates:

1. Wood County veteran hiring initiative: No progress in this reporting period
2. New Veterans Office remodel goes into phase II. Electrical and new walls are roughed in.
3. The work and access to the Wood County Veteran Services Facebook appears to be solved. That can be found at page www.facebook.com/WoodCoWisc.Veterans
4. Tomah VA medical Center outreach event in the form of an Enrollment & Eligibility day (see attached flyer). Enrollment and eligibility for VA health care is a complex topic for the veteran population. As with everything else government does not have an open checkbook so limitations are placed on whether a veteran can be offered VA health care. The VA has developed eight different priority groups to determine eligibility for health care. The Tomah VA Medical Center and its four community based outpatient clinics (Wisconsin Rapids, Owen, Wausau and LaCrosse) currently have capacity for addition

patients (and of course part of the funding model is unique patients). Therefore throughout their catchment area they are sponsoring these enrollment & eligibility events. Our office will participate to assist our federal partners with health care issues, use the state data base to potentially download military discharges onsite (VA Health Administration does not have this capacity). Of course we will also provide information on any non-health related veteran's issues.

5. State Veterans Outreach and Recovery Program (VORP) update. In 2015 the state departments of Health Services and Veterans Affairs received a grant from the Substance Abuse and Mental Health Services Administration to provide services to rural veterans who suffer with mental health or substance abuse issues in 48 WI counties. A huge component of this program was case management and housing, this program assisted veterans who in many cases were not a fit for traditional homeless resources available or had already failed in those programs. This program was viewed as a relative success however the grant expired October 1, 2018 and was not available for renewal. The Wisconsin Department of Veterans Affairs has temporarily funded this program in house but is seeking legislation for state to fund an expanded pilot program (serving 70 Counties). Bills SB 666 and AB 732 are awaiting a hearing with the Joint Finance committee and hopefully will be passed before the end of session.
6. The Wisconsin Department of Veterans Affairs Grant to counties was announced in December with a submission deadline of January 31 2018. The grant period covers the state fiscal year (July 1 2017 – June 30, 2018). They indicated they would not start processing the applications until after the deadline and do them all together. There is some concern to if the check will arrive in time for part of the grant to be posted as 2017 revenue. Our grant is in the amount of \$11,500. \$4,068.85 was part of our 2017 budget. Our application was submitted and receipt acknowledged on January 8, 2018.

Health Department Report

January 25, 2018

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

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- I attended an active shooter train-the-trainer class and am now able to train our staff for active shooter situations. Department heads are working with the Sheriff's Department to schedule something for River Block in the near future.
- We have updated our strategic plan with new strategies that will get us through the life of the plan (2020). You will have an updated version at your table when we meet. The updated strategies will be found on the last two pages of the document.
- 2015 Wisconsin Act 151 (Wis. Stat. 253.075) directs the WI Department of Health Services (DHS) to apply for federal Title X funds, beginning with the 2018 application. DHS will contract out to public health and other partners to build a comprehensive, service-ready health care network for reproductive health services. Services available include screening for breast and cervical cancer, high blood pressure, anemia, and diabetes; screening for sexually transmitted diseases, HIV and AIDS; infertility services, health education, and pregnancy testing; contraceptive services and pelvic exams; referrals for other health and social services. Marathon County has agreed to serve as fiscal agent for Langlade, Lincoln, Taylor, Portage, and Wood Counties. Marathon County will be working with *Healthfirst* to establish services in the Marshfield area. *Healthfirst* currently provides these services in Adams, Mauston, Antigo, Tomahawk, Wausau, Stevens Point, Wisconsin Dells, and Medford. Information about *Healthfirst* can be found at www.healthfirstnetwork.org. This service will be provided in the Marshfield area as there is an existing Planned Parenthood located in Wisconsin Rapids.
- There was discussion at the department head meeting about ironing out the recruitment/hiring functions. People were in agreement that HR should continue to conduct the background checks, pre-employment drug testing, Cyber Recruiter (which posts positions to Indeed.com), and obtaining transcripts. HR will continue to work on realignment of functions and will be in communication with departments as appropriate. In the meantime, we will communicate with HR to determine who is doing what as we go through hiring processes to assure nothing is missed. There was also discussion about the county policy that requires pay raises to become effective the first full payroll in the year. Some department heads expressed concern that employees are working the first two weeks of this year at 2017 wage rates when our 2018 budgets include the 2018 wage rate for the entire year.
- We will be having two UW Eau Claire nursing students this spring semester. We also continue to work with our UW Population Health Fellow as well as a Masters in Social Work student.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

New Business and Change of Operators

The Dollar General opened in Pittsville in December. We also had a consultation at Layla's in Wisconsin Rapids regarding a new kitchen.

Staff Training

Mark Janko, a Food Scientist with DATCP, provided food service inspection training for Tim and Mariah. Logan, Tim, and Mariah have successfully completed the FDA Conference for Food Protection Training Plan requirements. They demonstrated their competence in handling independent field inspections to the Health Department trainer through completion of classroom exercises, office demonstrations, laboratory exercises, and joint field training inspections. They are also working on the completion of emergency preparedness ICS basic courses.

Radon Awareness Month

January is National Radon Action month. A press release was issued in Adams, Juneau, and Wood Counties. Radon kits will be sold for a reduced cost in January. The EPA has an action level of 4pCi/L, which is based upon the lowest level of detection when the standard was set. No levels of radiation are safe.

Lead Home Visits

Two homes had lead inspections due to children with elevated blood lead levels living in the home. One home was in Nekoosa; the other in Wisconsin Rapids. The sources of lead were identified and the residents were provided with lead control options. The children will be monitored to make sure their lead levels are reduced.

Complaints

Twenty complaints were received and investigated in Wood County in December.

- 4 complaints were related to the recent cold weather and had to do with a lack of heat and pipes freezing.

- 1 complaint was regarding what appeared to be an insect in food at a restaurant in Marshfield. The customer provided photos but not the actual insect for us to look at. The photo could have been of an insect or a piece of a cut vegetable. We conducted an inspection of the kitchen and food storage area and found no other insects.
- 3 complaints came in regarding chemical burns from a pool at a hotel in Marshfield. The pool was shut down by us due to excess chlorine. It was reopened by the operator after he corrected the chemical levels, but the chlorine was again raised to unsafe levels. The pool manager will be taking a certified pool operator course to better understand pool chemistry and the pool circulation system.
- 1 bed bug complaint; 3 cockroach complaints. The landlords in 3 of these rental units had pest control come in to treat for the infestations. There is a disagreement between the landlord and tenant about the origin of the cockroaches, with the landlord insisting the tenant pay the pest control company. The tenant can likely not afford to do so.
- A complaint of unsafe housing was a roommate dispute. Landlord made repairs. Case closed.
- Received one complaint of cleaning issues in a retail store in Wisconsin Rapids.
- Received a complaint regarding the treatment of residents of a home health facility. This was referred to the licensing authority for the establishment.
- Received a complaint of illness from one person at a Wisconsin Rapids restaurant. No other complaints were received by the health department or the establishment, so no further action was taken. Another complaint was received regarding someone concerned about food contamination. He was searching for a lab to test food, and was given information regarding food testing.
- Two mold complaints were received. The mold complaint in the rental unit was resolved. A cleaning company was hired to do cleanup within the apartment. The other complaint was regarding mold on a soda machine at a Wisconsin Rapids Restaurant. The complaint was resolved.
- A complaint was received regarding the cleanliness of a restaurant in Marshfield, though the caller had not witnessed it himself. Was concerned about whether or not the restaurant was being inspected.
- A complaint was made by an individual to the DNR and our department regarding health issues believed to be caused by the neighbor's outdoor wood burner. The homes are fairly far apart. The homeowner with the wood burner was provided with information on what is legal to burn in a wood burner.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

3-O Day Committee – Alecia Pluess

3-O Day was held on December 5th at the Hotel Mead. "3-O" stands for Our Bodies, Our Selves, Our Responsibility. This day provides education on a variety of topics including suicide prevention, sexually transmitted infections, the struggles of teen parenting, drug abuse, cancer prevention, the dangers of caffeine/energy drinks, responding to civilian acts of violence, and responsible use of social media. Approximately 350 students and advisors attended the event from Granton, Pittsville, Wisconsin Rapids, Colby, and Auburndale school districts. I serve as Secretary of the 3-O Day Board.

COMMUNICABLE DISEASE TEAM REPORTS

Communicable Disease Update – Jean Rosekrans and Alecia Pluess

- During the month of December, Wood County had 17 cases of chlamydia and 2 cases of gonorrhea reported. Two cases of Hepatitis C and 1 case of Hepatitis B were also investigated.
- One probable case of varicella was received.
- Three cases of campylobacter, 1 case of giardia, and 1 case of salmonellosis were investigated. A long term care facility reported gastrointestinal symptoms among staff and residents. The State approved Norovirus testing for the facility and the *"Recommendations for Prevention and Control of Acute Gastroenteritis Outbreaks in Wisconsin Long-Term Care Facilities"* was shared with their management. The facility refused to do Norovirus testing.
- During December, Wood County had 2 confirmed cases, 2 probable cases, and 7 suspect cases of Lyme disease. Two cases of babesiosis and 1 case of ehrlichiosis were also investigated.
- Influenza activity continues to increase statewide. Over 100 flu-associated hospitalizations were reported statewide during the first week of December. Wood County had 7 cases of influenza-associated hospitalizations. Pertussis testing continues to be on the rise. There were 2 suspect cases of pertussis during December.
- A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Jean did a radio interview on the topic of influenza.

Lead Update – Jean Rosekrans and Alecia Pluess

Jean accompanied Environmental Health staff on two home inspections for children with elevated blood lead levels.

FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

Maternal Child Health – Erica Sherman

Both MCH Block Grant Objectives were successfully completed for 2017. There were two focus areas: breastfeeding friendly businesses and decreasing secondhand tobacco exposure among young children. The MCH team has chosen to continue their focus in breastfeeding and tobacco for 2018, though the target groups will change. Breastfeeding activities will focus on outreach to pharmacies and tobacco activities will focus on outreach to community service providers. *First Breath* tobacco cessation programming will continue to be offered in 2018 as well and will be expanded to include anyone who cares for children.

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

January 18, 2018

Director's Report by Brandon Vruwink

On January 4th Governor Walker announced a plan that would close Lincoln Hills and Copper Lake schools. The schools currently serve as the state's Juvenile Corrections Facilities. Along with the closure announcement the Governor proposed transforming the Juvenile Correction system through the creation of five regional facilities. I will be following this proposal very closely and look forward to learning more about the details of this plan.

In a previous update I shared that the Wisconsin County Human Services Association was recruiting to fill the organizations vacant Executive Director position. I am pleased to share that this position has now been filled; Katie Herrem accepted the position and began in her new role on January 2nd. Katie has a background in Public Policy and a strong interest in Human Services programs. I look forward to working with Katie as she takes on this new challenge.

This next year will bring forward many challenges that I am excited to work with the Health and Human Services Committee to address. The issue of space needs in Marshfield will continue to be a priority. It is important that we work to identify a long-term space plan for our Cornerstone and City Hall staff.

Another issue that will continue to be at the forefront is exploring additional options for children in out of home care placements. The Health and Human Services Ad Hoc Committee that was formed to study out of home care placements has raised interest and awareness around this issue. While the work is just beginning, it is very important work that has the potential to improve care and treatment options. When it comes to working with children, it is important to have as many options as possible available.

Family Services Update by Beth Ferdon

December continued to be busy in Family Services Division as we are continuing to receive an increased level of referrals, both in the Initial Assessment and Juvenile Justice units, although this moderated somewhat for the last half of December. Many of the cases continue to have some involvement with illegal drug use or abuse of prescription drugs. At this point the increases continue to be within our ability to provide quality services to clients; however we are still experiencing some challenges in being able to match youth in need of out of home placement to appropriate resources.

Family Services has achieved a successful transition to bringing the services formerly provided by Professional Services Group in house. The transition was official as of 11/01/17 and has been continuing to go well, thus far, although workers in the Resource Unit have been stretched to accommodate this work as well as their own workload. Our current ability to provide more immediate results has resulted in an increased level of referrals for both drug testing and electronic monitoring. We are also planning to implement the expanded services plan for in-home services in 2018 will be implementing the mentoring/ intensive services programming as soon as we can hire additional staff.

We have also been continuing to cooperate with statewide efforts to support us in recruiting more foster parents as the need for qualified and skilled foster parents continues to grow. We have

identified some foster parents who will assist us in recruitment efforts and are developing a more comprehensive recruitment plan. One of these foster parents has already been trained and has reported that the training she received from the State is very helpful.

We at Family Services are looking forward to continuing to grow in our ability to provide quality services to youth and their families throughout the coming year.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunsen

Personnel: Amy Kramp began employment on 12/18/17 as a Birth to Three Blended Service Coordinator/Teacher. Amy is working out of the Birth to Three office at the Annex and Health Care Center in Marshfield.

Jeremy Woodliff has resigned his position as part time Crisis Interventionist.

Bridgeway: On December 13, 2017, the Department of Health Services, Division of Quality Assurance conducted a probationary license survey of Bridgeway. No violations were found and Bridgeway will receive a regular CBRF license.

Month-2017	# Clients served	Total #Days	Crisis Stabilization hours	#Out of county
March	2	10	39	0
April	7	76	212	1
May	12*	104	340	0
June	9	96	339	0
July	15	120	395	0
August	15*	184	614	2
September	17*	143	498	4
October	26	177	566	3
November	23	174	497	3
December	14	64	242	0
TOTAL	140 # reflects individuals who were served over multiple months	1,148	3,742	13

*this number corrected from previous reports

- Bridgeway has had 115 admissions since it re-opened in March 2017
- 94 people used Bridgeway in 2017

2017 financial impact/savings:

- Number days stayed at Bridgeway after discharge from Norwood Admissions: 319
- Estimated at least 9 individuals would have been re-admitted to Norwood Admissions unit within 30 days of their discharge had Bridgeway not been an option
- At least 2 individuals would have been admitted to an IMD if Bridgeway had not been an option
 - 2 stays at 3 months each = \$66,900
- 8 individuals with extended stays at Bridgeway were identified as potential group home placements had Bridgeway not been an option
 - These 8 individuals had a combined total of 403 days at Bridgeway
 - 403 days at an average daily CBRF rate = \$40,300

Outpatient Clinic Wait Times: There are currently 49 people on the waiting list for Outpatient Clinic services. Wait time will vary depending on the service being requested as well as the service location.

- A person calling today to get a mental health or AODA intake appointment in Wisconsin Rapids can expect to be on the waiting list for about 2 months. Once they are called to schedule an appointment, they will wait another 3-4 weeks to get in.
- A person calling today to get a mental health or AODA intake appointment in Marshfield will be seen in about 2-3 weeks.

Outpatient Clinic Recruitment: We have reviewed options for the recruitment of an Outpatient Clinic Psychiatrist to replace Dr. Andrews after he retires. The first step will be to do our own recruitment effort in Wisconsin by sending a mailing out to all licensed psychiatrists in the state as well as posting the position on various sites. We will attempt this before signing on with a recruitment agency that will most likely bring forward doctors from out of state and incur substantial cost.

Nursing and Case Management Needs: Over the last several years we have seen an increase in the amount of medication management that we are doing in both the Outpatient Clinic and the CCS and CSP programs. There are more monthly injections to give and more medications that we monitor closely for consumers. New requirements such as the Electronic Prescription Drug Monitoring program are also impacting the work load for nurses. In September 2017, the Advanced Practice Nurse (APN) prescriber was added to our team. The additional prescriber time adds to the nurse work load as the APN also needs nursing support. In effort to fill the nursing gap in the Outpatient Clinic, one of the CCS/CSP nurses has also been working in the Outpatient Clinic, but this required that she transfer 14 of her cases to other case managers. This arrangement has been working, but we are at a point where permanent changes need to be made in order to effectively cover all of the nursing responsibilities in these programs.

In addition to nursing coverage, we also have a capacity issue in CCS. The case managers in Wisconsin Rapids are almost at capacity and there are currently 10 referrals pending. We also have 12 people on a waiting list for CSP. In order to address both of these issues, I will be bringing forward a proposal in February to add a nurse case manager position to the CCS/ CSP team in Wisconsin Rapids. This would address the need for additional nursing and nursing coverage as well increase capacity for admitting more consumers into CCS and CSP.

Administrative Services Update by Jo Timmerman

Norwood: The Bridgeway Unit received good news as a result of our WIMCR (Wisconsin Medicaid Cost Report) settlement payment; Bridgeway's allocation of the Crisis Intervention program settlement was \$115,249.

In our review of the December 21, 2017 payroll we discovered that Norwood had been over charged for Workers' Compensation by a little over \$1,500. This had also occurred earlier in the year for approximately the same amount. We reported both over-charges to Human Resources as they occurred; resolution of both problems remains ongoing with Human Resources.

Community: We have received our IDP (Intoxicated Driver Program) allocation amount for 2017. That allocation is \$151,929; which is \$31,929 more than budgeted for 2017. This funding is not reflected in the 11-30-17 financial statement for Community programs.

We have received both WIMCR and CCS settlement payments for 2016 cost reporting. Those amounts are \$336,868 and \$1,000,029 respectively. Again, \$115,249 of the \$336,868 is Bridgeway's allocation for Crisis Stabilization services. These settlement payments are not reflected in the 11-30-17 financial statement.

Edgewater: I have negotiated a reduction in our Medicare and Medicaid cost reports pricing from Wipfli. We have arranged to coordinate the work both Norwood and Edgewater do for this process which in turn will allow Wipfli to work on the reports concurrently. The savings overall is \$1,925; with Edgewater's savings at \$1,500.

Last month I reported that Edgewater received a significant increase in its Medicaid rate. Retroactive payments were received however, it was discovered that the state had over-paid Edgewater with that payment and will now need to recoup some of the payments. We don't have the final amount calculated yet but a rough estimate lies somewhere between \$35,000 and \$40,000 to be recouped. The retro-active payment is reflected in the 11-30-17 financial statement, thus reporting the November bottom line better than actual with consideration given to the pay-back amount.

All Departments: With the new health insurance plan specifications related to participation in the Wellness Program we will need to determine which programs may be affected by employees' plan elections. Our need to know this information is related to our state aid funding across the various programs as well as our cost reporting for Norwood, Edgewater, WIMCR Programs and the CCS program.

We are required to report our actual costs associated with our various programs when we submit state aid reimbursement requests as well as report our costs on funding sources' cost reports. If an employee elects to participate in the 80/20 plan our department would incur less cost, and as such would be required to report the actual cost to our department. We are charged 90% of the costs for every employee as a part of budgeted amount; but if we don't actually incur this much cost we must report accordingly. We need to determine the program area(s) the employees who have elected to opt out of the Wellness Program work in so as to correctly report Human Services health insurance costs.

Community Resources Update by Steve Budnik

Income Maintenance: The Northern Income Maintenance Consortium continues to conduct onsite drug testing for convicted drug felons which is needed in order to receive FoodShare benefits. This onsite process saves money, time and efficiency as previously the required testing was completed through a contracted company and they charged \$25 per test whereupon it costs approximately \$7 per test when completed onsite.

Energy Assistance: Due to the freezing and frigid weather the area has been receiving Energy Assistance has been working nonstop with crisis applications and furnace repairs. On December 28th the department received a call from a resident that their heat source was wood and the household was almost completely out. This household did not have transportation and any means to come into town. With the help of Emergency Management a ½ trailer of wood was delivered at no-charge for the household. The Energy Assistance Department is thankful and grateful to be able to work with other county departments to provide service to the residents.

Volunteer Coordinator: Every December Human Services offers a Christmas Program where families working in any division within our agency are able to submit a "wish list" and from the generosity of volunteers in the community, they receive Christmas gifts for their children. Jill Jerabek was the solo project manager of this program and she coordinated over 1,000 gifts for the children who live in Wood County and as a result were able to have a Merry Christmas.

Norwood Health Center Update by Jordon Bruce

Dr. Melnyk has been doing an excellent job as our new Psychiatrist and is fitting in well. We are busy wrapping up year-end items and making changes in operations that were passed with the 2018 budget.

Pathways Update: The month of November we averaged 3.7 overflow mental health patients and 1.1 TBI patients. We had seven TBI referrals in December and one admission, working on another admission for January.

Our Crossroads census maintains at capacity and our census was full at 16 the entire month.

Norwood Nursing Department by Liz Masanz

We are working on Quality Improvement projects that are focusing on care planning and treatment plans. Liz and Maria will be attending the Wisconsin DON Annual Symposium in February.

Norwood Maintenance Department by Lee Ackerman

Our one full-time staff remained on light duty this month, though his restrictions have been lessening as his health improves. We are beginning to address some of the missed Preventative Maintenance and less pressing tasks that had been set aside.

The new dishwasher was installed in our Dietary Dept. despite the distributor mistakenly not sending the included booster heater. The existing booster was adapted to work with the new dishwasher while we work to have the item sent. The distributor will pay for all costs, including installation of the heater.

A check for \$1317.50 was received from Focus on Energy to offset the full cost for the LED lighting upgrade done in our Gymnasium. In addition to a net = \$0 cost for the project, we will see an immediate savings by reducing the 1,890 watt total usage to 972 total watts.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of December totaled 10,378. Year-to-date totals are 129,151 meals compared to 64,171 in 2016 due to the addition of the Marathon County Meal on Wheels program. Total revenues through December: \$583,862 compared to \$277,888 in 2016.

Norwood Health Information Department by Jerin Turner

Cheryl Gessert transferred to Cornerstone to work .4 for administrative services and .4 Norwood. Her last day with us was 12-29-17. Sue Snortheim will be moving into the inpatient scribe role on admissions. This position will be rolling out in the month of January. Jerin is currently recruiting for

a casual receptionist, as our current casual receptionist will be assuming the .4 position in medical records.

There has been a smooth transition between Dr. El-Awady to Dr. Melnyk; as well as Dr. Melnyk to the weekend providers.

December 2017 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info (Insurance/appropriate)
12/7/2017	Select Hospital	55 yo female	declined	Unity BadgerCare MA HMO; requested disenrollment
12/8/2017	Marshfield Medical Center	69 yo male	declined	Is a TBI, but has Medicare & WPS. Not MA eligible
12/14/2017	Gunderson La Crosse	52 yo male	pending	need more info for MA PA
12/19/2017	Mercy-Janesville	40 yo female	Accepted; admit 12/27	Anoxic encephalopathy, no insurance information listed
12/20/2017	Froedtert Milwaukee	30 yo male	declined	No rehab potential; LTC. Already completed TBI rehab at Dayspring in Milwaukee 10/25-12/23
12/28/2017	St. Vincent Green Bay	male	declined	United Healthcare MA; requested disenrollment into straight Medicaid
12/28/2017	Select Hospital	54 yo female	declined	Medicare

Edgewater Haven Update by Cindy Robinson

In the month of December we had 15 admissions and 4 readmissions. Current census on the Dementia Unit is 7 residents. Census comparison to last year:

December 2016 – 60.42 average census with 9.51 rehab

December 2017 – 50.32 average census with 5.74 rehab

Admissions/Discharges Comparison:

December 2016 – Admissions 16/Discharges 9/Readmissions 10

December 2017– Admissions 15/Discharges 11/Readmissions 4

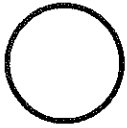
December continued from November with a descending census, consistent with our neighboring competition and market trend. We are currently seeing an upward trend and have been averaging 55 in the first 11 days of January.

On December 21, another planning session was held for the CIP project and it has continued to progress. A plumbing contractor did an on-site visit for an analysis of the underground plumbing.

The BSG contract for laundry went into effect on December 31, 2017. The three previous Wood County employees did not continue employment with BSG.

Moving forward, what has been formerly referred to as the "Behavioral Unit" should be referred to as either: Dementia Unit, Alarmed Unit, Secured Care Unit, Alzheimer Unit or Memory Care Unit. It has recently come to my attention that the unit was presented to the committee as a Behavioral Unit. This title misrepresents the unit and is not used in this industry for the services our unit provides. The marketing material that has been used for this unit, since its conception, refers to the unit as: "Alzheimer/Dementia Alarmed Unit", which is a good reference. It is not a locked unit, only secured by alarms.

Marketing: The Director of QI and a discharge planner from Aspirus Riverview Hospital toured Edgewater Haven to determine utilization for referrals and future value based services. The outcome was positive and they were very impressed by our facility, staff and services. A January meeting was scheduled for further planning. Edgewater held their annual Christmas party for the residents on December 12. Community, staff and family members participated in gift giving by selecting a star off of a Christmas tree in our main entrance with a number on it that was associated with a resident and their wish list. The list is filled by the person who picks the star and that gift was disturbed by Santa Claus and Mrs. Claus at the party. The party was well attended and highly complimented by the public. We continue to do on site visits to hospitals, and our routine monthly and weekly marketing events throughout the community. We have taken brochures to key referral sources and/or locations. Facebook is up and running, we will be able to make additions or changes on a regular basis. This site will be monitored and negative comments can be hidden.



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services Committee and Executive Committee

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.	

BKV

INTENT & SYNOPSIS: To Create one (1.0 FTE) Human Services Deputy Director Position.

FISCAL NOTE: Anticipated wages and benefits based upon a step 1 for pay grade 16 is:

Wages: \$ 78,936.00
Fringe: \$ 32,337.10
\$111,273.10

Source of Funding: Unanticipated Revenues received after passage of the 2018 budget.

WHEREAS, the Human Services Department has greatly increased its scope of service since its creation 7 years ago, and

WHEREAS, previously the Wood County Department of Social Services and Unified Services Department both had Deputy Director positions and,

WHEREAS, the department now is the lead agency for a twelve county Income Maintenance Consortium, the administrator for the nine county North Central Food Share Employment and Training Program, a partner in a collaborative Comprehensive Community Services(CCS) Program and

WHEREAS, Edgewater Haven transitioned to the Human Services Department on June of 2017; and

WHEREAS, Wood County Human Services Department is the largest department in Wood County; and

WHEREAS, the creation of the Deputy Director position will increase efficiencies and provide additional support to the department and better position the department to respond to increasing service demands, and

WHEREAS, the Deputy Director will work to identify and secure new funding sources via state and federal programs as well as private grants, and

WHEREAS, the position is fully funded through increased state aid revenue and unanticipated revenues received after the passage of the 2018 county budget.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to

Create One(1 FTE) Human Services Deputy Director Position

Pay Grade: 16

Hours: 2080 per year

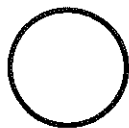
FLSA status: Exempt

Department: Human Services

Donna Rozar

89Tom Buttke

Ed Wagner



RESOLUTION#

Introduced by Health & Human Services Committee & Executive Committee

Page 1 of 1

Committee

BKV

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 travel to Allendale Association, Lake Villa, IL.

FISCAL NOTE: Estimated at \$300 per trip.

Source of Money: Budgeted travel dollars.

WHEREAS, Wood County Human Services Department places children in need of care in residential care facilities when appropriate and,

WHEREAS, there was not a residential care facility in the State of Wisconsin that would serve this youth, and

WHEREAS, residential care was in the best interest of this youth and,

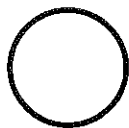
WHEREAS, Allendale Association, located in Lake Villa Illinois was identified as an appropriate treatment option, and

WHEREAS, Quarterly meetings with the child placed are required by State of Wisconsin Department of Children and Families Standards and,

WHEREAS, County Board of Supervisors approval is required for out of state travel, and

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors approves quarterly travel for a Wood County Human Services Department Social Worker to Lake Villa, IL for the length of this child's placement at Allendale Association.

		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			



RESOLUTION#

Effective Date February 20, 2018

 Introduced by Health and Human Services and Judicial and Legislative Committees
 Page 1 of 2

BKV

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: <u>MAC</u> , Finance Dir.	

INTENT & SYNOPSIS: To clarify and ratify a previous resolution of the county board that provides additional treatment options for youth that otherwise would be limited to placement at Lincoln Hills or Copper Lake Juvenile Correction Centers.

FISCAL NOTE: Anticipated cost savings as the costs of placement for youth needing services is significantly less at community based treatment programs than it is at juvenile correctional facilities.

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

WHEREAS, the number of Wood County youth needing services continues to increase, and

WHEREAS, research has shown that placement in juvenile correction facilities is not as effective as community based treatment programs such as the Northwest Regional Juvenile Detention Center (Northwest) and the CORE Academy Juvenile Detention Center (CORE), and

WHEREAS, 2011 Wisconsin Act 32, published on June 30, 2011 amended state statutes to allow for a placement of juveniles in secure or non-secure detention as a disposition for adjudicated delinquents and,

WHEREAS, Wis. Stat. 938.06 (5) (a) requires the county board of supervisors, by resolution, to authorize its courts to use placement in a juvenile detention facility as a disposition under Wis. Stat. 938.34 (6r); and,

WHEREAS, if a juvenile's placement exceeds 30 days, whether or not consecutive, the county department is required to offer the juvenile alcohol or other drug abuse treatment, counseling, and education services under Wis. Stat. 938.34 (6r); and,

WHEREAS, by means of Resolution #17-8-5 the county board specifically authorized the use of the Northwest Juvenile Detention Center as a placement option but that resolution was not intended to limit the county's options to Northwest as the only community based treatment program option but instead to allow the placement in any appropriate community based treatment program, including CORE and others,

THEREFORE BE IT RESOLVED that the Wood County Board of Supervisors hereby affirms that Resolution #17-8-5 authorizes the Wood County Circuit Court Judges to order placement of juveniles in any appropriate community based treatment program as a disposition with the condition that any placement greater than 30 days would offer alcohol or other drug abuse treatment, counseling and education services.

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, FEBRUARY 7, 2018
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Kenneth Curry, Robert Ashbeck, Bill Leichtnam,
 Adam Fischer (excused at 12:55 p.m.) and Harvey Petersen (excused at 12:52 p.m.).

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Jeff Brewbaker, Adam Dekleyn, Stevana Skinner.
 Land & Water Conservation Staff: Shane Wucherpfennig, Tracy Arnold and Lori Ruess.
 UW Extension Staff: Jason Hausler, Jodi Friday and Jill Hicks.

Others Present: Dist. #8 Supervisor Brad Kremer, Dist. # 14 Supervisor Dennis Polach, Dr. Mark Borchardt, USDA-Agricultural Research Service, Rick Bakovka, Regional Economic Growth Initiative (REGI), Bruce Dimick, Citizen.

1. **Call to Order.** Chairperson Henkel called the CEED meeting to order at 9:00 a.m.
2. **Public Comment.** Bruce Dimick commended Peter Manley for the excellent job he did facilitating the Central Sands Groundwater Group meetings. With Peter's retirement and the transition to a new facilitator Mr. Dimick expressed the importance of looking for someone who has leadership experience, facilitation skills and can work with a large group.

Adam Dekleyn announced the Parks & Forestry Open Spaced Plan Survey is available on the Wood County website. He encouraged everyone to complete the survey and to tell others to complete the survey. For those who don't have access to the internet, paper copies are available at the Wood County Planning & Zoning Office or the Parks and Forestry Department.

3. **Review Correspondence.**

- A. Jason Hausler mentioned the first 2018 Fair Support payment is on the UWEX Report of Claims. Chairperson Henkel requested that Report of Claims be pulled for discussion under UWEX. Adam Fischer requested the Land and Water Conservation Report of Claims be pulled for discussion under Land & Water Conservation.

4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the January 3., 2018 CEED meetings, 2) bills (December 2017 and January 2018) from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber, Jackie Carattini and Jeremy Erickson.

- A. Minutes of January 3, 2018. No additions or corrections needed.
- B. Department Bills. The UWEX and Land & Water Conservation Department Report of Claims were pulled for discussion.
- C. Staff Activity Reports. No additions or corrections needed.

Motion by Harvey Petersen to approve and accept the January 3, 2018 CEED minutes, staff activity reports from Planning & Zoning, Land & Water Conservation and UW Extension, and bills from Planning & Zoning as presented. The UWEX and Land & Water Conservation Report of Claims were pulled for discussion on specific bills that were paid. Second by Robert Ashbeck. Motion carried unanimously.

5. **Risk and Injury Report.** None.

At this time, with the committee's consent UWEX agenda items were moved up.

6. Land & Water Conservation Department.

- A. Presentation on Groundwater Concerns in Wood County (Dr. Mark Borchardt). Dr. Mark Borchardt gave a preface and stated as a research scientist he works from data only. He gave a presentation titled "Sources of Fecal Contamination in the Fractured Dolomite Aquifer in Northeast, Wisconsin". His presentation included information on Brown Water Events in Northeast Wisconsin, what can generate brown water events and outbreaks associated with these events. Characteristics of Silurian Dolomite Aquifer. Wood County has a sand aquifer and two of the most vulnerable aquifers are dolomite and sand and gravel. He covered four research objectives; 1) Design a county-wide randomized sampling plan, stratified by depth-to bedrock, for nitrate and indicator bacteria. 2) Sample one per season a subset of wells for viruses and fecal marks capable of distinguishing septic versus bovine sources of contamination. 3) Install automated sampling systems on one or two wells to determine the timing of peak transport for viruses and indicator bacteria and 4) Use statistical models to identify risk factors for private well contamination. He summarized the results of his research. On a county-wide basis 26% to 28% of private wells tested positive for total coliforms, E. coli, or nitrate > 10 ppm. At depths to bedrock less than 50 ft. contamination rates generally exceed statewide averages. Well contamination results from both human and bovine fecal sources. Risk factors for well contamination appear related to groundwater recharge, depth to groundwater, sink holes, precipitation, timing of manure application, and agricultural land use.

Discussion followed the presentation. Supervisor Kremer thanked Dr. Borchardt for the excellent job on his presentation. He asked if research has done anything with commercial fertilizers and, if so, has it been put in the study.

Dr. Borchardt wrapped up his discussion and added that as a scientist he is available to help out and answer questions.

Bill Leichtnam made a motion to have Dr. Borchardt give this presentation to the Wood County Board. No second was made as Chairperson Henkel recommended that the presentation take place after the April elections to include the newly elected supervisors. Bill Leichtnam agreed.

The Committee recessed for a short break at 11:20 a.m.

The Committee reconvened at 11:25 a.m.

- B. Nonmetallic Mining Reclamation update. Tracy Arnold shared that last year a change was made to the Nonmetallic Mining Reclamation Ordinance to double permit fees that were collected after the January 31st deadline. This year all permit fees were in on or before the deadline date, so there was no need to double any permit holders fee.

A forfeiture that has not been paid since 2013 is now paid in full. This year the mine site was reclaimed and the permit holder agreed to have the forfeiture amount deducted from his financial assurance refund.

A hearing on a contested mine site is scheduled for Monday, February 19th. Tracy expressed concerns with the number of public requests on this case, the landowner coming in and taking pictures of documentation in the file and leaving the file out of order, and the number of hours she and other people have put into this case. How will the expense of staff hours be covered? This program is self-funded through permit fees and this landowner never paid a permit fee as the previous landowner held the permit. Suggestions following discussion included; contacting State Legislators as burden shouldn't fall on one that is compliant. Install a security camera in an area where someone from outside the office can view their file. Have an impartial person present when someone requests to view their file. Shane Wucherpfennig and Tracy Arnold both stated that the Land & Water Conservation Department requires a "Request for Wood County Land & Water Conservation Department Public Record Information" be completed prior to releasing any public information.

Several committee members stated that this has created a liability to the County and a policy needs to be established for handling of public record requests in the future. Chairperson Henkel requested an update and take action on policy change be put on the March CEED agenda.

Completion Industrial Minerals moved and left no forwarding address. Tracy contacted an employee who was still working out of the Marshfield office and was told everyone has left. Once she heard this, Tracy took immediate action and followed the necessary steps to seize the financial assurance. On January 30th Wood County received the full financial assurance in the amount of \$105,200. Tracy will be working with Peter Kastenholz as she moves forward to the next step.

- C. Discuss Nonmetallic Mining inactive mines policy & take action. Tracy Arnold handed out the NMM Permit Transfer Fee and Three Year Inactive Ann Fee Policy and reviewed it with the committee. This is a Land and Water Conservation Department policy. Changes include requiring a new reclamation plan for permit transfers if the current approved reclamation plan is three years old or older and changes to the permit transfer fees.

The committee took the proposed revisions to read and review and this item will be put on the March CEED meeting agenda for further discussion and possible action.

- D. Discuss purchase of no-till drill by LWCD, funding & setting up a capital projects account & take action. Shane Wucherpennig reported the Wood County Land & Water Conservation Department hasn't had many requests for rental of the tree planters in recent years. He would like to sell the planters and purchase a no-till drill to rent to farmers and landowners for planting of cover crops, prairies, grasses, and food plots. He has groups that are very interested in donating to the purchase. PACRS, City of Marshfield, Friends of Mill Creek, and Farmers of Mill Creek have all expressed interest in donating toward the no-till drill. He would like the Committee's approval to move forward with fund-raising and permission to pursue a capital projects non-lapsing account.

Chairperson Henkel explained at the January 2nd Executive Committee they approved Parks & Forestry and Land & Water Conservation Department to move forward with fundraising for their projects, but a moratorium was put on all other fundraising until a county policy is established. Discussion followed.

Motion by Robert Ashbeck to grant permission for Shane Wucherpennig to pursue a capital projects non-lapsing account. Second by Bill Leichtnam. Motion carried. Adam Fischer opposed - "Vehemently opposes non-lapsing accounts".

- E. Update on Friends of Mill Creek annual meeting. Shane Wucherpennig gave a brief report on the Friends of Mill Creek Annual meeting which was held on January 30th at the Eau-PleineTown Hall. Attendance at the meeting was very good.
- F. Update on Mill Creek Watershed 9-Key Element Plan. Shane Wucherpennig reported on the progress of the Mill Creek 9-Key Element Plan. The inventory stage should be completed by the end of February. He is very pleased with the progress of the plan.
- G. Discuss last three items of Bill Leichtnam's discussion items. Bill Leichtnam reported on his last three discussion items: 7) Urge more involvement in the WCA in "clean water" issues. 8) Create a "worst case" contingency plan (developed by the Wood County Health Department and Emergency Government) for a large-scale well contamination episode in Wood County. 9) Urge WCB to separately & collectively write to Wisconsin Legislators and the Governor & tell them that

we need clean water protection -both quality and quantity – legislation to protect the citizenry this term. Bill stated that he was “satisfied” with all three items.

At this time, the report of claims for Land & Water Conservation Department was discussed. Adam Fischer requested an explanation on voucher # 18170198 and # 18170199 - nutrient management vouchers. Shane Wucherpfennig explained these were for cost-share payments for nutrient management.

At this time Bob Ashbeck and Bill Leichtnam requested approval to attend the February 9th North Central Land & Water Conservation Area Speaking Contest and Meeting which is being hosted by Wood County. Chairperson Henkel authorized their attendance and added that in the future approval to attend meetings is to be an agenda item.

Jason Grueneberg asked; can “Approval for Meeting Attendance” be a standard agenda item? Jason will check with Peter Kastenholz.

7. UW Extension.

- A. Interim facilitation of Central Sands Groundwater Group Peter Manley emailed the committee on facilitation of Central Sands Groundwater Group (CSGW) during vacancy of his position. Peter retired January 31st. In his proposal, he mentioned that members of the CSGW have suggested that Gus Mancuso from Incurage Community Foundation would have good skills for the task. There would be a fee from Mr. Mancuso to facilitate. Jason Hausler shared that there would be savings from Peter Manley's vacancy that could be used to pay someone to facilitate. He discussed this with Marla Cummings and Peter Kastenholz and they didn't have a problem with it. Adam Fischer stated he made a motion in the past that Peter Manley brings together all stakeholders to collaborate. He asked if this has happened. It was stated that dairy, cranberries, and Ho-Chunk have not been represented at the meetings. Other concerns expressed included:

- This is not a sub-committee of the CEED so committee should not pay for facilitator.
- Cost of department heads (time and money to attend the meetings). At least three department heads attend.
- Concern that Bill Leichtnam is taking per diem and attending as a stakeholder.

Rick Bakovka stated that he has attended the CSGW meetings and they are very worthwhile and productive, however all stakeholders need to be present to be most productive.

Shane Wucherpfennig stated he has attended most of the CSGW meetings. In the beginning there were a lot of good ideas shared, a lot of speakers, and a great deal of education. If you want to move forward, need all stakeholders at the meetings.

Following lengthy discussion, the following motion was made:

*Motion by Adam Fischer that no contractual dollars be used for facilitator salary; cost of facilitator should be paid by CSGW Group. Second by Harvey Petersen. Motion carried.
Bill Leichtnam opposed – Contractual dollars in budget.
Ken Curry opposed – incumbent on CEED to have water committee.*

- B. Staffing Update Jason Hausler gave a UWEX staffing update. Jackie Carattini, Family Living Educator, transferred to Wood County January 1st, Laura Huber filled the Wood County 4-H Youth Development position, and Peter Manley, Community Resource & Development Agent, retired January 31st. Someone from within UWEX is interested in the Community Resource & Development Agent position and would like to have a conversation about the position with the CEED Committee. The dates that work for the Committee to meet with the interested candidate

are February 19th or February 21st. Jason Hausler will check which day works best for the candidate to meet.

Jason gave an update on the potential third support position. He talked with Warren Kraft before Warren retired regarding the position description and compiling job duties to see if a third position is necessary. 4-H duties have been shifted to Wendy Young.

- C. MOU Discussion Jason shared the MOU has been pulled due to transition to Madison. The bulk of it hasn't changed. Jason will forward the revised MOU to Peter Kastenholz and then it will be brought to the committee. The committee can destroy the notes that Jason asked them to save.
- D. Food Wise Programming Update/Presentation Jill Hicks and Jodi Friday reported on the Expanded Food and Nutrition Education Program (EFNEP). EFNEP is a federally funded educational program where peer educators deliver a series of hands-on interactive lesson to program participants. Currently Jill and Jodi are working with child care providers on the Food Wise Healthy Intentions, Healthy Behaviors. This course includes nine lessons and child care providers can receive 16 continuing education credits for completing the course. Incentives are offered for each week completed. Following the presentation, copies of the Plan, Shop, Save grocery shopping list and the EFNEP National statement were given to the committee.

At this time, the report of claims for UWEX was discussed. Voucher # 30180011 – 2018 Fair Support was discussed. Per the committee's recommendation, partial payment in the amount of \$16,000 has been paid to the Central Wisconsin State Junior Fair Board. Jason Hausler contacted Marla Cummings, Finance Director, and was told that since the full \$32,000 was approved in the 2018 budget, there is no need to pay in two installments. If the committee so chooses, in the future this can be paid in one lump-sum following presentation of the report. Historically the second payment is made in November.

Motion by Adam Fischer to pay full amount. Discussion followed and Jason Hausler stated he didn't think a motion was necessary because it is already in the budget. Ken Curry stated that a report was already given and the committee was satisfied with the report so he doesn't see a problem with paying in lump sum.

Adam Fischer amended his motion.

Motion by Adam Fischer to revisit this subject next month and include second payment in vouchers. Second by Robert Ashbeck. Motion carried unanimously.

8. Economic Development.

- A. Activity update from Regional Economic Growth Initiative (Rick Bakovka) Prior to the Economic Development activity update, Rick Bakovka volunteered to be the interim facilitator of the Central Sands Groundwater Group. Specifically to address bringing all stakeholders to the table. The Committee thanked Rick for volunteering.

Rick Bakovka reported on the Regional Economic Growth Initiative (REGI) of Central Wisconsin. REGI is a nonprofit public/private funded organization targeting the economic development needs of Central Wisconsin. The organization provides a variety of informational, educational, and financial assistance to businesses, investors and site selectors while collaborating with municipalities and other regional partners. Rick provided examples of some of the significant successes that took place since 2016 and reviewed 2018 projects. He is very optimistic about Economic Development in Central Wisconsin. Rick thanked the Committee for their support and allowing him time for his presentation.

9. County Surveyor.

Nothing to report.

Private Sewage.

- A. Recap of 2017 Maintenance Program and Triennial Private Onsite Waste Treatment System Fee Collection. Stevana Skinner gave a brief overview of sanitary permits that were issued in 2017. There were 74 new construction sanitary permits issued in 2017. She handed out a graph which showed new construction permits over the past 10 years. Highest year was 2009 with 79 new construction permits issued, followed by 2008 with 78. She handed out a summary of maintenance due notices and second and third notices. 2,413 maintenance notices were mailed in 2017. 387 second notices were mailed and 69 third notices (Corp Counsel Letter). To date 13 are not compliant and of those 13, four have also failed to comply with the \$20 program fee. 4,551 Triennial Fee Notices were mailed in 2017. 756 second notices and 223 third notices. To date 99 are still unpaid.

Harvey Petersen was excused at 12:52 p.m.

Adam Fischer was excused at 12:55 p.m.

10. Planning

- A. Report on Mining 101 Educational Seminar and consider possible action pertaining to mining activities in Wood County. Adam Dekleyn reported he attended the Mining 101 Educational Seminar in Minocqua, along with Supervisor Leichtnam and Supervisor Curry. The overall purpose of the training was to inform local officials of the recent law changes surrounding the regulation of non-ferrous metallic mining in Wisconsin. Speakers presented on the geology and resources of northern Wisconsin, gave an overview of recent mining legislation and the history of the Flambeau Mine that was in operation in Ladysmith. July 1st is the deadline to adopt an Ordinance. Discussion followed as to the next steps to take towards an ordinance and which Department would administer the ordinance. It was mentioned that Oneida County has a metallic mining ordinance. Oneida County has County Zoning. The county has options and municipalities have options; county could serve as educator/facilitator to towns.

Following discussion, Adam Fischer stated he feels the Land & Water Conservation Department needs to be brought into the discussion to possibly administer an ordinance.

Hilde Henkel requested Planning and Zoning and Land & Water Conservation to work together and come up with recommendations on how to proceed. This item will be put on the March CEED agenda.

Bill Leichtnam handed out information on the Major Ecosystem Threats of Sulfide Mining.

- B. Update on pending legislative proposals pertaining to land use and code enforcement activities. Jeff Brewbaker reviewed three pending Assembly Bills pertaining to land use and code enforcement activities.
- Assembly Bill 483 – relating to eliminating the Building Inspector Review Board and the Contractor Certification Council and requiring the Uniform Dwelling Code Council to review complaints regarding the inspection of one-family or two-family dwelling construction.
 - Act 55 religious waiver – exempt smoke detectors.
 - Included outside illegal septic systems.
 - This bill corrects language.
 - Assembly Bill 547 – relating to permitting and mitigation requirements for nonfederal and artificial wetlands and state assumption of the federal regulatory program governing the discharge of dredged or fill material into navigable waters.
 - Removes DNR authority.
 - This bill moving very quickly.

- A lot of people do not support this bill.
- Assembly Bill 713 – relating to conforming a floodplain zoning ordinance to a federal letter of map amendment.
 - DNR would not be able to interject.
 - Bill could have potential impact on flood insurance.

11. Schedule Next Meeting.

The next regular CEED meeting is scheduled for Wednesday, March 7, 2018 at 9:00 a.m. at the River Block Auditorium, Suite 206.

12. Agenda items for next meeting.

- A. Discuss nonmetallic mining inactive mines policy & take action
- B. Update on nonmetallic mining hearing, review of public record policy & take action.
- C. Recommendations from Planning & Zoning & Land & Water Conservation Department on metallic mining.
- D. Review and discuss presentation from Kevin Masarik, Groundwater Education Specialist.

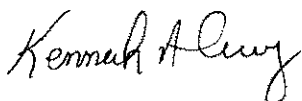
13. Schedule any additional meetings if necessary.

- A special meeting will be held sometime in February.
 - Discussion with UWEX interested candidate.
 - Discuss agenda allocation.

14. Adjourn.

Motion by Bill Leichtnam to adjourn at 1:43 p.m. Second by Ken Curry. Motion carried unanimously.

Respectfully submitted,



Kenneth Curry, Secretary
Minutes by Lori Ruess, Land & Water Conservation Department
Review for submittal to County Board by Kenneth Curry (approved on 02/14/18 @ 8:41 a.m.)



4
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**NORTH CENTRAL ITBEC BOARD
AND
TOURISM & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
JOINT MEETING**

Thursday, November 30, 2017

Wild Rivers Interpretive Center
Florence, WI 54121

MINUTES

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

ROLL CALL: Board Members: Marion "Bud" Flood, Portage County; Brad Hamilton, Wood County; Paul Millan, Forest County; Jim Winkler, Oneida County; Marvin Anderson, Vilas County. **Tourism & Economic Development Advisory Committee Members:** William Chaney, Forest County; Charlie Rayala, Vilas County; Melinda Otto, Forest County. **Board & Tourism & Economic Development Advisory Committee Members:** Arlyn Tober, Shawano County; Ted Cushing, Oneida County; Lance Pliml, Wood County; Cindy Burzinski, Vilas County; Angie Close and Mike Klimoski, Langlade County; Greg Sekela, Oconto County. **EXCUSED: Board Member:** Lee Rymer, Oconto County. **Tourism & Economic Development Advisory Committee Members:** Kari Zambon, Oneida County; Matt McLean, Wood County; Samantha Boucher, Oconto County; Sara Brish, Portage County. **Board & Tourism & Economic Development Advisory Committee Members:** Phil Idsvoog, Portage County; Debbe Kinsey and Ken Maule, Lincoln County; Larry Neuens and Lori Moore, Florence County. **STAFF:** Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representative. **OTHERS:** Wendy Gehlhoff, Florence County Economic Development; Roger Rayala.

APPROVAL OF SEPTEMBER 28, 2017 JOINT MEETING MINUTES: Motion by Hamilton, second by Cushing, to approve the September Joint Meeting Minutes with noted correction: The Florence County broadband grant was for \$66,000, not the stated \$33,000. Motion carried.

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

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November 30, 2017

CHAIR'S REMARKS: Chair Klimoski said the fall weather has been pretty decent. With the new deer hunting online registration, there isn't any local chatter about how successful the hunt was, compared to the old system of physical registration stations.

PROJECT DIRECTOR'S REPORT:

- a. Northwoods Rail Transit Commission: Bill Korrer said he hadn't heard anything new regarding the Canadian National Railroad's (CN) discontinuance of service application filed with the Surface Transportation Board. There is talk that CN is going to file another discontinuance of service for a north/south line running from Spencer to Medford in the north central part of the state. The flip side is that an approximate five mile long siding outside of Ladysmith is receiving service and is even shown on CN's service delivery maps.
- b. WCA Opioid Litigation: Bill Korrer informed the group that as of this past Tuesday, 48 Wisconsin counties are now part of two court filings alleging that certain pharmaceutical companies - Big Pharma - knew that opioids were very addictive and dangerous to one's health with continued usage and that these facts are all being deliberately hidden and suppressed from the public. This is very similar to the tobacco lawsuits from 20 years ago. However, this time the counties hope their collective actions will have them at the head of the line when it comes to receiving a possible opioid settlement rather than the state. If your county hasn't joined yet, the county is being asked to pass a resolution authorizing the necessary signatures on a legal counsel engagement letter. There is no upfront money to be a part of the possible lawsuit; and, if the county changes it's mind, it can exit the group, again with no fees being levied. If the lawsuit does go to court, counties may have to do some data collection to justify their costs to handle the problems opioids have caused over the years. If anybody has questions about the possible litigation, please contact WCA staff for assistance.

FINANCIAL REPORT: Bill Korrer distributed copies of the current financial report to the members. There is an undesignated fund balance of \$8,968.39 at this time. The Board reviewed current line item account balances. Motion by Hamilton, second by Anderson, to add \$460.00 to the "Advertising Graphics Design & Layout" line item account; funds to come from the North Central ITBEC Project Funds account. Motion carried.

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

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November 30, 2017

- a. Consideration of Adjustments to the Sports Show Mileage Reimbursement line: Motion by Cushing, second by Hamilton, to add \$3,000.00 to the "Sports Show Mileage Reimbursement" line item account; funds to come from the North Central ITBEC Project Funds account. Motion carried.

MARKETING REPORT:

- a. New Website Update: Angie Close told the group the new website is up and running. She asked that everybody take a few minutes and go to the website - www.northcentralwisconsin.com - and do a little exploring and share their impressions next meeting. As always, high definition photos and short videos can be used by the marketing team.
- b. 2017 Promotions Plan Update: With 2017 winding down, the majority of the marketing plan has been completed. There are a couple of social media posts coming up promoting the winter season.
- c. 2018 Sports Shows Update: Cindy Burzinski said that the two standbys - the Green Bay camping show and the Milwaukee Journal Sentinel Sports Show - are booked and signup slots to work a shift or two are available online. The third show that the marketing team is awaiting confirmation on is in the Chicago area, Tinley Park to be exact.

LOCAL ATV POLICIES DISCUSSION: Brad Hamilton shared that the City of Nekoosa is going through the permitting process currently.

CONSIDERATION OF THE SHORT TERM RENTAL ISSUE: Ted Cushing said that while the state has "solved" the issue by legalizing most short term rentals, local municipalities can license and impose a limited operating window on the rental properties.

CONSIDERATION OF SHORELAND ZONING ISSUES: Consensus is that the state handled shoreland zoning by passing a law, similar to the short-term rental "solution".

NORTHWOODS BROADBAND REPORT: Lance Pliml said that expanded broadband and cell phone coverage are part of the WCA's platform. Greg Sekela added that in rural areas, wireless is the only way to go with broadband.

UPDATE - Good Neighbor Authority: Paul Millan said that the process is still moving along in Forest and Florence Counties. Mr. Millan stated with huge inventories out there, pulp prices are low.

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

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November 30, 2017

DEPARTMENT OF TOURISM UPDATE: Jeff Anderson is unable to attend today's meeting but sent the following report, summarized as follows: The snow report has been launched with the opening of several downhill ski areas. The Big Bundle Up warm clothing drive launched on November 16th and will run through January 2nd. 63 tourism partners have signed up to participate as a collection site this year. They include the following from our area - Rhinelander Area Chamber of Commerce, Stevens Point Area CVB, Boulder Junction Chamber of Commerce, Minocqua Chamber of Commerce, Phelps Chamber of Commerce, Land O' Lakes Chamber of Commerce, and Wisconsin Rapids Area CVB. Nominations are open for a Governor's Tourism Award. There are four (4) categories open for nominations: Award for Arts, Culture and Heritage; Service Excellence Award; Rising Star; and Legacy. A Tourism Grant Programs Webinar will be offered on Wednesday, December 13th from 1:30 – 2:30 p.m. and Friday, December 15th from 10:00 – 11:00 a.m. Please RSVP to Heidi Schultz hschultz@travelwisconsin.com by the end of the day on Friday, December 8th, to reserve your spot.

COUNTY ISSUES ROUNDTABLE DISCUSSION: Subject items that came up included PACE which is an innovative program that enables property owners to obtain low-cost, long-term loans for energy efficiency, renewable energy, and water conservation improvements; how Shawano County has worked around a prohibition on using tax dollars for funding a non-profit; and state level legislation being passed with limited discussion and typically no public input.

CONSIDERATION OF ITEMS FOR FUTURE AGENDA: Add consideration of position statement opposing legislation enacted without public input on the subject.

SET NEXT MEETING DATE: The next meeting will be January 25, 2018. Forest County will be the host. The exact location is to be determined.

ADJOURNMENT: Motion by Pliml, second by Tober, to adjourn at 11:30 a.m. Motion carried.

CEED Committee Report *for the month of January 2018*

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- I met with the all-committee group for the Farm Technology Days Event
- I met with the Wood County Holstein Breeders for their annual meeting. I provided an interactive learning activity with clickers and PowerPoint for the group. I also researched DHIA data to provide their production awards.
- I provided PAT certification for about 180 individuals both at a training offered at the Wisconsin Cranberry School held at the Holiday Inn in Stevens Point and also at a special session organized by growers.
- Also at the Wisconsin Cranberry School, a two day event with about 400 attendees and a trade show, I organized a clicker session along with UW-Madison based specialists that anonymously allows growers to see trends in practices on the states marshes. The session also allows the specialists to share their interpretation and observation about what these responses mean.
- The MACCI Agri-Business Committee met and made plans for scholarship programs, tours and other activities including the Farm Show to be held at the Marshfield Mall in February.
- Further work was done in preparation for a workshop that will be a component of our upcoming Heart of the Farm program to be held with Clark, Marathon, and Taylor Counties
- I interviewed with WDLB and WFHR radio.
- The Central Wisconsin Agriculture Specialization newsletter was distributed to about 350 area farm families. This is a joint effort with 6 other area counties.
- I met with the Wood County Farm Bureau Board.
- I officiated in Jeopardy and Dairy Bowl contests at the Wisconsin Junior Holstein Convention hosted by our own local Wood County Junior Holstein Club. The event was held at the Holiday Inn Convention Center and had about 500 state youth and youth leaders attend.
- I was part of a workgroup that has prepared position descriptions for the development of a position to support Wisconsin Farm Technology Days at the state UW-Extension level. We also drafted a document that detailed what responsibilities come to a county based educator and the Extension office when Farm Technology Days are hosted in their local county.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Taught in 16 classrooms to over 280+ 3rd (1/19, 23, 24, 26, 29, 30). This begins a series of five lessons focusing on making healthier food choices within each food group.
- Participated in the FoodWise Golden Apple Employee Recognition Committee Hangout (1/5). The group is working to create evaluation criteria for each award.
- Attended the Wood County 4-H Program Assistant Presentations. (1/9)
- Participated in the State FoodWise Wisline on diversity titled "What If I Say the Wrong Thing." (1/10)

- Taught "Healthy Cents at the Pantry" at the South Wood County Emerging Pantry. The topic was Community Resources. Seven learners attended. (1/16)
- Began a new Eating Smart, Being Active series with Nekoosa's Bizzy Bee's Day Care (1/17 & 1/31).
- Taught a lesson on "Bring New Life to Leftovers" at the Howe Elementary Chili Feed Family Night (1/18).
- Participated in various activities for Peter Manley's Retirement: 1/15 Reception, 1/16 Recognition by County Board, 1/19 Reception
- Meet with Family Living Educator Jackie Carattini and FoodWise Coordinator Jill Hicks to discuss Wood County Family Living Programming as a whole. (1/25)
- Attended the Healthy People Wood County Summit (1/30)
- Participated in weekly Wood County Staff meetings (1/8, 15, 22 & 29)
- Comment from a parent at the Howe Elementary Parent Night:
"This was interesting. You're really good at what you do."

CHRIS VIAU

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

The following is a summary of Youth Development activities:

4-H Club and Program Management:

- Leadership Washington Focus Trip Planning and Logistics
 - 2018 program start-up. Answer questions, Reservations
- 4-H Club and Volunteer Management concerns
 - Annual Enrollment
 - Volunteer Background Check support (new process implementation)
 - 4-H Club transitions
 - Leadership changes and club dissolution
 - 4-H Club annual Charter Review and File Uploads

Central WI State Fair

- January Board of Directors Meeting
- New Schedule Discussion
- Fair Book updates and changes

Other

- WLDB Radio-"Get Pre-Teens started with Managing Their Money"
- 4-H Program Coordinator Final Interview

Administrative

- State and Regional Phone Conferences and Meetings
- UW-Extension All-Colleague Meeting
- 4-H Program Coordinator Hiring process
- 4-H Youth Development Liaison Responsibilities- 25% FTE

Laura Huber

Wood County UW-Extension, 4-H Program Assistant

- Completed end-of-year reporting for UW-Extension (Recording Results) – due 12 January
- Coordinated and attended meeting of the Wood County 4-H Leaders Association Executive Committee on 15 January
- Attended northeastern WI 4-H professionals meeting in Merrill on 17 January
- Attended Junior Fair Board meeting on 17 January
- Participated in “Colleague Connect” webinar on 18 January – topic was Risk Management
- Participated in Summer Camp Professional Development at Upham Woods Camp on 24 January
- Attended Farm Tech Days Youth Tent planning meeting on 24 January
- Listened to webinar on 26 January – topic was creating inclusive spaces
- Led Wood County PALS meeting on 29 January
- Participated in Wood County 4-H Leaders Association meeting on 29 January
- Toured Camp Alexander to evaluate it for Wood County junior camp program on 30 January
- I am participating in an online course entitled “Achieving the Extension Mission Through Volunteers” which began on 23 January and will run through 2 March.
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 713 followers.
- Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 254 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing coordination of Bowling Tournament (2 Feb), Project Discovery Day (10 Feb), and Creative Arts Day (14 Apr)
- Ongoing assistance for new leaders and the volunteer background checks

Jackie Carattini

Wood County UW-Extension, Family Living Educator

- Finalized my 2017 end of the year reporting for UW-Extension.
- Attended a planning Wisline for upcoming Area 7 all-staff meeting in February.
- Taught “MyPlate” nutrition education program to entire 6th grade class at Assumption Middle School in Wisconsin Rapids.
- Met with Heidi from Nekoosa/Ho-Chunk Headstart about upcoming programming and needs.
- Attended the old North Central Region FL meeting in Stevens Point on January 12th -Taught a program on credit for Headstart families.
- Attended the United Way of Inner WI’s Financial Stability Coalition meeting on January 17th.
- Talked on the radio (WDLB and WFHR) on January 18th and 23rd about the 2/2, 6/6, 10/10 Check Your Credit Campaign.
- Taught “Family Time activities” at the Nekoosa/Ho-Chunk Head Start Parents Meeting on January 18th.
- Facilitated a Wisline meeting for the UW-Extension state JCEP board. I am currently the chair.
- Listened to the Webinar: The Role of Substance Use and Opioid Misuse in Child Welfare Caseload Increases.

- Listened to state Family Living 4th Thursday webinar.
- Met with FoodWise about programming partnerships.
- Met with colleague to plan Heart of Farm program for February.
- Scheduled and met with a variety of community partners about programming needs.

Jeremy Erickson

Wood County UW-Extension, Horticulture Educator

- Facilitate Master Gardener Project Approval Meeting
- Attend 3 Master Gardener Committee meetings
- Attend Marshfield Garden Committee meeting
- Farm Tech Days planning with Master Gardeners and Marshfield Clinic
- Meeting with The Family Center to plan and coordinate Hmong Gardening Event
- Attend the Recreate Health-Healthy People Wood County Summit
- Assist with horticultural inquiries
- Finalize Master Gardener Criminal Background Check requirements
- Schedule upcoming meetings, programs, and workshops
- Prepare for CEED Committee Presentation in March

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for February 7, 2018

1. Economic Development (Jason Grueneberg)

- a. Marshfield Economic Development Board – On January 4th, I attended the Marshfield Economic Development Board meeting. Agenda items included update on the progress of Wenzel Plaza, discussion of 2nd Street Redevelopment phase III, and discussion of the future of the downtown façade program. Worth mention is that Josh Miller has been promoted to the Director of Development Services for the City of Marshfield to replace Jason Angell who resigned for an opportunity in Arizona.
- b. Regional Economic Growth Initiative – On January 9th, I attended REGI board of Directors meeting. Some of the items discussed included the President's report, capacity building with private sector entities in the region, and grant application opportunities in 2018.
- c. Central Wisconsin Economic Development Fund (CWED) – On January 9th, I chaired the CWED Finance Committee meeting. Items covered in the meeting included reviewing the final draft of the Cash Management and Investment Policy and making a recommendation to the CWED board to move funds at People's State Bank to a higher interest bearing account.
- d. WE Energies Project Meeting – On January 11th, I met with Ken Brekke to discuss WE Energies proposed improvements to the east of the County-owned Baker Street Parking Lot on city-owned park land. The improvement would include a structure to house equipment that is currently located below-grade in Veteran's park. Building a structure to house the new equipment would improve continuity of gas service in much of the downtown, and remove these utilities from the Veteran's Park. This project will be forwarded to a County Committee if it moves beyond the conceptual phase.
- e. Ad Hoc Space Needs Committee – On January 16th, I attended the Ad Hoc Space Needs Committee meeting. I am currently working on

positioning the County-owned 17th Avenue property for sale, and arranging a commercial appraisal for the 12th Avenue Human Services building.

- f. 12th Street Human Services Building – On January 18th, I showed the 12th Street Human Services building to a prospective buyer, however, no offer for a purchase has been made. I am in the process of arranging a commercial appraisal of the building. When the appraisal is complete it will be presented to the Ad Hoc Space Needs Committee for consideration.
- g. Wisconsin Rapids Health Opportunity Assessment – On January 31st, I participated in a discussion regarding projects in the downtown of Wisconsin Rapids that could be eligible for a Health Opportunity Assessment.
- h. Heart of Wisconsin Leadership Session on Government Services – On February 1st, I chaired a Heart of Wisconsin Leadership Session on local government with a focus on county government. Many County staff, County Supervisors and local elected officials participated and contributed. This is a great opportunity to educate the class on government and becoming community leaders. Thanks to all that made this session a success!!!

2. Planning (Adam DeKleyn)

- a. City of Nekoosa Comprehensive Outdoor Recreation Plan (CORP) – Draft Nekoosa CORP has been completed. Draft plan will be presented to the oversight committee in February. Final plan will go before the Common Council in March for adoption.
- b. Plat Review Officer – (2) CSM's were submitted for review/approval. (3) CSM's were approved/recorded. (3) CSM's are pending approval.
- c. Wood County Parks, Recreation, and Open Space Plan – Project is in the public participation stage of the planning process. Online community survey went live. 500 community survey postcards were sent out.
- d. Nekoosa Strategic Planning – Community survey summary has been completed for incorporation into the strategic plan.
- e. Heart of Wisconsin (HOW) Leadership Training Program – Attended the HOW leadership session at Mid-State Technical College. Purpose of the session was to understand how education shapes Wood County and how local leader's work shapes that role.

- f. Mining 101 Educational Seminar – Attended an educational seminar held by WCA and WTA regarding recent law changes (2017 WI Act 134) surrounding the regulation of nonferrous metallic mining.
- g. Healthy People Wood County – Represented the P & Z Department at the Healthy People Wood County Annual Summit. Coalition coordinators provided updates. Discussion on how Wood County can put health equality into practice was facilitated by the UW Population Health Institute.

3. Land Records (Justin Conner)

- a. Sign Inventory Database and App – Highway Dept. is currently using an outdated and unsupported program to manage highway signs. I am creating a new GIS based inventory that will be accessible on any device anywhere they need it.
- b. Parcel Mapping – Parcel editing as new deeds and CSMs arrive.
- c. PLSS Remonumentation – Quest completed the 2017 Remonumentation project. Tie sheets are online and GIS data updated.
- d. WLIP – 2018 WLIP grant funding was approved.

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

- a. Private Sewage Program, Permitting, Maintenance and Violations
 - i. (29) on-site investigations/inspections/compliances
 - ii. (1) septic system verification letters & failing system investigations
 - iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
 - iv. (6) soil tests reviewed, (0) soil on-sites, (0) hydrograph reports reviewed, (0) interpretive soils report reviewed
 - v. (0) holding tank plan reviews, (5) conventional plan reviews, (1) mound plan review
 - vi. (7) sanitary permits reviewed
 - vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices
 - viii. (0) sanitary system easements
 - ix. (0) camper complaints
 - x. (4) court referrals for failure to comply with septic tank maintenance program
 - xi. JB applied for and obtained a WI Notary from the Dept. of Financial Institutions
 - xii. Answered phone calls, emails and met in office regarding permitting and inspection questions.
- b. Floodplain Ordinance Investigations and Permitting

- i. (4) site inspections, meetings or enforcement
- ii. (4) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification (currently reviewing one)
- v. Working with the buyers of some property in the dam failure flood shadow of Lake Wazeecha. They are intending to build a new home in this vicinity
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (0) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (3) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. (1) wetland evaluation/site visit
- vi. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

5. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity. There were 6 sanitary permits issued in December 2017 (3 New, 3 Replacements, 0 Reconnect and 0 Non-Plumbing) with revenues totaling \$2,725. There were 8 sanitary permits issued in December 2016 (2 New, 4 Replacements, 0 Reconnects and 2 Non-Plumbing) with revenues totaling \$2,600.

There were 192 sanitary permits issued through December 2017. For comparison purposes, following are totals through the same period for the previous five years: 2016 – 158, 2015 – 186, 2014 – 187, 2013 – 202 and 2012 – 185.

- b. 2018 Tax Refund Intercept Program (TRIP) – To date, Wood County has received \$0 on no outstanding cases.
- c. 2017 Maintenance Notices

A possible small claims action for 11 property owners for failure to service is being reviewed. Following vacancy checks, these are being referred for failure to service system.

- d. 2017 Program Fee Notices

- i. A new exciting feature this year is that the \$20 program fee can be paid online with an electronic check, debit card or credit card. There will be a convenience fee if making payment this way. Cash or check is available for those property owners

who want to avoid paying the convenience fee. As of January 30th, there have been 648 property owners who have paid the program fee since November 1, 2017 on the Point & Pay online system.

- ii. Program fee postcard invoices were mailed on Friday, November 3rd with a due date of Wednesday, December 6th. There were 4,551 postcard invoices mailed.
- iii. On December 18th, 756 2nd program fee invoices were mailed to those owners who did not meet the December 6th deadline.
- iv. On January 22nd, 223 Wood Co Corp Counsel letters were mailed to property owners for failure to pay Triennial Program fee.

e. Enforcement Activities Update.

i. Small Claims

On January 16th four (4) cases were forwarded to Wood Co Corp Counsel to initiate Small Claims action for 2017 failure to service. These are not yet scheduled.

f. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11th on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021.

- i. (7) Wisconsin Fund Applications FY2019 – Wisconsin Fund Grant Applications was emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. Disbursement of Wisconsin Fund Grant is expected late fall 2018.

**February 1, 2018
Government Services**

Seminar Chair:
Jason Grueneberg, Wood County Planning & Zoning

Agenda

Learning Objective:

Compare and contrast how government systems operate in towns, cities, counties, states, federal, international, and tribal governance.

Outcomes:

- Increase understanding of how the public influences government.
- Increase understanding of the legislative process.
- Increase understanding of how to work in the government system.
- Increase understanding of the different levels in government operations.

Government Systems Wood County Court House - Conference Room 114		
7:45am	Arrival – Please be on time and ready for program to start promptly at 8 am.	Day Sponsored by: Wood County
8:00am	Introduction to the Day – Habits of Highly Effective People	Paul Liebherr
8:45-9:30am	Court System – Presentation on the Wood County Circuit Court, Wood County Courthouse	Judge Potter & Judge Brazeau
9:30-10:15am	Behind Bars – Tour Wood County Jail to observe daily operations and what it is like to be locked up.	Melissa Simcakowski, Wood County Jail
10:15-10:30am	Break	
10:30–11:30am	Panel Discussion - Moderated by Jason Grueneberg Local elected leaders share their perspectives on local issues and thoughts on serving in an elected position.	Patrick Testin – Senate District 24 Zach Vruwink – Wisconsin Rapids Mayor Hilde Henkel – County Board Supervisor Arne Nystrom - Town of Grand Rapids
11:30-12:45pm	Lunch – Project time over lunch. Have your project worksheet ready and ready to give your team's report	Lunch Sponsored by: Wood County
12:45-1:30pm	An overview of County Government – Learn about how County Government functions and the roles of some of the larger County departments.	Cindy Cephress, County Clerk Brandon Vruwink, Human Services Department Sean Becker, Sheriff's Department
1:30-2:15pm	Finding out about Government agencies – Visit County offices to learn about some of the services they provide	Facilitated by Justin Conner
2:15pm	Break	
2:30-4:00pm	Central Wisconsin Issues facilitated by Jason Grueneberg 2:30 – Identify South Wood County Issues – Assign select issues to groups of 3 2:45 - Determine message you would like to present to County Board Chair on your issue. 3:00-4:00 – Presenting issue and possible solutions or approaches to County Board Chair followed by discussion.	Lance Pliml Wood County Board Chair Will join us at 3:00 for the presentations of Issues and discussion
4:00-4:30pm	Wrap-up	

WISCONSIN FUND PROGRAM TRENDS
WOOD COUNTY, WISCONSIN
FY86 - FY18

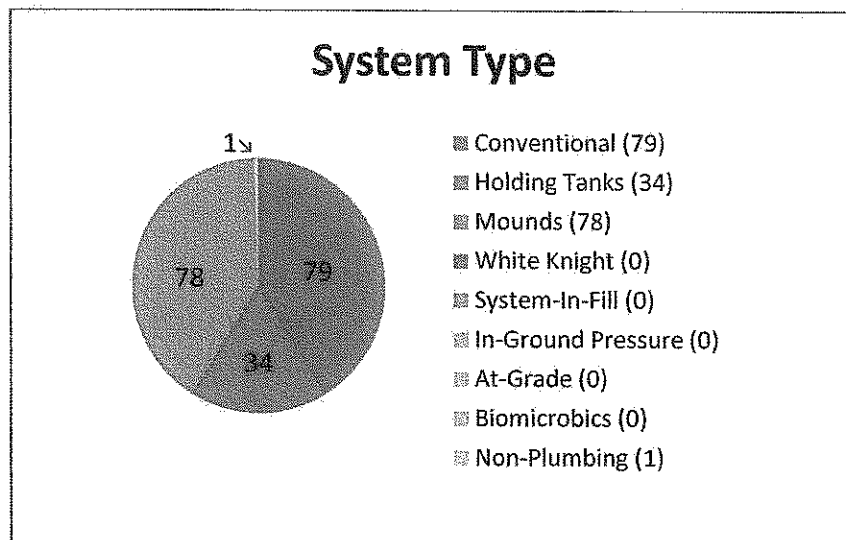
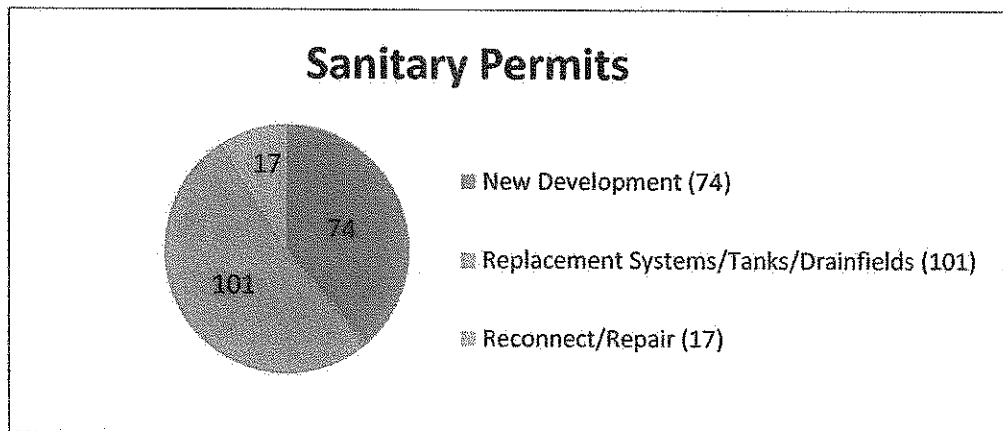
FISCAL YEAR	NUMBER OF APPLICANTS	TOTAL RECEIVED	AVERAGE GRANT RECEIVED	APPLICATION FEES	AVERAGE GRANT AFTER FEES
1986	57	\$79,400	\$1,393	\$0	\$1,393
1987	59	\$106,196	\$1,800	\$0	\$1,800
1988	56	\$95,915	\$1,713	\$0	\$1,765
1989	48	\$78,067	\$1,626	\$0	\$1,626
1990	49	\$86,675	\$1,769	\$0	\$1,769
1991	85	\$163,741	\$1,926	\$10,899	\$1,798
1992	99	\$224,425	\$2,267	\$14,518	\$2,120
1993	84	\$152,563	\$1,816	\$10,227	\$1,694
1994	65	\$114,678	\$1,764	\$8,560	\$1,633
1995	45	\$97,964	\$2,177	\$6,489	\$2,033
1996	71	\$135,265	\$1,905	\$9,675	\$1,769
1997	44	\$92,096	\$2,093	\$7,831	\$1,915
1998	57	\$115,209	\$2,021	\$5,947	\$1,917
1999	29	\$85,174	\$2,937	\$4,382	\$2,786
2000	41	\$106,311	\$2,593	\$5,859	\$2,450
2001	30	\$88,387	\$2,946	\$4,446	\$2,798
2002	30	\$109,964	\$3,665	\$4,459	\$3,517
2003	26	\$72,474	\$2,787	\$3,831	\$2,640
2004	20	\$72,465	\$3,623	\$3,000	\$3,473
2005	34	\$117,117	\$3,445	\$5,060	\$3,296
2006	18	\$49,885	\$2,771	\$2,621	\$2,626
2007	25	\$82,237	\$3,289	\$3,750	\$3,139
2008	21	\$72,852	\$3,469	\$3,117	\$3,321
2009	24	\$81,643	\$3,402	\$3,370	\$3,261
2010	32	\$122,353	\$3,824	\$4,800	\$3,674
2011	23	\$72,428	\$3,149	\$3,239	\$3,008
2012	27	\$73,921	\$2,738	\$3,989	\$2,590
2013	28	\$69,738	\$2,491	\$3,871	\$2,352
2014	17	\$63,821	\$3,754	\$2,400	\$3,613
2015	15	\$68,965	\$4,598	\$2,141	\$4,455
2016	11	\$45,371	\$4,125	\$1,650	\$3,975
2017	12	\$19,119	\$1,593	\$1,350	\$1,481
2018	4	\$15,799	\$3,950	\$600	\$3,800
2019					
TOTALS	1,286	\$3,032,218	\$89,420	\$142,081	\$85,487
AVG/YR	41	\$101,074	\$2,981	\$4,736	\$2,850

Note: Wood Co entered into the Wis Fund Grant Program, effective 1/15/85, with passage of Co Board Resolution #11.

Note: 1994 was a 'short year' due to a change of the deadline date of submitting applications from May 31st to January 31st.

SOURCE: WOOD COUNTY PLANNING & ZONING OFFICE

2017 WOOD COUNTY Sanitary Permit Totals (192 Permits Issued)



NEW

Conventional – 36
Holding Tanks – 7
Mounds – 30
White Knight – 0
System-In-Fill – 0
In-Ground Pressure – 0
Non-Plumbing – 1
Biomicrobics – 0

REPLACEMENT

Conventional – 37
Holding Tanks – 22
Mounds – 42
White Knight – 0
System-In-Fill – 0
In-Ground Pressure – 0
At-Grade – 0

RECONNECTIONS

Conventional – 6
Holding Tanks – 5
Mounds – 6
White Knight – 0
System-In-Fill – 0
In-Ground Pressure – 0



Wood County WISCONSIN

OFFICE OF PLANNING
AND ZONING

DATE: February 1, 2018
TO: CEED Committee
FROM: Adam DeKleyn, County Planner *AD*
RE: Mining 101 Educational Seminar

MEMORANDUM

Background:

Recent law changes (2017 Wisconsin Act 134) makes a number of changes surrounding the regulation of nonferrous metallic prospecting and mining in Wisconsin. On January 24, 2018 the Wisconsin Counties Association (WCA) in partnership with the Wisconsin Towns Association (WTA) held an educational seminar with the intent to inform local government officials on this new regulatory environment. Detailed below is a summary of what was presented at the seminar.

Seminar Summary:

Topic: Understanding the Geology and Resources of Northern WI

Speaker: Robert Lodge, Assistant Professor, UW – Eau Claire

Highlights:

- Sulfide Minerals: metal bonded with sulfur (Example: Chalcopyrite, where we get copper). Majority of sulfide mineral deposits in WI are north of State Hwy. 29 (Crandon deposit – Forest County, largest in state, 67 million tons; Lynne deposit – Oneida County; Bend deposit – Taylor County; Reef deposit – Marathon County).
- Mining sulfide minerals: Most likely open pit mines with refinement operations onsite (crushing/grinding, flotation, dewatering, tailings ponds, etc.).
- Potential impacts: Acid mine drainage- potential rust/acid. Tailing pond issues.
- Modern mining: Numerous technological advancements and innovations to reduce risks, extensive community engagement, reclamation, etc.

Topic: Overview of Recent Mining Legislation Q & A

Speakers: Larry Konopacki, Principal Attorney, Wisconsin Legislative Council

Andrew T. Phillips, Attorney, von Briesen & Roper, s.c. and Carol Nawrocki

Highlights:

- Effective date: July 1, 2018 (Act 134)
- Elimination of mining moratorium (1998)
- Counties and towns need to decide if/why/how, they want to regulate nonferrous metallic mining.
- Regulation tools: Zoning (county/town). Zoning ordinances that are not preemptive stand up to challenges. Licensing Ordinances are another tool, however they may be challenged. Overwhelming environmental restrictions may be challenged/invalidated. Stick to state minimum requirements.
- WCA will be producing a Best Practice Manual within the next month.



Wood County WISCONSIN

OFFICE OF PLANNING
AND ZONING

Topic: Overview of the Flambeau Mine

Speaker: Al Christianson, Ladysmith City Administrator

Highlights:

- Only nonferrous metallic mining operation in WI (1993-97)
- Overall success story: Approximately \$10 million in economic development for area. Company was very invested in the community. Reclamation was completed. Not aware of any negative environmental impacts to date.

2017 Wisconsin Act 134 Analysis:

Attached is a document prepared by the Wisconsin Legislative Council (nonpartisan) summarizing Act 134.

Conclusions:

The overall intent of this educational seminar was to provide information on Act 134 and nonferrous metallic mining so that communities can make knowledgeable decisions on the matter.

Based on discussions at the seminar, there are potential positive and negative community impacts in regards to nonferrous metallic mining. Wood County and its towns will need to decide whether there is a need to address/regulate nonferrous metallic mining and by what means. Every community is unique and different, there is not a "one size fits all"/"model ordinance fits all" solution. Wood County's sulfide mineral deposits are substantially different than a 67 million ton deposit in Forest County.

The Wisconsin Legislative Council clearly stated the most effective tool for regulating certain land uses is zoning (county or town). Does that work for Wood County and its towns? Is it even feasible? Are the resources available for administration? Or are there different approaches we should be considering?

I would recommend the CEED Committee collaborate with the Land and Water Conservation Department prior to any action/decision making.

Attachments:

1. Wisconsin Legislative Council Act Memo – 2017 Wisconsin Act 134



WISCONSIN LEGISLATIVE COUNCIL ACT MEMO

2017 Wisconsin Act 134
[2017 Assembly Bill 499]

Nonferrous Metallic Mining

2017 Wisconsin Act 134 makes a number of changes to laws relating to nonferrous metallic mineral prospecting and mining, as summarized below.

SULFIDE ORE PERMITTING CONDITIONS

The Act repeals a requirement under which applicants for a nonferrous mining approval must provide, and the Department of Natural Resources (DNR) must verify, information showing that a sulfide mining operation in the United States or Canada has operated for at least 10 years without polluting surface water or groundwater and that a sulfide mining operation in the United States or Canada has been closed for at least 10 years without polluting surface water or groundwater.

APPLICABILITY OF GROUNDWATER STANDARDS

In the context of nonferrous metallic mining or prospecting, the Act provides that groundwater contamination enforcement standards do not apply below the depth in the Precambrian bedrock below which the groundwater is not reasonably capable of being used for human consumption and is not hydrologically connected to other sources of groundwater that are suitable for human consumption. Under current law, groundwater standards generally apply from the land surface down through all saturated geological formations.

WETLANDS

The Act eliminates special administrative code provisions applicable to impacts to wetlands caused by a nonferrous mining operation. Under the Act, generally applicable wetlands requirements apply to a mining site.

This memo provides a brief description of the Act. For more detailed information, consult the text of the law and related legislative documents at the Legislature's Web site at: <http://www.legis.wisconsin.gov>.

BULK SAMPLING

Under current law, a person may apply to the DNR for an approval to engage in exploration for, prospecting for, or mining of nonferrous metallic minerals. The Act creates a separate approval process for "bulk sampling" of nonferrous metallic minerals, defined to include excavating in a potential mining site by removing less than 10,000 tons of total material, including overburden, to assess the nonferrous metallic minerals present or gather data to support a mining application.

Under the Act, a person who intends to conduct bulk sampling must file a bulk sampling plan with the DNR, which triggers a streamlined process for obtaining any approvals necessary for the activity. Specified information is required to be included with the plan, and the person who intends to conduct bulk sampling must file a bond in an amount determined by the DNR (but not less than \$5,000) to cover costs of conducting a revegetation plan.

The Act also provides that the DNR is not required to prepare an environmental impact statement (EIS) related to a bulk sampling application.

MINING PERMIT APPLICATION TIMELINE

The Act makes various changes to the process for approval of nonferrous metallic mineral prospecting and mining permits, including changes related to pre-application data collection and the timeline under which consideration of a mining application must be conducted. The Act also requires the DNR to seek to enter into a memorandum of understanding (MOU) with the applicant, the U.S. Army Corps of Engineers, and other relevant federal agencies, which may include an agreement between the DNR and the applicant regarding alternative timelines for the permitting process.

Unless an alternative timeline is provided for under a MOU, the timeline for review of an application for a nonferrous prospecting or mining permit is as follows:

1. The DNR has 180 days after application submittal to provide comments and request additional information. If no additional information is requested, the DNR has 180 days to prepare a draft EIS, a draft prospecting or mining permit, and any other related draft approvals.
2. If the DNR requests additional information under step 1, it has 90 days after the applicant submits additional information to again provide comments and request additional information.¹ If no additional information is requested, the DNR has 180 days to prepare a draft EIS, a draft prospecting or mining permit, and any other related draft approvals.

¹ If the applicant makes a substantial modification to the mining or prospecting plan during this phase of the process that significantly changes the information necessary to prepare the EIS or adequately review an application, the DNR may re-start the review process (this may only be done one time).

3. If the DNR requests additional information under step 2, it has 180 days after the applicant submits additional information to prepare a draft EIS, a draft prospecting or mining permit, and any other related draft approvals.

HIGH CAPACITY WELL APPROVAL

Under current law, a nonferrous prospecting or mining permit applicant must obtain a high capacity well approval if the applicant will withdraw groundwater or dewater mines at a rate and capacity of more than 100,000 gallons each day. The DNR is prohibited from issuing this approval if the withdrawal or dewatering will result in the unreasonable detriment of public or private water supplies or the unreasonable detriment of public rights in the waters of the state. [s. 293.65 (3), Stats.] Under the Act, the DNR is authorized to impose conditions on such an approval to avoid these outcomes, including requiring that the applicant replace, increase, or temporarily augment waters of the state.

HEARING AND REVIEW PROCESS

Under current law, a "master hearing" is held after the DNR issues a final EIS, draft mining or prospecting permits, and any other draft approvals that are required for the prospecting or mining project. This master hearing includes both a contested case hearing, with testimony under oath and the opportunity for cross-examination, and a public informational hearing. After the master hearing, the DNR issues its decision on the application and related approvals. [ss. 293.43, 293.45, and 293.49, Stats.]

Under the Act, the DNR will conduct a public informational hearing (not a contested case hearing) on the draft prospecting or mining permit, the draft EIS, and other necessary approvals. Following the DNR's decision on whether to approve these permits and approvals, a person may petition for a contested case hearing if the person believes that he or she is aggrieved by the DNR's decision and the petition is filed within 30 days of that decision. If a contested case hearing is requested and held, the Act requires the hearing examiner to issue a decision within 270 days after the DNR approves or denies the mining or prospecting permit.

Under the Act, judicial review is available to a person aggrieved by a DNR decision relating to nonferrous metallic mineral exploration, bulk sampling, prospecting, and mining, in the court for the county in which the majority of the proposed activity would occur. A petition for judicial review of a hearing examiner's decision following a contested case hearing must be brought within 30 days of the decision.

The Act does not authorize a person to request a contested case hearing on a DNR decision relating to exploration or bulk sampling.

FEES

The Act exempts a nonferrous metallic mining operation from specified solid waste disposal fees that would be required under current law.

PREDICTIVE MODELING

Under the Act, if the DNR requires an applicant for a nonferrous mining permit to conduct engineering and hydrologic modeling to evaluate whether a waste site in the proposed mining operation will violate groundwater or surface water quality standards, the period of time to be examined may not extend longer than 250 years after closure of the mining waste site.

FINANCIAL ASSURANCE REQUIREMENT

Under current law contained in administrative code, an applicant for a nonferrous metallic mining permit must create and maintain an irrevocable trust, and maintain this trust in perpetuity, to ensure the availability of funds for preventative and remedial activities. [s. NR 132.085, Wis. Adm. Code.] The Act eliminates this requirement and, instead, creates two new statutory financial assurance requirements.

First, the Act requires a nonferrous metallic mining operator to provide one of several specified forms of financial assurance, prior to beginning mining operations, to cover unforeseen remedial contingencies not otherwise covered by the reclamation bond and waste site long-term care bond, including for the provision of a replacement water supply if required under the Act. The amount of this financial assurance is equal to 10% of these other two bonds through the life of the mining operation. For the 40 years following the end of extraction activities at the mining site, the operator must maintain this bond in an amount equal to 10% of the amount of these two bonds at the time that the operator ceased extraction. The bond must be released no later than 40 years after the end of extraction activities.

Second, the Act requires a nonferrous metallic mining operator to provide proof of financial responsibility for the reasonably anticipated costs to be incurred during the period between 40 and 250 years after closure of the mining waste site to repair or replace any engineered cover systems or tailings water management control systems used at the mining site or mining waste site. This proof of financial responsibility must be provided at the time of closure of the mining waste site, in an amount to be calculated at the time that the nonferrous mining permit is approved. The DNR must base this amount on the net present value discounted at a rate of at least 5% per year. The Act requires that the proof of financial responsibility be created in one of a listed number of forms, all of which are interest-bearing. The funds available may be used by the operator or the DNR to conduct the anticipated repairs or replacements and any remaining funds are to be returned to the operator.

The Act does not modify other forms of financial assurance required under current law, such as requirements for insurance and financial requirements related to completion of the reclamation plan and long-term care of a waste facility. The Act does specify that the DNR may not impose a financial assurance requirement that is not provided for in statute.

Effective date: July 1, 2018

Prepared by: Larry Konopacki, Principal Attorney
Anna Henning, Senior Staff Attorney

January 5, 2018
(Revised January 23, 2018)

LAK:AH:mcm;ty



Activities Report for Shane Wucherpfennig January 2018

- **January 3** – Attended CEED meeting.
- **January 3** – Attended Mill Creek Farmer Counsel Meeting.
- **January 4** – Worked on Construction plans for 2018 projects.
- **January 5** – Attended Judicial & Legislative Meeting.
- **January 5** – Attended Department Head Meeting.
- **January 8** – Staff Meeting.
- **January 9** – WDLB Radio Spot for LWCD in Marshfield.
- **January 10** – Met with Greg Ginter on Non-metallic mining.
- **January 11**– WFHR Radio Spot for LWCD in Wisconsin Rapids.
- **January 12**– Health Soil Health Water (HSHW) committee Phone Conference
- **January 15**– Worked on Construction plans for 2018 projects.
- **January 16**– Attended Wood County Board.
- **January 17**– Worked on Construction plans for 2018 projects.
- **January 18**– Attended RC&D council meeting & Water Quality Group meeting.
- **January 15**– Attended 1st Active Shooter Training meeting at River Block.
- **January 22**– Staff Meeting.
- **January 22**– Health Soil Health Water (HSHW) committee Web Conference.
- **January 22**– Attended Central Sands Groundwater Protection Group Meeting.
- **January 23** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **January 24** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **January 24** – Met with McCormick Minerals to discuss Non-Metallic mining
- **January 25** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **January 26** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **January 29** – Health Soil Health Water (HSHW) committee Web Conference.
- **January 29**– Conducted Summer Intern interviews at UW Stevens Point Campus for 2018 Internship.
- **January 30** – Attended 14 Mile Watershed 9 Key element planning meeting in Wautoma (Waushara County).
- **January 30** – Attended Friends of Mill Creek Annual meeting & gave presentation on TMDL's & 9 Key plans.
- **January 31**– Worked on Mill Creek Watershed 9 Key Element Plan.
- **January 31**– Worked on 14 Mile Watershed 9 Key Element Plan.

Activities Report for Tracy Arnold 01-2018

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Submitted Ken Rezin Cranberry fence contract to Deeds office
- 1 fences failed inspections for the year, working on getting back into compliance
- Met with 1 additional landowners interested in permanent fences
- Facilitating the WDACP Venison Donation program for Wood County
- Entering all 2017 field appraisals into DNR database for damage claims
- Met with WI DNR to see which damage claims are approved based on quotas met by landowners
- Re-enrolling Wood County landowners for the 2018 crop year
- Designed 3 WDACP permanent fences for 2018. Working with landowners for final approval and will submit them to DNR for funding approval

Non-metallic mining reclamation program

- Forfeiture payment in full from B & R Excavating (since June 12, 2013)
- Updating NMM databases
- Following up on the status of financial assurance on those expiring soon
- Tracking permit fees and checking financial assurance as they are submitted
- Sent out email and phone call reminders of permit fees and financial assurance being due Jan 31st
- Answering questions/complaints about permit fee and financial assurance amounts
- Start the process of seizing financial assurance from a company
- Compiling evidence for the Joan Arnold hearing
- Seized financial assurance successfully
- Meeting with Peter K to figure out next steps to reclaim sites with seized financial assurance
- Drafting department policy for transferring permit to present to CEED per Shane's request

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Completed a Firmware update for the OTT flow meter with Lisa Keller's help
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Coordinating the North Central Land and Water Conservation Area Association February meeting in Wisconsin Rapids with Lori and Emily.
- Attended meeting regarding 8 County Regional Pollinator Partnership with Lori and Emily
- Met with City of Wisconsin Rapids and Bird City about a potential pollinator project
- Answer questions from general public about trees as they come in
- Processing tree order numbers as they come in
- Submitted final order number to nurseries
- Requested new tree sale program from IT, current one is from 1995
- Facilitated the 2018 Conservation Poster and Speaking Contest, will advance the local winners onto the Area Contest Feb 9th.

Activities Report for Adam Groshek – January 2018

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

- ~Discussion with Tom Hamus and his future voluntary no-till/cover crop fields for 2018.
- ~Final asbuilt work and cost-share payment for Ryan Wayerski's new manure storage pit associated with his new barn add-on.
- ~Continued inspection of the (slow) manure storage facility closure of Lee Accola's pre-ordinance pit and landspreading of manure contaminated soils on approved winter spreading field according to Lee's nutrient management plan.
- ~Working on manure storage abandonment plan for pre-ordinance pit on land that Daryl Sternweis bought.
- ~Attendance of multiple webinars discussing WI, IA, and MN trials, tips, and tricks to cover crops and no-tilling to promote the environment and the farmer's bottom line.
- ~Assistance with NE area tech cost estimating spreadsheet of typical contractor prices for bid items of different BMPs.
- ~Discussed possible manure storage pit expansion with Steve Seidel near Auburndale.
- ~CREP site visit to Gary Hilgart's to check on the trees planted as wooded buffers switched over from grassland.
- ~Discussion with Hoffman Farms on planned future expansion and need for manure storage and manure transfer permits. Cost sharing to be provided by NRCS if they qualify.
- ~Discussion with Todd Bores on his future barn rebuild and manure storage facility and need for permits and inspection by County staff during construction.
- ~Planning for another potential manure storage abandonment, nutrient management plan and potential future manure storage pit for farm near Nasonville, and a streambank improvement project.
- ~Cost /share contract 2018 money for practices has been earmarked, now to design and install the practices. Any other requested large cost-shared practices may have to wait until 2019 to be built.

Activities Report for Emily Salvinski January 2018

- **Tuesday, January 2.** Gathered info requested by Ken Shroeder. Gathered available numbers on POWTS in part of Mill Creek Watershed.
- **Wednesday, January 3.** Multiple trips to highway department for truck oil change. Reviewed new list of Mill Creek cost share recipients from Shroeder. Answered grant commitment questions.
- **Thursday, January 4.** Worked with IT to get ArcMap back on computer. Looked up POWTS info for 9-Key plan.
- **Friday, January 5.** Vacation Day
- **Monday, January 8.** Staff Meeting. Office meeting to plan for area poster & speaking contest. Processed checklist.
- **Tuesday, January 9.** Wrapped up Mill Creek data with new information added. Attended phone call pollinator meeting
- **Wednesday, January 10.** YEC-poster & speaking meeting. Worked on registration form for area contest. Created registration spreadsheet.
- **Thursday, January 11.** Sick Day
- **Friday, January 12.** Planning meeting for area poster & speaking contest. Further categorized pasture land for STEPL input. Added registrations to excel file.
- **Monday, January 15.** Further categorized barnyards for STEPL input. Info session on arcmap with Justin.
- **Tuesday, January 16.** Further categorized animal numbers for STEPL input. Sent edits to webpage. Visited visitor's bureau for future raffle prize and handouts.
- **Wednesday, January 17.** Played with new SnapPlus Software. Prepped info for Wood County people taking the NMFE class in Spencer. Began writing letter of support for pollinator grant. Added registration to excel file.
- **Thursday, January 18.** Helped with NMFE class at the Spencer NTC
- **Friday, January 19.** Attempted to make each sub-watershed into a field in snapplus. Helped judge winners for poster contest. Helped organize participation certificates.
- **Monday, January 22.** Attended staff meeting and groundwater meeting. Edited vegetation shapefile for website visual.
- **Tuesday, January 23.** Attended silent auction committee meeting conference call. Finalized and sent pollinator support letter. Worked on converting shapefiles to geodatabases.
- **Wednesday, January 24.** Worked on subwatershed "nmps" to get practice P reductions
- **Thursday, January 25.** Helped with NMFE class at the Spencer NTC.
- **Friday, January 26.** Sent NMM website edits to IT. Processed checklists from Spencer NMFE. Added data to GIS NM database.
- **Monday, January 29.** Updated NMFE shapefile. Saved rotational settings in snap for mill creek calculations.
- **Tuesday, January 30.** Attended 14-Mile Creek planning meeting. Processed incoming NMP (arcmap, spreadsheets)

Activities Report for Lori Ruess – January 2018

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Reviewed general ledger and payroll registers and completed journal entries to correct payrolls.
- Completed December sales tax report and submitted report to Finance.
- Attended Pollinator meeting with Tracy Arnold and Penny VanTassel at City Hall
- Attended January 8th and January 22nd staff meeting and typed minutes.
- Assisted with local poster judging.
- Assisted Tracy and Emily in planning of February 9th North Central Land & Water Conservation Association meeting.
- Attended January 24th Employee Feedback meeting.
- Completed reimbursement requests for:
 - Thomas & Sherri Hamus
 - Kyle & Laureen Altmann
 - Ryan & Tonya Wayerski
 - DATCP grant Staff & Support reimbursement in the amount of \$120,642.
- Received CREP practice cost-share check and mailed to the following landowner:
 - Gerald Hilgart
- Organized County Board and CEED packet information and took to County Clerk's office.
- Entered tree and shrub orders as they came in. Deadline for orders was January 12th.
- Logging of non-metallic mine permit fees as they come in.
- Attended wellness lunch & learn.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: January 16, 2018
 TIME: 9:00 a.m.
 PLACE: Room 317A, Wood County Courthouse
 TIME ADJOURNED: 9:09 a.m.
 MEMBERS PRESENT: Chairman William Clendenning, Ed Wagner, Bill
 Leichtnam, Kenneth Curry, Dave LaFontaine
 OTHERS PRESENT: Peter Kastenholz, and see attached list.

1. At 9:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Discussion on retaining a new Victim/Witness Coordinator prior to departure of the current Coordinator. The District Attorney was not available nor was the Victim/Witness Coordinator. The Victim/Witness Coordinator will be retiring in March. The District Attorney would like the Committee to support hiring a replacement early to allow the current Victim/Witness Coordinator to train her successor. Moved by Curry, seconded by Leichtnam, to support bringing on the new Victim/Witness Coordinator prior to the retirement of the current one. All ayes.
4. Discussion on letter to Representatives Spiros and Kulp on SB 384 postponed to the February 2, 2018, meeting.
5. Meeting adjourned at 9:09 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry
 Kenneth Curry, Secretary (signed electronically)

TAN 16, 2018 legislative.

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MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: February 2, 2018
 TIME: 1:30 p.m.
 PLACE: Room 115, Wood County Courthouse
 TIME ADJOURNED: 4:14 p.m.
 MEMBERS PRESENT: Chairman William Clendenning, Ed Wagner, Bill
 Leichtnam, Kenneth Curry, Dave LaFontaine
 OTHERS PRESENT: Peter Kastenholz and see attached list.

1. At 1:30 p.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. Chairman Clendenning asked if there were any objections to the minutes for the January 5, 2018, and January 16, 2018, meetings; there were none. The minutes were accepted as drafted.
4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by LaFontaine, seconded by Curry, to approve the reports and payment of department vouchers. All ayes.

Some questions were asked of Vruwink and Kastenholz about the reports. Vruwink discussed pending legislation pertaining to Child Support.

5. The Committee reviewed the claims of Melinda Roberts and Christine Kinzel. These claims will be provided to the county board.
6. There were no new animal claims against the County.
7. Discussion on latest edition of the following publications:
 - a. Wisconsin Taxpayer. Supervisors all receive this publication. Chairman Clendenning indicated a desire to discuss this and other county related publications insofar as advancing the interests of Wood County.
 - b. FOCUS
 - c. NACo County News. Attendance at Legislative Conference March 2 - 7, 2018. The Chair inquired if anyone was interested in attending. Because it is out of state, it would take county board approval. Lance Pliml will be attending on behalf of the WCA. The committee members were either not interested or available to attend the conference or felt that Pliml's attendance was adequate.

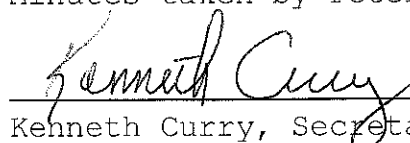
8. The Committee reviewed correspondence and legislative issues.

- a. LRB 4305 Water Pollution Notification bill AB 881. Supervisor Leichtnam talked about the substance and status of the bill. The bill requires notification of residents of contaminations to groundwater. Moved by Leichtnam, seconded by Clendenning, that the board support this legislation. Discussion had. Supervisor Wagner stated he would like to see the proposed legislation before taking a position on it. Supervisor Wagner located the legislation on his iPad and read it off to the Committee. Vote had. All ayes. A copy of AB 881 will be attached to the minutes.
- b. Adding items under correspondence. Committee Chair pointed out that Correspondence on an agenda does not allow for discussion. Clendenning wants Corporation Counsel to do a memo to the county board on the topic.
- c. Letter to Representatives Spiros and Kulp regarding SB 384. 2017 SB 384 provides a process for the automatic sunseting of all administrative code provisions. The bill passed the assembly in late 2017, now the senate is considering it. Moved by Leichtnam, seconded by LaFontaine, to oppose SB 384 and to have the committee chair present a letter to area state senators in opposition to the legislation. All ayes.
- d. The Committee approved the Corporation Counsel's memo entitled "Courthouse Security and Facilities Committee" and will submit it to the county board.
- e. Supervisors' report on attending Mining 101 Seminar in Minocqua and Planning & Zoning meeting in Portage County, and authorization for per diem and mileage for same. Moved by LaFontaine, seconded by Clendenning, to approve per diem and mileage for attendance at these. All ayes.
Moved by Leichtnam, seconded by LaFontaine, to refer this issue to the CEED Committee and have the Corporation Counsel work with that committee to draw up an ordinance regulating metallic mining in Wood County. All ayes.
- f. Enactment of non-partisan redistricting reform. Moved by LaFontaine, seconded by Clendenning, encouraging a nonbinding referendum in support of a nonpartisan redistricting via resolution. 3 ayes; Clendenning and Wagner voted no.
- g. Human Services resolution to authorize placement at Northwest Regional Juvenile Detention Center, approved by County Board August 15, 2017. Moved by Leichtnam, seconded by LaFontaine, to co-sponsor this resolution

expanding locations the courts can use to place juveniles. All ayes.

- h. Consideration of resolution to create Human Services Deputy Director position. Discussion had. The Committee members voiced support of the creation of the position but didn't feel that this committee should be involved in sponsoring the resolution.
 - i. Discussion to attend Heart of Wisconsin Legislative Breakfast March 2, 2018. Moved by Curry, seconded by LaFontaine, to authorize Clendenning to attend the Legislative Breakfast. All ayes.
9. Recruiting supervisors and interesting constituents in running for office. Supervisor Leichtnam explained he is looking for direction from the committee on how to proceed. Lots of ideas shared. Will be discussed further next month.
10. County Board rules.
- a. Terminating a position via county board action at the budget meeting. Moved by Wagner, seconded by Curry, to table until next meeting. All ayes.
 - b. Electing committee chairs. Moved by Leichtnam, seconded by Clendenning, to have a resolution appointing committee chairs. 3 ayes, 2 nays (Wagner & LaFontaine).
 - c. Stand-alone vs. ad hoc Public Property Committee. Moved by Clendenning, seconded by Leichtnam, to have a stand-alone Public Property committee. Discussion had. Questions had on what authority the committee would have and what it would oversee. Moved by LaFontaine to table until the committee has further information. No second. 2 ayes, 3 nays (Curry, LaFontaine, Wagner). Motion failed.
11. Agenda items for the March 2018, meeting:
- Education on involvement in government.
 - Stand-alone Public Property Committee
 - Terminating a position via county board rule.
12. The next committee meeting will be March 2, 2018, at 1:30 p.m.
13. Meeting adjourned at 4:14 p.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.


Kenneth Curry, Secretary

Judicial & Legislative Committee

Friday 2-2-18

Khyls Riley

Lance Plim

Doug Passineau

Brandon Vrowink

Ben Kump

DENNIS POLACH

Brent Vrowink

Shane Wehner

Adam Fischer

REUBEN VANTASSER

5

Menu » 2017 » Related Documents » Proposal Text » AB881: Bill Text

LRB-4305/1

MCP:emw

2017 - 2018 LEGISLATURE

2017 ASSEMBLY BILL 881

January 29, 2018 - Introduced by Representatives BILLINGS, NYGREN, ANDERSON, BERCEAU, E. BROOKS, CONSIDINE, CROWLEY, DOYLE, HEBL, HESSELBEIN, KOLSTE, NOVAK, OHNSTAD, POPE, SARGENT, SHANKLAND, SINICKI, SPREITZER, SUBECK, C. TAYLOR and VRUWINK, cosponsored by Senators SHILLING, BEWLEY, ERPENBACH, HANSEN, RINGHAND, VINEHOUT and MILLER. Referred to Committee on Environment and Forestry.

1 **AN ACT** *to create* 283.90 of the statutes; **relating to:** notifying well owners
2 and
3 counties of certain water pollution violations, providing an exemption from
emergency rule procedures, and granting rule-making authority.

Analysis by the Legislative Reference Bureau

Under this bill, if the Department of Natural Resources finds that the holder of a Wisconsin Pollutant Discharge Elimination System permit has violated certain provisions of the permit, DNR must notify the owners of any wells that may be negatively affected by the violation and the county or counties in which the permit holder and any wells that may be negatively affected by the violation are located. The bill requires DNR to provide these notices within 30 days after finding that a violation has occurred and within 24 hours if DNR determines that the violation poses a serious risk to public health. The bill also requires DNR to establish, by rule, procedures for providing the required notice.

For further information see the *state* fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

4 **SECTION 1.** 283.90 of the statutes is created to read:

5

1 **283.90 Notification of violations.** Whenever on the basis of any information
2 available to it the department finds that a permit holder has violated any of the
3 conditions, terms, or criteria specified in the permit under s. 283.31 (3) to (6), the
4 department shall notify the owners of any wells that may be negatively affected by
5 the violation and the county or counties in which the permit holder and any wells
6 that
7 may be negatively affected by the violation are located. The department shall
8 provide this notice within 30 days after finding that a violation has occurred except
9 that, if the department determines that the violation poses a serious risk to public
10 health, the department shall provide the notice, with the assistance of the
11 applicable
12 county health departments if possible, within 24 hours after finding that a
13 violation
14 has occurred. The department shall establish, by rule, procedures for providing
15 notice under this section.

13 **SECTION 2. Nonstatutory provision.**

14 (1) Using the procedure under section 227.24 of the statutes, the
15 department
16 of natural resources may promulgate rules required under section 283.90 of the
17 statutes. Notwithstanding section 227.24 (1) (c) and (2) of the statutes, emergency
18 rules promulgated under this subsection remain in effect until July 1, 2019, or the
19 date on which permanent rules take effect, whichever is sooner. Notwithstanding
20 section 227.24 (1) (a) and (3) of the statutes, the department is not required to
21 provide
22 evidence that promulgating a rule under this subsection as an emergency rule is
23 necessary for the preservation of the public peace, health, safety, or welfare and is
24 not required to provide a finding of emergency for a rule promulgated under this
subsection. Notwithstanding section 227.24 (1) (e) 1d. and 1g. of the statutes, the
department is not required to prepare a statement of scope of the rules
promulgated

1 under this subsection and is not required to present the rules promulgated under
2 this
3 subsection to the governor for approval.

3 **SECTION 3. Effective date.**

4 (1) This act takes effect on the first day of the 7th month beginning after
5 publication.

6 **(END)**



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

5

FEBRUARY 2018

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I will be attending WCSEA meetings on February 8th and 9th.
- McKenzie Sommerfeldt started work with the agency on January 15th.
- I am still working on the Administrative Paternity Legislation. I have been getting assistance from WCA to move the legislation forward. The legislation would streamline the paternity establishment process for child support agencies and free up unnecessary court time.
- Wood County's Children First Plan was approved. We were awarded the 80 slots that we requested. Wood County is one of 20 Counties that have a Children First Program.
- The Governor has called for a special session of the legislature to focus on the "Wisconsin Works for Everyone" welfare reform plan. There is a provision relating to child support that I will be monitoring closely.
- The cooperative agreements have been signed by all departments and have been submitted to the state for review.
- I reviewed the December Performance Numbers. The numbers remain strong and we are on pace to have another solid year.
- The current IV-D case count is 3,933.



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE
February 2018

5

1. **Opioid Litigation.** The 300 plus and expanding number of cases (60 of them being Wisconsin counties) have been consolidated for hearing in the Northern District Court of Ohio. The judge there is pushing the sides to come up with settlement terms so that the opioid epidemic can be brought under control and funds allocated for treatment. A hearing on proposed settlement concepts has been set for the end of January. The court plans on moving the case forward expeditiously.
2. **Waite litigation.** Ms. Waite was a corrections officer for the county for a number of years when she was terminated several years ago based upon progressive discipline for issues such as sleeping on the job, not collecting up razors that were distributed to prisoners for shaving purposes, locking herself in a cell without having keys or a radio and other forms of misfeasance and malfeasance. Waite appealed the dismissal through the county's Act 10 mandated Complaint Resolution Process (CRP). Waite lost throughout the CRP process and then filed an ERD/EEOC complaint of sexual discrimination and retaliation. Waite eventually hired counsel and then abandoned the administrative ERD/EEOC process and sued in federal district court for employment discrimination. The Wisconsin County Mutual provided insurance coverage for legal counsel but does not cover some damages associated with a discrimination case, such as lost wages and benefits, so any damages flowing from the case would have been the responsibility of the county. Those damages had been estimated to be \$211,733.51 (\$95,622.13 in lost wages, \$50,000.00 in front pay, \$14,053.70 in retirement benefits, and \$52,058.28 in health insurance premiums). WCMIC would provide coverage for all non-wage/benefit damages (\$300,000.00 cap on these damages) along with plaintiff attorney fees, which is an unknown number but with a full week trial it was projected by insurer's counsel to be in excess of \$200,000.00. These numbers were all considered worst case scenarios. In mid-December 2017 the judge encouraged mediation and the Mutual agreed to ante up \$20,000 but there wasn't time to ask the county board to allocate funds for settlement. There also wasn't much interest by Lance or me in having the county pay money to an ex-employee who was justifiably terminated. The Sheriff felt the case was going to tarnish his department's image and wanted to take \$50,000 or so from his budget to put toward settlement but I advised he didn't have the authority to do so and the county board would have to approve a reallocation of funds in his budget via a 2/3rds vote. There wasn't time for this so the county ended up not offering any money toward settlement and made clear we did not want Ms. Waite returning to her old position as a corrections officer. The case was tried before a jury the second week of January and the jury was in deliberations for over 8 hours over a two-day period when it finally returned a verdict in favor of the county on all counts. The fact that a jury was out for over 8 hours on less than four days of testimony, in what I considered a really strong case for the county, is disconcerting to me. As Lance has reminded me on a few occasions, you can't settle lots of cases for nuisance value or everyone is going to be encouraged to sue, which reflects the philosophy of the Wisconsin Counties Mutual, but sometimes juries do come back with bad decisions and that is just the nature of the system of justice we have; it isn't perfect. So, a good win here but no guarantees on these types of cases.

I wanted to flesh out a bit how the Waite case proceeded because it turned out to be awkward in the end when no one from the county had any authority to make settlement decisions so we just had to forgo the last minute push for mediation by the court. It worked out well here but in the future I will try to prepare for a more deliberative approach.

3. Sullivan age discrimination claim. Ms. Sullivan is a former employee of the county who sent a demand letter to the county seeking \$111,000 in damages for being terminated as she alleged the primary basis of the termination was her age. The matter was turned over to our insurance carrier, the Wisconsin Counties Mutual and their attorney, Kristofor Hanson, who wrote back to Sullivan's counsel explaining, generally, the county's reasons for the termination and that because the county acted legally, he was not recommending any settlement discussions at his point in time. Attorney Hanson had communicated with me and I advised that I was not aware of age being a factor in the termination decision. It is likely that the matter will proceed to an administrative review and hearing process via the ERD/EEOC and if it does, I will keep you updated in regard to it.
4. Copyright claim. The Parks Department used a picture of a county park entrance in both a printed brochure and an electronic brochure that it thought was taken by staff but turns out to likely be one that only looks a lot like one taken by staff but was actually taken by Melinda Roberts of Wisconsin Historical Markers. Ms. Roberts notified the county that it had used her picture without her consent and this infringed upon her copyright and she would sue for damages, penalty and attorney fees unless we paid her \$3,000 or \$1,500 if paid by February 7, 2018. The Parks Department tried to take the friendly approach and explained it was all just a simple mistake. When that didn't work, I tried to take the legal approach and argued that although original materials, such as pictures, are automatically copyrighted, the owner of the copyrighted work cannot sue for infringement if the owner did not register the work with the federal copyright office. Ms. Roberts did not respond to my arguments other than to provide that she is well familiar with the copyright law and the county needs to pay. The matter has been referred on to the Wisconsin Counties Mutual, which has verified coverage but the policy does have a \$25,000 per incident/\$100,000 annual aggregate deductible. Our insurer has asked its counsel about Wood County's liability posture (including whether my claimed defense is accurate or not) and Attorney Timothy Johnson of the Crivello & Carlson firm has affirmed that registration with the copyright office is a precondition to suit. Although it seems that Roberts has not registered the picture with the copyright office, Attorney Johnson is recommending settlement because litigation is so expensive. The insurer has taken over handling the matter at this juncture.
5. Rodeghier ERD/EEOC proceedings. Many of you will remember former Norwood employee Jason Rodeghier who was terminated in part for refusing to leave the lobby area at Norwood and report to work. He utilized the complaint resolution process up to and through the independent hearing officer (IHO), who denied his claim; he appealed that decision and after a paper (certiorari) review, the IHO's decision was affirmed by the county board. After that Mr. Rodeghier filed a complaint with the ERD/EEOC alleging that he was terminated for a number of protected reasons, such as race, creed, retaliation and so on. Although not covering consequential damages such as past or future wages, the insurer does provide counsel and covers costs. The attorney handling this case on behalf of the county and its insurer, Sharon Mollman Elliot, has advised that Mr. Rodeghier is again looking to communicate with county board members in an attempt to get one or more of them to support his allegations against the county. Attorney Elliot and I agree that wouldn't be good on a number of levels. To avoid getting embroiled in this case, I adjure you to not discuss the case with Mr. Rodeghier or, for that matter, anyone other than fellow supervisors, me, or our insurer's counsel, Attorney Elliot. If you are contacted in some fashion by Mr. Rodeghier, please do not respond to him, but let me know. Thanks.

6. Staffing. As I mentioned a while back, I am considering asking the committee and then the county board, probably through the budget process, to approve an additional half-time legal secretary position for this office. In doing so, it is important for me to be convinced that the need is there and that there isn't a better way of approaching this, because if I am not convinced then I don't want to even consider moving ahead with it. It doesn't take long to figure out why the work load has increased thereby necessitating more man hours; it is primarily due to the increased number of guardianship and protective placement (G/PP) cases we handle. Although I typically only spend 30 to 60 minutes of court time on such cases, it takes many hours for my secretary on each case to go through the petitions the social workers prepare, to arrange for the court hearings, line up doctors and other witnesses and to prepare the 5- to 15-page-long court orders. All sorts of notices and other documents need to be prepared for such cases. Choreographing these cases is so complicated that when the legal secretary is out, these cases get put on hold until she returns. That isn't good as the subjects of the proceedings are often waiting to be moved from a hospital to a nursing home or to have someone appointed to apply for financial benefits that the filing or granting of these petitions requires. Other types of cases, such as adult and juvenile mental and alcohol commitment proceedings have been increasing in numbers over the years and can be messy; I do handle those when the legal secretary is out, although it is not the most efficient use of my time to do so. There are several reasons why there has been an increase in the G/PP cases, but primarily it has been the inadequacy of advance directives (powers of attorney for finances and health care) to obviate the need for the G/PP orders as well as just the aging of the population and the desire of professionals and facilities to have the security that such court orders provide. I intend to further address the need issue in the future as well as covering the options and their pros and cons.

Peter Kastenholtz

From: Chad Schooley
Sent: Monday, January 8, 2018 10:08 AM
To: Peter Kastenholtz
Cc: Sandra Green
Subject: FW: FW: Copyright Infringement: My Photograph of Powers Bluff Development Project pamphlet
Attachments: INVOICE.pdf

5

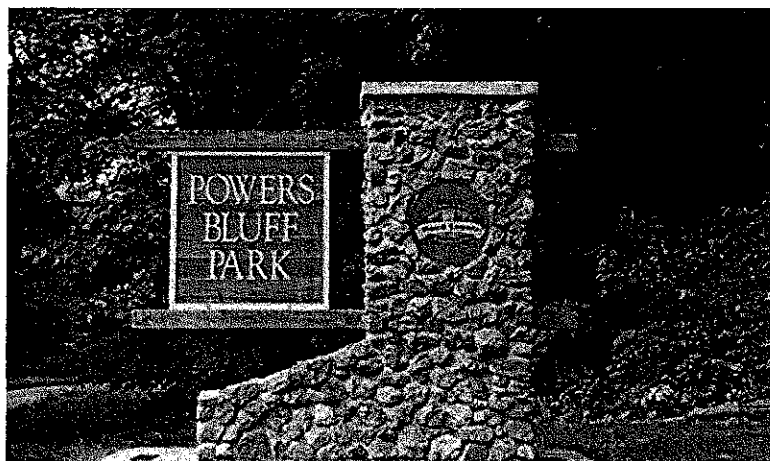
Hi Peter,

Could you review the correspondence that Sandy Green has below. I was made aware of this situation this morning. Let me know when you would have time to discuss.

Thanks,
Chad

From: Sandra Green
Sent: Monday, January 8, 2018 9:53 AM
To: Chad Schooley
Cc: Sue Potocki
Subject: FW: FW: Copyright Infringement: My Photograph of Powers Bluff Development Project pamphlet

I'll talk to you about this. This is the photo:



From: Melinda Roberts [<mailto:maroberts1126@gmail.com>]
Sent: Monday, January 8, 2018 9:40 AM
To: Sandra Green
Subject: Re: FW: Copyright Infringement: My Photograph of Powers Bluff Development Project pamphlet

Good morning, Sandra!

Thank you for your response and for your honesty. Unfortunately, an apology and an assertion that you "did not realize these photographs were taken by anyone but our staff" does not release you / Wood County / Powers Bluff Development Project from responsibility for infringing on my copyright.

Not only has your use of my photo compromised my brand, but this photo was to have been used in an upcoming publication that includes a piece on Powers Bluff Park.

5

Over the past couple of years there has been an alarming amount of theft of my photos. My website is replete with copyright notices (even though I don't have to have notices on my website; copyright is inherent), and any photos found on the internet either (1) link directly back to my website and/or (2) come with a notice that the photo may be copyrighted. Therefore, there is no excuse for using *any* photograph without knowing for sure who took it -- especially for website development and marketing purposes (I know, because this is my background).

My charge for infringed-upon photos is \$1,500 per photo per use. Since my photo was used twice (in the marketing pamphlet and on the Wood County website), the total amount due is \$3,000. My invoice is attached.

However, in the interest of resolving this matter short of Federal Court litigation, I am willing to accept \$1,500 as payment in full, as long as this matter is resolved within the next 30 days -- on or before February 7, 2018. If the matter is not resolved, I will proceed with my lawsuit for the full amount of the invoice of \$3,000.

If you or anyone associated with this matter has any questions or would like to discuss this matter further, please do not hesitate to contact me.

All the best,

Melinda

Melinda Roberts
WisconsinHistoricalMarkers.com

(920) 403-0898

On Mon, Jan 8, 2018 at 7:35 AM, Sandra Green <sgreen@co.wood.wi.us> wrote:

Hello. I apologize for this. I found this picture just searching the internet and assumed it was taken by our staff since it is one of our properties. I would be happy to record your copyright information on the next run of our brochures which will be very soon. In the meantime, would you consider granting permission for the photographs for Powers Bluff on our brochures and website? I will also let IT know so he can fix the one on our development project main page. Again, I apologize, I was new last year and did not realize these photographs were taken by anyone but our staff. Now I know. Thank you.

Sandra

From: Sue Potocki **On Behalf Of** parks
Sent: Monday, January 8, 2018 7:24 AM
To: Sandra Green

Subject: FW: Copyright Infringement: My Photograph of Powers Bluff Development Project pamphlet

From: Melinda Roberts [mailto:maroberts1126@gmail.com]
Sent: Sunday, January 07, 2018 8:08 PM
To: parks
Subject: Copyright Infringement: My Photograph of Powers Bluff Development Project pamphlet

Hello,

I have recently discovered that my photograph, taken from my website, has been used on your Powers Bluff Development Project pamphlet without my permission, knowledge or consent, in violation of my copyright rights. The photo at the entrance to the park appears on this post and five others on my website:

<http://www.wisconsinhistoricalmarkers.com/2014/09/geological-history-of-powers-bluff.html>

Please contact me asap regarding this matter.

All the best,

Melinda

Melinda Roberts

WisconsinHistoricalMarkers.com

(920) 403-0898

NOTICE OF INJURY AND CLAIM

RECEIVED

JAN - 9 2018

5

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

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

THE INCIDENT

RECEIVED

JAN 09 2018

WOOD CO. CORP. COUNSEL

Date: 12-22-17

Time: approximately 3pm

Place: Hwy 13 S.

The circumstances giving rise to my claim are as follows:

See attached letter

The names of county personnel involved are: Bernie

The names of other witnesses are: _____

THE CLAIM

I request the following monetary or other relief:

See attached repair bill to date

1-5-18
Date

Christine Kinzel
Signature

Print Name: Christine M. Kinzel

Address: 13080 Deer Ridge Rd
Wisc. Rapids, WI 54494

Phone: 715-213-0458 (c)
715-325-6103 (h)

(Rev. Feb. 09)

cc: Corp Counsel ¹⁴¹ Risk Mgmt, Hwy

I was traveling South on Hwy 13 Friday afternoon, December 22, 2017, around 3pm, and shortly after crossing Nepco Lake, I could see a highway utility vehicle up ahead with a flashing light. This small vehicle was sitting in the median between the four lanes. Since I was in the left south-bound lane, closest to this vehicle, I immediately reduced my speed and put on my blinker in order to move to the right lane thus giving the road crew ample room as is appropriate for their safety. I did not see anyone around the vehicle and there were no hazard cones or orange tape indicating any caution was needed. As I proceeded to change lanes, I felt a terrible jarring and heard a loud clunking noise. I immediately knew that I drove into something. I looked in my rearview mirror and saw a dark hole that I had gone through. I first pulled over to check my tire to see if it was still drivable. The tire was flat. My husband met me at the gas station where I had stopped at and he put on the spare tire. After removing the flat tire we could see that the impact was so severe it actually damaged the rim of the wheel, bending it beyond repair. We immediately took the vehicle to the dealership and they informed us that I must have hit very hard and the pothole had to be quite deep.

Right after Christmas, December 26th, I called the County to talk to someone about this situation and eventually I was directed to the Hwy department supervisor on call. I spoke to Bernie, whom informed me that it was he sitting in the repair vehicle. I believe that since there was an employee on the scene, care should have been taken to mark the actual road hazard. Instead, the actions of the employee caused me to drive into the hazard, not avoid it.

I am respectfully requesting that Wood County take care of my car repair bill that is attached. The department was obviously aware of this road damage and could have easily and safely marked the road with orange cones to inform oncoming travelers of the danger ahead. At this time, I do not believe that I have any bodily injury from this incident.

Also, Eric, from the Ford Service Department, informed me that for now the back left tire does not need to be replaced. There is a chance that some time in the future this tire may start to lose air or the belts within could break due to the damage that occurred. Since this vehicle is an all-wheel drive automobile, if one wheel needs to be replaced then all four will need to be replaced in order for the vehicle to drive properly. He quoted the price for four new tires to be approximately \$1000.00 plus labor and balancing.

(See attached photos)



Christine M. Kinzel



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

5

MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: February 20, 2018

RE: Courthouse Security and Facilities Committee

On several occasions recently the question has come up as to what level of authority the judiciary has in controlling the proposed remodeling of the third floor and the safety of the courthouse itself. Although there is a strong interest in working collegially with the courts in modifications to the courthouse, even beyond the courtrooms, chambers, and ancillary rooms themselves, there is a need to know where the authority to make the decisions lie; the legislative or judicial branch of government?

The short answer, that both branches of government exercise some controls in this remodeling process, is not a very clean one. So, let me add to it before fleshing out the answer. Generally, the legislative branch controls the purse strings and the judicial branch can only insist on access to funds and determining the use of those funds to the extent the funds are necessary for the courts to carry out their functions.

So, for instance, setting up a courtroom in an open area in the boiler room, using ten chairs and six picnic table benches is not adequate, legally. On the other hand, the courts do not have the right to insist upon a chair that costs \$1,200 or metal detectors at the entrance to the courthouse.

The law behind these short answers is located in several locations. Constitutionally, we do have the judiciary being established as a separate but co-equal branch of government with the legislative and executive branches. The legislature has also enacted numerous laws that define the powers of the judiciary. When it comes to the construction or remodeling of a courthouse and courtrooms, Wis. Stat. s. 59.54(14) provides in relevant part as follows:

59.54(14) Courthouse and jail; restrictions. (a) A county shall provide a courthouse, fireproof offices and other necessary buildings at the county seat and keep them in good repair. A county shall provide a jail or enter into a cooperative agreement under s. 302.44 for the cooperative establishment and use of a jail. The jail and rehabilitation facilities as extensions of the jail need not be at the county

seat and may be located outside of the county under a cooperative agreement under s. 302.44.

...
 (d) The construction of any courthouse shall be in accordance with plans and specifications that are accompanied by the certificate of the circuit judge in whose circuit the building is to be erected, to the effect that after consultation with competent experts the judge is advised and believes that the courtrooms provided for will possess proper acoustical properties. The fee for this advice shall be paid by the county upon the judge's certificate.

(e) Repairs which amount substantially to a reconstruction of a courthouse shall be governed by the same restrictions that apply to new construction, so far as practicable.

Oddly, the focus of the statute is on the acoustics of the courtrooms. A more comprehensive approach is taken in the Wisconsin Administrative Code, specifically, Supreme Court Rule Chapter 68. What follows are some sections of SCR 68 that pertain to remodeling of courthouses. Note that in the first section, entitled: Purpose, it makes clear that the legislative branch determines the budget.

SCR 68.01. Purpose

(1) This chapter is promulgated by the supreme court to promote **communication** among circuit courts, county officials, court planners, architects and contractors concerning court facilities issues. It recognizes the constitutionally appropriate **participation** of the supreme court and circuit courts in addressing their facilities and staffing needs and priorities ***within the constraints established by funding limitations and budget priorities***. This chapter recognizes the court's authority to direct activities and policies of the director of state courts and of the judiciary. It is intended to assist counties and courts in making sound decisions about the court facilities that serve the citizens of their Wisconsin communities.

(2) This chapter does not create a fixed standard. It is intended to be a statement of general purpose and procedure which establishes a flexible framework for courts' participation in decision-making regarding court facilities while recognizing the wide range of needs and circumstances which exist in counties across the state.

(3) The standards in this chapter apply to existing court facilities, to the construction, remodeling and relocation of court facilities and to the review and approval of court facilities under SCR 68.03 (2) and (4).
 (emphasis added)

The next section, SCR 68.03, deals with the remodeling of court facilities and the relocation of court staff. This would not include such offices as the District Attorney or Victim Witness. It does include the jury rooms and the Clerk of Courts' office, per s. 68.02(1)(b).

SCR 68.03. Remodeling, construction, or relocation of court facilities or personnel

(1) *The circuit judges shall promptly notify the chief judge of the judicial district, in writing, of the county's intent to remodel, construct or relocate any court facility or to relocate any court personnel.*

(2) The circuit judges and the chief judge, in cooperation with appropriate county officials, shall review any proposals under sub. (1) together with any drawings or plans. *The circuit judges and the chief judge shall participate in the planning process to ensure that the proposals under sub. (1) are consistent with current court facility standards, including those relating to functional design, audio-visual and acoustical adequacy and security of the courts and the public, and that they conform to the requirements of the Americans With Disabilities Act and other federal, state and local laws.*

(3) The director of state courts shall provide technical assistance and advice on any proposals under sub. (1), within the resources available to the director's office.

(4) The chief judge shall review every new, remodeled or relocated court facility and grant or deny approval for its use, subject to review by the supreme court.

(5) No circuit judge or court staff may occupy a new, remodeled or relocated court facility until the court facility is approved under sub. (4).
 (emphasis added)

The next section sets up the courthouse security committee and the responsibilities of the committee. The committee does not have independent authority to expend funds or to mandate that county staff who are members of the committee must allocate funds for the policies and procedures advocated by the committee.

SCR 68.05. Security and facilities committee

(1) The presiding judge for each county shall appoint a **security and facilities committee** composed of all of the following:

- (a) One circuit judge to serve as chairperson.
- (b) The chairperson of the county board.
- (c) The county executive, county administrator, or administrative coordinator.
- (d) The clerk of the circuit court.
- (e) The county sheriff.
- (f) The district attorney.
- (g) The Wisconsin State Public Defender.
- (h) A circuit court commissioner.
- (i) One lawyer designated by the president of the local bar association. If there is no association, the presiding judge shall appoint a lawyer residing in the county.
- (j) One representative of a victim-witness support organization.
- (k) One representative of the facilities/maintenance department.
- (l) Such other persons as the **committee** considers appropriate.

A person specified in sub. (b) to (g) may designate a person for appointment to the **committee** in his or her place.

...
 (3) The **committee** shall meet quarterly.

(4) The **committee** shall coordinate and develop general court **security** and facilities policies and key activities including:

(a) The submission of reports to the Planning and Policy Advisory **Committee** on **security** threats and incidents and on **courthouse** construction, remodeling and **security** innovations.

(b) A policy for the secure delivery of mail, other items, and supplies to all offices in court facilities.

(c) A policy for the issuance, control, and collection of keys and electronic access devices for each court facility, governing access before, during and after business hours.

(d) A policy to control access to court facilities for third party subcontractors and vendors.

(e) An annual training program, in coordination with the county sheriff, for all employees and staff.

(f) Procedures for a sworn officer/court **security** officer to patrol the halls and public areas.

(g) A policy regarding possession of firearms by law enforcement officers who appear as witnesses, litigants, or who are present on personal business in the court facility.

(h) A list of prohibited items not allowed to be brought into the court facility.

(i) A notice to the public and employees regarding prohibited items not allowed in the facility and warning that persons entering the facility are subject to search.

(j) A procedure to calibrate screening equipment consistent with manufactures' directions.

(k) A plan for dealing with disruptions at court proceedings, including trial and pretrial, involving particularly dangerous or disruptive litigants.

(l) A policy for searching each courtroom or other vulnerable area for explosives or other dangerous instrumentalities before the commencement of court proceedings each day.

(m) A preparedness plan for disasters impacting or affecting court operations in coordination with the local emergency management department.

(n) A procedure to review features of the buildings' exterior with security features in mind, such as an electronic surveillance system and external lighting.

(o) A policy for the monitoring and surveillance of all parking areas including public, employee, and other designated parking areas. The committee should consider establishing a policy governing motor vehicles in close proximity to the court facility and a policy to establish barriers preventing vehicular access to the facility.

(p) A juror safety policy.

- (q) A system of recording, reporting, and responding to incidents occurring in court facilities.
- (r) A system of recording, reporting, and responding to threats made to judicial officers and court staff and their families and others associated with the court as a local rule under SCR 70.34.
- (s) A procedure whereby each judicial officer may complete and submit a judicial profile to local law enforcement and provides annual updates.
- (t) A policy for periodic security audits.
- (u) A policy on money collection and safeguarding of money.
- (v) A policy for the handling and storage of firearms, other dangerous instrumentalities and contraband received as evidence during court proceedings.
- (w) Consideration of whether the **committee** can assist the municipal courts in its county in **security** matters.
(emphasis added)

SCR 68 goes on to deal with: 68.06 Security: structure and design; 68.07 Security: personnel; 68.08 Security: equipment; 68.09 Court facilities: planning; 68.10 Court facilities: courtrooms; 68.11 Court facilities: auxiliary areas; and 68.12 Staffing. If it turns out that there will be a remodeling of the existing courtrooms or the construction of a new courtroom, then those provisions will be relevant.

6

**MINUTES OF THE
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE**

DAY & DATE: Thursday, February 1, 2018
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 11:00 A.M.
MEMBERS PRESENT: Chairman Al Breu, Supervisor Marion Hokamp, Supervisor
David LaFontaine, Supervisor William Winch, Supervisor
Joseph Zurfluh
EXCUSED: None.
OTHERS PRESENT: Dennis Polach, Wood County Board; Bill Clendenning,
Wood County Board; Parks and Forestry Director Chad
Schooley; Forest Administrator Fritz Schubert; Highway
Commissioner Douglas Passineau; Highway Accounting
Technician Caitlin Carmody; Highway Patrol
Superintendent Brandon Dammann

1. Call meeting to order. Meeting called to order by Supervisor Breu at 8:02 am.
2. Public comments. None.
3. Approve minutes of the January 4, 2018 Highway, Infrastructure, and Recreation Committee meeting(s).

Winch pointed out that the topic of railroad crossings did not get added to the February agenda as stated in the January minutes. He stated that the Public Safety Committee would be discussing the issue at their meeting on February 12th at 1:00 PM at the Vesper Community Center. He will bring the results of that discussion to the March HIRC meeting.

Motion to approve the minutes of the January 4, 2018 Highway Infrastructure and Recreation Committee meeting by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.

PARKS:

4. Parks Construction Supervisor report.
 - a. Current projects update.
 - b. Employee matters.

Motion to approve the Parks Construction Supervisor report by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion Carried.

5. Office Supervisor report.
 - a. Snowmobile/ATV Reports.
 - b. Office Update.

Motion to approve the Office Supervisor report by J. Zurfluh and seconded by W. Winch. All in favor. Motion carried.

6. Park and Forestry Director report.

Schooley stated that per a request from the committee at the January meeting, he included a firewood review for 2017. It does not reflect some labor costs that the

department had, but those were costs that would be sustained anyway for firewood handling.

Winch asked if there is a current inventory count on the firewood pile. Schooley stated that no, there wasn't, but that he could get that. Winch also asked if they could compare the profit made from firewood to that they would have made from selling the dead oak as timber. Schubert stated they normally get \$10 per cord for dead oak timber. Schooley will bring back a more detailed report showing the comparison between selling the firewood vs. selling the wood to a timber contractor for firewood.

Schubert stated that per the report, he and Schooley are looking at doing a pine stand improvement harvest in South Park. They have marked the trees. Schooley stated that given it is within the boundaries of a park near a residential area, he has concerns about who gets the bid for the work. In the past, they have sent out requests for bids to a few select loggers who they know do good work and he would like to follow this process again. He will contact Peter Kastenholz to find out the legalities of seeking bids in this manner.

a. Special Use Permits.

State Ski Show Tournament

Aqua Skiers

July 14-25th, 2018

For the use of the beach area for the ski show.

Schooley stated that he had met with the Aqua Skiers regarding their contract for the use of the shelter buildings for the ski show. In the past, they had completed in-kind work for a fee waiver for the Red Sands Beach Pavilion, but that arrangement runs out after the 2018 season. They would like to now do a three year contract for the event, instead of a one year and they want to keep the fee waiver. Schooley said they do plan to do some more in-kind work to the shelter building (putting up gutters, down spouts, and rooftop snow guards) this spring at their cost. This could reduce their expected fees, but how much would depend on the estimate.

The Special Use Permit is for the show itself and Schooley will work with the Aqua Skiers to determine a fee structure and bring to the committee next month.

Motion to approve the Special Use Permits by D. LaFontaine and seconded by W. Winch. All in favor. Motion carried.

Motion to approve the Park and Forestry Director report by D. LaFontaine and second by J. Zurfluh. All in favor. Motion carried.

FORESTRY:

7. Forest Administrator report.

a. Timber Sale Update

LaFontaine requested that Schubert provide the committee with a list of all the contracts that are approved and what the contract awards are.

Motion to approve the Forest Administrator's report by D. LaFontaine and second by J. Zurfluh. All in favor. Motion carried.

8. Correspondence. None.

9. Approve payment of bills. **Motion to approve the payment of bills by M. Hokamp and seconded by D. LaFontaine. All in favor. Motion carried.**
10. Revenue report. **Motion to approve the revenue report by D. LaFontaine and second by M. Hokamp. All in favor. Motion carried.**

Committee took a break at 9:39 AM and resumed at 9:45 AM.

HIGHWAY:

11. Geographic Information Systems (GIS)

Passineau stated that his staff would be working with Justin Conner of the Planning and Zoning office to implement a GIS database of signs, culverts, and driveway permits. They currently use a Simple Signs program that is a number of years old and is outdated. There would be costs for annual licenses to utilize the program.

Motion to approve the use of Geographic Information Systems for inventorying Highway resources by D. LaFontaine and second by W. Winch. All in favor. Motion carried.

12. Capital Improvement Projects

The committee reviewed the capital improvement projects report provided by Passineau. Passineau stated that generated revenues from machinery use and asphalt plant operations pays for the purchases of equipment and the equipment is replaced as needed, not on a rotation.

Motion to approve the Capital Improvement Projects with future amendments brought back to the Highway Infrastructure and Recreation Committee by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

13. Beet Heat/Brining Operations

Passineau stated he and Dammann had met with representatives from the Department of Transportation last Friday and at the meeting, the DOT representative Jim Hughes stated that the DOT is considering buying the Highway Department a brine maker. The DOT has already purchased the department a truck and tank to use for a brine-only State patrol section. However, the Department would need to build a storage building for the brine maker, should it be purchased. Passineau stated he would like to use excess funds from the winter maintenance account from last year to pay for the building.

Dammann stated that brining operations could save the county up to \$30,000 per year on salt purchases and the brine would be used on county roads as well. Brine is found to be more efficient and effective than just salt and can be used down to 17 degrees Fahrenheit without additives. Adding additives such as Beet Heat or magnesium can lower that temperature even farther. Brining is also found to be safer for the environment because salt stays on the roads better and doesn't wash, roll, or get plowed off into the ditch. There are a few Wisconsin counties who have switched their operations to a focus on brine and they have all found it to be more cost effective and efficient.

Motion to approve the transfer of funds from the winter maintenance account for the purposes of building a brine storage facility by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.

14. Marshfield Storage Operations

Passineau reminded the committee of the department's plan to close the Pittsville shop once the fuel software systems were upgraded in Marshfield and Wisconsin Rapids. The IT department is now ready to upgrade those systems and they anticipate a completion date of mid-March to early-April. Part of the process of closing Pittsville is moving equipment up to Marshfield. But the current storage capacity at Marshfield will need to be updated to make more room for the added equipment. In April, the committee had approved the department to seek engineering on a new storage building in Marshfield. Passineau stated they are now ready to move forward with this project.

15. Winter Route Optimizations

Passineau stated the DOT is wishing to do a winter route optimization on our roads and they believe it might change our sections a bit and improve our winter maintenance operations. Passineau stated some counties keep county and state winter maintenance sections separate and route optimization integrates those sections and can reduce costs and improve service. However, Passineau stated that our routes have been integrated for years already.

16. Frac Sand update.

17. Current projects update.

18. Approve payment of bills.

Motion to approve payment of Wood County Highway bills by D. LaFontaine and seconded by W. Winch. All in favor. Motion carried.

19. Accounting Supervisor's Report.

Motion to approve the Accounting Supervisor's report by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.

20. Correspondence. Passineau announced his retirement as of July 6, 2018. He stated he would be sharing his retirement letter with the committee shortly.

21. Next meeting date: Thursday, March 1, 2018 at Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495

22. Motion to adjourn.

Motion to adjourn by D. LaFontaine and seconded by W. Winch at 11:00 AM. All in favor. Motion carried.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician

PARKS CONSTRUCTION SUPERVISOR REPORT

February 1, 2018

By D. Quinnell

CURRENT PROJECTS

- The South Park Ranger Cabin remodel is under way.

MAINTENANCE OPERATIONS

- Powers Bluff winter area is prepared for the winter season.
- The State Inspection of the tow lines is complete and all is well.
- All parks are closed and crews are working on winter maintenance projects such as cutting dead trees, repairing tables and repairing equipment.

EMPLOYEE MATTERS

- We have not added any LTE's yet this year, we have not opened the tube hill yet.

OTHER

- We will begin getting cost quotes for equipment and projects for 2018.
- I am working on quotes for the South Park White Beach retaining wall replacement. To begin as soon as weather permits.
- I am getting quotes for an addition on South Park Shop. This addition will make it possible to remove the "old shop" down the road, and that area will be turned into parking for day users of the park. This project will also begin as soon as weather permits.

WOOD COUNTY PARKS & FORESTRY
OFFICE SUPERVISOR REPORT

February 1, 2018

By: Sandra Green

SNOWMOBILE:

- I attended the January 8th Snowmobile AWSC meeting in Milladore. A lot of good discussion as well as concern for the lack of snow and when and if the trails will open.
- I worked with one landowner who purchased a property which a snowmobile trail runs through which is managed by the Sunset Drifters. After much back and forth and negotiation, I was able to convince him to allow the trail to run through for this year. Next year, he most likely will not allow this as he purchased the land for the sole purpose of hunting land for his family. The Sunset Drifters will need to move the trail.
- I have received all easements and contracts back from each club.
- The clubs are packing and grooming what they can with the lack of snow. We need at least 6" of good, wet, heavy snow to open the trails.
- The first half bills have been entered into SNARS and a check has been cut to AWSC. The Treasurer will distribute once in their bank account. Once the transfer is made, I will then submit for reimbursement to the State of WI.

OFFICE:

- Provided Wellness materials to employees in the field and office.
- Have been working on a new fundraiser. A vendor event to be held at Nepco Lake Shelter on March 16 and 17. Currently, we have 12 vendors confirmed and paid for. The deadline is 2/1/18 and then we can re-evaluate space. We have many, many requests from vendors still coming in. I am keeping these inquiries on a waiting list. We should make approximately \$1,400 to put towards the Powers Bluff Development Project.
- Continued to work on the Open Spaces Plan Survey social media, marketing & organization. We will launch the survey this week on Friday and will run through most of February. The website page is the link at the bottom on the right of our Parks website. Please feel free to take the survey for those who read this.
- Completed work on the Fixed Assets information for Finance.
- Began preparing paperwork for the 2017 Audit.
- Completed the sign proposal for our department and Land and Water with Rapids Sign.
- Posted on Facebook and on our website regarding our annual special of the camping fee of \$10 per reservation waived if they call or book in person during the week of January 29th – February 2nd.
- Requested a few changes and updates to our Parks website through IT.

Parks and Forestry Director Report

By Chad Schooley, Parks and Forestry Director
February 1, 2018
HIRC meeting

- Attended Department Head meeting on 1/5/18
- Finalized Parks, Recreation, and Open Spaces Plan survey with Adam D., P&Z, and Sandy Green. The survey will be available to the general public starting on January 26th. We will be getting the word out in the following ways: 500 post cards sent to randomly selected Wood County residents, Facebook, Wood County website, email to Wood County employees and Supervisors, and press release to local media. We are hoping to get a large number of respondents.
- Met with Penny VanTassel to discuss maintenance practices within the Parks and Forestry properties that would help attract butterflies.
- Our Department has been contacted regarding an unauthorized use of a photo, taken from the internet. The owner of the photo is requesting financial payment for the unauthorized use of the photo. P. Kastenholtz is following up with this situation. The photo was of the Powers Bluff entrance sign, and was used by a P&F staff member in a brochure and informational page on our website.
- I attended an "Active Shooter Training" planning meeting on January 19th.
- Attended County Board meeting on 1/16/17
- Met with representatives from the Aqua Skiers to discuss a few items for the upcoming State Ski Show Tournament. Those items included: Discussing the possibility of a 3 year contract vs. a 1 year contract, allowing the World Water Ski Federation to rent the enclosed shelter building the weekend prior to the ski show, and discussion of responsibilities of cleaning the restrooms at the Red Sands Beach Pavilion during the event.
- Fritz and I inspected the pine plantation, on the north side of South Park, and discussed the upcoming thinning that will be taking place. Clyde has completed the recon work to inventory the stand. From this data, Fritz came up with the recommended thinning goals of the stand. Tree marking will begin within the next few weeks. We will discuss this further at the meeting.
- A summary of the 2017 firewood expenses and revenues has been included in the packet.

January 9 shelter reservations, Kiwanis Youth Outdoors Day, River Cities Nordic Ski Club promotion night, Port Edwards Lions ice fisherie on Nepco Lake.

Special Use Permits None at this time

FOREST ADMINISTRATOR REPORT

February 1, 2018

By: F.Schubert

Timber Sale Activity

TIMBER SALE BALANCES AS OF 1-31-2018

JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED THIS MONTH	YEAR AWARDED
716	FUTUREWOOD	(4,112.13)	27,881.35	17,930.27	2013
717	FUTUREWOOD	(16,567.25)	46,606.00	6,752.39	2013
719	SCHREINER	(987.46)	47,060.00		2013
742	FUTUREWOOD		34,626.30	2,143.27	2016
2018 Forestry Revenue: \$ 24,179.34					

Timber Sale Activity - January

Jobs Started: None

Jobs Continuing/Reactivated: #717 Futurewood
#719 Schreiner Forestry

Jobs Gone Inactive: None

Jobs Finished: #716 Futurewood

7

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Avenue; Wausau, WI
December 14, 2017

Finance Committee Members Present: Larry Lebal, Jim Hampton, Tim Buttke, and Will Hascall (through videoconference)

Others Present: Linda Weitz

1. Call to Order:

Meeting was called to order at 8:45 AM by Larry Lebal

2. Public Comments:

None

3. Approval of Minutes:

Two revisions to the minutes: The correct date is November 9, 2017 and the correct spelling of Will's name is Will Hascall. Motion by Tim Buttke, second by Will Hascall to approve minutes as revised from 11/9/17. Carried.

4. Financial Report:

The committee reviewed the November reports. The committee had a question about one of the line items on the expense report. The question will be addressed with Steve Prell at next month's meeting.

5. Review monthly disbursements:

The committee reviewed the reports. The committee asked about the disbursement to Inner Piece designs. Linda explained that Inner Piece was hired to design and coordinate the remodeling projects in the Wisconsin Rapids and Marshfield offices.

6. Hiring Expenses for Recruiting the New Executive Director

The committee discussed the various hiring expenses associated with recruiting the new Executive Director. The question was whether the ADRC-CW would reimburse moving expenses for the new hire. This is allowable and would be an ADRC-CW board decision as a part of the hiring process.

7. Future Agenda Items:

Standard items

8. Adjournment:

Motion to adjourn made by Tim Buttke; seconded by Jim Hampton. Motion carried, meeting adjourned at 9:15

7

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin

December 14, 2017

Board members present: Chairman - Doug Machon, Vice-Chairman –Jim Hampton, Will Hascall, Danielle Yuska, Tim Buttke, Bob Reichelt, Mike Feirer, Kirby Crosby, Vern Cahak, Larry Lebal, Sharon Rybacki, and Jean Doty.

Board members absent: Joel Lewis and Julie Webb

Others present: Lillian Yuska, Linda Weitz, Mike Rhea, and Angela Hansen.

1. Call to order:
 - a. Meeting was called to order by Chairman Doug Machon, at 9:30am.
2. Public comments:
 - a. Sharon Rybacki shared information on the changes in funding for adults with disabilities and recommended the board continue to keep informed on this subject.
 - b. Mike Rhea and Linda commented regarding changes that we have seen in the Family Care program, but haven't heard of IRIS changes. Information will be brought to the January board meeting.
 - c. Doug Machon suggested a quarterly agenda item for the board to discuss changes that affect the ADRC-CW customers.
3. Approval of minutes:
 - a. November 9, 2017
 - b. Motion to approve minutes by Kirby Crosby, seconded by Mike Feirer. Motion carried, minutes approved.
4. Introduction of new board member – Dona Schwichtenberg:
 - a. Not all four county boards have approved the appointment of Dona Schwichtenberg at the time of this meeting, so she will not be able to vote until the January meeting.
5. Discussion/possible action – report from the Finance Committee:
 - a. Report presented by Larry Lebal.
 - b. Motion to accept the report by Kirby Crosby, seconded by Mike Feirer. Motion carried, report accepted.
6. Discussion/possible action – Review and approval of draft board attendance policy:
 - a. Motion to change the language in "Attendance Definitions" subparagraphs b and c by Danielle Yuska, seconded by Tim Buttke. Motion carried, language changed.
 - b. Motion to strike "Expectations" paragraph 2, second sentence beginning with, "Anticipating..." by Tim Buttke, seconded by Larry Lebal. Motion carried, sentence is stricken.
 - c. Motion to correct identified typos by general consensus, approved.

- d. Motion to approve policy with revisions by Mike Feirer, seconded by Danielle Yуска. Motion carried, policy approved with revisions.
- 7. Discussion/possible action – Executive Director recruitment:
 - a. Motion to accept the recruitment listing for the Executive Director position by Danielle Yуска, seconded by Larry Lebal. Motion approved, recruitment listing made public.
- 8. Discussion/possible action – Setting 2018 ADRC-CW board meeting schedule:
 - a. Motion to accept the proposed schedule of meetings for the ADRC-CW board by Tim Buttke, seconded by Danielle Yуска. Motion passed, schedule approved.
- 9. Executive Director's report:
 - a. The ADRC-CW Marshfield office will be closed for remodeling in January. Nutrition services will continue through the closing.
 - b. Full report in board packet.
- 10. Future Agenda Items and Location:
 - a. Request information regarding changes that impact the ADRC-CW consumers.
 - b. January 11, 2018: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
- 11. Adjournment:
 - a. Meeting adjourned by Chairman Doug Machon at 10:50am.

7

Central Wisconsin State Fair
Board of Director Minutes
December 18, 2017

ROLL CALL:

Present: Jeff Hartman, Sara McFarland, Scott Karl, Peggy Sue Meyer-Miller, Bob Ashbeck (County), Dale Christiansen, Tim Heeg, Dave Urban,

Absent: Jason Zaleski (City), Sandy Leonhard (Jr. Fair), Jeremy Carolfi, Andy Keogh, Jeff Viergutz

Public Present: Lori Salzmann, Shelly Messick

The meeting of the Central Wisconsin State Fair was called to order at 7:38pm in the Fair Office at the Central Wisconsin State Fair Grounds.

Ashbeck made a motion to approve the minutes and Meyer-Miller seconded them. The financial update was given by Christiansen. \$4000 of advanced ticket sales have been purchased. The Paypal from the bull ride was not being put directly into the bank account in the amount of \$9,000. That money has been used to help pay bills. There is roughly \$14,000 in outstanding bills and roughly \$8,000 in the checkbook. It was determined that the county can not release the funds until January. Meyer-Miller made a motion to approve the financial report and Karl seconded. All

Christiansen gave his executive report.

- The fair dates have been changed and the carnival contract has been signed for a 1 year contract with a 2 year option at the end of the first year. A&P determined that they would settle for \$50,000, the response was that they we would not provide a cash settlement. They have been notified that we have changed our fair dates and they can set up the week they are contracted. If they file a lawsuit, we are not in breach of contract because of the lack of specifications in the contract. Our lawyer stated that we could file a nuisance fee against them.
- There have been many positive remarks from the public behind changing the fair date.
- There is a sponsorship package put together and have been meeting with business.
- We are looking to bring in a high dive group out of Minnesota for a free-event on the grounds during the fair. It is a \$20,000 show for the week. It will not be booked unless there are sponsorship dollars for it. There is no other act like this in the state of Wisconsin.
- The Fair theme is "Can't Miss This."
- There is a draft for a 3-year deal with the city for the management of the grounds. To continue with this deal, the city wants a fair grounds campus master plan. The cost of the surveying for the master plan is \$12,500. The city, county, and development services are willing to each sponsor \$3,100 leaving \$3,125 for the fair to cover. The fair commission has been concerned about the change of management in the office. Heeg made the motion to pay the \$3,125 for the campus master plan and Meyer-Miller seconded the motion. It unanimously passed. There has been some discrepancy over money with the city with how much of the maintenance and personnel budget we acquire. Justin Kasperson mentioned that there is hope that the fair will take over management by mid-January or February 1.
- There was disappointment after the last meeting that the information on the date change was on the radio right away the next morning, along with false information that was broadcasted.

There was no Jr. Fair report. Ashbeck commented on the commission meeting.

Committee Reports –

Fairest – McFarland gave a report. The 2018 coronation will be held at Hotel Marshfield on April 12th. There will also be a Pancake feed fundraiser at the American Legion on April 8th. The next meeting will be January 24th at 6:00pm.

Building and Grounds – Karl mentioned that Market Sale Committee wants to potentially expand Pat's barn to put the beef in as well as putting permanent animal gates. All animals in Pat's barn and the beef barn would switch barns. Otherwise to put in new pens and gating to make it collapsible to use the barn for winter storage options. There was also discussion about fixing the wash rack by the hog building to fix water drainage and new fencing. Salzman asked what the correct proceedings were for Jr. Fair or Market Sale to get bids for projects. Christiansen requested to inform him beforehand so he knows.

Old Business:

New Ticket Prices/Proposals – Tabled for next month's meeting. Christiansen will gather information on potential grandstand acts. It was mentioned that there may be lawnmower races or the Big Air show for Tuesday night entertainment. Wednesday-Friday would be music acts. Wednesday night Home Free was declined because of a European tour. Saturday would be a monster truck show due to the Loyal Cornfest having a truck/tractor pull. Sunday would be a demo derby. There was a discretion in topic so McFarland called a point of order and Meyer-Miller seconded the motion.

Grounds Update – Urban stated that he will consider the banner flags for designs and present it to the 4-H Leaders Association. He will bring back more information later.

New Business:

New Member Voting – Shelley Messick introduced herself and gave a bio. Lori Salzmänn gave a short bio. McFarland and Meyer-Miller counted votes. Our new directors are Lori Salzmänn with 5 votes, Tim Heeg with 4 votes, and Dave Urban with 5 votes.

Meyer-Miller made the motion to adjourn and Heeg seconded the motion. The meeting was adjourned at 8:58pm.

Respectfully submitted



Sara McFarland
Central Wisconsin State Fair
Board of Directors Secretary

MINUTES

McMillan Memorial Library
Board of Trustees
December 20, 2017

DRAFT

Subject to
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, Kevin Finbraaten, Craig Broeren, Susan Bovee, William Clendenning, and Scott Kellogg.

Absent: David Farmbrough

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Rick Potter

CORRESPONDENCE: A \$2,000 gift for the media studio was received from the Alexander Charitable Foundation. Brian demonstrated the new Carvey machine purchased with the Alexander gift. An anonymous gift of \$3,200 was received to install occupancy sensors in the Library. A gift of \$300 to the Endowment Fund was received from Mr. and Mrs. Robert Walker.

MINUTES: **A motion to approve the Minutes of the November 15, 2017 Library Board meeting was made by Ms. Zacher, second by Mr. Finbraaten. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for December 2017. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

DIRECTOR'S REPORT:

Library Use and Events – Monteverdi Chorale presented "Lessons and Carols" to 192 on December 7th, with the Central Wisconsin Choristers appearing the next night. NaNoWriMo (National Novel Writing Month) saw a number of events including author Susanna Calkins. Writing classes are among the most popular Gale Courses, with the Beginning Writer's Workshop enrolling 42.

Budget – The only part of the budget currently in need of revision is the Property Insurance number, which is slightly lower. Since there are likely to be further adjustments in January / February, we will wait and undertake the revision then. Pay increases approved by City Hall came too late to be approved by the Board and will be in next month's agenda. We plan to carry over some funds to pay for the ongoing Processing Room changes, which will not be completed and billed until early January.

Building & Grounds – The service desk, self-checks and copier have been moved, with the hold shelves move scheduled soon. Work on the Processing Room will start December 26th and finish two weeks later. We will be installing occupancy sensors throughout the building thanks to a generous donation.

Solar Fundraising – A fundraising letter is ready and should be mailed before the Board meeting. Mr. Clendenning started a discussion on a Board donation, which was tabled until next month.

Miscellaneous – A new self-check has arrived, preparing us to move to RFID when the tagging has progressed. A new merchandiser cooler for the Coffeehouse is in place. We had to remove vending machines during some recent moves and have opted to increase the range of items in the Coffeehouse rather than replace them.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: There were no items of the Old Business to bring before the Board.

NEW BUSINESS: Mr. Barnett presented information on an appropriation for a staff holiday party from the Endowment Fund. Mr. Broeren moved approval of \$400, second by Mr. Kellogg. Motion carried.

Mr. Barnett talked about all of the new programs beginning in January.

Mr. Potter noted that he had heard one of our new podcasts and thought it was very good.

A motion to adjourn was made by Mr. Clendenning, second by Mr. Broeren. Motion carried and the meeting adjourned at 4:50 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on January 17, 2018 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
January 17, 2018

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, David Farmbrough, Kevin Finbraaten, Susan Bovee, William Clendenning, and Scott Kellogg.

Absent: Craig Broeren

Administration: Andy Barnett and Vicki Steiner

Others in attendance: Rick Potter

CORRESPONDENCE: The Library has received a copy of the book, *Rafts and Other Rivercraft* which includes photos used from McMillan's historical photos archive. The Library received a donation of \$1,000 to the Endowment Fund and a donation of \$300 for the purchase of additional large-print books.

MINUTES: **A motion to approve the Minutes of the December 20, 2017 Library Board meeting was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for Year-end 2017 and January 2018. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Zacher. Motion carried.**

DIRECTOR'S REPORT:

Library Use and Events – It was a quiet month as we braced for a blizzard of events in 2018. The Mead Witter Foundation has funded almost exactly half of our Adult Concert series (\$9,250). As the Foundation rarely funds such ongoing projects, this is particularly generous. A list of the concerts was distributed. A report on circulation trends will come sometime in the next few meetings.

Budget – The City has approved and funded a 2% pay increase, so the budget should be revised to account for that change. We do not have final word on the carryover, but it will include funds for the unbilled changes to the Processing room. Overall budget comments: Some staff changes saved us \$20,000, but we also spent \$18,000 on Buildings & Grounds.

The Endowment Fund did well in 2017. Despite the unexpected expense of the solar project (\$125,000), the Endowment increased by \$56,000 and is now over \$2.2 million.

Building & Grounds – The changes to the Processing room are nearly completed, but will be mainly billed in 2018. These were driven by our Lean Six Sigma study and a Focus on Energy audit. We still have to install sinks, cabinets and a dishwasher before we can move staff back into the space. One of the backstage dressing rooms is being refitted as a podcast studio, with recording equipment, soundproofing and new paint. It will double as a dressing room as needed. The Board can tour both these areas after the meeting. We have been in contact with the City regarding the restroom renovation and have outlined the process. The first steps are determining the scope of the project and soliciting architectural proposals. The elevator is in need of repairs, but we don't know the scope of the problem yet. While likely substantial, it is not in need of replacement. We are replacing the weather stripping on the old entrances and adding soundproofing between the FAC and Makerspace. Since 2012, our kWhs used has dropped from 500,000 to 364,000 – almost 30%. In comparison, the solar array will produce 250,000 kWh.

Solar Fundraising – We have received about \$12,000 to date, about 20% of the goal. Mr. Clendenning would like Andy to give a talk to the County Board about the solar project.

Miscellaneous – The new self-check is in place and we are examining when to start the move to RFID checkout.

COMMITTEE REPORTS: There were no committee meetings held this month.

OLD BUSINESS: There was discussion on Board financial participation towards the solar project.

Mr. Barnett presented the 2017 Operating Fund Budget Revision and the 2018 Operating Fund Budget. (Copy attached to original Minutes.) Included is a wage increase of 2% per the City of Wisconsin Rapids. **A motion to approve the 2% wage increase by Mr. Kellogg, second by Ms. Bovee. Motion carried.**

NEW BUSINESS: There were no items of New Business to bring before the Board. Mr. Clendenning noted that the Prairie Chicken Festival is in April and will include a film showing. Showing of an Aldo Leopold Film and Artigras was also noted.

A motion to adjourn was made by Mr. Clendenning, second by Ms. Zacher. Motion carried and the meeting adjourned at 4:45 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on February 21, 2018 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

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**Draft
MINUTES
SCLS BOARD OF TRUSTEES
December 28, 2017 12:15 p.m.
SCLS Headquarters**

Action Items:

Approved the contract policy as part of SCLS Purchasing Policy
Approved 2017 staff bonuses

Present: J. Ashford, P. Behling, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, N. Long, K. Michaelis, M. Nelson, P. Nelson, R. Owens, R. Seltzer, A. Weier

Also Present: K. Goeden

Absent: A. Bhasin, N. Brien

Excused: J. Harrington, M. Hokamp, A. Pawlak, L. Sipiorski

Call to Order: K. Michaelis, President, called the meeting to order at 12:15p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: Add J. Ashford as Secretary to nominated 2018 slate of officers. P. Nelson and A. Weier switched bill examiner rolls.
- c. Requests to address the board: None

Minutes: M. Nelson moved approval of the November 30, 2017 minutes. P. Behling seconded. Motion carried.

Bills for Payments: A. Weier reviewed the bills for payment in the amount of \$152,016.18 and moved approval. M. Nelson seconded. Motion carried.

Financial Statements: K. Goeden

Committee Reports:

- a. Budget & Finance: The committee will have a brief meeting with the auditor following the January 2018 board meeting.
- b. Personnel: K. Michaelis noted the Personnel Committee will be asked to develop a policy for staff compensation in 2018. Topics may include longevity and bonuses.
- c. Advocacy: M. Nelson asked those interested in attending national library legislative day in D.C., to please provide your application prior to the January board meeting. As a reminder, SCLS pays for WLA membership dues for the SCLS Board of trustees.
- d. Nomination Committee: Candidates for 2018 Officers Election
 - 1. President: Kathy Michaelis
 - 2. V. President: Mary Nelson
 - 3. Secretary: Judy Ashford
 - 4. Treasurer: Nancy Long

Action Items:

- a. Approve contract policy as part of SCLS Purchasing Policy: M. Furgal noted the committee approved the contract policy as presented with the provision that it is revisited next December to determine if there

were any issues. On behalf of the Budget & Finance Committee, M. Furgal moved approval of the contract policy as part of the SCLS Purchasing Policy. F. Cherney seconded. Motion carried.

- b. Approve 2017 staff bonuses: N. Long noted the Personnel Committee and Budget & Finance Committee met jointly to discuss the 2017 staff bonuses and recommended approval to the board. On behalf of the Budget & Finance and Personnel Committee, N. Long moved approval of the 2017 staff bonuses. R. Seltzer seconded. Motion carried.

SCLS Foundation Report: Will meet in January. The Foundation continues to receive end of year donations.

System Director's Report: The report may be viewed online. M. Van Pelt briefly discussed PLSR. K. Michaelis inquired if the board would see the final ILS Evaluation Lead Work Group's report. The report will be available to discuss at the March All Directors meeting and the board will be provided a copy of the document to discuss at the board meeting in March.

Discussion Items: None

Administrative Council (AC) Report: Met December 21st.

Other Business:

Reminder that there will be a potluck lunch at 11:30 a.m. at the January 25th board meeting.

Please let H. Moe know which SCLS board committees you are interested in serving. If members wish to stay on their current committees, Heidi needs to know that also.

P. Cox thanked J. Ashford for her years of service on the board and noted she will be missed. J. Ashford's term ends April 2018.

M. Van Pelt requested ideas for the 2018 presentations to the board.

Information sharing:

P. Behling will not be at the January meeting. The Wisconsin Public Television garden expo is in February and the Dane County Library Service will have a table there.

The next board meeting will be held January 25, 2018 at 12:15. (Potluck at 11:30)

Meeting adjourned at 12:50 p.m.

Heidi Moe, Recorder

BOT/Minutes/12-28-2017

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(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF
NOVEMBER 15, 2017

Chair Rozar called the meeting to order at 5:30 p.m.

Present: Breu, Earll, Spiros, Montgomery, Rozar, Machon, and Poeschel.

Absent: Pliml, Meyer.

Also present: Michelle Boernke, Associate Regional Dean; Brian Panzer, Building & Grounds Superintendent; Shane Begley, Cell Tower Representative; and Marcie Koziczowski, University Commission Bookkeeper.

Rozar declared a quorum present.

Rozar welcomed back Doug Machon who had been out for health reasons. She also announced the upcoming Mel Laird Day to be held at the Laird Center. She also reported that she has been in communications with Mr. Bagley regarding the cell tower lease. Following discussion, motion by Breu/Poeschel to approve a due diligence option lease at the rate of \$1200/month flat fee. Motion carried with one no vote who would have preferred a desired revenue sharing lease option.

Motion (Machon/Earll) to receive and place on file the statement of accounts. Motion carried. (Statement of accounts on file.) Pischel provided an overview of expenditures for the year which caused exceeding the 2017 operating budget for maintenance of buildings and structures.

Motion (Breu/Earll) to receive and place on file the lists of bills. Motion carried. (List of bills on file.)

Brian Panzer presented his report. Motion (Poeschel/Spiros) to receive and place on file the Building and Grounds Superintendent's report. Motion carried. (Report on file.) Following discussion, motion (Breu/Earll) to approve a five-year contract for snow and ice removal to Turf Tamers. Motion carried.

Koziczowski left the room for discussion on the proposal for a salary increase for the Commission Bookkeeper. Motion by Earl/Machon to award a 2% increase effective Jan 1, 2018 and an additional 2% increase effective July 1, 2018. Motion carried.

Boernke reported on theatre improvements, the annual campus safety walk and replacement of some signage.

Montgomery reported on the Regents' approval of the restructuring of the UW System which in essence makes this campus a branch of the University of Wisconsin-Stevens Point. The initiation of the merge will begin July 1, 2018 with the transition completed in a year from then.

There was no other business.

Meeting dates for 2018 are: January 18, May 17, August 16, and November 15.

Chair Rozar declared the meeting adjourned at 7:15 p.m.

Minutes taken for Rebecca Spiros, Secretary, by Marcie Koziczowski.

Wood County Department Head Meeting – MINUTES

January 5, 2018 9:00am

Wood County Courthouse, Room 114

Present: Peter Manley, Jason Gruenberg, Jason Hausler, Rock Larson, Brent Vruwink, Cynthia Robinson, Susan Kunferman, Heather Gehrt, Trent Miner, Reuben Van Tassel, Chad Schooley, Lori Heideman, Shane Wucherpennig, Amy Kaup, Jordan Bruce, Kim McGrath, Deb Killian, Laura Clark, Steve Krueser, Mary Anderson, Peter Kastenholz, Doug Passineau, Warren Kraft, Marla Cummings, Brandon Vruwink
Others Present: Adam Fischer, Bill Clendenning

1. Meeting was called to order at 9:01am.
2. There was not public comment.
3. Everyone introduced themselves.
4. Input on recruitment process. Input is being sought on how the HR staff should be restructured regarding the hiring process; not to discuss defunding of the recruitment position. Some Department Heads, especially from small departments, felt this will put a lot more work on them during the hiring process. Some Department Heads felt they could handle the added duties more quickly. Many Departments have associations or targeted groups that they contact for candidates. Several people expressed that the background checks and drug tests are tricky procedures if you do not do them routinely and would hopefully be carried out by HR staff. Hiring of Department Heads would still be the Committee's responsibility. Job Net should be retained as an HR function.
5. Payroll move. Marla explained that payroll will be moved to the Finance Department soon. A long term goal is to put in a new payroll system by 1/1/19. There is a new Deputy Director in the Finance Department, Lacey Bell.
6. End-of-Year Finance Reminders. 2017 expenses are posted to 2017 and need to be done by February 28. 2017 revenue also needs to be posted to 2017 and can be posted back to 2017 for 60 days in 2017, except state grants which can be posted back for 90 days. Notify Marla of any new non-lapsing accounts by the end of January.

The issue was raised on when pay raises take effect. County Board policy is that they take effect on the 1st full pay period. In 2018, this means practically that pay raises do not go into effect until 2 weeks after the start of the year, even though pay raises have been budgeted for the full year. Marla stated that the new software can now handle split pay periods. The Executive Committee should be advised that the policy regarding when pay raises take effect might be changed.

"Onboarding" was discussed. The start date is supposed to be at the beginning of each payroll period. This is when orientation is held. This start date procedure is generally followed, but some circumstances do not permit it. Several Department Heads stated the present orientation process is a great improvement and should be continued. It is also very helpful to the staff putting on the orientation to have set dates for that purpose.

7. Purchase cards/US Bank demonstration. There is a proposal that the county have purchase cards through one vendor, rather than each department have their own purchase/credit cards.

Marla stated that this would provide much greater internal controls. Dividends or reimbursements would then go back to the county general fund. US Bank put on a 15 minute demonstration of the aspects of the purchase card system. There are many options on reports that can be generated. Purchase cards can be limited to certain amounts or to allowable vendors.

8. Civil Rights Compliance Plan. The compliance plan should be completed by the end of January. Contact Kim McGrath for additional information.
9. Educational Reimbursement Policy. Warren stated the Executive Committee feels Wood County should have a policy and want to consider what it should be. A proposal has been submitted to them. The policy focuses on career advancement; not required continuing education to maintain certification. \$20,000 of county funds has been proposed for this purpose, although that amount is not in the policy. There was mixed support by Department Heads for funding education for career advancement. If Committee approval is required, it could be problematic as some committees may not support the policy. The policy may be helpful in attracting and retaining employees. Several department heads felt they would not utilize the policy very frequently. However some department heads felt many employees would be interested. A vote was taken on general support for a policy to reimburse education for career advancement: 5 were in favor of such a policy and 15 were not in favor of such a policy.
10. Wellness updates. Biometric screenings are starting. Screenings that have occurred since July 1, 2017 will qualify employees for reduced insurance rates (in 2019).
11. Future coordination of meetings. Peter Kastenholz agreed to coordinate the next meeting, likely in April. Rotating hosting meetings should be considered. Peter Manley's successor may be able to take on this role. Future Department Head meetings should be held at the Riverblock Auditorium, to meet our space needs.
12. Roundtable. Extension has recently filled one position and will fill two more in the near future. Child Support is filling a position. Edgewater is undergoing remodeling. Maintenance has expanded the door access system and new transformers are being installed. A lack of snow at Powers Bluff has prevented tubing, but there is a good frost base for timber harvesting. Dispatch has moved into their new space and really likes it. Land & Water Conservation is happy with their office space at Riverblock; they will have several new initiatives this year. For IT, the security system has expanded to Norwood, there is a new county web filter, public WIFI is beginning, security training is beginning, and there is more training coming up for online transactions. A permanent psychiatrist has been hired (finally), which will save a lot of money. They are very happy with the new person. There is a new Deputy Finance Director, payroll is being moved to Finance, and the Finance Department will likely move to a new location in the future. Peter Kastenholz expressed appreciation of the expertise Warren has brought to Wood County for the past couple years.

Respectfully submitted: Peter Manley, secretary