

## EXECUTIVE COMMITTEE

DATE: Tuesday, March 5, 2019  
TIME: 8:00 a.m.  
LOCATION: Wood County Highway Dept.  
Conference Room  
555 17<sup>th</sup> Ave. N.  
Wisconsin Rapids, WI

1. Call meeting to order
2. Public comments
3. **CONSENT AGENDA**
  - (a) Review/approve minutes from previous committee meetings
  - (b) Review monthly letters of comment from department heads.
  - (c) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. Discuss control environment resolution
6. County Efficiency Study Proposal format
7. Update on Sol-Smart
8. Update on county strategic plan
9. Update on Planning & Zoning activity
10. Discuss Evening County Board Meeting in October
11. Resolution – Rezoning request for 17<sup>th</sup> Ave. property
12. Discussion of Courthouse Security
13. **Maintenance Department**
  - (a) Approve Maintenance 2020-2024 CIP
14. **IT Department**
  - (a) Printer/Copier Management Program
15. **Treasurer**
  - (a) Resolution to tax deed properties
  - (b) Resolution for sale of tax deed property
16. **Finance**
  - (a) Purchase card/County Credit Card(s) demonstration
  - (b) Resolution to amend the 2018 Parks Snowmobile Budget
  - (c) Resolution to amend the 2019 Capital Projects/Emergency Management Budget
  - (d) Resolution to amend the 2019 Land Conservation Budget
  - (e) Resolution to amend the 2019 District Attorney Budget
17. **Wellness**
  - (a) Review No Show Procedure
18. **Human Resources (HR)**
  - (a) Employee Policy Handbook
  - (b) Facilities Manager Job Description
19. Administrative Coordinator's Report
20. The Committee may go into closed session per Wis. Stat. s. 19.85(1)(c) to discuss the compensation package of the Parks and Forestry Director.
21. Return to open session
22. Set next regular committee meeting date – Tuesday, April 9, 2019
23. Adjourn

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, January 29, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County River Block, Health Department, EOC  
Wisconsin Rapids, WI  
**PRESENT:** Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,  
Donna Rozar, Adam Fischer  
**EXCUSED:** Bill Winch  
**OTHERS PRESENT** (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

Machon noted that updated printed copies of the Report of Claims for the Maintenance Department were distributed due to an error in the packet.

### **Public Comment**

Supervisor Clendenning stated agenda item #9 to discuss County Administrator/Administrative Coordinator position should not be listed due to the failed motion by Supervisor Fisher from the previous month to have it listed as an agenda item.

Furthermore, he questioned item #16 of the agenda as not being listed as part of the packet materials. The Chair stated he didn't get the report typed up in time for this packet but would include it in the County Board packet.

Supervisor Rozar called for a point of order regarding the purpose of the public comments portion of the meeting as related to discussion items. This public comment has turned into a discussion time instead of comment only.

### **Consent Agenda**

Clendenning requested that page 25, item #6 and page 27, items #4a, 4c, 4d, 4e, and 4f be pulled from the consent agenda for discussion.

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

The following items were questions by Clendenning (referred to as "He" in future paragraphs). He questioned the IT Director's Letter of Comments regarding PC replacement for a new position in the Register in Probate office. HR Director McGrath stated this is an open position that had recently been filled.

He confirmed that item 4a from the Maintenance Manager's Letter of Comments regarding the 12<sup>th</sup> Street property would be discussed under a later agenda item.

He questioned the Maintenance Manager's Letter of Comments regarding a meeting with the HR Director and the County Board Chair to discuss a Maintenance Planner position. Machon stated he will report on this item under the agenda item regarding the Administrative Coordinator's Report.

He questioned the River Block parking availability and the underutilization of the Elks lot.

He questioned the Renewable Energy Summit Maintenance Manager Van Tassel attended. Van Tassel indicated it was an event in Madison to gather additional information to bring to the County regarding energy cost savings.

Item 4c was initially pulled from the Consent Agenda and never discussed.

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

County Clerk Miner presented the Department's 2020-2024 Capital Improvement Plan to the Executive Committee for oversight Committee approval. Minor stated this is the same CIP as last year. Discussion ensued.

**Motion (Clendenning/Fischer) to approve the County Clerk's 2020-2024 Capital Improvement Plan. Motion carried unanimously.**

Nancy Turyk from U.W. Extension gave an update on the SolSmart certification process. Turyk indicated she has requested to be added to the Wood County Towns Association agenda but their agenda is full for the next two months. Jason Grueneberg from Planning and Zoning is on the agenda for the next Towns Association meeting so he will provide materials on this topic at that time. Discussion ensued.

Rozar stated there will be a presentation at the February County Board meeting regarding the County Strategic Plan. A survey will be distributed to the County Board Supervisors to gather information regarding future priorities related to the strategic plan. A follow-up survey will then be distributed based on the responses from the initial survey. Nancy Turyk is going to request to be added to the Department Head meeting in March so that she can update Department Heads.

Machon stated he has been approached by two department heads regarding the Renewable and Sustainable initiatives. He questioned whether the Executive Committee would like to establish criteria for awarding the initiative money. Discussion ensued. Van Tassel presented information regarding LED lighting upgrades for consideration as part of the Renewable and Sustainable initiatives. Supervisor Fischer stated an email should be sent to all Department Heads regarding both the Efficiency initiative money fund and the Renewable and Sustainable initiative money fund.

Machon requested feedback from the Committee regarding the County Administrator/Administrative Coordinator position. Discussion ensued.

**Motion (Rozar/Fischer) to have Wisconsin Counties Association come to County Board to present the fundamental jobs of a County Administrator/Administrative Coordinator/County Executive. Motion carried. Voting no: Clendenning (has already been discussed) and Polach.**

Clendenning requested consideration of an October evening County Board meeting from feedback he received from constituents. Discussion ensued.

**Motion (Clendenning/Polach) to develop a resolution to have an evening County Board meeting on October 15, 2019 at 7:00 p.m.**

**Motion (Rozar/Fischer) to amend the motion to remove the resolution part of the motion. Motion carried. Voting no: Curry and Machon (resolution part should be included).**

Machon distributed analysis information for sale of the 12<sup>th</sup> Street property from three area realtors. He was unable to include the information in the packet as he had received the analysis information after the deadline. Discussion ensued.

**Motion (Clendenning/Rozar) to list the 12<sup>th</sup> Street property with First Weber-Spranger & Sachs Realtor. Motion passed unanimously.**

**Motion (Rozar/Polach) to grant Chair Machon authority to proceed with applicable contracts with the Realtor for the sale of the 12<sup>th</sup> Street property. Motion carried unanimously.**

IT Director Kaup stated the Printer/Copier management program up for renewal on March 25, 2019 would not allow enough time to implement a new vendor if it is not discussed until the March Executive Committee meeting. Committee consensus was to meet at 9:15 a.m. before the County Board meeting on February 19, 2019.

Finance Director Cummings indicated that due to current weather conditions, the representative from US Bank was unable to be present to share information on the Purchase card and will be rescheduled.

A Resolution was presented to amend the 2019 IT budget to include monies budgeted in 2018 for Business Continuity & Citrix updates but not used during that budget cycle.

**Motion (Clendenning/Rozar) to amend the Information Technology budget for 2019 by adding the unspent monies from the 2018 budget which have been placed in the Fund Balance account in the amount of \$191,000.00. Motion carried unanimously.**

County Conservationist, Shane Wucherpennig, presented a Resolution to amend the 2019 budget for the purpose of funding Great Plains 10' No-Till Drill. Discussion ensued.

**Motion (Rozar/Curry) to amend the Wood County budget for 2019 to transfer \$8,500.00 from the Contingency Account to the Land and Water No-Till function. Motion carried. Voting no: Clendenning (stated he is concerned about liability).**

Edgewater Haven Administrator, Cindy Robinson, presented a Resolution to amend the 2019 budget for Edgewater Maintenance function for the purpose of funding the capital purchase necessary to replace a failing fire alarm system.

**Motion (Clendenning/Fischer) to amend the Wood County budget for 2019 to transfer \$49,143.87 from the Contingency Account to the Edgewater Maintenance function. Motion carried unanimously.**

HR Director McGrath presented information to the Committee regarding the history of the current wage plan. McGrath discussed the cost and timeline of initial implementation, JDQ reviews, and the 2017 Market Review. Discussion ensued. Multiple Committee members pointed out that the Market Review did not encompass all of the positions in the County. Rozar stated that a comprehensive wage plan project was not budgeted. Fischer stated a wage plan review did not have to be done this year, but could be budgeted for in 2020 and for now, a timeline could be created and the process started.

**Motion (Fischer/Clendenning) to have Human Resources start to investigate companies that are able to complete a comprehensive compensation review which should include both the wage plan and benefits. Motion carried unanimously.**

McGrath will begin the RFP process and bring responses to the Committee at a later date.

Break at 10:10 a.m. Meeting reconvened at 10:20 a.m.

Ben Walljasper of Enterprise Fleet Management returned to the Executive Committee to present and discuss findings on an initial look into the County's current vehicle fleet. Mr. Walljasper explained the key objectives of implementing a fleet management system would be to lower the average age of the County fleet, reduce operating costs, and maintain a manageable vehicle budget. Four departments were identified as having high mileage reimbursement that could benefit from a dedicated fleet. Those departments were Health, Human Services, Coroner, and Humane Officer. It was discussed that the remaining departments could share a pool of vehicles for needed travel.



**Motion (Rozar/Fischer) to pursue the possibility of leasing vehicles to replace some high mileage, older vehicles and look more closely into how the Health, Human Services, Coroner, and Human Officer Departments could benefit from a fleet. Motion carried unanimously.**

Machon gave his Administrative Coordinator's report. He stated he will type this report and include it in the February County Board packet. The following were the topics he reported on:

1. Conducted meetings with realtors in regards to the 12<sup>th</sup> Street Property.
2. Participated in a focus group on the renovation of the adult room in the McMillan Library.
3. Attended the Central Wisconsin State Fair meeting. Discussion ensued regarding this and the funds the County contributes to the Fair Commission annually.
4. Met with the HR Director and Maintenance Manager in regards to the Maintenance Planner job description.
5. Attended the Heart of Wisconsin Chamber of Commerce Business Roundtable. Will continue to attend.
6. Conferred with Planning & Zoning on attending a Towns Association meeting to discuss SolSmart.
7. Worked to set up another meeting with Planning & Zoning Director Grueneberg, Nancy Turyk, and Supervisor Curry regarding what can be done as far as looking at Economic Development from a County perspective.
8. Met with the new Wisconsin Rapids Convention and Visitor's Bureau Director, Meredith Kleker.

**Agenda items for next meeting:** 1. Planning & Zoning Director to discuss current project, 2. Maintenance Manager's LED lighting proposal, 3. Control Environment Policy compliance

**Ongoing monthly agenda items:** 1. Administrative Coordinator's Activity Report, 2. Sol Smart Update  
3. Strategic Plan Update, 4. Vehicle Fleet Discussion

**County Board agenda item:** Presentation from WCA on County Administrator/Administrative Coordinator/County Executive position

A special Executive Committee meeting will be held at 9:15 a.m. prior to the County Board meeting to discuss the IT resolution regarding the Printer/Copier Management Program.

The next regular Executive Committee meeting will be March 5, 2019 at 8:00 a.m. at the Highway Shop in Wisconsin Rapids.

Chairman Machon declared the meeting adjourned at 11:48 a.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Human Resources agenda item minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

**January 29, 2019**

[illegible]

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, February 19, 2019  
**TIME:** 8:30 a.m.  
**PLACE:** Wood County Courthouse, Room 317A  
Wisconsin Rapids, WI

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

**EXCUSED:** Bill Winch

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

The meeting was called to order by Chair Machon.

### **Public Comment** – None

IT Director Kaup presented a Resolution to centralize the Administration of Wood County's printer and copier fleet. Supervisor Clendenning asked if IT is not pleased with the new vendor, what are the County's options? Kaup indicated protections are built into the contracts to cover various situations. Supervisor Rozar stated she is hopeful there will be future cost savings with this consolidation.

**Motion (Clendenning/Rozar) to accept the resolution to centralize the Administration of Wood County's printer and copier fleet and send to County Board. Motion carried unanimously.**

HR Director McGrath presented a Facility Manager job description she worked with Maintenance Manager Van Tassel to create. This job description would replace the current Maintenance Manager job description and change Van Tassel's job title to Facility Manager, taking on some additional maintenance planning duties with other County facilities. Supervisor Fischer questioned who the Facility Manager would oversee. McGrath explained the current structure would stay the same, aside from potentially transitioning a current maintenance department employee to a lead maintenance technician to oversee the Courthouse and River Block. McGrath explained this position would create collaboration between the maintenance departments of other buildings, specifically Edgewater and the Wood County Annex in Marshfield. The Facility Manager would not oversee the maintenance staff at other facilities but provide planning input and suggestions. It was questioned where final authority would reside with when it comes to maintenance decisions at the health care facilities. That authority would reside with the Administrator of the facility, with the oversight committee having final authority. Supervisor Clendenning stated he is opposed to this change as he believes this decision is being made too quickly and that the duty of maintenance planning is the job of the Administrative Coordinator. Supervisor Fischer asked if this change would result in an increase in pay. McGrath stated that changing this job title and description would not result in a step or grade change.

**Motion (Clendenning/Fischer) to table the Facility Manager job description until the March 5, 2019 Executive Committee meeting. Motion carried. Voting no: Rozar, Machon.**

County Conservationist, Shane Wucherpennig, presented a Resolution to amend the 2019 Land and Water Conservation Department budget for the purpose of funding a County-wide nitrate sampling effort. Discussion ensued.

**Motion (Clendenning/Curry) to accept the resolution to amend the 2019 Land and Water Conservation Department budget for the purpose of funding a County-wide nitrate sampling effort and send to County Board. Motion carried unanimously.**

Jason Grueneberg presented information regarding a request to rezone the 17<sup>th</sup> Avenue property owned by Wood County. Grueneberg indicated there have been some changes in Wisconsin Rapid's processes since the last time this was presented. Clendenning stated he disagrees with this rezoning request and asked why it is being rushed. Fischer questioned if this issue is approved at the Executive Committee, does it need County Board approval? Corporation Counsel, Peter Kastenholz, indicated the Executive Committee has oversight over property and the decision would not need County Board approval, but advised that if the Committee is not comfortable with making the decision at the Committee level, it certainly can go to the County Board.

**Motion (Fischer/Rozar) to allow Planning & Zoning Director Grueneberg to go to the City of Wisconsin Rapids to request rezoning of the 17<sup>th</sup> Avenue property.**

**Motion (Fischer/Clendenning) to amend the motion to take the request to County Board for final approval. Motion carried. Voting no: Rozar, Curry**

**Vote on the amended motion which is "to take the request to allow Planning & Zoning Director Grueneberg to go to the City of Wisconsin Rapids to request rezoning of the 17<sup>th</sup> Avenue property for approval". Motion carried. Voting no: Rozar (Believes the Executive Committee has authority over this matter and it isn't necessary to have County Board approve the request.).**

The Chair adjourned the meeting at 9:22 a.m.

Respectfully submitted and signed electronically,

*Donna M. Rozar*

Donna M. Rozar  
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

# Executive Committee Meeting

# February 19, 2019

[illegible]



# Wood County WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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## Letter of Comments – March 2019

- Every town, village, and city has local elections this spring to elect their respective municipal officials. I put together, and have attached, a little fun-fact sheet (only because I was curious....and I am a geek when it comes to this stuff) on how many of these positions ran unopposed, had competition, or had nobody running for them. As you can see 137 out of 164 positions (84%) are running unopposed. There are 8 positions that have no candidates running whatsoever. If we drill down even farther, you will note that the Village of Auburndale has 4 of those 8 positions. Their Village President, 2 of their 3 Village Trustees, and their Village Clerk positions have no candidates running for them. You may not find that as interesting as I do, but I thought I would share it at any rate.
- The spring primary on February 19<sup>th</sup> came and went without any major issues. This is the first time since 2014 there was not a statewide spring primary. Now that we have our slate of candidates for the Spring Election, ballots have been ordered and preparation commences on publications and notices that are required, as well as assisting with any questions that come up.
- When the Clerk's office was moved from the 2<sup>nd</sup> floor to the remodeled Auditorium space, we lost a quite a bit of storage space. Because the current storage area is getting a little tight, my staff and I are going through and reviewing both state statutes and the county record retention ordinance to determine what we are able to discard or transfer. We keep a good rotation on our election materials and ballots, however with in-person absentee becoming increasingly more popular, and the retention of those election materials required for a certain period of time, we need to get more creative with our existing storage area.

April 2, 2019  
Spring Election

<i><b>Muni</b></i>	<i><b>Total Contests</b></i>	<i><b>Unopposed</b></i>	<i><b>Opposed</b></i>	<i><b>No Candidate Filing</b></i>	<i><b>Positions With No Candidate</b></i>
Arpin	5	4	1	0	
Auburndale	5	2	3	0	
Cameron	5	5	0	0	
Cary	5	5	0	0	
Cranmoor	5	5	0	0	
Dexter	6	6	0	0	
Grand Rapids	3	0	3	0	
Hansen	5	5	0	0	
Hiles	6	6	0	0	
Lincoln	4	3	1	0	
Marshfield	5	5	0	0	
Milladore	5	5	0	0	
Port Edwards	6	6	0	0	
Remington	5	4	1	0	
Richfield	5	5	0	0	
Rock	5	3	2	0	
Rudolph	5	5	0	0	
Saratoga	6	2	4	0	
Seneca	5	4	0	1	Supervisor
Sherry	5	5	0	0	
Sigel	5	5	0	0	
Wood	5	5	0	0	
Arpin	3	3	0	0	
Auburndale	6	2	0	4	President, 2 Trustees, Clerk
Biron	5	5	0	0	
Hewitt	3	2	0	1	Trustee
Milladore	4	4	0	0	
Port Edwards	4	1	3	0	
Rudolph	4	2	0	2	Clerk, Treasurer
Vesper	5	5	0	0	
Marshfield	5	5	0	0	
Nekoosa	6	6	0	0	
Pittsville	3	3	0	0	
Wisc Rapids	5	4	1	0	
<b>Totals</b>	<b>164</b>	<b>137</b>	<b>19</b>	<b>8</b>	

84%

12%

5%



# Wood County

## WISCONSIN

Office of  
Finance Director

**Marla A. Cummings**  
Finance Director

March 5, 2019

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

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### **Departmental Activities**

Project completion target date of February 28, 2019 for the following:

1. Amazon Business Account set up and finalized
2. Dynamics Upgrade

Ongoing projects:

1. Budget Software with a target release date of March 31, 2019
2. Employee expense reimbursements on payroll checks target date end of April 1, 2019
3. Year end and Audit all work papers from departments to finance by April 12, 2019
  - a. The audit dates are set for May 6<sup>th</sup> through the 17<sup>th</sup>
4. Employee portal target date of April 30, 2019
5. Laserfiche set up for accounts payable target date of April 30, 2019
6. Strategic Planning for the Finance Department target date of July 1, 2019
7. Encumbrances and workflow target date of January 1, 2020

### **Meetings, Webinars and Conferences**

1. Weekly Status Call with the Budgeting Software Vendor
2. Attended Oversight Committee meetings
3. Budget Software Training
4. Dynamics Software Training
5. Finance Strategic Plan
6. ESS discussion with IT and HR
7. Department Head Meeting
8. Webinar on GovSpend

### **Budget to Actual Income Statement**

Budget and actual reports for 12 months ending December 31, 2018

Budget and actual reports for 1 month ending February 28, 2019



2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Thursday, February 28, 2019

	Actual	2019 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$4,484,096.84	\$26,904,581.00	(\$22,420,484.16)	(83.33%)
41150 Forest Cropland/Managed Forest Land	50,818.03	25,000.00	25,818.03	103.27%
41220 General Sales and Retailers' Discount	25.79		25.79	0.00%
41221 County Sales Tax	498,897.31	5,800,000.00	(5,301,102.69)	(91.40%)
41230 Real Estate Transfer Fees	10,490.46	120,000.00	(109,509.54)	(91.26%)
41800 Interest and Penalties on Taxes	43,359.61	410,000.00	(366,640.39)	(89.42%)
41910 Payments in Lieu of Taxes	15,138.13	18,500.00	(3,361.87)	(18.17%)
Total Taxes	5,102,826.17	33,278,081.00	(28,175,254.83)	(84.67%)
<b>Intergovernmental Revenues</b>				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue		3,059,556.00	(3,059,556.00)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		73,300.00	(73,300.00)	(100.00%)
43512 State Aid-Courts	134,288.45	377,350.00	(243,061.55)	(64.41%)
43514 State Aid-Court Support Services		58,400.00	(58,400.00)	(100.00%)
43516 State Aid-Modernization Grants	1,000.00	58,120.00	(57,120.00)	(98.28%)
43521 State Aid - Law Enforcement	9,392.12	121,000.00	(111,607.88)	(92.24%)
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government		93,250.00	(93,250.00)	(100.00%)
43531 State Aid-Transportation	548,606.26	2,096,592.00	(1,547,985.74)	(73.83%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants		77,978.00	(77,978.00)	(100.00%)
43554 State Aid-Health WIC Program		360,000.00	(360,000.00)	(100.00%)
43557 State Aid-Health Consolidated Contract		66,766.00	(66,766.00)	(100.00%)
43560 State Aid-Grants		66,391.00	(66,391.00)	(100.00%)
43561 State Aids		12,352,657.00	(12,352,657.00)	(100.00%)
43567 State Aid-Transportation		211,515.00	(211,515.00)	(100.00%)
43568 State Aid-Child Support		938,661.00	(938,661.00)	(100.00%)
43571 State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		67,925.00	(67,925.00)	(100.00%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry		49,090.00	(49,090.00)	(100.00%)
43586 State Aid-Land Conservation	4,519.28	407,487.00	(402,967.72)	(98.89%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads		3,249.00	(3,249.00)	(100.00%)
Total Intergovernmental	716,953.11	21,069,143.00	(20,352,189.89)	(96.60%)
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	4,498.44	350,000.00	(345,501.56)	(98.71%)
44101 Utility Permits	25.00	1,050.00	(1,025.00)	(97.62%)
44102 Driveway Permits		860.00	(860.00)	(100.00%)
44200 DNR & ML Fees	5,285.00	54,250.00	(48,965.00)	(90.26%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	75.00	1,025.00	(950.00)	(92.68%)
44300 Sanitary Permit Fees	2,350.00	60,253.00	(57,903.00)	(96.10%)
44411 County Planner Plat Review Fees	210.00	7,500.00	(7,290.00)	(97.20%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	175.00	15,675.00	(15,500.00)	(98.88%)
44415 HT Database Annual Fee	2,840.00	90,560.00	(87,720.00)	(96.86%)
Total Licenses and Permits	15,458.44	582,923.00	(567,464.56)	(97.35%)
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	241.25	1,700.00	(1,458.75)	(85.81%)
45115 County Share of Occupational Driver		200.00	(200.00)	(100.00%)
45120 County Share of State Fines and Forfeitures	9,546.57	152,000.00	(142,453.43)	(93.72%)
45123 County Parks Violation Fee		750.00	(750.00)	(100.00%)
45130 County Forfeitures Revenue	7,194.39	92,000.00	(84,805.61)	(92.18%)
45191 Private Sewage Fines	3,359.08	15,000.00	(11,640.92)	(77.61%)
Total Fines, Forfeits and Penalties	20,341.29	261,650.00	(241,308.71)	(92.23%)
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	4,460.00	20,000.00	(15,540.00)	(77.70%)
46121 Treasurer Fees-Redemption Notices	1,458.84	4,000.00	(2,541.16)	(63.53%)
46122 Property Conversion Charges		1,000.00	(1,000.00)	(100.00%)
46130 Register of Deeds-Fees	22,544.18	309,000.00	(286,455.82)	(92.70%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	5,720.00	92,880.00	(87,160.00)	(93.84%)
46140 Court Fees	13,928.72	170,000.00	(156,071.28)	(91.81%)
46141 Court Fees and Costs-Marriage Counseling	485.00	12,700.00	(12,215.00)	(96.18%)
46142 Court/Juvenile	2,834.61	22,000.00	(19,165.39)	(87.12%)
46143 Other Professional Reimbursements	990.67	14,750.00	(13,759.33)	(93.28%)

2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Thursday, February 28, 2019

		2019		
	Actual	Budget	Variance	Variance %
46144	Circuit Court Branch I	3,634.36	28,600.00	(24,965.64) (87.29%)
46146	Circuit Court Branch III	2,440.00	7,500.00	(5,060.00) (67.47%)
46191	Public Charges-Clerk	300.00	7,600.00	(7,300.00) (96.05%)
46192	Public Chgs- Temp Licenses	863.70	7,000.00	(6,136.30) (87.66%)
46194	County Clerk Copy Fees	39.00	275.00	(236.00) (85.82%)
46195	Public Chgs-Map & Data Sales		100.00	(100.00) (100.00%)
46196	Public Chgs-Human Resources	284,061.97	1,500,767.00	(1,216,705.03) (81.07%)
46210	Sheriff-Public Charges	25.00	350.00	(325.00) (92.86%)
46211	Sheriff Revenue-Civil Process Fees	10,455.76	60,000.00	(49,544.24) (82.57%)
46212	Sheriff Cost Reimbursement/Witness Fees	7,050.35	53,000.00	(45,949.65) (86.70%)
46214	Reserve Deputy Revenue		12,000.00	(12,000.00) (100.00%)
46215	Sheriff Escort Service	5,403.51	30,000.00	(24,596.49) (81.99%)
46216	Restitution	1,808.54	200.00	1,608.54 804.27%
46217	OWI Restitution	85.55	1,800.00	(1,714.45) (95.25%)
46221	Public Chgs-Coroner Cremation	7,200.00	60,000.00	(52,800.00) (88.00%)
46230	Death Certificates	1,800.00	15,000.00	(13,200.00) (88.00%)
46241	Jail Surcharge	2,207.18	35,000.00	(32,792.82) (93.69%)
46242	Huber/Electronic Monitoring	20,615.65	347,678.00	(327,062.35) (94.07%)
46243	Inmate Booking/Processing Fee	2,960.64	18,000.00	(15,039.36) (83.55%)
46244	Other County Transports	1,303.17	22,000.00	(20,696.83) (94.08%)
46245	Jail Stay Fee	2,599.94	41,975.00	(39,375.06) (93.81%)
46291	Public Chgs-ID Cards		100.00	(100.00) (100.00%)
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00) (100.00%)
46510	Public Chgs-Crisis Stabilization	37,368.04	509,837.00	(472,468.96) (92.67%)
46520	Institutional Care-Private Pay	90,026.37	1,380,056.00	(1,290,029.63) (93.48%)
46521	Institutional Care-Other Pay	100.00	5,500.00	(5,400.00) (98.18%)
46525	Public Chgs- Medicare	103,369.75	2,156,613.00	(2,053,243.25) (95.21%)
46526	Public Chgs- Medicaid	186,489.93	6,227,595.00	(6,041,105.07) (97.01%)
46527	Public Chgs-Veterans EW	1,055.34		1,055.34 0.00%
46530	Public Charges	413,981.46	5,893,278.00	(5,479,296.54) (92.98%)
46531	Public Chgs- Private Insurance		923,369.00	(923,369.00) (100.00%)
46532	Public Chgs-County Responsible	(313.00)	202,819.00	(203,132.00) (100.15%)
46533	Public Chgs-NW Mental Health Inpatient		529,195.00	(529,195.00) (100.00%)
46534	Public Chgs-NW Mental Health Inpatient		1,823,383.00	(1,823,383.00) (100.00%)
46536	Third Party Awards & Settlements		404,946.00	(404,946.00) (100.00%)
46537	Contractual Adjustment	(169,925.64)	(4,430,479.00)	4,260,553.36 (96.16%)
46590	Provision for Bad Debts-Edgewater	(7,666.66)	(92,000.00)	84,333.34 (91.67%)
46621	Child Support-Genetic Tests	530.24	4,300.00	(3,769.76) (87.67%)
46623	Child Support-Filing Fees	10.00	200.00	(190.00) (95.00%)
46624	Child Support-Service Fees	580.46	12,000.00	(11,419.54) (95.16%)
46625	Child Support-Extradition Charges		500.00	(500.00) (100.00%)
46721	Public Chgs-Parks	56,920.76	550,000.00	(493,079.24) (89.65%)
46772	UW-Extension Project Revenue	15.00	3,050.00	(3,035.00) (99.51%)
46813	County Forest Revenue	78,788.81	385,000.00	(306,211.19) (79.54%)
46825	Land Conservation Fees & Sales	54,765.26	68,185.00	(13,419.74) (19.68%)
46826	Private Sewage Charges	60.00	19,150.00	(19,090.00) (99.69%)
	<b>Total Public Charges for Services</b>	<b>1,253,432.46</b>	<b>19,503,072.00</b>	<b>(18,249,639.54) (93.57%)</b>
	<b>Intergovernmental Charges for Services</b>			
47210	Intergovernmental Charges	36,975.07	570,700.00	(533,724.93) (93.52%)
47230	State Charges		1,433,100.00	(1,433,100.00) (100.00%)
47231	State Charges-Highway		232,838.00	(232,838.00) (100.00%)
47232	State Charges-Machinery		2,090,226.00	(2,090,226.00) (100.00%)
47250	Intergovernmental Transfer Program Rev		618,800.00	(618,800.00) (100.00%)
47300	Local Gov Chgs	40,131.96	561,660.00	(521,528.04) (92.85%)
47320	Local Gov Chgs-Public Safety	5,352.70	30,000.00	(24,647.30) (82.16%)
47330	Local Gov Chgs-Transp	55,839.77	1,207,485.00	(1,151,645.23) (95.38%)
47332	Local Gov Chgs-Roads		403,360.00	(403,360.00) (100.00%)
47333	Local Gov Chgs-Bridges	(23,142.30)	27,440.00	(50,582.30) (184.34%)
47350	Local Gov Chgs-Hlth & Human Svcs		66,858.00	(66,858.00) (100.00%)
47351	Local Gov Chgs-Other Governments		5,000.00	(5,000.00) (100.00%)
47391	Local Gov Chgs-BNI (Materials)		2,500.00	(2,500.00) (100.00%)
47392	Local Gov Chgs-BNI (Staff)		850.00	(850.00) (100.00%)
47393	Local Gov Chgs-Work Relief	115.00	14,200.00	(14,085.00) (99.19%)
47395	Local Gov Chgs-EM Vehicles	53.32	5,000.00	(4,946.68) (98.93%)
47396	Local Gov Chgs-EM Equipment	72.50	800.00	(727.50) (90.94%)
	<b>Total Charges to Other Governments</b>	<b>115,398.02</b>	<b>7,270,817.00</b>	<b>(7,155,418.98) (98.41%)</b>
	<b>Interdepartmental Charges for Services</b>			
47410	Dept Charges-Hlth Benefits & Other	2,141,321.44	10,813,388.00	(8,672,066.56) (80.20%)
47411	Dept Charges-Purchasing	4,487.51	38,200.00	(33,712.49) (88.25%)
47412	Dept Charges-Insurance	83,068.40	498,408.00	(415,339.60) (83.33%)
47413	Dept Charges-Gen Govt	182,287.37	1,128,105.00	(945,817.63) (83.84%)
47415	Dept Charges-Systems	29,464.16	318,245.00	(288,780.84) (90.74%)

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Thursday, February 28, 2019

	Actual	2019 Budget	Variance	Variance %
47421 Dept Charges-Public Safety	2,709.24	21,500.00	(18,790.76)	(87.40%)
47430 Dept Charges-Bldg Rent	148,731.84	926,936.00	(778,204.16)	(83.95%)
47435 Dept Charges-Sheriff Lockup Rent	2,666.66	16,000.00	(13,333.34)	(83.33%)
47438 Dept Charges-Riverblock Rent	99,126.00	597,276.00	(498,150.00)	(83.40%)
47440 Dept Charges		3,400.00	(3,400.00)	(100.00%)
47460 Dept Charges-Drug Court		73,000.00	(73,000.00)	(100.00%)
47470 Dept Charges-Highway	2,342.68	1,783,420.00	(1,781,077.32)	(99.87%)
Total Interdepartmental Charges	2,696,205.30	16,217,878.00	(13,521,672.70)	(83.38%)
Total Intergovernmental Charges for Services	2,811,603.32	23,488,695.00	(20,677,091.68)	(88.03%)
<b>Miscellaneous</b>				
48100 Interest	1.94	20.00	(18.06)	(90.30%)
48110 Interest-Capital Projects	0.98	10.00	(9.02)	(90.20%)
48113 Unrealized Gain/Loss on Investment	16,977.70	(24,500.00)	41,477.70	(169.30%)
48114 Interest-Investment	19,497.31	124,812.00	(105,314.69)	(84.38%)
48115 Interest-General Investment	11,109.73	30,000.00	(18,890.27)	(62.97%)
48116 Interest-Section 125 & Health	72.09	378.00	(305.91)	(80.93%)
48117 Interest-Clerk of Courts	19.00	400.00	(381.00)	(95.25%)
48200 Rental Income	28,123.99	138,196.00	(110,072.01)	(79.65%)
48300 Gain/Loss-Sale of Property	(86.25)	152,000.00	(152,086.25)	(100.06%)
48320 Gain/Loss-Sale of Surplus Property	10.00	500.00	(490.00)	(98.00%)
48340 Gain/Loss-Sale of Salvage and Waste	27.00	6,700.00	(6,673.00)	(99.60%)
48440 Insurance Recoveries-Other	8,996.64	1,404,240.00	(1,395,243.36)	(99.36%)
48500 Donations	102,526.86	127,550.00	(25,023.14)	(19.62%)
48502 Donations-Veterans Loan Repayment	1,258.00		1,258.00	0.00%
48503 Donations-Services ATV Club		6,000.00	(6,000.00)	(100.00%)
48540 Donations & Contributions		45,000.00	(45,000.00)	(100.00%)
48830 Recovery of PYBD & Contractual Adj		46,500.00	(46,500.00)	(100.00%)
48860 Revenue from Meals		21,000.00	(21,000.00)	(100.00%)
48880 Food Vending Machine Income		4,500.00	(4,500.00)	(100.00%)
48900 Other Miscellaneous Revenue	948.33	37,450.00	(36,501.67)	(97.47%)
48901 Other/Miscellaneous Revenue	560.00	1,500.00	(940.00)	(62.67%)
48910 Vending/Cafeteria Revenue	1,102.01	8,700.00	(7,597.99)	(87.33%)
48920 Vending Machine Revenue	506.17	4,200.00	(3,693.83)	(87.95%)
48940 Canteen Income		500.00	(500.00)	(100.00%)
48970 Rental Income- NHC, Health Annex	2,918.00	17,508.00	(14,590.00)	(83.33%)
48980 Misc/Other Workshop Revenue		100.00	(100.00)	(100.00%)
48990 Other Operating Income	180.00	1,984.00	(1,804.00)	(90.93%)
48991 Copier Revenue		1,800.00	(1,800.00)	(100.00%)
Total Miscellaneous	194,749.50	2,157,048.00	(1,962,298.50)	(90.97%)
<b>Other Financing Sources</b>				
49110 Proceeds from Long-Term Debt		57,600.00	(57,600.00)	(100.00%)
49210 Transfer from General Fund		310,000.00	(310,000.00)	(100.00%)
49220 Transfer from Special Revenue		5,800,000.00	(5,800,000.00)	(100.00%)
49270 Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
Total Other Financing Sources		6,544,867.00	(6,544,867.00)	(100.00%)
<b>TOTAL REVENUES</b>	<b>10,115,364.29</b>	<b>106,885,479.00</b>	<b>(96,770,114.71)</b>	<b>(90.54%)</b>

**EXPENDITURES****General Government**

51120 Committees & Commissions	35,680.29	217,128.00	181,447.71	83.57%
51212 Circuit Court Branch I	55,617.57	412,692.00	357,074.43	86.52%
51213 Circuit Court Branch II	15,470.58	122,773.00	107,302.42	87.40%
51214 Circuit Court Branch III	18,547.54	130,614.00	112,066.46	85.80%
51215 Drug Court	21,635.09	216,187.00	194,551.91	89.99%
51217 Clerk of Courts-Divorce Mediation	2,200.00	25,000.00	22,800.00	91.20%
51220 Family Court Commissioner	5,416.66	65,000.00	59,583.34	91.67%
51221 Clerk of Courts	167,341.12	1,345,649.00	1,178,307.88	87.56%
51231 Coroner	17,582.28	160,607.00	143,024.72	89.05%
51310 District Attorney	39,044.39	310,587.00	271,542.61	87.43%
51315 Victim Witness Program	20,023.84	152,796.00	132,772.16	86.90%
51320 Corporation Counsel	36,387.24	310,953.00	274,565.76	88.30%
51330 Child Support	130,703.96	1,049,541.00	918,837.04	87.55%
51420 County Clerk	37,203.95	303,230.00	266,026.05	87.73%
51424 County Clerk-Postage Meter	2,060.40	14,000.00	11,939.60	85.28%
51430 Health Benefit Payments	752,330.81	13,210,172.00	12,457,841.19	94.30%
51431 Health-Wellness	71,410.08	377,267.00	305,856.92	81.07%
51433 Human Resources-Labor Relations	1,540.00	30,000.00	28,460.00	94.87%
51435 Human Resources-Personnel	51,501.42	416,329.00	364,827.58	87.63%
51436 Human Resources-Programs	198.72	24,739.00	24,540.28	99.20%
51440 County Clerk-Elections	6,550.28	51,356.00	44,805.72	87.25%
51450 Data Processing	358,239.77	1,737,116.00	1,378,876.23	79.38%

2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Thursday, February 28, 2019

		2019		
		Actual	Budget	Variance
				Variance %
51451	Voice over IP	20,255.83	147,300.00	127,044.17
51452	PC Replacement	27,109.47	176,500.00	149,390.53
51453	Co Clerk-Inform & Commun	1,447.50	18,500.00	17,052.50
51510	Finance	59,196.47	468,458.00	409,261.53
51520	Treasurer	62,896.42	453,189.00	390,292.58
51550	Purchasing	8,143.11	53,142.00	44,998.89
51590	Contingency		400,856.13	400,856.13
51591	Efficiency		25,000.00	25,000.00
51592	Initiatives		25,000.00	25,000.00
51611	Bldg Maint-Courthouse and Jail	125,123.94	1,227,998.00	1,102,874.06
51630	Bldg Maint-Unified Svcs Building	894.92	10,022.00	9,127.08
51640	Bldg Maint-Joint Use Building	900.62	12,272.00	11,371.38
51650	Bldg Maint-Sheriff Lockup	705.66	5,472.00	4,766.34
51660	Bldg Maint-CBRF's		3,450.00	3,450.00
51670	Bldg Maint-River Block	43,102.65	597,276.00	554,173.35
51710	Register of Deeds	101,220.15	464,196.00	362,975.85
51931	Property and Liability Insurance	345,418.32	613,429.00	268,010.68
51933	Workers Comp Insurance	26,551.39	488,268.00	461,716.61
51934	Sick Leave Conversion	23,017.06	500,000.00	476,982.94
	<b>Total General Government</b>	<b>2,692,669.30</b>	<b>26,374,064.13</b>	<b>23,681,394.83</b>
	<b>Public Safety</b>			
52110	Sheriff-Administration	283,043.86	2,682,120.00	2,379,076.14
52130	Radio Engineer	22,234.17	231,548.00	209,313.83
52131	Sheriff-Indian Law Enforce	1,782.30	34,541.00	32,758.70
52140	Sheriff-Traffic Police	377,609.04	3,172,419.00	2,794,809.96
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00
52510	Emer Mgmt-SARA Title III	4,813.27	52,814.00	48,000.73
52520	Emergency Management	35,511.03	272,820.00	237,308.97
52601	Dispatch	230,385.20	1,802,348.00	1,571,962.80
52530	Emer Mgmt-Bldg Numbering		3,000.00	3,000.00
52540	Emer Mgmt-Work Relief	22,623.35	186,011.00	163,387.65
52710	Sheriff-Jail	342,215.70	2,725,304.00	2,383,088.30
52712	Sheriff-Electronic Monitoring	15,827.50	221,737.00	205,909.50
52713	Sheriff-PT Transp/Safekeeper	139,000.16	1,388,247.00	1,249,246.84
52721	Sheriff-Jail Surcharge		100,000.00	100,000.00
	<b>Total Public Safety</b>	<b>1,475,045.58</b>	<b>12,853,909.00</b>	<b>11,378,863.42</b>
	<b>Public Works-Highway</b>			
53110	Hwy-Administration	51,590.35	335,280.00	283,689.65
53120	Hwy-Engineer	33,156.64	232,838.00	199,681.36
53191	Hwy-Other Administration	58,044.48	323,806.00	265,761.52
53210	Hwy-Employee Taxes & Benefits	(824,902.74)		824,902.74
53220	Hwy-Field Tools	(5,943.63)	13,400.00	19,343.63
53230	Hwy-Shop Operations	52,312.40	331,129.00	278,816.60
53232	Hwy-Fuel Handling	(3,329.92)	12,100.00	15,429.92
53240	Hwy-Machinery Operations	(455,402.55)	2,173,434.00	2,628,836.55
53260	Hwy-Bituminous Ops	2,361.81	230,902.00	228,540.19
53262	Hwy-Bituminous Ops	30,102.57	119,372.00	89,269.43
53266	Hwy-Bituminous Ops		1,762,924.00	1,762,924.00
53270	Hwy-Buildings & Grounds	32,904.57	181,436.00	148,531.43
53290	Hwy-Salt Brine Operations	4,120.26		(4,120.26)
53291	Hwy-Salt Brine Operations	12,812.20		(12,812.20)
53281	Hwy-Acquisition of Capital Assets	250,741.00		(250,741.00)
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	154,684.89	1,701,201.00	1,546,516.11
53312	Hwy-Snow Remov	504,611.38	947,088.00	442,476.62
53313	Hwy-Maintenance Gang	2,314.51	107,015.00	104,700.49
53314	Hwy-Maint Gang-Materials	1,610.00		(1,610.00)
53320	Hwy-Maint STHS	399,202.56	1,386,445.00	987,242.44
53330	Hwy-Local Roads	79,117.44	1,190,217.00	1,111,099.56
53340	Hwy-County-Aid Road Construction		440,617.00	440,617.00
53341	Hwy-County-Aid Bridge Construction		200,422.00	200,422.00
53490	Hwy-State & Local Other Services	39,894.47	555,842.00	515,947.53
	<b>Total Public Works-Highway</b>	<b>420,002.69</b>	<b>12,248,768.00</b>	<b>11,828,765.31</b>
	<b>Health and Human Services</b>			
54121	Health-Public Health	221,604.51	1,809,756.00	1,588,151.49
54122	Health-WIC Program	44,493.66	360,000.00	315,506.34
54128	Health-Public Health Grants	9,462.15	67,205.00	57,742.85
54129	Humane Officer	5,307.04	35,485.00	30,177.96
54130	Health-Dental Sealants	21,027.52	114,954.00	93,926.48

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Thursday, February 28, 2019

		2019		
		Actual	Budget	Variance
				Variance %
54132	Adams-Juneau Sanitation	33,433.15	307,487.00	274,053.85
54210	Edgewater-Nursing	475,208.72	4,320,403.00	3,845,194.28
54211	Edgewater-Housekeeping	19,560.42	130,363.00	110,802.58
54212	Edgewater-Dietary	90,197.83	742,634.00	652,436.17
54213	Edgewater-Laundry	8,483.22	54,322.00	45,838.78
54214	Edgewater-Maintenance	42,086.01	428,717.87	386,631.86
54217	Edgewater-Activities	22,965.92	184,131.00	161,165.08
54218	Edgewater-Social Services	15,961.32	152,037.00	136,075.68
54219	Edgewater-Administration	84,527.84	724,445.00	639,917.16
54220	Wood Haven TBI	32,074.60	897,983.00	865,908.40
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00
54317	Human Services Crisis Stabilization	39,018.13	291,153.00	252,134.87
54324	Norwood-SNF-CMI	147,100.68	1,146,558.00	999,457.32
54325	Norwood SNF TBI	98,346.00	728,974.00	630,628.00
54326	Norwood-Inpatient	366,750.09	3,524,103.00	3,157,352.91
54350	Norwood-Dietary	151,642.80	1,129,370.00	977,727.20
54351	Norwood-Plant Ops & Maint	86,646.50	675,913.00	589,266.50
54363	Norwood-Medical Records	33,275.60	261,726.00	228,450.40
54365	Norwood-Administration	175,370.44	1,203,466.00	1,028,095.56
54401	Human Services-Child Welfare	399,172.09	3,822,418.00	3,423,245.91
54405	Human Services-Youth Aids	307,168.29	3,343,095.00	3,035,926.71
54410	Human Services-Child Care	18,169.57	159,188.00	141,018.43
54413	Human Services-Transportation	38,139.96	449,566.00	411,426.04
54420	Human Services-ESS	186,337.46	1,466,547.00	1,280,209.54
54425	Human Services-FSET	341,581.06	3,176,589.00	2,835,007.94
54435	Human Services-LIEAP	14,880.57	120,256.00	105,375.43
54440	Human Services-Birth to Three	48,289.32	545,393.00	497,103.68
54445	Human Services-Childrens COP	11,389.32	181,750.00	170,360.68
54450	Human Services-Childrens Waivers	45,111.06	350,302.00	305,190.94
54455	Human Services-CSP	71,444.30	590,056.00	518,611.70
54460	Human Services-OPC MH	128,420.93	1,516,881.00	1,388,460.07
54465	Human Services-CCS	194,274.84	2,284,175.00	2,089,900.16
54470	Human Services-Crisis Legal Svc	125,707.93	979,664.00	853,956.07
54475	Human Services-MH Contr COP	28,879.80	1,393,677.00	1,364,797.20
54480	Human Services-OPC AODA	54,889.11	428,196.00	373,306.89
54485	Human Services-OPC Day Treatment	10,031.34	84,601.00	74,569.66
54495	Human Services-AODA Contract	3,000.00	126,100.00	123,100.00
54500	Human Services-Administration	378,576.41	3,308,916.00	2,930,339.59
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	108.49	5,411.00	5,302.51
54720	Veterans-Veterans Service Officer	43,806.18	344,334.00	300,527.82
54730	Veterans Relief Donations	255.92	300.00	44.08
54740	Veterans-Care of Veterans Graves		2,865.00	2,865.00
54750	Veterans-WDVA Grant	672.22	11,380.00	10,707.78
	Total Health and Human Services	4,674,850.32	44,208,623.87	39,533,773.55
	<b>Culture, Recreation and Education</b>			
55112	County Aid to Libraries	498,976.07	977,893.00	478,916.93
55210	County Parks	178,029.43	1,680,223.00	1,502,193.57
55441	Maintenance Snowmobile Trails	18,041.20	81,510.00	63,468.80
55442	ATV Maintenance	224.10	11,370.00	11,145.90
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	28,919.79	522,198.00	493,278.21
55630	UW-Extension Center-Marshfield	23,936.00	47,872.00	23,936.00
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	196.10	17,700.00	17,503.90
	Total Culture, Recreation and Education:	805,322.69	3,395,766.00	2,590,443.31
	<b>Conservation and Development</b>			
56111	State Forestry Roads		7,000.00	7,000.00
56121	Land Conservation	33,243.70	257,756.00	224,512.30
56122	DATCP Grant	22,190.63	314,582.00	292,391.37
56123	Wildlife Damage Abatement	3,828.18	61,038.00	57,209.82
56125	Non-Metallic Mining Reclamation	6,519.96	40,349.00	33,829.04
56126	MDV	53.10	1,390.00	1,336.90
56128	Mill Creek	2,035.60	22,000.00	19,964.40
56310	County Planner	50,632.26	387,190.00	336,557.74
56320	Land Record	13,086.37	246,791.00	233,704.63
56340	Surveyor	4,619.41	44,304.00	39,684.59
56730	Transp & ED-Airport Aid		13,384.00	13,384.00
56740	Payment in Lieu of Tax		77,345.00	77,345.00
56750	Transp & Economic Develop	1,131.30	145,191.00	144,059.70

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Thursday, February 28, 2019

		Actual	2019 Budget	Variance	Variance %
56780	CDBG-ED	32,407.95	35,000.00	2,592.05	7.41%
56911	State Wildlife Habitat		2,500.00	2,500.00	100.00%
56913	Park & Forestry Capital Proj	5,651.01	359,330.00	353,678.99	98.43%
56943	Private Sewage System	26,184.13	261,997.00	235,812.87	90.01%
	Total Conservation and Development	201,583.60	2,277,147.00	2,075,563.40	91.15%
	<b>Capital Outlay</b>				
57120	Cap Projects-Gen Government	78,555.00	375,000.00	296,445.00	79.05%
57121	Cap Projects-Parks		75,300.00	75,300.00	100.00%
57213	Cap Projects-Emergency Management		24,000.00	24,000.00	100.00%
57216	Cap Projects-Computer Software		15,337.00	15,337.00	100.00%
57310	Highway Capital Projects	49,568.91	2,313,082.00	2,263,513.09	97.86%
57410	Cap Projects-Human Services	1,249.90		(1,249.90)	0.00%
57412	Cap Projects-Edgewater	8,426.86	169,000.00	180,573.14	95.01%
57420	Cap Projects-Norwood	42,368.62	357,477.00	315,108.38	88.15%
57610	Cap Projects-Cons & Dev-Vehicles		34,000.00	34,000.00	100.00%
57640	UW Remodeling/Construction	322.50	70,500.00	70,177.50	99.54%
	Total Capital Outlay	180,491.79	3,433,696.00	3,253,204.21	94.74%
	<b>Debt Service</b>				
58140	Debt Service Principal-Highway		3,400,000.00	3,400,000.00	100.00%
58240	Debt Service Interest-Highway		568,620.00	568,620.00	100.00%
	Total Debt Service		3,968,620.00	3,968,620.00	100.00%
	<b>Other Financing Uses</b>				
59210	Transfers to General Fund		6,487,267.00	6,487,267.00	100.00%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses		6,300,255.00	6,300,255.00	100.00%
	<b>TOTAL EXPENDITURES</b>	<b>10,449,965.97</b>	<b>115,060,849.00</b>	<b>104,610,883.03</b>	<b>90.92%</b>
	<b>NET INCOME (LOSS) *</b>	<b>(334,601.68)</b>	<b>(8,175,370.00)</b>	<b>7,840,768.32</b>	<b>(95.91%)</b>

2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, December 31, 2018

	Actual	2018 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$25,645,545.96	\$25,645,906.00	(\$360.04)	0.00%
41150 Forest Cropland/Managed Forest Land	52,447.18	20,000.00	32,447.18	162.24%
41220 General Sales and Retailers' Discount	192.52	180.00	12.52	6.96%
41221 County Sales Tax	5,521,248.10	6,046,482.00	(525,233.90)	(8.69%)
41230 Real Estate Transfer Fees	159,502.94	85,000.00	74,502.94	87.65%
41800 Interest and Penalties on Taxes	608,625.52	405,000.00	203,625.52	50.28%
41910 Payments in Lieu of Taxes	18,181.20	18,500.00	(318.80)	(1.72%)
Total Taxes	32,005,743.42	32,221,068.00	(215,324.58)	(0.67%)
<b>Intergovernmental Revenues</b>				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,200.00	(1,200.00)	(100.00%)
43410 State Aid-Shared Revenue	3,062,254.87	3,059,556.00	2,698.87	0.09%
43430 State Aid-Other State Shared Revenues	215,355.87	291,141.00	(75,785.13)	(26.03%)
43511 State Aid-Victim Witness	40,591.72	81,150.00	(40,558.28)	(49.98%)
43512 State Aid-Courts	387,539.90	378,464.00	9,075.90	2.40%
43514 State Aid-Court Support Services	58,441.00	57,000.00	1,441.00	2.53%
43516 State Aid-Modernization Grants	83,120.00	58,120.00	25,000.00	43.01%
43521 State Aid - Law Enforcement	147,541.58	136,500.00	11,041.58	8.09%
43523 State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528 State Aid-Emergency Government	106,863.35	93,250.00	13,613.35	14.60%
43531 State Aid-Transportation	2,096,591.94	2,096,592.00	(0.06)	0.00%
43534 State Aid-LRIP	450,238.17		450,238.17	0.00%
43549 State Aid-Private Sewage	33,582.00	20,000.00	13,582.00	67.91%
43551 State Aid-Health Grants	84,126.00	75,078.00	9,048.00	12.05%
43554 State Aid-Health WIC Program	367,286.00	388,380.00	(21,094.00)	(5.43%)
43557 State Aid-Health Consolidated Contract	66,766.00	80,000.00	(13,234.00)	(16.54%)
43560 State Aid-Grants	66,317.00	66,317.00		0.00%
43561 State Aids	12,119,982.09	11,292,655.00	827,327.09	7.33%
43567 State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568 State Aid-Child Support	931,405.15	928,443.00	2,962.15	0.32%
43571 State Aid-UWV Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	78,997.73	67,925.00	11,072.73	16.30%
43576 State Aid-Parks		62,500.00	(62,500.00)	(100.00%)
43581 State Aid-Forestry	46,750.25	47,489.00	(738.75)	(1.56%)
43586 State Aid-Land Conservation	310,406.45	296,358.00	14,048.45	4.74%
43640 State Aid-Co Share Managed Forest Lands	21,089.07	20,000.00	1,089.07	5.45%
43690 State Aid-Forestry Roads	3,248.56	3,280.00	(31.44)	(0.96%)
Total Intergovernmental	21,009,260.85	19,841,849.00	1,167,411.85	5.88%
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	400,089.32	342,924.00	57,165.32	16.67%
44101 Utility Permits	1,450.00	1,050.00	400.00	38.10%
44102 Driveway Permits	940.00	860.00	80.00	9.30%
44200 DNR & ML Fees	49,310.54	22,500.00	26,810.54	119.16%
44201 Dog License Fund	1,000.00	1,000.00		0.00%
44260 Moving Permits	1,475.00	1,025.00	450.00	43.90%
44300 Sanitary Permit Fees	41,775.00	45,000.00	(3,225.00)	(7.17%)
44411 County Planner Plat Review Fees	2,210.00	2,500.00	(290.00)	(11.60%)
44412 Wisconsin Fund Application Fees	1,050.00	750.00	300.00	40.00%
44413 Shoreland zoning Fees & Permits	3,747.50	4,250.00	(502.50)	(11.82%)
44415 HT Database Annual Fee	60,600.00	56,000.00	4,600.00	8.21%
Total Licenses and Permits	563,647.36	477,859.00	85,788.36	17.95%
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	4,246.86	1,700.00	2,546.86	149.82%
45115 County Share of Occupational Driver	380.00	200.00	180.00	90.00%
45120 County Share of State Fines and Forfeitures	153,631.70	160,000.00	(6,368.30)	(3.98%)
45123 County Parks Violation Fee	852.94	750.00	102.94	13.73%
45130 County Forfeitures Revenue	94,785.00	110,000.00	(15,215.00)	(13.83%)
45191 Private Sewage Fines	13,969.00	20,000.00	(6,031.00)	(30.16%)
Total Fines, Forfeits and Penalties	267,865.50	292,650.00	(24,784.50)	(8.47%)
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	28,325.00	20,000.00	8,325.00	41.63%
46121 Treasurer Fees-Redemption Notices	7,001.61	3,000.00	4,001.61	133.39%
46122 Property Conversion Charges	1,501.20	100.00	1,401.20	1,401.20%
46130 Register of Deeds-Fees	341,901.02	309,000.00	32,901.02	10.65%
46131 Register of Deeds-Laredo Tapestry	6,499.99		6,499.99	0.00%
46135 Land Record-Fees	95,000.00	92,880.00	2,120.00	2.28%
46140 Court Fees	168,928.52	174,500.00	(5,571.48)	(3.19%)
46141 Court Fees and Costs-Marriage Counseling	12,971.60	12,300.00	671.60	5.48%

2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, December 31, 2018

		2018		
		Budget	Variance	Variance %
	Actual			
46142	Court/Juvenile	24,160.35	4,160.35	20.80%
46143	Other Professional Reimbursements	17,718.61	2,598.61	17.19%
46144	Circuit Court Branch I	32,735.77	4,135.77	14.46%
46146	Circuit Court Branch III	17,351.00	11,534.00	198.28%
46191	Public Chgs-Clerk	7,280.00	(720.00)	(9.00%)
46192	Public Chgs-Temp Licenses	8,081.80	1,081.80	15.45%
46194	County Clerk Copy Fees	150.00	(275.00)	(64.71%)
46195	Public Chgs-Map & Data Sales		(100.00)	(100.00%)
46196	Public Chgs-Human Resources	1,428,046.74	(13,670.26)	(0.95%)
46210	Sheriff-Public Charges	150.00	(250.00)	(62.50%)
46211	Sheriff Revenue-Civil Process Fees	60,539.00	539.00	0.90%
46212	Sheriff Cost Reimbursement/Witness Fees	62,722.02	10,722.02	20.62%
46214	Reserve Deputy Revenue	20,249.28	8,249.28	68.74%
46215	Sheriff Escort Service	37,127.73	8,127.73	28.03%
46216	Restitution	825.33	525.33	175.11%
46217	OWI Restitution	2,154.71	554.71	34.67%
46221	Public Chgs-Coroner Cremation	41,995.00	(18,005.00)	(30.01%)
46230	Death Certificates	14,000.00	(1,000.00)	(6.67%)
46241	Jail Surcharge	32,523.71	(5,476.29)	(14.41%)
46242	Huber/Electronic Monitoring	272,709.07	20,665.07	8.20%
46243	Inmate Booking/Processing Fee	15,908.74	(5,091.26)	(24.24%)
46244	Other County Transports	17,371.75	(5,628.25)	(24.47%)
46245	Jail Stay Fee	36,343.83	(14,026.17)	(27.85%)
46291	Public Chgs-ID Cards	20.00	20.00	0.00%
46330	Public Chgs-Ho Chunk/AODA	27,500.00		0.00%
46510	Public Chgs-Crisis Stabilization	442,229.44	(234,995.56)	(34.70%)
46520	Institutional Care-Private Pay	1,366,699.05	317,224.05	30.23%
46521	Institutional Care-Other Pay	7,500.00	700.00	10.29%
46525	Public Chgs- Medicare	2,826,241.66	(717,329.34)	(20.24%)
46526	Public Chgs- Medicaid	4,709,104.32	(1,174,353.68)	(19.96%)
46527	Public Chgs-Veterans EW	52,165.94	52,165.94	0.00%
46530	Public Charges	5,679,020.38	805,296.38	16.52%
46531	Public Chgs- Private Insurance	1,012,154.30	(924,357.70)	(47.73%)
46532	Public Chgs-County Responsible	137,795.61	(79,679.39)	(36.64%)
46533	Public Chgs-NW Mental Health Inpatient	409,388.13	89,924.13	28.15%
46534	Public Chgs-NW Mental Health Inpatient	2,177,235.36	866,113.36	66.06%
46536	Third Party Awards & Settlements	455,932.00	223,244.00	95.94%
46537	Contractual Adjustment	(4,473,654.11)	170,247.89	(3.67%)
46590	Provision for Bad Debts-Edgewater	(12,000.00)	(12,000.00)	0.00%
46621	Child Support-Genetic Tests	3,728.01	(771.99)	(17.16%)
46623	Child Support-Filing Fees	110.00	(90.00)	(45.00%)
46624	Child Support-Service Fees	13,825.17	1,825.17	15.21%
46625	Child Support-Extradition Charges		(500.00)	(100.00%)
46721	Public Chgs-Parks	537,519.92	62,519.92	13.16%
46771	UW-Extension Publication Revenue	52.00	52.00	0.00%
46772	UW-Extension Project Revenue	23,378.64	19,328.64	477.25%
46813	County Forest Revenue	408,704.98	23,704.98	6.16%
46825	Land Conservation Fees & Sales	82,336.83	18,811.83	29.61%
46826	Private Sewage Charges	1,530.00	(1,470.00)	(49.00%)
	<b>Total Public Charges for Services</b>	<b>18,700,791.01</b>	<b>(423,368.99)</b>	<b>(2.21%)</b>
	<b>Intergovernmental Charges for Services</b>			
47210	Intergovernmental Charges	566,459.21	(14,240.79)	(2.45%)
47230	State Charges	1,445,736.72	42,126.72	3.00%
47231	State Charges-Highway	239,156.10	(10,873.90)	(4.35%)
47232	State Charges-Machinery	2,194,040.06	16,721.06	0.77%
47250	Intergovernmental Transfer Program Rev	870,341.72	358,726.72	70.12%
47300	Local Gov Chgs	347,003.35	(214,656.65)	(38.22%)
47310	Local Gov Debt Service Charges		(22,000.00)	(100.00%)
47320	Local Gov Chgs-Public Safety	31,728.23	2,728.23	9.41%
47330	Local Gov Chgs-Transp	1,695,322.06	487,837.06	40.40%
47332	Local Gov Chgs-Roads	383,382.21	(19,977.79)	(4.95%)
47333	Local Gov Chgs-Bridges	116,357.01	88,917.01	324.04%
47350	Local Gov Chgs-Hlth & Human Svcs	73,779.00	4,729.00	6.85%
47351	Local Gov Chgs-Other Governments	3,080.00	1,080.00	54.00%
47391	Local Gov Chgs-BNI (Materials)	1,710.24	(1,489.76)	(46.56%)
47392	Local Gov Chgs-BNI (Staff)	475.50	(324.50)	(40.56%)
47393	Local Gov Chgs-Work Relief	3,313.15	(1,686.85)	(33.74%)
47395	Local Gov Chgs-EM Vehicles	4,760.66	(239.34)	(4.79%)
47396	Local Gov Chgs-EM Equipment	2,389.00	1,589.00	198.63%
	<b>Total Charges to Other Governments</b>	<b>7,979,034.22</b>	<b>718,965.22</b>	<b>9.90%</b>
	<b>Interdepartmental Charges for Services</b>			
47410	Dept Charges-Hlth Benefits & Other	10,042,931.42	(115,028.58)	(1.13%)



2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
**All Departments**  
**Monday, December 31, 2018**

		2018			
		Actual	Budget	Variance	Variance %
47411	Dept Charges-Purchasing	35,239.07	73,303.00	(38,063.93)	(51.93%)
47412	Dept Charges-Insurance	474,226.47	475,000.00	(773.53)	(0.16%)
47413	Dept Charges-Gen Govt	1,162,661.96	1,003,569.00	159,092.96	15.85%
47415	Dept Charges-Systems	303,475.64	295,155.00	8,320.64	2.82%
47421	Dept Charges-Public Safety	28,299.32	21,000.00	7,299.32	34.76%
47430	Dept Charges-Bldg Rent	918,729.92	919,124.00	(394.08)	(0.04%)
47432	Dept Charges-Rent Unified		704.00	(704.00)	(100.00%)
47435	Dept Charges-Sheriff Lockup Rent	16,392.00	16,000.00	392.00	2.45%
47438	Dept Charges-Riverblock Rent	585,996.00	575,520.00	10,476.00	1.82%
47440	Dept Charges	3,518.00	3,400.00	118.00	3.47%
47460	Dept Charges-Drug Court	67,000.00	73,000.00	(6,000.00)	(8.22%)
47470	Dept Charges-Highway	2,700,098.65	2,459,263.00	240,835.65	9.79%
	Total Interdepartmental Charges	16,338,568.45	16,072,998.00	265,570.45	1.65%
	Total Intergovernmental Charges for Services	24,317,602.67	23,333,067.00	984,535.67	4.22%
Miscellaneous					
48000	Miscellaneous	657,251.61		657,251.61	0.00%
48100	Interest	92.37	80.00	12.37	15.46%
48110	Interest-Capital Projects	8.67	10.00	(1.33)	(13.30%)
48113	Unrealized Gain/Loss on Investment	27,879.75	48,430.00	(20,550.25)	(42.43%)
48114	Interest-Investment	195,105.93	115,959.00	79,146.93	68.25%
48115	Interest-General Investment	170,568.88	25,000.00	145,568.88	582.28%
48116	Interest-Section 125 & Health	654.75	219.00	435.75	198.97%
48117	Interest-Clerk of Courts	327.89	300.00	27.89	9.30%
48200	Rental Income	130,276.72	134,931.00	(4,654.28)	(3.45%)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00)	(100.00%)
48300	Gain/Loss-Sale of Property	225,349.21	53,000.00	172,349.21	325.19%
48310	Gain/Loss-Sale of Fixed Assets	(12,729.00)		(12,729.00)	0.00%
48320	Gain/Loss-Sale of Surplus Property	2,651.00	500.00	2,151.00	430.20%
48340	Gain/Loss-Sale of Salvage and Waste	5,433.89	6,700.00	(1,266.11)	(18.90%)
48440	Insurance Recoveries-Other	2,094,221.81	487,000.00	1,607,221.81	330.03%
48500	Donations	599,799.44	1,629,800.00	(1,030,000.56)	(63.20%)
48501	Donations-Designated Projects	220.00		220.00	0.00%
48502	Donations-Veterans Loan Repayment	956.92		956.92	0.00%
48503	Donations-Services ATV Club	3,837.27	6,000.00	(2,162.73)	(36.05%)
48510	Donations	467,000.00		467,000.00	0.00%
48540	Donations & Contributions	29,375.30	20,000.00	9,375.30	46.88%
48830	Recovery of PYBD & Contractual Adj	50,767.92	46,500.00	4,267.92	9.18%
48860	Revenue from Meals	19,448.39	20,000.00	(551.61)	(2.76%)
48880	Food Vending Machine Income	4,200.96	4,500.00	(299.04)	(6.65%)
48900	Other Miscellaneous Revenue	63,348.19	39,125.00	24,223.19	61.91%
48901	Other/Miscellaneous Revenue	6,355.29	1,500.00	4,855.29	323.69%
48910	Vending/Cafeteria Revenue	7,524.95	11,000.00	(3,475.05)	(31.59%)
48920	Vending Machine Revenue	4,115.35	4,600.00	(484.65)	(10.54%)
48940	Canteen Income	30.00	500.00	(470.00)	(94.00%)
48970	Rental Income- NHC, Health Annex	17,508.00	17,508.00		0.00%
48980	Misc/Other Workshop Revenue	11.38	100.00	(88.62)	(88.62%)
48990	Other Operating Income	2,625.78	2,500.00	125.78	5.03%
48991	Copier Revenue	1,723.10	2,000.00	(276.90)	(13.85%)
	Total Miscellaneous	4,775,941.72	2,728,162.00	2,047,779.72	75.06%
Other Financing Sources					
49110	Proceeds from Long-Term Debt	50,708.00		50,708.00	0.00%
49210	Transfer from General Fund		260,000.00	(260,000.00)	(100.00%)
49220	Transfer from Special Revenue	5,069,966.78	6,086,765.00	(1,016,798.22)	(16.71%)
49270	Transfer from Internal Service		283,903.00	(283,903.00)	(100.00%)
49280	Transfer from Trust Funds	1,286,555.40		1,286,555.40	0.00%
	Total Other Financing Sources	6,407,230.18	6,630,668.00	(223,437.82)	(3.37%)
TOTAL REVENUES		108,048,082.71	104,649,483.00	3,398,599.71	3.25%

**EXPENDITURES****General Government**

51120	Committees & Commissions	178,235.93	202,513.00	24,277.07	11.99%
51212	Circuit Court Branch I	366,028.26	395,614.00	29,585.74	7.48%
51213	Circuit Court Branch II	112,480.42	119,902.00	7,421.58	6.19%
51214	Circuit Court Branch III	122,253.21	124,761.00	2,507.79	2.01%
51215	Drug Court	212,330.68	215,817.00	3,486.32	1.62%
51217	Clerk of Courts-Divorce Mediation	15,750.00	17,000.00	1,250.00	7.35%
51220	Family Court Commissioner	88,036.39	105,233.00	17,196.61	16.34%
51221	Clerk of Courts	1,301,921.42	1,353,334.00	51,412.58	3.80%
51231	Coroner	131,259.14	139,842.00	8,582.86	6.14%
51310	District Attorney	285,185.88	304,049.00	18,863.12	6.20%
51315	Victim Witness Program	151,711.27	156,044.00	4,332.73	2.78%

2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
**All Departments**  
**Monday, December 31, 2018**

		2018		
		Actual	Budget	Variance
				Variance %
51316	Task Force	240.00	900.00	660.00
51320	Corporation Counsel	271,271.56	271,297.00	25.44
51330	Child Support	977,094.09	1,022,205.00	45,110.91
51420	County Clerk	293,454.96	323,430.00	29,975.04
51424	County Clerk-Postage Meter	10,870.02	14,300.00	3,429.98
51430	Health Benefit Payments	12,577,867.25	11,678,993.00	(898,874.25)
51431	Health-Wellness	274,900.90	283,903.00	9,002.10
51433	Human Resources-Labor Relations	27,487.47	28,200.00	712.53
51435	Human Resources-Personnel	429,858.20	437,707.00	7,848.80
51436	Human Resources-Programs	198.72	3,670.00	3,471.28
51440	County Clerk-Elections	85,788.08	94,621.00	8,832.92
51450	Data Processing	1,612,328.86	1,804,291.00	191,962.14
51451	Voice over IP	119,893.90	128,000.00	8,106.10
51452	PC Replacement	200,381.29	200,600.00	218.71
51453	Co Clerk-Inform & Commu	13,504.18	18,500.00	4,995.82
51510	Finance	386,940.01	380,313.00	(6,627.01)
51520	Treasurer	403,813.95	429,490.00	25,676.05
51550	Purchasing	50,286.53	51,970.00	1,683.47
51590	Contingency		245,324.00	245,324.00
51611	Bldg Maint-Courthouse and Jail	1,092,906.90	1,152,179.00	59,272.10
51630	Bldg Maint-Unified Svcs Building	9,696.83	10,889.00	1,192.17
51640	Bldg Maint-Joint Use Building	6,983.49	11,851.00	4,867.51
51650	Bldg Maint-Sheriff Lockup	2,713.79	4,547.00	1,833.21
51660	Bldg Maint-CBRF's	3,903.62	7,471.00	3,567.38
51670	Bldg Maint-River Block	413,046.75	681,520.00	268,473.25
51710	Register of Deeds	399,180.30	423,055.00	23,874.70
51711	Register of Deeds-Redaction	26,567.10	32,387.00	5,819.90
51931	Property and Liability Insurance	543,161.05	612,071.00	68,909.95
51933	Workers Comp Insurance	314,279.39	491,569.00	177,289.61
51934	Sick Leave Conversion	266,475.19	500,000.00	233,524.81
	<b>Total General Government</b>	<b>23,780,286.98</b>	<b>24,479,362.00</b>	<b>699,075.02</b>
				<b>2.86%</b>
<b>Public Safety</b>				
52110	Sheriff-Administration	2,473,798.83	2,641,365.00	167,566.17
52130	Radio Engineer	176,037.27	232,110.00	56,072.73
52131	Sheriff-Indian Law Enforce	25,715.55	33,933.00	8,217.45
52140	Sheriff-Traffic Police	2,991,749.32	3,065,437.00	73,687.68
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00
52510	Emer Mgmt-SARA Title III	43,651.54	52,085.00	8,433.46
52520	Emergency Management	319,307.04	323,272.00	3,964.96
52601	Dispatch	1,671,452.27	1,784,049.00	112,596.73
52530	Emer Mgmt-Bldg Numbering	4,332.32	3,000.00	(1,332.32)
52540	Emer Mgmt-Work Relief	135,945.09	140,926.00	4,980.91
52710	Sheriff-Jail	2,340,008.31	2,505,702.00	165,693.69
52712	Sheriff-Electronic Monitoring	180,361.96	183,188.00	2,826.04
52713	Sheriff-PT Transp/Safekeeper	1,065,008.59	1,066,197.00	1,188.41
52721	Sheriff-Jail Surcharge	108,391.47	187,570.00	79,178.53
	<b>Total Public Safety</b>	<b>11,535,759.56</b>	<b>12,219,834.00</b>	<b>684,074.44</b>
				<b>5.60%</b>
<b>Public Works-Highway</b>				
53110	Hwy-Administration	317,188.55	288,760.00	(28,428.55)
53120	Hwy-Engineer	201,909.01	245,004.00	43,094.99
53191	Hwy-Other Administration	339,454.98	335,112.00	(4,342.98)
53210	Hwy-Employee Taxes & Benefits	157,123.94		(157,123.94)
53220	Hwy-Field Tools	(35,178.62)	13,236.00	48,414.62
53230	Hwy-Shop Operations	280,624.69	280,244.00	(380.69)
53232	Hwy-Fuel Handling	16,712.22	12,100.00	(4,612.22)
53240	Hwy-Machinery Operations	1,079,328.84	1,711,623.00	632,294.16
53260	Hwy-Bituminous Ops	249,071.33	226,200.00	(22,871.33)
53262	Hwy-Bituminous Ops	4,317.94	111,922.00	107,604.06
53266	Hwy-Bituminous Ops	2,078,616.02	2,107,491.00	28,874.98
53270	Hwy-Buildings & Grounds	201,773.66	164,134.00	(37,639.66)
53290	Hwy-Salt Brine Operations	1,181.64		(1,181.64)
53291	Hwy-Salt Brine Operations	2,797.61		(2,797.61)
53281	Hwy-Acquisition of Capital Assets	27,019.00		(27,019.00)
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	1,740,701.00	1,655,124.00	(85,577.00)
53312	Hwy-Snow Remov	934,834.05	939,941.00	5,106.95
53313	Hwy-Maintenance Gang	148,941.24	134,103.00	(14,838.24)
53314	Hwy-Maint Gang-Materials	2,899.04	1,235.00	(1,664.04)
53320	Hwy-Maint STHS	1,182,605.02	1,364,109.00	181,503.98
53323	Hwy-Maint STHS PBM	81,903.91	52,600.00	(29,303.91)

2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, December 31, 2018

		2018		
		Actual	Budget	Variance
				Variance %
53330	Hwy-Local Roads	1,691,396.28	1,187,637.00	(503,759.28)
53340	Hwy-County-Aid Road Construction	442,641.69	444,834.00	2,192.31
53341	Hwy-County-Aid Bridge Construction	155,557.69	200,269.00	44,711.31
53490	Hwy-State & Local Other Services	335,587.02	552,901.00	217,313.98
	<b>Total Public Works-Highway</b>	<b>11,639,007.75</b>	<b>12,031,879.00</b>	<b>392,871.25</b>
				<b>3.27%</b>
	<b>Health and Human Services</b>			
54121	Health-Public Health	1,737,277.43	1,780,025.00	42,747.57
54122	Health-WIC Program	369,690.09	388,380.00	18,689.91
54128	Health-Public Health Grants	81,135.50	80,000.00	(1,135.50)
54129	Humane Officer	40,336.27	35,519.00	(4,817.27)
54130	Health-Dental Sealants	123,277.93	128,779.00	5,501.07
54132	Adams-Juneau Sanitation	281,412.11	308,214.00	26,801.89
54210	Edgewater-Nursing	3,896,092.83	4,119,094.00	223,001.17
54211	Edgewater-Housekeeping	129,602.10	131,548.00	1,945.90
54212	Edgewater-Dietary	674,416.19	731,423.00	57,006.81
54213	Edgewater-Laundry	59,314.83	150,061.00	90,746.17
54214	Edgewater-Maintenance	356,328.54	382,204.00	25,875.46
54217	Edgewater-Activities	166,430.02	169,940.00	3,509.98
54218	Edgewater-Social Services	142,003.33	156,283.00	14,279.67
54219	Edgewater-Administration	637,780.26	628,781.00	(8,999.26)
54315	Mental Health/AODA Ho Chunk	27,500.00	27,500.00	0.00%
54316	Mental Institutions State Charge		360.00	360.00
54317	Human Services Crisis Stabilization	456,687.78	483,116.00	26,428.22
54324	Norwood-SNF-CMI	1,046,626.75	1,057,175.00	10,548.25
54325	Norwood SNF TBI	913,243.71	1,013,060.00	99,816.29
54326	Norwood-Inpatient	3,342,571.29	3,348,009.00	5,437.71
54350	Norwood-Dietary	1,117,135.76	1,104,390.00	(12,745.76)
54351	Norwood-Plant Ops & Maint	831,917.21	840,365.00	8,447.79
54363	Norwood-Medical Records	163,334.22	168,904.00	5,569.78
54365	Norwood-Administration	1,236,598.83	1,244,555.00	7,956.17
54401	Human Services-Child Welfare	3,411,581.97	3,580,277.00	168,695.03
54405	Human Services-Youth Aids	3,249,308.19	3,310,128.00	60,819.81
54410	Human Services-Child Care	127,922.13	140,048.00	12,125.87
54413	Human Services-Transportation	376,269.59	369,706.00	(6,563.59)
54420	Human Services-ESS	1,351,364.19	1,410,902.00	59,537.81
54425	Human Services-FSET	2,772,503.24	2,789,886.00	17,382.76
54435	Human Services-LIEAP	118,005.92	125,628.00	7,622.08
54440	Human Services-Birth to Three	482,619.45	486,247.00	3,627.55
54445	Human Services-Childrens COP	245,717.54	291,898.00	46,180.46
54450	Human Services-Childrens Waivers	224,433.83	249,481.00	25,047.17
54455	Human Services-CSP	522,607.84	569,147.00	46,539.16
54460	Human Services-OPC MH	1,297,754.18	1,377,982.00	80,227.82
54465	Human Services-CCS	1,944,006.27	1,760,681.00	(183,325.27)
54470	Human Services-Crisis Legal Svc	752,426.07	724,832.00	(27,594.07)
54475	Human Services-MH Contr COP	1,042,855.98	1,538,677.00	495,821.02
54480	Human Services-OPC AODA	450,830.83	484,555.00	33,724.17
54485	Human Services-OPC Day Treatment	80,738.21	80,368.00	(370.21)
54495	Human Services-AODA Contract	55,697.58	136,100.00	80,402.42
54500	Human Services-Administration	3,208,770.31	3,253,780.00	45,009.69
54611	Aging-Committee on Aging	131,389.81	198,278.00	66,888.19
54710	Veterans-Veterans Relief	5,352.10	5,411.00	58.90
54720	Veterans-Veterans Service Officer	319,630.77	330,151.00	10,520.23
54730	Veterans Relief Donations	15.79	300.00	284.21
54740	Veterans-Care of Veterans Graves	2,858.01	2,865.00	6.99
54750	Veterans-WDVA Grant	7,421.15	11,500.00	4,078.85
	<b>Total Health and Human Services</b>	<b>40,012,793.93</b>	<b>41,706,513.00</b>	<b>1,693,719.07</b>
				<b>4.06%</b>
	<b>Culture, Recreation and Education</b>			
55112	County Aid to Libraries	891,144.00	891,144.00	0.00%
55210	County Parks	1,624,607.53	1,625,697.00	1,089.47
55441	Maintenance Snowmobile Trails	75,006.81	67,925.00	(7,081.81)
55442	ATV Maintenance	9,505.61	12,715.00	3,209.39
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	454,793.33	516,662.00	61,868.67
55630	UW-Extension Center-Marshfield	48,082.00	48,082.00	0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	25,682.12	27,700.00	2,017.88
55661	UW-Ext Farm Technology Days	(20,000.00)	43,000.00	63,000.00
	<b>Total Culture, Recreation and Education:</b>	<b>3,165,821.40</b>	<b>3,289,925.00</b>	<b>124,103.60</b>
				<b>3.77%</b>
	<b>Conservation and Development</b>			
56111	State Forestry Roads	3,090.78	3,300.00	209.22
				<b>6.34%</b>

2/27/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Monday, December 31, 2018

	Actual	2018 Budget	Variance	Variance %
56121 Land Conservation	238,579.33	241,959.00	3,379.67	1.40%
56122 DATCP Grant	240,354.27	250,593.00	10,238.73	4.09%
56123 Wildlife Damage Abatement	67,016.64	80,785.00	13,768.36	17.04%
56125 Non-Metalic Mining Reclamation	37,731.80	40,054.00	2,322.20	5.80%
56127 Don Aron Memorial Fund	21,018.14	22,000.00	981.86	4.46%
56310 County Planner	369,109.23	369,261.00	151.77	0.04%
56320 Land Record	132,974.39	255,729.00	122,754.61	48.00%
56340 Surveyor	44,719.96	44,750.00	30.04	0.07%
56730 Transp & ED-Airport Aid	17,500.00	17,500.00		0.00%
56740 Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%
56750 Transp & Economic Develop	141,075.00	141,075.00		0.00%
56780 CDBG-ED	590.73	30,000.00	29,409.27	98.03%
56911 State Wildlife Habitat	1,935.00	2,500.00	565.00	22.60%
56913 Park & Forestry Capital Proj	34,330.75	165,063.00	130,732.25	79.20%
56943 Private Sewage System	191,566.58	196,939.00	5,372.42	2.73%
Total Conservation and Development	1,618,936.70	1,938,853.00	319,916.30	16.50%
<b>Capital Outlay</b>				
57121 Cap Projects-Parks	118,901.15	140,000.00	21,098.85	15.07%
57127 Cap Projects-Computers	92,989.94	93,000.00	10.06	0.01%
57208 Cap Projects-Dispatch	38,041.00	40,000.00	1,959.00	4.90%
57213 Cap Projects-Emergency Management		225,000.00	225,000.00	100.00%
57216 Cap Projects-Computer Software	28,112.21	29,000.00	887.79	3.06%
57310 Highway Capital Projects	4,253,555.40	2,499,999.00	(1,753,556.40)	(70.14%)
57412 Cap Projects-Edgewater	330,376.31	337,367.00	6,990.69	2.07%
57420 Cap Projects-Norwood	164,816.24	196,500.00	31,683.76	16.12%
57640 UW Remodeling/Construction	166,400.12	111,000.00	(55,400.12)	(49.91%)
57930 Depreciation & Amortization	577,978.78		(577,978.78)	0.00%
57940 Depreciation & Amortization	240,779.40		(240,779.40)	0.00%
Total Capital Outlay	6,011,950.55	3,671,866.00	(2,340,084.55)	(63.73%)
<b>Debt Service</b>				
58140 Debt Service Principal-Highway	4,605,000.00	4,605,000.00		0.00%
58240 Debt Service Interest-Highway	557,485.30	557,817.00	331.70	0.06%
58295 Paying Agent & Fiscal Charges	41,626.04		(41,626.04)	0.00%
Total Debt Service	5,204,111.34	5,162,817.00	(41,294.34)	(0.80%)
<b>Other Financing Uses</b>				
59210 Transfers to General Fund	6,356,522.18	6,532,243.00	175,720.82	2.69%
59220 Transfer to Special Revenue		12,162.00	12,162.00	100.00%
59270 Transfer to Internal Service		(138,847.00)	(138,847.00)	100.00%
Total Other Financing Uses	6,356,522.18	6,405,558.00	49,035.82	0.77%
<b>TOTAL EXPENDITURES</b>	<b>109,325,190.39</b>	<b>110,906,607.00</b>	<b>1,581,416.61</b>	<b>1.43%</b>
<b>NET INCOME (LOSS) *</b>	<b>(1,277,107.68)</b>	<b>(6,257,124.00)</b>	<b>4,980,016.32</b>	<b>(79.59%)</b>



# Wood County

## WISCONSIN

### HUMAN RESOURCES DEPARTMENT

February 28, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

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#### Human Resources Activity

	February 2019	2019 Year-to-Date
Applications Received	150	294
Positions Filled	18	31
Promotions/Transfers	2	7
New Hire Orientations	13	20
Terminations, Voluntary	7	13
Terminations, Involuntary	1	2
Retirements	0	2
Exit Interviews	3	6

#### Human Resources Narrative

##### **1. General Highlights- Kim McGrath**

- a) Attended the Executive Committee meeting on January 29<sup>th</sup> where the HR-related topic discussed was the Wood County wage plan.
  - b) Attended the 2019 Annual Wisconsin Public Employer Labor Relations Association (WPELRA) Annual Training Conference in Madison on January 30<sup>th</sup>- February 1<sup>st</sup>.
  - c) Attended the Highway, Infrastructure, and Recreation Committee meeting on February 7<sup>th</sup> to discuss the compensation of the Parks and Forestry Director. That topic was referred to Executive Committee to discuss at its March meeting.
  - d) Attended the Public Safety Committee meeting on February 11<sup>th</sup> to discuss the Humane Officer's monthly attendance at meetings.
  - e) Met with the Human Officer on February 11<sup>th</sup> to discuss proposed edits to the job description for Public Safety committee review at its March meeting.
  - f) Met with the Edgewater Administrator, Human Services Director, and Human Services Deputy Director on February 13<sup>th</sup> to discuss internal recruitment of nursing staff.
  - g) Attended the monthly Stevens Point Area Human Resources Association membership meeting on February 13<sup>th</sup> for a "2019 Legal Update".
  - h) Met with the IT and Finance Directors on February 14<sup>th</sup> to discuss the Employee Self-Service portal.
  - i) Held an informative preliminary call with Kim Hurtz, Vice President of Sales for the WCA Group Health Trust through Aegis. Kim provided a dynamic overview of the options through WCA GHT. As the Executive Committee expressed an interest in looking at all viable options for health insurance in 2019, I reached out to The Horton Group to ensure they are providing GHT as an option for consideration in the market review this year.
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- j) Attended the Executive Committee meeting on February 19<sup>th</sup> to present to the committee a proposed job description for a Facilities Manager, of which the current Maintenance Manager would transition into, if approved. The request was to refer the proposal to the HHS committee as the position would have increased oversight of the health care facilities and include collaboration with those facilities' maintenance staff.
- k) Attended the February County Board Meeting on February 19<sup>th</sup>. With respect to a former employee appealing her termination, I presented to the Board on Wood County's position at the final step in the County's Complaint Resolution Process. The board affirmed the decision of the Impartial Hearing Officer and upheld the former employee's termination.
- l) Attended the quarterly Wellness Board Meeting on February 19<sup>th</sup>.
- m) Attended the quarterly Department Head Meeting on February 20<sup>th</sup>.
- n) Attended the Wisconsin Local Government Leadership Academy Unit on "Relationships as a Foundation for Leading for Results" on February 21<sup>st</sup>- 22<sup>nd</sup>.
- o) Attended the monthly call with The Horton Group on February 26<sup>th</sup>.
- p) Met with a representative of Aegis along with the Benefits & HRIS Administrator and Safety & Risk Manager on February 27<sup>th</sup> to review and discuss the training topics offered through Aegis.
- q) Continued work on the proposed changes to the Employee Policy Handbook.
- r) Together with the Human Resources Coordinator, reviewed and discussed a draft Performance Evaluation Form for Supervisory staff. Presented the draft to the Department Heads for feedback and discussion.
- s) Received and responded to open records requests.
- t) Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
- u) Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

## **2. Benefits & HRIS Administrator – Jodi Pingel**

- a) Processed 9 Family Medical Leave requests.
- b) Processed Benefit Elections/Qualifying Events and enrolled in benefits via vendor websites and updated mailing addresses, if applicable.
- c) Processed terminations included cancelling insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc. Prepared payout sheets for terminated employees and suspend accruals.
- d) Prepared February 2019 COBRA Remittance.
- e) Processed March 2019 TASC Admin Fees.
- f) Processed February 2019 WPS Billing Statements/Bill Summary.
- g) Reviewed completed Beneficiary Designation Forms and processed updates.
- h) Met with employees regarding questions on benefits, FMLA, qualifying events, etc.
- i) Processed 2 qualifying events and benefit changes.
- j) Facilitated portions of New Hire Orientations on January 28<sup>th</sup>, and February 4<sup>th</sup>, 11<sup>th</sup> & 18<sup>th</sup>.
- k) Reconciled February 2019 invoices for health, dental, vision, life and disability.
- l) Reconciled January-December 2018 invoices for life and disability.
- m) Prepared January 2019 Turnover Report details.
- n) Scheduled pre-employment drug tests for 2 employees.
- o) Processed mailing address updates.
- p) Attended the Central Wisconsin SHRM February Meeting – Legal Updates.
- q) Researched salary specifications at other Wisconsin counties.
- r) Attended and obtained CPR Instructor Certification.
- s) Reviewed and approved ACA/1095C forms for health coverage 2018.
- t) Researched and updated Sheriff Deputy Kelly Hour discrepancies.
- u) Provided employee population to Ascension for EAP Quarter 1.
- v) Assisted Finance Department with questions on set up in HRMS.
- w) Canceled OPEB enrollment in HRMS for new hires in 2019.

- x) Determined STD/LTD adjustments for rate changes effective January 1<sup>st</sup>.
- y) Processed vacation donation.
- z) Reviewed life insurance enrollments.

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

- a) Posted Family Resource Coordinator – Kinship, Legal Administrative Assistant – Floater, and FSET Case Manager positions.
- b) Established an eligibility list for Corrections Officers. All positions filled.
- c) Prepared a report and provided it to the Child Support Office Manager regarding costs for District Attorney and Corporation Counsel employees for state reporting.
- d) Completed three caregiver background checks with the Department of Justice and State of Wisconsin. Forwarded results to supervisors for review.
- e) Working with Clerk of Courts updating all current job descriptions.
- f) Coordinated interviews for the CST Coordinator position.
- g) Replied to nine requests from other counties requesting information on various topics.
- h) Conducted three exit interviews with outgoing employees. Sent memos to Department Head and HR Director for review.
- i) Developed interview questions and coordinated interviews for Clerk of Courts regarding the Information Clerk position. Final candidate selected, offer accepted. Recruitment file closed.
- j) Worked with University Extension developing job description and offer for a project intern.
- k) Updated multiple policies/procedures/contacts: Testing collection sites, Drug Testing policy to include “Fitness for Duty” section, Drug Testing Consent Form, and Hiring, Termination and Recruitment Policy and Procedures (forwarded to Department Heads, placed on Intranet).
- l) Established 30-day new hire feedback survey and have sent out to four employees.
- m) Sent offer of employment to two internal Crisis Interventionist candidates regarding status changes. All positions filled.
- n) Completed background, references, degree verification for Social Worker. Offer extended and accepted. Closed recruitment file.
- o) Completed background, references, DL check on part-time Bus Driver. Offer extended and accepted. Closed recruitment file.
- p) Extended offers to nine part-time Deputies; all accepted with start dates of March 3<sup>rd</sup>.
- q) Coordinated interviews for FSET Coordinator.
- r) Working with Sheriff’s Department updating multiple job descriptions and assigning job codes.
- s) Working with Payroll Administrator activating existing job codes or establishing new ones.
- t) Completed references/background on Youth Mentor Case Manager. Offer extended and accepted. Closed recruitment file.
- u) Worked closely with Sheriff’s Department to post a Deputy Sheriff position to fill one vacancy and establish eligibility list. Deadline March 17<sup>th</sup>. Civil Service Commission will also be involved.
- v) Attended a Webinar on February 20<sup>th</sup> hosted by the Horton Group “Protecting your Business from Supervisors Abuse of Power – Hiring and Firing.”
- w) Scheduled post-offer pre-employment (POPE) drug tests for six employee(s).
- x) Assisted with multiple public inquiries regarding various subjects, by phone and counter.

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

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Replacement	Branch I	Legal Administrative Asst-Floater	Deadline 2/17/19
Replacement	Clerk of Courts	Information Clerk (Admin Serv 3)	Filled
Replacement	Edgewater	Social Worker	Filled

Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Human Services	Bus Driver – Part-time	Refs/Background
Replacement	Human Services	Psychiatrist	Refs/Background
Replacement	Human Services	Casual Crisis Interventionists	Establishing Elig List
New	Human Services	Youth Mentor Case Manager	Offer Pending
Replacement	Human Services	Crisis Interventionist (60%)	Filled
Replacement	Human Services	Crisis Interventionist (50%)	Filled
Replacement	Human Services	Family Resource Coord-Kinship	Reviewing apps
Replacement	Human Services	CST Coordinator	Deadline 3/17/19
Replacement	Human Services	Social Worker (PT 60%)	Offer Pending
Replacement	Human Services	Legal Services/APS Coord	Filled
Replacement	Human Services	Residential Aides (Casual)	Deadline 3/17/19
Replacement	Human Services	Residential Aide (Full-time)	Filled
Replacement	Human Services	FSET Case Manager	Interviewing
Replacement	IT	PC Technician	Deadline 2/24/19
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Sheriff	Part-Time Deputies/Elig List	Filled
Replacement	Sheriff	Corrections Officers (3)	Filled
Replacement	Sheriff	Deputy Sheriff/Eligibility list	Deadline 3/17/19

#### 4. Human Resources Coordinator – Kelli Quinnell

- a) Drafted a new Supervisory Performance Evaluation form to replace the current form. Worked with the HR Director to edit and revise criteria summary. Will continue to revise the form as additional feedback is received from department heads.
- b) Continued work on scanning employee folders into Laserfiche.
- c) Participated a webinar on February 20<sup>th</sup> hosted by the Horton Group. The topic was “Protecting Your Business from Supervisors’ Abuse of Power – Hiring and Firing”.
- d) Completed multiple questionnaires for Unemployment Insurance. Prepared to attend a hearing for an employee appealing an Unemployment determination. Was informed on February 25<sup>th</sup> that the employee has withdrawn their appeal, therefore, the hearing has been cancelled.
- e) Participated in a ride-along with a Deputy from the Sheriff’s Department on Friday, February 15<sup>th</sup>. This purpose of this ride-along was for content for the HR newsletter that will be re-launching in the 2<sup>nd</sup> quarter of this year. It also provided valuable employee contact and information to improve employee engagement and relations.
- f) Compiled a report requested by Norwood.
- g) Reconciled and paid the January 2019 Unemployment Insurance invoice.
- h) Determined the charges to departments with CDL holders for the annual MRO fee for the DOT random drug testing program.
- i) Broke down monthly 2018 charges for pre-employment drug testing by department.
- j) Entered multiple HR vouchers for payment.
- k) Completed multiple verification of employment requests.
- l) Assisted multiple employees with benefit and policy related questions.
- m) Facilitated portions of New Hire Orientation on February 4<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>.
- n) Attended the January 29<sup>th</sup> Executive Committee Meeting. Recorded and prepared HR minutes for the meeting.
- o) Attended the February 19<sup>th</sup> Executive Committee Meeting.
- p) Attended the February County Board Meeting.

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





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

February 2019

1. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Software preparation begins for the Norwood TBI unit move to Edgewater. Investigation and discussion with the Matrix vendor and facility directors for increased security continues. Initial discovery phase has begun for a software that may replace the MatrixCare software at Edgewater Haven Nursing home. Investigated specs concerning MatrixCare software support and possible expense for meeting the upcoming Centers for Medicare & Medicaid requirements due October 1, 2019.
4. The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The RtVision vendor is using our specs and continues to work on a solution for Winter Storm reporting. Initial discovery phase was started for software that would generate permits, OneGov by RtVision, for the Highway Department. Reviewed specs for new financial management package in the Chems Pro State application.
5. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as changes requests occur. These changes include supporting modifications of the Human Resource policy manual. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities. Conducted PBJ training of backup staff at Norwood.
6. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module was started in October. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system. Work on this system continues as several TimeStar and RtVision projects near completion.
7. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining departments will be scheduled next month.
8. Work on the UWEX receipting and inventory system will continue in March.
9. Entered updated service rates in TCM, Human Services billing software, for 2019.
10. Attended TCM Multi-County group meeting in Appleton, WI.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

11. Set up and attended demos of Streamline SmartCare and Qualifacts CareLogic EHR systems as a replacement for TCM, Human Services Billing software.
12. Frevvo, Human Services Crisis Intervention Forms/Workflow software, as well as Frevvo security manager was installed on premise. IT staff started creating forms/workflows for Crisis Intervention. Two servers were built to house this new application.
13. Started development on the new Tree Sales Program for Land and Water Conservation department.
14. Finished the new website design for Wood County Crime Stoppers.
15. Went live with the new in-house data extract and interface for the new Jail Medical software, Sapphire eMAR.
16. On Friday February 15<sup>th</sup> the domain controller server at Norwood started experiencing some issues which affected devices on the network. Network staff arrived onsite mid-morning to investigate and began troubleshooting the server. It was determined that necessary services were back up after a reboot, however additional troubleshooting would be required after hours. After a few hours of troubleshooting on Friday night things were back up and running as expected. Saturday night a power outage occurred. Once power was restored the server no longer booted. Sunday network staff again went onsite with additional hardware for replacement. The server is stable and has not experienced further issues since the replacement of hardware.
17. On February 25<sup>th</sup> the router for Grand Rapids PD went down. After some initial troubleshooting staff went onsite to investigate. Found out that the router had lost its configuration. Reconfigured router and verified that Grand Rapids PD officers were able to connect back to County resources again.
18. Built video storage server for Highway Department. Installed disks, migrated available licenses from other servers and installed client viewers for users at Rapids Highway. This will allow highway staff to view highway camera feeds from their desktops.
19. Maintenance and IT worked together to complete the installation of panic buttons in all four court rooms. Tested each panic button and confirmed with Dispatch that all are in working order.
20. 504 helpdesk requests were created in January, with staff completing 492 tickets and leaving 156 open requests. These numbers represent service requests from departments throughout the County.
21. Completed the new Digital Audio Recording (DAR) solution in Branch III. The County and State worked together to complete this project.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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22. Worked with Dispatch on their new Call Recording solution. This will record voice and capture computer screen data during calls.
  23. Assisted Jail on their new Canteen solution, this will allow inmates to add funds to their accounts. It will also allow Jail staff to issue refunds on inmate accounts via debit cards.
  24. Worked to improve data reception in squad computers. We have viewed and are testing solutions from Verizon and AT&T (First-Net). Two squads are currently testing Verizon cards to verify cellular coverage.
  25. Programmer Analysts continued training on new software development technologies, including ASP.NET Core, MVC, Razor Pages, C# programming language, Entity Framework Core, and others. These new technologies will help IT develop custom programs more efficiently, and enable us to migrate our existing programs to more modern platforms.
  26. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. Currently IT is working on importing financial actuals for actual vs budget comparison. The system is scheduled to go live in March 2019.
  27. The Dynamics GP (accounting software) version upgrade is complete. Several post-upgrade issues have been resolved and IT is working with TrueIT, our Dynamics GP support partner, to resolve additional issues. The remaining known issues are related to voucher numbering, and reprint of a customized report for bank transaction entry journals.
  28. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. Development of a new program is proceeding in IT and an initial version is expected to be ready soon.
  29. Preparation and planning for the upgrade of SharePoint server has begun. This application is used within the Human Services departments to share documents and calendars.
  30. Began discussions with the Parks and Forestry Department regarding purchase of new software. This software would manage Campsite and Shelter Reservations, and permit sales, and provide features not currently available from the in-house system. Development work continues on the in-house Park Reservations system to implement features needed during the 2019 camping season.
  31. Updated server applications to allow for better management of County Board iPad devices. All iPads are being configured and setup. Board members should have their iPad prior to the March County Board meeting.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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32. The Sheriff's Department website has been updated, redesigned, and integrated with Wood County's main website. Several new features are available including a new Warrant List with automatic updates, web forms to contact different staff groups within the Department, and Sheriff's Sale listings which are more convenient for staff to update. <http://woodcountysheriffsdepartment.com> or <https://www.co.wood.wi.us/Departments/Sheriff/>
  33. Completed the Printer Management Proposal and Contract Review. Will begin working with various departments in March to begin implementing the new printer management program.
  34. Replaced Sheriff and Jail office phones.
  35. Preparation for the County wide Exchange server continues. This will be a major upgrade to the County's email system. The County will be moving from Exchange 2010 to Exchange 2019. In preparation for this upgrade all County devices will be upgraded from Microsoft Office 2010 to Microsoft Office 2016 to ensure optimal email performance.
  36. Several County Data and Phones Line contracts are up for renewal. IT is working to update the Countywide Phone System environment to allow for higher availability and reviewing options to attempt to lower operational cost.
  37. Unfortunately, received a PC Technician resignation due to employee personal reasons. Interviews for this vacancy were held February 28<sup>th</sup>.



# Wood County

## WISCONSIN

### MAINTENANCE DEPARTMENT

*Reuben Van Tassel*

### Monthly Letter of Comments February 2019

#### 1. Ongoing Projects and Planning

- a. Met with contractor to evaluate updates to the Courthouse hallway ceilings that would accommodate future wiring needs and LED lighting.
- b. Met with the Sheriff's Department administration and other law enforcement agencies regarding changes to Courthouse card access and other planned security updates.
- c. Discussions with contractors regarding logistics of new natural gas backup generator placement on the roof of the Courthouse.
- d. Attended meetings with WE Energies and the City regarding a gas regulation facility that is being proposed in the corner of Gaynor Park along the Baker Street parking lot.

#### 2. 5 Year CIP

Our recently implemented work order and preventive maintenance software came with an asset tracking program that will help us forecast our facility needs. This will be valuable to us as we work to prioritize the growing list of mechanical, electrical, and plumbing equipment that is beyond its useful life and may cause problems if not addressed. With that in mind, you will notice the annual CIP totals (list attached) are higher than what has been requested in recent years. The list is not final, as we are still working to delve into some of the equipment evaluations. I anticipate more discussion about our facility needs and priorities as we begin working on next year's budget.

#### 3. Dispatch Comm. Center

Possibly due to the recent extremes in our winter weather, there have been a couple reports of static shocks in our Dispatch Center. Although static shocks can become common in most locations during cold and dry weather, static can be very detrimental to the electronics that are used for the emergency communication systems. The new Dispatch Center was designed to control and prevent static buildup and discharge. We are investigating the issue and will work to provide corrective measures where necessary.

#### 4. Miscellaneous

- a. Attended Wisconsin Facility Management Association meeting
- b. Attended County Board, Executive, Judicial & Legislative, Dept. Head, Security Committee, and Health & Human Services Committee meetings.



# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – February 2019

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

- Working on scheduling the Wood County safety training power point topics for 2019.
- Due to the inclement weather we are receiving several mail box damage claims and slip and fall claims.
- Working on Professional Liability Insurance renewals.

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

- 01/31/2019 – Human Services – Employee sustained contusions to mid and upper back from a fall at a client's home. Medical Only.
- 02/04/2019 – Norwood HC – Employee sustained contusions to left side and shoulder area from a slip and fall in the parking lot. Medical Only.
- 02/05/2019 – Sheriff's – Employee sustained contusions and strains from a slip and fall at a resident's driveway. Medical Only.

#### **First Aid Injuries: 7**

- 02/02/2019 – Sheriff's – Employee sustained a cut from a broken ampoule.
- 02/05/2019 -- Maintenance – Employee sustained a cut to the left ear while lifting a box of salt.
- 02/09/2019 – Norwood HC – Employee sustained injury to scalp when a CI pulled out hair.
- 02/11/2019 – Human Services – Employee sustained contusions from a slip and fall on a resident's driveway.
- 02/14/2019 – Human Services.- Employee sustained injuries from a slip and fall walking to work site.
- 02/19/2019 – Highway - Employee sustained a cut to the left hand when a screw driver slipped off a clamp.
- 02/24/2019 – Corrections – Employee sustained a strain to the right ankle while walking into stair steps.

#### **Property/Vehicle Damage Claims: 4**

- 01/28/2019 – Sheriff's – Cracked windshield replaced. Loss of \$327.98.
- 01/28/2019 – Sheriff's – Squad backed into post. Loss of \$1101.58.
- 02/01/2019 – Sheriff's - Windshield chip repair. Loss of \$74.98.
- 02/05/2019 – Planning - Backed into squad in parking lot. Est. Loss of \$1635.00.

#### **Liability – Wood County - Notice of Injury and Claim: 4**

- 01/2018 through 02/25/2019 – 4 Mailbox damage claims. Estimated Loss \$200.00.

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

- Currently 3 active suicide claims.
- Currently 2 active EEOC claims.
- 1 active internal liability claim.

#### **2019 Goals: Continue Pro Active Injury and Loss Control Initiatives.**

Continue to encourage departments and employee's to call the Alaris Care Line when injured at work and the injury requires medical treatment. This will help control work comp claims costs in the future.

Continue to lower work comp department charges for future budgets if work comp reserve fund remains high. The proactive approach to safety is working well for the County. Reviewing and updating safety training documents as needed.

## **TREASURER'S REPORT**

03-05-2019

By: H. Gehrt

1. Had a phone conference with the Clerk of Courts, Finance Director, and Clerk of Courts of Greenwood County, South Carolina regarding Court Fund Cards on February 1.
2. Attended Judicial & Legislative meeting on February 1.
3. Participated in a webinar with Court Funds Card representative on February 7.
4. Prepared February settlements for the municipalities to settle with each taxing jurisdiction and submitted the information to the State for audit.
5. Attended the Towns Association meeting on February 15.
6. Prepared the annual Lottery Credit File and First Dollar Credit report and submitted to the State.
7. Met with a taxpayer regarding a taxing issue on February 18.
8. Attended County Board on February 19.
9. Participated in Department Head meeting on February 20 at Riverblock.
10. Attended Leadership Training Academy classes on February 21 and February 22 in Stevens Point.
11. The Department sent out around 1,324 notices of delinquent taxes for those taxpayers who did not make a tax payment by January 31, or who did not pay enough on their first installment to be postponed until July. This does NOT include Wisconsin Rapids properties as the City sends out their own notices.
12. I will be unable to attend this Committee meeting as I will be in Madison at the Wisconsin County Constitutional Officers Conference March 3-6, but Deputy Treasurer Krohn will be attending in my place to answer any questions that may arise.

**Wood County Employee Wellness Update**  
February 5th, 2019      Submitted: Adam Fandre

**2019 Employee Wellness Program**

**New Hire Orientation-** Continue to promote and encourage new hires to participate in the 2019 Wellness year.

**Portal Updates-**

429 participants have registered for their biometric screening

220 participants have completed their biometric screening

152 participants have completed their health risk assessment

262 employees have received their quarter 4 \$100 payout plus an additional \$75 bonus

**Wellness Committee Updates-**

- An interest survey on onsite yoga classes being offered to Wood County employees was sent out. Out of 130 responses only 19 employees said they were not interested. Likewise, the general consensus was most employees would prefer lower intensity yoga and would be willing to pay \$5 for each class.
- Reviewed possible quarter 2 wellness challenge titled "Milestone Walking Challenge". As participants track their steps they will reach specific milestones that can be tied to google maps. The committee thought it would be best to tie these milestones to Wood County locations. Likewise, badges may also be earned by participants for things such as being in 1<sup>st</sup> place, getting the most steps in a week, etc.
- Extensive discussion took place about biometric screenings that have and will be taking place. Everyone agreed the screenings are going very well. There was some concern in regards to the directions given in the reminder email. Adam will send to committee for their feedback and make any adjustments needed.
- Adam talked with Reuben in regards to having wellness signage in the River Block stairwells. The committee will look into possible signage for these at next meeting and present to Reuben to be approved and hung.

**Wellness Board Updates-**

- With the increased participation numbers in the Wellness Program, no-shows are problematic. An Aspirus policy was circulated that includes a "3 strikes, you're out" rule. The consensus of the Board was to approve a similar policy. Because of its fiscal implications, the policy will need Executive Committee approval. It was clarified that this policy will apply to the first coaching session, which is the third part of the requirements to qualify for the insurance premium discount.
- The Chair reported the 2019 budget would be about the same as the 2018 budget, which is on track. A discussion was had about decreasing the budgeted number of ergonomic evaluations. Furthermore, a discussion took place on the budgeted amount of a 90/10 vs. 80/20 insurance premium sharing program.
- Angela discussed the definition of "wellness incentives" being mandatory or voluntary in light of the AARP lawsuit. More information will be forthcoming. She also announced that applications were being taken for the Wellness Council's "The Light of Wellness" awards, which are success stories from Wellness Programs. She encouraged Wood County to submit an application. She reported that Horton has moved to an outcomes based program for their Wellness Program and time will tell how that all goes.

**Coordinator Monthly Updates-**

- Continue to send reminder emails to employees and their spouses about enrolling in the 2019 wellness program.
- Setup for and hosted one biometric screening at the courthouse and two at River Block.
- Continue to work extensively with employees and spouses to schedule their biometric screening appointment and complete their health risk assessment questionnaire.
- Created payout report for participants who reached 4,000 points in 2018 and earned the extra \$75 bonus. Sent report to payroll to be included on January 18<sup>th</sup> paycheck.
- Worked with Wellness Committee to craft update wellness bulletin board point coupons to be posted at all Wood County locations.
- Worked with Tom Loucks from Wisconsin Rapids Community Media to reserve recording equipment for upcoming lunch & learns.



- Worked with UW-Extension to host January Lunch & Learn which focused on getting active in the winter months through cross country skiing. Presentation was done by the Wausau Nordic Ski Club.
- Crafted January lunch & learn quiz to be uploaded to ManageWell in addition to hard-copies for Parks and Forestry and the Highway Department.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations. Also working with maintenance to assist with installation of any recommended equipment.
- Coordinated with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out appointment reminders to employees who scheduled appointments..
- Meeting with new hires to review Wellness Program and assist with registration and successful completion of three required activities.
- Attended monthly Health Department team meeting to provide wellness updates and answer any wellness related questions.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Helping with portal support.

#### Wellness Activities Currently Going on in 2019

**Biometric Screenings:** A biometric screening is a FREE screening provided onsite at various Wood County locations. The screening involves height, weight, pulse, blood pressure, and a fasting blood draw to collect full lipid panel, and glucose. In addition Hemoglobin A1C will be drawn if you have had a glucose reading of 110 in the past year.

**Health Assessment:** This is a simple questionnaire about your health that takes less than 15 minutes to complete. The purpose of the Health Assessment is to evaluate the level and nature of health risks, and provide recommendations for improving your overall health.

Enclosures:

August 6th, 2018 Wellness Board Meeting Minutes

January 15<sup>th</sup>, 2019 Wellness Committee Meeting Minutes

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

Monday, August 6, 2018

Wood County Courthouse, IT Conference Room

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

**Also present:** (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspires), Angela Zausch (The Horton Group)

1. Chair Kunferman called the meeting to order at 10:05 a.m.
2. **Introductions** were made around the table after Angela arrived at 1017.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the May 10, 2018 meeting with edits (changed “Jordon” to “Bruce” on a motion to adjourn). All ayes. Motion carried.
5. **Discussion/approve Policy regarding repeated no-shows**  
With the increased participation numbers in the Wellness Program, no-shows are problematic. An Aspius policy was circulated that includes a “3 strikes, you’re out” rule. The consensus of the Board was to approve a similar policy. Because of its fiscal implications, the policy will need Executive Committee approval. It was clarified that this policy will apply to the first coaching session, which is the third part of the requirements to qualify for the insurance premium discount.
6. **2018-2019 Employee Influenza Vaccination dates and locations**  
Jordon will coordinate the schedule for the flu shots this fall. Locations will be at City Hall Plaza, Norwood, Courthouse, River Block, Edgewater Haven and the Highway Department.
7. **Review financials**  
The Chair reported the 2019 budget would be about the same as the 2018 budget, which is on track. A discussion was had about decreasing the budgeted number of ergonomic evaluations. Furthermore, a discussion took place on the budgeted amount of a 90/10 vs. 80/20 insurance premium sharing program.
8. **Update from The Horton Group**  
Angela discussed the definition of “wellness incentives” being mandatory or voluntary in light of the AARP lawsuit. More information will be forthcoming. She also announced that applications were being taken for the Wellness Council’s “The Light of Wellness” awards, which are success

stories from Wellness Programs. She encouraged Wood County to submit an application. She reported that Horton has moved to an outcomes based program for their Wellness Program and time will tell how that all goes.

**9. Updates from Wellness Committee**

Adam gave updates from the Wellness Committee. Also discussed were a desire to emphasize mental health initiatives in the Wellness Program, stress relief initiatives, the availability of EAP, and Tele mental health. The question was asked, "What would it look like if we implemented any of these initiatives?" Further discussion will be had in the future.

**10. General employee wellness updates**

The document "Health Coaching Overview" was reviewed. It was noted that a total of 548 individuals have received coaching related to physical activity. Other statistics of the Wellness Program were noted.

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

12. Next meeting date: Friday, November 2, 2018, 8:30 a.m. to 10:30 a.m., IT Conference Room, Wood County Courthouse

13. Motion (Rozar/Kaup) to adjourn the meeting at 11:13 a.m.

Submitted and electronically signed,

*Donna M. Rozar*

Donna Rozar, secretary

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

**Name of Meeting:** Wellness Committee Meeting Agenda  
**Date:** 1/15/2019

**Location:** Courthouse Room 114 or \*8408

**Time Called to Order:**

**Time Adjourned:**

**Call in Number: \*8408**

**Members Present/Call in**

Adam, Dawn, Jodi, Amy, Kim, Makayla, Maria, Lisa, Kirsten, Brad, Ryan, Laura, Caity (Absent: Lacey, Janet, Sandra, Kristie)

**Members Absent:**

**Recording Professional:**

**Next Meeting:**

- Date: 3rd Tuesday of each month, February 19<sup>th</sup>, 2019
- Time: 1:30pm
- Location: TBD
- Call in #: \*8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
Onsite Yoga Classes	<ul style="list-style-type: none"> <li>• Review Survey Results</li> </ul>	130 employees participated and only 19 said No to Yoga. Preferred days are Tuesday and Wednesday at Riverblock or the Courthouse with Active/Gentle activity and a cost of \$5 would be acceptable to most. Adam will work with Kristi to determine a schedule based on survey results. Schedule will be tweaked to fit the needs of the employees.	All
Quarter 2 Wellness Challenge	<ul style="list-style-type: none"> <li>• Feedback?</li> </ul>	Milestone Walking Challenge with steps and mapping your progress. You can link your device or manually enter info in managewell. Badges for achievements as well as a message forum are available for employees progress.	Adam/All
Quarter 4 Payouts + \$75 bonus	January 17 <sup>th</sup> Paycheck	Employees should verify that they receive their incentive payout on this paycheck and contact Adam with any concerns.	Adam
2019 Biometric Screening Sign-up/Sign-up for help		Screenings went well. There are a few more openings for help if you are interested, contact Adam. Some employees were confused by the email that was sent the day before the first biometrics appointment related to fasting and water intake. Adam will send the message to this group for review and feedback. Need better communication at Edgewater for employees since they do not check email often. Amy will look into attaching documents to paystubs for distribution.	All
River Block Smoking Reticles		Smoking reticles will be returned to Riverblock to avoid litter and fire damage. Mulch will be replaced with rocks. County Board Chair has expressed concerns with employees who choose to smoke receiving the wellness incentive. Discussion that others who drink alcohol, obese, etc. could also be singled out.	Kristie/All
River Block Stairwell Signage	<ul style="list-style-type: none"> <li>• Thoughts</li> </ul>	Adam will send samples of encouraging signs to put in stairwell.	All
*Champ Location Responsibilities	<ul style="list-style-type: none"> <li>• Review current locations and responsibilities</li> </ul>	Update document to reflect active participants and which Champ is responsible for other departments who do not have a Champ.	
Wellness Committee/Champs bios	<ul style="list-style-type: none"> <li>• Reminder</li> </ul>	Bios will be uploaded to managewell within the next few weeks. Adam will reach out to those who still need to submit.	All
How to Get Wellness Word Out & Increase Participation	<ul style="list-style-type: none"> <li>• Identified locations whose participation rates are lowest, will try to reach out to these areas.</li> <li>• Update on department interactions (who talked to who)</li> </ul>		All

**Wood County Employee Wellness Update**  
March 5th, 2019      Submitted: Adam Fandre

2019 Employee Wellness Program

**New Hire Orientation-** Continue to promote and encourage new hires to participate in the 2019 Wellness year.

**Portal Updates-**

496 participants have registered for their biometric screening  
298 participants have completed their biometric screening  
225 participants have completed their health risk assessment

**Wellness Committee Updates-**

- An interest survey on onsite yoga classes being offered to Wood County employees was sent out. Out of 130 responses only 19 employees said they were not interested. Likewise, the general consensus was most employees would prefer lower intensity yoga and would be willing to pay \$5 for each class.
- Reviewed possible quarter 2 wellness challenge titled "Milestone Walking Challenge". As participants track their steps they will reach specific milestones that can be tied to google maps. The committee thought it would be best to tie these milestones to Wood County locations. Likewise, badges may also be earned by participants for things such as being in 1<sup>st</sup> place, getting the most steps in a week, etc.
- Extensive discussion took place about biometric screenings that have and will be taking place. Everyone agreed the screenings are going very well. There was some concern in regards to the directions given in the reminder email. Adam will send to committee for their feedback and make any adjustments needed.
- Adam talked with Reuben in regards to having wellness signage in the River Block stairwells. The committee will look into possible signage for these at next meeting and present to Reuben to be approved and hung.

**Wellness Board Updates-**

- Kaup shared a conversation she had with the County Board Chair about the above issue. Consensus of the Board is that we continue the mission of the Wellness Program to promote healthy lifestyles for all Wood County employees.
- Discussion was held regarding bringing back the "butt receptacle" at the entrance of the River Block. Fires in the wood chips have been reported. The desire is that bringing back this receptacle will encourage visitors to dispose of cigarette butts appropriately. The Chair reported the 2019 budget would be about the same as the 2018 budget, which is on track. A discussion was had about decreasing the budgeted number of ergonomic evaluations. Furthermore, a discussion took place on the budgeted amount of a 90/10 vs. 80/20 insurance premium sharing program.
- A discussion took place on the process of providing flu vaccine to Wood County employees and their dependents. There were questions about privacy and vaccine ordering and administration in scheduled clinics. The process will be discussed at the next meeting where all members of the team will be invited to provide input into how the process can be improved for next fall.

**Coordinator Monthly Updates-**

- Continue to send reminder emails to employees and their spouses about enrolling in the 2019 wellness program.
- Setup for and hosted one biometric screening at Wood County Annex & Health Center and one at the Highway Department.
- One biometric screening at Edgewater Haven Nursing Home and one at the Courthouse had to be rescheduled due to winter weather. They will both now take place in March.
- Continue to work extensively with employees and spouses to schedule their biometric screening appointment and complete their health risk assessment questionnaire.
- Worked with Wellness Committee to craft update wellness bulletin board point coupons to be posted at all Wood County locations.
- Worked with Tom Loucks from Wisconsin Rapids Community Media to reserve recording equipment for upcoming lunch & learns.

- Worked with UW-Extension, Health Department and IT to host February Lunch & Learn which focused on the most recent research around self-compassion. The presenter was Richelle Hoekstra-Anderson, Crossroads Renewal, LLC.
- Crafted February lunch & learn quiz to be uploaded to ManageWell in addition to hard-copies for Parks and Forestry and the Highway Department.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees. Meeting with department heads to discuss ergonomic assessment results and recommendations. Also working with maintenance to assist with installation of any recommended equipment.
- Coordinated with various massage therapists to hold chair massages at the courthouse and River Block in order to meet the needs/wants of various shifts/departments. Sending out appointment reminders to employees who scheduled appointments..
- Meeting with new hires to review Wellness Program and assist with registration and successful completion of three required activities.
- Attended monthly Health Department team meeting to provide wellness updates and answer any wellness related questions.
- Continuing to work with Wellness Champs on communicating any important deadlines, activities and information at their respective department meetings.
- Worked extensively on bios for Wellness Champs to be posted on ManageWell to increase awareness and recognition in response to wellness snapshot survey results in late 2018.
- Continue to work on and build quarter 2 Wellness Challenge focused on physical activity with a registration date set April.
- Crafted InBody Body Composition testing schedule with 100+ appointments at all Wood County locations in the month of March.
- Worked with various locations and departments to create tentative health coaching schedule with 500+ in-person appointments set to open in early March. Additional telephonic appointments will be made available for spouses of Wood County employees.
- Attended Judicial and Legislative Committee meeting on March 1<sup>st</sup>, 2019.
- Helping with portal support.

#### Wellness Activities Currently Going on in 2019

**Biometric Screenings:** A biometric screening is a FREE screening provided onsite at various Wood County locations. The screening involves height, weight, pulse, blood pressure, and a fasting blood draw to collect full lipid panel, and glucose. In addition Hemoglobin A1C will be drawn if you have had a glucose reading of 110 in the past year.

**Health Assessment:** This is a simple questionnaire about your health that takes less than 15 minutes to complete. The purpose of the Health Assessment is to evaluate the level and nature of health risks, and provide recommendations for improving your overall health.

Enclosures:

November 6th, 2018 Wellness Board Meeting Minutes

January 15<sup>th</sup>, 2019 Wellness Committee Meeting Minutes

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

Tuesday, November 6, 2018

Wood County Courthouse, IT Conference Room

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

**Also present:** (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus, by phone)

1. Chair Kunferman called the meeting to order at 11:24 a.m.
2. **Introductions**—to let Amanda know who was in the room.
3. **Public comments:** None
4. Motion (Kaup/Schmutzer) to receive and place on file the minutes from the August 6, 2018 meeting. All ayes. Motion carried.
5. **Discussion access to Wellness Program for tobacco users**  
Kaup shared a conversation she had with the County Board Chair about the above issue. Consensus of the Board is that we continue the mission of the Wellness Program to promote healthy lifestyles for all Wood County employees.  
Discussion was held regarding bringing back the “butt receptacle” at the entrance of the River Block. Fires in the wood chips have been reported. The desire is that bringing back this receptacle will encourage visitors to dispose of cigarette butts appropriately.
6. **Update on employee flu vaccinations**  
A discussion took place on the process of providing flu vaccine to Wood County employees and their dependents. There were questions about privacy and vaccine ordering and administration in scheduled clinics. The process will be discussed at the next meeting where all members of the team will be invited to provide input into how the process can be improved for next fall.
7. **Discuss 2019 wellness year**  
Timeline of next year was discussed. Because of the consistent timeline in 2019, Wellness Coordinator will monitor how coaching sessions work in regard to workload. Other than that, 2019 should work similar to 2018. Reminder—coaching must be completed prior to payout of incentive.
8. **Review financials**  
2019 budget increased over 2018 budget. As for the 2018 budget, expenses are on track.

**9. Update from The Horton Group**

Angela not able to participate in meeting. Will have update at next meeting.

**10. Updates from Wellness Committee**

Adam shared a "Wellness Goal Form" with the Board (form on file). After discussion regarding the form, the use of it will be at the coordinator's discretion depending on the needs of the employee.

A data comparison (document on file) was reviewed. This comparison was based on a survey on the 2016 and 2018 wellness program. It was suggested that this comparison be shared at a department head meeting.

Adam shared a "health coaching feedback" survey with the Board (survey on file). The survey showed effective, productive coaching is in place.

**11. General employee wellness updates**

Participation in the Wellness Program has increased. Efforts to have more effective Wellness Champs in Departments continue.

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

**13. Next meeting date: Tuesday, February 19, 2019, noon, IT Conference Room, Wood County Courthouse**

**14. Chair declared the meeting adjourned at 12:29 p.m.**

Submitted and electronically signed,

*Donna M. Rozar*

Donna Rozar, secretary

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



**Name of Meeting:** Wellness Committee Meeting Agenda  
**Date:** 1/15/2019

**Location:** Courthouse Room 114 or \*8408

**Time Called to Order:**

**Time Adjourned:**

**Call in Number: \*8408**

**Members Present/Call in**

Adam, Dawn, Jodi, Amy, Kim, Makayla, Maria, Lisa, Kirsten, Brad, Ryan, Laura, Caity (Absent: Lacey, Janet, Sandra, Kristie)

**Members Absent:**

**Recording Professional:**

**Next Meeting:**

- Date: 3rd Tuesday of each month, February 19<sup>th</sup>, 2019
- Time: 1:30pm
- Location: TBD
- Call in #: \*8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
Onsite Yoga Classes	<ul style="list-style-type: none"> <li>• Review Survey Results</li> </ul>	130 employees participated and only 19 said No to Yoga. Preferred days are Tuesday and Wednesday at Riverblock or the Courthouse with Active/Gentle activity and a cost of \$5 would be acceptable to most. Adam will work with Kristi to determine a schedule based on survey results. Schedule will be tweaked to fit the needs of the employees.	All
Quarter 2 Wellness Challenge	<ul style="list-style-type: none"> <li>• Feedback?</li> </ul>	Milestone Walking Challenge with steps and mapping your progress. You can link your device or manually enter info in managewell. Badges for achievements as well as a message forum are available for employees progress.	Adam/All
Quarter 4 Payouts + \$75 bonus	January 17 <sup>th</sup> Paycheck	Employees should verify that they receive their incentive payout on this paycheck and contact Adam with any concerns.	Adam
2019 Biometric Screening Sign-up/Sign-up for help		Screenings went well. There are a few more openings for help if you are interested, contact Adam. Some employees were confused by the email that was sent the day before the first biometrics appointment related to fasting and water intake. Adam will send the message to this group for review and feedback. Need better communication at Edgewater for employees since they do not check email often. Amy will look into attaching documents to paystubs for distribution.	All
River Block Smoking Reticles		Smoking reticles will be returned to Riverblock to avoid litter and fire damage. Mulch will be replaced with rocks. County Board Chair has expressed concerns with employees who choose to smoke receiving the wellness incentive. Discussion that others who drink alcohol, obese, etc. could also be singled out.	Kristie/All
River Block Stairwell Signage	<ul style="list-style-type: none"> <li>• Thoughts</li> </ul>	Adam will send samples of encouraging signs to put in stairwell.	All
*Champ Location Responsibilities	<ul style="list-style-type: none"> <li>• Review current locations and responsibilities</li> </ul>	Update document to reflect active participants and which Champ is responsible for other departments who do not have a Champ.	
Wellness Committee/Champs bios	<ul style="list-style-type: none"> <li>• Reminder</li> </ul>	Bios will be uploaded to managewell within the next few weeks. Adam will reach out to those who still need to submit.	All
How to Get Wellness Word Out & Increase Participation	<ul style="list-style-type: none"> <li>• Identified locations whose participation rates are lowest, will try to reach out to these areas.</li> <li>• Update on department interactions (who talked to who)</li> </ul>		All

**COUNTY BOARD**  
January 2019 vouchers

**REPORT ON CLAIMS**  
Paid February 2019

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
CB	Robert Ashbeck	January 2019 Per Diem	\$ 350.00
CB	Allen Breu	January 2019 Per Diem	\$ 300.00
CB	William Clendenning	January 2019 Per Diem	\$ 665.00
CB	Ken Curry	January 2019 Per Diem	\$ 465.00
CB	Michael Feirer	January 2019 Per Diem	\$ 300.00
CB	Adam Fischer	January 2019 Per Diem	\$ 565.00
CB	Jake Hahn	January 2019 Per Diem	\$ 300.00
CB	Brad Hamilton	January 2019 Per Diem	\$ 300.00
CB	Marion Hokamp	January 2019 Per Diem	\$ 450.00
CB	Mark Holbrook	Dec 2018 & January 2019 Per Diem	\$ 600.00
CB	David La Fontaine	January 2019 Per Diem	\$ 250.00
CB	Bill Leichnam	January 2019 Per Diem	\$ 500.00
CB	Doug Machon	January 2019 Per Diem	\$ 500.00
CB	Lance Pliml	January 2019 Per Diem	\$ 350.00
CB	Dennis Polach	January 2019 Per Diem	\$ 415.00
CB	Donna Rozar	January 2019 Per Diem	\$ 610.00
CB	William Winch	January 2019 Per Diem	\$ 150.00
CB	Jason Zaleski	Nov & Dec 2018 Per Diem	\$ 500.00
CB	Joe Zurfluh	January 2019 Per Diem	\$ 300.00
CB	David Barth	January 2019 Per Diem	\$ 50.00
CB	Steve Kulick	Dec 2018 & January 2019 Per Diem	\$ 100.00
CB	Hugh O'Donnell	January 2019 Per Diem	\$ 50.00
CB	Jessica Vicente	Sept 2018 - December 18 Per Diem	\$ 250.00
<b>TOTAL</b>			<b>\$ 8,320.00</b>

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Chairman

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Executive Committee

## Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: FEBRUARY 2019

For the range of vouchers: 06180461 - 06180465 06190017 - 06190049

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06180461	TDS TELECOM	TDS PH BILL 715-652-2107 12/18	01/29/2019	\$57.41	P
06180462	TDS TELECOM	TDS PH BILL 715-884-647 12/18	01/29/2019	\$56.46	P
06180463	TDS TELECOM	TDS PH BILL 7156522067 12/18	01/29/2019	\$69.67	P
06180464	TDS TELECOM	TDS PH BILL 7156523551 12/18	01/29/2019	\$43.63	P
06180465	TDS TELECOM	TDS PH BILL 7158846596 12/18	01/29/2019	\$21.90	P
06190017	WOOD TRUST BANK	VISA Charges - Jan 2019	01/25/2019	\$919.61	P
06190018	FRONTIER COMMUNICATIONS	Various Mfid Long Distance	01/28/2019	\$136.46	P
06190019	LANGTON DENNIS	January Deliveries	01/31/2019	\$209.00	P
06190020	WISCONSIN RAPIDS COMMUNITY MEDIA	County Board DVD - January	02/01/2019	\$20.00	P
06190021	WISCONSIN MEDIA	VAR ADS 1/1 - 1/31/19	02/12/2019	\$2,298.28	P
06190022	UNITED MAILING SERVICE	MAIL FEES JAN 1 - 31, 2019	02/12/2019	\$907.15	P
06190023	CENTURYLINK	Various Long Distance - Jan	02/18/2019	\$173.33	P
06190024	UNITED PARCEL SERVICE	REPLENISH UPS ACCT FEB 2019	02/25/2019	\$200.00	
06190025	ASHBECK ROBERT	R ASHBECK JAN 19 MILEAGE	02/26/2019	\$96.28	
06190026	BARTH DAVID	D BARTH JAN 19 MILEAGE	02/26/2019	\$7.54	
06190027	BREU ALLEN	A BREU JAN 19 MILEAGE	02/26/2019	\$46.40	
06190028	CLENDENNING WILLIAM	W CLENDENNING JAN 19 MILEAGE	02/26/2019	\$200.68	
06190029	CURRY KENNETH	K CURRY JAN 19 MILEAGE	02/26/2019	\$72.50	
06190030	FEIRER MICHAEL	M FEIRER JAN 19 MILEAGE	02/26/2019	\$85.84	
06190031	FISCHER ADAM	A FISCHER JAN 19 MILEAGE	02/26/2019	\$501.70	
06190032	HAHN JAKE	J HAHN JAN 19 MILEAGE	02/26/2019	\$63.80	
06190033	HAMILTON BRAD R	B HAMILTON JAN 19 MILEAGE	02/26/2019	\$16.24	
06190034	HOKAMP MARION	M HOKAMP JAN 19 MILEAGE	02/26/2019	\$249.40	
06190035	HOLBROOK MARK	M HOLBROOK DEC 18 & JAN 19 MIL	02/26/2019	\$49.18	
06190036	KULICK STEVEN K	S KULICK DEC 18 & JAN 19 MILEA	02/26/2019	\$38.19	
06190037	LAFONTAINE DAVID	D LAFONTAINE JAN 19 MILEAGE	02/26/2019	\$87.00	
06190038	LEICHTNAM BILL	B LEICHTNAM JAN 19 MIL PARKING	02/26/2019	\$221.76	
06190039	MACHON DOUG	D MACHON JAN 2019 MILEAGE	02/26/2019	\$108.46	
06190040	MACIEJEWSKI JANE	J MACIEJEWSKI JAN 19 MILEAGE	02/26/2019	\$26.68	
06190041	O'DONNELL HUGH	H O'DONNELL JAN 19 MILEAGE	02/26/2019	\$8.12	
06190042	PLIML LANCE	L PLIML JAN 19 MILEAGE	02/26/2019	\$23.20	
06190043	POLACH DENNIS	D POLACH JAN 19 MILEAGE	02/26/2019	\$45.01	
06190044	ROZAR DONNA	D ROZAR JAN 19 MILEAGE	02/26/2019	\$169.36	
06190045	VICENTE JESSICA	J VICENTE SEPT - DEC 18MILEAGE	02/26/2019	\$99.19	

## Committee Report - County of Wood

COUNTY CLERK - FEBRUARY 2019

06190017 - 06190049 06180461 - 06180465

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06190046	ZALESKI JASON	J ZALESKI NOV & DEC 2018 MILEA	02/26/2019	\$119.90	
06190047	ZURFLUH JOSEPH SR	J ZURFLUH JAN 19 MILEAGE	02/26/2019	\$52.20	
06190048	FRONTIER COMMUNICATIONS	Various Mfld Phone Chgs - Feb	02/26/2019	\$136.28	
06190049	WOOD TRUST BANK	VISA Charges - February	02/26/2019	\$634.28	
<b>Grand Total:</b>				<b>\$8,272.09</b>	

Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: FEBRUARY 2019

For the range of vouchers: 14180295 - 14180295 14190042 - 14190084

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14180295	EAGLE FLIGHT BUSINESS FORMS	W-2S AND ENVELOPES	12/31/2018	\$191.79	P
14190042	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/21/2019	\$59.62	P
14190043	UW - MARSHFIELD WOOD COUNTY	REIMBURSEMENT OF CIP EXPENSES	01/17/2019	\$322.50	P
14190044	TRUE IT LLC	DYNAMICS UPGRADE	01/23/2019	\$400.00	P
14190045	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENT	01/31/2019	\$272.69	P
14190046	AMT	GARNISHMENT PAYMENT	01/31/2019	\$203.00	P
14190047	BOSTON MUTUAL	WHOLE LIFE INSURANCE	01/31/2019	\$1,281.02	P
14190048	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	01/31/2019	\$282.32	P
14190049	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	01/31/2019	\$287.96	P
14190050	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	01/31/2019	\$150.12	P
14190051	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE	01/31/2019	\$3,564.62	P
14190052	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	01/31/2019	\$1,841.18	P
14190053	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	01/31/2019	\$2,823.45	P
14190054	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	01/31/2019	\$137.08	P
14190055	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	01/31/2019	\$216.29	P
14190056	BADGER STATE INDUSTRIES	SIGNAGE FOR UW MFLD	01/09/2019	\$1,270.00	P
14190057	TRUE IT LLC	DYNAMICS UPGRADE	02/05/2019	\$2,300.00	P
14190058	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENT	02/14/2019	\$231.98	P
14190059	AMT	GARNISHMENT PAYMENT	02/14/2019	\$203.00	P
14190060	BOSTON MUTUAL	WHOLE LIFE INSURANCE	02/14/2019	\$1,281.02	P
14190061	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	02/14/2019	\$255.57	P
14190062	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	02/14/2019	\$287.96	P
14190063	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	02/14/2019	\$150.12	P
14190064	MESSERLI & KRAMER PA	GARNISHMENT PAYMENT	02/14/2019	\$43.94	P
14190065	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	02/14/2019	\$2,869.80	P
14190066	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/14/2019	\$2,256.20	P
14190067	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE	02/14/2019	\$3,555.85	P
14190068	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	02/14/2019	\$219.37	P
14190069	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	02/14/2019	\$216.29	P
14190070	QUESTICA LTD	BUDGETING SOFTWARE	02/26/2019	\$26,185.00	
14190071	SOUTH CENTRAL LIBRARY SYSTEM	2019 1ST INSTALLMENT TAX AID	01/31/2019	\$15,222.00	
14190072	TRUE IT LLC	DYNAMICS SUPPORT	02/21/2019	\$50.00	
14190073	ALLIANCE COLLECTION AGENCIES	GARNISHMENT PAYMENT	02/28/2019	\$275.69	
14190074	AMT	GARNISHMENT PAYMENT	02/28/2019	\$203.00	

## Committee Report - County of Wood

FINANCE - FEBRUARY 2019

14190042 - 14190084 14180295 - 14180295

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14190075	BOSTON MUTUAL	WHOLE LIFE INSURANCE	02/28/2019	\$1,281.02	
14190076	DAUBERT LAW FIRM LLC	GARNISHMENT PAYMENT	02/28/2019	\$282.32	
14190077	GREAT LAKES HIGHER EDUCATION CORP	GARNISHMENT PAYMENT	02/28/2019	\$287.96	
14190078	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	02/28/2019	\$150.12	
14190079	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSUR	02/28/2019	\$1,908.16	
14190080	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	02/28/2019	\$2,888.55	
14190081	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/28/2019	\$3,564.61	
14190082	NEKOOSA PORT EDWARDS STATE BANK	GARNISHMENT PAYMENT	02/28/2019	\$181.85	
14190083	RAUSCH STURM ISRAEL ENERSON & HORNIK LLP	GARNISHMENT PAYMENT	02/28/2019	\$228.11	
14190084	SUPPORT PAYMENT CLEARINGHOUSE	CHILD SUPPORT PAYMENT	02/28/2019	\$216.29	
<b>Grand Total:</b>				<b>\$80,099.42</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: FEBRUARY 2019

For the range of vouchers: 17190005 - 17190013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17190005	MID-STATE TECHNICAL COLLEGE	CPR INSTRUCTOR HANDS ON - JP	01/23/2019	\$29.63	P
17190006	NATIONWIDE TRUST CO FSB	PEHP	01/29/2019	\$22,862.50	P
17190007	HORTON GROUP INC THE	Consulting Fees - Feb 2019	02/11/2019	\$2,083.33	P
17190008	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment Charges - Jan 19	02/07/2019	\$3,631.64	P
17190009	WOOD TRUST BANK	Visa Charges - January 2019	01/20/2019	\$1,038.78	P
17190010	UW EXTENSION - CASHIER SERVICES	2019 Leadership Academy	01/17/2019	\$900.00	P
17190011	ASPIRUS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	02/01/2019	\$46.00	P
17190012	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	01/23/2019	\$725.00	
17190013	DIETRICH VANDERWAAL SC	Legal Fees	02/13/2019	\$1,540.00	
<b>Grand Total:</b>				<b>\$32,856.88</b>	

### Signatures

Committee Chair:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: FEBRUARY 2019

For the range of vouchers: 27180405 - 27180405 27190016 - 27190058

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27180405	VAN ERT ELECTRIC COMPANY INC	NETWORK DROPS - BRANCH 1	01/07/2019	\$510.83	P
27190016	CDW GOVERNMENT INC	HDMI CABLE	01/09/2019	\$49.67	P
27190017	INSIGHT PUBLIC SECTOR INC	FINANCE LAPTOP DOCK	12/28/2018	\$145.99	P
27190018	INSIGHT PUBLIC SECTOR INC	FINANCE LAPTOP	01/04/2019	\$1,009.00	P
27190019	INSIGHT PUBLIC SECTOR INC	HUMAN SVCS PC ORDER	01/10/2019	\$7,576.68	P
27190020	INSIGHT PUBLIC SECTOR INC	HUMAN SVCS PC ORDER	01/16/2019	\$3,969.56	P
27190021	INSIGHT PUBLIC SECTOR INC	HUMAN SVCS PC ORDER	01/17/2019	\$7,336.98	P
27190022	INSIGHT PUBLIC SECTOR INC	NORWOOD LAPTOP ORDER	01/17/2019	\$625.80	P
27190023	SERGEANT LABORATORIES INC	ANNUAL LICENSE	12/21/2018	\$4,684.39	P
27190024	US CELLULAR	CELL PHONE CHGS ACCT 277407322	01/16/2019	\$2,084.04	P
27190025	US CELLULAR	CELL PHONE CHGS ACCT 851710598	01/16/2019	\$715.91	P
27190026	INSIGHT PUBLIC SECTOR INC	PLANNING & ZONING LAPTOP	01/08/2019	\$1,222.83	P
27190027	FRONTIER COMMUNICATIONS	PHONE CHARGES	01/22/2019	\$542.00	P
27190028	FRONTIER COMMUNICATIONS	PHONE CHARGES	01/22/2019	\$1,148.95	P
27190029	SOLARUS	PHONE CHGS ACCT 00063942-1	02/01/2019	\$8,183.78	P
27190030	SOLARUS	PHONE CHGS ACCE 00077856-5	02/01/2019	\$294.64	P
27190031	SOLARUS	PHONE CHGS ACCT 00061009-7	02/01/2019	\$74.99	P
27190032	US CELLULAR	CELL PHONE CHGS ACCT 203538532	01/20/2019	\$820.96	P
27190033	US CELLULAR	CELL PHONE CHGS ACCT 217293182	01/20/2019	\$746.23	P
27190034	US CELLULAR	CELL PHONE CHGS ACCT 203391922	01/20/2019	\$122.76	P
27190035	KAUP AMY	MILEAGE, PARKING	01/31/2019	\$232.40	P
27190036	AMAZON CAPITAL SERVICES	COC HEADSETS & IT SUPPLIES	01/28/2019	\$512.90	P
27190037	AMAZON CAPITAL SERVICES	HEALTH DEPT WIRED HEADSET	02/05/2019	\$86.76	P
27190038	AMAZON CAPITAL SERVICES	POWER STRIPS	02/07/2019	\$109.95	P
27190039	APPLE INC	COUNTY BOARD IPADS	01/14/2019	\$6,279.00	P
27190040	CDW GOVERNMENT INC	HEALTH DEPT PHONE BRACKETS	01/28/2019	\$126.90	P
27190041	CDW GOVERNMENT INC	NUANCE PDF YRLY MAINTENANCE	01/31/2019	\$112.85	P
27190042	CDW GOVERNMENT INC	DRAGON PROFESSIONAL	02/01/2019	\$158.76	P
27190043	INSIGHT PUBLIC SECTOR INC	HS WEBEX ROOM KITS	01/20/2019	\$2,499.80	P
27190044	INTER-QUEST CORP	CISCO SMARTNET MAINTENANCE	02/07/2019	\$155,527.63	P
27190045	US BANK	ONLINE TRNG, GIPAW MEMBERSHIP	01/25/2019	\$4,539.99	P
27190046	AMAZON CAPITAL SERVICES	HELP DESK / DISPATCH	01/31/2019	\$772.36	P
27190047	AMAZON CAPITAL SERVICES	CREDIT MEMO	02/12/2019	(\$1.65)	P
27190048	SINGLEWIRE SOFTWARE	1 YR MAINTENANCE SUBSCRIPTION	02/14/2019	\$5,510.00	P



## Committee Report - County of Wood

INFORMATION TECHNOLOGY -  
FEBRUARY 2019

27190016 - 27190058 27180405 - 27180405

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27190049	VISTA IT GROUP	7811 PHONES	02/15/2019	\$530.00	P
27190050	MARTIN CAROLYNN	MILEAGE REIMBURSEMENT	02/14/2019	\$39.67	P
27190051	AMAZON CAPITAL SERVICES	WALL MOUNTS - SHERIFFS DEPT	02/13/2019	\$82.95	
27190052	AMAZON CAPITAL SERVICES	SATA ADAPTER & CD DRIVE	02/19/2019	\$73.98	
27190053	AMAZON CAPITAL SERVICES	WIRELESS HDMI-CTY CLK,NORWOOD	02/21/2019	\$399.98	
27190054	AMAZON CAPITAL SERVICES	CREDIT MEMO 13QR-YPVC-1XHH	02/22/2019	(\$47.99)	
27190055	CHARTER COMMUNICATIONS	INTERNET PRO100	02/14/2019	\$130.00	
27190056	INSIGHT PUBLIC SECTOR INC	HUMAN SERVICES LAPTOP	02/10/2019	\$133.66	
27190057	INSIGHT PUBLIC SECTOR INC	HUMAN SERVICES LAPTOP	02/11/2019	\$145.99	
27190058	INSIGHT PUBLIC SECTOR INC	FINANCE / P&Z WARRANTIES	02/12/2019	\$144.61	
<b>Grand Total:</b>				<b>\$219,966.49</b>	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

## Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: FEBRUARY 2019

For the range of vouchers: 19181190 - 19181191 19190030 - 19190156 50120339 - 50120341

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19181190	OFFICE ENTERPRISES INC	FINANCE - REPLACEMENT DESK TOP	11/05/2018	\$269.41	P
19181191	BAUER'S FLOOR MART	EOC REMODEL - FLOORING	02/06/2019	\$997.00	P
19190030	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	01/25/2019	\$4,144.85	P
19190031	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	01/16/2019	\$563.93	P
19190032	CRESCENT ELECTRIC SUPPLY CO	COURT PANIC BUTTONS - WIRE	01/15/2019	\$151.28	P
19190033	EXPRESS RECYCLING SOLUTIONS	RECYCLE FLOURESCENT BULBS	01/20/2019	\$113.00	P
19190034	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	01/23/2019	\$239.17	P
19190035	GAPPA SECURITY SOLUTIONS LLC	CORE	01/18/2019	\$36.00	P
19190036	GAPPA SECURITY SOLUTIONS LLC	CORE	01/24/2019	\$36.00	P
19190037	INTEGRITY FIRE PROTECTION INC	ANNUAL SPRINKLER SYS INSPECT	01/22/2019	\$231.00	P
19190038	INTEGRITY FIRE PROTECTION INC	ANNUAL SPRINKLER SYS INSPECT	01/22/2019	\$231.00	P
19190039	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING COURTHOUSE	01/22/2019	\$1,327.50	P
19190040	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING RIVER BLOCK	01/22/2019	\$497.50	P
19190041	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING ELKS LOT	01/22/2019	\$360.00	P
19190042	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING MUPPET LOT	01/22/2019	\$325.00	P
19190043	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	01/23/2019	\$7,758.74	P
19190044	RON'S REFRIGERATION & AC INC	COMBUSTION BLOWER ASSY	01/17/2019	\$3,407.35	P
19190045	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	01/22/2019	\$180.00	P
19190046	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	01/10/2019	\$58.98	P
19190047	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	01/10/2019	\$43.88	P
19190048	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	01/10/2019	\$311.08	P
19190049	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	01/10/2019	\$2,960.34	P
19190050	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	01/10/2019	\$796.59	P
19190051	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	01/10/2019	\$7.45	P
19190052	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	01/10/2019	\$76.83	P
19190053	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	01/10/2019	\$35.27	P
19190054	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	01/10/2019	\$4,497.03	P
19190055	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	01/10/2019	\$3,556.35	P
19190056	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	01/24/2019	\$415.10	P
19190057	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	01/24/2019	\$204.74	P
19190058	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	01/24/2019	\$99.42	P
19190059	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	01/24/2019	\$10.30	P
19190060	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	01/24/2019	\$498.11	P
19190061	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	01/24/2019	\$97.62	P

## Committee Report - County of Wood

MAINTENANCE / PURCHASING -  
FEBRUARY 2019

50120339 - 50120341 19190030 - 19190156 19181190 - 19181191

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190062	STATE OF WISCONSIN	RB BOILER PERMITS	01/17/2019	\$100.00	P
19190063	WOOD TRUST BANK	CH SUPPLIES, PARKING FEE	01/20/2019	\$186.62	P
19190064	VAN TASSEL REUBEN	MILEAGE REIMBURSEMENT	01/24/2019	\$217.50	P
19190065	WAPP	MEMBERSHIP RENEWAL	01/30/2019	\$50.00	P
19190066	VALUE IN LOCAL GOVERNMENT	MEMBERSHIP RENEWAL	01/30/2019	\$50.00	P
19190067	ACE HARDWARE	SNOW SHOVELS	01/28/2019	\$89.97	P
19190068	ACE HARDWARE	HARDWARE	01/31/2019	\$16.49	P
19190069	ACE HARDWARE	BELT	01/31/2019	\$11.99	P
19190070	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	01/24/2019	\$237.56	P
19190071	AMAZON CAPITAL SERVICES	CHAIR LIFT CYLINDER	01/31/2019	\$24.99	P
19190072	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING COURTHOUSE	01/27/2019	\$1,180.00	P
19190073	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING RIVER BLOCK	01/27/2019	\$815.00	P
19190074	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING ELKS LOT	01/27/2019	\$460.00	P
19190075	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING MUPPET LOT	01/27/2019	\$282.50	P
19190076	NAPA CENTRAL WI AUTO PARTS	ANTIFREEZE	01/28/2019	\$21.99	P
19190077	NAPA CENTRAL WI AUTO PARTS	WIPER BLADES - 2013 FORD	02/04/2019	\$36.98	P
19190078	PBBS EQUIPMENT CORPORATION	BOILER REPAIRS	01/28/2019	\$160.00	P
19190079	POWER PAC INC	RADIATOR	01/28/2019	\$478.58	P
19190080	RON'S REFRIGERATION & AC INC	HVAC UPDATES - JAIL FREEZER	01/24/2019	\$8,286.65	P
19190081	SUPERIOR CHEMICAL CORPORATION	ICE MELT	01/29/2019	\$1,552.96	P
19190082	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	01/31/2019	\$569.40	P
19190083	ADVANCED ASBESTOS REMOVAL INC	EM OFFICE - ASBESTOS REMOVAL	02/04/2019	\$2,850.00	P
19190084	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	02/04/2019	\$4,417.14	P
19190085	CRESCENT ELECTRIC SUPPLY CO	LIGHTS FOR IMPOUND	01/30/2019	\$130.32	P
19190086	CRESCENT ELECTRIC SUPPLY CO	LIGHTS FOR IMPOUND	01/30/2019	\$53.63	P
19190087	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	02/06/2019	\$176.94	P
19190088	GAPPA SECURITY SOLUTIONS LLC	CH & RB LOCKSETS	02/06/2019	\$1,158.50	P
19190089	HOME DEPOT CREDIT SERV (Maintenance)	CH, JAIL, RB, EM REMODEL	02/05/2019	\$717.15	P
19190090	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING COURTHOUSE	02/07/2019	\$2,085.00	P
19190091	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING RIVER BLOCK	02/07/2019	\$1,042.50	P
19190092	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING ELKS LOT	02/07/2019	\$615.00	P
19190093	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING MUPPET LOT	02/07/2019	\$290.00	P
19190094	POWER PAC INC	TRACTOR PARTS	02/06/2019	\$13.28	P
19190095	QUALITY DOOR & HARDWARE	EM OFFICE - EOC DOOR	01/30/2019	\$300.00	P
19190096	QUALITY DOOR & HARDWARE	12TH ST LOCK	01/31/2019	\$9.95	P
19190097	QUALITY DOOR & HARDWARE	TRANSMITTER	02/07/2019	\$61.83	P
19190098	SHERWIN-WILLIAMS CO THE	EM OFFICE - PAINT	01/31/2019	\$148.40	P
19190099	SHERWIN-WILLIAMS CO THE	CLERK OF COURTS REMODEL	02/08/2019	\$93.69	P
19190100	WE ENERGIES	GAS SERVICE JAIL	01/29/2019	\$1,098.34	P
19190101	WE ENERGIES	GAS SERVICE COMMUNICATIONS	01/29/2019	\$569.19	P
19190102	WE ENERGIES	GAS SERVICE COURTHOUSE	01/29/2019	\$5,389.19	P
19190103	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	01/31/2019	\$479.07	P
19190104	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	01/31/2019	\$241.65	P
19190105	WE ENERGIES	GAS SERVICE HUMAN SERVICES	01/29/2019	\$232.73	P

## Committee Report - County of Wood

MAINTENANCE / PURCHASING -  
FEBRUARY 2019

50120339 - 50120341 19190030 - 19190156 19181190 - 19181191

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190106	WE ENERGIES	GAS SERVICE RIVER BLOCK	01/31/2019	\$2,643.43	P
19190107	WINSUPPLY OF WISCONSIN RAPIDS	PRESSURE SWITCH - 12TH ST	02/05/2019	\$66.80	P
19190108	STATE OF WISCONSIN	CH BOILER PERMIT	02/07/2019	\$50.00	P
19190109	DIVISION OF QUALITY ASSURANCE/DHS	EW FIRE ALARM SYSTEM PLAN FEE	02/13/2019	\$500.00	P
19190110	AIRGAS USA LLC	SAFETY SUPPLIES	02/26/2019	\$40.00	
19190111	DIAMOND BUSINESS GRAPHICS	PRINTING	02/26/2019	\$4,375.57	
19190112	INDIANHEAD SPECIALTY CO	STAMPS	02/26/2019	\$143.48	
19190113	NASSCO INC	PAPER SUPPLIES	02/26/2019	\$665.48	
19190115	MIDLAND PAPER	PAPER SUPPLIES	02/26/2019	\$432.00	
19190117	OFFICE DEPOT	OFFICE SUPPLIES	02/26/2019	\$233.61	
19190118	OFFICE DEPOT	OFFICE SUPPLIES	02/26/2019	(\$28.82)	
19190119	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	02/26/2019	\$2,351.09	
19190120	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/26/2019	\$1,519.58	
19190121	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/26/2019	\$1,430.20	
19190122	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/26/2019	\$1,113.65	
19190123	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/26/2019	(\$105.25)	
19190124	ACE HARDWARE	SHOVEL	02/14/2019	\$64.99	
19190125	ACE HARDWARE	TOOLS	02/14/2019	\$19.97	
19190126	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	02/19/2019	\$238.79	
19190127	ADVANCE AUTO PARTS	FUNNEL	02/12/2019	\$4.39	
19190128	COMPLETE CONTROL	ANNUAL FIRE ALARM INSPECTION	01/31/2019	\$1,479.00	
19190129	COMPLETE CONTROL	HVAC UPDATES - FIRMWARE	01/31/2019	\$508.30	
19190130	CRESCENT ELECTRIC SUPPLY CO	CLERK OF COURTS LIGHTS	02/11/2019	\$80.39	
19190131	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	02/13/2019	\$80.91	
19190132	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	02/20/2019	\$239.17	
19190133	GENERAL PARTS	NATURAL GAS VALVE - JAIL	02/11/2019	\$168.03	
19190134	GRAINGER (Maintenance)	HVAC - BLOWER MOTOR	02/12/2019	\$173.07	
19190135	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING COURTHOUSE	02/13/2019	\$35.00	
19190136	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING RIVER BLOCK	02/13/2019	\$35.00	
19190137	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING ELKS LOT	02/13/2019	\$35.00	
19190138	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING MUPPET LOT	02/13/2019	\$35.00	
19190139	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	02/20/2019	\$7,758.74	
19190140	NAPA CENTRAL WI AUTO PARTS	OIL & FILTERS - 2013 FORD F250	02/18/2019	\$47.21	
19190141	NORTHSTAR ENVIRONMENTAL TESTING LLC	EM OFFICE - ASBESTOS TESTING	02/21/2019	\$450.00	
19190142	OTIS ELEVATOR CO	2019 CH ELEVATOR SVC CONTRACT	01/01/2019	\$2,179.08	
19190143	OTIS ELEVATOR CO	2019 RB ELEVATOR SVC CONTRACT	01/01/2019	\$4,194.84	
19190144	POWER PAC INC	SCRAPER BLADE	02/15/2019	\$106.43	
19190145	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	02/19/2019	\$180.00	
19190146	SUPERIOR CHEMICAL CORPORATION	ICE MELT	02/19/2019	\$1,131.65	
19190147	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	02/13/2019	\$62.90	
19190148	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	02/13/2019	\$48.51	
19190149	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	02/13/2019	\$363.14	
19190150	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	02/13/2019	\$2,384.04	
19190151	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	02/13/2019	\$903.31	

Committee Report - County of Wood

MAINTENANCE / PURCHASING -  
FEBRUARY 2019

50120339 - 50120341 19190030 - 19190156 19181190 - 19181191

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19190152	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	02/13/2019	\$7.45	
19190153	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	02/13/2019	\$76.83	
19190154	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	02/13/2019	\$35.27	
19190155	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	02/13/2019	\$5,374.20	
19190156	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	02/13/2019	\$4,524.66	
50120339	SCHILLING SUPPLY COMPANY		01/30/2019	\$126.19	P
50120340	MIDLAND PAPER		01/30/2019	\$978.61	P
50120341	MIDLAND PAPER		02/06/2019	\$978.61	P
<b>Grand Total:</b>				<b>\$122,080.00</b>	

Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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## Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: FEBUARY

For the range of vouchers: 23190001 - 23190005

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23190001	SAFELITE FULFILLMENT INC	VEHICLE DAMAGE REPAIR BILL	01/30/2019	\$327.98	P
23190002	J & D AUTO BODY	VEHICLE DAMAGE REPAIR BILL	02/06/2019	\$1,076.58	P
23190003	RELEASE GUARD	UNDERGROUND STORE TANK RENEWAL	02/06/2019	\$4,191.00	P
23190004	SAFELITE FULFILLMENT INC	VEHICLE DAMAGE REPAIR BILL	02/06/2019	\$74.98	P
23190005	WI COUNTY MUTUAL INS CORP	ADDITIONAL INSURED ENDORSEMENT	02/27/2019	\$250.00	
<b>Grand Total:</b>				<b>\$5,920.54</b>	

### Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT  
SAFETY, WORK COMP  
AND INSURANCE  
JANUARY 2019

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	COOK FAMILY CHIROPRACTIC	WC MED REIMBURSE	\$96.80
PREPAID	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	WC MED REIMBURSE	\$2,326.38
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$1,283.00
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$3,015.44
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$145.65
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$281.65
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$195.50
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$103.15
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$409.15
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$34.00
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$237.24
PREPAID	MCHS HOSPITALS INC	WC MED REIMBURSE	\$173.76
PREPAID	ASPIRUS	WC MED REIMBURSE	\$8.21
PREPAID	ASPIRUS	WC MED REIMBURSE	\$8.43
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$279.21
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$213.92
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$167.90
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$460.87
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.50
PREPAID	ASPIRUS	WC MED REIMBURSE	\$8.21
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.99
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.50
PREPAID	ASPIRUS	WC MED REIMBURSE	\$8.21
PREPAID	WORK COMP	MILEAGE REIMBURSEMENT	\$19.18
PREPAID	ANESTHESIA ASSOC OF WI RAPIDS	WC MED REIMBURSE	\$2,042.35
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$279.21
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$167.90
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$677.26
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$213.92
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$213.92
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$92.98
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$39.05
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$13.90
PREPAID	COOK FAMILY CHIROPRACTIC	WC MED REIMBURSE	\$18.80
PREPAID	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	WC MED REIMBURSE	\$106.88
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$577.27
PREPAID	WISCONSIN RIVER ORTHOPAEDICS LTD	WC MED REIMBURSE	\$230.61
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$122.68
PREPAID	ASPIRUS	WC MED REIMBURSE	\$7.99
PREPAID	ASPIRUS	WC MED REIMBURSE	\$33.12
TOTAL			\$14,420.09

TTD - TEMPORARY TOTAL DISABILITY  
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY  
DB - DEATH BENEFIT

COMMITTEE REPORT  
SAFETY, WORK COMP  
AND INSURANCE  
JANUARY 2019

#1

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CHAIRMAN

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## Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: FEBRUARY 2019

For the range of vouchers: 28180311 - 28180312 28190020 - 28190037

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28180311	STATE OF WISCONSIN TREASURER	DECEMBER COC REVENUES	01/24/2019	\$135,413.02	P
28180312	WOODTRUST BANK	DECEMBER MONTHLY SERVICE FEES	01/24/2019	\$687.96	P
28190020	WISCONSIN CO TREAS ASSN SEC TR	2019 WI COUNTY TREAS DUES	01/24/2019	\$100.00	P
28190021	SERI-FLEX PRINTERS LLC	TAX OVERPAYMENT REFUND	01/30/2019	\$6.00	P
28190022	WATER WORKS & LIGHTING COMM	TAX DEED UTILITIES	01/30/2019	\$40.25	P
28190023	CITY OF NEKOOSA TREASURER	JANUARY SPECIALS	02/06/2019	\$582.60	P
28190024	CITY OF WISCONSIN RAPIDS	JANUARY SPECIALS	02/06/2019	\$126.95	P
28190025	TOWN OF PORT EDWARDS	JANUARY SPECIALS	02/06/2019	\$698.40	P
28190026	TOWN OF SARATOGA	JANUARY SPECIALS	02/06/2019	\$267.15	P
28190027	TOWN OF GRAND RAPIDS	JANUARY SPECIALS	02/06/2019	\$293.44	P
28190028	TOWN OF LINCOLN	JANUARY SPECIALS	02/06/2019	\$150.00	P
28190029	TOWN OF MARSHFIELD	JANUARY SPECIALS	02/06/2019	\$492.20	P
28190030	VILLAGE OF ARPIN TREASURER	JANUARY SPECIALS	02/06/2019	\$500.00	P
28190031	VILLAGE OF PORT EDWARDS TREAS	JANUARY SPECIALS	02/06/2019	\$3.88	P
28190032	WI DEPT OF ADMINISTRATION	WI LAND INFO	02/06/2019	\$5,005.00	P
28190033	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	02/06/2019	\$60.00	P
28190034	CITY OF PITTSVILLE TREASURER	SPECIAL ASSESSMENT TD PROPERTY	02/20/2019	\$494.60	P
28190035	RYBICKI SCOTT AND KRISTIN	TAX OVERPAYMENT REFUND	02/20/2019	\$53.53	P
28190036	STATE OF WISCONSIN TREASURER	JAN 19 COC REVENUES	02/20/2019	\$136,758.21	P
28190037	WOODTRUST BANK	JANUARY MONTHLY SERVICE FEES	02/20/2019	\$741.87	P
<b>Grand Total:</b>				<b>\$282,475.06</b>	

### Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

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Committee Member: \_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: FEBRUARY 2019

For the range of vouchers: 34190001 - 34190002

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34190001	ASPIRUS OCCUPATIONAL HEALTH	Occup Therapist Erg Assessment	02/01/2019	\$165.00	P
34190002	ASPIRUS OCCUPATIONAL HEALTH	HRA/Bios/Labs/Well Adv	02/01/2019	\$20,635.00	P
<b>Grand Total:</b>				<b>\$20,800.00</b>	

### Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

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Committee Member:

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## FLEET MANAGEMENT

Enterprise Fleet Management for  
Wood County, Wisconsin

Fleet Management Proposal  
March 5<sup>th</sup>, 2019

## Current State of the Union

Today, Wood County operates 40 light duty vehicles across Parks, Land Conservation, Planning, Emergency Management, Maintenance, Human Services, and Norwood Health Center. The average age of these vehicles is 10.6 years old with 52% of them being 10 years or older. Resale of the aging fleet is significantly reduced which creates a challenge to maintain a sustainable replacement plan. The Human Services Department reimbursed 348,447 miles in 2018. The Health Department reimbursed over 76,000 miles in 2018.

## Financial Impact

### Human Services

The two main programs reimbursing today are Family Services & Child Welfare (191,620 miles in 18') and Behavioral Health (69,724 miles in 18'). Working with Brandon and his team we've put together 3 options to start the program, utilizing Marshfield and Wisconsin Rapids as hubs for Fleet vehicles.

#### Plan A – 10 Vehicles

- Targeting 120,000 miles of utilization in Fleet vehicles of 261,344 projected miles (46%)
- Annual savings of \$16,123 vs. IRS reimbursement rate (\$.58/mi.)
- **Net 5 Year Savings of \$95,615 (including equity at lease term)**

#### Plan B – 8 Vehicles

- Targeting 96,000 miles of utilization in Fleet vehicles of 261,344 projected miles (37%)
- Annual savings of \$14,320 vs. IRS reimbursement rate (\$.58/mi.)
- **Net 5 Year Savings of \$82,100 (including equity at lease term)**

#### Plan C – 6 Vehicles

- Targeting 72,000 miles of utilization in Fleet vehicles of 261,344 projected miles (28%)
- Annual savings of \$9,295 vs. IRS reimbursement rate (\$.58/mi.)
- **Net 5 Year Savings of \$54,975 (including equity at lease term)**

### Health Department

The three main programs reimbursing today are Public Health (41,000 miles in 18'), Environmental Health (24,000 miles in 18'), and WICK (11,000 miles in 18') Working with Sue and Kathy we've put together a conservative plan to start the program.

#### 3 Vehicles

- Targeting 36,000 miles of utilization in Fleet vehicles of 76,000 projected miles (47%)
- Annual savings of \$16,123 vs. IRS reimbursement rate (\$.58/mi.)
- **Net 5 Year Savings of \$95,615 (including equity at lease term)**

## Benefits of Providing County Fleet Vehicles

**Reduced Risk Exposure**

**Increased Reliability and Productivity**

**Driver Satisfaction**

**Uniformed Look**

**Reduce Annual Reimbursement Expense**

## References

Please review a list of Counties in Wisconsin currently utilizing the Enterprise Fleet program:

- Marathon County
- La Crosse County
- Green Lake County
- Shawano County
- Dunn County
- Oconto County
- Price County
- Rusk County
- Polk County
- Sawyer County
- Buffalo County
- Racine County

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## Customer Service and Wood County Account Team

The Enterprise Fleet Management team in Waukesha, located at S17 W22650 Lincoln Avenue, will be supporting your program, along with corporate support and resources. The local account management team for Wood County will manage all aspects of the program, including:

- Customer Service
- Vehicle Acquisition and Ordering
- Resale
- Maintenance and Fuel (Optional)
- Consultation and Proactive Program Planning
- License, Tag, and Title
- Accounting

The goal of our local, dedicated team is to proactively manage every aspect of your fleet needs — making recommendations on the most cost-effective vehicles, determining the best time to order or sell vehicles, monitoring the fleet to ensure efficiency, and helping with billing, accounting, and reporting needs. There is no additional cost for our consultation.

## Key Contacts

Account Executive: Benjamin Walljasper, 11 years with Enterprise

- Implements fleet management program specifically designed for Wood County
- Supports the Account Manager in handling the Wood County's ongoing fleet needs

Account Manager: Jen Stiegman, 12 years with Enterprise

- Primary point of contact for fleet related matters
- Reviews your Fleet Profile on a regular basis
- Proactively forecasts vehicle replacement needs

Account Fleet Coordinator: Chelsea Essig, 4 years with Enterprise

- Primary contact for Wood County's day to day fleet needs
- Administers all day-to-day fleet related matters
- Works with Account Manager to provide turnkey fleet management

Fleet Strategy Manager: Scott Pelczynski, 22 years with Enterprise

- Works with Account Manager to maximize resale/disposal of fleet vehicles
- Engaged in the new and used car markets to identify opportunities to improve total cost of ownership
- Hand sells Wood County's vehicles in an average of 17 days

Wood County



2019 Estimated Replacement Budget Plan

Vehicle #	Dept/Program	Year	Make	Model	Projected Odometer 7/1/19	Estimated Annual Miles	Est. Resale Value 7/1/19***
19	Parks	1998	GMC	Sierra 1500	106,488	5,071	\$1,000
20	Parks	1998	GMC	Sierra 1500	104,248	4,964	\$1,000
9	Maintenance	1999	Ford	Ranger	105,832	5,292	\$1,000
34	Parks	2003	Ford	F-150 Reg Cab XL 4x4	173,404	10,838	\$1,500
22	Parks	2003	Ford	Passenger Wagon E-150 XL	124,525	7,783	\$1,500
7	Land Conservation	2004	Ford	F-150 Reg Cab XL 4x2	146,814	9,788	\$1,500
25	Parks	2004	Chevrolet	Silverado 1500 Base Reg Cab 4x4	120,963	8,064	\$4,000
29	Parks	2010	Ford	Ranger XLT Ext. Cab 4x4	162,336	18,037	\$6,000
2	Emergency Mgmt	2011	Chevrolet	Silverado 2500 LT Ext Cab 4x4	166,000	20,750	\$10,000
32	Parks	2012	Dodge	RAM 1500 Quad Cab ST 4x4	117,208	16,744	\$10,000
							\$37,500

Replace With
2019 RAM 1500 Regular Cab 4x4
2019 RAM 1500 Regular Cab 4x4
2019 RAM 1500 Regular Cab 4x4
2019 RAM 1500 Regular Cab 4x4
2019 Chevrolet Express Passenger Van
2019 RAM 1500 Regular Cab 4x4
2019 RAM 1500 Regular Cab 4x4
2019 Ford F-150 Ext. Cab 4x4
2019 Ford F-150 Crew Cab 4x4
2019 Ford F-150 Ext. Cab 4x4

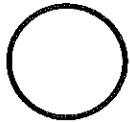
Quantity
1
1
1
1
1
1
1
1
1
1
10

Equity Lease Rates

Monthly Cost (Lease Payment)*	Fixed Monthly Maintenance**	Total Annual Cost	Estimated Annual Lease Miles	Lease Term (Months)	Conservative Equity at Lease Term (Est.)
\$355.95	\$29.55	\$4,626.00	10,000	60	\$9,883.08
\$355.95	\$29.55	\$4,626.00	10,000	60	\$9,883.08
\$355.95	\$29.55	\$4,626.00	10,000	60	\$9,883.08
\$355.95	\$29.55	\$4,626.00	10,000	60	\$9,883.08
\$407.82	\$22.08	\$5,158.80	10,000	60	\$6,875.52
\$355.95	\$29.55	\$4,626.00	10,000	60	\$9,883.08
\$355.95	\$29.55	\$4,626.00	10,000	60	\$9,883.08
\$414.10	\$39.55	\$5,443.80	18,000	60	\$9,750.39
\$573.35	\$61.43	\$7,617.36	20,000	48	\$7,459.15
\$414.10	\$39.55	\$5,443.80	17,000	60	\$9,750.39
					\$93,133.93

\*Lease rates assume no equity applied from sale of existing units

Total Annual Cost	\$51,420
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## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 2

ITEM# 1-  
DATE March 19, 2019  
Effective Date March 19, 2019

LAD

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

**INTENT & SYNOPSIS:** To direct the Planning and Zoning Director to pursue the rezoning of vacant county land on 17<sup>th</sup> Avenue in Wisconsin Rapids to enhance its salability.

**FISCAL NOTE:** There will be a rezoning application fee of several hundred dollars but that cost will be more than offset by the increased value of the property by the rezoning.

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

**WHEREAS**, about 20 years ago the county acquired property across from the Highway Department on 17<sup>th</sup> Avenue in Wisconsin Rapids for possible use for the construction of a new justice center, and

**WHEREAS**, the property is generally shaped as a large "U," with the county never acquiring the interior piece to square it off and the property having quite a bit of wetlands on it (see attached map), all of which makes it difficult to use for a large development like a justice center, and

**WHEREAS**, the sale of the property is consistent with the 2014 Final (Space Needs) Recommendations Report for Wood County government that studied the county's options for a new courthouse and recommended the consolidation of its operations in the Wisconsin Rapids area, and

**WHEREAS**, several years ago the county determined to acquire the River Block property for office use with the expectation that the courts and their accessory functions would continue on at the courthouse for the foreseeable future, and

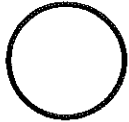
**WHEREAS**, the county will likely be in a position very soon to study the need for an addition to or the reconstruction of the jail to support a higher prisoner population, and

**WHEREAS**, the 17<sup>th</sup> Avenue property will not be looked to as an option for the location of a new jail due to the need to keep the jail next to the courts and the prohibitive costs of creating an entirely new courthouse and justice center and that the wetlands on the 17<sup>th</sup> Avenue property make that tract of land simply unsuitable for such a large development, and

**WHEREAS**, if the county is not going to use the 17<sup>th</sup> Avenue property for future development, it should be sold and hopefully placed back on the tax rolls, and

**WHEREAS**, the county recently sold the 17<sup>th</sup> Avenue property subject to the City of Wisconsin Rapids approving a rezoning request and the deal fell through when the city council failed to approve the rezoning, and

**WHEREAS**, the state law has changed recently with respect to the vote requirement needed of the city council to get applications for rezoning approved, and



ITEM# 1-

DATE March 19, 2019

Effective Date: March 19, 2019

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

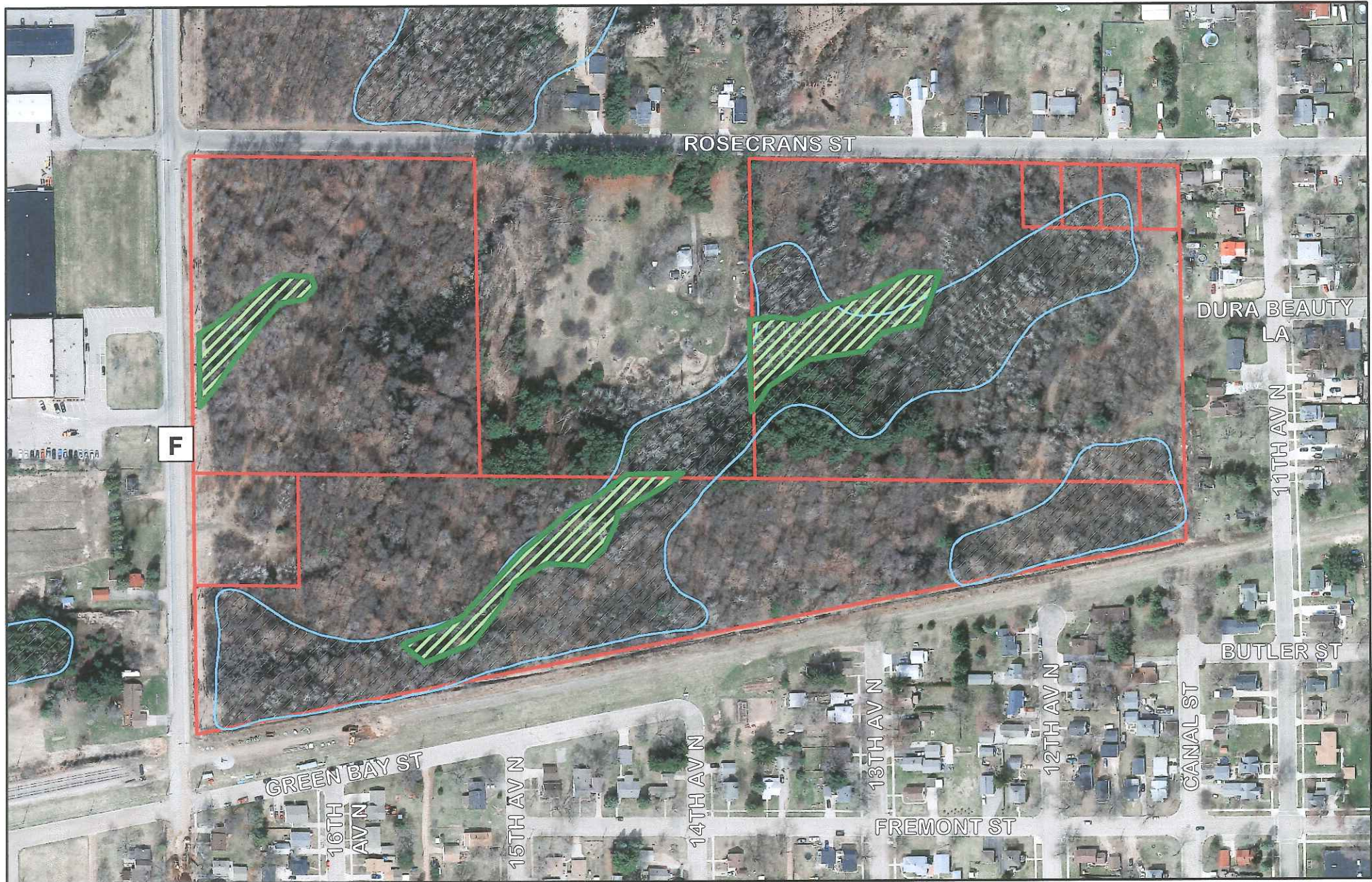
Introduced by Executive Committee  
Page 2 of 2

**WHEREAS**, it is believed that it is in the best interest of both Wood County and the City of Wisconsin Rapids to rezone the 17<sup>th</sup> Avenue property from its current zoning of rural residential, which allows for single family homes on 5+ acre plots, to R-4, which allows for 9 - 15 unit town houses,

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** that Planning and Zoning Administrator Jason Grueneberg apply for R-4 zoning for the 17<sup>th</sup> Avenue property in Wisconsin Rapids and to work with the city to obtain the rezoning.



# Star Environmental Wetland Delineation

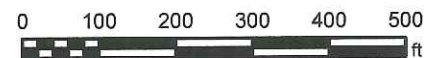


WDNR Wetland Inventory

Star Environmental Wetlands

Wetlands surveyed by Star Environmental on November 29, 2017

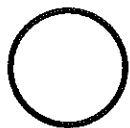
1 inch = 250 feet





## 2020-2024 CIP SUMMARY - MAINTENANCE DEPT.

2020		2021		2022		2023		2024	
CH M.E.P. Updates (Jail Chiller, Jail Cooler, etc.)	\$100,000	Jail Fire Alarm	\$50,000	CH Elevator controls	\$185,000	CH 2nd Elevator	\$275,000	CH M.E.P. Updates	\$50,000
Courthouse Ceilings & Lighting	\$25,000	CH M.E.P. Updates	\$50,000	CH M.E.P. Updates	\$50,000	CH M.E.P. Updates	\$50,000	Courthouse Remodeling	\$50,000
S. CH Parking lot	\$100,000	CH Sheriff lot/loading dock	\$250,000	Jail Sewer Lines	\$25,000	Courthouse Remodeling	\$50,000	Jail Boiler Replacement	\$30,000
S. CH Steps	\$25,000	Corp. Counsel office 3rd floor	\$50,000	Branch 1 Office Remodel	\$150,000	River Block Ramps/Railings	\$25,000	CH Transfer Switches	\$50,000
DA office 3rd floor	\$150,000	Victim/Witness office 3rd fl.	\$20,000	Courthouse Remodeling	\$50,000	River Block Elevator Controls	\$200,000	CH Fire Alarm	\$100,000
Jail Sewer Lines	\$25,000	Jail Sewer Lines	\$25,000	Courthouse Ceilings & Lighting	\$25,000	4th Courtroom	\$350,000	CH Boiler(s) Replacement & Heat Exchanger(s)	\$500,000
Courthouse Cable Trays	\$25,000	Courthouse Remodeling	\$50,000	Courthouse Cable Trays	\$25,000				
Courthouse Exterior Repairs	\$140,000	Courthouse Exterior Cleaning & Sealing	\$85,000	River Block Windows	\$75,000				
River Block Windows	\$75,000	Courthouse Ceilings & Lighting	\$25,000	River Block Windows	\$75,000				
River Block Roof Repairs	\$25,000	Courthouse Cable Trays	\$25,000	Clerk of Courts office	\$225,000				
River Block Steps	\$25,000	River Block Windows	\$75,000	Register in Probate/JV	\$35,000				
Security Camera Updates/Additions	\$125,000								
Secure Sheriff Parking Lot	\$115,000								
Ballistic Panels in Judges Benches	\$30,000								
River Block Air Conditioner Updates	\$40,000								
	\$1,025,000		\$705,000		\$920,000		\$950,000		\$780,000



## RESOLUTION#

Introduced by \_\_\_\_\_ Executive Committee  
Page 1 of 3

ITEM#

DATE March 19, 2019

Effective Date March 19, 2019

Committee

CAK

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

**INTENT & SYNOPSIS:** Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

<b>FISCAL NOTE: TAXES 2012 – 2018</b>	<b>\$93,147.30</b>
<b>SPEC. CHARGES</b>	<b>4,351.78</b>
<b>DEL UTILITIES</b>	<b>3,645.41</b>
<b>SPEC. ASSESSMENTS</b>	<b>5,068.72</b>
<b>PUBLICATION FEES</b>	<b>438.74</b>
<b>TAX DEEDING EXP.</b>	<b>1,274.00</b>

**TOTAL \$107,925.95**

**WHEREAS,** Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

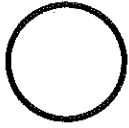
**WHEREAS,** there are delinquent taxes and special charges owing since **2012**. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

**WHEREAS,** Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

**NOW THEREFORE BE IT RESOLVED,** by the Wood County Board of Supervisors, that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

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

03-00072A A parcel of land in the NW 1/4 of the NW 1/4 of Section 29, Township 25 North, Range 3 East, described as follows: Commencing at a point 233.3 feet East of the Northwest corner of said Section and 33 feet South of the center line of State Trunk Highway Ten, run thence Southerly on an angle of 88 degrees 53 feet from the South line of said highway 457 feet, thence Easterly on an angle with said line of 90 degrees 191.45 feet, thence North parallel with the West line 453.5 feet to the Northeast corner of said tract, thence West along the South line of State Truck Highway Ten, 191.45 feet to the point of the beginning containing two acres of land, And commencing at a point on the East line of Highway 13 and 10, 56.55 feet East, and 234 feet South of the Northwest corner of Section 29, Township 25 North, Range 3 East; run thence East at right angles to highway, 168.25 feet; thence South and parallel with highway 258.9 feet; thence West 168.25 feet to the East line of the highway; thence North along the East line of highway 258.9 feet to the point of beginning, containing 1 acre more or less, excepting the North 10 feet thereof previously conveyed to Lester L. Wickershiem and Rita Wickershiem, husband and wife, as joint tenants, by Quit Claim Deed dated May 27, 1954, and recorded May 29, 1954, at 8:53 A.M. in Volume 277 of Deeds, at page 441, Wood County Records, And commencing at an iron pipe on the East line of Highway 13 and 10, 56.55 feet East and 234 feet South of the North corner of Section 29, Township 25 North, Range 3 East; thence East at right angles to the highway 168.25 feet to a wooden stake which is the point of beginning; thence continue East at right angles to the highway, 10.3 feet to an iron pipe; thence Southerly at a counterclockwise angle of 90 degrees 33 feet to said line 258 feet to an iron pipe; thence Westerly at a counterclockwise angle of 92 degrees, 47 feet to said line 12.45 feet to an iron pipe; thence Northerly at a counterclockwise angle 86 degree 40 feet to said line 258.9 feet more or less to the point of beginning, all in the Northwest Quarter of the Northwest Quarter of Section 29, Township 25 North, Range 3 East, Wood County, Wisconsin. The above lands all being in the Town of Cranmoor, Wood County,



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

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

DATE \_\_\_\_\_

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

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

Page 2 of 3

Committee \_\_\_\_\_

Wisconsin. Excepting from the above lands Lot 1 of Wood County Certified Survey Map No. 4500 (recorded in Volume 15 of Survey Maps at Page 300). Further excepting from the above all lands used, deeded or platted for highway purposes. And further excepting Lot 1 of Wood County Certified Survey Map No. 9657 (recorded in Volume 34 of Survey Maps at Page 157.)

Taxes 2013-2018	\$16,577.42
Special Charges	\$1,039.80
Publication Fees	\$142.74
Tax Deed Expense	\$327.00

Property is located at 10480 State Highway 13, Town of Cameron.

18-00451 Lot 1 of Wood County Certified Survey Map No. 3638 (recorded in Volume 13 of Survey Maps at Page 38 as Document No. 657403), being part of the NW 1/4 of the SE 1/4 of Section 25, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin. (Together with an easement for ingress and egress as noted in Volume 542 of Misc. Records at Page 385, Wood County Records. The easement is located in the E 1/2 of the SW 1/4 of Section 25, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin.)

Taxes 2012-2018	\$26,356.05
Special Charges	\$843.60
Publication Fees	\$68.00
Tax Deed Expense	\$107.00

Property is located at 7431 Oak St, Town of Saratoga.

33-00973 Lot 5, Block 79 of the First Addition to the Village, now City of Marshfield, Wood County, Wisconsin.

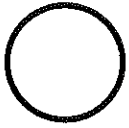
Taxes 2014-2018	\$20,729.94
Special Charges	\$1,297.80
Special Assessments	\$3,457.26
Delinquent Utilities	\$2,133.00
Publication Fees	\$48.00
Tax Deed Expense	\$200.00

Property is located at 319-321 S Central Ave, City of Marshfield.

33-01128 The Westerly half of Lot 6 and the Westerly half of Lot 7 of Block 97 of the City of Marshfield, Wood County, Wisconsin.

Taxes 2014-2018	\$5,801.59
Special Charges	\$129.65
Delinquent Charges	\$1,260.26
Publication Fees	\$28.00
Tax Deed Expense	\$184.00

Property is located at 300 E 4<sup>th</sup> St, City of Marshfield.

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

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

Page 3 of 3

Committee \_\_\_\_\_

34-06158 Lot 19 of East Side Assessor's Plat No. 46, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2018	\$2,362.59
Publication Fees	\$48.00
Tax Deed Expense	\$131.00

Property is located at 1931 Prospect St, City of Wisconsin Rapids.

34-06818 Lot 86 of Morningside Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2014-2018	\$3,871.85
Special Assessments	\$287.62
Publication Fees	\$28.00
Tax Deed Expense	\$109.00

Property is located at 621 12<sup>th</sup> St S, City of Wisconsin Rapids.

34-07770 Lot 16, East Side Assessor's Plat No. 37, City of Wisconsin Rapids, Wood County, Wisconsin.

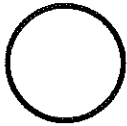
Taxes 2014-2018	\$8,390.52
Special Charges	\$400.00
Publication Fees	\$28.00
Tax Deed Expense	\$109.00

Property is located at 521 Oak St, City of Wisconsin Rapids.

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

Taxes 2014-2018	\$9,057.34
Special Charges	\$640.93
Special Assessments	\$1,323.84
Delinquent Utilities	\$252.15
Publication Fees	\$48.00
Tax Deed Expense	\$107.00

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



## RESOLUTION#

Introduced by EXECUTIVE COMMITTEE  
Page 1 of 1

Committee

CAK

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

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

**FISCAL NOTE:** Offered Amount \$5,000.00  
R.E. Taxes (9,132.27)  
Tax Deed Expense (277.81)

**LOSS (\$4,410.08)**

**WHEREAS,** during the sealed bid process no offer was received on the below mentioned property, and,

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

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

**THEREFORE BE IT RESOLVED,** that the following offer be accepted

City of Pittsville

31-00311 Lot 15 in Block 7 of the Subdivision of the SW ¼ of the SE ¼ of Section 27, Township 23 North, Range 3 East, according to Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

OFFERED AMOUNT

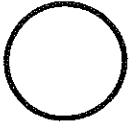
\$5,000.00

APPRAISED AMOUNT

\$10,000.00

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

ITEM#

DATE March 19, 2019Effective Date Upon passage & publication**RESOLUTION#**
 Introduced by Highway Infrastructure & Recreation Committee  
 Page 1 of 1

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

**INTENT & SYNOPSIS:** To amend the 2018 Snowmobile Maintenance budget (55441) for additional expenditures which were not anticipated during the original budget process. SMG

**FISCAL NOTE:** No cost to Wood County. The source of the funding is increased revenues from the state snowmobile grant program. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43574	Snowmobile Program Revenues	\$7081.81	
55441	Snowmobile Program Expenses		\$7081.81

Source of Money: Non-lapsing snowmobile program revenue account (43574).

**WHEREAS**, the state snowmobile grant program increased the per mile reimbursement amount available to the clubs and with this increased reimbursement amount, Wood County exceeded the 2018 budget expenses, and,

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

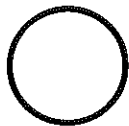
**THEREFORE BE IT RESOLVED** to amend the Wood County Parks & Forestry Snowmobile budget for additional increased expenditures by appropriating \$7081.81 of additional revenue monies to Parks & Forestry Maint Snowmobile Trails (55441), and

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

{ }

ADAM FISCHER (Chairman/HIRC)MARION HOKAMPDENNIS POLACHWILLIAM WINCHLANCE PLIML73 DOUGLAS MACHON (Chairman/Exec.)

DONNA ROZAR



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

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

MAC

**INTENT & SYNOPSIS:** To amend the 2019 budget to include monies that were amended in Resolution 19-2-6 to the wrong function for microwave replacements.

**FISCAL NOTE:** No additional cost to Wood County. The monies were amended to the wrong function

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

Account	Account Name	Debit	Credit
57410	Capital Projects Radio Other		\$225,000
52130	Radio Engineer Police Radio Equip	\$225,000	

**WHEREAS**, the budget resolution 19-2-6 named an incorrect function of 52130,

**THEREFORE BE IT RESOLVED**, to amend the Capital Projects budget in 2019 (57410) by adding monies from the Emergency Management function of (52130) from budget resolution 19-2-6,

**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 CEED and Executive Committees  
 Page 1 of 1

Motion:	Adopted:	
1 <sup>st</sup>	Lost:	
2 <sup>nd</sup>	Tabled:	
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: _____, Finance Dir.		

LAR

INTENT & SYNOPSIS: To amend the 2019 Land & Water Conservation (LWCD) Admin budget function (56121) for additional expenditures not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is from the No-Till Drill revenue account. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
56121	LWCD Expenditures		\$11,155
49110	No-Till Drill Revenue	\$11,155	

WHEREAS, as of February 1, 2018, the Wood County Land and Water Conservation Department set off to start a donation campaign to raise funds for the purchase a No-Till drill to be rented out to residents, farmers, landowners interested in beginning to No-Till, and

WHEREAS, as of December 31, 2018, the Wood County Land and Water Conservation Department had raised a generous sum \$9,269 from private donations and approval was granted by the executive committee to use funds from the sale of a fleet vehicle owned by the department, which sold for \$1,886 bringing the total to \$11,155, 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 LWCD (56121) budget for 2019 by appropriating \$11,155 of additional expenses from the No-Till Drill account (49110)

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.

Kenneth Curry - Chair

Mark Holbrook

Robert Ashbeck

Dave LaFontaine

Bill Leichtnam

Harvey Petersen - Citizen Member

Adopted by the County Board of Wood County, this

Douglas Machon - Chair

Bill Clendenning

Adam G. Fischer

Dennis Polach

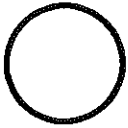
Donna Rozar

William Winch

day of 20 19

County Clerk

County Board Chairman



RESOLUTION#

Introduced by  
Page 1 of 1

Executive and Judicial & Legislative Committees

ITEM# 1- 16e.  
DATE March 19, 2019  
Effective Date March 19, 2019

Motion: Adopted: ☐  
1<sup>st</sup> \_\_\_\_\_ Lost: ☐  
2<sup>nd</sup> \_\_\_\_\_ Tabled: ☐  
No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_  
Number of votes required:  
☐ Majority ☒ Two-thirds  
Reviewed by: \_\_\_\_\_, Corp Counsel  
Reviewed by: \_\_\_\_\_, Finance Dir.

TDM

INTENT & SYNOPSIS: To amend the 2019 budget for District Attorney for the purchase of 4 stand up desks in that office.

FISCAL NOTE: To transfer \$11,500 from available balance in contingency (51590) to the District Attorney function (51310). At the time of this request, the available balance in contingency was \$364,265. The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
51310	District Attorney		\$11,500
51590	Contingency	\$11,500	

WHEREAS, the District Attorney's office has been identified as being housed in tight quarters, and

WHEREAS, there are no concrete plans currently in place for expansion of the current space, and

WHEREAS, an ergonomic assessment has been conducted to ascertain how to better function in the space provided, and

WHEREAS, the assessment found that stand up desks would greatly help alleviate work place injuries resulting from the inability of employees being able to move and change positions throughout the day.

THEREFORE BE IT RESOLVED, to amend the 2019 Wood County budget with a transfer from the contingency account (51590) to the District Attorney function (51310), and

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

17a.

**Subject: Participant Dismissal from Employee Wellness Program**

**PURPOSE:**

To establish a standardized process for the dismissal of participants from the Wood County Employee Wellness Program for the calendar year.

**DEFINITIONS:**

No Show - any time a participants does not show for a scheduled coaching appointment or cancels same day.

Late Cancellation – when a patient cancels less than 24 hours prior to their scheduled appointment.

Late Arrival – Arriving 10 minutes past the scheduled appointment time.

**PROCESS:**

1. Wood County Wellness Coordinator will monitor “no shows” and cancelations. The specific data will be shared with the Wellness Board Chair and a joint decision will be made regarding dismissal for excessive no shows and/or cancelations as outlined below.
2. Although Wood County strives to provide compassionate and excellent care for all wellness participants, certain occurrences may make it necessary to dismiss a participant from the wellness program. In that event, the following procedure will apply.
3. 3. A participant may be dismissed from the Wood County Wellness Program if they have excess no shows and cancellations (3 during a calendar year) for scheduled health coaching sessions.

**PROCEDURE:**

- A. Upon the first no show or cancellation by a participant, Wood County Wellness Coordinator will notify the participant via e-mail. The e-mail will contain, at minimum, the following components:
  - a. Notification of the dismissal procedure
  - b. Instructions for setting up new coaching appointment
- B. After the second no show or cancellation by a participant, Wood County Wellness Coordinator will notify the participant via e-mail. The e-mail will contain, at minimum, the following components:
  - a. Notification of the dismissal procedure
  - b. Instructions for setting up new coaching appointment
  - c. Notification that a third no show will result in dismissal from the Employee Wellness Program for the remainder of the year.
- C. After the third no show or cancellation by a participant, Wood County Wellness Coordinator will notify the Wellness Board Chair. A dismissal letter will be generated. The letter will contain, at minimum, the following components:
  - a. Reason for dismissal
  - b. Elimination of any health insurance premium incentive

- D. The letter will be mailed to the participant via registered mail, with a return receipt requested. The returned certified mail receipt is to be scanned and maintained by the Wood County Wellness Coordinator.
- E. In the event the participant's registered letter is returned to the Wood County Wellness Coordinator, the undeliverable mailing envelope with the reason will be scanned to the original dismissal letter maintained by the Wood County Wellness Coordinator.

**REFERENCES:**

NONE

## Wood County Position Description

<b>Name:</b>		<b>Department:</b>	Maintenance
<b>Position Title:</b>	Facilities Manager DRAFT	<b>Pay Grade:</b>	12 <b>FLSA:</b> E
<b>Date:</b>	January 2019	<b>Reports To:</b>	Executive Committee

---

### Purpose of Position

The purpose of this position is to plan, schedule and oversee all maintenance, repair and beautification projects and activities on and in county buildings and facilities including the Wood County Courthouse, River Block, Edgewater Haven, and the Wood County Annex and Health Center (Norwood Health Center). Determines priority of maintenance work to be performed and provides estimates for project duration, scope, and materials. The work is performed under the direction of the Executive Committee.

### Essential Duties and Responsibilities

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

#### Planning

- Plans, schedules, and oversees all routine maintenance services on an ongoing basis.
- Establish a shared vision of preventative maintenance planning with all County maintenance staff (including staff at outlying County facilities).
- Develops and maintains a five and ten year plan for county wide maintenance projects and capital improvement projects. Communicates long-range plans to the appropriate maintenance staff members.
- Develops a plan and timeline for preventive maintenance projects. Assesses need for maintenance, repair and/or improvement and develops specifications. Continually works to evolve maintenance from reactionary to a proactive process.
- Acts as a consultant for maintenance supervisors and staff of all facilities.
- Development of the County's CIP plan and prioritizes long term projects.
- Communicates regularly with maintenance supervisors of the County's Healthcare facilities and collaborates on all capital projects, renovations, and the assessment of future needs. Provides knowledge and expertise on materials, safe work practices, appropriate maintenance history, and other critical information.
- Collaborates with Department Heads, other members of management, and/or facility administration to assess departmental and/or facility needs. Provides estimates of project and completion time, priority, and cost.

- Coordinates major maintenance activities between County facilities to maximize efficiencies and control costs.
- Provides overall direction and vision of the County's maintenance philosophy and priorities to all maintenance department staff employees. Works closely with all County facilities maintenance teams.

#### **Budgetary**

- Prepares annual maintenance budget for Courthouse maintenance. Forecasts materials, equipment, supplies and staffing needs. Submits and recommends budget. Administers budget and approves expenditures.
- Ensures that maintenance work is carried out at a minimum cost in labor and materials.
- Annually presents to the Executive Committee with a schedule of major or multi-facility projects and projected costs. Presents CIP requests for the Wood County Courthouse, River Block, Edgewater Haven, and the Wood County Annex and Health Center (Norwood Health Center).
- Reviews and verifies invoices. Approves vouchers for payment.

#### **Contract Management**

- Prepares specifications for contracts and letting of contracts for multi-facility projects.
- In coordination with the County facilities maintenance teams, monitors the work of outside contractors to ensure compliance with contract and specifications. Approves any changes or deviations from such contract.
- Develops, implements, and oversees the building inspection program and ensures compliance with the program.

#### **Other Management Duties**

- Prepares reports, completes forms, drafts correspondence and memos regarding the Maintenance Department's activities and projects.
- Approves Maintenance Department employees' requests for vacation. Approves time cards.
- Coach, mentor, and support the Lead Maintenance Technician in the Maintenance Department. Provide ongoing feedback and direction with goal setting and prioritization of work.
- Ensures all appropriate safe working policies and procedures are followed by employees and contractors under his direction.

### **Additional Tasks and Responsibilities**

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

- Performs incidental skilled carpentry, masonry, plumbing, electrical, engine and other repair tasks.
- Ensures courthouse building, boilers, elevators and other equipment are in safe operating condition.
- Performs other maintenance tasks as needed.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma; and two year vocational/technical diploma in maintenance, mechanical, plumbing and electrical systems repair; five years building and building systems repair with supervisory experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin motor vehicle operator's license required. Must complete "OSHA 10 hour" or higher level of safety training within three months of date of hire.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

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

Ability to utilize a variety of advisory data and information such as billing invoices, vouchers, expenditure reports, budgets, work orders, architectural drawings, specifications, electrical diagrams, maintenance records, maintenance reports, materials safety data sheets, computer software operating manuals, technical operating and repair manuals, statutes, regulations, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with maintenance staff, courthouse personnel, vendor representatives and the general public.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Judgment and Situational Reasoning Ability**

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

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

### **Physical Requirements**

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments such as snowblower, snowplow, motor vehicles, mechanic's tools, carpenter tools, mason tools, electrician tools, welder, cutting torch, shovel, telephone, computer terminal and calculator. Ability to repair complex equipment and machinery.

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

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

Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.

### **Environmental Adaptability**

Ability to work under conditions which require exposure to environmental factors such as temperature variations and extremes, odors, toxic agents, irate individuals, noise, machinery, electrical currents and/or dust. This exposure may cause some discomfort and presents a risk of injury.

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

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed and approved by the Human  
Resources Department

\_\_\_\_\_  
Date



### Administrative Coordinator Report

1. Received real estate contracts for sale of 12<sup>th</sup> St. property and forwarded them to Corp. Counsel for review.
2. Appointed Supervisor Zurfluh to North Central Workforce Development Board to replace Supervisor Zaleski.
3. Met with Supervisor Fischer and Supervisor Curry regarding Central State Fair Board.
4. Met with H.R. Director, Human Services Director, Maintenance Supervisor and Supervisor Rozar regarding Facilities Manager job description.
5. Issued email to all county employees regarding options during extreme cold weather event on January 30<sup>th</sup> and 31<sup>st</sup> and snowstorm on February 12<sup>th</sup>.
6. Helped judge a regional FBLA competition at Nekoosa High School.
7. Signed contract with Mike Spranger for marketing and sale of 12<sup>th</sup> St. property.
8. Continuing conversation with Ben Walljasper at Enterprise concerning county vehicle fleet.
9. Met with Nancy Turyk, Jason Gruenburg and Chairman Curry regarding direction County might take concerning Economic Development.
10. Attended WCA Legislative Exchange in Madison on February 4<sup>th</sup>-6<sup>th</sup>.
11. Met with Reuben Van Tassel and Peter Kastenholz concerning WE Energies proposal for gas regulation move.
12. Met with Reuben, Jason and Peter regarding a possible re-zoning request for 17<sup>th</sup> Ave. property.
13. Spoke with Mayor Vruwink about several items involving County and City.
14. Attended second Library renovation meeting at McMillian Library.
15. Met with Incourage to discuss Economic Development and Solar.
16. Met with REGI President Rick Bakovka to discuss Economic Development.