

**AGENDA FOR NOVEMBER 13, 2018 – 9:30 A.M.**  
**WOOD COUNTY BOARD OF SUPERVISORS**  
**WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Zurfluh

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

APPOINTMENTS/Re-APPOINTMENTS: Traffic Safety Commission – Town of Grand Rapids Police Chief

RESIGNATIONS: None

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS: None

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

**SPECIAL ORDER OF BUSINESS**

Planning & Zoning Director Jason Grueneberg - Update on the efforts of Highway, Parks & Forestry, and Planning & Zoning Departments to improve the ATV/UTV trail/route system in Wood County

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

SET DATE FOR NEXT COUNTY BOARD MEETING – December 18, 2018

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

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

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

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

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

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

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

Motion by Fischer/Breu to approve the reappointment of Bev Ghiloni to the Veterans Service Commission for a 3-year term and the resignation of Dr. Eric Quivers from the Health & Human Services Committee. Motion carried by voice vote.

There were public comments that addressed the high nitrate measurements in well water in the Town of Port Edwards. Chairman of the Town of Port Edwards, Randy Moody read from a resolution that passed that town board urging other municipalities, the county and state to find a solution to the issue. This resolution was referred to the county board previously.

Referrals were noted.

**SPECIAL ORDER OF BUSINESS  
UNITED WAY FUNDRAISING CAMPAIGN**

Tari Jahns from the United Way of South Wood and Adams County presented information regarding what the United Way donations are used for. She thanked the board for their continued support of the efforts of the Wood County Employees and urged continued support in these efforts.

Committee minutes presented: Executive, Wellness Board

**RESOLUTION 18-10-1**

Introduced by: Executive Committee

**INTENT & SYNOPSIS: RESOLUTION AWARDED THE SALE OF \$3,440,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2018A**

Motion by Breu/Fischer to adopt Resolution 18-10-1. Joe Murray from Springsted, the county's financial advisor, was called forward to review the bid results and our continued bond rating of AA1. Motion carried unanimously.

**RESOLUTION 18-10-2**

Introduced by: Executive Committee

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

FISCAL NOTE: Paid Amount \$18,194.18

Motion by Hamilton/Clendenning to adopt Resolution 18-10-2. Motion carried unanimously.

### **RESOLUTION 18-10-3**

Introduced by: Executive Committee

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

FISCAL NOTE: Paid Amount \$12,908.26

Motion by Hamilton/Breu to adopt Resolution 18-10-3. Motion carried unanimously.

### **RESOLUTION 18-10-4**

Introduced by: Executive Committee

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

FISCAL NOTE:	TAXES 2014 – 2017	\$92,979.17
	SPEC. CHARGES	5,266.92
	DEL UTILITIES	6,796.05
	SPEC. ASSESSMENTS	216.95
	PUBLICATION FEES	1,697.06
	<u>TAX DEEDING EXP.</u>	<u>2,507.00</u>
	TOTAL	\$109,463.15

Motion by Hamilton/Feirer to adopt Resolution 18-10-4. Motion carried unanimously.

### **RESOLUTION 18-10-5**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To approve the attached “Wage Plan”, superseding all previous wage plans.

FISCAL NOTE: None in 2018. For 2019, there would be an impact of approximately \$9,739 by eliminating “Merit Pay” program which awards employees a merit bonus past step eleven.

Motion by Breu/Curry to adopt Resolution 18-10-5. Motion by Pliml/Clendenning to amend resolution, striking the third whereas and allow current merit pay program to continue. Lengthy discussion ensued about ramifications and attributes of the merit pay system. Motion to amend carried. Voting no were Rozar, Holbrook, Curry, Machon, Polach, and Leichtnam. Motion to adopt Resolution 18-10-5 as amended carried. Voting no were Machon and Polach.

Committee minutes presented: Health & Human Services, North Central Community Action Program, Public Safety, Conservation, Education, & Economic Development, North Central ITBEC Board, Judicial & Legislative, Highway Infrastructure & Recreation, Central Wisconsin State Fair Board of Directors, Fairgrounds

Commission, McMillan Library Board of Trustees, South Central Library System Board of Trustees.

**SPECIAL ORDER OF BUSINESS  
GROUNDWATER PRESENTATION**

County Conservationist Shane Wucherpennig and Environmental Health Supervisor Nancy Eggleston presented a lengthy PowerPoint presentation regarding the groundwater issues they are currently working on in the Town of Port Edwards, Wood County and the Town of Armenia in Juneau County. They highlighted how the aquifers and groundwater are affected by soil types. They reviewed the sampling completed and the subsequent results. Different concepts and ideas of how to move forward were presented.

Motion by Hamilton/LaFontaine to adjourn. Motion carried unanimously by voice vote at 11:25 a.m. Next scheduled county board meeting is November 13, 2018.

Respectfully Submitted  
Trent Miner  
County Clerk

## **REFERRALS FOR OCTOBER 16, 2018 – COUNTY BOARD**

- Resolution from Town of Port Edwards requesting assistance in remediating well contamination issues within the town. Referred County Board Supervisors, County Conservationist Wucherpfennig, and Environmental Health Supervisor Eggleston.
- Notice from North Central Regional Planning Commission notifying the county of a public hearing for the Adams County Comprehensive Plan. Referred to CEED Committee Chair Curry and Planning & Zoning Director Grueneberg.

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## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, October 16, 2018  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114  
Wisconsin Rapids, WI

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

**OTHERS PRESENT** (for part or all of the meeting): Nicole Gessert, Marla Cummings, Lacey Bell, Joe Murray, Mark Holbrook

The meeting was called to order by Chair Machon.

**Public Comment** – There were no public comments.

Supervisor Winch reported that the Public Safety Committee met and voted to accept the Sheriff's budget in its original form (as presented by the Sheriff) which excluded funding for the rescue vehicle with the future sale of the vehicle and its components. Discussion ensued.

**Motion (Rozar/Winch) to approve the Sheriff's budget which excludes funding for the rescue vehicle. Motion carried. Voting no: Clendenning (stated voting based on discussion items); Fischer (stated voting based on lack of information).**

Joe Murray from Springsted presented information regarding the sale of the 2018A Promissory Notes.

**Motion (Clendenning/Fisher) to award bond issuance to Bankers Bank with a true interest rate of 2.776%. Motion carried unanimously.**

Director Cummings noted the tax rate would be set as a resolution at the public hearing prior to the November County Board meeting.

Agenda items for next regular meeting: Procurement policy discussions

The Chair declared the meeting adjourned at 8:42 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.



# Wood County

## WISCONSIN

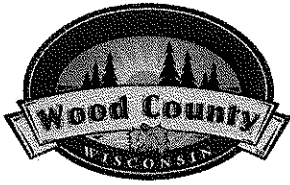
OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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Letter of Comments – November 2018

- The day of your meeting is ELECTION DAY!! Make sure you get out and vote. After polls close, you can watch the Wood County results come in on our website at <http://www.co.wood.wi.us/Departments/Clerk/Election/>
- I conducted two Election Security Table Top Exercise (TTX) trainings in Pittsville. Overall they were well received and positive comments were expressed. The comments and the event trackers that participants used provide topics for further trainings. It got folks out of their comfort zones and thinking about the “what-if’s” that can happen on Election Days. Because of how the training is conducted, participants were able to connect with election officials from other municipalities within the county and talk about each other’s procedures. These were held at the Pittsville Community Center. It is a great facility that is centrally located. The municipal clerks from around Pittsville area really go out of their way to make sure that coffee and treats are provided.
- They say that “Love is in the Air”, but unfortunately not in Wood County in September. Marriage license numbers absolutely fell out in September. The 3 years prior saw marriage license numbers of 65, 67, and 66 for September. This year was 37. If that decline holds for the rest of the year, we will not make our projection of 400 yearly licenses. In 2019 I budgeted for 380 licenses, a number that was based on the lowering trend line and arrived at in June of this year when license numbers were holding steady. If this trend holds, I am worried that we will not make that number even this year. Budget-wise, we will be fine because of the staffing changes we have made, however, but because you are my oversight committee, I wanted to keep you apprised. If you happen to know of a resident of Wood County considering getting married, try and persuade them to take the plunge.....soon.....in 2018. Why prolong the inevitable??
- We are already planning for the implementation of the new iPads in the beginning of 2019. The IT Department and our department have met and are working at upgrades that are both necessary and timely. One of the upgrades includes one to the voting program we use, Roll Call Pro. This upgrade appears to make your life easier, and my life easier. I was in a conference call with Lisa from IT and the company representative where we had a hands-on, remote demonstration of the new software. There is no additional cost for this upgrade, as it is included in the yearly fee we pay. We are tentatively planning on a February 2019 roll out for the new iPads.
- Preparation has begun for the Spring Election already. It is always surprising how one election cycle runs right into the next. County Board Supervisors are not on this spring ballot, however we will be working with all of the municipalities in assuring their candidates get on the ballot. Because we are also the filing officer for the newly created Multi-Jurisdictional Municipal Judge for the City of Marshfield, Village of Spencer and Village of Stratford, we are preparing information for those candidates as well.



# Wood County

## WISCONSIN

Office of  
Finance Director

**Marla A. Cummings**  
Finance Director

November 6, 2018

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

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### **Departmental Activities**

#### Accounts Payable

I sent out a Tips for Thursday to Department Heads, Accountants and Office Managers reminding them on when it is appropriate to have checks returned to the their respective Department. We are always striving for excellent internal controls.

#### Budget

A great deal of the Finance Director and Deputy Finance Directors' time was spent summarizing all of the department budgets, looking for errors and compiling the budget book that is available in the County Clerk's office for citizens and other interested parties.

#### Year End

We started to work on sending out yearend letters to department heads and accountants. Mainly on any budget resolutions that will be needed for the end of 2018 so these can be brought to the Executive Committee and County Board in December.

#### Meetings

- Participated in Budget software demonstrations.
- Participated in Bond Ratings Calls.
- Worked on the issuance of G.O. Debt.
- Met with the Treasurer on various items.
- Met with Human Services (HS) Fiscal staff on the conversion of Norwood back to an enterprise fund.
- Attended Oversight Committee meetings on budgets.
- Met with the IT Director and the HR Director on Payroll (Standing Meeting).
- Met with the Finance Director from Portage County on their Fiscal Staffing.

#### Webinars and Conferences

- Attended Government Finance Officers Association (GFOA) webinar on Better Budgeting.
- Attended the Department Head retreat on Colors training.

#### Budget to Actual Income Statement

Budget and actual reports for 10 months ending October 31, 2018. Departments should not be over 83.3% of their budget for expenses and have received at least 83.3% of their revenues.



Date Reported	Application	Error/Issue	Description	Solution	Root Cause	Impact	Finance Notes	HR Notes	IT Notes
9/21/2018	HRMS	Error when saving Open Payroll Report	Received an error when it was trying to save the report to the L drive	Issues with citrix. Reset citrix session	Infrastructure	Loss of time (5 min)	None	None	There were citrix issues
9/21/2018	Timestar	Auto lunch override issue	ALO (automatic lunch override) is applying to both employee lunches when it should only be applying to one	Have timestar update their configuration so it only applies to one lunch	Software configuration	Loss of time (2 min)	Currently a manual override	None	IT is currently working with the vendor and submitted a ticket with vendor support
10/8/2018 10/25/2018	HRMS All	3 Parks Dept casual employees were not paid correctly for job code/pay change on 9/16/18 There were no issues with	Parks dept had 3 casual employees change job titles from Ranger to LFE on 9/16/18. Along with the job title change, pay rate also changed but pay rates were not updated in the system.	Payroll Administrator was contacted by Park's Office Supervisor of the error. P. Administrator updated pay rate and will pay back employees on 10/11/18 pay check for the difference between old and new rate.	Data Entry	Employees paid incorrectly and Loss of time (10 min)	Payroll Administrator takes full responsibility for error. Should have compared pay rate on PAF to pay rate in the system instead of assuming that only the job code change was requested. Will be more diligent next time.	None	None

10/31/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Wednesday, October 31, 2018

	Actual	2018 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$21,371,288.30	\$25,845,906.00	(\$4,274,617.70)	(16.67%)
41150 Forest Cropland/Managed Forest Land	50,265.74	20,000.00	30,265.74	151.33%
41220 General Sales and Retailers' Discount	158.95	180.00	(21.05)	(11.69%)
41221 County Sales Tax	4,462,067.71	6,046,482.00	(1,584,414.29)	(26.20%)
41230 Real Estate Transfer Fees	123,743.42	85,000.00	38,743.42	45.58%
41800 Interest and Penalties on Taxes	510,598.86	405,000.00	105,598.86	26.07%
41910 Payments in Lieu of Taxes	18,181.20	18,500.00	(318.80)	(1.72%)
Total Taxes	26,536,304.18	32,221,068.00	(5,684,763.82)	(17.64%)
<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	459,285.04	3,059,556.00	(2,600,270.96)	(84.99%)
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	340,982.51	378,464.00	(37,481.49)	(9.90%)
43514 State Aid-Court Support Services	58,441.00	57,000.00	1,441.00	2.53%
43516 State Aid-Modernization Grants	58,120.00	58,120.00		0.00%
43521 State Aid - Law Enforcement	57,146.52	136,500.00	(79,353.48)	(58.13%)
43523 State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528 State Aid-Emergency Government	58,213.65	93,250.00	(35,036.35)	(37.57%)
43531 State Aid-Transportation	2,096,591.94	1,823,120.00	273,471.94	15.00%
43534 State Aid-LRIP	450,238.17		450,238.17	0.00%
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	67,232.92	65,078.00	2,154.92	3.31%
43554 State Aid-Health WIC Program	194,919.00	354,641.00	(159,722.00)	(45.04%)
43557 State Aid-Health Consolidated Contract	56,998.00	64,895.00	(7,897.00)	(12.17%)
43560 State Aid-Grants	51,548.00	66,317.00	(14,769.00)	(22.27%)
43561 State Aids	9,244,565.42	11,292,655.00	(2,048,089.58)	(18.14%)
43567 State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568 State Aid-Child Support	734,591.97	928,443.00	(193,851.03)	(20.88%)
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		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	96,665.71	296,358.00	(199,692.29)	(67.38%)
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	14,576,626.47	19,509,533.00	(4,932,906.53)	(25.28%)
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	395,274.65	342,924.00	52,350.65	15.27%
44101 Utility Permits	1,150.00	1,050.00	100.00	9.52%
44102 Driveway Permits	880.00	860.00	20.00	2.33%
44200 DNR & ML Fees	46,728.03	22,500.00	24,228.03	107.68%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,100.00	1,025.00	75.00	7.32%
44300 Sanitary Permit Fees	38,350.00	45,000.00	(6,650.00)	(14.78%)
44411 County Planner Plat Review Fees	1,870.00	2,500.00	(630.00)	(25.20%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	3,272.50	4,250.00	(977.50)	(23.00%)
44415 HT Database Annual Fee	8,660.00	56,000.00	(47,340.00)	(84.54%)
Total Licenses and Permits	497,285.18	477,859.00	19,426.18	4.07%
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	3,873.36	1,700.00	2,173.36	127.84%
45115 County Share of Occupational Driver	380.00	200.00	180.00	90.00%
45120 County Share of State Fines and Forfeitures	116,766.67	160,000.00	(43,233.33)	(27.02%)
45123 County Parks Violation Fee	852.94	750.00	102.94	13.73%
45130 County Forfeitures Revenue	72,822.21	110,000.00	(37,177.79)	(33.80%)
45191 Private Sewage Fines	13,884.00	20,000.00	(6,116.00)	(30.58%)
Total Fines, Forfeits and Penalties	208,579.18	292,650.00	(84,070.82)	(28.73%)
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	20,480.00	20,000.00	480.00	2.40%
46121 Treasurer Fees-Redemption Notices	5,852.01	3,000.00	2,852.01	95.07%
46122 Property Conversion Charges	1,501.20	100.00	1,401.20	1,401.20%
46130 Register of Deeds-Fees	260,196.89	309,000.00	(48,803.11)	(15.79%)
46135 Land Record-Fees	73,208.00	92,880.00	(19,672.00)	(21.18%)
46140 Court Fees	130,994.97	174,500.00	(43,505.03)	(24.93%)
46141 Court Fees and Costs-Marriage Counseling	5,390.00	12,300.00	(6,910.00)	(56.18%)
46142 Court/Juvenile	20,617.13	20,000.00	617.13	3.09%
46143 Other Professional Reimbursements	14,384.35	15,120.00	(735.65)	(4.87%)

10/31/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Wednesday, October 31, 2018

		2018		
	Actual	Budget	Variance	Variance %
46144	Circuit Court Branch I	23,624.86	28,600.00	(4,975.14) (17.40%)
46146	Circuit Court Branch III	14,356.00	5,817.00	8,539.00 146.79%
46191	Public Charges-Clerk	6,300.00	8,000.00	(1,700.00) (21.25%)
46192	Public Chgs-Temp Licenses	6,795.60	7,000.00	(204.40) (2.92%)
46194	County Clerk Copy Fees	133.00	425.00	(292.00) (68.71%)
46195	Public Chgs-Map & Data Sales		100.00	(100.00) (100.00%)
46196	Public Chgs-Human Resources	1,142,985.77	1,441,717.00	(298,731.23) (20.72%)
46210	Sheriff-Public Charges	125.00	400.00	(275.00) (68.75%)
46211	Sheriff Revenue-Civil Process Fees	51,219.00	60,000.00	(8,781.00) (14.64%)
46212	Sheriff Cost Reimbursement/Witness Fees	51,168.11	52,000.00	(831.89) (1.60%)
46214	Reserve Deputy Revenue	20,035.28	12,000.00	8,035.28 66.96%
46215	Sheriff Escort Service	31,420.27	29,000.00	2,420.27 8.35%
46216	Restitution	515.26	300.00	215.26 71.75%
46217	OWI Restitution	1,801.35	1,600.00	201.35 12.58%
46221	Public Chgs-Coroner Cremation	35,010.00	60,000.00	(24,990.00) (41.65%)
46230	Death Certificates	11,500.00	15,000.00	(3,500.00) (23.33%)
46241	Jail Surcharge	25,096.32	38,000.00	(12,903.68) (33.96%)
46242	Huber/Electronic Monitoring	210,522.82	252,044.00	(41,521.18) (16.47%)
46243	Inmate Booking/Processing Fee	13,847.99	21,000.00	(7,152.01) (34.06%)
46244	Other County Transports	13,652.93	23,000.00	(9,347.07) (40.64%)
46245	Jail Stay Fee	30,465.25	50,370.00	(19,904.75) (39.52%)
46291	Public Chgs-ID Cards	20.00		20.00 0.00%
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00) (100.00%)
46510	Public Chgs-Crisis Stabilization	362,162.75	677,225.00	(315,062.25) (46.52%)
46520	Institutional Care-Private Pay	1,096,488.90	1,049,475.00	47,013.90 4.48%
46521	Institutional Care-Other Pay	2,721.00	6,800.00	(4,079.00) (59.99%)
46525	Public Chgs- Medicare	1,866,333.72	3,543,571.00	(1,677,237.28) (47.33%)
46526	Public Chgs- Medicaid	3,287,812.69	5,883,458.00	(2,595,645.31) (44.12%)
46527	Public Chgs-Veterans EW	51,110.60		51,110.60 0.00%
46530	Public Charges	4,154,441.03	4,873,724.00	(719,282.97) (14.78%)
46531	Public Chgs- Private Insurance	669,800.29	1,936,512.00	(1,266,711.71) (65.41%)
46532	Public Chgs-County Responsible	99,517.89	217,475.00	(117,957.11) (54.24%)
46533	Public Chgs-NW Mental Health Inpatient	324,721.74	319,484.00	5,237.74 1.65%
46534	Public Chgs-NW Mental Health Inpatient	1,417,028.84	1,311,122.00	105,906.84 8.08%
46536	Third Party Awards & Settlements	301,832.00	232,688.00	69,144.00 29.72%
46537	Contractual Adjustment	(3,345,022.27)	(4,643,902.00)	1,298,879.73 (27.97%)
46590	Provision for Bad Debts-Edgewater	(9,000.00)	(12,000.00)	3,000.00 (25.00%)
46621	Child Support-Genetic Tests	3,016.75	4,500.00	(1,483.25) (32.96%)
46623	Child Support-Filing Fees	60.00	200.00	(140.00) (70.00%)
46624	Child Support-Service Fees	9,931.33	12,000.00	(2,068.67) (17.24%)
46625	Child Support-Extradition Charges		500.00	(500.00) (100.00%)
46721	Public Chgs-Parks	485,896.80	475,000.00	10,896.80 2.29%
46772	UW-Extension Project Revenue	6,417.64	4,050.00	2,367.64 58.46%
46813	County Forest Revenue	336,576.68	385,000.00	(48,423.32) (12.58%)
46825	Land Conservation Fees & Sales	73,980.78	63,525.00	10,455.78 16.46%
46826	Private Sewage Charges	1,260.00	3,000.00	(1,740.00) (58.00%)
	<b>Total Public Charges for Services</b>	<b>13,420,308.52</b>	<b>19,124,160.00</b>	<b>(5,703,851.48) (29.83%)</b>
<b>Intergovernmental Charges for Services</b>				
47210	Intergovernmental Charges	423,537.89	580,700.00	(157,162.11) (27.06%)
47230	State Charges	916,967.83	1,403,610.00	(486,642.17) (34.67%)
47231	State Charges-Highway	189,152.90	250,030.00	(60,877.10) (24.35%)
47232	State Charges-Machinery	1,865,539.13	2,177,319.00	(311,779.87) (14.32%)
47250	Intergovernmental Transfer Program Rev	553,573.60	511,615.00	41,958.60 8.20%
47300	Local Gov Chgs	243,212.66	561,660.00	(318,447.34) (56.70%)
47310	Local Gov Debt Service Charges		22,000.00	(22,000.00) (100.00%)
47320	Local Gov Chgs-Public Safety	26,445.03	29,000.00	(2,554.97) (8.81%)
47330	Local Gov Chgs-Transp	1,138,731.91	1,207,485.00	(68,753.09) (5.69%)
47332	Local Gov Chgs-Roads	147,108.31	403,360.00	(256,251.69) (63.53%)
47333	Local Gov Chgs-Bridges		27,440.00	(27,440.00) (100.00%)
47350	Local Gov Chgs-Hlth & Human Svcs	73,779.00	69,050.00	4,729.00 6.85%
47351	Local Gov Chgs-Other Governments	3,080.00	2,000.00	1,080.00 54.00%
47391	Local Gov Chgs-BNI (Materials)	1,134.96	3,200.00	(2,065.04) (64.53%)
47392	Local Gov Chgs-BNI (Staff)	351.00	800.00	(449.00) (56.13%)
47393	Local Gov Chgs-Work Relief	2,698.90	5,000.00	(2,301.10) (46.02%)
47395	Local Gov Chgs-EM Vehicles	3,561.10	5,000.00	(1,438.90) (28.78%)
47396	Local Gov Chgs-EM Equipment	2,115.00	800.00	1,315.00 164.38%
	<b>Total Charges to Other Governments</b>	<b>5,590,989.22</b>	<b>7,260,069.00</b>	<b>(1,669,079.78) (22.99%)</b>
<b>Interdepartmental Charges for Services</b>				
47410	Dept Charges-Hlth Benefits & Other	8,497,735.03	10,126,260.00	(1,628,524.97) (16.08%)
47411	Dept Charges-Purchasing	28,213.09	73,303.91	(45,089.91) (61.51%)
47412	Dept Charges-Insurance	474,893.58	475,000.00	(106.42) (0.02%)
47413	Dept Charges-Gen Govt	983,716.25	1,003,569.00	(19,852.75) (1.98%)
47415	Dept Charges-Systems	266,079.55	295,155.00	(29,075.45) (9.85%)

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Wednesday, October 31, 2018

		2018			
		Actual	Budget	Variance	Variance %
47421	Dept Charges-Public Safety	26,702.52	21,000.00	5,702.52	27.15%
47430	Dept Charges-Bldg Rent	765,206.41	919,124.00	(153,917.59)	(16.75%)
47432	Dept Charges-Rent Unified		704.00	(704.00)	(100.00%)
47435	Dept Charges-Sheriff Lockup Rent	13,660.00	16,000.00	(2,340.00)	(14.63%)
47438	Dept Charges-Riverblock Rent	486,870.00	575,520.00	(88,650.00)	(15.40%)
47440	Dept Charges	3,298.00	3,400.00	(102.00)	(3.00%)
47460	Dept Charges-Drug Court	54,750.00	73,000.00	(18,250.00)	(25.00%)
47470	Dept Charges-Highway	2,504,704.78	1,938,500.00	566,204.78	29.21%
Total Interdepartmental Charges		14,105,829.21	15,520,535.00	(1,414,705.79)	(9.12%)
Total Intergovernmental Charges for Services		19,696,818.43	22,780,604.00	(3,083,785.57)	(13.54%)
<b>Miscellaneous</b>					
48000	Miscellaneous	517,630.26		517,630.26	0.00%
48100	Interest	75.59	80.00	(4.41)	(5.51%)
48110	Interest-Capital Projects	4.85	10.00	(5.15)	(51.50%)
48113	Unrealized Gain/Loss on Investment	(9,128.61)	48,430.00	(57,558.61)	(118.85%)
48114	Interest-Investment	118,596.22	115,959.00	2,637.22	2.27%
48115	Interest-General Investment	139,669.86	25,000.00	114,669.86	458.68%
48116	Interest-Section 125 & Health	483.07	219.00	264.07	120.58%
48117	Interest-Clerk of Courts	266.64	300.00	(33.36)	(11.12%)
48200	Rental Income	108,627.32	134,931.00	(26,303.68)	(19.49%)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00)	(100.00%)
48300	Gain/Loss-Sale of Property	196,677.66	53,000.00	143,677.66	271.09%
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	6,006.44	6,700.00	(693.56)	(10.35%)
48440	Insurance Recoveries-Other	1,286,587.32	487,000.00	799,587.32	164.19%
48500	Donations	447,774.04	1,629,800.00	(1,182,025.96)	(72.53%)
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%)
48540	Donations & Contributions	23,093.97	20,000.00	3,093.97	15.47%
48830	Recovery of PYBD & Contractual Adj	48,338.63	46,500.00	1,838.63	3.95%
48860	Revenue from Meals	13,944.58	20,000.00	(6,055.42)	(30.28%)
48880	Food Vending Machine Income	3,026.00	4,500.00	(1,474.00)	(32.76%)
48900	Other Miscellaneous Revenue	34,513.49	39,125.00	(4,611.51)	(11.79%)
48901	Other/Miscellaneous Revenue	2,540.19	1,500.00	1,040.19	69.35%
48910	Vending/Cafeteria Revenue	7,158.08	11,000.00	(3,841.92)	(34.93%)
48920	Vending Machine Revenue	3,154.24	4,600.00	(1,445.76)	(31.43%)
48940	Canteen Income		500.00	(500.00)	(100.00%)
48970	Rental Income- NHC, Health Annex	14,590.00	17,508.00	(2,918.00)	(16.67%)
48980	Misc/Other Workshop Revenue	8.34	100.00	(91.66)	(91.66%)
48990	Other Operating Income	1,899.78	2,500.00	(600.22)	(24.01%)
48991	Copier Revenue	1,184.85	2,000.00	(815.15)	(40.76%)
Total Miscellaneous		2,974,388.00	2,728,162.00	246,226.00	9.03%
<b>Other Financing Sources</b>					
49110	Proceeds from Long-Term Debt	34,400.00		34,400.00	0.00%
49210	Transfer from General Fund		260,000.00	(260,000.00)	(100.00%)
49220	Transfer from Special Revenue	3,939,338.87	6,086,765.00	(2,147,426.13)	(35.28%)
49270	Transfer from Internal Service		283,903.00	(283,903.00)	(100.00%)
Total Other Financing Sources		3,973,738.87	6,630,668.00	(2,656,929.13)	(40.07%)
<b>TOTAL REVENUES</b>		<b>81,884,048.83</b>	<b>103,764,704.00</b>	<b>(21,880,655.17)</b>	<b>(21.09%)</b>

**EXPENDITURES****General Government**

51120	Committees & Commissions	147,221.06	202,513.00	55,291.94	27.30%
51212	Circuit Court Branch I	296,343.85	395,614.00	99,270.15	25.09%
51213	Circuit Court Branch II	91,845.25	119,902.00	28,056.75	23.40%
51214	Circuit Court Branch III	100,224.23	124,761.00	24,536.77	19.67%
51215	Drug Court	174,889.55	215,817.00	40,927.45	18.96%
51217	Clerk of Courts-Divorce Mediation	10,275.00	17,000.00	6,725.00	39.56%
51220	Family Court Commissioner	62,833.51	105,233.00	42,399.49	40.29%
51221	Clerk of Courts	1,024,628.33	1,353,334.00	328,705.67	24.29%
51231	Coroner	104,808.28	139,842.00	35,033.72	25.05%
51310	District Attorney	230,192.78	304,049.00	73,856.22	24.29%
51315	Victim Witness Program	125,103.37	156,044.00	30,940.63	19.83%
51316	Task Force	240.00	900.00	660.00	73.33%
51320	Corporation Counsel	207,998.61	271,297.00	63,298.39	23.33%
51330	Child Support	793,129.34	1,022,205.00	229,075.66	22.41%
51420	County Clerk	241,616.11	323,430.00	81,813.89	25.30%
51424	County Clerk-Postage Meter	10,056.98	14,300.00	4,243.02	29.67%
51430	Health Benefit Payments	9,361,147.86	11,678,993.00	2,317,845.14	19.85%
51431	Health-Wellness	248,286.50	283,903.00	35,616.50	12.55%
51433	Human Resources-Labor Relations	2,242.00	28,200.00	25,958.00	92.05%

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Wednesday, October 31, 2018

		Actual	2018 Budget	Variance	Variance %
51435	Human Resources-Personnel	358,046.09	437,707.00	79,660.91	18.20%
51436	Human Resources-Programs	198.72	3,670.00	3,471.28	94.59%
51440	County Clerk-Elections	80,596.29	94,621.00	14,024.71	14.82%
51450	Data Processing	1,357,078.30	1,804,291.00	447,212.70	24.79%
51451	Voice over IP	93,397.14	128,000.00	34,602.86	27.03%
51452	PC Replacement	174,247.39	200,600.00	26,352.61	13.14%
51453	Co Clerk-Inform & Commun	11,225.94	18,500.00	7,274.06	39.32%
51510	Finance	310,522.16	365,313.00	54,790.84	15.00%
51520	Treasurer	331,813.04	429,490.00	97,676.96	22.74%
51550	Purchasing	41,283.27	51,970.00	10,686.73	20.56%
51590	Contingency		265,683.00	265,683.00	100.00%
51611	Bldg Maint-Courthouse and Jail	925,401.06	1,152,179.00	226,777.94	19.68%
51630	Bldg Maint-Unified Svcs Building	8,235.78	10,889.00	2,653.22	24.37%
51640	Bldg Maint-Joint Use Building	5,402.84	11,851.00	6,448.16	54.41%
51650	Bldg Maint-Sheriff Lockup	2,059.88	4,547.00	2,487.12	54.70%
51660	Bldg Maint-CBRF's	3,534.19	7,471.00	3,936.81	52.69%
51670	Bldg Maint-River Block	346,031.19	681,520.00	335,488.81	49.23%
51710	Register of Deeds	330,996.86	423,055.00	92,058.14	21.76%
51711	Register of Deeds-Redaction	21,186.03	32,387.00	11,200.97	34.58%
51931	Property and Liability Insurance	515,621.12	612,071.00	96,449.88	15.76%
51933	Workers Comp Insurance	177,173.08	491,569.00	314,395.92	63.96%
51934	Sick Leave Conversion	229,479.67	500,000.00	270,520.33	54.10%
	Total General Government	18,556,612.65	24,484,721.00	5,928,108.35	24.21%
<b>Public Safety</b>					
52110	Sheriff-Administration	2,019,087.43	2,641,365.00	622,277.57	23.56%
52130	Radio Engineer	143,841.70	232,110.00	88,268.30	38.03%
52131	Sheriff-Indian Law Enforce	19,029.05	33,933.00	14,903.95	43.92%
52140	Sheriff-Traffic Police	2,367,965.17	3,065,437.00	697,471.83	22.75%
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510	Emer Mgmt-SARA Title III	28,783.80	52,085.00	23,301.20	44.74%
52520	Emergency Management	232,848.79	323,272.00	90,423.21	27.97%
52601	Dispatch	1,359,764.17	1,784,049.00	424,284.83	23.78%
52530	Emer Mgmt-Bldg Numbering	4,116.32	3,000.00	(1,116.32)	(37.21%)
52540	Emer Mgmt-Work Relief	136,246.26	140,926.00	4,679.74	3.32%
52710	Sheriff-Jail	1,862,406.29	2,505,702.00	643,295.71	25.67%
52712	Sheriff-Electronic Monitoring	158,465.96	183,188.00	24,722.04	13.50%
52713	Sheriff-PT Transp/Safekeeper	786,781.03	1,066,197.00	279,415.97	26.21%
52721	Sheriff-Jail Surcharge	107,961.41	187,570.00	79,608.59	42.44%
	Total Public Safety	9,227,297.38	12,219,834.00	2,992,536.62	24.49%
<b>Public Works-Highway</b>					
53110	Hwy-Administration	260,455.12	288,760.00	28,304.88	9.80%
53120	Hwy-Engineer	169,263.59	245,004.00	75,740.41	30.91%
53191	Hwy-Other Administration	297,353.07	335,112.00	37,758.93	11.27%
53210	Hwy-Employee Taxes & Benefits	(702,974.02)		702,974.02	0.00%
53220	Hwy-Field Tools	(24,804.99)	13,236.00	38,040.99	287.41%
53230	Hwy-Shop Operations	222,831.92	280,244.00	57,412.08	20.49%
53232	Hwy-Fuel Handling	9,872.37	12,100.00	2,227.63	18.41%
53240	Hwy-Machinery Operations	889,466.79	1,713,616.00	824,149.21	48.09%
53260	Hwy-Bituminous Ops	226,199.61	224,207.00	(1,992.61)	(0.89%)
53262	Hwy-Bituminous Ops	4,136.68	111,922.00	107,785.32	96.30%
53266	Hwy-Bituminous Ops	2,119,860.39	1,345,590.00	(774,270.39)	(57.54%)
53270	Hwy-Buildings & Grounds	134,901.65	164,134.00	29,232.35	17.81%
53281	Hwy-Acquisition of Capital Assets	314,204.21		(314,204.21)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	1,415,529.36	1,655,124.00	239,594.64	14.48%
53312	Hwy-Snow Remov	738,338.53	939,941.00	201,602.47	21.45%
53313	Hwy-Maintenance Gang	134,103.39	102,104.00	(31,999.39)	(31.34%)
53314	Hwy-Maint Gang-Materials	1,235.00	900.00	(335.00)	(37.22%)
53315	Hwy-Maint Gang	296,572.67		(296,572.67)	0.00%
53316	Hwy-Maint Salt Brine Operations	38,750.38		(38,750.38)	0.00%
53320	Hwy-Maint STHS	906,443.84	1,364,109.00	457,665.16	33.55%
53323	Hwy-Maint STHS PBM	81,903.91	52,600.00	(29,303.91)	(55.71%)
53330	Hwy-Local Roads	1,556,139.28	1,187,637.00	(368,502.28)	(31.03%)
53340	Hwy-County-Aid Road Construction	227,226.19	444,834.00	217,607.81	48.92%
53341	Hwy-County-Aid Bridge Construction	102,831.16	200,269.00	97,437.84	48.65%
53490	Hwy-State & Local Other Services	253,409.70	552,901.00	299,491.30	54.17%
	Total Public Works-Highway	9,673,249.80	11,237,644.00	1,564,394.20	13.92%
<b>Health and Human Services</b>					
54121	Health-Public Health	1,405,970.41	1,780,025.00	374,054.59	21.01%
54122	Health-WIC Program	284,099.50	354,641.00	70,541.50	19.89%

10/31/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Wednesday, October 31, 2018

		2018		
		Actual	Budget	Variance
				Variance %
54128	Health-Public Health Grants	68,842.73	64,895.00	(3,947.73)
54129	Humane Officer	32,045.64	35,519.00	3,473.36
54130	Health-Dental Sealants	97,136.55	128,779.00	31,642.45
54132	Adams-Juneau Sanitation	226,189.03	266,514.00	40,324.97
54210	Edgewater-Nursing	3,183,906.39	4,134,094.00	950,187.61
54211	Edgewater-Housekeeping	117,261.57	131,548.00	14,286.43
54212	Edgewater-Dietary	536,892.96	723,423.00	186,530.04
54213	Edgewater-Laundry	54,076.96	150,061.00	95,984.04
54214	Edgewater-Maintenance	299,351.30	382,204.00	82,852.70
54217	Edgewater-Activities	131,705.58	169,940.00	38,234.42
54218	Edgewater-Social Services	118,137.44	156,283.00	38,145.56
54219	Edgewater-Administration	510,170.39	621,781.00	111,610.61
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00
54316	Mental Institutions State Charge		360.00	360.00
54317	Human Services Crisis Stabilization	371,625.02	466,116.00	94,490.98
54324	Norwood-SNF-CMI	850,344.24	1,047,175.00	196,830.76
54325	Norwood SNF TBI	745,807.72	910,060.00	164,252.28
54326	Norwood-Inpatient	2,629,720.27	3,567,009.00	937,288.73
54350	Norwood-Dietary	862,283.95	1,010,031.00	147,747.05
54351	Norwood-Plant Ops & Maint	635,218.68	840,365.00	205,146.32
54363	Norwood-Medical Records	132,673.83	168,904.00	36,230.17
54365	Norwood-Administration	1,017,393.13	1,244,555.00	227,161.87
54401	Human Services-Child Welfare	2,669,788.24	3,607,277.00	937,488.76
54405	Human Services-Youth Aids	2,540,101.38	3,310,128.00	770,026.62
54410	Human Services-Child Care	104,019.91	140,048.00	36,028.09
54413	Human Services-Transportation	265,131.56	369,556.00	104,424.44
54420	Human Services-ESS	1,104,817.95	1,383,902.00	279,084.05
54425	Human Services-FSET	2,163,518.89	2,789,886.00	626,367.11
54435	Human Services-LIEAP	92,512.65	125,628.00	33,115.35
54440	Human Services-Birth to Three	370,092.34	486,247.00	116,154.66
54445	Human Services-Childrens COP	199,912.83	291,898.00	91,985.17
54450	Human Services-Childrens Waivers	181,863.33	249,481.00	67,617.67
54455	Human Services-CSP	426,301.37	569,147.00	142,845.63
54460	Human Services-OPC MH	1,067,798.02	1,394,982.00	327,183.98
54465	Human Services-CCS	1,509,340.12	1,760,681.00	251,340.88
54470	Human Services-Crisis Legal Svc	593,465.56	724,832.00	131,366.44
54475	Human Services-MH Contr COP	773,978.81	1,538,677.00	764,698.19
54480	Human Services-OPC AODA	371,496.23	484,555.00	113,058.77
54485	Human Services-OPC Day Treatment	65,469.71	80,368.00	14,898.29
54495	Human Services-AODA Contract	38,623.58	136,100.00	97,476.42
54500	Human Services-Administration	2,643,012.41	3,236,780.00	593,767.59
54611	Aging-Committee on Aging	131,389.81	198,278.00	66,888.19
54710	Veterans-Veterans Relief	4,713.74	5,411.00	697.26
54720	Veterans-Veterans Service Officer	257,944.51	330,151.00	72,206.49
54730	Veterans Relief Donations	15.79	300.00	284.21
54740	Veterans-Care of Veterans Graves	1,396.00	2,865.00	1,469.00
54750	Veterans-WDVA Grant	8,136.34	11,500.00	3,363.66
	Total Health and Human Services	31,895,694.37	41,610,460.00	9,714,765.63
				23.35%
<b>Culture, Recreation and Education</b>				
55112	County Aid to Libraries	891,144.00	891,144.00	
				0.00%
55210	County Parks	1,351,954.00	1,625,697.00	273,743.00
				16.84%
55441	Maintenance Snowmobile Trails	74,955.73	67,925.00	(7,030.73)
				(10.35%)
55442	ATV Maintenance	8,966.75	12,715.00	3,748.25
				29.48%
55460	Marshfield Fairgrounds	25,000.00	25,000.00	
				0.00%
55620	UW-Extension	418,594.32	516,662.00	98,067.68
				18.98%
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	3,874.34	27,700.00	23,825.66
				86.01%
55661	UW-Ext Farm Technology Days	(20,000.00)	43,000.00	63,000.00
				146.51%
	Total Culture, Recreation and Education:	2,834,571.14	3,289,925.00	455,353.86
				13.84%
<b>Conservation and Development</b>				
56111	State Forestry Roads		3,300.00	3,300.00
				100.00%
56121	Land Conservation	185,744.04	241,959.00	56,214.96
				23.23%
56122	DATCP Grant	156,175.52	250,593.00	94,417.48
				37.68%
56123	Wildlife Damage Abatement	38,427.22	80,785.00	42,357.78
				52.43%
56125	Non-Metalic Mining Reclamation	30,624.03	40,054.00	9,429.97
				23.54%
56127	Don Aron Memorial Fund	20,993.88	22,000.00	1,006.12
				4.57%
56310	County Planner	300,895.62	369,261.00	68,365.38
				18.51%
56320	Land Record	91,377.89	255,729.00	164,351.11
				64.27%
56340	Surveyor	13,974.08	44,750.00	30,775.92
				68.77%
56730	Transp & ED-Airport Aid	17,500.00	17,500.00	
				0.00%

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Wednesday, October 31, 2018

		Actual	2018 Budget	Variance	Variance %
56740	Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%
56750	Transp & Economic Develop	133,575.00	141,075.00	7,500.00	5.32%
56780	CDBG-ED	555.73	30,000.00	29,444.27	98.15%
56911	State Wildlife Habitat	1,935.00	2,500.00	565.00	22.60%
56913	Park & Forestry Capital Proj	33,173.96	165,063.00	131,889.04	79.90%
56943	Private Sewage System	130,498.99	196,939.00	66,440.01	33.74%
	<b>Total Conservation and Development</b>	<b>1,232,795.06</b>	<b>1,938,853.00</b>	<b>706,057.94</b>	<b>36.42%</b>
	<b>Capital Outlay</b>				
57120	Cap Projects-Gen Government	7,715.71		(7,715.71)	0.00%
57121	Cap Projects-Parks	118,901.15	140,000.00	21,098.85	15.07%
57127	Cap Projects-Computers	70,566.90	93,000.00	22,433.10	24.12%
57208	Cap Projects-Dispatch		40,000.00	40,000.00	100.00%
57213	Cap Projects-Emergency Management		225,000.00	225,000.00	100.00%
57216	Cap Projects-Computer Software		29,000.00	29,000.00	100.00%
57310	Highway Capital Projects	3,954,604.63	2,499,999.00	(1,454,605.63)	(58.18%)
57410	Cap Projects-Human Services	84,500.00		(84,500.00)	0.00%
57412	Cap Projects-Edgewater	236,541.31	337,367.00	100,825.69	29.89%
57420	Cap Projects-Norwood	165,316.24	196,500.00	31,183.76	15.87%
57640	UW Remodeling/Construction	81,220.12	111,000.00	29,779.88	26.83%
57930	Depreciation & Amortization	(1,737.00)		1,737.00	0.00%
57940	Depreciation & Amortization	180,584.55		(180,584.55)	0.00%
	<b>Total Capital Outlay</b>	<b>4,898,213.61</b>	<b>3,671,866.00</b>	<b>(1,226,347.61)</b>	<b>(33.40%)</b>
	<b>Debt Service</b>				
58110	Debt Service Principal-Gen Gov	730,000.00	465,000.00	(265,000.00)	(56.99%)
58140	Debt Service Principal-Highway	2,141,800.00	4,156,800.00	2,015,000.00	48.47%
58210	Debt Service Interest-General Gov	140,195.27	99,567.00	(40,628.27)	(40.80%)
58230	Debt Service Interest-2017 Capital Projects	34,417.80	75,477.00	41,059.20	54.40%
58240	Debt Service Interest-Highway	366,072.23	365,973.00	(99.23)	(0.03%)
	<b>Total Debt Service</b>	<b>3,412,485.30</b>	<b>5,162,817.00</b>	<b>1,750,331.70</b>	<b>33.90%</b>
	<b>Other Financing Uses</b>				
59210	Transfers to General Fund	3,939,338.87	6,532,243.00	2,592,904.13	39.69%
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%
	<b>Total Other Financing Uses</b>	<b>3,939,338.87</b>	<b>6,405,558.00</b>	<b>2,466,219.13</b>	<b>38.50%</b>
	<b>TOTAL EXPENDITURES</b>	<b>85,670,258.18</b>	<b>110,021,678.00</b>	<b>24,351,419.82</b>	<b>22.13%</b>
	<b>NET INCOME (LOSS) *</b>	<b>(3,786,209.35)</b>	<b>(6,256,974.00)</b>	<b>2,470,764.65</b>	<b>(39.49%)</b>



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

### Interdepartmental Memo

October 31, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

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#### **General Highlights- Kim McGrath:**

- Attended the October Executive Meeting where the committee discussed the payroll transition, Wage Plan Policy, and the 2018 JDQ recommendations.
- On October 3<sup>rd</sup> and 30<sup>th</sup> met with Finance and IT staff to discuss any payroll related issues that came up in the most recent pay cycles. The Finance, IT, and HR Directors also discussed long-term strategies in regards to Financial and HR software and the practicality of potentially moving to an ERP system in the future.
- Attended the WACPD (Wisconsin Association of County Personnel Directors) Spring Conference in La Crosse on October 4-5. Topics discussed included Discipline for Off-Duty Misconduct, Ethical Decision Making, COBRA, HR Metrics, and Work-Life Balance.
- Met with the Chairman of the Public Safety Committee in regards to the Humane Officer's hours, eligibility for WRS, reporting mechanism for hours worked, and per diems. Prepared a summary of information.
- Attended the quarterly Central Wisconsin Human Resources Directors Meeting at Rib Mountain Town Hall on October 11th.
- Met with the Edgewater and Norwood Administrators and Directors of Nursing, Human Services Director, and Human Resources Generalist to discuss recruitment and retention of skilled nursing positions. Researched turnover, wages, and other creative recruitment ideas to attract and retain top talent.
- Attended several Open Enrollment meetings over the week of October 15<sup>th</sup>. Kelly Jagelski of The Horton Group, Tim Ottosen of WPS/Aspirus Arise, and Jodi Pingel led these meetings which were very well attended by Wood County employees.
- Met with the Division Administrator of Behavioral Health and the Crisis/Legal Supervisor about the remote/on-call crisis staffing situation. Discussed and provided insight with regard to staffing/employment practices on a proposal they are considering.
- Continuous consultation and conversation with a Department Head concerning an employee conduct issue and developed/discussed strategies for resolution.
- On October 23rd, attended the monthly conference call with The Horton Group. Items discussed include 2019 open enrollment meetings, process for sending enrollment forms/files to vendors, auditing of vendor billing statements and invoices, and various questions related to short-term disability.
- Planned and attended the Department Head Retreat on October 24<sup>th</sup> at the Nepco Shelter Building.
- Facilitated the quarterly Employee Feedback Meeting on October 30th. Among the topics discussed: drinking fountains and smoking receptacles at County facilities, various topics related



to health insurance and open enrollment, and the Employee Policy Handbook recommendations. The meeting generated good discussion, questions, and feedback.

- With respect to a former employee appealing a termination at the 5<sup>th</sup> step in the County's Complaint Resolution Process, continued planning and preparing for the upcoming hearing. The hearing will be held before an Impartial Hearing Officer on Friday, November 2, 2018 at the Wood County Courthouse.
- Received notice of a complaint through the Wisconsin Department of Workforce Development Equal Rights Division. External legal counsel has been provided through Wisconsin County Mutual Insurance Corporation Community Insurance Corporation. Discussed the complaint with external counsel and provided documentation, as requested.
- Over the course of the last month, discussed with several employees, supervisors, and Department Heads the potential edits and recommendations for the Employee Policy handbook update. These recommendations are being reviewed at the November Executive Committee meeting.
- Received and responded to several open records requests.
- Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

#### **Benefits & HRIS Administrator – Jodi Pingel (working limited hours due to LOA)**

- Processed Family Medical Leave requests
- Benefit Elections/Qualifying Events – Add in vendor websites
  - Including updating mailing addresses
- Terminations –cancel insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc.
- September 2018 Unemployment Payment/voucher
- October 2018 COBRA Remittance
- October/November 2018 TASC Admin Fees
- October 2018 WPS Billing Statements/Bill Summary
- PEHP Accounts set-up and voucher completed
- Beneficiary Designation Forms
  - Requested completed forms from employees and processed updates
- Processed vouchers for vendor invoices
- Met with employees re: questions on benefits, FMLA, qualifying events, etc.
- Finalized Open Enrollment presentation
- Finalized the Open Enrollment Benefits Election Form and Open Enrollment Instructions and distributed those documents to all employees with the October 11<sup>th</sup> paystubs
- Held Open Enrollment meetings for 2019 Benefit Elections
  - Nine meetings held October 15, 16 and 17
- Review and track completion of Open Enrollment Election forms
- Update documents on Human Resources Intranet
- Employment verifications for Medicare and PSLF
- Prepared payout sheets for terminated employees
- Suspend accruals for terminated or transferring employees
- Completed IT KnowB4 training

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

- Coordinated interviews for part-time Economic Support Specialist position in Marshfield on October 5, 2018.

- Coordinated interviews for full-time Economic Support Specialist position in Wisconsin Rapids on October 12<sup>th</sup> and 15<sup>th</sup>
- Coordinated interviews for Social Worker position in Human Services. Final candidate selected, references and background completed. Offer made and accepted with a start date of October 22, 2018. Recruitment file closed and all applicants notified that position was filled.
- Ran five caregiver background checks with Department of Justice, in the State of Wisconsin. Results forwarded to supervisors for review.
- Conditional offer made to a Corrections Officer, start date to be determined.
- Replied to five requests from other counties requesting varied information on selected topics.
- Conducted three exit interviews with outgoing employees. Memos sent to Department Head and HR Director for review.
- Conducted telephone screening with an out-of-state Deputy Director candidate and provided information to the HS Director.
- Background and references conducted for full-time Economic Support Specialist candidate. Offer made and was declined, accepted another position. Applications were re-reviewed and coordinated interviews for early part of November.
- Coordinated interviews for two WIC Health Educator/Nutritionist positions in the Health Department. References and backgrounds completed, offers extended and accepted. Start dates are October 1<sup>st</sup> and November 1<sup>st</sup>, 2018. Closed recruitment file and notified all applicants positions was filled.
- Redeveloped and started utilizing new Exit Interview questions.
- Conducted references and background for final Deputy Director candidate. Working on completing a California background. Once complete, information will be forwarded to the HS Director for review.
- Prepared and provided information to HR Director regarding terminations at Edgewater.
- References and background being completed for a full-time Residential Aide.
- Attended and facilitated Dispatch testing on October 25<sup>th</sup> at Mid-State Technical College.
- Assisted with multiple public inquiries regarding various subjects, by phone and counter.
- Completing extensive labor market information survey for the State of Wisconsin, Division of Personnel Management. Will receive a complimentary summary of results in December.
- Ordered one retirement plaque for employees with more than 15 years of service and are retiring.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
New Position	Branch I	Legal Admin Asst-Register in Prob.	Deadline 11/4/18
Replacement	Dispatch	Dispatcher/Eligibility List	Testing 10/25/18
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment by Edgewater
Replacement	Health	WIC Health Educator (Intake)	Filled
Replacement	Health	WIC Health Educator/Nutritionist	Filled
Replacement	Human Services	Psychiatrist	Deadline 12/9/18
Replacement	Human Services	Social Worker – Initial Response	Filled
Replacement	Human Services	Casual Crisis Interventionists	Establishing Elig List
Replacement	Human Services	Community Behavioral Health Nurse Manager	Filled
Replacement	Human Services	Deputy Director	References/Background
Replacement	Human Services	Crisis Interventionists (FT & PT)	Filled

Replacement	Human Services	Social Work Supervisor	Deadline 10/28/18
Replacement	Human Services	RN – CCS/CSP	Deadline 11/4/18
Replacement	Human Services	Economic Support Specialist (WR)	Interviewing
Replacement	Human Services	Residential Aides (Casual)	Deadline 10/31/18
Replacement	Human Services	Residential Aide (Full-time)	Refs/background
Replacement	IT/Systems	PC Technician	Filled
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	Deadline 10/31/18

### **Human Resources Assistant – Kelli Quinnell**

- Conducted new hire orientations on October 1<sup>st</sup>, 8<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> for seven new hires.
- Attended a meeting of the Finance, IT and HR Departments on October 3<sup>rd</sup> to discuss payroll.
- Processed benefit enrollments in both HRMS and with vendor websites.
- Assisted multiple employees with questions related to benefits. In some cases, worked with the benefit vendor and/or the Horton Group to resolve the question.
- Finalized the Open Enrollment Benefits Election Form and Open Enrollment Instructions and distributed those documents to all employees with the October 11<sup>th</sup> paystubs.
- Sent pay adjustment sheets to Payroll Administrator. Reviewed Open Payroll reports from Payroll Administrator to verify benefit entries/changes that had been made during the pay period.
- Sent emails to all Department Heads with a list of employees in their respective departments that have outstanding performance evaluations in anticipation of the yearly deadline coming up on December 7<sup>th</sup>.
- Prepared evaluation packets for Committee Chairs to assist in a smooth performance evaluation process of Department Heads. Kim McGrath distributed these packets to Committee Chairs at the October County Board Meeting.
- Prepared a copy of a personnel file as requested by an employee.
- Prepared two reports requested by Committee Chairs and provided them to the HR Director.
- Assisted Kim McGrath with preparing an open records request.
- Entered multiple HR vouchers for payment.
- Along with the HR Director, participated in the monthly conference call with the Horton Group on October 23<sup>rd</sup>.
- Attended the October Executive Committee Meeting to take minutes. Prepared the minutes for approval.
- Attended the quarterly meeting of the Employee Feedback Group on October 30<sup>th</sup>.

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



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

October 2018

- ◆ 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. All staff were assigned the Computer Security & Data Protection training.
- ◆ 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 for increased security is scheduled for early November. Migration of the Matrix claims management web module is complete for both facilities.
- ◆ 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. A solution was implemented and successfully addressed the security concerns caused by the RtVision vendor moving the database engine and database server. The RtVision vendor is using our specs and continues to work on a solution for Winter Storm reporting.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. IT works to adjust settings as changes occur. These changes include implementing functionality for expense tracking, January 1st raise date changes and supporting modifications of the Human Resource policy manual. Staff training and creation of enhanced training documentation is ongoing. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module was started. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
- ◆ 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 2 remaining departments will be scheduled next month.
- ◆ Work on the UWEX receipting and inventory system continues.
- ◆ Completed upgrade and migration to a new server for the OfficeStatus in/out board system for Human Services and Child Support.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ Completed upgrade and migration to a new server for the DotNetNuke web content management system (CMS) for the Health Department.
- ◆ Completed work to decommission and shut down the www-courthouse1 server, according to MS-ISAC recommendations. This server was involved in a security breach in July 2018.
- ◆ A Programmer Analyst completed an online training course over 3 days on application development technology named "Learning ASP.NET Core MVC" through our LinkedIn Learning training service.
- ◆ Reviewed materials and a demonstration for county-wide budgeting software. IT and Finance are in the final stages of selecting software and working with the vendor on a licensing and implementation agreement. The software is expected to be implemented in early 2019.
- ◆ Began work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. IT is close to an agreement with Rock County to share software that they have developed for a similar purpose in the Rock County Health Department.
- ◆ Development work continues on the Park Reservations system. The project includes a major update related to payment processing and internal improvements.
- ◆ Worked with the GIS coordinator on updating the Wood County Mapping for Dispatch and the Officers. These maps have more detail along with updated roads and houses. They will help Dispatch with navigating items within the County.
- ◆ Worked with Human Services and the State to update the connection method for exchanging eWisacwis check files.
- ◆ IT staff has been continuing close support with the Payroll software for the HR and Finance departments. Hosted and attended two meetings in October to discuss any issues or items that need to be addressed. The most recent payroll ran without any issue.
- ◆ Began work on network connection to the Highway's slurry plant.
- ◆ Inspected data network grounding at Edgewater.
- ◆ Installed 4 new network drops at Norwood to support office moves.
- ◆ 538 helpdesk requests were created in September, with staff completing 556 tickets and leaving 201 open requests. These numbers represent service requests from departments throughout the County.
- ◆ Assisted Solarus with installation of a network connection for an ATM unit by County Clerk's office.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ Server patching continues to occur Monday evenings in an effort to fully patch all County servers for security purposes.
- ◆ Deployed approximately 20 of the 30 squad toughbooks. An additional 7 are scheduled to be installed by November 2<sup>nd</sup>, with the remaining to be scheduled in early November.
- ◆ Worked with a vendor to install new hardware and wiring to accommodate the new Digital Audio Recording (DAR) solution that the County and State is implementing in Branch III. Waiting to hear back from State IT on completing the DAR install.
- ◆ Work has continued with the new VPN connection between Wood County and the City of Marshfield. We now have an active tunnel and routing between the networks, other than from the Marshfield PD. We are working with our vendor to identify and fix this final remaining issue.
- ◆ Identified and working to remove and replace multiple servers that contain outdated operating systems. These replacement servers will improve overall network security, as well as fix some bugs that have been identified with network communication.
- ◆ Toured the Second Floor of the former Marshfield City Hall with the Maintenance Manager. This location is currently being considered to house current CornerStone staff.
- ◆ PC Technician position was filled. Carolynn Martin started as PC Technician on Monday, October 8<sup>th</sup>.
- ◆ Attended TCM Multi-County group meeting in Appleton, WI.
- ◆ Worked with Human Services staff to develop a plan to correctly report and bill crisis calls.
- ◆ Installed test build of TCM with new hotline window. Tested new features. Gave access to Crisis workers to test and become familiar with new features.
- ◆ Attended yearly TraCS User Conference to learn about the latest updates and changes to the Law Enforcement System that is used State wide.
- ◆ Continued work on the new Emergency Management BNI system that is being developed in house. Version 1 is soon to be deployed for Emergency Management to start using in production.
- ◆ IT is in the final stages for turning on the new data extract from our Law Enforcement System to the new Jail Medical Software system. This extract will save the Jail staff time by importing information into the medical software.



# Wood County

## WISCONSIN

### MAINTENANCE DEPARTMENT

*Reuben Van Tassel*

### Monthly Letter of Comments October 2018

- Continuing to work with Emergency Management on their relocated EOC that was approved for remodeling. We finished the room and are continuing to assist with some of the details involved in making the EOC operational.
- Discovered some water seeping into the previous (and future) Emergency Management office space on first floor during periods of steady rain. I choose to be an optimist and say we are fortunate to be in a holding pattern on that project as it has given us the opportunity to identify what could be the largest contributing factor in the struggle to maintain a good environment and air quality in that space.

My understanding is that more than ten years ago the landscaping was altered on the north/east side of the Courthouse outside the Emergency Management office area, and the grade was raised by a few feet. This resulted in the top of the foundation wall being below grade, which was not a part of the intended design and is causing groundwater to seep in during extended periods of rain. One of the best solutions will be to change the landscaping along that wall and lower the grade to an elevation below the top of the foundation wall, where it was originally intended. One could argue that was a part of the plan all along, since the prior discussion with the committee about relocating Emergency Management to that space involved re-installing windows where they used to be and would have required the same lowering of the grade along that same wall.

- Continuing to evaluate options for appropriate storage space in the Courthouse. There have been several small plywood enclosures built over the years in the maintenance garage, these are not ideal and should be removed once a better location is found. With some of the recent moves, there are a few options being considered. Some of the current needs are being met by using unoccupied areas.
- One of my department goals for this year was to implement a work order system that is a part of a larger asset management program. We have been using the work order portion of the program for a few months. Nicole recently went through some training for the asset management part of the system and has been looking into its capabilities to help with capital forecasting. This should be of great value to us as we try to get out in front of our aging equipment before it becomes problematic.
- Hosted WIFMA meeting at Courthouse.
- Meetings with WW&LC and Focus on Energy as part of an energy audit to determine greatest opportunities to reduce energy consumption.

## **MAINTENANCE DEPARTMENT**

**October 2018**

### **Monthly Letter of Comments**

**Page 2**

- Worked with Gappa security to initialize the door access system upgrade.
- Worked with Advanced Disposal on contract for lower cost waste and recycling services.
- Met with the Fire Marshall regarding extinguisher regulations and maximum room occupancies.
- Attended the Department Head retreat at Nepco Lake shelter.
- Assisted Human Services with review of Cornerstone space needs in Marshfield. Toured second floor of old City Hall building to provide input on potential remodeling to accommodate Cornerstone.
- Visited Edgewater for a walk through of the 500 Wing project.
- Attended: Executive Committee, County Board, and Security Committee meetings.





# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – October 2018

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

- Working on Insurance renewals for 2019.
- Developing vehicle backing guidelines for safety training.

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

- 10/01/2018 – Corrections – Employee sustained a possible chemical exposure when checking for jail contraband. Medical only.
- 10/02/2018 – Sheriff's – Employee sustained a right shoulder strain while pulling on a cable. Medical only.
- 10/18/2018 – Maintenance – Employee sustained a laceration to the left hand when a Saws all slipped while cutting a wire cable. Lost time injury of 6 days.

#### **First Aid Injuries: 1**

- 10/18/2018 – Systems IT – Employee sustained a contusion to the left foot when a pc monitor fell off of cart.

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

- 10/23/2018 – Sheriff's – Cracked windshield replacement from rock strike. \$338.28 loss.
- 10/24/2018 – Sheriff's – Damage to 2 squads from backing incident. \$4883.62 loss.

#### **Liability – Wood County - Notice of Injury and Claim: 0**

- 09/12/2018 – Sheriff's – NA

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

- Currently 4 active suicide claims.
- Currently 2 active EEOC claims.

#### **2018 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.

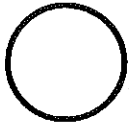
Risk Management assisted Norwood with purchasing of a restraint chair for combative residents. Safety purchased Highway Department gloves for paving and cold weather conditions.

## **TREASURER'S REPORT**

11-06-2018

By: H. Gehrt

- Attended the Executive Committee Meeting on October 2.
- Met with Finance to discuss budget items on October 8.
- Met with Human Resources to discuss employee matters on October 9.
- Locked up a tax deed property with Sheriff's Department assistance on October 9.
- Attended open enrollment meeting for insurance at the Highway Department on October 15.
- Attended County Board on October 16.
- Attended Wisconsin County Treasurer's Association Fall Conference in Eagle River October 16-19.
- Attended Department Head retreat at Nepco Shelter on October 24.
- Met with an investment agency to discuss investment options on October 30.
- Attended Land Information Council meeting on October 31.



## RESOLUTION#

ITEM# 1- 1

DATE November 13, 2018

Effective Date Upon passage and publication

Introduced by Executive Committee

Page 1 of 1

Committee

MAC

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

**INTENT & SYNOPSIS:** To establish Wood County's Tax Levy for 2018 collectable in 2019

**FISCAL NOTE:** \$26,726,389

**WHEREAS,** the 2019 Wood County Budget is projected to maintain working capital cash reserves of 14.95% based on governmental type expenditures and levy subsidies to the enterprise funds (Highway, Norwood and Edgewater), and

**WHEREAS,** Wood County must comply with the lesser of:

- the tax rate limits (\$5.51 operating and \$.43 debt service) imposed in 1993 and reduced by 50% of expected County Sales Tax proceeds. Debt service tax rates can be increased for any debt authorized after June 1, 2005.
- increase in the levy limited to the net new construction percent increase of 1.623%
- decrease in levy limited to personnel property tax of (\$308,141)

**WHEREAS,** Wood County continues to provide property tax relief through the application of County sales tax proceeds, and

**WHEREAS,** prudent budgeting by all departments permitted the County to meet its expenses within the mandated levy limits.

**THEREFORE, BE IT RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS,** that the sum of \$26,726,389 be and hereby is levied on taxable property in Wood County for 2018, collectable in 2019 for the following purposes:

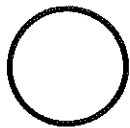
Demonstrating Tax Rate Limit Compliance

Operating Levy (using \$5.51 limitation)	\$27,779,205
Less 50% of anticipated County Sales Tax	(2,900,000)
Less reduction in compliance w/levy limits	(3,099,329)
Net Operating Levy (over all of County)	21,779,876
Debt Service Levy (rate of \$0.787225)	3,968,620
Subtotal (over all of County)	25,748,496
County Aid to Libraries (over part of Co)	977,893
Total County Tax	<u>\$26,726,389</u>

Demonstrating Levy Limited to Net New Construction

2018 Actual Levy	\$25,645,546
Less Library	(891,144)
2018 Debt Service	(3,124,083)
Net Levy subject to limit	21,630,319
Decrease for personal property tax	(308,141)
Increase for net new construction	351,060
Subtotal	21,673,238
Debt Service for 2019	3,968,620
Co Aid to Libraries	977,893
Allowable Levy	106,638
Total actual Tax Levy	<u>\$26,726,389</u>

**BE IT FURTHER RESOLVED,** that a rate of \$5.107535 per thousand be levied on an equalized valuation of \$5,041,277,700 for the entire County. The County Aid to Libraries will be levied over the districts not participating in library operations at a rate of \$0.402855 per thousand of equalized valuation of \$2,427,407,500 for those districts.



## RESOLUTION#

ITEM#

1- 2

DATE

November 13, 2018

Effective Date

Upon passage and publication

Introduced by Executive Committee

Page 1 of 1

Committee

MAC

INTENT &amp; SYNOPSIS: To approve year 2019 budget

## FISCAL NOTE:

<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.		

	USES	SOURCES
Budgeted Expenditures	\$114,838,524	
Anticipated Revenues		80,128,034
Unencumbered Fund, Applied		7,984,101
Tax Levy		26,726,389
2019 Budget	<u>\$114,838,524</u>	<u>\$114,838,524</u>

**WHEREAS**, every department and oversight committee has worked to develop departmental budgets that will allow for the department to effectively perform its functions, yet within the general fiscal restraints suggested by the Executive Committee, and

**WHEREAS**, the Executive Committee has tried to balance the needs of the departments in their varied public service functions with the need to limit the tax levy, and in doing so has developed the proposed budget submitted to the Board this day, and

**WHEREAS**, pursuant to Wisconsin Statutes, a summary of the proposed budget has been published as a class 1 notice,

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS** that the year 2019 budget, as detailed in the accompanying schedules of expenditures by function and revenues by funding source, is hereby adopted.

		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			

WOOD COUNTY  
PROPOSED 2019 BUDGET  
REVENUES OTHER FINANCING SOURCES

Function	Account Title	General Government	Special Revenues	Enterprise Funds	Internal Service Funds
41150	Taxes - County Share of Managed Forest Land	\$ 25,000	\$ -	\$ -	\$ 25,000
41221	Taxes - County Sales Tax	-	5,800,000	-	5,800,000
41230	Taxes - Real Estate Transfer Fees Retained	120,000	-	-	120,000
41800	Taxes - Interest and Penalties on Taxes	410,000	-	-	410,000
41910	Taxes - Payments in Lieu of Taxes	18,500	-	-	18,500
	<b>TOTAL TAXES</b>	<b>573,500</b>	<b>5,800,000</b>	<b>-</b>	<b>6,373,500</b>
43410	State Shared Taxes-Shared Revenue	3,059,556	-	-	3,059,556
43430	Other State Shared Taxes	291,141	-	-	291,141
43511	State Aid-Victim Witness	73,300	-	-	73,300
43512	State Grants-Courts	377,350	-	-	377,350
43514	Clerk of Courts State Aid Court Support Services-C	58,400	-	-	58,400
43516	State Aid-Modernization Grants	-	58,120	-	58,120
43521	State Aid - Law Enforcement	121,000	-	-	121,000
43523	State Aid-Indian Law Enforcement	18,000	-	-	18,000
43528	State Aid-SARA Title III	93,250	-	-	93,250
43531	State Aids-Transportation	2,096,592	-	-	2,096,592
43549	State Grant - Private Sewage	-	20,000	-	20,000
43551	State Grants-Health Other	77,978	-	-	77,978
43554	State Grants-Health WIC Program	360,000	-	-	360,000
43557	State Aid-Health Consolidated Grant	66,766	-	-	66,766
43560	Youth Aids Capacity Intervention	-	66,391	-	66,391
43561	Crisis Stabilization-State Aid FFP	-	12,221,331	100,000	12,321,331
43567	State Aid-Veteran's Service Officer	11,500	200,015	-	211,515
43568	State Aid-Child Support---	-	938,661	-	938,661
43571	State Grants-UW Extension	11,500	-	-	11,500
43572	State Aid-ATV	-	6,715	-	6,715
43574	State Aid-Snowmobile Maintenance	-	67,925	-	67,925
43576	Parks & Forestry Capital Proj State Aid	-	162,500	-	162,500
43581	State Grants-Forestry	47,319	1,771	-	49,090
43586	State Grants-Wildlife Damage Abatement	61,038	346,449	-	407,487
43640	State Aid- Managed Forest Lands	20,000	-	-	20,000
43690	State Aid-Forestry Roads	-	3,249	-	3,249
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>6,844,690</b>	<b>14,093,127</b>	<b>100,000</b>	<b>21,037,817</b>

WOOD COUNTY  
PROPOSED 2019 BUDGET  
REVENUES OTHER FINANCING SOURCES

Function	Account Title	General Government	Special Revenues	Enterprise Funds	Internal Service Funds	
44100	Licenses/Permits - Business and Occupational	350,000	-	-	-	350,000
44101	Licenses/Permits - Hwy Gov't Utility	1,050	-	-	-	1,050
44102	Licenses/Permits - Hwy Gov't Driveway	860	-	-	-	860
44200	Licenses/Permits - ML & DP Fees	54,250	-	-	-	54,250
44201	Licenses/Permits - Dog License Fund	1,000	-	-	-	1,000
44260	Licenses/Permits - Hwy Gov't Moving	1,025	-	-	-	1,025
44300	Licenses/Permits - Sanitary Permit Fees	-	60,253	-	-	60,253
44411	Licenses/Permits - County Planner Plat Review Fees	7,500	-	-	-	7,500
44412	Licenses/Permits - Wisconsin Fund Application Fees	-	750	-	-	750
44413	Licenses/Permits - Animal Waste Ordinance Permit	15,675	-	-	-	15,675
44415	Licenses/Permits - Private Onsite Waste Treat Sys	-	90,560	-	-	90,560
	<b>TOTAL LICENSES AND PERMITS</b>	<b>431,360</b>	<b>151,563</b>	-	-	<b>582,923</b>
45110	Fines/Forfeitures - Circuit Court Branch I Violat	1,700	-	-	-	1,700
45115	Fines/Forfeitures - Share of Occupational Driver	200	-	-	-	200
45120	Fines/Forfeitures - Share of State County	152,000	-	-	-	152,000
45123	Fines/Forfeitures - County Parks Violation Fee	750	-	-	-	750
45130	Fines/Forfeitures - County Revenue	92,000	-	-	-	92,000
45191	Fines/Forfeitures - Private Sewage	-	15,000	-	-	15,000
	<b>TOTAL FINES, FORFEITS AND PENALTIES</b>	<b>246,650</b>	<b>15,000</b>	-	-	<b>261,650</b>
46110	Public Charges-County Clerk Passports	20,000	-	-	-	20,000
46121	Treasurer Fees-Redemption Notices	4,000	-	-	-	4,000
46122	Public Charges-Property Conversion Charges	1,000	-	-	-	1,000
46130	Register of Deeds Fees	309,000	-	-	-	309,000
46131	Register of Deeds Laredo Tapestry	3,800	-	-	-	3,800
46135	Public Charges-Land Record Fees	-	92,880	-	-	92,880
46140	Public Charges-Court Fees	170,000	-	-	-	170,000
46141	Public Charges-Clerk	12,700	-	-	-	12,700
46142	Clerk of Courts Attorney Fee Reimbursement-CLERK	22,000	-	-	-	22,000
46143	Other Professional Reimbursements	14,750	-	-	-	14,750
46144	Court Fees and Costs-Circuit Court Br I	28,600	-	-	-	28,600
46146	Public Charges for Services-Drug Court	7,500	-	-	-	7,500
46191	Public Charges-Clerk	7,600	-	-	-	7,600
46192	DMV Services	7,000	-	-	-	7,000
46194	County Clerk Copy Fees	275	-	-	-	275
46195	Public Charges-Map & Data Sales	-	100	-	-	100
46196	Public Charges-Human Resources	400	-	-	1,500,367	1,500,767
46210	Sheriff-Public Charges	350	-	-	-	350
46211	Sheriff Revenue-Civil Process Fees	60,000	-	-	-	60,000
46212	Sheriff Cost Reimbursement/Witness Fees	53,000	-	-	-	53,000
46214	Reserve Deputy Revenue	12,000	-	-	-	12,000
46215	Public Charges-Sheriff Prisoner Bounties	30,000	-	-	-	30,000
46216	Restitution	200	-	-	-	200
46217	OWI Restitution	1,800	-	-	-	1,800

WOOD COUNTY  
PROPOSED 2019 BUDGET  
REVENUES OTHER FINANCING SOURCES

Function	Account Title	General Government	Special Revenues	Enterprise Funds	Internal Service Funds	
46221	Cremation Revenue	60,000	-	-	-	60,000
46230	Public Charges-Coroner-Death Certificates	15,000	-	-	-	15,000
46241	Jail Surcharge	35,000	-	-	-	35,000
46242	Jail-Board of Prisoners Meals	347,678	-	-	-	347,678
46243	Inmate Booking/Processing Fee	18,000	-	-	-	18,000
46244	Jail-Other County Transports	22,000	-	-	-	22,000
46245	Jail Stay Fee	41,975	-	-	-	41,975
46291	Public Charges-ID Cards	100	-	-	-	100
46330	Ho Chunk AODA/MH Grant	-	27,500	-	-	27,500
46510	Public Charges-Health	76,500	-	433,337	-	509,837
46520	Private Pay-Skilled Care	-	-	1,380,056	-	1,380,056
46521	Other Pay-Recreational Activities	-	-	5,500	-	5,500
46525	Medicare-Skilled Care	-	-	2,156,613	-	2,156,613
46526	Medicaid-Skilled Care	-	376,191	5,851,404	-	6,227,595
46530	SNF CMI Private Pay	-	5,786,187	107,091	-	5,893,278
46531	SNF BI Insurance	-	91,542	831,827	-	923,369
46532	Inpatient Wood County	-	50,000	152,819	-	202,819
46533	Inpatient Other County	-	-	529,195	-	529,195
46534	SNF BI Managed Care/HMO	-	-	1,823,383	-	1,823,383
46536	Third Party Awards & Settlements State	-	-	404,946	-	404,946
46537	C/A-Bridgeway -Crisis Stabilization	-	(2,230,664)	(2,199,815)	-	(4,430,479)
46590	Nursing Bad Debt Expense-EW-NURSING---	-	-	(92,000)	-	(92,000)
46621	Public Chgs-Child Support Genetic Tests	-	4,300	-	-	4,300
46623	Public Charges-Child Support Filing Fees	-	200	-	-	200
46624	Public Chgs-Child Support Service Fees	-	12,000	-	-	12,000
46625	Public Charges-Extradition	-	500	-	-	500
46721	County Parks Revenue	550,000	-	-	-	550,000
46772	Kitchen & Demonstration Materials	3,050	-	-	-	3,050
46813	County Forest Revenue	385,000	-	-	-	385,000
46825	Public Charges-Land Cons HSWS	29,480	38,705	-	-	68,185
46826	Public Charges Private Sewage-Plan Reviews	-	19,150	-	-	19,150
	<b>TOTAL PUBLIC CHARGES</b>	<b>2,349,758</b>	<b>4,268,591</b>	<b>11,384,356</b>	<b>1,500,367</b>	<b>19,503,072</b>
47210	State Chgs-Interpreter Reimbursement	700	-	570,000	-	570,700
47230	Local Charges from State Revenue	-	-	1,433,100	-	1,433,100
47231	Intergov Chages-State Records & Reports	176,261	-	56,577	-	232,838
47232	Machinery Revenue-HWY-Machinery Fund---	-	-	2,090,226	-	2,090,226
47250	Intergovernmental Transfer Program Revenue-EW-NURS	-	-	618,800	-	618,800
47300	Local Revenue For Charges	-	-	561,660	-	561,660
47320	Local Government Charges-Public Safety	30,000	-	-	-	30,000
47330	Revenue from Charges-Twns/Ctes/Vilges	-	-	1,207,485	-	1,207,485
47332	Revenue from Districts-Roads	403,360	-	-	-	403,360
47333	Revenue from Districts-Bridges	27,440	-	-	-	27,440
47350	Intergovernment Charges-Sanitation	66,858	-	-	-	66,858
47351	Local Govmt Chgs-Planning Assistance	5,000	-	-	-	5,000

WOOD COUNTY  
PROPOSED 2019 BUDGET  
REVENUES OTHER FINANCING SOURCES

Function	Account Title	General Government	Special Revenues	Enterprise Funds	Internal Service Funds	
47391	Local Government Chgs-BNI(Mat'ls)	2,500	-	-	-	2,500
47392	Local Government Chgs-BNI(Staff)	850	-	-	-	850
47393	Local Government Chgs-Work Relief	14,200	-	-	-	14,200
47395	Intergovernment Chgs-EM Vehicles	5,000	-	-	-	5,000
47396	Intergovernmental Chgs-EM Equipment	800	-	-	-	800
47410	Family Court Commissioner Local Dept Charges-CLERK	54,500	-	-	10,758,888	10,813,388
47411	Local Dept Charges-Clerk of Courts	7,000	-	-	31,200	38,200
47412	Local Department Charges-Insurance	498,408	-	-	-	498,408
47413	Corporation Counsel Local Department Charges-CORP	12,000	-	-	1,116,105	1,128,105
47415	Local Department Charges-Systems	145,420	-	-	173,095	318,515
47421	Local Department Charges-Dispatch	21,500	-	-	-	21,500
47430	Local Department Charges-Bldg Rent	-	-	34,745	892,191	926,936
47435	Local Dept Charges-Sheriff Rent	-	-	-	16,000	16,000
47438	Interdepart Rent-River Block	-	-	-	597,276	597,276
47440	Local Department Charges-Sanitation	3,400	-	-	-	3,400
47460	Intergovernmental Charges-Drug Court	-	73,000	-	-	73,000
47470	Intergov Charges-Dept Bituminous	1,665,154	-	118,266	-	1,783,420
<b>TOTAL INTERGOVERNMENTL CHARGES FOR SERVICES</b>		<b>3,140,351</b>	<b>73,000</b>	<b>6,690,859</b>	<b>13,584,755</b>	<b>23,488,965</b>
48100	Interest Income-EW-ADMINISTRATION---	20	-	-	-	20
48110	Building Maintenance Interest on LT Debt	-	10	-	-	10
48113	Unrealized Gain/Loss on Investment-HR---	(25,000)	-	-	500	(24,500)
48114	Investment Income-HR---	80,000	-	-	44,812	124,812
48115	Interest-General Investment	30,000	-	-	-	30,000
48116	Interest-Section 125	2	-	-	376	378
48117	Interest-Clerk of Courts	400	-	-	-	400
48200	Tower Rental Income-EMER MGMT-Radio Engineer---	104,503	33,693	-	-	138,196
48300	Gain/Loss on Disposal of Capital Assets-EW-ADMINIS	142,000	10,000	-	-	152,000
48320	Property Sales-Surplus Property	500	-	-	-	500
48340	Sale of Salvage & Waste-Culverts	3,500	-	3,200	-	6,700
48440	Health Fund-Stop Loss Reimbursement	12,000	-	-	1,392,240	1,404,240
48500	Capital Contributions-EW-MAINTENANCE---	30,000	97,550	-	-	127,550
48503	Donated Services-ATV Club	-	6,000	-	-	6,000
48540	Donations-EW-Donations---	45,000	-	-	-	45,000
48830	Recovery of PYBD & Contra Adjs	-	-	46,500	-	46,500
48860	Dietary-Revenue from Meals	-	-	21,000	-	21,000
48880	Dietary Revenue from Vending	-	-	4,500	-	4,500
48900	Private Sewage Miscellaneous Revenue	200	37,250	-	-	37,450
48901	Miscellaneous/Other Revenue	178,192	1,500	-	-	179,692
48910	Cafeteria Revenue-EW-DIETARY---	-	-	7,900	800	8,700
48920	Vending Machine Revenue-EW-DIETARY---	-	-	4,200	-	4,200
48940	Dietary Revenue from Canteen	-	-	500	-	500
48970	Tenant Rents	-	-	17,508	-	17,508
48980	Miscellaneous Other Revenue	-	-	100	-	100
48990	Other Operating Income-EW-NURSING---	-	-	1,984	-	1,984



WOOD COUNTY  
PROPOSED 2019 BUDGET  
REVENUES OTHER FINANCING SOURCES

Function	Account Title	General Government	Special Revenues	Enterprise Funds	Internal Service Funds	
48991	Copier Revenue	-	-	1,800	-	1,800
	<b>TOTAL MISCELLANEOUS</b>	<b>601,317</b>	<b>186,003</b>	<b>109,192</b>	<b>1,438,728</b>	<b>2,335,240</b>
49110	Proceeds from Capital Lease-CLERK OF COURTS---	-	57,600	-	-	57,600
49210	Transfer from General Funds-CHILD SUPPORT---	310,000	-	-	-	310,000
49220	Transfer from Special Revenue	5,800,000	-	-	-	5,800,000
49270	Transfer from Internal Service Fund-FINANCE-Debt S	-	-	-	377,267	377,267
	<b>TOTAL TRANSFERS AND OTHER FINANCING SOURCES</b>	<b>6,110,000</b>	<b>57,600</b>	<b>-</b>	<b>377,267</b>	<b>6,544,867</b>
	<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>\$ 20,297,626</b>	<b>\$ 24,644,884</b>	<b>\$ 18,284,407</b>	<b>\$ 16,901,117</b>	<b>\$ 80,128,034</b>

WOOD COUNTY  
PROPOSED 2019  
OPERATING EXPENSES

Function	Account Title	2019 Amount	Department Total
51212	Circuit Court Branch I	\$ 412,692	\$ 412,692
51213	Circuit Court Branch II	122,773	122,773
51214	Circuit Court Branch III	130,614	
51215	Drug Court	216,187	346,801
51420	County Clerk	303,230	
51424	County Clerk-Postage Meter	14,000	
51440	County Clerk-Elections	51,356	
51453	County Clerk-Information & Communication	18,500	
51120	County Clerk-Committees & Commissions	217,128	604,214
51217	Clerk of Courts	25,000	
51221	Clerk of Courts	1,345,649	
51220	Clerk of Courts	65,000	1,435,649
52601	Dispatch	1,802,348	1,802,348
51320	Corporation Counsel	310,953	310,953
51310	District Attorney	310,587	310,587
52510	Emergency Management-SARA Title III	52,814	
52520	Emergency Managewnt-SARA	272,820	
52530	Emergency Management-Building Numbering System	3,000	
52540	Emergency Managment-Work Relief	186,011	
52130	Emergency Managment-Police Radio	231,548	746,193
51510	Finance	468,458	468,458
54121	Public Health	1,800,536	
54122	Public Health-WIC	360,000	
54128	Public Health-Consolidated Grants	67,205	
54130	Public Health-Dental Sealants	114,954	
54132	Public Health-Adam/Juneau	307,487	2,650,182
51433	Human Resources-Labor Relations	30,000	
51435	Human Resources	416,329	
51436	Human Resources-Programs	24,739	471,068
56121	Wages-Permanent-Land Conservation	257,756	
56123	Land/Water Conservation-Wildlife Damage Abatement	61,038	318,794
51550	Wages-Permanent-Maintenance-Purchasing	53,142	53,142
55210	County Parks	1,652,723	1,652,723

WOOD COUNTY  
PROPOSED 2019  
OPERATING EXPENSES

Function	Account Title	2019 Amount	Department Total
56310	Planning and Zoning	387,190	
56340	Planning and Zoning-Surveyor	44,304	431,494
51931	Risk Management-Property and Liability Insurance	613,429	613,429
51710	Register of Deeds	464,196	
51711	Register of Deeds-Redaction	-	464,196
52110	Sheriff-Administration	2,662,120	
52131	Sheriff-Indian Law Enforcement	34,541	
52140	Sheriff-Traffic Police	3,172,419	
52150	Sheriff-Civil Service Commission	1,000	
52710	Sheriff-Jail	2,725,304	
52713	Sheriff-Transport/Safekeeper	1,388,247	
52712	Sheriff-Electronic Monitoring	221,737	
59210	Transfer	310,000	
52721	Sheriff-Jail Surcharge	100,000	10,615,368
51450	Information Technology	1,546,116	
51451	Information Technology-Voice over IP	147,300	1,693,416
51520	Treasurer	453,189	453,189
55620	UW Extension	522,198	
55650	UW Extension-Jr Fair	32,000	
55660	UW Extention-Projects Clean Sweep	17,700	571,898
54710	Veterans-Relief	5,411	
54720	Veterans-Service Officer	344,334	
54730	Veterans-Donations	300	
54740	Veterans-Graves	2,865	
54750	Veterans-WDVA Grants	11,380	364,290
51315	Victim Witness	152,796	152,796
51231	Coroner	160,607	160,607
54129	Humane Officer	35,485	35,485
55630	UWExtension-Ctr Mfld	47,872	
51590	Contingency	450,000	
51591	Efficiency	25,000	
51592	Initatives	25,000	
55112	County Aid to Libraries	977,893	
55460	Marshfield Fairgrounds	25,000	
56740	Payment in Lieu of Tax	77,345	1,628,110
<b>TOTAL GENERAL GOVERNMENT</b>		<b>28,890,855</b>	<b>28,890,855</b>

WOOD COUNTY  
PROPOSED 2019  
OPERATING EXPENSES

Function	Account Title	2019 Amount	Department Total
53110	Highway-Administration	335,280	
53120	Highway-Engineer	232,838	
53191	Highway-Other Administration	323,806	
53262	Highway-Bituminous Oper Crusher Recycle	119,372	
53266	Highway-Bituminous Operations	1,762,924	
53310	Highway-Maint CTHS	3,300	
53311	Highway-Maint CTHS Patrol Sections	1,701,201	
53313	Highway-Maintenance Gang	107,015	
53312	Highway-Snow Removal	919,588	
53340	Highway-Cty Aid Roads	440,617	
53341	Highway-Cty Aid Bridge Construction	200,422	6,146,363
	<b>TOTAL GOVERNMENTAL HIGHWAY</b>	<b>6,146,363</b>	<b>6,146,363</b>
54401	Human Services-DCF CW	3,822,418	
54405	Human Services-Youth Aids	3,343,095	
54410	Human Services-Child Care	159,188	
54413	Human Services-Transportation	449,566	
54420	Human Services-ESS PPACA	1,435,222	
54425	Human Services-FSET ILS-ETV	3,176,589	
54435	Human Services-WHEAP Operations	120,256	
54440	Human Services-B23	545,393	
54445	Human Services-FSP	181,750	
54450	Human Services-Children's Waivers	350,302	
54455	Human Services-CSP	590,056	
54460	Human Services-OPC-MH	1,516,881	
54465	Human Services-CCS	2,284,175	
54470	Human Services-Crisis Legal	979,664	
54475	Human Services-Mental Health	1,393,677	
54480	Human Services-Outpatient AODA	428,196	
54485	Human Services-AODA Day Treatment	84,601	
54495	Human Services-AODA Contract	126,100	
54500	Human Services-Administration	3,308,916	24,296,045
54611	Aging	198,278	198,278
51330	Child Support	1,049,541	1,049,541
56111	County Parks-State Forestry Roads	7,000	
56911	County Parks-State Wildlife Habitat	2,500	
55441	County Parks-Maint Snowmobile Trails	81,510	
55442	County Parks-ATV Maintenance	11,370	
56913	County Parks-Capital Outlay	359,330	461,710

WOOD COUNTY  
PROPOSED 2019  
OPERATING EXPENSES

Function	Account Title	2019 Amount	Department Total
56320	Planning and Zoning-Land Records	246,791	
56943	Planning and Zoning-Private Sewage Systems	261,997	508,788
56126	Land/Water Conservation-Yellow River	1,390	
56122	Land/Water Conservation-DATCP	314,582	
56125	Land/Water Conservation-Non-Metallic Mining	40,349	
56128	Land/Water Conservation-Mill Creek	22,000	
56129	Land/Water Conservation-14 Mile Creek	-	378,321
56730	Transp & Econ Dev-Airport Aid	13,384	
56750	Transp & Econ Dev	145,191	
56780	Trasnp & Econ Dev-CDBG	35,000	193,575
54315	Human Services-Ho Chunk	91,720	91,720
59210	Sales Tax	5,800,000	5,800,000
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<u>32,977,978</u>	<u>32,977,978</u>
58110	Principal -General Government	475,000	
58130	Debt Service	-	
58140	Debt Service-Principal-Highway	2,939,600	
58210	Debt Service Fund Interest 2018 CIP	125,685	
58230	Debt Service-Interest-2017 Capital	41,485	
58240	Debt Service-Interest Highway	386,850	
58295	Debt Service-Paying Agent & Fiscal	-	3,968,620
<b>TOTAL DEBT SERVICE</b>		<u>3,968,620</u>	<u>3,968,620</u>
57120	Capital Projects-Systems Computers	420,000	
57121	Capital Projects-Parks	27,000	
57213	Capital Projects-Emergency Management	24,000	
57216	Capital Projects-Highway	15,337	
57412	Capital Projects-Edgewater	169,000	
57420	Capital Projects-Norwood	360,777	
57610	Capital Projects-Cons & Dev-Vehicles	34,000	
57640	Capital Projects-Other Buildings---Building Improv	70,500	
57310	Hwy Capital Projects	2,313,082	
55630	UWExtension-Ctr Mfld		3,433,696
<b>TOTAL CAPITAL PROJECTS</b>		<u>3,433,696</u>	<u>3,433,696</u>

WOOD COUNTY  
PROPOSED 2019  
OPERATING EXPENSES

Function	Account Title	2019 Amount	Department Total
54210	Edgewater-Nursing	4,320,403	
54211	Edgewater-Housekeeping	130,363	
54212	Edgewater-Dietary	742,634	
54213	Edgewater-Laundry	54,322	
54214	Edgewater-Maintenance	379,574	
54217	Edgewater-Activities	184,131	
54218	Edgewater-Social Services	152,037	
54219	Edgewater-Administration	724,445	
54220	Edgewater-TBI	897,983	7,585,892
54317	Norwood-Crisis Stabilization	291,153	
54324	Norwood-SNF CMI	1,146,558	
54325	Norwood-SNF BI	728,974	
54326	Norwood-Inpatient	3,524,103	
54350	Norwood-Dietary	1,129,370	
54351	Norwood-Plant Oper & Maint	675,913	
54363	Norwood-Medical Records	261,726	
54365	Norwood-Medical Records-Admin	1,203,466	8,961,263
53220	Highway-Field Tools	13,400	
53230	Highway-Shop Operations	331,129	
53232	Highway-Fuel Handling	12,100	
53240	Highway-Machinery Operations	2,173,434	
53260	Highwayt-Bituminous Operations	230,902	
53270	Highway-Buildings & Grounds	181,436	
53320	Highway-Maint STHS	1,386,445	
53330	Highway-Local Roads	1,190,217	
53490	Highawy-Other Services	555,842	6,074,905
	<b>TOTAL ENTERPRISE FUNDS</b>	<b>22,622,060</b>	<b>22,622,060</b>

WOOD COUNTY  
PROPOSED 2019  
OPERATING EXPENSES

Function	Account Title	2019 Amount	Department Total
51933	Risk Management-Workers Comp Insurance	488,268	488,268
51430	Human Resources-Health Fund Incentive Payments	13,210,172	
59210	Child Support	377,267	
51431	Human Resources-Wellness	377,267	13,964,706
51611	Maintenance-Courthouse and Jail	1,227,998	
59270	Transfer to Internal Service Funds	(187,012)	
51630	Maintenance-Unified Services Bldg	10,022	
51640	Maintenance	12,272	
51650	Maintenance	5,472	
51660	Maintenance-CBRF's	3,450	
51670	Maintenance-River-Block Building	597,276	1,669,478
51934	OPEB Sick Leave Conversion to Health-FINANCE-OPEB-	500,000	500,000
51452	Information Technology-PC Replacement	176,500	176,500
<b>TOTAL ENTERPRISE FUNDS</b>		<u>16,798,952</u>	<u>16,798,952</u>
<b>TOTAL OPERATING EXPENSES</b>		<u>\$ 114,838,524</u>	<u>\$ 114,838,524</u>

## RESOLUTION#

Introduced by

Health &amp; Human Services Committee and Executive Committee

Page 1 of 1

Committee

SK

Motion: Adopted: ☐1<sup>st</sup> Lost: ☐2<sup>nd</sup> Tabled: ☐No: ☐ Yes: ☐ Absent: ☐

Number of votes required:

☐ Majority ☒ Two-thirdsReviewed by: PAK, Corp CounselReviewed by: MAC, Fin. Dir.**INTENT & SYNOPSIS:** To amend the 2018 WIC budget for additional revenue and expenditures unanticipated during the original budget process.**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54122	WIC		33,739
43554	State Grants	33,739	

Source of Money: Department of Health Services, Division of Public Health, budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

**WHEREAS** revenues generated by the department will be higher than anticipated by \$33,739 due to additional grant funding, and**WHEREAS** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$33,739, and**WHEREAS** the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, 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 Wood County WIC budget for 2018 by appropriating \$33,739 of unanticipated revenue to the above named function, and**BE IT FURTHER RESOLVED** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

## EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

BILL CLENNENING

ADAM FISCHER

KEN CURRY

WILLIAM WINCH

DENNIS POLACH



## RESOLUTION#

Effective Date upon passage and publication

Introduced by Health &amp; Human Services Committee and Executive Committee

Page 1 of 1

Committee

SK

Motion: \_\_\_\_\_ Adopted: ☐  
 1<sup>st</sup> \_\_\_\_\_ Lost: ☐  
 2<sup>nd</sup> \_\_\_\_\_ Tabled: ☐  
 No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_

Number of votes required:

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

**INTENT & SYNOPSIS:** To amend the 2018 ADAMS-JUNEAU budget for additional revenue and expenditures unanticipated during the original budget process.

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

Function	Account Name	Debit	Credit
54132	ADAMS-JUNEAU		41,700
43551	State Grants	10,000	
47410	MOU	31,700	

Source of Money: Department of Health Services, Division of Public Health; Adams County Health & Human Services; Juneau County Health Department; budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

**WHEREAS** revenues generated by the department will be higher than anticipated by \$41,700 due to additional grant funding, and

**WHEREAS** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$41,700, and

**WHEREAS** the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, 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 Wood County ADAMS-JUNEAU budget for 2018 by appropriating \$41,700 of unanticipated revenue to the above named function, and

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

## EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

BILL CLENDENNING

ADAM FISCHER

KEN CURRY

WILLIAM WINCH

DENNIS POLACH

## RESOLUTION#

Introduced by

Health &amp; Human Services Committee and Executive Committee

Page 1 of 1

Committee

Motion: Adopted: ☐1<sup>st</sup> Lost: ☐2<sup>nd</sup> Tabled: ☐No: Yes: Absent: ☐

Number of votes required:

☐ Majority ☒ Two-thirdsReviewed by: PAK, Corp CounselReviewed by: mac, Fin. Dir.**INTENT & SYNOPSIS:** To amend the 2018 GRANTS budget for additional revenue and expenditures unanticipated during the original budget process.**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54128	GRANTS		15,105
43557	State Grants	15,105	

Source of Money: Department of Health Services, Division of Public Health, budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

**WHEREAS** revenues generated by the department will be higher than anticipated by \$15,105 due to additional grant funding, and**WHEREAS** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$15,105, and**WHEREAS** the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, 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 Wood County GRANTS budget for 2018 by appropriating \$15,105 of unanticipated revenue to the above named function, and**BE IT FURTHER RESOLVED** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

## EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

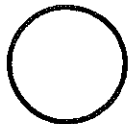
BILL CLENDENNING

ADAM FISCHER

KEN CURRY

WILLIAM WINCH

ENNIS POLACH



## RESOLUTION#

ITEM#

1-6

DATE

November 13, 2018

Effective Date

November 13, 2018

Introduced by Executive Committee  
Page 1 of 1

HLG

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

**INTENT & SYNOPSIS:** To update "Resolution Designating Public Depositories and Authorizing Withdrawal of County Monies" to include number of signatures and titles of authorized persons.

**BE IT RESOLVED** by the Wood County Board of Supervisors that the following named financial institutions:

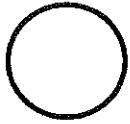
AbbyBank  
American Deposit Management Co  
Charles Schwab & Co., Inc. as custodian bank for investment with  
ICM Institutional Capital Management LLC  
Farmers & Merchants Bank  
Moreton Capital Markets  
Oppenheimer & Co. Inc.  
PiperJaffray  
State of Wisconsin Local Government Investment Pool Fund  
US Bank, NA as custodian bank for investment with WISC  
(Wisconsin Investment Series Cooperative) through PMA  
(Prudent Man Advisors) Financial Network, Inc.  
WoodTrust Bank

Qualify as a public depository under Chapter 34, Wis. Stats., are hereby designated as depositories in which the funds of this Municipality may from time to time be deposited or transferred by Treasurer or Deputy Treasurer.

**BE IT FURTHER RESOLVED**, that the following described account(s) be opened and maintained in the name of this Municipality with the Bank subject

to the rules and regulations of the Bank from time to time in effect that the person(s) and the number there of designated by title opposite the following designation of account(s) is hereby authorized, for and on behalf of this Municipality, to sign order checks as provided in §. 66.0607, Wis. Stats., for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, notes, bills, certificates of deposit, or other instruments or orders for the payment of money owned or held by said Municipality; that the endorsement for deposit may be in writing, by stamp, or other facsimile signature so endorsing.

Type of Account	Number of Signatures Required	Titles of Authorized Persons
1. Checking Account	3	Chairman, Clerk, Treasurer
2. Insured Money Market Acct	1	Treasurer or Deputy Treasurer
3. Certificate of Deposit	1	Treasurer or Deputy Treasurer
4. Wire Transfer	1	Treasurer or Deputy Treasurer
5. U.S. Securities	1	Treasurer or Deputy Treasurer
6. Electronic Transfers for Federal Tax Purposes	1	Finance Director or Treasurer



## RESOLUTION#

Introduced by

EXECUTIVE COMMITTEE

Page 1 of 1

Committee

CAK

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

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

**FISCAL NOTE:** Offered Amount \$6,500.00  
 R.E. Taxes (7,861.46)  
 Tax Deed Expense (222.00)

**LOSS (\$1,583.46)**

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

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

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

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

**City of Wisconsin Rapids**

34-02330 Lot 8, Block 1, Lyon's 2nd Addition, City of Wisconsin Rapids, Wood County, Wisconsin, together with 1/2 of the vacated alley lying adjacent to said lot.

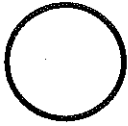
**OFFERED AMOUNT**

\$6,500.00

**APPRAISED AMOUNT**

\$10,000.00

Property is located at 161 12<sup>th</sup> Ave S, Wisconsin Rapids.



## RESOLUTION#

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

ITEM#

1-8

DATE

November 13, 2018

Effective Date

November 13, 2018

Committee

CAK

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

**FISCAL NOTE:**

Offered Amount	\$60,744.00
R.E. Taxes	(24,389.08)
Publication fees	(572.48)
Tax Deed fees	(1,349.47)
Special Charges	(9,448.43)
Special Assessments	(162.00)

GAIN

\$24,822.54

**WHEREAS,** a sealed bid process was held and these were the best offers received on the below mentioned properties, and,

**WHEREAS,** it is beneficial for Wood County to sell tax deeded 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 offers be accepted

Town of Remington

14-01220 Lot 2, Block 16 of the Plat of Babcock, Town of Remington, Wood County, Wisconsin.

MINIMUM BID  
\$500.00

OFFER  
\$520.00

Property is vacant land north of 1632 Oak St, Town of Remington.

City of Pittsville

31-00271 Lot 13 of Block 5 in the Subdivision of the NW one-quarter of the NE one-quarter of Section 34, Township 23 North, Range 3 East, according to Sargent's Plat of the City of Pittsville, Wood County, Wisconsin.

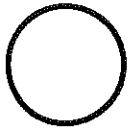
MINIMUM BID  
\$1,000.00

OFFER  
\$1001.00

Property is vacant lot on 3<sup>rd</sup> Ave, City of Pittsville.

Village of Arpin

32-00075 That part of the SW one-quarter of the NE one-quarter of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin, described as follows, to wit: Commencing 400 feet North of the Southwest corner of the NE one-quarter of Section 28, Township 24 North, Range 4 East for the point of beginning; thence Easterly, parallel with the South line of said NE one-quarter, 280 feet; thence Northerly parallel with the Westerly line

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

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

Page 2 of 3

Committee \_\_\_\_\_

of Said NE one-quarter, 330 feet; thence Westerly parallel with the South line of said NE one-quarter, 380 feet; thence Southerly along the West line of said NE one-quarter, 330 feet to the point of beginning, except highway.

MINIMUM BID

\$7,000.00

OFFER

\$7,511.00

Property is located at 6298 Pine Rd, Village of Arpin.

City of Marshfield

33-00260 All that part of Lot 16 of Block 5 of the City of Marshfield, Wood County, Wisconsin, which lies Northerly of a line drawn parallel with and distant 50 feet Northerly at right angles from the center line of the main track of the Chicago and Northwestern Railway Company.

Former Chicago and Northwestern railroad right-of-way in Lot 16, Block 5, City of Marshfield, Wood County, Wisconsin.

MINIMUM BID

\$8,000.00

OFFER

\$12,000.00

Property is located at 505 N Walnut Ave, City of Marshfield.

City of Marshfield

33-01276 Lot 1, Block 109, City of Marshfield, Wood County, Wisconsin.

MINIMUM BID

\$1,500.00

OFFER

\$1,650.00

Property is located at 410 W 5<sup>th</sup> St (building razed), City of Marshfield.

City of Marshfield

33-01384 Lot 13 of Block 119 of the City of Marshfield, Wood County, Wisconsin.

MINIMUM BID

\$8,000.00

OFFER

\$15,707.00

Property is located at 302 N Peach Ave, City of Marshfield.

City of Wisconsin Rapids

34-02626 Lot 2, West Side Assessor's Plat No. 16, City of Wisconsin Rapids, Wood County, Wisconsin.

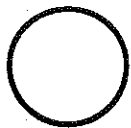
MINIMUM BID

\$2,000.00

OFFER

\$5,125.00

Property is located at 431 7<sup>th</sup> Ave S (building razed), City of Wisconsin Rapids.



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

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

DATE \_\_\_\_\_

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

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

Page 3 of 3

Committee \_\_\_\_\_

City of Wisconsin Rapids

34-03900 The West 8 rods of the North one-half of the NW one-quarter of the SW one-quarter of the NE one-quarter of Section 13, Township 22 North, Range 5 East, City of Wisconsin Rapids, Wood County, Wisconsin, except highways.

MINIMUM BID

\$10,000.00

OFFER

\$17,230.00

Property is located at 2441 Chase St, City of Wisconsin Rapids.

## HEALTH AND HUMAN SERVICES COMMITTEE

2

**DATE:** November 1, 2018

**PLACE:** Edgewater Haven, Administration Building, Conference Room 110 - Port Edwards

**PRESENT:** Donna Rozar, Adam Fischer, Marion Hokamp, Jessica Vicente, Tom Buttke, Mark Holbrook, Lori Slattery-Smith R.N.

**EXCUSED:** Al Breu

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Jordon Bruce, Cindy Robinson, Jo Timmerman (Human Services); Sue Kunferman, Kathy Alft, Erica Sherman, Julie Cutright (Health Department); Rock Larson (Veterans Service); Reuben Van Tassel (Maintenance); Bill Clendenning (County Board Supervisor); Doug Machon (County Board Chair)

**1) Call to Order**

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

**2) Quorum**

Rozar declared a quorum.

**3) Public Comments**

n/a

**4) Tour of Edgewater renovated area**

Committee members took a brief tour of the renovated rooms.

**5) Health Department presentation on Wood County Youth Risk Behavior Survey (YRBS)**

Erica Sherman and Julie Cutright described the YRBS and explained differences between high school and middle school surveys as well as the importance of the data collected. Highlights of some results were shared.

**6) Human Services CPS caseload study presentation**

Brandon Vruwink shared a Power Point presentation of County perspectives and recommendations to address Wisconsin's child welfare crisis. Brandon described some of the child protective service's issues, and how a workgroup was formed to address those issues. Statistics, along with out-of-home care growth and costs, were presented. Furthermore, Brandon explained the Wisconsin County Human Service Association adopted caseload standards and a process to advocate for increased funding.

**7) Consent Agenda**

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

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

- n/a

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

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

**10) Edgewater Haven Write Offs**

Cindy Robinson shared a list of 2018 write-off requests. Jo Timmerman responded to Committee member questions regarding attempts to collect. Motion (Slattery-Smith/Fischer) to approve \$18,444 write-offs. All ayes. Motion carried.

**11) Update on the Congregate Meal Program and possible additional sites**

Jordon Bruce described projected revenues with possible expansion of the congregate meal program and associated construction costs. There is no recommendation to pursue at this time.



**12) Invitation to Committee members to attend Wisconsin County Human Services Association (WCHSA) Fall Conference November 29-30, 2018 in Stevens Point**

Conference agenda was shared in the packet. Motion (Buttke/Fischer) to approve attendance by Committee members to the WCHSA Conference. All ayes. Motion carried. Anyone interested in attending should let Dawn Schmutzer know as soon as possible.

**13) Update on Aging and Disability Resource Center of Central Wisconsin Adult Protective Services feasibility study**

Brandon Vruwink was invited by the County Board Chair to attend a meeting with the Aging and Disability Resource Center (ADRC) of Central Wisconsin and gave an update regarding the ADRC providing adult protective services. The ADRC is currently conducting a feasibility study to determine next steps.

**14) Update on Marshfield Human Services (Cornerstone) space needs**

Reuben Van Tassel shared a proposed floor plan for consideration utilizing available space on second floor in City Hall Plaza. The plan was designed with input from Cornerstone employees. Motion (Fischer/Holbrook) to direct Human Services leadership to engage in conversations with the City regarding possible renovation cost-sharing and lease options. All ayes. Motion carried.

**15) Discuss challenges in Nursing recruitment for Edgewater Haven and Norwood Health Center**

Brandon Vruwink described the challenges, which have increased over the past year. Cindy Robinson shared additional challenges with wage structure, even with the County's total benefit package. Jordon Bruce explained the difference in recruitment between Edgewater Haven (nursing home RN) and Norwood Health Center (hospital RN). Cindy and Jordon shared concerns with overtime costs because of vacancies, and questioned how we might use those dollars to help with recruitment and retention. Human Services will continue to research options and bring recommendations back to the Committee for consideration.

**16) Discuss amending 2019 Human Services budget on the floor at the November County Board meeting**

Chair Rozar explained need for amendment of 2019 Human Services budget on the County Board floor.

**17) Resolutions to amend 2018 WIC, Grants, and Adams/Juneau budgets**

Sue Kunferman explained reasons for the variance of budgeted expenditures. Motion (Holbrook/Hokamp) to support the resolutions as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

**18) Activation date of 9 FTEs for Edgewater Haven**

Cindy Robinson provided an explanation of 2019 budgeted FTEs for TBI unit at Edgewater Haven and request to recruit in 2018 vs 2019. Motion (Holbrook/Buttke) to approve recruitment of 9 FTEs in 2018. Motion (Holbrook/Buttke) to amend the motion to include December 1<sup>st</sup> as hire date. Vote called for the amendment. All ayes. Motion passes. Vote called for amended motion. All ayes. Amended motion passes.

**19) Legislative Issue Updates**

Department heads provided updates regarding issues pertaining to their departments.

**20) Items for Future Agenda**

The Chair noted items for future agendas.

**21) Next Meeting(s)**

- November 29, 2018 (**this is November meeting rescheduled to 5<sup>th</sup> Thursday**) 5:00 pm, Wood County Annex & Health Center, Classroom - Marshfield

**22) Recommendation to County Board Chair for appointment of physician member to Health & Human Services Committee**

Dr. Steven Kulik was not present at the meeting and agenda item tabled.

**23) With permission of the Committee, the closed sessions were reversed from agenda order.**

Motion (Buttke/Fischer) to convene into closed session pursuant to Wis. Stat. 19.85(1)(c) and 19.85(1)(f) to discuss performance evaluation data of an employee for whom the Committee exercises responsibility, as well as disciplinary data that could have a substantial adverse effect upon the reputation of the subject of the discipline if discussed in public. Rozar: Aye, Fischer: Aye, Breu: Aye, Hokamp: Aye, Holbrook: Aye, Slattery-Smith: Aye, Buttke: Aye, Vicente: Aye. Motion carried. The Committee went into closed session at 7:40 p.m.

Motion (Buttke/Fisher) to return to open session at 8:13 p.m. All ayes. Motion carried.

**24) Closed Session**

Motion (Buttke/Fisher) to convene into closed session pursuant to 19.85(1)(c) Wis. Stats. to discuss annual evaluations of Health Department Director and Veterans Service Officer. Rozar: Aye, Fischer: Aye, Breu: Aye, Hokamp: Aye, Holbrook: Aye, Slattery-Smith: Aye, Buttke: Aye, Vicente: Aye. Motion carried. The Committee went into closed session at 8:14 p.m.

**25) Return to Open Session**

Motion (Vicente/Fischer) to return to open session at 8:27 p.m. All ayes. Motion carried.

**26) Adjourn**

The Chair declared the meeting adjourned at 8:28 p.m.

Minutes taken by Kathy Alft and reviewed by Adam Fischer, secretary.

Minutes subject to Committee approval

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Adam Fischer, secretary  
Health and Human Services Committee

## **Health Department Report**

**November 1, 2018**

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

### **ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN**

- We are in waiting mode on our national reaccreditation status. We have submitted all required documentation and that information is being reviewed by the public health accreditation board. We anticipate a virtual site visit in the spring.
- Over the summer we had four students from various universities that worked on projects involving family health and injury prevention, mental health, farmers markets, WIC, and rural health. We are currently working with a group of five nursing students from the UW Eau Claire College of Nursing and Health Sciences.
- We had a staff retreat at Camp Alexander. The theme was trauma informed care and secondary traumatic stress.
- I did a training for new Health Officers on public affairs, advocacy, and policy change.
- We provided flu shots for health department employees. Those employees who chose to receive a flu shot are allowed to wear jeans (when appropriate given their work schedules) for the month of December.

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

#### Healthy People Wood County

Two members of the team presented on Healthy People Wood County's health equity work at the Wisconsin Healthiest State Summit in Green Bay. Wood County Health Department received Wisconsin Healthy Communities Gold Designation at the Healthiest State Summit. We are currently in the planning phase of a mini CHA/CHIP with health system partners. We are working on narrowing action plans with a focus on health equity for the existing coalitions. We have begun the next phase of the community engagement project and continue to work on a Health Impact Assessment (HIA) on the senior housing development downtown in collaboration with the city of Wisconsin Rapids.

#### AOD Prevention Partnership

- The ED2Recovery program connects individuals who visit the Aspirus Emergency Department with an opioid-related concern to a recovery coach from Three Bridges Recovery to support them in finding resources that can support their path to recovery. Three Bridges Recovery will be piloting a community program to work with several local agencies that frequently see individuals with substance use disorders.
- HPWC received \$10,375 funding through the Wisconsin Department of Health Services and Alliance for Wisconsin Youth for the following projects: drug take-back events, prescription drug lock boxes and bags, prescription drug deactivation units, coordination of Naloxone trainings and distributions (opioid overdose reversal medication), *Dose of Reality* campaign, and community events (Hidden in Plain Sight).
- An interactive display of a teenage bedroom, called Hidden in Plain Sight, is now available for free presentations. Adults will be able to identify warning signs that may indicate drug activity and get tips on how to talk to teens about substance use. Schools have an opportunity to review current policy language and work with the AOD Prevention Partnership to update or create policies. Contact Ashley Normington to schedule a presentation at [anormington@co.wood.wi.us](mailto:anormington@co.wood.wi.us) or call (715) 421-8923.
- Wood County completed their third round of WI Wins tobacco compliance checks and has completed a total of 35 checks so far this year. Of the 35 checks there have been 8 failures, which puts Wood County at 23%. In order to continue receiving millions of dollars in substance abuse block grant dollars, Wisconsin as a whole needs to stay below 20% during the state tobacco compliance checks through the annual Synar Survey. The Health Department is working on retailer education to ensure youth do not have retail access to tobacco products.
- The Drug Task Force met September 12<sup>th</sup> and had a presentation from Ashley Normington, Wood County Health Department, on marijuana; specifically Wood County youth trends, different strains of marijuana and how they affect the user, marijuana concentrates, and facts about marijuana that are commonly disputed or falsified among marijuana proponents. Nick Murtha, Alkermes Inc., provided an update on a funding opportunity to use Vivitrol in jails. Vivitrol is a non-narcotic medication that removes opioids from brain receptors; you cannot get high from it, the patient must consent to remain clean for 5-7 days before getting the injection, and there is no cost to the county or participants. The five pillars reported updates from the August meeting:
  - Prevention/Education: Upcoming presentation updates, prescription drug take-back event October 27<sup>th</sup>
  - Harm Reduction: Three Bridges Recovery hosted first annual Recovery Picnic September 29<sup>th</sup> at Robinson Park
  - Law Enforcement: Asked pillars to think about putting a quantitative measure on prevention work- how do you measure the impact
  - Treatment: Working on Vivitrol options and treatment options

- Workplace: Looking for individuals to chair the pillar since Melissa Reichert's departure
- The Wood County Drug Task Force hosted a community presentation in the series: *A Path Towards Progress*, which caught the interest of 66 people. The presentation consisted of a showing of the documentary *Heroin(e)* followed by a panel made up of staff from the Wood County Adult Drug Treatment Court program. A program graduate also shared his story of how he got into drug court and how the program has changed his life. The final presentation of 2018 will take place November 7<sup>th</sup> at the library with information from Dr. Doug Galuk who will discuss prescription drug abuse and alternatives to prescribing opioids.
- The AOD Prevention Partnership had representation at the Northwood Coalition Central Region meeting September 24<sup>th</sup> and received a presentation on alcohol use associated with risk of developing cancer from the Wisconsin Cancer Council. This is a correlation that is not widely known, but especially concerning in a state of high alcohol consumption rates. Alcohol increases your risk for at least seven types of cancer including: mouth, throat, voice box, esophagus, liver, colorectal, and female breast. The Central Region will be working together on developing an action plan around underage drinking and excessive alcohol use.
  - All Wood County law enforcement agencies will be participating in the October 27<sup>th</sup> prescription drug take-back event. Accepted items include prescription and over-the-counter medications, creams, inhalers, non-aerosol sprays, liquids, ointments, patches, pet medications, and vials.
    - **Copps**, Wisconsin Rapids 10:00am – 2:00pm, hosted by Grand Rapids Police Department, Wisconsin Rapids Police Department, and Wood County Sheriff's Department
    - **Nekoosa Court** 9:00am – NOON, hosted by Nekoosa Police Department
    - **Pittsville Police Department** 10:00am – 2:00pm
    - **Port Edwards Police Department** 11:00am – 1:00pm
    - **Shopko**, Marshfield location 10:00am – 2:00pm, hosted by Marshfield Police Department (sharps accepted at Marshfield location)
    - **Rome Police Department** (Adams Co) 10:00am – 2:00pm

### Brighter Futures

The coalition has chosen a new health issue to focus on which is comprehensive reproductive/sexual health. There will be objectives focusing on sexually transmitted infections (STI's), unplanned pregnancies, dating and sexual violence, and working with teens. The coalition received a grant from Delta Dental to create Oral Health Packets for Aspirus pediatricians to distribute to 400 Badger Care families at nine-month well child visits. A program is being created on implementing an evidence-based family home visiting model called *Parents as Teachers (PAT)*. When the program is funded, a pilot program will be implemented in the 54495 area code in Wisconsin Rapids. The program will build out throughout Wood County over three years. Healthy People Wood County (HPWC) coalition leaders are working together to research the housing issue within Wood County. More details regarding this work to come as the research is on-going. A communication plan for HPWC was created. This includes our social media communications as well as traditional mediums for communications, such as newsletters. A Policy, Systems, and Environmental (PSE) Change PowerPoint was created because a survey indicated coalition members wanted more information about the topic and how their coalition we can make change in Wood County.

### Mental Health Matters

- The Mental Health Matters Action Plan was completed with an equity lens during the first half of September. The action plan looks at what strategies the coalition will use to address structural issues around mental health problems in Wood County. Strategies were formulated around the equity approach of Policy, System, and Environment (PSE). The PSE approach is commonplace within public health praxis when working to make a public health entity's efforts more equitable.
- David has started a discussion around implementing new peer-to-peer support groups within schools. During September, he met with Kayleigh Mengel, from the Center for Community Health Advancement, who leads the school group Marshfield-Columbus Leadership Alliance (MCLA). The MCLA's structure is focused on empowering students and providing peer support as well as creating a positive culture within school. Kayleigh has agreed to help build the structure needed to start a similar group on the south end of the county. Currently, the school of interest to this group is Nekoosa High School. David is setting up a meeting with Keith Johnson, the Nekoosa High School Principal, to discuss the potential of starting a group in the Nekoosa High School.
- The Mental Health Matters Executive Board met for an extra meeting during the month of September to discuss changes to the coalition's action plan and upcoming workgroup meetings. The Executive Board feedback for the action plan was primarily around the language that could be changed to make more sense to the layperson. Aside from the changes in language, the proposed strategies had positive feedback around them. The current workgroups that are looking to be pursued are the Peer Specialist Integration workgroup and the Stigma Reduction Series workgroup.
- At the end of September, the Peer Specialist Integration workgroup met for the first time. The purpose of this workgroup is to discuss ways that Peer Specialists can be integrated into different organizations within Wood County. A Peer Specialist is an individual who is living with a mental illness who is in recovery, took a class, passed a test, and received a certificate. The Peer Specialist who is certified is able to provide peer level support to an individual who is experiencing a mental health issue or crisis. The Peer Specialist is trained in de-escalation strategies and navigating local resources. Currently, Peer Specialists are being used at the two clubhouses within Wood County. The clubhouses are drop-in centers for individuals living with a mental illness

and/or a substance use disorder. The workgroup started to discuss the feasibility of training more individuals living with a mental illness to become Peer Specialists as well as the feasibility of placing Peer Specialists within different organizations. The group decided that there needs to be more discussion around funding, ways to bill for Peer Specialist referrals, and brainstorming what organizations could benefit for having Peer Specialists integrated within them.

#### Recreate Health

Recreate Health was awarded a \$30,000 Security Health Plan *ABCS for Health* grant. This grant will help fund a feasibility assessment, market analysis, and ultimately a business plan for the community food center. The community food center project was started in 2012 when a group of South Wood County United Way Hunger Coalition members sought to address the recurring needs for hunger relief in South Wood County. This group identified the need to convene hunger relief groups and organizations to create efficiencies in reaching those in need and reducing barriers to hunger relief. As the conversations continued, this group saw the opportunity to expand hunger relief into the local food system; supporting farmers, increasing healthy and fresh foods to end-users, and addressing barriers to local food in addition to hunger. Hunger and Health now bridged together are working to create a place that can include a food pantry and community meal site, a processing facility for local foods to be sold to institutions and community residents and visitors, education opportunities, etc. This is a systems approach to really dive into the food systems of South Wood County and think creatively on how to end hunger and increase economic development and access to local foods. This center will ultimately breakdown stigma around hunger and serve as a place for everyone.

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

##### Training

Environmental Health Staff attended the Wisconsin Environmental Health Association conference in La Crosse in September. The topics of the conference included a food security exercise based on an actual case with illnesses due to intentional contamination of a milk tanker. The response from all parties was discussed including an FBI presentation on their case investigation. Other topics included changes in meat inspection requirements and the Milwaukee restaurant grading system.

Logan completed initial retail food standardization exercises with Greg. This included four side-by-side inspections with the agency standard to assure a standardized way of conducting inspections. Logan also completed food flow chart, a risk control plan, and a Hazard Analysis and Critical Control Points (HACCP) plan as part of initial standardization. Kate provided general food safety training for food service workers in the Wisconsin Rapids school district. Fourteen workers attended the session.

##### Wood County Water Laboratory

Environmental Health staff members visited the Walworth County water lab to observe their procedures and determine the equipment needed to start up the nitrate lab. We also contacted the Rock County water laboratory who uses the same nitrate testing method that we intend to use. They also provided information regarding the database used to track water sample results. We will need to have a database in place once we begin testing water for the general public. Fisher Scientific and HACH provided quotes on their equipment. Equipment can be purchased at a reduced cost under an agreement between Fisher Scientific and the State of Wisconsin. We will begin work on developing our nitrate laboratory policies and procedure. Once equipment is in place, we will train to use it, and then complete proficiency testing, and make an application to the Department of Natural Resources for certification.

##### Clean Sweep

Logan and I assisted with the Clean Sweep collection in Marshfield. A total of 165 residents attended the event.

##### New Business and Consultations

There was a consultation with a potential new owner at the Market Street Grill in Nekoosa. Out of the Blue Tattoo was licensed to do body piercings and tattoos in Marshfield. Following their remodeling, Aldi's in Wisconsin Rapids was inspected before opening. A consultation was conducted at Rudolph Family Restaurant.

##### Temporary Food Events

Nine food vendors were inspected at the Grand Affair in Wisconsin Rapids. Eleven food stands were inspected at Maple Fall Fest in Marshfield. Overall, the food stands were well run.

##### Complaints

A number of complaints came in from Inclusa. We met to discuss responsibilities of each agency in the bed bug complaints that are referred to us.

Fifteen complaints were received in the month of September. Many of these were bed bug complaints.

- A complaint was made about a home with a hoarding issue and lice. There are children in the home. A law enforcement officer has been working with the family and felt that conditions are improving, though the parent could use mental health services. This information was relayed to Human Services who is also involved in the case. The case is closed at this time as no health hazard currently exists.
- A caller made a complaint of bed bugs in an apartment. The landlord was contacted and stated the caller had previously rented from him and trashed the home. He wanted to rent the home with the alleged bed bugs and the landlord would not rent to him. Complaint is dropped since no infestation.
- A tenant complained of water damage causing flooding and wet carpeting. The landlord is addressing the problem, and the tenant admits that the situation is getting better. Case closed.
- A tenant complained of mold in the basement, feces in a storage unit, bees near the back door, and unsafe stairs. Tim went on site and found very little mold, dried dog feces that could easily be cleaned up, and the bees not an issue. The basement was dirty in some places and cleaning would eliminate the problem. The tenants were satisfied and will call if they have other issues. Complaint dropped.
- A caller complained about the cat urine smell in the basement, coming from a neighboring unit. Tim went on site and did not detect a urine odor at the time. There were air fresheners in the area. Tim contacted the neighbor with the cat who is considering rehoming the cat. The original caller was informed of this plan and was told to call back if the situation persisted. No further calls were received. Complaint is dropped.
- A bed bug complaint was made on a rental unit in Marshfield. Other building complaints were made as well. A joint inspection was done with Marshfield building inspection and Marshfield Fire Department. No bed bugs were found. Case was closed.
- A complaint came in about scabies and bedbugs in an apartment in Wisconsin Rapids. The caller experienced a number of bites. The landlord had a pest control company come in and no bed bugs were found. The caller had scabies. Complaint is closed.
- A tenant reported that she has bed bugs in her rental unit in Auburndale, but she can't afford a pest control company. The landlord told her it's her responsibility. She had them in a previous apartment and the landlord paid for pest control services. An order was written to the landlord to eliminate the bed bug infestation.
- A bed bug was found at a day care in Marshfield. Only one was found and it seemed likely that it may have come in with a child's belongings. Pest control was contacted immediately by the daycare.
- A complaint of illness was reported at a restaurant in Wisconsin Rapids. Only one person reported being ill, and this establishment regularly serves the food that the caller ate. An illness investigation will not begin because we have only one person ill.
- Another complaint came in regarding a retail store with dirty floors. Tim went on site and was told professional cleaners were hired. The floors look better, but are still damaged in some areas. The manager was instructed to keep up the cleaning and consider having the flooring replaced.
- Tenants are reporting getting bites in an apartment building. This is the same building that was inspected by pest control and no bed bugs were found. Scabies is suspected as the cause.
- A caller reported a lack of adequate heat in her apartment. The temperature is 69F. The landlord/tenant code requires the heat to be maintained at 67F or greater. We can take no action unless the heat fails to stay above 67F. Case closed.
- Bed bugs were reported in an apartment complex. The landlord has already hired a pest control company. The exterminator was contacted and he stated that they are making progress in knocking down the numbers of bed bugs, but he is having a problem with tenants not complying with getting rid of clutter and other harborage for the insects. The tenant was informed of the progress and what is needed to make the extermination effective. Case closed.
- A restaurant patron reported flies in a restaurant. The owner was contacted and was told to increase pest control efforts and keep exterior doors closed. Case closed.

## **COMMUNICABLE DISEASE TEAM REPORTS**

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

- During the month of September, Wood County had 21 cases of chlamydia and 1 case of gonorrhea reported. Seven cases of Hepatitis C and 1 case of Hepatitis B were also investigated. A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Tick activity decreased during September. Wood County had 2 confirmed case, 3 probable cases, and 6 suspect cases of Lyme disease along with 1 case of babesiosis.
- During September, 2 cases of cryptosporidiosis, 1 case of campylobacter, 4 cases of giardia, 5 cases of salmonella, and 5 cases of E. coli were reported.

### **Lead Update – Jean Rosekrans**

I accompanied Environmental Health staff on a home visit for a child with elevated blood lead levels.

## FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

### Caring Hands – Erica Sherman

This fall's Caring Hands presentation is *Strategies for All Children* presented by Allison Lourash, from the Northern Regional Children & Youth with Special Health Care Needs Center. Participants will learn about strategies to incorporate into daily activities that not only include children with disabilities in child care settings, but are helpful for all children. Everyone who attends will receive a copy of the resource book: *A Thinking Guide to Inclusive Childcare* by Mark Sweet. Presentations will take place on Tuesday, October 23<sup>rd</sup> from 6:30pm-8:30pm at McMillan Memorial Library in Wisconsin Rapids and on Tuesday, November 13<sup>th</sup> from 6:30pm-8:30pm at the Streitel Conference Center in Marshfield.

### Maternal-Child Health Tobacco Objective – Erica Sherman

An online training module for childcare providers is now available. Childcare providers who participate in the webinar will receive a Subway gift card. The module focuses on the dangers of second and third-hand smoke exposure, ways to protect children from exposure, and cessation resources.

### Cribs for Kids – Erica Sherman

The Wood County Cribs for Kids program is sponsoring radio ads for sudden infant death syndrome awareness month (October). Informational ads will be played on 96.7 WHTQ during the last two weeks of October.

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

- In September, WIC posted two open positions for the Health Educator/Nutritionist role. Micaela Rucker started October 1<sup>st</sup> and the other position remains open.
- I was promoted from WIC Nutritionist/Health Educator to WIC Director/Project Nutritionist.
- WIC received an \$11,624 budget amendment that has been allocated to outreach. Some of the outreach activities will include commercial ads, billboards, Facebook and search engine ads, along with other general outreach materials focusing on nutrition and breastfeeding.

### Caseload for 2018 (Contracted caseload 1453)

	Dec 2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Active (initial)	1347	1328	1355	1341	1362	1382	1369	1391	1437	1427		
Active (final)	1422	1412	1402	1409	1444	1433	1468	1474	1443			
Participating	1489	1488	1449	1458	1474	1470	1467	1472	1443	1441		

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

**October 24, 2018**

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

The Wisconsin Counties Association hosted their annual conference September 23<sup>rd</sup>-25<sup>th</sup>. I had the pleasure of attending the conference with a number of Wood County Board Supervisors. The conference provided a great deal of information about Human Services programming including Youth Justice, Child Welfare and Nursing Homes. While I was very familiar with the issues in Youth Justice and Child Welfare, the Nursing Home session provided valuable information about the long-term future of County owned Nursing Homes in Wisconsin. The challenges that we have faced at Edgewater Haven are not unique to Wood County but rather a trend that is occurring throughout the state. The good news is that the future for Nursing Homes will be brighter as we look to the next five to ten years. The demand for Nursing Home care will continue to increase, fortunately, Wood County is well positioned to meet this need.

On October 11, I had an opportunity to attend the Aging and Disability Resource Center of Central Wisconsin's monthly board meeting. The key reason I attended the meeting was to learn more about the ADRC's interest in taking over the role of providing Adult Protective Services (APS) in Langlade, Lincoln and Marathon counties. Currently North Central Health Care (NCHC) handles APS in these three counties. NCHC has approached the ADRC and asked that they consider taking on APS in the three counties. Jonette Arms, the Executive Director of the ADRC-CW, presented this option to the ADRC board. The board agreed to consider this option and recommended that Jonette complete a feasibility study to determine if this would be a good match for the ADRC and the residents of Langlade, Lincoln and Marathon counties.

We are working through the interview process for the Human Services Deputy Director position. We received a large number of applications and were fortunate to have a number of well-qualified candidates to interview. It is my hope that we can select a final candidate within the next month. I will provide an update to the committee when we identify a final candidate.

### **Administrative Services Update by Jo Timmerman**

Norwood: Census on the Admissions Unit for September averaged 10.24. The average census for January 1<sup>st</sup> through September 30<sup>th</sup> was 8.89.

Census on the TBI Unit for September was 3.54, with the January through September average at 2.83.

We continue to be in contact our Area Medicaid Representative on the 2016 TBI settlement issue that resulted in an underpayment to Norwood of nearly \$510,000. The Area Representative sent an email to Forward Health on 10-16-18 on our behalf inquiring when they will have the problem resolved and payment issued to Norwood for the remainder of the payment.

Our state auditor was on site at Norwood on 10-09-18 to conduct the Medicaid desk audit. The audit went well. We are currently waiting for the resulting final rate settlement for the TBI unit for 2017. The site review was also attended by our new Medicaid auditor, who will be replacing Dave Medley upon his upcoming retirement.

During the visit I had a conversation with Mr. Medley related to the 2019 cost report for the TBI unit for Norwood. He indicated that Norwood would not need to submit a full cost report for 2019



as there would be only 2-3 days of activity in 2019; we will be allowed to add these spill-over days onto our 2018 cost report.

Community: The problem with the Aging Report for TCM client accounts remains unresolved. Some additional anomalies with TCM have come to light regarding non-billable codes. We are working with IT on this new issue. We believe this is one element of our problem with the Aging Report and are researching this further.

I attended the Regional Financial Managers' meeting on 10-18-18. Other counties in attendance reported similar budget challenges as Wood County, with wages and benefits as a major issue. Many are experiencing staffing problems across all their program areas. Out-of-home placements of youth are increasing for many counties due to drug related problems; Meth being noted as a major problem in a few of the counties. The CARS state aid reporting system will be replaced. The program and implementation plan was discussed; the roll -out is anticipated for mid-2020.

Edgewater: The average daily census for September was 56.06. The average daily census for January 1<sup>st</sup> through September 30<sup>th</sup> was 56.77.

I will be attending the Leading Age seminar on Medicaid rate setting and Medicare updates on 10-19-18.

Edgewater will see changes in 2019 related to oxygen reimbursement. Daily rates will include an added rate element of \$.90 per day for those residents using oxygen. Costs to the facility will increase as a result of this. Currently, the oxygen supplier bills Medicaid for charges and keeps that reimbursement however; this will change when the per diem rate changes to include oxygen reimbursement. Once this change goes into effect, we will incur the cost of the oxygen or oxygen concentrators, and will receive only the \$.90 per day as reimbursement for the oxygen used.

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

Personnel: Karyn Weigel has accepted the Behavioral Health Nurse Manager position. Karyn has been a Nurse Case Manager in the CCS/CSP program for a total of 9 years. She also has a Master's Degree in Social Work.

There have been no new Emergency Protective Placements (EPP) this month.

The Crisis Intervention program has been awarded a grant in the amount of \$20,000 with an additional \$5,000 to be awarded if we are successful in our efforts. As part of this request for funding, Wood County Human Services Department has identified six major goals for the "Rapid Cycle Crisis Intervention Improvement Grant" to improve crisis intervention response and reduce admissions to Winnebago Mental Health Institute. Data collection will be done in collaboration with staff from within the Legal Services unit. Data will be collated and reviewed by the Lead Services Coordinator using the Plan-Do-Study-Act method, and prepared for submission for reporting in accordance with grant requirements. Funds will be used to accomplish the following six goals:

Goal #1 - By December 1, 2018 WCHSD will coordinate in training 25 officers during one Crisis Intervention Team (CIT) training.

Goal #2 - By December 1, 2018 WCHSD will provide one training to Wood County school personnel.

Goal #3 - By September 30, 2019 WCHSD will train three staff as *Question, Persuade, Refer* (QPR) Gatekeepers.

Goal #4 – By December 31, 2018 WCHSD will develop one contract and arrange payment for transporting individuals in crisis.

Goal #5 – By September 30, 2019 Legal Services/Crisis Supervisor will conduct a feasibility study to add a 23-hour crisis stabilization bed and increase hours of mobile crisis.

Goal #6 – By September 30, 2019 WCHSD will identify a contract to create web-based forms to improve data collection and work flow efficiencies.

The Children's Long Term Support (CLTS) Waiver Program was audited on September 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup> by MetaStar, a nonprofit External Quality Review Organization that is contracted by the State of Wisconsin Department of Health Services (DHS). The audit is an annual request from the Wisconsin Bureau of Children Services (BCS) as a means to evaluate compliance with federal and state standards. BCS uses the results of the audit in their waiver assurances reporting to the Centers for Medicaid and Medicare Services (CMS). There were a total of six categories that were reviewed and a different amount of standards in each of the six categories. Thirty records were reviewed, with the review period of calendar year 2017. The records were selected as part of a random sample from the 2017 December Enrollment File provided by DHS. The following was noted in the record review exit summary: All of the records reviewed had a functional screen completed accurately and gave an eligible Level of Care. All of the records contained ISP's with outcomes that were personalized and had input from parents. The health, welfare and safety of all participants reviewed was assured. Minimum contact requirements were met for most of the records reviewed. Missed contacts were often sparse and evidence of contact attempts were found in case notes. Face to face visits with parents or entire family often occurred every three months. It was clear from the case notes that service coordinators were working closely with families and collaborating with other providers in the community. Evidence that the waiver was the payer of last resort was found in all necessary records. All of the records contained a completed parental payment liability worksheet with the corresponding dollar amount listed on ISP. There were minor things that were missed in some of the records that required remediation. All of those items were submitted to Meta Star.

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

Transportation: In September the Transportation Department submitted a 5310 CY2019 grant. This grant would allow the department to purchase a new Human Services bus in 2019. The goal is to purchase a new bus to replace an aging fleet and sell the soon-to-be-retired bus.

Income Maintenance: The Midwest Partners in Program Improvement (MPPI) held their annual conference in Battle Creek, Michigan. The MPPI membership includes Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin. The focus of the annual conference is education and training in payment accuracy for income maintenance operations. Wisconsin was the winner of the Jennifer Her Award for the second consecutive year. There are five factors that are used to calculate the winner and they are based on state-reported SNAP (FoodShare) QC results. The following numbers were used to determine Wisconsin's first-place finish.

- 93.06%            Payment Accuracy
- 21.58%            Case And Procedural Error Rate
- 96.15%            Application Timeliness
- 95.39%            Recertification Timeliness
- 85.26%            SNAP QC Completion Rate

Personnel: Trisha Zurfluh and Jacqueline Revord both started in September as full-time Economic Support Specialists. They both work out of the Wisconsin Rapids River Block location.

**Energy Assistance:** As of October 1, 2018 the Energy Assistance unit has started its new season. Throughout the 2017-2018 heating season, Wood County's Energy Assistance program assisted 2,347 households with heat and energy benefits. In addition, there were 776 households that received crisis payments. These payments are applied to households that have already received regular energy assistance and are in need of additional support as their home is disconnected from electricity and/or heat. The Energy Assistance program also repaired 43 furnaces and replaced 27.

We are prepared to assist the thousands of customers for this upcoming season with their energy assistance needs!

### **Employment & Training Update by Lacey Piekarski**

**FoodShare Employment & Training:** In late August, the North Central FSET Team partnered with Forward Service Corporation for a short-term customer service skills training, hosted by Northcentral Technical College in Wausau. Four students completed the training, two from the FSET Program. Although total attendance was lower than expected, we will continue to partner with local agencies, educational institutions in order to provide relevant training opportunities for our customers. The next training offered will be hosted by Mid-State Technical College in Wisconsin Rapids. The focus will be on Customer Care Relations Training, connecting participants with Wood County employers.

The Wisconsin Employment & Training Association (WETA) held its annual conference at Lake Lawn Resort October 17-19, 2018. Eight members of our North Central FSET team attended the conference this year, learning more about how to serve our FSET customers. Our team graciously accepted the WETA Employment & Training Staff Excellence Award, awarded to Wood County employee - FSET Case Manager, Nikki Holder! Nikki is a FSET Case Manager in Portage County, nominated by her team for her outstanding case management and dedication to each of her customers' success. Congratulations, Nikki!



From left to right: Olivia Lloyd, Hannah Maurer, Kailey Holloway, Danielle Koenig, Lacey Piekarski, Tom Prete, Ruth Lesch, and Doug Lesch

**Independent Living (IL) Program:** As of mid-October 2018, the North Central Independent Living (IL) Program is serving **19** active youth 'in care' throughout the nine-county region. 'Active' and 'in care' can be defined as youth engaged in IL case management before turning age 18, transitioning out-of-home care after their 18<sup>th</sup> birthday. The IL Program is then able to assist with independent living program services including but not limited to support with continuing education, obtaining and maintaining employment, budgeting, and creating positive support systems. Our North Central IL Program Coordinators maintain a regional active caseload rate of 67.42%, averaging 60 total

active cases (both in care and aged out-of-home care, ages 17 ½-21, up to age 23 if enrolled in higher education) as of October 22, 2018.

#### **Family Services Update by Beth Ferdon**

From mid-September through mid-October, the referrals for both child protection investigations and juvenile justice have increased. This is a seasonal pattern, which seems to occur every year. We are currently fully staffed with the exception of the Youth Justice Supervisor position. We continue to implement the transition to an Intensive Services unit in place of the former Resource unit and are actively transitioning cases to the that unit.

We have also been continuing to cooperate with statewide efforts to support us in recruiting more foster parents as the need for qualified and skilled foster parents continues to grow. We have been working towards getting the new Foster Care Coordinator ready to begin licensing; this will assist us in catching up with those waiting for licensure. We submitted a grant to contract with private agencies to help with licensing which was successful; because of the number of counties that applied for the grant the amount we received was less than we had hoped for. However, this grant will still provide some additional assistance as we work to get more homes licensed. We look forward to starting on more recruitment activities starting in January. In Foster Care, we have begun planning for our Winter Event, which will be on 12/10/2018 at Wildwood Park in Marshfield. We are planning some fun activities for the children and hope to allow the adults to have some time to relax and connect with one another.

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

We continue to prepare for the transition of our TBI unit down to Edgewater Haven in January 2019. We are planning on having the therapy unit of the current TBI unit ready for occupancy by mid-December 2018. We continue to work on recruiting nursing staff, and Occupational Therapist, and a Psychiatric Nurse Practitioner that can cover weekend rounds for the Psychiatrist. We did welcome Dr. David Winemiller back to our facility where he previously worked for us in a contracted capacity. I am pleased to report Dr. Winemiller has accepted the full-time Psychologist position and started in that capacity in late August.

*Pathways Update:* The month of September we averaged 5.0 overflow mental health patients and 3.53 TBI patients. We had four TBI referrals in September, three of which were not appropriate for our unit. One referral was a Medicare patient.

Our Crossroads census 15.56 for the month. We had one admission during the month. We have zero open beds currently.

The painting of the TBI Rehab unit is nearly completed. The flooring is scheduled to be installed the first week of November. The call light system and Wanderguard system have been ordered.

We continue to work on the planning for the transition of the TBI unit down to Edgewater and adding an unlocked unit that serves similar patients to our current Crossroads unit. This transition is tentatively planned for January 1, 2019.

We should be ready for occupancy in mid-December, although we will not open this for residency until the TBI unit has moved to Edgewater Haven, which is scheduled for early January 2019

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

We are currently trying to recruit three full-time RN positions for PM and Night shift.

Liz has been asked to be an Advisor on the Rasmussen College Nursing Advisory Board with the first quarterly meeting this month.

Liz attended the Excellence in Health Care conference and was a guest presenter on how to de-escalate dangerous and violent patients. She will also be presenting at the annual Focus Long Term care conference on the same topic.

We have had both Rasmussen and Mid-State nursing students this month and next, performing clinicals at the facility on all of the units as part of their Mental Health rotation.

Liz will attend the quarterly Public Hospital meeting this month at North Central, which is a group of all of the administrative and nursing administration from all of the county psychiatric hospitals in the state. We use the time to keep current on regulatory changes, problem solving, QAPI issues and standards of care.

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

A great deal of time has been dedicated to preparing the vacant therapy wing for occupancy. Quotes were sought from numerous contractors for painting, flooring, and door alarms. The Nurse-call system will be installed by Complete Control as they installed the systems for our other three units and there needs to be consistency in order to join this new section to them.

Unused furniture and medical equipment were relocated from the area. Ceiling and wall repairs were made and decor, wallpaper, and base cove molding were removed to prepare for painting and flooring installation. Maintenance has been working on preparing an alternate storage area for City Hall Office files that are currently being stored on the unit. Jordon, Jan Pelot, and I met to discuss this transition. A storage room in the basement was cleared of housekeeping supplies (which were transferred to the Housekeeping shop) and shelves were assembled to make space for the files.

I have finished all updates planned for the 2018 version of the Fire and Disaster Plan, except for the evacuation transportation procedure. I have made several efforts to contact the Wood County Transportation dispatch to discuss using their buses and staff to assist with transport at Brandon's suggestion, but have not heard back from them. I will continue to reach out to them. The Fire and Disaster training has been scheduled for October 18<sup>th</sup>.

I spoke with our garbage removal contractor about the need to increase recycling removal service and was able to get us a larger recycling bin (to be delivered in the near future) and for the contract to be renewed at a lower annual price.

We continue to push back less urgent preventative maintenance and repairs/upkeep to grounds and building in order to address higher priority needs due to low staffing in department.

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

Congregate meals for the month of September totaled 9,629 and y-t-d meals are 93,609. Revenues for September totaled \$43,554 and y-t-d is \$423,538.

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

Real time audits on Medicare/Medicaid patients are going well. It's helping us quickly identify if a patient is not appropriate for inpatient stay, providing better treatment and maximizing our reimbursement.

We are also in the process of forming a committee that will review 30-day readmissions for all counties and looking into re-education on the director's hold for voluntary patients.

### **September 2018 Referrals for TBI Unit**

Date	From	Patient	Status	Additional Info (Insurance/appropriate)
9/10/2018	Sacred Heart Eau Claire	52 male	denied	Failure to thrive: not TBI
9/14/2018	Aurora Bay Care	unknown	denied	Full: no beds available
9/27/2018	Mayo Rochester	57 female	denied	Not TBI; kidney transplant with mental illness- looking for SNF rehab
9/28/2018	Mayo Rochester	34 female	denied	Medicare

### **Edgewater Haven Update by Cindy Robinson**

In the month of September we had 11 admissions and 2 readmissions.  
Current census on the Behavior Wing is 8 residents.

Census comparison to last year:

September 2017 – 55.50 average census with 9.50 rehab

September 2018 – 56.77 average census with 7.10 rehab

Admissions/Discharges Comparison:

September 2017 – Admissions 16 Discharges 14 Readmissions 4

September 2018 – Admissions 11 Discharges 10 Readmissions 2

September was a very busy month with moving residents into the newly remodeled 300 North wing and filling all of the eight new rooms. The biggest challenge was the process of transferring the residents from the 500 North wing in preparation of phase two at the same time and having long term beds available in the process. The majority of the residents and their families were cooperative and although what we thought was a well thought out plan changed almost daily, in the end however, everything fell into place.

We are preparing for the opening of the TBI Unit on the clinical level. Key staff members will be taking a certification course in Traumatic Brain Injuries. Staffing will be critical and with a nursing shortage, we are busy developing creative ideas to capture quality team members.

We continue to market and are utilizing social media as a newer means of marketing. We also joined up with Wood County to be represented on a Community Service magnet to be distributed county wide. Edgewater will be hosting a community Halloween Party on October 27 and has invited the public via Facebook, postings throughout the community, personal invitations either verbally or by mail.

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

**Meeting Date:** November 1, 2018

Caseload activity for September - 19 new veterans served. During the month of September we completed/submitted 183 federal forms to include:

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

**Activities:**

1. Completed as of October 24th:
  - a. September 24-28 - National Association of County Veterans Service Officer Association contract accreditation training in Peoria Illinois.
  - b. Sep 24-28 - CVSO Association of Wisconsin fall training conference in Minocqua, WI.
  - c. October 5 – Marshfield Senior Fair
  - d. October 10 – Heroes Café presentation with VFW Milwaukee claims office.
  - e. October 16 - Presentation to Crisis Intervention Team.
  - f. October 24- Department Head retreat.
2. Near Future:
  - a. November 3 – CVSO will again be a member of Senator Tammy Baldwin’s Service Academy Selection Committee.
  - b. November 8 - Veterans Day Kickoff Reception at the Governor’s Mansion (invited as part of the CVSOA Leadership).
  - c. November 11- Memorial Day Wood County Veterans Memorial ceremony/legacy stone dedication at 1 p.m.
  - d. November 30- CVSO Association of WI Executive committee meeting in Kenosha WI.
3. Long Range:

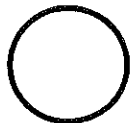
**Office updates:**

1. Wood County veteran hiring initiative: Veterans preference and Disabled Veterans preference given to applicant for Assistant CVSO. No progress in this reporting period for county wide positions.
2. The two newest staff members have completed the National County Veteran Service Officer VA Accreditation training. They have submitted applications for VA Accreditation and started the process of obtaining VA data systems access.
3. On October 10 our office presented with John Schultz Past VFW State Commander and current staff member at the VFW Milwaukee claims office (located in the VA Regional Office) to attendees at the

Agenda Item 7b – Consent Veterans Department Head Narrative page 2

Wisconsin Rapids Heroes Café. As a result we have received many visits from local veterans seeking veteran's benefits.





## RESOLUTION#

ITEM#

2-1

DATE

Effective Date November 13, 2018

Introduced by  
Page 1 of 2

Health &amp; Human Services Committee

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

INTENT & SYNOPSIS: Requesting increased state funding and oversight reforms for Wisconsin's Child Protective Services System.

FISCAL NOTE: None

**WHEREAS**, the Wisconsin child welfare system is county-operated and state-supervised, except Milwaukee County, where the system is administered by the Wisconsin Department of Children and Families (DCF), Division of Milwaukee Child Protective Services (DMCPS); and

**WHEREAS**, DCF provides insufficient funding to counties for the provision of child abuse and neglect services including prevention, investigation, treatment, and out-of-home placement costs, though the state has primary responsibility for compliance with federal requirements and shares liability for ensuring the system is meeting its obligations to children and families in all 72 counties; and

**WHEREAS**, in recent years the state of Wisconsin added numerous mandates and practice expectations which increased county child protective services (CPS) workload and costs; and

**WHEREAS**, the opioid and methamphetamine epidemics have brought Wisconsin's child welfare system to a point of crisis, with increasing concern about the system's ability to meet its obligations to children and families; and

**WHEREAS**, the capacity for counties to continue to bear the lion's share of financial responsibility to address this crisis has been exhausted, as rising county contributions to the CPS system have far outpaced increases to

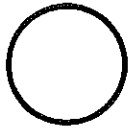
the DCF Children and Family Aids allocation and counties have used reserve funding to cover CPS expenses and increase staffing; and

**WHEREAS**, maintaining sufficient resources for Wisconsin's child welfare system is critical to secure the safety and future of our most vulnerable children; and

**WHEREAS**, without a proportional increase in the DCF Children and Family Services allocation, the CPS system has been stressed for over a decade, causing caseloads for CPS workers to grow to unreasonable levels, contributing to high levels of staff turnover in some counties and an overrun of out-of-home care costs above what counties can sustain within available resources; and

**WHEREAS**, Wisconsin's CPS system leaves significant gaps in state-level oversight for all counties except Milwaukee County, including the absence of caseload standards, no process for regular legislative evaluation and prioritization of CPS needs and the absence of a legislative committee that provides regular policy guidance concerning CPS system issues such as adequate funding, performance, cost sharing and long-term stability; and

**WHEREAS**, along with DMCPS, all eleven of Wisconsin's peer states with county-administered CPS systems have either adopted caseload standards for CPS caseworkers, completed thorough workload studies as a basis of determining funding needs, or otherwise have made significant recommendations related to keeping CPS workloads manageable; and

**RESOLUTION#** \_\_\_\_\_Effective Date: November 13, 2018Introduced by  
Page 2 of 2Health & Human Services Committee

**WHEREAS**, the children within Wisconsin's CPS system are too important to allow the current level of under resourcing, oversight gaps and, disparity of attention, while shifting the burden to property taxpayers.

**THEREFORE BE IT RESOLVED**, that the Wood County Board of Supervisors does hereby request that the state of Wisconsin increase the Children and Family Aids Allocation to counties in the 2019-21 state biennial budget by \$30 million annually in order to cover a greater share of out-of-home care costs and increase staffing levels based on the caseload standards developed by the Wisconsin County Human Services Association (WCHSA) so Wisconsin's CPS system can meet its obligations; and

**BE IT FURTHER RESOLVED**, that the Wisconsin Counties Association urges the state of Wisconsin to close critical oversight gaps by creating legislative mechanisms to review the CPS resource needs of all counties as part of the biennial budget process and ensure an appropriate committee provide ongoing policy guidance to respond to emerging CPS trends and ongoing system needs; and

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to, send to Governor Scott Walker, Department of Children and Families Secretary Eloise Anderson, Department of Administration Secretary Ellen Nowak, area legislators, and the Wisconsin Counties Association a copy of this resolution.

4

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**September 20th, 2018**  
**Golden Sands RC&D Office, Stevens Points, WI**

**Attendees:**

Al Barden (Member-at-Large); Hugh O'Donnell (Member-at-Large); Gary Beastro (Marathon); Joshua Benes (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Ed Hernandez (Wausara); Denise Hilgart (Golden Sands RC&D Staff); Deb Jakubek (Farmers Union); Ed Miller (Outagamie); Amy Thorstenson (Golden Sands RC&D Staff); also present: Bill Clendenning (Wood)

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

**Treasurer's Report:** Hilgart passed out the treasurer's report. There were no dispersals or receipts out of the norm. No use of the contingency fund. Bank fees are still being negotiated. Motion by Miller, seconded by Evans, to forward to the full council. Motion carried unanimously.

**Financial Procedures:**

**Endowment Funds:** Investment into the Natural Resources Endowment Funds was discussed. The minimum investment is \$15,000. This may provide an avenue for bequeathments, as well as provide a better annual return than the current money market account. An investment of \$15,000 would still leave over \$13,000 in the contingency fund. Motion by Evans, seconded by Barden, to pursue the investment in the endowment and pass the issue on for a full council vote. Motion carried unanimously.

**Development and Marketing Plan:** Thorstenson sent out a newsletter since the last meeting. She expects to do another one this year. The website redesign is in process. She has been promoting direct lake services on Facebook and in the newsletter. Presentations for LWCD committees went on except in Waupaca and Adams counties. However, since many new county board members were elected in April 2018, renewing the presentations might be a good idea.

**Staff & Membership:**

**New Staff:** Thorstenson explained that she intends to reduce her hours as Executive Director and start transferring some of her duties to the new Assistant Director, Josh Benes. Josh introduced himself. His BS degree is in Environmental Science from the University of Vermont. He then spent over 5 years doing stream ecosystem research in the Arctic. He completed a Masters in Public Administration and recently completed an LTE position with the Wisconsin DNR working with TMDL monitoring. He also has been working for Golden Sands RC&D for the last year on the Woods and Wildlife for Today and Tomorrow project.

**Career Ready Intern:** Still waiting for a student to apply.

**Personnel Reviews:** Personnel reviews are ongoing, with Cisar's almost completed.

**Council Purchases:** Several hundred dollars in cash back from the GS credit card was discovered recently. \$400 was spent for a portable scanner that still needs to be hooked up/tried out. It will be mostly used to keep track of receipts and other paperwork for grant reimbursements.

**Insurance & Benefits:** Nothing new.

**Personnel Policy & Procedure Handbook:** A newsletter went out recently. There should be one more before the end of the year. An intern is still working on updating the website. Barden suggested allowing people to view and comment on the website before it is finalized.

**Other Business:** A round of applause was given to Thorstenson for her many years of hard work for GS.

**Adjournment:** The meeting was adjourned at 9:36 a.m. upon motion made by Barden, seconded by O'Donnell.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D

4

**Forestry / Agriculture / Wildlife Committee Meeting Minutes**  
**September 20th, 2018**  
**Golden Sands RC & D Office, Stevens Point, WI**

**Attendees:** Al Barden (Member-at-Large); Bill Clendenning (Wood); Hugh O'Donnell (Member-at-Large); Joshua Beneš (Golden Sands RC&D Staff); Deb Jakubek (Wisconsin Farmers Union); Gary Beasom (Marathon); Ed Miller (Outagamie); Ben Stanfley (Taylor); Merlin Becker (Member-at-Large)

**Last Meetings Minutes:** Motion to approve minutes from July 26th meeting passed unanimously.

**Demo Forests:** Becker communicated with Mark Diesen, DNR Forester in Waushara County, about the next steps. He hasn't heard back from him after sending a copy of his Demo Forest on 7/12/18. Becker also called Jeff Nyquist in Portage County several times and never heard back from him. Becker has established a spot for the Demo Forest in Adams County at Richard and Cleo Henrickson's property and has already checked with the Adams County Forester about them. Beneš will follow up with Diesen and Nyquist soon.

**Hazelnut Pilot Study:** Beneš said that there is a researcher in Ashland who is working on developing a strain of hazelnuts that would be well adapted for the Wisconsin Climate. This researcher is looking to do a pilot study on some farms in Central Wisconsin. We are looking to connect with him and see what Golden Sands admin do to help move this project forward. Jakubek pointed out that there is an Wisconsin Association of Hazelnut producers that we should look into connecting with.

**NRCS Cooperative Agreement:** Just put out job announcements for Soil Conservationists yesterday. 2 positions. Job postings are available on our website.

**Blue Bird and Bat Houses:** Number of sales from 2018 will be available at the next meeting.

**Tree shelters:** Number of sales from 2018 will be available at the next meeting. Beneš will be working on promoting 2019 sales starting in October.

**Stevens Point Area Neighborhood Gardens (SPANG):** Gardens are starting to be cleaned up and shut down for the season. Working on getting funds for a nice sign for the Cornell/Whitney location.

**Woods & Wildlife for Today & Tomorrow (WWFTT):** Beneš hosted a landowner meeting on September 8th for 2 cooperatives that bridge between Portage and Waupaca Counties. There was fairly good turnout at these meetings and there will be additional landowners joining these cooperatives. Beneš has two landowner meetings scheduled for next week: Monday the 24th, in Juneau County in Necedah; and Thursday the 27th in the Township of Deerfield in Waushara County.

**Grazing Technical Service Provider Work:**

NACD TA project funds pasture walks. Looking into contracting a consulting grazing technical service provider. Amy Thorstenson is looking into this.

**Emerald Ash Borer:** Decided to table applications for 2019 grants until 2020 due to limited time to apply for other larger grant opportunities.

**Smart and Connected Communities:** GS is working with a lot of other groups on this project. This project has been tabled until next year.

**CWIP Cisma:** The Cooperative Invasive Species Management Area (CISMA) has a small amount of funding secured to create a Central Wisconsin Invasives Partnership (CWIP). This will entail creating a network of stakeholders around invasive species management, mapping of terrestrial invasives, and organizing landowner workshops on removing terrestrial invasives. Beneš will start working on this project next month.

Respectfully submitted,

Josh Beneš

Temporary recording secretary

4

**Waters Committee Meeting Minutes**  
**September 20th, 2018**  
**Golden Sands RC & D Office, Stevens Point, WI**

**Attendees:** Pat Kilbey (Marquette); Amy Thorstenson (Golden Sands RC&D Staff); Brian Haase (Waupaca); Bill Leichtnam (Wood); Anna Cisar (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Ed Hernandez (Waushara); Joe Tomandl (Taylor); Al Rosenthal (Marquette); Jennifer Fjelsted (Golden Sands RC&D Staff); Kason Morley (Adams); Reesa Evans (At-Large).

**Call to Order:** Pat Kilbey, Chair, called the meeting to order at 10:00 a.m.

**Minutes:** Minutes were presented. Rosenthal move to approve, 2<sup>nd</sup> Leichtnam. Motion Carried.

**New Projects:** Gold sheet presented this meeting for discussion only on possible DNR Lake Planning Grant for Lake Management Planning Assistance for Lake Management Plans, I&E and organizational process. Discussion followed and all agreed to pursue future gold sheet and present to full council.

**Update on Groundwater Protection:**

Wood County gave update on Groundwater Protection ongoing issues. Juneau and Wood County well water sampling on-going was discussed. Lawsuits have rumored to be started and would be made public soon. Armenia Farmers Coalition presented MOU regarding supplying bottled water and reverse osmosis equipment. No action has been taken yet but it does not seem to be favored.

Hamerla gave update on possible EPA Grant for Groundwater education, will report at later date.

**Project Updates by County/Committee/Agency:**

**Waushara County**

- Pursuing River Planning Grant for 9 Key Element Planning Process
- Private well water testing on-going

**Wood County**

- Groundwater well testing possibly going County Wide
- Nitrate testing lab between Wood, Juneau and Adams is being discussed
- Nancy Turyk (formerly UWSP) has taken UW Ext. Job in Wood County.

**Waupaca County:**

- Update on NRCS/GLRI Demo Farm Network Wolf and Upper Fox River Watersheds
- Spencer Lake Sewage complaints coming in and being investigated

**Adams County:**

- New County Conservationist Kason Morley present
- Update on Nine Key Element Planning in Fourteen Mile Creek
- Water quality testing at beaches and e-coli being present. Discussion followed
- Evans explained soil testing program for lawns on the Tri-Lakes

Taylor County:

LWRM Plan being rewritten

Have done some form of private drinking wells study for 20 years

Marquette County:

County Lakes Association Annual Meeting set for that night.

Flooding, dam failure, erosion, crop damage and road closures all discussed

**Staff Updates:**

Cisar: AIS Early Detection Grant for Stratton Lake. Waterfowl Season AIS and CBCW

Hamerla: All working on 2019 Grant Application. Cash match commitments of \$2,000 needed from every County.

Jennifer: CBCW Season complete with 600 contacts. Bait shops/website development targeted.

Respectfully submitted,

Pat Kilbey

Temporary Recording Secretary



4

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**September 20th, 2018**  
**Golden Sands RC & D Office, Stevens Points, WI**

**Attendees:**

Al Barden (Member-at-Large); Gary Beastrom (Marathon); Merlin Becker (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Steve Bradley (Portage); Bill Clendenning (Wood); Reesa Evans (Member-at-Large); Brian Haase (Waupaca); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Deb Jakubek (WI Farmers Union); Pat Kilbey (Marquette); Bill Leichtnam (Wood); Ed Miller (Outagamie); Kason Morley (Adams); Al Rosenthal (Marquette); Ben Stanfley (Taylor); Amy Thorstenson (Golden Sands RC&D Staff); Joe Tomandl (Taylor).

**CALL TO ORDER:** The meeting was called to order by President O'Donnell at 11:10 a.m.

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

**APPROVAL OF MINUTES:** Motion made by Clendenning, seconded by Rosenthal, to accept the minutes of the July 2018 meeting as written. Motion carried unanimously.

**TREASURER'S REPORT:** The treasurer's report for July and August 2018 was passed around. Hilgart indicated there were no out-of-the-ordinary expenses. Dispersals and receipts were fairly standard. No use of the contingency fund. Some WDNR reimbursements were received. Bank fees are still being negotiated. Motion made by Clendenning, seconded by Beastrom, to accept and file the treasurer's reports.

**OLD BUSINESS:**

**Wisconsin RC&D Update:** Barden reported there was a state meeting on July 27. 4 Councils attended. The new State Resource Conservationist Eric Hurley was introduced. A phosphorus reduction workshop was held in Darlington on 8/1 and may be repeated elsewhere. The website redesign for all WI RC&Ds is in progress, with Golden Sands being first. Bob Wakeman, the AIS WDNR coordinator, discussed the options being considered for AIS funding in the future. The Midwest Hazelnut Initiative was discussed by Jason Fischbach. The next meeting is October 26.

**3-Year Plan Steering Committee:** Thorstenson reported there was nothing new.

**Update on Groundwater Legislation:** Leichtnam indicated that the legislature is busy campaigning, so there is nothing new on this issue.

**NEW BUSINESS**

**Endowment Fund:** Thorstenson passed out the administrative/overhead budget for 2018 to explain what GS could gain from a Foundation investment. Currently there are over \$34,000 in annual expenses that can't be paid out of grants. If the initial investment of \$15,000 is added to every year, it is expected that some of these costs could be paid out of an annual payback from the investment. Motion by Bill Clendenning, seconded by Ed Miller, to invest \$15,000 from the contingency fund to the Natural Resources Foundation for Wisconsin. Motion carried unanimously.

**New Staff:** Josh Benes introduced himself as the new Assistant Director and outlined some of his background. He will be taking over some of Amy Thorstenson's Executive Director duties as Amy cuts back her time.

A round of applause was given for the many years of hard work Thorstenson has devoted to Golden Sands, especially through some significant changes.

#### **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported on the meeting this morning. No closed session was held. The minutes of the prior meeting were accepted. The treasurer's report was forwarded to the full council. The committee voted to pass the question of investing \$15,000 from the contingency fund in the Natural Resources Foundation for Wisconsin. Revision of the website is being handled by an LTE, but the site is not yet online. Thorstenson has been trying to promote direct lake services in the newsletter and on Facebook. Presentations on GS and its services have been presented to all county LWCD meetings except Adams and Waupaca. She reported that she will be reducing her hours to GS and increasing the duties of the new Assistant Director Josh Benes. A intern is still being sought within UWSP career services. Personnel reviews are still ongoing. Recently it was discovered that the credit card had been accumulating cash back, so some of the funds were used to purchase a portable scanner for the office. No update to report on insurance or benefits. Thorstenson reported a newsletter was sent out since the last meeting and she plans to send out at least one more this year. Thorstenson was given a round of applause for all her hard work with GS.

**Forestry/Agriculture/Wildlife Committee Report:** Benes reported on today's Forestry/Agriculture/ Wildlife meeting. No new projects. Merlin Becker is working on getting a demonstration forest in all the GS counties. One in Adams County was recently approved. There is a Hazelnut Pilot Study with the Ashland Research Group occurring. Technical assistance funds have been obtained to help connect with local farmers. A contract with the NRCS will involve GS hiring two Soil Conservationists to work in some area NRCS offices. Applications will be due mid-October. One will be located in Waupaca; the other will be at Stevens Point or Wisconsin Rapids. Information on tree shelters and bluebird houses is being updated. Funding for a sign for one of the community gardens is still being sought. Clean up for the neighborhood gardens is ongoing. DMAP cooperatives in Monroe County are being finalized. GS is still searching for a Grazing Planner. Plans for establishing an area CISMA are ongoing with UW Extension Lakes.

**Water Committee Report:** Haase reported on today's water meeting. Thorstenson noted no new projects ready now, but she is working on applying for a grant to offer lake management plan updates to lakes in various counties. Leichtnam discussed the recent EPA report about contaminated wells in the Town of Armenia in Juneau county. Some wells in the south part of Wood County have also been found to be contaminated. A coalition of growers offered an agreement that included providing bottled water to owners of contaminated wells for a couple of weeks and installation of reverse osmosis systems. The counties are considering a counter offer. Some discussion has also been held about possible lawsuits, perhaps under the imminent and substantial danger provisions. Hernandez said that private well testing started in the eastern part of Waushara County and is working west where the soil is sandier. Some shallow wells in the eastern part of the county have tested high in nitrate. Lawsuits are being discussed. Well testing will continue for some time. He is considering applying for a River Planning Grant for a 9 Key Element plan for the December 10 WDNR grant cycle. Haase noted that one lake in Waupaca County was claiming that raw sewage was floating in its lake, but test results don't support their claims. Plans

for demonstration farms in several counties in the Upper Fox/Wolf watershed are pending, possibly with NRCS or GLRI funds. Nancy Turyk, formerly of UWSP Center for Woods and Wildlife, was recently hired in Wood County as a UW Extension Educator. Plans are being made for county-wide well water testing. Wood County is contracting with Juneau and Adams Counties to have a lab in Wood County do testing in environmental health for all 3 counties. Morley and Evans reported that the 9 Key Element Plan for the 14 Mile Creek Watershed is nearly finished. A small manure pit will be going in soon. Testing for algae and e coli on county beaches is being considered. Beaches on the Tri-Lakes were recently closed due to suspected blue-green algae blooms. Testing on waterfront lawns around the Tri-Lakes is continuing. The third Central Sands Water Walk was held on September 15. About 100 people attended. Hamerla and Cisar discussed their printed staff reports that were sent out earlier and their recent discovery of an EPA Education grant RFP for up to \$300,000, interested in applying. Taylor County has been involved in private well testing for nearly 20 years. The Marquette County Lake group will meet for its annual meeting tonight. Flooding, closed roads, and dam issues have occupied a lot of Marquette LWCD time lately.

Motion made by Al Barden, seconded by Deb Jakubek, to approve the committee reports.

**NEW PROJECTS:** None.

**STAFF/PROJECT UPDATES:** Written staff reports were sent out electronically before the meeting. Paper copies are available on the front table at today's meeting.

**AGENCY/PARTNER REPORTS:** The Wisconsin Farmers Union is not happy with the proposed new farm bill, especially since it provides less money for conservation efforts, but is working on getting it passed. The last pasture walk for this year is next week. The Farmer's Union has a new Executive Director.

**OTHER REPORTS:** Bill Clendenning reported that there is again talk in the legislature about defunding County Conservationists. The issue may come up when the legislature resumes. He suggests each county consider passing a resolution to oppose defunding County Conservationists and forward them to the legislature.

**NEXT MEETING:** The next meeting will be November 15, 2018.

**ADJOURNMENT:** The meeting was adjourned at 12:05 p.m. on motion by Barden, seconded by Rosenthal.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D



*Activities Report for Shane Wucherpennig October, 2018*

- **October 1 & 2** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **October 3** – Attended CEED meeting.
- **October 4 & 5** – Worked on Mill Creek Watershed 9 Key Element Plan
- **October 8** - Discussed groundwater monitoring/well testing with Wood County LWCD, Health & UW Ext
- **October 8 – 12** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **October 15** – Worked on a Waste Transfer Plan for Pankratz Farms
- **October 16** – Attended County Board.
- **October 17** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **October 18** – Attended Joint meeting with Wood County & Portage County on Wild Parsnip & educational efforts.
- **October 19** – Worked on Mill Creek Watershed 9 Key Element Plan..
- **October 22** – Attended Enforcement conference for Scott Grossman Notice of Violation & Spreading Violation.
- **September 21** – Otter Creek Farms Design.
- **October 24** – Department Head Retreat at Nepco Shelter Bldg.
- **October 25** – Review of Coulee Frac Sand's Reclamation Plan Application. Follow up on complaints of a Manure pit overflowing.
- **October 26** – Visited the Randy Schill Farm on Rock Inn Road in Town of Auburndale and observed a waste storage facility was overflowing and had been for a while. Documented the sight with photos video & water sampling. The discharge was reported to the WI DNR as a spill. The manure flowed ½ mile to a navigable stream. An enforcement letter was written. There are several violations involved, Land & Water Conservation Department sent a enforcement letter out and imposed a \$1,542 fine. The DNR will be following up with an enforcement conference and a compliance schedule to fix the problem.
- **October 29** – Meet with P&Z director and UW-Ext. director to discuss future CEED tour and how we can improve and get more attendance. Met with Rueben to update our River block Proxy cards for the employees in my office.
- **October 30** – Worked on a Waste Transfer Plan for Pankratz Farms.
- **October 31** – Worked on a Waste Transfer Plan for Pankratz Farms. Worked on Mill Creek Watershed 9 Key Element Plan.

## *Activities Report for Tracy Arnold 10-2018*

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

- Maintaining DNR database with current Wood County information
- Enrolling Wood County landowners for the 2018 crop year
- Coordinating paperwork for the WDACP 2018 season
- Continually working with 1 landowner for an approved fence to finalize design
- Start the designs for 6 additional permanent fences to submit to DNR for approval
- Following up on failed fences to bring them back into compliance
- Numerous site visits to verify crop damage in order to apply for shooting permits
- Appraised 750 acres of corn
- Appraised 125 acres of soybeans
- Appraised 200 acres of cranberries
- Appraised 280 acres of alfalfa/grass-hay

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

- Updating NMM databases
- Processing pond exemptions as they come in
- Working with Coulee Frac regarding a new permit application and permit transfer
- Bohn Trucking reclamation permit public notice out 2 consecutive weeks

### **Land and Water Conservation**

- Entering stream flow data into the SWIMS database for 11 sites (authorized by state to enter data)
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Coordinating 2019 tree/shrub and wildflower sale with Lori
- Communications regarding cancelling the 2018 CEED Tour
- Coordinated with Pittsville High School with a pilot fall rusty crayfish trapping research project
- Presented to 65 students at THINK academy regarding monarch butterfly migration
- Requested new tree sale program from IT, current one is from 1995
  - Checked on the status of the new tree sale program

## **Activities Report for Adam Groshek – October 2018**

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

~Pankratz Farms underbarn manure tank abandonment site visit construction progress checks. All sand being placed from above through slats until tank is full.

~Meeting with contractors to discuss Jim Coenen's grassed waterways project. Project bid out and bid chosen but delayed until 2019 due to wet fall weather and lack of warm-enough weather to establish a grassed cover.

~Arranging down payment process for Lee Accola so that Don Kolo is sure he will get paid and DATCP funding will cost-share the remaining once it is finished.

~Discussions, planning, and design for new manure transfer system and barn add-on for Pankratz Farms and planning for expansion of clay lined manure pit.

~Weinfurter/Ruess well abandonment delayed until Nov. 2018.

~Updating WI Construction Specification files.

~Assisting with the Nonmettalic Mine plan review for the Coulee Hansen proposed active frac sand mining.

~Phone calls and pre-construction meeting for the Mike Van Whye manure storage facility abandonment beginning the last week of October.

~Site visit and GPS marking the boundaries of the Grassl permanent CREP easement. Discussion with landowner on what is and what isn't allowed in the future on the property.

~Site visit to check on CREP grasslands for Warnecke, Laidlaw, and Milz.

~Wedding and honeymoon mid-October for me and my now wife Taylor.

~Required IT training on security awareness.

~LWCD Fall newsletter editing.

~Open enrollment renewing of benefit information for 2019 pay periods.

~Understanding private well groundwater monitoring webinar attendance.

~Response to complaint of an over flowing manure storage facility. Verified overflow, traced it to discharge point into South Squaw Creek which eventually flows into the Mead Wildlife Area and Little Eau Pleine River system. Samples taken, landowner discussion resulted in temporary pump down of pit. DNR notice of violation enforcement conference planned to discuss dire economic situation of the farm and future enforcement.

## Activities Report for Emily Salvinski

### October 2018

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- **Monday, October 1.** Worked on NMFE article for newsletter. Worked on letters for NMFE class.
- **Tuesday, October 2.** Helped with marking CRP land.
- **Wednesday, October 3.** Mapped out acres into database that Ken Schroeder cost-shared in mill creek. Went over which one's we could cost-share.
- **Thursday, October 4.** Worked on no-till/covers shapefile.
- **Friday, October 5.** Listened in on "Wisconsin's Groundwater" webinar. Created maps to show fields that fall within 35 feet of Mill Creek streams.
- **Monday, October 8.** Staff Meeting. Added new farmers mill creek contracts to mapping.
- **Tuesday, October 9.** Worked on new article for newsletter.
- **Wednesday, October 10.** Youth Ed Committee Meeting. Typed up meeting minutes.
- **Thursday, October 11.** Listed to "Human Health Effects from Nitrates". When through list of updated POWTS to see how many were updated in the Mill Creek Watershed in 2016 and 2017.
- **Friday, October 12.** Vacation Day.
- **Monday, October 15.** Mapped acres Ken Schroeder cost-shared in Mill Creek Watershed.
- **Tuesday, October 16.** Answered 2018 NMFE grant questions (Added up total acres). Updated 2018 NM progress brochure.
- **Wednesday, October 17.** Learned how to combine and resize pdfs so I could send all NMFE checklists to Marathon Co. Discussed SEG fund plan.
- **Thursday, October 18.** Listened to webinar-"Public wells and accessing well data through DNR databases." Put together map showing parcels with >\$50K improvements for future well testing planning.
- **Friday, October 19.** Field visit for cost-share contract signatures.
- **Monday, October 22.** Attended mini staff meeting. Attended enforcement conference.
- **Tuesday, October 23.** Worked on manure log for farmer. Made specific Mill Creek Watershed maps that will be hung up at co-ops.
- **Wednesday, October 24.** Processed new cost share contract information from Farmer Group. Typed up hand written Mill Creek CS list into excel.
- **Thursday, October 25.** Added info from Mill Creek GIS to new excel file. Edited newsletter article. Looked into existing well data shapefiles.
- **Friday, October 26.** Added info from Mill Creek GIS to new excel file.
- **Monday, October 29.** Worked on digitizing old well project.
- **Tuesday, October 30.** Worked on digitizing old well project.

### ***Activities Report for Lori Ruess – October 2018***

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Calculated and mailed payroll percentages for specific budgets to Finance for October payrolls
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll (WRS).
- Organized County Board and CEED packet information and took to County Clerk's office.
- Received CREP Incentive payment for Ronald & Sandra Lobner. Verified payment with 15-Year CREP agreement and mailed payment to the Lobners.
- Completed a CREP Practice Payment Reimbursement form for Russell & Elaine Bauer and mailed the form to DATCP for processing.
- Completed a DATCP cost-share agreement for Chester, Caroline & John Eron for multi-species cover crops and residue management.
- Completed a DATCP cost-share agreement for Triple P Dairy LLC for residue management.
- Completed a DATCP cost-share agreement for Patrick & Carol Slattery for multi-species cover crops and residue management.
- Completed a DATCP cost-share agreement for Grand View Farms LLC for Residue Management.
- Completed DATCP cost-share agreements for James & Leslie Jagodzinski, LaBarge-Jagodzinski, Nuber – Jagodzinski for nutrient management.
- Completed DATCP cost-share agreements for Kyle & Laureen Altmann, Altmann Enterprises Dairy, and Altmann Enterprises Grain for nutrient management.
- Completed a change order and reimbursement request for Nathan & Lynette Wolosek and forwarded to DATCP for processing.
- Attended the October 8<sup>th</sup> and October 22<sup>nd</sup> staff meetings.
- Attended the Employee Open Enrollment meeting.
- Meeting with Tracy Arnold and Becky Brathal to discuss wildflower seed options.
- Working on the Fall Conservation Connection newsletter and tree, shrub and wildflower order form.
- Updating the mail list for the Fall Conservation Connection newsletter.
- Completed the SWRM Grant Staff & Support Reimbursement Request in the amount of \$107,025.89 and submitted to DATCP.
- Typed the Ordinance/Resolution for Nonferrous Metallic Mineral Mining to be presented to CEED and County Board in November.
- Completed the September Lunch & Learn on - *"Dealing with Difficult People"*.
- Attended the October 30<sup>th</sup> Employee Feedback meeting.
- Completed October IT Security training.



TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for November 7, 2018

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

- a. ATV Field Work – On October 5<sup>th</sup>, Adam DeKleyn and I unloaded the ATVs at Dexter Park and drove to Pittsville and west to Jackson County. Purpose of the field work was to observe on-road routes and signage, and determine the feasibility of establishing ATV/UTV trails on county-owned land in the area.
- b. Finance Committee - Central Wisconsin Economic Development Fund (CWED) – On October 9<sup>th</sup>, I chaired the CWED Finance Committee Meeting. Some of the items covered in this meeting included discussion regarding the investment of idle loan funds, determining a process for establishing loan interest rates based on indicators, and establishing a list of approved financial institutions that CWED could invest with.
- c. Executive Committee - Central Wisconsin Economic Development Fund (CWED) – On October 10<sup>th</sup>, I participated in the CWED Executive Committee meeting. Agenda items included discussing the administrative services contract that ends Dec. 31, 2018, and requesting an extension, and creating a loan committee.
- d. Wood County Economic Development Roundtable – On October 10<sup>th</sup>, I chaired the Wood County Economic Development Roundtable that was hosted by the Marshfield Area Chamber of Commerce and Industry. The meeting was attended by Wood County economic development partners, and updates were provided by all in attendance. Discussion took place regarding opportunities for coordination, collaboration, and improved communication.
- e. ATV/UTV Trail and Route Meeting – On October 19<sup>th</sup>, an ATV/UTV planning meeting was held. Discussion at the meeting centered around a recent meeting with Jackson County Parks staff and ATV field work that was completed on October 5<sup>th</sup>.

- f. Wisconsin Rapids CVB and Marshfield Area CVB Meeting – On October 22<sup>nd</sup>, I met with the CVBs in the County, as well as Parks and Forestry Director Chad Schooley to talk about collaborative marketing efforts in the County. There is a consensus that efforts for the remainder of the year and 2019 would focus on ATV/UTV routes and trails if the County Board agrees to take action to establish the trail/route network. Potentially \$5000 of earmarked Economic Development funding for marketing in 2018 could be used to purchase signs for trails and mainline routes.
- g. Property Assessed Clean Energy (PACE) – On October 22<sup>nd</sup>, I talked with Jason Stringer regarding PACE. Purpose of the meeting was to identify ways to better market the program in the County to gain more interest.
- h. Department Head Retreat – On October 24<sup>th</sup>, I participated in the department head training session that focused on understanding different personality types, and provided insight on how to better interact and communicate with them.
- i. Legislative Breakfast – On October 26<sup>th</sup>, I attended a legislative breakfast that was hosted by the Heart of Wisconsin Chamber. Many candidates running in the upcoming midterm election were present and shared their reason for running for office as well as their political views on topics ranging from healthcare, transportation, education and public safety.
- j. Meeting with ATV/UTV Clubs – On October 30<sup>th</sup>, I met with the leadership of ATV clubs in Wood County. The purpose of the meeting was to talk about what the County is considering for ATV/UTV trails and routes in the County.
- k. Marshfield Economic Development Board Meeting – On November 1<sup>st</sup>, I attended the Marshfield EDB meeting. Agenda items included update on the Marshfield Residential Incentive Program, update on the façade program, review of the Opportunity Zone Program, discuss quality of life opportunities including new aquatic center, and discuss need for infrastructure incentives for single family housing.
- l. Staff Team Building Training – On November 5<sup>th</sup>, staff participated in a team building training session facilitated by the Employee Assistance Program. Purpose of the training was to encourage and maintain a healthy team work environment to improve staff moral and working conditions, and to continue to provide a high level of customer service and overall department efficiency.
- m. ATV/UTV Trail and Route Meeting – On November 5<sup>th</sup>, a meeting was held to continue collaborative efforts to establish ATV/UTV routes and

trails in the County. Much of the discussion at this meeting was focused on the County Board presentation scheduled for November 13<sup>th</sup>.

## **2. Planning (Adam DeKleyn)**

- a. Plat Review Officer – (6) CSM's were submitted for review/approval. (5) CSM's were approved/recorded. (8) CSM's are pending approval. (1) CSM was denied by the Town of Rock.
- b. Wisconsin Rapids Downtown Steering Committee – Committee met with the WEDC to learn more about the Wisconsin Main Street Program and BID's. Committee discussed trajectory and options for achieving both/either in WI Rapids.
- c. Town of Lincoln Comprehensive Plan Update – Plan Commission met to review draft elements and participate in a SWOT analysis exercise. In the process of preparing the transportation element for the next meeting.
- d. Wood County Parks, Recreation, and Open Space Plan – Needs assessment section completed. Working on final section of plan, implementation and recommendations.
- e. ATV/UTV Trail/Route Planning – Completed existing conditions inventory in Hiles area. Work group met for continued discussions.
- f. WCCA Fall Conference – Attended the WCCA conference in Superior, WI. Conference topics included: transportation planning, floodplain and shoreland zoning, legislative and case law updates, DSPS updates, etc.

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

- a. WLIA Fall Meeting – Attended Wisconsin Land Information Association's Fall Meeting in Sturgeon Bay.
- b. ESRI Wisconsin User Group Meeting – Attended EWUG meeting in Green Bay.
- c. Parcel Mapping – Updating parcel data with new splits and surveys.
- d. ATV Trails – Attended meetings to discuss ATV trails.
- e. Land Records Modernization Plan – Submitted LRM plan to stay in compliance with WLIP grants. Conducted peer review with Chippewa and Oneida counties.
- f. Map requests – Completed map requests for Saratoga Clerk, Bill Leichnetnam and Town of Seneca.

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

a. Private Sewage Program, Permitting, Maintenance and Violations

- i. (62) on-site investigations/inspections/compliances
- ii. (1) septic system verification letters & failing system investigations
- iii. (0) failing septic system orders, (1) holding tank maintenance violations & settlements
- iv. (11) soil tests reviewed, (2) soil on-sites, (3) hydrograph reports reviewed, (1) interpretive soils report reviewed
- v. (4) holding tank plan reviews, (4) conventional plan reviews, (1) mound plan review, (0) system and fill plan
- vi. (4) sanitary permits reviewed
- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices & maintenance
- viii. (0) sanitary system easements (0) Undersized System Affidavit
- ix. (0) camper complaints
- x. (0) court cases for failure to comply with septic tank maintenance program
- xi. (0) meetings with holding tank offenders in office (0) meetings at property owners residence regarding holding tank violations
- xii. Stevana has been looking into the well delegation program certification
- xiii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (1) site inspections, meetings or enforcement
- ii. (0) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (1) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. (4) Meetings in office regarding citizens building near floodplain
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (2) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (10) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (2) navigability determinations
- v. (3) wetland evaluation/site visit
- vi. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

**5. Office Activity (Kim Keech and Victoria Wilson)**

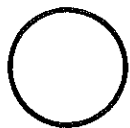
- a. Monthly Sanitary Permit Activity – There were 29 sanitary permits issued in September 2018 (12 New, 16 Replacements, 1 Reconnect and 0 Non-

Plumbing) with revenues totaling \$12,350. There were 16 sanitary permits issued in September 2017 (4 New, 11 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$7,675.

There were 135 sanitary permits issued through September 2018. For comparison purposes, the following are through the same period for the previous five years: 2017 – 142, 2016 – 127, 2015 – 140, 2014 – 136 and 2013 – 149.

- b. 2018 Tax Refund Intercept Program (TRIP) – As of October 30<sup>th</sup>, Wood County has received an additional \$292.00 payment for a total of \$2,076.00 on seven outstanding cases.
- c. 2018 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 23<sup>rd</sup> with a due date of Friday, August 10<sup>th</sup>. There were 717 Septic Maintenance 2<sup>nd</sup> reminders mailed on Monday, September 24<sup>th</sup>. On November 12<sup>th</sup>, Wood Co Corp Counsel letters are tentatively scheduled to be mailed to those owners for failure to provide servicing documentation. As of 10/30/18, there are 222 property owners who haven't serviced for 2018.
- d. 2018 Program Fee Notices – The 2,864 program fee notices were mailed on Friday, October 26<sup>th</sup> with a due date of Wednesday, November 28<sup>th</sup>. Acceptable forms of payment can be paid by cash, check, debit card or credit card.
- e. Zoning Permits Database for Shoreland and Floodplain – The new zoning permit database program has been completed by the Information Technology Department. Zoning permits have been transferred from the old TIPfe program to the new zoning permit database system created by the Information Technology Department. Office staff will be reviewing the zoning permits in the new database system for accuracy and updating zoning permits as time permits. Years completed & verified: 2013 - 2018
- f. Enforcement Activities Update (Small Claims) – None.
- g. Document Imaging Projects
  - i. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2017 are available for viewing on Wood County's website [www.co.wood.wi.us/Departments/PZ](http://www.co.wood.wi.us/Departments/PZ). 2018 Sanitary Permits will be scanned in mid-October 2019.

- h. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11, 2017 on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021.
  - i. (7) Wisconsin Fund Applications FY2019 – Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30<sup>th</sup> meeting the deadline date of January 31<sup>st</sup>. State of Wisconsin Fund Grant Program payout has been requested from the state. A Wisconsin Fund Grant disbursement check to applicants is expected mid-November.
  - ii. (3) Wisconsin Fund Applications FY2020
- i. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. This phase will consist of service providers reporting pumping, inspections and maintenance service events on the Wood County Sanitary Permit system. Information Technology Department is creating this program.
- j. Kim attended the Wellness Committee Meeting on October 16<sup>th</sup>. Kim attended the Employee Feedback Meeting on October 30<sup>th</sup>.
- k. Victoria attended the ATV Route Discussion on October 4<sup>th</sup>, October 19<sup>th</sup> and November 5<sup>th</sup> as well as the Land Information Council meeting on October 31<sup>st</sup>.

**ORDINANCE #**Introduced by  
Page 1 of 2**Conservation, Education, and Economic Development**

LAR

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

**INTENT & SYNOPSIS:** To adopt an ordinance to give Wood County the authority to regulate metallic mineral mining, land use activities and reclamation of existing and new nonferrous metallic mineral mining sites in Wood County according to minimum standards contained in Chapter 293 (Nonferrous metallic mining) of Wisconsin State Statutes.

**FISCAL NOTE:** It is anticipated that the increased workload associated with the enactment of this ordinance would not require additional staff. Permit fees shall support staff salary, program administration and consultation with private consultants. The program shall be self-funded by permit fees. Fees shall be established and maintained to closely reflect reasonable and actual costs and may be revised as needed.

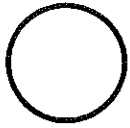
**WHEREAS**, , the Wood County Land and Water Conservation Department (LWCD) will administer the ordinance in its entirety, but may consult with Planning and Zoning and Health Departments at times; and

**WHEREAS**, the Wood County CEED (Conservation, Education and Economic Development Committee) will be oversight to the LWCD for policy making and will act as a mining committee to assist the administrator.

**WHEREAS**, metallic mineral mining is a permitted activity under State law and many provide beneficial impacts for County Residents, including employment opportunities and improvement of local economies; and

**WHEREAS**, metallic mineral mines and metallic mineral mining operations pose special challenges since:

- Metallic mineral mining, unlike many other activities, may only be developed at a specific location at which a mineral deposit exists; and
- Metallic mineral mining may create substantial impacts which adversely affect public health, safety, convenience and welfare; and
- Metallic mineral mining may harm and cause serious damage to not only the immediate surrounding areas of the mining operation, but also to areas and resources beyond the immediate surroundings such as waterways, wells, and other water supplies, air, and other environmental resources; and
- The adverse effects of metallic mineral mining may not be limited to the years a mine is in operation but may substantially impact future generations; and



ITEM# 4 -

DATE November 13, 2018

Upon Passage and

Effective Date: Publication

**ORDINANCE #**Introduced by  
Page 2 of 2Conservation, Education, and Economic Development

Committee

**WHEREAS**, Chapter 293 of the Wisconsin Statutes recognizes the County's authority to participate in the local regulation of metallic mineral mining and grants an express authority for the County to negotiate and enter into a local agreement and require an operator to obtain an approval or permit under a licensing ordinance; and

**WHEREAS**, , the purpose of this ordinance is to provide alternate methods by which an operator may obtain a mining permit, both of which recognize the need for reasonable regulation of mining.

**THE COUNTY BOARD OF SUPERVISORS OF WOOD COUNTY DOES ORDAIN AS FOLLOWS:** adopt the Wood County Nonferrous Metallic Mineral Mining Land Use and Reclamation Ordinance available for public viewing in the Land & Water Conservation Department, and

**BE IT FURTHER RESOLVED**, that Wood County Nonferrous Metallic Mineral Mining Land Use and Reclamation Ordinance #803 as adopted by this action become effective upon passage and publication as required by statute



## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: November 1, 2018  
TIME: 10:00 a.m.  
PLACE: Room 115 Wood County Courthouse  
TIME ADJOURNED: 11:45 a.m.  
MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
Kenneth Curry, Jake Hahn  
MEMBERS EXCUSED: Brad Hamilton  
OTHERS PRESENT: Peter Kastenholz, see attached list of  
attendees.

1. At 10:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time.
3. Chairman Clendenning asked if there were any objections to the minutes for the October 3, 2018, meeting; there were none. The minutes were accepted as drafted.
4. The Committee reviewed monthly voucher and department reports of the departments they oversee. Moved by Leichtnam, seconded by Curry, to approve the reports and payment of department vouchers. All ayes.
5. The Committee met with Family Court Commissioner Richard Weymouth. Attorney Weymouth is performing more duties for the county than his predecessor at a lower cost to the county. He has many years of experience in family law.
6. There were no claims against the County.
7. There were no new animal claims.
8. The Committee reviewed correspondence and legislative issues.
  - a. Legislative breakfast report. Clendenning and Machon attended this function; there was nothing major to report.
  - b. Discussion on a rule for filling certain vacated constitutional offices. Wis. Stat. s. 17.21 provides that a vacancy in the office of sheriff, coroner, or register of deeds shall be filled by appointment by the governor. Vacancies in the county clerk, treasurer, and surveyor are to be filled by appointment of the county board. The question is, who develops a recommendation to the board and how? Currently there is no fixed process. Moved by Curry, seconded by Leichtnam, to have the Committee Chair work with the Human Resources Director to come up with one or more draft policy to set forth an appointment process. All ayes.

- c. Attendance at WCA Legislative Exchange tentatively set for February 5 - 6. Chairman Clendenning emphasized the importance of this event and wants three committee members to attend. Moved by Curry, seconded by Hahn, to have up to three members of the Committee attend this conference at county expense. All ayes.
  - d. Central Wisconsin Days/Centergy tentatively set for February 26 - 27. This is a five-county economic development conference. The Committee Chair asked if he could attend. Moved by Curry, seconded by Hahn, to authorize the Committee Chair or his designee to attend this conference. All ayes.
  - e. Report of Central Sands Water Committee. The Committee took a tour of Heartland farms, a very technologically advanced vegetable growing operation. After the tour, the Committee met and did pass a motion to send a letter to the EPA requesting invocation of Emergency Act 1431 to take whatever remedial action is deemed necessary for the Town of Armenia/Town of Port Edwards nitrate-contaminated water situation.
9. Courthouse security committee report. The Chair distinguished between courthouse and courtroom security. Reuben Van Tassel clarified that his focus is on courthouse security and this will eventually include other county buildings and operations. Moved by Leichtnam, seconded by Hahn, to have the Committee Chair and Public Safety Committee Chair tour Waupaca and Portage County courthouses with the Maintenance Supervisor to review their courthouse security measures. All ayes.
  10. Criminal Justice Task Force committee report. Some counties have a Criminal Justice Task Force Administrator who runs various programs, including overseeing drug court, veterans' court, and diversion programs. Judge Wolf wanted to give a heads up that the Task Force is looking into this.
  11. County Board rules.
    - a. Review county board committee structure. Will be discussed at a future meeting.
  12. Agenda items for the November 27, 2018, and the December 7, 2018, meetings:
    - Performance evaluations.
    - Constitutional offices vacancies.
    - County board committee structure.
    - Administrative Coordinator position.
  13. The next committee meeting will be November 27, 2018, at 9 a.m. to discuss the county board committee structure and performance evaluations. The regular meeting will be December 7, 2018, at 9 a.m.

14. Meeting adjourned without objection by the Chairperson at 11:45 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry  
Kenneth Curry, Secretary (signed electronically)

# Judicial & Legislative

5

Nov 1, 2018

Wm Winch

Jeffrey Ringer

Amy KAUF

Heather Gehret

Kim McGram

Cindy ~~Winters~~

~~John~~

R VANTASSEL

DOUG MACHON

DENNIS POLACH

CB #5

ROD

IT

Treasurer

HR

COC

Parent Ch 3

MAINT.

WCB

WCB- #14



# Wood County WISCONSIN

CHILD SUPPORT  
AGENCY

5

NOVEMBER 2018

## MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- I completed the annual County FTE Survey and sent it into the state. The state will submit it to the Federal Office of Child Support Enforcement.
- Seven case managers and I attended the Job Center 101 training on October 10<sup>th</sup> in Wausau. The training was titled "Changing the Role of Child Support Agencies/Programs". The training was focused on educating child support professionals on the resources available to our customers in the Job Centers.
- I met with Family Court Commissioner Weymouth to discuss how we will handle the multitude of cases we will be dealing with.
- Supervisor Clendenning and I attended the WCA Judicial and Public Safety Steering Committee meeting in Madison on October 19<sup>th</sup>.
- I attended a management training in Madison on October 23<sup>rd</sup>. The training was facilitated by the UW-Madison Division of Continuing Studies.
- I continue to work in my role as the Chair of the Legislative Committee with the Wisconsin Child Support Enforcement Association. We are very focused on securing increased funding in the 2019-2021 State Budget.
- The Federal Fiscal Year has concluded and the agency met all the Federal Performance measures for the third year in a row. The agency finished second in the state in arrears collections and improved our current support collection rate as well.
- The current IV-D case count is 3,890.



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholtz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
October 2018

5

1. Sullivan Discrimination Complaint. Ms. Sullivan worked in the IT Dept. for many years and was terminated from her employment in 2017. Sullivan filed an age discrimination complaint with the state's Equal Rights Division (ERD). The ERD assigned an investigator to ascertain if there was probable cause to believe that the county discriminated against Sullivan based upon her age. The ERD investigator recently reported that he found no probable cause to believe that the county acted illegally in terminating Ms. Sullivan. Sullivan now has 30 days (until about November 1, 2018) to appeal the finding or she loses her right to do so. An appeal would result in a hearing on the probable cause issue by an administrative law judge (ALJ).
2. Ethics. About once a month I'll receive an email about a potential ethics issue. The communication will typically identify the issue and then the proposed resolution. I will be asked if there are any problems with the proposed resolution or if I think the Ethics Committee needs to be involved. I will respond that it is up to the parties involved if they want the Ethics Committee to sanction what they have worked out in addressing a real or perceived conflict and I will share what aspects of the law or the Ethics Ordinance that are applicable. Most matters are left at that and don't make their way to the Ethics Committee. Sometimes I wonder if I am giving too much advice and not utilizing the Ethics Committee for what it is for. I don't think so but wanted to bring the topic to your attention in case the committee feels otherwise.



# Wood County

## WISCONSIN

### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

**NOVEMBER 2018**

#### **MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE**

- I attended the WRDA Fall Conference in Green Bay October 3-5. In addition to being on the legislative committee for the WRDA, I have been added to the WRDA logo committee.
- I attended the Wood County Board meeting on October 16<sup>th</sup>
- October 18<sup>th</sup>, attended a conference call for the WRDA logo committee
- On October 23<sup>rd</sup> I attended a Certified Program Manager (CPM) course through UW-Madison: Building Effective Teams
- On October 24<sup>th</sup> I attended the department head retreat at Nepco Shelter
- I attended the WCA Personnel, Finance and County Organization Steering Committee meeting on October 25 in Stevens Point
- I attended the Land Information Council meeting on October 31<sup>st</sup>
- The State Vital Records Office is coming to Wood County on November 1<sup>st</sup> to tour our Register of Deeds office and discuss a survey that was completed prior to my oath of office. They will meet with staff and myself to answer questions and provide guidance on the processes we currently use.
- Our office received the Property Fraud Alert flyers that will be given to Municipalities with request to include them with the tax bills. As property fraud is greatly increasing; Property Fraud Alert is a free service that alerts all owners if a document is recorded in their name. I am in the stages of working with Fidlar (our software company) to have a kiosk installed in our office to allow customers to sign up for this service. A big thanks to staff that separated all these flyers!

# HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE MEETING MINUTES

6

**DAY & DATE:** Thursday, November 1, 2018  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Avenue N,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:**  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml,  
Supervisor Dennis Polach  
**EXCUSED:** None.  
**OTHERS PRESENT:** Supervisor Doug Machon; Roland Hawk, Highway  
Commissioner; Sandra Green, Parks & Forestry Office  
Supervisor

1. Call meeting to order. Meeting called to order at 8:00 am by Chairman Fischer.
2. Declaration of Quorum. Yes.
3. Public comments. Drawing for Parks & Forestry week of camping was drawn and the winner is John VanMeter from Necedah, WI. Congratulations!
4. Correspondence. Bill Winch said that a constituent said he was pleased with the jake brake signs. Roland Hawk received a letter from Senator Tammy Baldwin's office regarding a resolution that was adopted to not adopt heavy and long trucks. She stated that it has been part of their legislative agenda for a few years and at this time it has been withdrawn from their proposals.
5. **CONSENT AGENDA**
  - a. Approve minutes from previous committee meetings. **A motion was made by L. Pliml and second by M. Hokamp to approve the minutes of previous meetings. All in favor. Motion carried.**

Winch requested to have pages 19 and 20 regarding parks vouchers pulled from the consent agenda.

**A motion was made to approve pages 19 and 20 of the parks vouchers by D. Pollach and second by B. Winch. All in favor. Motion carried.**
  - b. Department Staff Reports
  - c. Department Vouchers
6. Review items, if any, pulled from consent agenda
7. ATV Update. Highway has ordered some signs for the routes that were adopted to open. When they arrive, they will be placed. Sandra Green, Parks & Office Supervisor; Jason Grueneberg, Planning & Zoning Director and Fritz Schubert, Parks Forest Administrator met with Jackson County Trail Coordinator. Another meeting was held with a local ATV club president. Roland spoke with the Town of Remington regarding several issues and questions. Some roads are open and some we would like them to open to make our plan work for us instead of sending folks into Juneau County and other counties.
8. **HIGHWAY**
  - a. Quotes for Sand and Aggregates. Bid information was handed out to the committee. **A motion was made to approve bids for sand and aggregates by L. Pliml and second by M. Hokamp. All in favor. Motion carried.**
  - b. Brine Building and Memorandum of Understanding. MOU was discussed. **A motion was made to approve the MOU regarding the Highway Brine Building by L. Pliml and second by D. Pollach. All in favor. Motion carried.**
  - c. Wisconsin Department of Transportation Routine Maintenance Agreement. The RMA is something that is signed each year. The agreement was discussed.



**A motion by L. Pliml and second by M. Hokamp to approve the WI DOT Routine Maintenance Agreement. All in favor. Motion carried.**

- d. Step-Up Pay Department Costs. This would begin January 1, 2019. **A motion was made to approve the step-up pay by B. Winch and second by L. Pliml with the agreement that a semi-annual review of these dollars will be reviewed and discussed halfway through the budget year. All in favor. Motion carried.**
  - e. Safety Allowance Policy Revision. Discussed. **Motion by L. Pliml and second by B. Winch to approve the policy revision. All in favor. Motion carried.**
  - f. 2019 Highway Construction Program. Discussed.
  - g. Bridge Contracts for 2019 Construction. Discussed.
  - h. Surface Transportation Program Bridge CTH GG. Discussed.
  - i. Backhoe Replacement Plan. Discussed. R. Hawk will put together a full replacement plan and bring back to the committee for action due to the 90 day window to advertise the bid and then to build and assemble the machine.
- 9. PARKS AND FORESTRY**
- a. Revenue Reports. Motion to approve the parks revenue reports by D. Pollach and second by B. Winch. All in favor. Motion carried.
10. Future Agenda Items. Backhoe replacement plan for Highway; if time allows, Highway tour of brine building.
11. A meeting for department head evaluations is set for November 7, 2018 at the courthouse, Room 114 at 1:00 pm.  
The next regular meeting date is December 6, 2018 at 8:00 am at the Wood County Highway Department, 555 17<sup>th</sup> Ave. North, Wisconsin Rapids, WI 54495
12. Motion to adjourn. Chairman Fischer adjourned the meeting at 9:01am.

Signed electronically by, Secretary Marion Hokum

*Marion Hokamp*

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

*Roland Hawk*  
COMMISSIONER

November 1, 2018

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for November HIRC meeting

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### Department Activities

#### Personnel

Step up pay policy: Carry over from October HIRC. See attached data for costs to Department.

Highway Department Revised Safety Equipment/Clothing Reimbursement Policy. See the draft policy.

NC Region Commissioners' Legislative Breakfast held October 12 at Hotel Mead.

#### Highway Projects

All 2018 County Highway Projects are completed and open to traffic. Completed several paving & culvert replacement projects for Towns & Municipalities.

Submitted for CHIP & CHIP-D reimbursement funds and Ho-Chunk IRR funds for 2018 projects for total of \$927,238.17. These reimbursements are generally 50% match.

Initiated correspondence with Village of Biron regarding collection of debt for financial consultant services expenses incurred by the County as results of efforts by the Village in 2008 to have County arranged financing for the Village business park.

Approved 3 contracts for 2019 bridge replacements and bridge rehab work. One more contract to negotiate for a 2019 bridge replacement. The four bridge replacements will be partially funded by CHIP funds. The one bridge rehab will be funded with county maintenance funds.

Tentative 2019 County Highway Projects include: CTH V (CTH N – US 10), CTH D (Elm Lake Road – STH 73), CTH S (CTH F – CTH S), CTH BB (from US 10 north ½ mile [Nasonville Dairy]) Three bridges on CTH N, one bridge on CTH V, and CTH H (Clark Co. Line – Lincoln Ave [State/Federal 80% funding – contracted work])

Approved State Municipal Agreement (SMA) for bridge replacement on CTH GG. This work will be completed in 2021.

#### Highway Maintenance

Bids for asphaltic materials (aggregates-for asphalt plant) to be opened October 31. Action item.

Mowing County Highway R/W. shoulder retrieval and repairs, brush cutting, patching and sign repairs.

Inventory and installation of road signs for county and state highways, in accordance with rotation plan.  
(On going)

#### Brine Facility

Altmann Construction is 80% completed. Utilities are all scheduled to be completed by end of October so high-capacity brine maker can be installed by October 31.

Approve WDOT's MOU for cost pooling and charging of brine production and application. Also approve WDOT's High Capacity Brine Maker System Equipment Lease Agreement. Final documents to be signed and forwarded to WDOT by November 9, 2018. WDOT to provide \$200,000 for acquisition of HC Brine Maker, tanks and components.

#### Marshfield Facility

Continue to work on site plan for brine tanks and blend machine. This includes bringing 3 phase power from the building to the shed that houses the blend machine. Also need to complete site plans for removing water main running through the facility and having new stub and hydrant installed between Marshfield shop and neighboring property to the south. This work will most likely be completed in 2019. Plan to begin negotiations for a contract for design services to provide plans for a cold storage facility.

#### Pittsville Facility

Received earnest check from Tom Gardner, finalized purchase agreement, and forwarded lease agreement to Tom. UST's to be removed in mid-November, sale to be completed December 31, 2018.

Crews working to clean out shop and offices. Reclamation of material bins and consolidating materials is ongoing and will be completed by mid-November.

#### ATV Plan

ATV plan development continues. Signs are being ordered and will be installed upon delivery. Routes will be open after signs are installed.

#### Frac Sand Development

New non-metallic mine site in the Town of Rock along CTH V. Negotiating with Coulee Frac Sand on plan and associated costs to provide access for hauling 12 months.

#### Equipment

Shop is working on preparing patrol trucks for winter maintenance. Brine Truck will be ready for service October 22.

Discuss proposal to sell track back hoe and rubber tired hoe, and replace with two new rubber tire back hoes. Shop is preparing proposal for buy-back program so future operations will for two rubber tire back hoes in service. This machine is the most used and highest generating equipment the county owns. A five year buy back plan for two machines will ensure a minimum purchase price for the two allowing for replacement of two machines for the cost of one.

Plan to sublease a crusher in November to crush recycled asphalt. Working together with the City of Wisconsin Rapids on rental of the crusher.

## **Accounting Supervisor Report**

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### **Revenues**

Revenues are as anticipated.

In October, we have received the final GTA 2018 payment in the amount of \$524,147.98. With county construction projects winding down, State and Local charges are picking up. Bituminous revenue has exceeded expectations.

### **Expenses**

Expenses are as anticipated.

Machinery Repair expense is better than expected so far this year. Bituminous Operations expenses are a bit higher than expected but are offset by the revenues. Expenses to local governments are picking up as we have completed our County projects and moved on to municipalities.

### **Caity's Report on Department IT/RT Vision Concerns**

This summer, our IT department discovered that RTVision had moved the location of our virtual server and changed the database type without informing us. The change was very concerning as the server was moved to an unsecured location and the database change prohibited our department from being able to utilize the information stored in the database to build reports. It was discovered because we were looking into developing a report to streamline our storm reporting process that is required by the Wisconsin Department of Transportation. IT immediately entered discussion with RTVision support staff to resolve the issue and in September of this year, they were able to move our server into a secured location with no impact on our service and no cost to the county. However, the database remains in a language that is unusable by our IT department. Therefore, we are working with RTVision to get reports developed that will meet our needs.

## **PARKS CONSTRUCTION SUPERVISOR REPORT**

November 1, 2018

By D. Quinnell

### CURRENT PROJECTS

- Work continues on the trail system at Powers Bluff. We are connecting the North Property to the South Property via a trail.
- The Tube tow control bldg. is coming along. Eagle has pulled out and the interior is well under way. We are converting the power from the old bldg. to the new bldg. now.
- North Park has the well drilled deeper at the North Shower. We went to 360', this will give us more reservoir space and the GPM went up to 6.
- We are taking quotes on the North Park fireplace repairs. They need inserts replaced.

### MAINTENANCE OPERATIONS

- North Park and South Park campgrounds are closed for the season.
- We will begin to ready Powers Bluff for the winter season.

### EMPLOYEE MATTERS

### OTHER

- We have an auction on the Wisconsin Surplus web site for 2 snowmobiles and for the removal of the old shop at South Park.
- The new snowmobile has come in for Powers Bluff.

## **WOOD COUNTY PARKS & FORESTRY**

### **OFFICE SUPERVISOR REPORT**

November 1, 2018

By: Sandra Green

#### **SNOWMOBILE:**

- On October 5, 2018 at 9:00 am the Wood County Snowmobile/ATV Coordinator Sandra Green, Parks & Forestry, Director Chad Schooley, landowner Neil Heinrich and Sunset Drifters Snowmobile Club President Mike Hack met in the conference room of the Parks & Forestry Department at 111 W. Jackson St., WI Rapids, WI 54495 to discuss the trail that runs through Mr. Heinrich's property, Parcel #1300561A. An agreement was made that Mr. Heinrich would allow the snowmobile trail to continue to run through his property. The agreement was mailed out on 10/23/2018 to both individuals to sign and return.

#### **ATV:**

- Attended the monthly ATV meeting with Wood County employees as a directive of the resolution that was recently approved.
- Traveled with Fritz Schubert, Forest Administrator and Jason Grueneberg, Planning & Zoning Administrator to meet with Jon Schweitzer who is the Jackson County ATV Trail Coordinator to discuss various aspects of the trail system that he works with such as specific issues, ideas and general feedback on what works for them and what doesn't.
- Working with Chad and Fritz to put together a new map for the ATV trail intensive use area. Also working on correcting the name in all the places it states "ATV Park" and changing to "ATV Trail Intensive Use Area". Will be ordering blazers and signs as well for the area.

#### **OFFICE:**

- Provided Wellness materials to employees in the field and office.
- Continue to work with IT on upgrades and changes to our reservation system.
- In the process of making updates to all of our handouts, forms, and brochures for next year in regard to the fee increases and other changes.
- Completed final revision of the Winter Brochure. Will be going to print in the next week.
- Received the lease payment for the WCWA. It was not the correct amount so I am working with the DNR to rectify this.
- Began receiving and processing registrations for the "Bluff Boutique" vendor show to be held November 10<sup>th</sup> and 11<sup>th</sup>. The event is full for Saturday and about half full for Sunday.
- Sent out news release regarding the closing of the parks system for 2018.
- Revised the members listing for the Wood County Wildlife Area Committee as they elected members at their most recent meeting.
- Processed scales and billing and received payments for the forestry program.
- Submitted several TRIP forms to Corp Counsel for unpaid invoices or NSF notices.
- Sent out a news release to close the ATV Park during the WI Youth Deer Hunt.
-

## **Parks and Forestry Director Report**

By Chad Schooley, Parks and Forestry Director

November 1, 2018

HIRC meeting

- Continue assisting Wood County work group on ATV route/trail planning.
- Held meeting to discuss snowmobile trail options on private property parcel that was sold within the past year. The landowner, club, and county staff came to an agreement to allow the trail to continue on the property on a year to year basis.
- Participated in an economic development meeting, held at the Marshfield CVB/Business Bureau. Shared the county's ATV planning efforts, and the Powers Bluff conceptual trail plan.
- Continue working with Adam D, County Planner, on the Parks, Recreation, and Open Spaces Plan update.
- Participated in the Department Head retreat day, which was held at the Nepco Lake Park shelter building.
- I will be attending the Wisconsin Parks and Recreation Association (WPRA) fall conference, held in Green Bay, from October 30 – November 2. I have included the conference session summary in the packet for your review. With me being gone for the HIRC meeting, please call if you have any questions.

**October:** 24 shelter reservations

### **Special Use Permits**

- Bluegrass Music Festival and fundraiser for MDA and WR Lions Club. June 7-9, 2019. South Park enclosed shelter building and surrounding area. This is the 2<sup>nd</sup> annual event held at this location. There is food catered, and beer sales by the WR Lions Club. The event uses the large grassy area east of the Red Sands Beach Pavilion parking lot for parking. I would recommend approval.
- Aqua Skiers Inc. beach closure request for 2019. I have included the calendar of requests in the packet. The only change from last year's request is for the additional 3 Sundays on the schedule: August 11, 18, and 25. In the past the club was done skiing at Lake Wazeecha once the national tournament was done, which is on August 9-11, 2019. Outside of the State Ski show event, the club does not reserve the Red Sands Beach Pavilion. That pavilion is open for rental by the general public, even during the ski shows. This request is merely for the closure and use of the beach. I would recommend charging a minimum \$300 user fee, as we have done the past couple years, for the use of this area for these dates.

# FOREST ADMINISTRATOR'S REPORT

## TIMBER SALE BALANCES

### From 10/1/2018 - 10/31/2018

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE (highlight gray expire this year)	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE CURRENT YR	AMOUNT RCVD TO DATE CURRENT YR	ENDING MONTH BALANCE
719	9-13	SCHREINER	47,060.00	10/03/13	03/31/19		22,244.03	22,244.03	0.00
724	14-13	FUTUREWOOD	28,856.00	06/05/14	03/31/19		31,013.22	31,013.22	0.00
731	6-14	FUTUREWOOD	39,138.80	12/04/14	03/31/19		0.00	0.00	0.00
740	7-15	FUTUREWOOD	26,762.50	04/07/16	03/31/19		9,669.08	9,669.08	0.00
741	8-15	THURS LOGGING	23,936.00	04/07/16	03/31/19		0.00	0.00	0.00
744	2-16	DELANEY FP	26,079.50	04/07/16	03/31/19		0.00	0.00	0.00
745	3-16	FUTUREWOOD	15,157.50	04/07/16	03/31/19		0.00	0.00	0.00
747	4-16	WILSON FORESTRY	28,050.00	10/06/16	10/15/18		0.00	0.00	0.00
748	5-16	FUTUREWOOD	18,522.10	10/06/16	10/15/18		0.00	0.00	0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	10/15/18		9,892.78	9,892.78	0.00
750	7-16	LAMBERT FP	185,702.50	10/06/16	10/15/18	58,821.95	169,678.51	169,678.51	0.00
757	12-16	YODER LOGGING	26,890.00	11/14/17	12/31/19	12,970.07	15,102.90	15,102.90	0.00
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/20		0.00	0.00	0.00
759	15-16	VERSO	35,935.00	04/04/18	03/15/21		0.00	0.00	0.00
760	1-17	DELANEY FP	35,908.00	11/14/17	12/31/20		20,250.91	20,250.91	0.00
761	4-18	VERSO	36,625.00	07/07/18	06/01/20		0.00	0.00	0.00
762	4-17	FUTUREWOOD	14,431.60	11/14/17	12/31/19		0.00	0.00	0.00
763	5-17	LAMBERT FP	27,582.50	11/14/17	12/31/19		0.00	0.00	0.00
764	6-17	FUTUREWOOD	14,091.00	11/17/17	12/31/19		0.00	0.00	0.00
765	2-17	FUTUREWOOD	16,850.05	07/02/18	06/01/21	738.46	20,184.14	20,184.14	0.00
766	7-17	YODER LOGGING	6,120.00	07/02/18	06/01/20		0.00	0.00	0.00
767	2-18	WIITALA & VOZKA	37,800.04	07/07/18	06/01/20		0.00	0.00	0.00
769	1-18	LAMBERT FP	33,543.20	07/07/18	06/01/20		0.00	0.00	0.00
770	6-18	LAMBERT FP	64,706.00	07/07/18	06/01/20		0.00	0.00	0.00
771	3-18	YODER LOGGING	64,671.00	07/07/18	07/01/21		0.00	0.00	0.00
772	5-18	YODER LOGGING	12,934.00	07/07/18	07/01/20		0.00	0.00	0.00
755		FIREWOOD				90.00			

Payments Received This Month: \$ 72,620.48

0.00

Payments received this month SUB TOTAL: \$ 72,620.48

10% Town Revenue: \$7,262.05

90% County Revenue: \$ 65,358.43

Total County Forestry Revenue for this month: \$ 65,358.43

Jobs Finished

Jobs Started

Jobs Continuing

Jobs Gone Inactive

2018 Forestry Revenue to date: \$ 348,637.69



7

**Draft**  
**SCLS Board of Trustees Minutes**  
**September 27, 2018 12:15 p.m.**  
**SCLS Headquarters**  
**Chester and Badger Rooms**

**Action Items:**

**Approved the 2019 Organizational Chart**

**Approved the 2019 Salary Schedule**

**Approved a 1% Cost of Living raise for the System Director**

**Approved the 2019 Budget and Notes**

**Approved the 2019 System Plan**

**Approved the 2019 CE Agreement with Arrowhead Library System**

**Present:** A. Bhasin, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, M. Meloy, M. Nelson, R. Seltzer, A. Weier, K. Williams

**SCLS Staff:** K. Goeden, M. Van Pelt

**Absent:** C. Braunschweig, M. Hokamp, A. Pawlak,

**Excused:** N. Brien, J. Harrington, J. Honl, N. Hughes, N. Long, K. Michaelis, A. Mueller, P. Nelson

**Recorder:** H. Moe

**Call to Order:** M. Nelson, Vice President, called the meeting to order at 12:17 p.m.

- a. Introduction of guests/visitors: Margie Navarre Saaf, AC Chair, was present.
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

**Minutes:** M. Furgal moved approval of the August 23, 2018 minutes. P. Cox seconded. Motion carried.

**Bills for Payments:** J. Healy-Plotkin reviewed the bills for payment in the amount of \$458,724.67 and moved approval. A. Weier seconded. Motion carried.

**Financial Statements:** K. Goeden

**Presentation:** Annual 2019 Budget & 2019 System Plan - M. Van Pelt & K. Goeden

**Committee Reports:**

- a. Advocacy: M. Nelson noted the house and senate committees are in support of increased funding for IMLS.
- b. Budget & Finance/Personnel Committee: Recommended the 2019 Budget and 2019 System Plan for approval.

**Action Items:**

- a. Organizational Chart
- b. Salary Schedule
- c. 1% Cost of Living raise for system director (same as for all staff)
- d. 2019 Budget and Notes

- e. 2019 System Plan
- f. CE Agreement with Arrowhead Library System

R. Seltzer moved approval of the organizational chart, salary schedule, 1% cost of living raise for system director, and 2019 budget and notes. J. Healy-Plotkin seconded. Motion carried.

M. Furgal moved approval of the 2019 System Plan. Motion seconded and carried.

K. Williams moved approval of the CE Agreement with Arrowhead Library System. P. Cox seconded. Motion carried.

**SCLS Foundation Report:** M. Van Pelt noted the Foundation Board will be meeting 9/27 to pick the four award winners. The Lodi Library is opening a second account with the foundation. The Sun Prairie Library is interested in joining as well. The City of Jefferson as well as the City of Portage will be visited by M. Van Pelt to provide more information about the foundation as they have expressed interest in joining. The Foundation Board needs a SCLS trustee to fill the vacancy of Pat Behling.

**System Director's Report:** M. Van Pelt noted the LaValle Library has four director candidates, Wyocena has three director candidates, and PDS should be announcing a director soon. J. Tallman will remain the director at Cambria. Randolph is searching for a new director. The board member's email addresses have been removed from the SCLS website and replaced with a link to a form instead. Pat Dolan has resigned. Her last day is 10/12/18 and there will be a "bon voyage" party for her in the Badger room from 11 -1. Will Allington will be filling the network administrator position. The LaValle library is rebuilding after the flooding. It was suggested the newspapers should be informed about the work local libraries did for the public during the flooding. Rock Springs will not be rebuilding the library in the same location, but there are discussions of moving the library in conjunction with the post office and village hall outside of the flood plain.

**Administrative Council (AC) Report:** Met September 20, 2018. You may view the minutes online. J. Healy-Plotkin noted M. Navarre Saaf spoke at the Madison Public Library Board meeting regarding collections and a proposal to eliminate fines and old debt. This is becoming a broader system idea instead of a local library idea and this topic will be discussed further at Madison.

**Other Business:**

- a. Nomination Committee for 2019 Board Officers: Please let K. Michaelis know if you are interested in serving.

**Information Sharing:**

K. Williams volunteered to serve on the Foundation Board.

The next board meeting will be held on October 25, 2018

Meeting adjourned at 1:00 pm.

BOT/Minutes/9-27-2018