

**AGENDA FOR APRIL 16, 2019 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Hamilton

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

SPECIAL ORDER OF BUSINESS

Chancellor Bernie Patterson – UW-Stevens Point Update
Andy Barnett – McMillan Memorial Library Solar Presentation

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – May 21, 2019

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

March 19, 2019 - 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 March 19, 2019.

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, and Zurfluh.

Excused were Zaleski and Winch.

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

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

Motion by Hamilton/LaFontaine to appoint the Finance Director to the City of Wisconsin Rapids Joint Review Board, TID #8. Motion carried by voice vote.

There were no public comments.

Referrals were noted.

Committee minutes presented: Executive

Chairman Machon asked to take the first 3 resolutions together as one vote. No objections were heard.

RESOLUTION 19-3-1

Introduced by: Executive Committee

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

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

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

Motion by Hamilton/LaFontaine to adopt Resolution 19-3-1. Motion carried unanimously. Excused were Zaleski and Winch.

RESOLUTION 19-3-2

Introduced by: Conservation, Education, & Economic Development and Executive Committee

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

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

Account	Account Name	Debit	Credit
56121	LWCD Expenditures		\$11,155
34300	Fund Balance	\$ 9,269	
49110	No -Till Drill Revenue	\$ 1,886	

Motion by Hamilton/LaFontaine to adopt Resolution 19-3-2. Motion carried unanimously. Excused were Zaleski and Winch.

RESOLUTION 19-3-3

Introduced by: Highway Infrastructure & Recreation and Executive Committee

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

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

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

Motion by Hamilton/LaFontaine to adopt Resolution 19-3-3. Motion carried unanimously. Excused were Zaleski and Winch.

RESOLUTION 19-3-4

Introduced by: Executive Committee

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

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

Motion by Breu/Hamilton to adopt Resolution 19-3-4. Motion carried. Voting no were Polach and Clendenning. Excused were Zaleski and Winch.

RESOLUTION 19-3-5

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 2012 – 2018	\$93,147.30
SPEC. CHARGES	4,351.78
DEL UTILITIES	3,645.41
SPEC. ASSESSMENTS	5,068.72
PUBLICATION FEES	438.74
TAX DEEDING EXP.	1,274.00
 TOTAL	 \$107,925.95

Motion by Fischer/Hamilton to adopt Resolution 19-3-5. Motion carried unanimously. Excused were Zaleski and Winch.

RESOLUTION 19-3-6

Introduced by: Executive Committee

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

FISCAL NOTE: Offered Amount	\$5,000.00
R.E. Taxes	(9,132.27)
<u>Tax Deed Expense</u>	<u>(277.81)</u>
LOSS	(\$4,410.08)

Motion by Hamilton/Leichtnam to adopt Resolution 19-3-6. Motion carried unanimously. Excused were Zaleski and Winch.

Committee minutes presented: Health & Human Services, Veterans Service Commission, Public Safety, Civil Service Commission, Conservation, Education, & Economic Development, Golden Sands RC& D

RESOLUTION 19-3-7

Introduced by: Conservation, Education, & Economic Development

INTENT & SYNOPSIS: Approve a zoning amendment to the Town of Marshfield Zoning Map.

FISCAL NOTE: No cost to Wood County. The Town of Marshfield is responsible for any costs associated with administering their town zoning ordinance.

Motion by LaFontaine/Feirer to adopt Resolution 19-3-7. Motion carried unanimously. Excused were Zaleski and Winch.

ORDINANCE 19-3-8

Introduced by: Conservation, Education, & Economic Development

INTENT & SYNOPSIS: Rescind and recreate Wood County Ordinance #704 - Shoreland Zoning.

FISCAL NOTE: None.

Motion by Breu/LaFontaine to adopt Resolution 19-3-8. Motion carried unanimously. Excused were Zaleski

and Winch.

Committee minutes presented: Judicial & Legislative, Joint Legislative

RESOLUTION 19-3-9

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To direct that the County Board meeting for October 2019 be held in the evening.

FISCAL NOTE: None

Motion by Hamilton/Fischer to adopt Resolution 19-3-9. Discussion ensued. Motion by Clendenning/Rozar to amend the resolution to change the start time of the October County Board meeting from 6:00 p.m. to 7:00 p.m. Motion to amend carried by voice vote. Motion to adopt amended Resolution 19-3-9 carried. Voting no were Breu, Ashbeck, and Hahn. Excused were Zaleski and Winch.

Committee minutes presented: Highway Infrastructure & Recreation, McMillan Memorial Library Board of Trustees, South Central Library System Board of Trustees

Motion by Hamilton/LaFontaine to adjourn. Motion carried at 9:58 a.m. Next scheduled county board meeting is April 16, 2019.

Trent Miner
County Clerk

REFERRALS FOR APRIL 16, 2019 – COUNTY BOARD

- Resolution from Dodge County supporting legislation addressing illegal activities associated with adult entertainment establishments. Referred to Judicial & Legislative Committee, Public Safety Committee, and Sheriff Becker.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, April 9, 2019
TIME: 8:00 a.m.
PLACE: Wood County Courthouse- Room 114
Wisconsin Rapids, WI

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

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

The meeting was called to order by Chair Machon.

Public Comment – None

Consent Agenda:

Supervisor Clendenning requested pages 2, 3, 7, 16, 25, 35, 37, and 38 be pulled from the consent agenda for discussion.

Motion (Fischer/Curry) to approve the consent agenda, excluding the items pulled as requested for discussion. Motion carried unanimously.

Clendenning questioned if the Wellness Committee minutes in this month's packet were the same he spoke about in the minutes of last Executive Committee. Rozar confirmed. He questioned why the same information was put in the packet again.

Clendenning indicated the date of the evening County Board meeting should be October 15, 2019 instead of the October 6th as stated in the minutes. Minutes will be corrected to reflect the correct date of October 15th, meeting at 7 pm.

Clendenning questioned if the Administrative Coordinator's report in the packet would be discussed. Chair Machon confirmed it would be discussed as an agenda item # 14.

Clendenning questioned Finance Director Cummings on the report in the packet for the Detailed Income from 2018, wondering if changes were still being made. Cummings indicated that at this time, changes can only be made to this report by the Finance Department.

Clendenning questioned Human Resource Director McGrath's Letter of Comments regarding developing an RFP for a comprehensive wage plan review and why the process was taking so long. McGrath indicated the RFP would be completed by the end of April and sent to companies with a target date of return by the end of June. This would allow her to present to the Executive Committee at the July meeting. Clendenning stated no more time should be wasted and he would like to see an AdHoc Committee created to handle this RFP.

Motion (Clendenning/Polach) for the Executive Committee Chair to appoint an AdHoc Committee to explore a comprehensive wage study plan. Motion failed.

Discussion ensued. Chair Machon indicated an agenda item regarding the wage plan discussion would be included in the May Executive Committee meeting.

Clendenning questioned the meaning of Wellness Board updates in the packet regarding the 2019 budget numbers being the same as the 2018 budget. Rozar, the Executive Committee's representation of the Wellness Board, indicated that the Wellness budget numbers for 2019 are close to the same as those in 2018.

Motion (Rozar/Fischer) to approve the pulled items from the consent agenda. Motion carried. Voting no: Clendenning.

Rozar stated the Fleet Vehicle contract with Enterprise was presented to Corporation Counsel, Peter Kastenholz. Kastenholz indicated there were issues in the contract that were discussed with Sue Kunferman and Brandon Vruwink. There was consensus that the contract details, when examined closely, showed there was not the benefit of entering into a contract with Enterprise for fleet vehicle management that was initially believed to be beneficial. Discussion ensued.

Motion (Clendenning/Curry) to discontinue negotiations with Enterprise for fleet vehicle management. Motion carried unanimously.

Rozar stated that due to the control environment policy discussion at previous meetings, Finance has reinstated accountant and financial support staff monthly meetings. Rozar is attending these meetings as the Executive Committee liaison. Cummings commented the meetings have been well received. She will be diligent to continue regular monthly meetings.

Jason Grueneberg from Planning & Zoning presented an updated application form for the Renewable & Sustainable & Lean Process grant.

Motion (Clendenning/Curry) to move forward with the grant approval application and allow Executive Committee to review applications. Motion carried unanimously.

Motion (Clendenning/Rozar) to allow the County Clerk to distribute applications to department heads. Motion carried unanimously.

Jason Grueneberg gave an update on the status of the Sol-Smart certification process. We are currently at a bronze status and close to silver status.

Rozar updated the Committee on the County Strategic Plan progress. Together with Nancy Turyk, she has reviewed results from the first survey. Based on the first survey, they have developed a second survey with categories of common themes. They will present the second survey at the next County Board meeting and will release the surveys after the meeting. Additional third and fourth surveys will be developed based on the results.

Rozar presented a resolution from the Health & Human Services Committee to increase ongoing Social Worker position to a (.97 FTE) position.

Motion (Clendenning/Fischer) to approval resolution to increase (.60 FTE) ongoing Social Worker Position to a (.97 FTE) position. Motion carried unanimously.

IT Director Kaup stated that on March 16, 2019 an outage of the 911 system affected all of Wood County besides the two main cities. The problem was on Solarus' end and the County will work with Solarus to find a resolution.

Kaup discussed the IT Department CIP requests for 2020 and noted many items are at end-of-life which will result in no vendor support and no software updates. Discussion ensued.

Finance Director Cummings presented a resolution to amend the 2018 Emergency Management budget resolution clean-up.

Motion (Rozar/Fischer) to amend the 2018 budget to include monies that were amended in Resolution 18-6-2 to the wrong function for the emergency operations remodel. Motion carried unanimously

Cummings presented a resolution to amend the 2019 Emergency Management budget in the amount of \$17,800. Discussion ensued.

Motion (Clendenning/Polach) to amend the 2019 Emergency Management Budget for additional expenditures that were not anticipated during the initial budget process. Motion carried. Voting no: Fischer, Curry, Machon.

Rozar presented a resolution to amend the Human Services Department 2019 budget for build-out expenses at Marshfield City Hall. Discussion ensued.

Motion (Clendenning/Fischer) to amend the 2019 Human Services Administration budget for additional expenditures for the Human Services Department that were unanticipated during the original budget process. Motion (Rozar/Curry) to amend the original motion to change the budget to the 2018 (instead of the 2019) Human Services budget and to debit the Human Services undesignated fund balance (instead of the general fund) as well as eliminate the 5th "Whereas,". Amendment carried. Voting no: Clendenning, Winch. Amended motion carried. Voting no: Winch.

Cummings presented a resolution to amend the 2019 Sheriff budget. Discussion ensued.

Motion (Clendenning/Polach) to amend the 2019 Sheriff budget for additional expenditures for the Sheriff's office that were unanticipated during the original budget process. Motion carried. Voting no: Winch, Rozar, Machon.

Cummings presented two resolutions to amend the 2019 IT budget for printer resolutions clean-up.

Motion (Clendenning/Curry) to amend the 2019 budget to include monies that were amended to the wrong function for printer and copier fleet. Motion carried unanimously.

Cummings discussed the changes with the current Financial Advisor Company (Springsted) being bought out by Baker Tilly.

Motion (Curry/Rozar) to allow Finance Director Cummings to pursue RFPs for a new Financial Advisor for bonding counsel and present her recommendations at the next Executive Committee meeting. Motion carried unanimously.

Cummings reported all department heads have had the opportunity to attend a WebEx and a question/answer session with the representative from US Bank regarding the Purchase Card/County Credit Card program.

Motion (Rozar/Clendenning) to let Finance Director Cummings start the process for implementation of the Purchase Card/County Credit Cards. Motion carried unanimously.

Cummings discussed the Finance Department's CIP request for 2020-2024.

HR Director McGrath provided an update on the revision of the Employee Policy Handbook. McGrath stated she shared the revised handbook with the department heads and made some minor changes after receiving feedback. McGrath sent the handbook draft to Von Briesen & Roper for a legal review on March 15th. This legal review is provided at no charge through County Mutual Insurance. The redlined handbook from the legal review is expected to be returned to McGrath on April 10th. McGrath will be distributing the handbook containing changes from the legal review electronically to members of this Committee ahead of the next Committee meeting to allow members to review the changes prior to the May meeting.

McGrath presented a request for a refund of health insurance premiums from Edgewater. McGrath explained that Edgewater has budgeted for nine positions for the TBI unit that was supposed to open earlier this year. Due to unforeseen delays, the TBI unit has been unable to open and these positions remain vacant. Edgewater is requesting that \$41,697 be returned to them for health insurance premiums they paid into the health fund for these nine positions in the first quarter of 2019. Human Services Director Vruwink stated that opening the TBI unit is top priority for his Department and they would like to open it as soon as possible. Vruwink stated a potential start date for the TBI unit would be July 1, 2019. Supervisor Rozar pointed out that with the potential start date not

until the beginning of the third quarter, there are premiums that would be charged for the second quarter as well. McGrath stated that there is currently \$6.8 million in the health fund.

Motion (Clendenning/Winch) to refund Edgewater the health insurance premiums that were paid for the nine positions for the TBI unit that have not been filled in the first quarter of 2019 totaling \$41,697. Motion (Rozar/Clendenning) to amend the original motion to add that health insurance premiums for the nine TBI positions not be charged to Edgewater until the positions have been filled. Amendment carried unanimously. Amended motion carried unanimously.

McGrath presented the draft of the new supervisory performance evaluation form that HR developed. McGrath explained the form to Committee members and stated that HR will be developing instructions and trainings on utilizing the new form.

Motion (Clendenning/Rozar) to approve the new supervisory performance evaluation developed by Human Resources. Motion carried unanimously.

McGrath provided an update on the RFP process for health insurance. McGrath stated that the Horton Group sent RFPs to nine TPAs in February that were due on April 1st. One TPA, WCA Group Health Trust, requested an extension and has until April 15th to submit their proposal. Tim Deaton of the Horton Group will be coming to the May, June, and July Executive Committee meetings. Due to Mr. Deaton's schedule, McGrath requested that the Committee consider either changing the date of the July meeting from July 2nd to July 9th or hold a special meeting in July to accommodate Mr. Deaton's schedule. Without objection, Chair Machon stated the July Executive Committee meeting will be moved to July 9th.

Chair Machon asked the Committee if there were any questions on the Administrative Coordinator's report included in the packet. Supervisor Clendenning asked for clarification on the meeting that Machon had with former UW Marshfield Dean Keith Montgomery, the WCUTA meeting he attended in Madison, the lunch he attended with Wisconsin Rapids and Marshfield mayors, the selection committee that he served on for the Mid-State Board of Directors, and the NORESCO meeting.

Agenda items for next meeting: 1. Wage Study RFP
2. Renewable & Sustainable Committee

The next regular meeting of the EC will be on Tuesday, May 7, 2019 at the Nepco Shelter House.

Rozar shared that on April 8th, the Round Barn Quilters group donated quilts and pillow cases for the new unit opening at Norwood. The group said they have never been thanked the way they were thanked by Norwood.

Clendenning shared individuals from many different counties participate in Choose to Reuse and find great benefit in the event.

Machon shared that the Rural Economic Development Innovation (REDI) Grant with the USDA has been submitted to aide in Economic Development.

The Chair declared the meeting adjourned at 10:58 a.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar

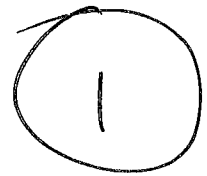
Secretary

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

Executive Committee Meeting

April 9, 2019

NAME (PLEASE PRINT)	REPRESENTING
Jason Grunberg	Planning + Zoning
See Kumpman	Health Dept.
Amy Karp	IT
William Winch	District 16
Kelli Quinnell	HR
Bill Clendenning	WCB District 15
Adam Fischer	WCD # 5
Jordon Bruce	Norwood.
REUBEN VAN TASSEL	MAINT
Marka Cunningham	Finance
Shawn Becker	WOSO
Quentin Ellis	WOSO
Peter Kastenholz	Corp. Co.
Brandon Vruwink	
Kim McGram	HR
Heather Gehrt	Treasurer
Jo Timmerman	Human Services
Roland Hawke	Hwy
RANDY DORSHORST	SHERIFF'S DEPT.
Kennay Lyle	UWEX
Ted Asatosh	Wood County Sheriff's Dept.



Administrative Coordinator Report

1. Met with Jason Grueneberg to discuss application forms for Renewable and Sustainable Initiatives and Outside Audits grants.
2. Met with former UW Marshfield Dean Keith Montgomery. Discussed enrollment projections for UW campuses as well as Tech. Colleges.
3. Met with Ken Curry, Jason Grueneberg and Nancy Turyk regarding Economic Development.
4. Attended WCUTA meeting in Madison.
5. Attended adult room renovation meeting at McMillian Library.
6. Attended Legislative Breakfast at Bullseye C.C.
7. Lunch with Mayors Vruwink and McManus.
8. Towns Association Meeting
9. Interview with Marshfield Public Access
10. Chaired Selection Committee Meeting for Mid State Board of Directors
11. Met with representatives from NORESO concerning County infrastructure.
12. Radio interview with WFHR.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – April, 2019

- Spring Election - I am writing this the day before the election so I do not have percentage turnout to share for this month's comments but will share it in May. The day after election is very busy in our office as we receive all of the documentation and ballots back from our 34 municipalities (44 reporting units), and prepare for the canvass.
- I attended the Wisconsin County Constitutional Officers Conference in Madison back in March. The educational breakouts and the business meetings are always informative and the networking with other county clerks is invaluable! The Wisconsin County Clerks Association also met during this time. I was appointed District IV chair, and am subsequently on the group's Executive Committee.
- I was appointed to an advisory committee of the Wisconsin Elections Commission (WEC) dealing with clerk training. The goal of the committee is to guide the WEC in making clerk training both more meaningful and accessible. There are a total of 3 advisory committees and there are about 9 county clerks represented on them, along with other municipal clerks from around the state. Each group has about 15-20 members. The first two meetings have been via teleconference, but there will be in-person meetings as well. I offered our location (going for the whole centrally-located rationale) so hopefully we can host one of the meetings here. This advisory group will quarterly through 2019.
- I appreciated your patience as we worked through the upgraded RollCall Pro voting system at county board. It's a learning process on how best to make it easily usable to both you, the county board, and to us running it. There are updates scheduled to hopefully make it even better! I did get some feedback from you on some different things, and we'll be passing those on to the company.
- We are laying the groundwork for the election system upgrade. We have had a couple of meetings and phone calls just making sure all our ducks are in a row, so to speak.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

April 9, 2019

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

Project completion for the following:

1. PlanIt (Capital Improvement Planning (CIP) software) database upgraded
2. Norwood account conversion

Ongoing projects:

1. Dynamics Upgrade still working out some bugs from the upgrade
2. RFP for Financial Advisory Services
3. Year end and Audit all work papers from departments to Finance by April 12, 2019
 - a. The audit dates are set for May 6th through the 17th
4. Municipal Financial Report (Form A) completed by April 30, 2019
5. Budget Software with a target release date of May 1, 2019
6. Employee expense reimbursements on payroll checks target date May 1, 2019
7. CIP compiled and ready for presentation to the Executive Committee May 7, 2019
8. Cost Report Audit set for June 5th and 6th 2019
9. Comprehensive Annual Financial Report (CAFR) target release date June 15, 2019
10. Strategic Planning for the Finance Department target date of July 1, 2019
11. Laserfiche set up for accounts payable target date of November 30, 2019
12. Encumbrances and workflow target date of January 1, 2020
13. Fixed Asset Module target date of March 1, 2020
14. Chart of Accounts clean up target date of January 1, 2020
15. Employee portal

Meetings, Webinars and Conferences

1. Weekly Status Call with the Budgeting Software Vendor
2. Attended Oversight Committee meetings
3. Budget Software Training
4. Held the first monthly meeting with Wood County's Fiscal Staff
5. Met with and worked with the HR and Human Services Director on Edgewater TBI Budget
6. Presentation to the Health Department on what the Finance Department does
7. TID Review meetings
8. P-card meeting with departments with Vendor Rep

Budget to Actual Income Statement

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

Budget and actual reports for 3 month ending March 31, 2019

Capital Plan
Wood County, WI

2020 thru 2024

Department Finance
 Contact Marla Cummings
 Type Other
 Useful Life 10-15 Years
 Category Other
 Priority 4. Desirable

Project # 14-20-001
 Project Name Automate Fixed Assets

Priority

Description

Total Project Cost: \$20,000

Professional services and training to activate and utilize the Fixed Assets module we already have in Dynamics that is not being used to its full potential.

Justification

Automating fixed assets within the Dynamics software system will drastically cut down on end of year processing of fixed assets and will ensure all departments are uniformly entering and maintaining their fixed assets.

Expenditures	2020	2021	2022	2023	2024	Total
Other	20,000					20,000
Total	20,000					20,000

Funding Sources	2020	2021	2022	2023	2024	Total
Tax Levy	20,000					20,000
Total	20,000					20,000

Budget Impact/Other

4/4/2019

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

	Actual	2018 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$25,645,545.96	\$25,645,906.00	(\$360.04)	0.00%
41150 Forest Cropland/Managed Forest Land	52,447.18	20,000.00	32,447.18	162.24%
41220 General Sales and Retailers' Discount	192.52	180.00	12.52	6.96%
41221 County Sales Tax	5,521,248.10	6,046,482.00	(525,233.90)	(8.69%)
41230 Real Estate Transfer Fees	159,502.94	85,000.00	74,502.94	87.65%
41800 Interest and Penalties on Taxes	608,625.52	405,000.00	203,625.52	50.28%
41910 Payments in Lieu of Taxes	18,181.20	18,500.00	(318.80)	(1.72%)
Total Taxes	32,005,743.42	32,221,068.00	(215,324.58)	(0.67%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,200.00	(1,200.00)	(100.00%)
43410 State Aid-Shared Revenue	3,062,254.87	3,059,556.00	2,698.87	0.09%
43430 State Aid-Other State Shared Revenues	215,355.87	291,141.00	(75,785.13)	(26.03%)
43511 State Aid-Victim Witness	74,664.48	81,150.00	(6,485.52)	(7.99%)
43512 State Aid-Courts	387,539.90	378,464.00	9,075.90	2.40%
43514 State Aid-Court Support Services	58,441.00	57,000.00	1,441.00	2.53%
43516 State Aid-Modernization Grants	83,120.00	58,120.00	25,000.00	43.01%
43521 State Aid - Law Enforcement	147,541.58	136,500.00	11,041.58	8.09%
43523 State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528 State Aid-Emergency Government	106,863.35	93,250.00	13,613.35	14.60%
43531 State Aid-Transportation	2,096,591.94	2,096,592.00	(0.06)	0.00%
43534 State Aid-LRIP	450,238.17		450,238.17	0.00%
43549 State Aid-Private Sewage	33,582.00	20,000.00	13,582.00	67.91%
43551 State Aid-Health Grants	84,126.00	75,078.00	9,048.00	12.05%
43554 State Aid-Health WIC Program	369,682.00	388,380.00	(18,698.00)	(4.81%)
43557 State Aid-Health Consolidated Contract	66,766.00	80,000.00	(13,234.00)	(16.54%)
43560 State Aid-Grants	66,317.00	66,317.00		0.00%
43561 State Aids	12,115,342.77	11,292,655.00	822,687.77	7.29%
43567 State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568 State Aid-Child Support	931,405.15	928,443.00	2,962.15	0.32%
43571 State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	78,997.73	67,925.00	11,072.73	16.30%
43576 State Aid-Parks		62,500.00	(62,500.00)	(100.00%)
43581 State Aid-Forestry	46,750.25	47,489.00	(738.75)	(1.56%)
43586 State Aid-Land Conservation	332,176.45	296,358.00	35,818.45	12.09%
43640 State Aid-Co Share Managed Forest Lands	21,089.07	20,000.00	1,089.07	5.45%
43690 State Aid-Forestry Roads	3,248.56	3,280.00	(31.44)	(0.96%)
Total Intergovernmental	21,062,860.29	19,841,849.00	1,221,011.29	6.15%
Licenses and Permits				
44100 Business and Occupational Licenses	400,600.52	342,924.00	57,676.52	16.82%
44101 Utility Permits	1,450.00	1,050.00	400.00	38.10%
44102 Driveway Permits	940.00	860.00	80.00	9.30%
44200 DNR & ML Fees	49,310.54	22,500.00	26,810.54	119.16%
44201 Dog License Fund	1,000.00	1,000.00		0.00%
44260 Moving Permits	1,475.00	1,025.00	450.00	43.90%
44300 Sanitary Permit Fees	41,775.00	45,000.00	(3,225.00)	(7.17%)
44411 County Planner Plat Review Fees	2,210.00	2,500.00	(290.00)	(11.60%)
44412 Wisconsin Fund Application Fees	1,050.00	750.00	300.00	40.00%
44413 Shoreland zoning Fees & Permits	3,747.50	4,250.00	(502.50)	(11.82%)
44415 HT Database Annual Fee	60,600.00	56,000.00	4,600.00	8.21%
Total Licenses and Permits	564,158.56	477,859.00	86,299.56	18.06%
Fines, Forfeits and Penalties				
45110 Ordinances Violations	4,246.86	1,700.00	2,546.86	149.82%
45115 County Share of Occupational Driver	380.00	200.00	180.00	90.00%
45120 County Share of State Fines and Forfeitures	153,631.70	160,000.00	(6,368.30)	(3.98%)
45123 County Parks Violation Fee	852.94	750.00	102.94	13.73%
45130 County Forfeitures Revenue	94,785.00	110,000.00	(15,215.00)	(13.83%)
45191 Private Sewage Fines	13,969.00	20,000.00	(6,031.00)	(30.16%)
Total Fines, Forfeits and Penalties	267,865.50	292,650.00	(24,784.50)	(8.47%)
Public Charges for Services				

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

	Actual	2018 Budget	Variance	Variance %
46110 County Clerk-Passport Fees	28,325.00	20,000.00	8,325.00	41.63%
46121 Treasurer Fees-Redemption Notices	7,001.61	3,000.00	4,001.61	133.39%
46122 Property Conversion Charges	1,501.20	100.00	1,401.20	1,401.20%
46130 Register of Deeds-Fees	341,901.02	309,000.00	32,901.02	10.65%
46131 Register of Deeds-Laredo Tapestry	6,499.99		6,499.99	0.00%
46135 Land Record-Fees	95,000.00	92,880.00	2,120.00	2.28%
46140 Court Fees	168,928.52	174,500.00	(5,571.48)	(3.19%)
46141 Court Fees and Costs-Marriage Counseling	12,971.60	12,300.00	671.60	5.46%
46142 Court/Juvenile	26,621.74	20,000.00	6,621.74	33.11%
46143 Other Professional Reimbursements	15,257.22	15,120.00	137.22	0.91%
46144 Circuit Court Branch I	32,735.77	28,600.00	4,135.77	14.46%
46146 Circuit Court Branch III	17,351.00	5,817.00	11,534.00	198.28%
46191 Public Charges-Clerk	7,280.00	8,000.00	(720.00)	(9.00%)
46192 Public Chgs-Temp Licenses	8,081.80	7,000.00	1,081.80	15.45%
46194 County Clerk Copy Fees	150.00	425.00	(275.00)	(64.71%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	1,428,046.74	1,441,717.00	(13,670.26)	(0.95%)
46210 Sheriff-Public Charges	150.00	400.00	(250.00)	(62.50%)
46211 Sheriff Revenue-Civil Process Fees	60,539.00	60,000.00	539.00	0.90%
46212 Sheriff Cost Reimbursement/Witness Fees	62,722.02	52,000.00	10,722.02	20.62%
46214 Reserve Deputy Revenue	20,249.28	12,000.00	8,249.28	68.74%
46215 Sheriff Escort Service	37,127.73	29,000.00	8,127.73	28.03%
46216 Restitution	825.33	300.00	525.33	175.11%
46217 OWI Restitution	2,154.71	1,600.00	554.71	34.67%
46221 Public Chgs-Coroner Cremation	41,995.00	60,000.00	(18,005.00)	(30.01%)
46230 Death Certificates	14,000.00	15,000.00	(1,000.00)	(6.67%)
46241 Jail Surcharge	32,523.71	38,000.00	(5,476.29)	(14.41%)
46242 Huber/Electronic Monitoring	272,709.07	252,044.00	20,665.07	8.20%
46243 Inmate Booking/Processing Fee	15,908.74	21,000.00	(5,091.26)	(24.24%)
46244 Other County Transports	17,371.75	23,000.00	(5,628.25)	(24.47%)
46245 Jail Stay Fee	36,343.83	50,370.00	(14,026.17)	(27.85%)
46291 Public Chgs-ID Cards	20.00		20.00	0.00%
46330 Public Chgs-Ho Chunk/AODA	27,500.00	27,500.00		0.00%
46510 Public Chgs-Crisis Stabilization	442,229.44	677,225.00	(234,995.56)	(34.70%)
46520 Institutional Care-Private Pay	1,366,699.05	1,049,475.00	317,224.05	30.23%
46521 Institutional Care-Other Pay	7,500.00	6,800.00	700.00	10.29%
46525 Public Chgs- Medicare	2,826,241.66	3,543,571.00	(717,329.34)	(20.24%)
46526 Public Chgs- Medicaid	4,709,104.32	5,883,458.00	(1,174,353.68)	(19.96%)
46527 Public Chgs-Veterans EW	52,165.94		52,165.94	0.00%
46530 Public Charges	5,679,675.24	4,873,724.00	805,951.24	16.54%
46531 Public Chgs- Private Insurance	1,012,154.30	1,936,512.00	(924,357.70)	(47.73%)
46532 Public Chgs-County Responsible	137,795.61	217,475.00	(79,679.39)	(36.64%)
46533 Public Chgs-NW Mental Health Inpatient	409,388.13	319,464.00	89,924.13	28.15%
46534 Public Chgs-NW Mental Health Inpatient	2,177,235.36	1,311,122.00	866,113.36	66.06%
46536 Third Party Awards & Settlements	455,932.00	232,688.00	223,244.00	95.94%
46537 Contractual Adjustment	(4,355,275.89)	(4,643,902.00)	288,626.11	(6.22%)
46590 Provision for Bad Debts-Edgewater	(12,000.00)	(12,000.00)		0.00%
46621 Child Support-Genetic Tests	3,728.01	4,500.00	(771.99)	(17.16%)
46623 Child Support-Filing Fees	110.00	200.00	(90.00)	(45.00%)
46624 Child Support-Service Fees	13,825.17	12,000.00	1,825.17	15.21%
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	537,550.92	475,000.00	62,550.92	13.17%
46771 UW-Extension Publication Revenue	52.00		52.00	0.00%
46772 UW-Extension Project Revenue	23,378.64	4,050.00	19,328.64	477.25%
46813 County Forest Revenue	408,704.98	385,000.00	23,704.98	6.16%
46825 Land Conservation Fees & Sales	82,336.83	63,525.00	18,811.83	29.61%
46826 Private Sewage Charges	1,530.00	3,000.00	(1,470.00)	(49.00%)
Total Public Charges for Services	18,819,855.09	19,124,160.00	(304,304.91)	(1.59%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	566,459.21	580,700.00	(14,240.79)	(2.45%)
47230 State Charges	1,445,736.72	1,403,610.00	42,126.72	3.00%
47231 State Charges-Highway	239,156.10	250,030.00	(10,873.90)	(4.35%)
47232 State Charges-Machinery	2,194,040.06	2,177,319.00	16,721.06	0.77%
47250 Intergovernmental Transfer Program Rev	870,341.72	511,615.00	358,726.72	70.12%

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

		2018		
		Actual	Budget	Variance
				Variance %
47300	Local Gov Chgs	347,003.35	561,660.00	(214,656.65)
47310	Local Gov Debt Service Charges		22,000.00	(22,000.00)
47320	Local Gov Chgs-Public Safety	31,728.23	29,000.00	2,728.23
47330	Local Gov Chgs-Transp	1,695,322.06	1,207,485.00	487,837.06
47332	Local Gov Chgs-Roads	383,382.21	403,360.00	(19,977.79)
47333	Local Gov Chgs-Bridges	116,357.01	27,440.00	88,917.01
47350	Local Gov Chgs-Hlth & Human Svcs	98,306.00	69,050.00	29,256.00
47351	Local Gov Chgs-Other Governments	3,080.00	2,000.00	1,080.00
47391	Local Gov Chgs-BNI (Materials)	1,710.24	3,200.00	(1,489.76)
47392	Local Gov Chgs-BNI (Staff)	475.50	800.00	(324.50)
47393	Local Gov Chgs-Work Relief	3,313.15	5,000.00	(1,686.85)
47395	Local Gov Chgs-EM Vehicles	4,760.66	5,000.00	(239.34)
47396	Local Gov Chgs-EM Equipment	2,389.00	800.00	1,589.00
	Total Charges to Other Governments	8,003,561.22	7,260,069.00	743,492.22
	Interdepartmental Charges for Services			
47410	Dept Charges-Hlth Benefits & Other	10,042,931.42	10,157,960.00	(115,028.58)
47411	Dept Charges-Purchasing	35,239.07	73,303.00	(38,063.93)
47412	Dept Charges-Insurance	474,226.47	475,000.00	(773.53)
47413	Dept Charges-Gen Govt	1,162,661.96	1,003,569.00	159,092.96
47415	Dept Charges-Systems	303,475.64	295,155.00	8,320.64
47421	Dept Charges-Public Safety	28,299.32	21,000.00	7,299.32
47430	Dept Charges-Bldg Rent	918,729.92	919,124.00	(394.08)
47432	Dept Charges-Rent Unified		704.00	(704.00)
47435	Dept Charges-Sheriff Lockup Rent	16,392.00	16,000.00	392.00
47438	Dept Charges-Riverblock Rent	585,996.00	575,520.00	10,476.00
47440	Dept Charges	3,518.00	3,400.00	118.00
47460	Dept Charges-Drug Court	67,000.00	73,000.00	(6,000.00)
47470	Dept Charges-Highway	2,700,098.65	2,459,263.00	240,835.65
	Total Interdepartmental Charges	16,338,568.45	16,072,998.00	265,570.45
	Total Intergovernmental Charges for Services	24,342,129.67	23,333,067.00	1,009,062.67
	Miscellaneous			
48000	Miscellaneous	657,251.61		657,251.61
48100	Interest	162.34	80.00	82.34
48110	Interest-Capital Projects	8.67	10.00	(1.33)
48113	Unrealized Gain/Loss on Investment	25,381.30	48,430.00	(23,048.70)
48114	Interest-Investment	194,270.57	115,959.00	78,311.57
48115	Interest-General Investment	183,481.13	25,000.00	158,481.13
48116	Interest-Section 125 & Health	654.75	219.00	435.75
48117	Interest-Clerk of Courts	327.89	300.00	27.89
48200	Rental Income	130,276.72	134,931.00	(4,654.28)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00)
48300	Gain/Loss-Sale of Property	222,382.83	53,000.00	169,382.83
48310	Gain/Loss-Sale of Fixed Assets	(12,729.00)		(12,729.00)
48320	Gain/Loss-Sale of Surplus Property	2,651.00	500.00	2,151.00
48340	Gain/Loss-Sale of Salvage and Waste	5,433.89	6,700.00	(1,266.11)
48440	Insurance Recoveries-Other	2,094,221.81	487,000.00	1,607,221.81
48500	Donations	599,799.44	1,629,800.00	(1,030,000.56)
48501	Donations-Designated Projects	220.00		220.00
48502	Donations-Veterans Loan Repayment	956.92		956.92
48503	Donations-Services ATV Club	3,837.27	6,000.00	(2,162.73)
48510	Donations	467,000.00		467,000.00
48525	Donations-Sheriff Trust	12,385.00		12,385.00
48540	Donations & Contributions	29,375.30	20,000.00	9,375.30
48830	Recovery of PYBD & Contractual Adj	50,767.92	46,500.00	4,267.92
48860	Revenue from Meals	19,448.39	20,000.00	(551.61)
48880	Food Vending Machine Income	4,200.96	4,500.00	(299.04)
48900	Other Miscellaneous Revenue	110,599.17	39,125.00	71,474.17
48901	Other/Miscellaneous Revenue	6,355.29	1,500.00	4,855.29
48910	Vending/Cafeteria Revenue	7,524.95	11,000.00	(3,475.05)
48920	Vending Machine Revenue	4,115.35	4,600.00	(484.65)
48940	Canteen Income	30.00	500.00	(470.00)
48970	Rental Income- NHC, Health Annex	17,508.00	17,508.00	
48980	Misc/Other Workshop Revenue	11.38	100.00	(88.62)
48990	Other Operating Income	2,625.78	2,500.00	125.78

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

	Actual	2018 Budget	Variance	Variance %
48991 Copier Revenue	1,723.10	2,000.00	(276.90)	(13.85%)
Total Miscellaneous	4,842,259.73	2,728,162.00	2,114,097.73	77.49%
Other Financing Sources				
49110 Proceeds from Long-Term Debt	50,708.00		50,708.00	0.00%
49210 Transfer from General Fund		260,000.00	(260,000.00)	(100.00%)
49220 Transfer from Special Revenue	6,020,145.41	6,086,765.00	(66,619.59)	(1.09%)
49270 Transfer from Internal Service		283,903.00	(283,903.00)	(100.00%)
49280 Transfer from Trust Funds	1,286,555.40		1,286,555.40	0.00%
Total Other Financing Sources	7,357,408.81	6,630,668.00	726,740.81	10.96%
TOTAL REVENUES	109,262,281.07	104,649,483.00	4,612,798.07	4.41%

EXPENDITURES

General Government				
51120 Committees & Commissions	178,235.93	202,513.00	24,277.07	11.99%
51212 Circuit Court Branch I	366,028.26	395,614.00	29,585.74	7.48%
51213 Circuit Court Branch II	112,480.42	119,902.00	7,421.58	6.19%
51214 Circuit Court Branch III	122,253.21	124,761.00	2,507.79	2.01%
51215 Drug Court	212,330.68	215,817.00	3,486.32	1.62%
51217 Clerk of Courts-Divorce Mediation	15,750.00	17,000.00	1,250.00	7.35%
51220 Family Court Commissioner	88,036.39	105,233.00	17,196.61	16.34%
51221 Clerk of Courts	1,303,023.28	1,353,334.00	50,310.72	3.72%
51231 Coroner	131,259.14	139,842.00	8,582.86	6.14%
51310 District Attorney	285,185.88	304,049.00	18,863.12	6.20%
51315 Victim Witness Program	151,711.27	156,044.00	4,332.73	2.78%
51316 Task Force	240.00	900.00	660.00	73.33%
51320 Corporation Counsel	271,271.56	271,297.00	25.44	0.01%
51330 Child Support	977,094.09	1,022,205.00	45,110.91	4.41%
51420 County Clerk	293,454.96	323,430.00	29,975.04	9.27%
51424 County Clerk-Postage Meter	10,870.02	14,300.00	3,429.98	23.99%
51430 Health Benefit Payments	12,577,867.25	11,678,993.00	(898,874.25)	(7.70%)
51431 Health-Wellness	274,900.90	283,903.00	9,002.10	3.17%
51433 Human Resources-Labor Relations	27,487.47	28,200.00	712.53	2.53%
51435 Human Resources-Personnel	429,858.20	437,707.00	7,848.80	1.79%
51436 Human Resources-Programs	198.72	3,670.00	3,471.28	94.59%
51440 County Clerk-Elections	85,788.08	94,621.00	8,832.92	9.34%
51450 Data Processing	1,612,328.86	1,804,291.00	191,962.14	10.64%
51451 Voice over IP	119,893.90	128,000.00	8,106.10	6.33%
51452 PC Replacement	200,381.29	200,600.00	218.71	0.11%
51453 Co Clerk-Inform & Commun	13,504.18	18,500.00	4,995.82	27.00%
51510 Finance	386,940.01	380,313.00	(6,627.01)	(1.74%)
51520 Treasurer	403,822.89	429,490.00	25,667.11	5.98%
51550 Purchasing	50,286.53	51,970.00	1,683.47	3.24%
51590 Contingency		245,324.00	245,324.00	100.00%
51611 Bldg Maint-Courthouse and Jail	1,092,906.90	1,152,179.00	59,272.10	5.14%
51630 Bldg Maint-Unified Svcs Building	9,696.83	10,889.00	1,192.17	10.95%
51640 Bldg Maint-Joint Use Building	6,983.49	11,851.00	4,867.51	41.07%
51650 Bldg Maint-Sheriff Lockup	2,713.79	4,547.00	1,833.21	40.32%
51660 Bldg Maint-CBRF's	3,903.62	7,471.00	3,567.38	47.75%
51670 Bldg Maint-River Block	413,046.75	681,520.00	268,473.25	39.39%
51710 Register of Deeds	399,180.30	423,055.00	23,874.70	5.64%
51711 Register of Deeds-Redaction	26,567.10	32,387.00	5,819.90	17.97%
51931 Property and Liability Insurance	543,161.05	612,071.00	68,909.95	11.26%
51933 Workers Comp Insurance	314,279.39	491,569.00	177,289.61	36.07%
51934 Sick Leave Conversion	266,475.19	500,000.00	233,524.81	46.70%
Total General Government	23,781,397.78	24,479,362.00	697,964.22	2.85%
Public Safety				
52110 Sheriff-Administration	2,473,798.83	2,641,365.00	167,566.17	6.34%
52111 Sheriff Trust	58,367.73		(58,367.73)	0.00%
52130 Radio Engineer	176,037.27	232,110.00	56,072.73	24.16%
52131 Sheriff-Indian Law Enforce	25,715.55	33,933.00	8,217.45	24.22%
52140 Sheriff-Traffic Police	2,991,749.32	3,065,437.00	73,687.68	2.40%
52150 Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510 Emer Mgmt-SARA Title III	43,651.54	52,085.00	8,433.46	16.19%

4/4/2019

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

		2018		
		Actual	Budget	Variance
				Variance %
52520	Emergency Management	319,307.04	323,272.00	3,964.96
52601	Dispatch	1,671,452.27	1,784,049.00	112,596.73
52530	Emer Mgmt-Bldg Numbering	4,332.32	3,000.00	(1,332.32)
52540	Emer Mgmt-Work Relief	135,945.09	140,926.00	4,980.91
52710	Sheriff-Jail	2,340,008.31	2,505,702.00	165,693.69
52712	Sheriff-Electronic Monitoring	180,361.96	183,188.00	2,826.04
52713	Sheriff-PT Transp/Safekeeper	1,065,008.59	1,066,197.00	1,188.41
52721	Sheriff-Jail Surcharge	108,391.47	187,570.00	79,178.53
	Total Public Safety	11,594,127.29	12,219,834.00	625,706.71
				5.12%
	Public Works-Highway			
53110	Hwy-Administration	317,188.55	288,760.00	(28,428.55)
53120	Hwy-Engineer	201,909.01	245,004.00	43,094.99
53191	Hwy-Other Administration	339,454.98	335,112.00	(4,342.98)
53210	Hwy-Employee Taxes & Benefits	157,123.94		(157,123.94)
53220	Hwy-Field Tools	(35,178.62)	13,236.00	48,414.62
53230	Hwy-Shop Operations	280,624.69	280,244.00	(380.69)
53232	Hwy-Fuel Handling	16,712.22	12,100.00	(4,612.22)
53240	Hwy-Machinery Operations	1,079,328.84	1,711,623.00	632,294.16
53260	Hwy-Bituminous Ops	249,071.33	226,200.00	(22,871.33)
53262	Hwy-Bituminous Ops	4,317.94	111,922.00	107,604.06
53266	Hwy-Bituminous Ops	2,078,616.02	2,107,491.00	28,874.98
53270	Hwy-Buildings & Grounds	201,773.66	164,134.00	(37,639.66)
53290	Hwy-Salt Brine Operations	1,181.64		(1,181.64)
53291	Hwy-Salt Brine Operations	2,797.61		(2,797.61)
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	1,740,701.00	1,655,124.00	(85,577.00)
53312	Hwy-Snow Remov	934,834.05	939,941.00	5,106.95
53313	Hwy-Maintenance Gang	148,941.24	134,103.00	(14,838.24)
53314	Hwy-Maint Gang-Materials	2,899.04	1,235.00	(1,664.04)
53320	Hwy-Maint STHS	1,182,605.02	1,364,109.00	181,503.98
53323	Hwy-Maint STHS PBM	81,903.91	52,600.00	(29,303.91)
53330	Hwy-Local Roads	1,691,396.28	1,187,637.00	(503,759.28)
53340	Hwy-County-Aid Road Construction	442,641.69	444,834.00	2,192.31
53341	Hwy-County-Aid Bridge Construction	155,557.69	200,269.00	44,711.31
53490	Hwy-State & Local Other Services	335,587.02	552,901.00	217,313.98
	Total Public Works-Highway	11,611,988.75	12,031,879.00	419,890.25
				3.49%
	Health and Human Services			
54121	Health-Public Health	1,737,277.43	1,780,025.00	42,747.57
54122	Health-WIC Program	369,690.09	388,380.00	18,689.91
54128	Health-Public Health Grants	81,135.50	80,000.00	(1,135.50)
54129	Humane Officer	40,336.27	35,519.00	(4,817.27)
54130	Health-Dental Sealants	123,277.93	128,779.00	5,501.07
54132	Adams-Juneau Sanitation	281,412.11	308,214.00	26,801.89
54210	Edgewater-Nursing	3,896,092.83	4,119,094.00	223,001.17
54211	Edgewater-Housekeeping	129,602.10	131,548.00	1,945.90
54212	Edgewater-Dietary	674,416.19	731,423.00	57,006.81
54213	Edgewater-Laundry	59,314.83	150,061.00	90,746.17
54214	Edgewater-Maintenance	356,328.54	382,204.00	25,875.46
54217	Edgewater-Activities	166,430.02	169,940.00	3,509.98
54218	Edgewater-Social Services	142,003.33	156,283.00	14,279.67
54219	Edgewater-Administration	637,780.26	628,781.00	(8,999.26)
54315	Mental Health/AODA Ho Chunk	27,500.00	27,500.00	
54316	Mental Institutions State Charge		360.00	360.00
54317	Human Services Crisis Stabilization	456,687.78	483,116.00	26,428.22
54324	Norwood-SNF-CMI	1,046,437.54	1,057,175.00	10,737.46
54325	Norwood SNF TBI	913,252.68	1,013,060.00	99,807.32
54326	Norwood-Inpatient	3,342,881.84	3,348,009.00	5,127.16
54350	Norwood-Dietary	1,117,135.75	1,104,390.00	(12,745.75)
54351	Norwood-Plant Ops & Maint	831,917.21	840,365.00	8,447.79
54363	Norwood-Medical Records	163,334.25	168,904.00	5,569.75
54365	Norwood-Administration	1,056,098.99	1,244,555.00	188,456.01

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

	Actual	2018 Budget	Variance	Variance %
54401 Human Services-Child Welfare	3,415,731.10	3,580,277.00	164,545.90	4.60%
54405 Human Services-Youth Aids	3,249,308.19	3,310,128.00	60,819.81	1.84%
54410 Human Services-Child Care	127,922.13	140,048.00	12,125.87	8.66%
54413 Human Services-Transportation	376,269.59	369,706.00	(6,563.59)	(1.78%)
54420 Human Services-ESS	1,351,364.19	1,410,902.00	59,537.81	4.22%
54425 Human Services-FSET	2,772,503.24	2,789,886.00	17,382.76	0.62%
54435 Human Services-LIEAP	118,005.92	125,628.00	7,622.08	6.07%
54440 Human Services-Birth to Three	482,619.45	486,247.00	3,627.55	0.75%
54445 Human Services-Childrens COP	245,717.54	291,898.00	46,180.46	15.82%
54450 Human Services-Childrens Waivers	224,433.83	249,481.00	25,047.17	10.04%
54455 Human Services-CSP	522,607.84	569,147.00	46,539.16	8.18%
54460 Human Services-OPC MH	1,297,754.18	1,377,982.00	80,227.82	5.82%
54465 Human Services-CCS	1,944,006.27	1,760,681.00	(183,325.27)	(10.41%)
54470 Human Services-Crisis Legal Svc	752,426.07	724,832.00	(27,594.07)	(3.81%)
54475 Human Services-MH Contr COP	1,042,855.98	1,538,677.00	495,821.02	32.22%
54480 Human Services-OPC AODA	450,830.83	484,555.00	33,724.17	6.96%
54485 Human Services-OPC Day Treatment	80,738.21	80,368.00	(370.21)	(0.46%)
54495 Human Services-AODA Contract	55,697.58	136,100.00	80,402.42	59.08%
54500 Human Services-Administration	3,080,342.42	3,253,780.00	173,437.58	5.33%
54611 Aging-Committee on Aging	195,769.91	198,278.00	2,508.09	1.26%
54710 Veterans-Veterans Relief	5,352.10	5,411.00	58.90	1.09%
54720 Veterans-Veterans Service Officer	319,630.77	330,151.00	10,520.23	3.19%
54730 Veterans Relief Donations	15.79	300.00	284.21	94.74%
54740 Veterans-Care of Veterans Graves	2,858.01	2,865.00	6.99	0.24%
54750 Veterans-WDVA Grant	7,421.15	11,500.00	4,078.85	35.47%
Total Health and Human Services	39,772,525.76	41,706,513.00	1,933,987.24	4.64%
Culture, Recreation and Education				
55112 County Aid to Libraries	891,144.00	891,144.00		0.00%
55210 County Parks	1,624,723.60	1,625,697.00	973.40	0.06%
55441 Maintenance Snowmobile Trails	75,006.81	67,925.00	(7,081.81)	(10.43%)
55442 ATV Maintenance	9,505.61	12,715.00	3,209.39	25.24%
55460 Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620 UW-Extension	454,793.33	516,662.00	61,868.67	11.97%
55630 UW-Extension Center-Marshfield	48,082.00	48,082.00		0.00%
55650 UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660 UW-Extension Projects	25,682.12	27,700.00	2,017.88	7.28%
55661 UW-Ext Farm Technology Days	(20,000.00)	43,000.00	63,000.00	146.51%
Total Culture, Recreation and Education:	3,165,937.47	3,289,925.00	123,987.53	3.77%
Conservation and Development				
56111 State Forestry Roads	3,090.78	3,300.00	209.22	6.34%
56121 Land Conservation	238,579.33	241,959.00	3,379.67	1.40%
56122 DATCP Grant	240,354.27	250,593.00	10,238.73	4.09%
56123 Wildlife Damage Abatement	67,016.64	80,785.00	13,768.36	17.04%
56125 Non-Metallic Mining Reclamation	37,731.80	40,054.00	2,322.20	5.80%
56127 Don Aron Memorial Fund	21,018.14	22,000.00	981.86	4.46%
56310 County Planner	368,509.23	369,261.00	751.77	0.20%
56320 Land Record	133,074.39	255,729.00	122,654.61	47.96%
56340 Surveyor	44,719.96	44,750.00	30.04	0.07%
56730 Transp & ED-Airport Aid	17,500.00	17,500.00		0.00%
56740 Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%
56750 Transp & Economic Develop	141,075.00	141,075.00		0.00%
56780 CDBG-ED	590.73	30,000.00	29,409.27	98.03%
56911 State Wildlife Habitat	1,935.00	2,500.00	565.00	22.60%
56913 Park & Forestry Capital Proj	34,330.75	165,063.00	130,732.25	79.20%
56943 Private Sewage System	192,066.58	196,939.00	4,872.42	2.47%
Total Conservation and Development	1,618,936.70	1,938,853.00	319,916.30	16.50%
Capital Outlay				
57121 Cap Projects-Parks	118,831.65	140,000.00	21,168.35	15.12%
57127 Cap Projects-Computers	92,989.94	93,000.00	10.06	0.01%
57208 Cap Projects-Dispatch	38,041.00	40,000.00	1,959.00	4.90%
57213 Cap Projects-Emergency Management		225,000.00	225,000.00	100.00%

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All Departments
Monday, December 31, 2018

	Actual	2018 Budget	Variance	Variance %
57216 Cap Projects-Computer Software	28,112.21	29,000.00	887.79	3.06%
57310 Highway Capital Projects	4,253,555.40	2,499,999.00	(1,753,556.40)	(70.14%)
57412 Cap Projects-Edgewater	330,376.31	337,367.00	6,990.69	2.07%
57420 Cap Projects-Norwood	164,816.24	196,500.00	31,683.76	16.12%
57640 UW Remodeling/Construction	166,400.12	111,000.00	(55,400.12)	(49.91%)
57930 Depreciation & Amortization	577,978.78		(577,978.78)	0.00%
57940 Depreciation & Amortization	220,524.56		(220,524.56)	0.00%
Total Capital Outlay	<u>5,991,626.21</u>	<u>3,671,866.00</u>	<u>(2,319,760.21)</u>	<u>(63.18%)</u>
Debt Service				
58140 Debt Service Principal-Highway	4,605,000.00	4,605,000.00		0.00%
58240 Debt Service Interest-Highway	557,485.30	557,817.00	331.70	0.06%
58295 Paying Agent & Fiscal Charges	41,626.04		(41,626.04)	0.00%
Total Debt Service	<u>5,204,111.34</u>	<u>5,162,817.00</u>	<u>(41,294.34)</u>	<u>(0.80%)</u>
Other Financing Uses				
59210 Transfers to General Fund	7,306,700.81	6,532,243.00	(774,457.81)	(11.86%)
59220 Transfer to Special Revenue		12,162.00	12,162.00	100.00%
59270 Transfer to Internal Service		(138,847.00)	(138,847.00)	100.00%
Total Other Financing Uses	<u>7,306,700.81</u>	<u>6,405,558.00</u>	<u>(901,142.81)</u>	<u>(14.07%)</u>
TOTAL EXPENDITURES	<u>110,047,352.11</u>	<u>110,906,607.00</u>	<u>859,254.89</u>	<u>0.77%</u>
NET INCOME (LOSS) *	<u>(785,071.04)</u>	<u>(6,257,124.00)</u>	<u>5,472,052.96</u>	<u>(87.45%)</u>

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, April 30, 2019

	Actual	2019 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$8,968,193.68	\$26,904,581.00	(\$17,936,387.32)	(66.67%)
41150 Forest Cropland/Managed Forest Land	55,715.06	25,000.00	30,715.06	122.86%
41220 General Sales and Retailers' Discount	40.78		40.78	0.00%
41221 County Sales Tax	1,018,082.01	5,800,000.00	(4,781,917.99)	(82.45%)
41230 Real Estate Transfer Fees	19,744.02	120,000.00	(100,255.98)	(83.55%)
41800 Interest and Penalties on Taxes	90,486.70	410,000.00	(319,513.30)	(77.93%)
41910 Payments in Lieu of Taxes	18,398.73	18,500.00	(101.27)	(0.55%)
Total Taxes	10,170,660.98	33,278,081.00	(23,107,420.02)	(69.44%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue		3,059,556.00	(3,059,556.00)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		73,300.00	(73,300.00)	(100.00%)
43512 State Aid-Courts	133,419.95	377,350.00	(243,930.05)	(64.64%)
43514 State Aid-Court Support Services		58,400.00	(58,400.00)	(100.00%)
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	55,218.53	121,000.00	(65,781.47)	(54.36%)
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government		93,250.00	(93,250.00)	(100.00%)
43531 State Aid-Transportation	548,606.26	2,096,592.00	(1,547,985.74)	(73.83%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	5,181.84	77,978.00	(72,796.16)	(93.35%)
43554 State Aid-Health WIC Program	722.00	360,000.00	(359,278.00)	(99.80%)
43557 State Aid-Health Consolidated Contract	5,828.00	66,766.00	(60,938.00)	(91.27%)
43560 State Aid-Grants		66,391.00	(66,391.00)	(100.00%)
43561 State Aids	2,581,557.33	12,352,657.00	(9,771,099.67)	(79.10%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support		938,661.00	(938,661.00)	(100.00%)
43571 State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		75,006.81	(75,006.81)	(100.00%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry	48,407.18	49,090.00	(682.82)	(1.39%)
43586 State Aid-Land Conservation	10,967.53	407,487.00	(396,519.47)	(97.31%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	3,666,179.70	21,076,224.81	(17,410,045.11)	(82.61%)
Licenses and Permits				
44100 Business and Occupational Licenses	6,630.07	350,000.00	(343,369.93)	(98.11%)
44101 Utility Permits	625.02	1,050.00	(424.98)	(40.47%)
44102 Driveway Permits	60.00	860.00	(800.00)	(93.02%)
44200 DNR & ML Fees	7,880.00	54,250.00	(46,370.00)	(85.47%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	75.00	1,025.00	(950.00)	(92.68%)
44300 Sanitary Permit Fees	3,250.00	60,253.00	(57,003.00)	(94.61%)
44411 County Planner Plat Review Fees	340.00	7,500.00	(7,160.00)	(95.47%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	1,428.78	15,675.00	(14,246.22)	(90.88%)
44415 HT Database Annual Fee	3,260.00	90,560.00	(87,300.00)	(96.40%)
Total Licenses and Permits	23,548.87	582,923.00	(559,374.13)	(95.96%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	281.25	1,700.00	(1,418.75)	(83.46%)
45115 County Share of Occupational Driver		200.00	(200.00)	(100.00%)
45120 County Share of State Fines and Forfeitures	23,498.68	152,000.00	(128,501.32)	(84.54%)
45123 County Parks Violation Fee		750.00	(750.00)	(100.00%)
45130 County Forfeitures Revenue	15,693.77	92,000.00	(76,306.23)	(82.94%)
45191 Private Sewage Fines	7,715.08	15,000.00	(7,284.92)	(48.57%)
Total Fines, Forfeits and Penalties	47,188.78	261,650.00	(214,461.22)	(81.96%)
Public Charges for Services				
46110 County Clerk-Passport Fees	9,445.00	20,000.00	(10,555.00)	(52.78%)
46121 Treasurer Fees-Redemption Notices	2,232.65	4,000.00	(1,767.35)	(44.18%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

	Actual	2019 Budget	Variance	Variance %
46122 Property Conversion Charges		1,000.00	(1,000.00)	(100.00%)
46130 Register of Deeds-Fees	45,787.00	309,000.00	(263,213.00)	(85.18%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	11,080.00	92,880.00	(81,800.00)	(88.07%)
46140 Court Fees	29,013.80	170,000.00	(140,986.20)	(82.93%)
46141 Court Fees and Costs-Marriage Counseling	820.00	12,700.00	(11,880.00)	(93.54%)
46142 Court/Juvenile	6,869.04	22,000.00	(15,130.96)	(68.78%)
46143 Other Professional Reimbursements	4,515.69	14,750.00	(10,234.31)	(69.39%)
46144 Circuit Court Branch I	6,986.80	28,600.00	(21,613.20)	(75.57%)
46146 Circuit Court Branch III	2,620.00	7,500.00	(4,880.00)	(65.07%)
46191 Public Charges-Clerk	820.00	7,600.00	(6,780.00)	(89.21%)
46192 Public Chgs-Temp Licenses	1,897.70	7,000.00	(5,102.30)	(72.89%)
46194 County Clerk Copy Fees	40.00	275.00	(235.00)	(85.45%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	450,729.88	1,500,767.00	(1,050,037.32)	(69.97%)
46210 Sheriff-Public Charges	50.00	350.00	(300.00)	(85.71%)
46211 Sheriff Revenue-Civil Process Fees	18,470.76	60,000.00	(41,529.24)	(69.22%)
46212 Sheriff Cost Reimbursement/Witness Fees	13,117.92	53,000.00	(39,882.08)	(75.25%)
46214 Reserve Deputy Revenue	300.00	12,000.00	(11,700.00)	(97.50%)
46215 Sheriff Escort Service	9,224.46	30,000.00	(20,775.54)	(69.25%)
46216 Restitution	1,859.82	200.00	1,659.82	829.91%
46217 OWI Restitution	219.61	1,800.00	(1,580.39)	(87.80%)
46221 Public Chgs-Coroner Cremation	13,800.00	60,000.00	(46,200.00)	(77.00%)
46230 Death Certificates	3,900.00	15,000.00	(11,100.00)	(74.00%)
46241 Jail Surcharge	4,952.21	35,000.00	(30,047.79)	(85.85%)
46242 Huber/Electronic Monitoring	60,966.34	347,678.00	(286,711.66)	(82.46%)
46243 Inmate Booking/Processing Fee	5,576.95	18,000.00	(12,423.05)	(69.02%)
46244 Other County Transports	3,327.71	22,000.00	(18,672.29)	(84.87%)
46245 Jail Stay Fee	8,973.46	41,975.00	(33,001.54)	(78.62%)
46291 Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	75,252.18	509,837.00	(434,584.82)	(85.24%)
46520 Institutional Care-Private Pay	178,567.68	1,380,056.00	(1,201,488.32)	(87.06%)
46521 Institutional Care-Other Pay	100.00	5,500.00	(5,400.00)	(98.18%)
46525 Public Chgs- Medicare	535,751.25	2,156,613.00	(1,620,861.75)	(75.16%)
46526 Public Chgs- Medicaid	690,266.49	6,227,595.00	(5,537,328.51)	(88.92%)
46527 Public Chgs-Veterans EVV	1,055.34		1,055.34	0.00%
46530 Public Charges	850,513.29	5,893,278.00	(5,042,764.71)	(85.57%)
46531 Public Chgs- Private Insurance	204,532.38	923,369.00	(718,836.62)	(77.85%)
46532 Public Chgs-County Responsible	25,673.07	202,819.00	(177,145.93)	(87.34%)
46533 Public Chgs-NW Mental Health Inpatient	70,008.56	529,195.00	(459,186.44)	(86.77%)
46534 Public Chgs-NW Mental Health Inpatient	210,854.71	1,823,383.00	(1,612,528.29)	(88.44%)
46536 Third Party Awards & Settlements		404,946.00	(404,946.00)	(100.00%)
46537 Contractual Adjustment	(668,145.40)	(4,430,479.00)	3,762,333.60	(84.92%)
46590 Provision for Bad Debts-Edgewater	(15,333.32)	(92,000.00)	76,666.68	(83.33%)
46621 Child Support-Genetic Tests	748.40	4,300.00	(3,551.60)	(82.60%)
46623 Child Support-Filing Fees	20.00	200.00	(180.00)	(90.00%)
46624 Child Support-Service Fees	1,274.06	12,000.00	(10,725.94)	(89.38%)
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	85,089.42	550,000.00	(464,910.58)	(84.53%)
46772 UW-Extension Project Revenue	779.93	3,050.00	(2,270.07)	(74.43%)
46813 County Forest Revenue	116,648.16	385,000.00	(268,351.84)	(69.70%)
46825 Land Conservation Fees & Sales	54,800.26	68,185.00	(13,384.74)	(19.63%)
46826 Private Sewage Charges	120.00	19,150.00	(19,030.00)	(99.37%)
Total Public Charges for Services	3,136,173.06	19,503,072.00	(16,366,898.94)	(83.92%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	74,944.49	570,700.00	(495,755.51)	(86.87%)
47230 State Charges	491,352.78	1,433,100.00	(941,747.22)	(85.71%)
47231 State Charges-Highway	108,519.18	232,838.00	(124,318.82)	(53.39%)
47232 State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47250 Intergovernmental Transfer Program Rev		618,800.00	(618,800.00)	(100.00%)
47300 Local Gov Chgs	77,128.26	561,660.00	(484,531.74)	(86.27%)
47320 Local Gov Chgs-Public Safety	8,363.14	30,000.00	(21,636.86)	(72.12%)
47330 Local Gov Chgs-Transp	185,554.96	1,207,485.00	(1,021,930.04)	(84.63%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

	Actual	2019 Budget	Variance	Variance %
47332 Local Gov Chgs-Roads		403,360.00	(403,360.00)	(100.00%)
47333 Local Gov Chgs-Bridges	(23,142.30)	27,440.00	(50,582.30)	(184.34%)
47350 Local Gov Chgs-Hlth & Human Svcs		66,858.00	(66,858.00)	(100.00%)
47351 Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)		2,500.00	(2,500.00)	(100.00%)
47392 Local Gov Chgs-BNI (Staff)		850.00	(850.00)	(100.00%)
47393 Local Gov Chgs-Work Relief	502.00	14,200.00	(13,698.00)	(96.46%)
47395 Local Gov Chgs-EM Vehicles	565.46	5,000.00	(4,434.54)	(88.69%)
47396 Local Gov Chgs-EM Equipment	152.50	800.00	(647.50)	(80.94%)
Total Charges to Other Governments	923,940.47	7,270,817.00	(6,346,876.53)	(87.29%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	3,433,241.12	10,813,388.00	(7,380,146.88)	(68.25%)
47411 Dept Charges-Purchasing	7,926.74	38,200.00	(30,273.26)	(79.25%)
47412 Dept Charges-Insurance	166,136.80	498,408.00	(332,271.20)	(66.67%)
47413 Dept Charges-Gen Govt	319,783.12	1,128,105.00	(808,321.88)	(71.65%)
47415 Dept Charges-Systems	82,130.04	318,245.00	(236,114.96)	(74.19%)
47421 Dept Charges-Public Safety	2,812.39	21,500.00	(18,687.61)	(86.92%)
47430 Dept Charges-Bldg Rent	297,463.68	926,936.00	(629,472.32)	(67.91%)
47435 Dept Charges-Sheriff Lockup Rent	5,333.32	16,000.00	(10,666.68)	(66.67%)
47438 Dept Charges-Riverblock Rent	198,395.00	597,276.00	(398,881.00)	(66.78%)
47440 Dept Charges		3,400.00	(3,400.00)	(100.00%)
47460 Dept Charges-Drug Court	17,000.00	73,000.00	(56,000.00)	(76.71%)
47470 Dept Charges-Highway	2,567.04	1,783,420.00	(1,780,852.96)	(99.86%)
Total Interdepartmental Charges	4,532,789.25	16,217,878.00	(11,685,088.75)	(72.05%)
Total Intergovernmental Charges for Services	5,456,729.72	23,488,695.00	(18,031,965.28)	(76.77%)
Miscellaneous				
48000 Miscellaneous	46.10		46.10	0.00%
48100 Interest	4.58	20.00	(15.42)	(77.10%)
48110 Interest-Capital Projects	1.10	10.00	(8.90)	(89.00%)
48113 Unrealized Gain/Loss on Investment	22,047.40	(24,500.00)	46,547.40	(189.99%)
48114 Interest-Investment	44,833.63	124,812.00	(79,978.37)	(64.08%)
48115 Interest-General Investment	28,649.88	30,000.00	(1,350.12)	(4.50%)
48116 Interest-Section 125 & Health	153.39	378.00	(224.61)	(59.42%)
48117 Interest-Clerk of Courts	37.36	400.00	(362.64)	(90.66%)
48200 Rental Income	38,970.12	138,196.00	(99,225.88)	(71.80%)
48300 Gain/Loss-Sale of Property	(3,888.72)	152,000.00	(155,888.72)	(102.56%)
48320 Gain/Loss-Sale of Surplus Property	11.00	500.00	(489.00)	(97.80%)
48340 Gain/Loss-Sale of Salvage and Waste	773.65	6,700.00	(5,926.35)	(88.45%)
48440 Insurance Recoveries-Other	8,996.64	1,404,240.00	(1,395,243.36)	(99.36%)
48500 Donations	133,691.77	127,550.00	6,141.77	4.82%
48502 Donations-Veterans Loan Repayment	1,828.00		1,828.00	0.00%
48503 Donations-Services ATV Club		6,000.00	(6,000.00)	(100.00%)
48540 Donations & Contributions	705.44	45,000.00	(44,294.56)	(98.43%)
48830 Recovery of PYBD & Contractual Adj	10,114.99	46,500.00	(36,385.01)	(78.25%)
48860 Revenue from Meals	3,035.25	21,000.00	(17,964.75)	(85.55%)
48880 Food Vending Machine Income	547.00	4,500.00	(3,953.00)	(87.84%)
48900 Other Miscellaneous Revenue	61,447.66	37,450.00	23,997.66	64.08%
48901 Other/Miscellaneous Revenue	3,779.80	1,500.00	2,279.80	151.99%
48910 Vending/Cafeteria Revenue	2,461.79	8,700.00	(6,238.21)	(71.70%)
48920 Vending Machine Revenue	840.41	4,200.00	(3,359.59)	(79.99%)
48940 Canteen Income		500.00	(500.00)	(100.00%)
48970 Rental Income- NHC, Health Annex	5,836.00	17,508.00	(11,672.00)	(66.67%)
48980 Misc/Other Workshop Revenue		100.00	(100.00)	(100.00%)
48990 Other Operating Income	570.52	1,984.00	(1,413.48)	(71.24%)
48991 Copier Revenue	366.75	1,800.00	(1,433.25)	(79.63%)
Total Miscellaneous	365,861.51	2,157,048.00	(1,791,186.49)	(83.04%)
Other Financing Sources				
49110 Proceeds from Long-Term Debt	1,886.00	59,486.00	(57,600.00)	(96.83%)
49210 Transfer from General Fund		310,000.00	(310,000.00)	(100.00%)
49220 Transfer from Special Revenue		5,800,000.00	(5,800,000.00)	(100.00%)
49270 Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
Total Other Financing Sources	1,886.00	6,546,753.00	(6,544,867.00)	(99.97%)
TOTAL REVENUES	22,868,228.62	106,894,446.81	(84,026,218.19)	(78.61%)

4/4/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, April 30, 2019

		2019			
	Actual	Budget	Variance	Variance %	
EXPENDITURES					
General Government					
51120	Committees & Commissions	61,013.24	216,928.00	155,914.76	71.87%
51212	Circuit Court Branch I	106,151.50	412,441.00	306,289.50	74.26%
51213	Circuit Court Branch II	30,503.38	122,773.00	92,269.62	75.15%
51214	Circuit Court Branch III	36,919.57	130,614.00	93,694.43	71.73%
51215	Drug Court	53,185.08	216,187.00	163,001.92	75.40%
51217	Clerk of Courts-Divorce Mediation	3,300.00	25,000.00	21,700.00	86.80%
51220	Family Court Commissioner	14,999.98	65,000.00	50,000.02	76.92%
51221	Clerk of Courts	321,933.56	1,344,176.00	1,022,242.44	76.05%
51231	Coroner	33,656.03	160,607.00	126,950.97	79.04%
51310	District Attorney	72,092.96	309,279.00	237,186.04	76.69%
51315	Victim Witness Program	37,366.69	152,796.00	115,429.31	75.54%
51320	Corporation Counsel	69,399.11	310,643.00	241,243.89	77.66%
51330	Child Support	243,191.93	1,049,541.00	806,349.07	76.83%
51420	County Clerk	69,984.99	302,827.00	232,842.01	76.89%
51424	County Clerk-Postage Meter	2,549.90	14,000.00	11,450.10	81.79%
51430	Health Benefit Payments	1,996,954.88	13,210,172.00	11,213,217.12	84.88%
51431	Health-Wellness	85,696.68	377,267.00	291,570.32	77.28%
51433	Human Resources-Labor Relations	3,878.00	30,000.00	26,122.00	87.07%
51435	Human Resources-Personnel	97,660.91	415,754.00	318,093.09	76.51%
51436	Human Resources-Programs	198.72	24,739.00	24,540.28	99.20%
51440	County Clerk-Elections	28,042.51	50,953.00	22,910.49	44.96%
51450	Data Processing	499,926.13	1,776,746.00	1,276,819.87	71.86%
51451	Voice over IP	62,030.13	147,300.00	85,269.87	57.89%
51452	PC Replacement	32,827.70	176,500.00	143,672.30	81.40%
51453	Co Clerk-Inform & Commun	3,648.75	18,500.00	14,851.25	80.28%
51510	Finance	116,877.62	467,934.00	351,056.38	75.02%
51520	Treasurer	109,674.33	453,189.00	343,514.67	75.80%
51550	Purchasing	14,751.03	53,006.00	38,254.97	72.17%
51590	Contingency		364,265.13	364,265.13	100.00%
51591	Efficiency		25,000.00	25,000.00	100.00%
51592	Initiatives		25,000.00	25,000.00	100.00%
51611	Bldg Maint-Courthouse and Jail	260,315.33	1,227,675.00	967,359.67	78.80%
51630	Bldg Maint-Unified Svcs Building	2,503.27	10,022.00	7,518.73	75.02%
51640	Bldg Maint-Joint Use Building	1,868.35	12,272.00	10,403.65	84.78%
51650	Bldg Maint-Sheriff Lockup	1,207.14	5,472.00	4,264.86	77.94%
51660	Bldg Maint-CBRF's		3,450.00	3,450.00	100.00%
51670	Bldg Maint-River Block	97,498.61	597,276.00	499,777.39	83.68%
51710	Register of Deeds	150,170.44	463,224.00	313,053.56	67.58%
51931	Property and Liability Insurance	348,064.42	613,429.00	265,364.58	43.26%
51933	Workers Comp Insurance	11,275.06	488,268.00	476,992.94	97.69%
51934	Sick Leave Conversion	23,017.06	500,000.00	476,982.94	95.40%
	Total General Government	5,104,334.99	26,370,225.13	21,265,890.14	80.64%
Public Safety					
52110	Sheriff-Administration	569,645.80	2,662,120.00	2,092,474.20	78.60%
52130	Radio Engineer	39,403.62	231,544.00	192,140.38	82.98%
52131	Sheriff-Indian Law Enforce	4,997.16	34,541.00	29,543.84	85.53%
52140	Sheriff-Traffic Police	708,956.05	3,172,419.00	2,463,462.95	77.65%
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510	Emer Mgmt-SARA Title III	9,177.38	52,807.00	43,629.62	82.62%
52520	Emergency Management	68,348.99	272,806.00	204,457.01	74.95%
52601	Dispatch	432,981.24	1,801,711.00	1,368,729.76	75.97%
52530	Emer Mgmt-Bldg Numbering	234.00	3,000.00	2,766.00	92.20%
52540	Emer Mgmt-Work Relief	42,697.02	185,677.00	142,979.98	77.00%
52710	Sheriff-Jail	646,074.25	2,725,304.00	2,079,229.75	76.29%
52712	Sheriff-Electronic Monitoring	37,416.00	221,737.00	184,321.00	83.13%
52713	Sheriff-PT Transp/Safekeeper	172,437.99	1,388,247.00	1,215,809.01	87.58%
52721	Sheriff-Jail Surcharge		100,000.00	100,000.00	100.00%
	Total Public Safety	2,732,369.50	12,852,913.00	10,120,543.50	78.74%
Public Works-Highway					
53110	Hwy-Administration	79,538.73	334,628.00	255,089.27	76.23%

4/4/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

		2019			
		Actual	Budget	Variance	Variance %
53120	Hwy-Engineer	48,211.28	232,838.00	184,626.72	79.29%
53191	Hwy-Other Administration	90,417.55	323,806.00	233,388.45	72.08%
53210	Hwy-Employee Taxes & Benefits	(662,633.26)		662,633.26	0.00%
53220	Hwy-Field Tools	(3,307.20)	13,400.00	16,707.20	124.68%
53230	Hwy-Shop Operations	79,998.38	331,129.00	251,130.62	75.84%
53232	Hwy-Fuel Handling	(7,386.57)	12,100.00	19,486.57	161.05%
53240	Hwy-Machinery Operations	(581,346.67)	2,173,434.00	2,754,780.67	126.75%
53260	Hwy-Bituminous Ops	6,031.70	230,902.00	224,870.30	97.39%
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01	74.39%
53266	Hwy-Bituminous Ops	26,069.42	1,762,924.00	1,736,854.58	98.52%
53270	Hwy-Buildings & Grounds	63,201.35	181,436.00	118,234.65	65.17%
53290	Hwy-Salt Brine Operations	7,557.74		(7,557.74)	0.00%
53291	Hwy-Salt Brine Operations	6,268.23		(6,268.23)	0.00%
53281	Hwy-Acquistion of Capital Assets	116,740.50		(116,740.50)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	243,799.81	1,701,201.00	1,457,401.19	85.67%
53312	Hwy-Snow Remov	899,585.82	947,088.00	47,502.18	5.02%
53313	Hwy-Maintenance Gang	3,341.46	107,015.00	103,673.54	96.88%
53314	Hwy-Maint Gang-Materials	1,610.00		(1,610.00)	0.00%
53320	Hwy-Maint STHS	628,663.11	1,386,445.00	757,781.89	54.66%
53330	Hwy-Local Roads	199,191.75	1,190,217.00	991,025.25	83.26%
53340	Hwy-County-Aid Road Construction		440,617.00	440,617.00	100.00%
53341	Hwy-County-Aid Bridge Construction		200,422.00	200,422.00	100.00%
53490	Hwy-State & Local Other Services	69,209.00	555,842.00	486,633.00	87.55%
Total Public Works-Highway		1,345,339.12	12,248,116.00	10,902,776.88	89.02%
Health and Human Services					
54121	Health-Public Health	420,660.11	1,808,272.00	1,387,611.89	76.74%
54122	Health-WIC Program	86,629.91	359,800.00	273,170.09	75.92%
54128	Health-Public Health Grants	18,315.98	67,205.00	48,889.02	72.75%
54129	Humane Officer	10,073.62	35,485.00	25,411.38	71.61%
54130	Health-Dental Sealants	33,404.05	114,654.00	81,249.95	70.87%
54132	Adams-Juneau Sanitation	73,340.37	307,487.00	234,146.63	76.15%
54210	Edgewater-Nursing	941,618.78	4,320,403.00	3,378,784.22	78.21%
54211	Edgewater-Housekeeping	41,085.92	130,363.00	89,277.08	68.48%
54212	Edgewater-Dietary	172,635.45	742,634.00	569,998.55	76.75%
54213	Edgewater-Laundry	17,196.98	54,322.00	37,125.02	68.34%
54214	Edgewater-Maintenance	91,030.24	428,717.87	337,687.63	78.77%
54217	Edgewater-Activities	43,698.65	184,131.00	140,432.35	76.27%
54218	Edgewater-Social Services	35,206.03	152,037.00	116,830.97	76.84%
54219	Edgewater-Administration	158,298.14	721,400.00	563,101.86	78.06%
54220	Wood Haven TBI	51,319.36	897,983.00	846,663.64	94.29%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317	Human Services Crisis Stabilization	72,777.98	291,153.00	218,375.02	75.00%
54324	Norwood-SNF-CMI	269,052.50	1,146,558.00	877,505.50	76.53%
54325	Norwood SNF TBI	180,919.66	728,974.00	548,054.34	75.18%
54326	Norwood-Inpatient	746,291.30	3,524,103.00	2,777,811.70	78.82%
54350	Norwood-Dietary	263,119.56	1,129,370.00	866,250.44	76.70%
54351	Norwood-Plant Ops & Maint	163,167.95	675,913.00	512,745.05	75.86%
54363	Norwood-Medical Records	63,967.45	261,726.00	197,758.55	75.56%
54365	Norwood-Administration	335,823.76	1,199,527.00	863,703.24	72.00%
54401	Human Services-Child Welfare	785,285.54	3,822,418.00	3,037,132.46	79.46%
54405	Human Services-Youth Aids	615,142.88	3,343,095.00	2,727,952.12	81.60%
54410	Human Services-Child Care	32,966.13	159,188.00	126,221.87	79.29%
54413	Human Services-Transportation	81,004.14	449,566.00	368,561.86	81.98%
54420	Human Services-ESS	354,220.44	1,466,547.00	1,112,326.56	75.85%
54425	Human Services-FSET	741,929.99	3,176,589.00	2,434,659.01	76.64%
54435	Human Services-LIEAP	29,445.41	120,256.00	90,810.59	75.51%
54440	Human Services-Birth to Three	123,164.34	545,393.00	422,228.66	77.42%
54445	Human Services-Childrens COP	16,896.34	181,750.00	164,853.66	90.70%
54450	Human Services-Childrens Waivers	86,187.19	350,302.00	264,114.81	75.40%
54455	Human Services-CSP	136,335.91	590,056.00	453,720.09	76.89%
54460	Human Services-OPC MH	255,763.68	1,516,881.00	1,261,117.32	83.14%

4/4/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Tuesday, April 30, 2019

		2019		
		Actual	Budget	Variance
				Variance %
54465	Human Services-CCS	441,147.21	2,284,175.00	1,843,027.79
54470	Human Services-Crisis Legal Svc	234,250.76	979,664.00	745,413.24
54475	Human Services-MH Contr COP	76,559.43	1,393,677.00	1,317,117.57
54480	Human Services-OPC AODA	103,887.65	428,196.00	324,308.35
54485	Human Services-OPC Day Treatment	19,338.27	84,601.00	65,262.73
54495	Human Services-AODA Contract	6,764.00	126,100.00	119,336.00
54500	Human Services-Administration	850,464.88	3,308,916.00	2,458,451.12
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	2,813.19	5,411.00	2,597.81
54720	Veterans-Veterans Service Officer	83,104.51	344,334.00	261,229.49
54730	Veterans Relief Donations	255.92	300.00	44.08
54740	Veterans-Care of Veterans Graves		2,865.00	2,865.00
54750	Veterans-WDVA Grant	1,457.38	11,058.00	9,600.62
	Total Health and Human Services	9,368,018.94	44,199,333.87	34,831,314.93
	Culture, Recreation and Education			
55112	County Aid to Libraries	498,976.07	977,893.00	478,916.93
55210	County Parks	334,434.27	1,679,377.00	1,344,942.73
55441	Maintenance Snowmobile Trails	18,041.20	88,591.81	70,550.61
55442	ATV Maintenance	515.02	11,370.00	10,854.98
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	197,656.48	522,198.00	324,541.52
55630	UW-Extension Center-Marshfield	23,936.00	47,872.00	23,936.00
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	475.16	17,700.00	17,224.84
	Total Culture, Recreation and Education:	1,131,034.20	3,402,001.81	2,270,967.61
	Conservation and Development			
56111	State Forestry Roads		7,000.00	7,000.00
56121	Land Conservation	83,356.42	285,452.00	202,095.58
56122	DATCP Grant	44,393.50	314,582.00	270,188.50
56123	Wildlife Damage Abatement	5,864.71	61,019.00	55,154.29
56125	Non-Metalic Mining Reclamation	11,461.91	40,288.00	28,826.09
56126	MDV	84.96	1,390.00	1,305.04
56128	Mill Creek	2,446.96	22,000.00	19,553.04
56310	County Planner	95,113.27	387,027.00	291,913.73
56320	Land Record	23,885.24	246,750.00	222,864.76
56340	Surveyor	6,454.29	44,304.00	37,849.71
56730	Transp & ED-Airport Aid		13,384.00	13,384.00
56740	Payment in Lieu of Tax		77,345.00	77,345.00
56750	Transp & Economic Develop	1,517.36	145,191.00	143,673.64
56780	CDBG-ED	32,466.45	35,000.00	2,533.55
56911	State Wildlife Habitat		2,500.00	2,500.00
56913	Park & Forestry Capital Proj	7,460.59	359,330.00	351,869.41
56943	Private Sewage System	44,815.42	261,793.00	216,977.58
	Total Conservation and Development	359,321.08	2,304,355.00	1,945,033.92
	Capital Outlay			
57120	Cap Projects-Gen Government	226,111.30	375,000.00	148,888.70
57121	Cap Projects-Parks	5,935.20	75,300.00	69,364.80
57213	Cap Projects-Emergency Management		249,000.00	249,000.00
57216	Cap Projects-Computer Software		15,337.00	15,337.00
57310	Highway Capital Projects	149,922.43	2,313,082.00	2,163,159.57
57410	Cap Projects-Human Services	7,176.39		(7,176.39)
57412	Cap Projects-Edgewater	39,539.38	169,000.00	129,460.62
57420	Cap Projects-Norwood	79,660.76	357,477.00	277,816.24
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00	0.00%
57640	UW Remodeling/Construction	322.50	70,500.00	70,177.50
	Total Capital Outlay	542,667.96	3,658,696.00	3,116,028.04
	Debt Service			
58140	Debt Service Principal-Highway		3,400,000.00	3,400,000.00
58240	Debt Service Interest-Highway	278,002.92	568,620.00	290,617.08
	Total Debt Service	278,002.92	3,968,620.00	3,690,617.08

4/4/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Tuesday, April 30, 2019

	Actual	2019 Budget	Variance	Variance %
Other Financing Uses				
59210 Transfers to General Fund		6,487,267.00	6,487,267.00	100.00%
59270 Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
Total Other Financing Uses		6,300,255.00	6,300,255.00	100.00%
TOTAL EXPENDITURES	20,861,088.71	115,304,515.81	94,443,427.10	81.91%
NET INCOME (LOSS) *	2,007,139.91	(8,410,069.00)	10,417,208.91	(123.87%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

March 31, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	March 2019	2019 Year-to-Date
Applications Received	191	485
Positions Filled	19	50
Promotions/Transfers	4	11
New Hire Orientations	4	24
Terminations, Voluntary	13	26
Terminations, Involuntary	1	3
Retirements	0	2
Exit Interviews	4	10

Human Resources Narrative

1. General Highlights - Kim McGrath

- a) Attended the Executive Committee meeting on March 5th where the HR-related topics discussed included the Employee Policy Handbook draft and a job description for a Facilities Manager.
- b) Attended the quarterly Central Wisconsin Human Resources Directors Meeting at Rib Mountain Town Hall on March 7th. Topics included last chance agreements, recent settlements, and roundtable.
- c) Attended the March Public Safety Meeting and jointly presented an updated job description for the Wood County Humane Officer.
- d) Met with the Norwood Administrator, Director of Nursing, and Head Nurse on March 11th to discuss staff concerns.
- e) Attended the monthly Stevens Point Area Human Resources Association board meeting on March 5th and the monthly membership meeting on March 13th titled "The Success Formula for Building Employee Loyalty".
- f) Met with the Human Services and Finance Directors on March 19th to discuss a request from the Edgewater Administrator for a \$41K refund of health insurance premiums paid to the Wood County health fund due to the TBI unit (9 full-time employees) not being staffed as of current. This request will be brought to the Executive Committee for discussion and decision.
- g) Attended the Wisconsin Local Government Leadership Academy Unit on "Social Media in Local Government" on March 21st.
- h) Spoke with Tim Deaton of The Horton Group on March 22nd. Tim provided an update on the Health Insurance RFP process, the response deadline, and we discussed our proposed plan for the

next few months. Tim will plan on attending the May, June, and July Executive Committee meetings.

- i) Continued work on the proposed changes to the Employee Policy Handbook. Sent the draft copy out to Department Heads on March 5th and solicited feedback. Based on the feedback received back, made several small adjustments to the document. The draft handbook was then sent out for a legal review being conducted by Attorney Jonathan Eiden of von Briesen & Roper. The results of the legal review are due back on April 10th.
- j) Together with the Human Resources Coordinator, continued developing the draft Performance Evaluation Form for Supervisory staff. Solicited feedback from Department Heads and incorporated requested changes.
- k) Began developing a RFP for a comprehensive wage plan review.
- l) Received and responded to open records requests.
- m) Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
- n) Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

2. Benefits & HRIS Administrator – Jodi Pingel

- a) Processed 6 Family Medical Leave requests.
- b) Processed Benefit Elections/Qualifying Events and enrolled in benefits via vendor websites and updated mailing addresses, if applicable.
- c) Processed terminations included cancelling insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc. Prepared payout sheets for terminated employees and suspend accruals.
- d) Prepared March 2019 COBRA Remittance.
- e) Processed April 2019 TASC Admin Fees.
- f) Processed March 2019 WPS Billing Statements/Bill Summary.
- g) Reviewed completed Beneficiary Designation Forms and processed updates.
- h) Facilitated benefit/training portions of New Hire Orientations on February 25th, March 4th
- i) Reconciled March 2019 invoices for health, dental, vision, life and disability.
- j) Prepared February 2019 Turnover Report details.
- k) Processed mailing address updates.
- l) Processed Nationwide election changes
- m) Responded to inquiries from other counties/companies
- n) Shadowed and was monitored teaching CPR classes to obtain Instructor Certification.
- o) Reviewed life insurance enrollments.
- p) Created recruitment brochure for Edgewater and Norwood.
- q) Assisted Wellness Coordinator with Biometrics Screenings process.
- r) Reviewed the updates to the Employee Policy Handbook in detail.
- s) Entered Licenses and Certifications for Norwood in HRMS.
- t) Provided necessary data to Key Benefit Concepts for OPEB Valuation Report.
- u) Worked with Safety & Risk Manager on purchasing equipment for BLS Certification Trainings.
- v) Completed annual Non-Discrimination Assessment for TASC.
- w) Updated Employee Medical Effective Dates in HRMS for New Hires November/December.
- x) Transferred hours from Sick to CSLA for employees over the maximum allowed hours.
- y) Sent communication to employees who were over the maximum comp time hours allowed.
- z) Created report in TimeStar to allow supervisors to track worked hours for WRS eligibility.
- aa) Completed KnowB4 Training.

3. Human Resource Generalist - Angel Butler-Meddaugh

- a) Posted 11 open positions on Cyber Recruiter, Job Net, Indeed, Wood County Employment Opportunities and any other position specific websites.
- b) Worked with Department Heads and Supervisors to develop interview questions and coordinate interviews as needed.
- c) Prepared a position vacancy report and provided it to the Finance Department.

- d) Completed five caregiver background checks with the Department of Justice and State of Wisconsin. Forwarded results to supervisors for review.
- e) Continued working with Clerk of Courts updating all current job descriptions.
- f) Extended an offer to an internal candidate regarding the Legal Administrative Assistant - Floater. Offer accepted, with a promotion date of March 14, 2019.
- g) Replied to seven requests from other counties requesting information on various topics.
- h) Conducted four exit interviews with outgoing employees. Sent memos to Department Heads and HR Director for review.
- i) Set-up and reconfigured users in Cyber Recruiter.
- j) Prepared materials and flyers for a Job Fair that I will be attending at MSTC on April 3rd.
- k) Extended an offer and completed references regarding the PC Technician position. The offer was declined and the position was reposted.
- l) Sent the 30-day new hire feedback survey out to 16 new employees.
- m) Participated in a webinar entitled "Issues of an Aging Workforce".
- n) Extended an offer and received acceptance for the Legal Administrative Assistant – Branch III position. Position filled internally.
- o) Completed background, references and background check on FSET Case Manager. Offer extended and accepted. Closed recruitment file.
- p) Completed references and background check on CST Coordinator position, offer was extended and declined. Position reopened.
- q) Completing references and background check for Family Resource Coordinator.
- r) Ordered licensing lists from the Department of Safety and Professional Services for RN's and Nursing Home Administrators.
- s) Posted Edgewater Administrator position with WiscJobs.com and Personnel Partners.
- t) Completing references for Seasonal Maintenance LTE II position.
- u) Updated DOT random list with the Medical Compliance Administrator.
- v) References being conducted for a Truck Operator candidate taken from our eligibility list that was established last year.
- w) Scheduled post-offer pre-employment (POPE) drug tests for six employee(s).
- x) Assisted with multiple public inquiries regarding various subjects, by phone and counter.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Branch I	Legal Administrative Asst-Floater	Filled
Replacement	Branch III	Legal Administrative Assistant	Filled
Replacement	District Attorney	Legal Administrative Assistant	Interviewing
Replacement	Edgewater	Social Worker	Filled
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Highway	Summer Help	Deadline 4/21/19
Replacement	Highway	Truck Operators – LTE's	Deadline 4/21/19
Replacement	Highway	Truck Operator	Refs/DL Check
Replacement	Human Services	Bus Driver – Part-time	Filled
Replacement	Human Services	Psychiatrist	Refs/Background
Replacement	Human Services	Casual Crisis Interventionists	Filled
New	Human Services	Youth Mentor Case Manager	Filled
Replacement	Human Services	Youth Justice Social Worker	Interviewing
Replacement	Human Services	Initial Response	Interviewing
Replacement	Human Services	Family Resource Coord-Kinship	Refs/Background
Replacement	Human Services	CST Coordinator	Interviewing
Replacement	Human Services	Social Worker (PT 60%)	Filled

Replacement	Human Services	Residential Aides (Casual)	Deadline 5/19/19
Replacement	Human Services	Residential Aide (Full-time)	Deadline 4/7/19
Replacement	Human Services	FSET Case Manager	Filled
Replacement	IT	PC Technician	Deadline 4/10/19
Internship	IT	Intern – Help Desk	Deadline 4/7/19
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Parks	Seasonal Mtn Worker (LTE II)	Deadline 4/14/19
Replacement	Parks	Camp Ranger	Deadline 4/7/19
New	Sheriff	Part-Time Corrections Officers	Deadline 3/31/19
Replacement	Sheriff	Deputy Sheriff/Eligibility list	Testing 3/30/19

4. Human Resources Coordinator – Kelli Quinnell

- a) Continued work on Supervisory Performance Evaluation Form. A draft was distributed to Department Heads and feedback was reflected in the form.
- b) Continued work on scanning employee files into Laserfiche.
- c) Participated in a call with Cities Digital on March 13th in regards to Laserfiche and levels of access that can be created within the system.
- d) Completed multiple questionnaires for Unemployment Insurance.
- e) Drafted an appeal letter for an Unemployment Determination in conjunction with the HR Director and the department requesting the appeal.
- f) Formatted the revised Employee Policy Handbook draft.
- g) Revised the instructions for the Salary Grade Review process that opens in April.
- h) Reconciled and paid the February 2019 Unemployment Insurance invoice.
- i) Entered multiple HR vouchers for payment.
- j) Completed multiple verification of employment requests.
- k) Assisted multiple employees with benefit and policy related questions.
- l) Responded to requests for information from other municipalities.
- m) Facilitated portions of New Hire Orientation on March 4th and 25th.
- n) Assisted multiple newly hired Part Time Deputies in completing their employment paperwork.
- o) Attended the March 5th Executive Committee Meeting. Recorded and prepared HR minutes for the meeting.
- p) Attended the Stevens Point Area Human Resources Association monthly meeting on March 13th for a presentation regarding employee loyalty.
- q) Completed annual safety trainings.
- r) Completed a KnowBe4 cyber security training.
- s) Scheduled two post-offer pre-employment (POPE) drug tests for new employees.

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



Wood County WISCONSIN

INFORMATION TECHNOLOGY

March 2019

1. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. All staff were enrolled in 2019 Common Threats training.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Software preparation begins for the Norwood TBI unit move to Edgewater. Investigation and discussion with the Matrix vendor and facility directors for increased security continues. Initial discovery phase has begun for a software that may replace the MatrixCare software at Edgewater Haven Nursing home. Investigated and confirmed that MatrixCare software does support the upcoming Centers for Medicare & Medicaid requirements due October 1, 2019 and expense is covered 100% by our maintenance contract, as usual.
4. The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The RtVision vendor is using our specs and continues to work on a solution for Winter Storm reporting. Initial discovery phase was completed for software that would generate permits, OneGov by RtVision, for the Highway Department.
5. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as changes requests occur. These changes include supporting modifications of the Human Resource policy manual. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
6. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
7. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
8. Work on the UWEX receipting and inventory system will continue in April.
9. Discovery phase begins for Fidar Technologies AVID software implementation for the Register of Deeds Office.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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10. Attended TCM Multi-County group meeting in Appleton, WI.
 11. Set up and attended billing specific demos of Streamline SmartCare and Qualifacts CareLogic EHR systems as a replacement for TCM, Human Services Billing software.
 12. Continued creating forms for Human Services Crisis Intervention software, Frevvotion.
 13. Programmer Analysts continued training on new software development technologies, including ASP.NET Core, MVC, Razor Pages, C# programming language, Entity Framework Core, and others. These new technologies will help IT develop custom programs more efficiently, and enable us to migrate our existing programs to more modern platforms.
 14. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. Currently work has moved on from Operating and into the Capital portion of budget management.
 15. IT staff worked on resolving several Dynamics GP (accounting software) issues. Some issues were related to the upgrade which was completed in February, and others had to do with year-end balancing, correction of errors which occurred in 2018, and closing.
 16. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. Development of a new program is proceeding in IT and an initial version is expected to be ready soon.
 17. Version 1 of the new in-house Tree Sales program is almost complete. IT met with Land and Water Conservation Department to go over some final changes before releasing the first version to them.
 18. Started some internal IT maintenance on our database servers. We are moving older databases to newer servers and acquiring the appropriate licenses that are needed to do so.
 19. Responded to flood incidents at Norwood and Edgewater Faculties.
 20. 430 helpdesk requests were created in February, with staff completing 417 tickets and leaving 176 open requests. These numbers represent service requests from departments throughout the County.
 21. Pulled, terminated and tested County and State Network Cable bundle in Clerk of Courts remodel area. Assisted maintenance crew with re-connection of equipment in renovated area.
 22. Completed a walk through at Courthouse with vendor and Facility staff to determine feasibility of installing cable trays down hallways to lower cable installation costs.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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23. Performed walk through and requirements review at Wood County Annex & Health Center with two vendors for preparations of the IT Business Continuity project. Obtained and reviewed quotes from both vendors.
 24. Worked with Facility Staff at Norwood to plan electrical supply configuration in the new IT business continuity Pod at Wood County Annex & Health Center.
 25. Worked with Norwood Maintenance staff to install new network drops.
 26. Assisted Facilities and Communications departments with static remediation efforts for the Dispatch area.
 27. Printer Management -
 - a) Deployment of new printers & Copiers to most county facilities.
 - b) Setup new print servers at each facility to allow printing to work even if the connection to the courthouse is lost
 - c) Installed print queues for all printers involved in this refresh
 28. Setup the paging system at Norwood to receive pages through the phones. Also configured paging system to have an emergency all page as requested.
 29. Ordered new Toughbook laptops to replace problematic ones at Norwood.
 30. Worked with Panasonic to identify a fix for an issue in which deputies would have to undock their computers in order to sign into the squad laptop.
 31. New video conference units are being configured and tested for use within Wood County. A new TelePresence Management Server was required along with updates to our Call Manager system. These units will replace existing Cisco/Polycom units that have either died or are close to the end of their supported lifecycles. The new devices will be used at Cornerstone, Human Services, and in the Information Technology Department.
 32. Completed the configuration and setup of new County Board iPads. Training was offered to all County Board Members. The new iPads were successfully used during March's County Board Meeting March 19th. A County Board only Wireless SSID has been published at all locations to resolve issues with being able to connect at various County locations.
 33. The wireless controllers were upgraded to run a current version of Cisco Wireless OS. This addresses various security risks as well as helps with enhancing the wireless network at Wood County.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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34. The AP-Resident wireless network at Edgewater was fixed to allow internet access.
 35. Preparation for the County wide Exchange server continues. This will be a major upgrade to the County's email system. The County will be moving from Exchange 2010 to Exchange 2019. In preparation for this upgrade all County devices will be upgraded from Microsoft Office 2010 to Microsoft Office 2016 to ensure optimal email performance. Several Departments have been upgraded.
 36. An existing ANI/ALI (Dispatch call identification and location) issue on the backup circuit was resolved. However, in troubleshooting and resolving the issue Solarus accidentally broke E911 calling to the Dispatch center for certain landline based callers. Network staff was onsite to assist in troubleshooting the issue with Solarus afterhours.
 37. Recruitment to replace the PC Technician vacancy continues. This position has been vacant since February 22nd. IT is also currently recruiting IT Interns.



Wood County

WISCONSIN

MAINTENANCE DEPARTMENT

Reuben Van Tassel

Monthly Letter of Comments March 2019

1. Upcoming Projects and Planning

- a. Lactation room – There has been, in years past, a room in the Courthouse that was used as a lactation room for nursing mothers when needed. That room is no longer available for use, so we will be furnishing a small room on the north end of the first floor that will be designated as a lactation room and will be available to nursing mothers during business hours. The key for the new room will be kept in the County Clerk's office.
- b. Employee break room – A few years ago, it was determined that the County would create a new shared Data Center in a central location of the Courthouse. That location happened to be where the employee break room was; since that time there has been a desire from many employees to create a new employee break room. I am hoping we will be able to designate and furnish an employee break room on the first floor of the Courthouse before the end of this year.
- c. Maintenance office – For many years, the Maintenance office has been located in the lower level of the Courthouse, at the back of the garage/workshop. This location can present a safety concern when visitors must walk through an area that has equipment/machinery operating and is frequently used for activities that require personal protective equipment. Access to the Maintenance office will become more challenging as we continue implementing security measures that have been suggested by the US Marshal's office. To make the Maintenance office more accessible, there is an opportunity to relocate as a part of the Sheriff's Department reception area remodeling that is planned for this year. The Sheriff and his staff have advised that there will be room to accommodate the Maintenance office on the second floor, next to their reception offices.

2. Security Office

As a part of our ongoing Courthouse Security improvements, you may notice there is some work taking place on the first floor across from the Clerk's office. We will be working on the security office over the next several weeks to make it available for future use by security staff.

3. Roof Top Generator

One of our budgeted projects for this year is to install a second backup generator that will supply power for emergency services (Dispatch and Shared Data Center). I am working with representatives from Pearl Engineering to discuss placement of the generator. Our hope is that we can remove the obsolete electrical transformer from the roof and install the generator in its place; however, we must first show that our existing structure is rated to support the weight of the new equipment.

4. SolSmart – NREL PV Analysis

Participated in a conference call with representatives from SolSmart and NREL to discuss solar analysis for County facilities. We should have a report back from NREL sometime in May.

5. Miscellaneous

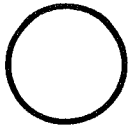
- a. Attended Court Safety & Security conference in Appleton.
- b. Attended County Board, Executive, Judicial & Legislative, and WIFMA meetings.

TREASURER'S REPORT

04-09-2019

By: H. Gehrt

- Attended Judicial & Legislative meeting on March 1 to explain the collaborative effort between the Clerk of Courts and Treasurer's office for a new program for jury cards.
- Attended the Wisconsin County Constitutional Officers conference March 3-5 in Madison and met with local legislators.
- Met with Adam T. from the City of Wisconsin Rapids and Jason G. from Planning & Zoning about a new program, Rapids Rediscovered-A New Housing Investment Program and how the County could help with this effort. At this time, the County doesn't have any properties that would be of interest, however in the future this is something to keep in mind if we have properties or vacant lots that are not selling.
- Met with (2) separate taxpayers on March 18 to discuss their current delinquent tax situation and try to come up with a fair solution for each. Each party was given specifics that they need to pay and I will meet with each party again in June and the final decision will be made at that time.
- Attended County Board meeting on March 19.
- Participated in a webinar on the jury card training and how the payments will be disbursed, reports that will be sent to me, and sending the money to the company.
- Participated in the bi-monthly Wisconsin Counties Leadership Academy webinar on March 28.
- Processed 20 eviction notices for property located in the Town of Cameron that was taken back by tax deed at County Board. These eviction notices will be placed on all doors as there are some mobile homes on the property as well as apartments/motel rooms. This will give any residents on the tax deeded property until April 15 to be vacated.
- I have been coordinating with the Sheriff's Department and local locksmith for availability in April to go and lock up properties to have a tax deed property sale in May.
- I have been fielding numerous calls from local municipalities for information and how to fill out a new form that the State. This is due to the State removing classification 2 (machinery, tools & patterns) from the 2018 personal property tax roll and going forward. All payments will be based off of what was received per district from the 2017 tax roll.
- I have a request from the construction company redoing East Grand, etc. to utilize the former Shammy car wash property as a staging site. I am currently in negotiations for a reasonable rent amount for utilization of the space.



ITEM#

1-1

DATE

April 16, 2019

Effective Date

Upon passage and
publication

RESOLUTION#

Introduced by
Page 1 of 1

Executive Committee

MAC

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

INTENT & SYNOPSIS: To amend the 2018 budget to include monies that were amended in Resolution 18-6-2 to the wrong function for the emergency operations center remodel.

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

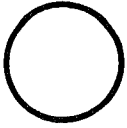
Account	Account Name	Debit	Credit
51611	Courthouse & Jail Building Improvements		\$26,000
52520	Emergency Management	\$26,000	

WHEREAS, the budget resolution 18-6-2 named an incorrect function of 52520,

THEREFORE BE IT RESOLVED, to amend the budget in 2018 (52520) by adding monies to the Function of (51611) Courthouse & Jail Building Improvements from budget resolution 18-6-2,

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.

		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			



RESOLUTION#

Introduced by _____ Executive Committee
Page 1 of 1

ITEM# 1-2
DATE April 16, 2019
Effective Date Upon passage and publication

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

MAC

INTENT & SYNOPSIS: To amend the 2019 budget to include monies that were amended in Resolution 19-2-2 to the wrong function for printer and copier fleet.

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

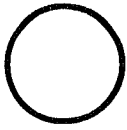
<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54710	Veterans		\$322.00
54750	Veterans WDVA Grant	\$322.00	

WHEREAS, the budget resolution 19-2-2 named an incorrect function of 54710,

THEREFORE BE IT RESOLVED, to amend the budget in 2019 (54710) by adding monies from the Veterans function of (54750) from budget resolution 19-2-2,

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.

		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			



RESOLUTION#

Introduced by _____ Executive Committee
Page 1 of 1

ITEM#

1-3

DATE

April 16, 2019

Effective Date

Upon passage and
publication

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

MAC

INTENT & SYNOPSIS: To amend the 2019 budget to include monies that were amended in Resolution 19-2-2 to the wrong function for printer and copier fleet.

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

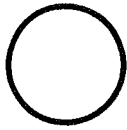
		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
56320	Planning & Zoning		\$408.00
56320	Land Records	\$41.00	
56310	Planning & Zoning	\$163.00	
56943	Private Sewage	\$204.00	

WHEREAS, the budget resolution 19-2-2 named an incorrect function(s) of 56320,

THEREFORE BE IT RESOLVED, to amend the budget in 2019 (56320) by adding monies to the Functions of (56320) Land Records, (56310) Planning & Zoning and (56943) Private Sewage from budget resolution 19-2-2,

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



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services Committee and Executive Committee

ITEM#

1-4

DATE

April 16, 2019

Effective Date

Upon Passage

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

INTENT & SYNOPSIS: To increase (.60 FTE) Ongoing Social Worker Position to a (.97 FTE) position.

BKV

FISCAL NOTE: Anticipated increased wages and benefits based upon Grade 8 Step 1 for additional allocated hours:

Wages: \$ 17,594.98

Fringe: \$ 10,153.38

\$ 27,748.36

Source of Funding: FoodShare Employment and Training Program funding allocated by State of Wisconsin Department of Health Services.

WHEREAS, the Human Services Department has strived to increase collaboration between program areas and,

WHEREAS, the FoodShare Employment and Training program provides valuable resources and services that would be advantageous to families involved in the Child Welfare system and,

WHEREAS, the need for Child Welfare Services continues to increase as identified by the Child Protective Services study that was completed by the Wisconsin County Human Service Association and,

WHEREAS, this is an innovative approach to provide additional services to Wood County residents and,

WHEREAS, the increased costs associated with this position will be fully covered by revenue from the FoodShare Employment and Training Program and will not require additional county tax levy.

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

Increase (.60 FTE) Ongoing Social Worker position to (.97 FTE) Ongoing Social Worker position.

Pay Grade: 8

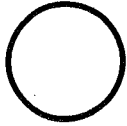
Hours: 2015 per year

FLSA status: Exempt

Department: Human Services

Donna Rozar, Chair Donna Rozar

43 Tom Buttke

**RESOLUTION#**Introduced by Executive Committee

BKV

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

INTENT & SYNOPSIS: To amend the 2018 Human Services Administration budget (54500) for additional expenditures for the Human Services Department that were unanticipated during the original budget process.

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

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

Function	Account Name	Debit	Credit
54500	Human Services		\$200,000
34300	Fund Balance	\$200,000	

Source of Money: \$200,000 of monies carried over by the Human Services Department from unanticipated 2018 revenues and placed in the Human Services undesignated fund balance.

WHEREAS, the Marshfield Human Services Cornerstone operations has been occupying temporary space for nearly 10 years, and

WHEREAS, the Health & Human Services Committee has searched for a permanent solution over those 10 years and has not found a suitable option, and the Health and Human Services Committee has made it a priority to locate Marshfield Human Services operations under one roof, and

WHEREAS, space has been identified that will be suitable for Cornerstone for at least the next 10 years, and

WHEREAS, carryover excess revenues from the 2018 Human Services budget will be used to fund the build-out and moving expenses to relocate the Human Services Cornerstone operations to the second floor of Marshfield City Hall Plaza, 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”.

THEREFORE, BE IT RESOLVED, to amend the Wood County Human Services Department budget for 2018 by transferring \$200,000 from the Human Services undesignated fund balance (34300) to the Human Services Administration Budget (54500) function, and

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

RESOLUTION#

Introduced by
Page 1 of 1Public Safety and Executive Committee
& Judicial & Legislative Committee

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

MAC

INTENT & SYNOPSIS: To amend the 2019 Sheriff budget (52220) for additional expenditures for the Sheriff's Office that were unanticipated during the original budget process.

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

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

Function	Account Name	Debit	Credit
52220	Sheriff		\$143,164
51590	Contingency	\$42,000	
34300	General Fund	\$101,164	

Source of Money: \$101,164 of money returned by the Sheriff's Department to the general fund from unanticipated 2018 revenues and Contingency of \$42,000.

WHEREAS, these carry over excess revenues would be used to provide security for the Courthouse, and

WHEREAS, contingency funds would be used to provide equipment, part-time staff and uniforms for staff providing security for the Courthouse, and

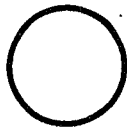
WHEREAS, there is a need to implement courthouse security measures as recommended by the US Marshall Service, and

WHEREAS, the Public Safety, Executive, and Judicial and Legislative Committees have all considered the risks and benefits associated with delaying implementation of courthouse security and have concluded action is needed now, 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".

THEREFORE BE IT RESOLVED, to amend the Wood County Sheriff's Department budget for 2019 by transferring \$101,164 from the General Fund (34300) and \$42,000 from the Contingency (51590) to the Sheriff Budget (52220) function, and

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



RESOLUTION#

Effective Date Upon passage and publication

Introduced by Public Safety Committee and Executive Committee

Page 1 of 1

Committee

SR

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

INTENT & SYNOPSIS: To amend the 2019 Emergency Management Budget (52520) for additional expenditures that were not anticipated during the initial budget process.

FISCAL NOTE: \$17,800.00 total cost. At the time of this request, the funds available in contingency are \$364,265. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
52520	Emergency Management		\$17,800
51590	Contingency Fund	\$17,800	

Source of Money: Emergency Management would use monies from the Contingency Fund account.

WHEREAS, the Emergency Management Office is temporarily located on the 3rd floor of the Courthouse. Air quality and water issues existed on the first floor therefore the department was moved to the third floor, and

WHEREAS, the office space on the 1st floor is being renovated and is expected to be finished by early summer, and;

WHEREAS, the current location on the third floor was never meant to be a permanent location for the Emergency Management Department; and

WHEREAS, these contingency account funds would be used to purchase furniture in order to provide a proper workable space to carry out the mission of the Emergency Management Department, as referenced in the original Space Needs Committee recommendation; and

WHEREAS, the Emergency Management Department has never had new office furniture and the current office furniture is not up to standards and is well beyond its useful life; 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 Emergency Management Department budget for 2019 by transferring \$17,800 from the Contingency Fund (51590) to the Emergency Management Budget (52520) function, and

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

2

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: March 21, 2019

PLACE: Wood County Annex & Health Center, Classroom – Marshfield

PRESENT: Donna Rozar, Al Breu, Adam Fischer, Marion Hokamp, Jessica Vicente, Lori Slattery R.N., Steven Kulick M.D., Mark Holbrook

EXCUSED: Tom Buttke

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Mary Solheim, Jordon Bruce, Cindy Robinson, Jo Timmerman, Steve Budnik (Human Services); Kathy Alft, Sue Kunferman (Health Department); Rock Larson (Veterans Service); Reuben Van Tassel (Maintenance)

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

- Jordon Bruce announced 32 quilts were donated to Norwood Health Center. A special presentation on April 8th at 12:30 p.m. is planned with a lunch invitation to all. Please let Jordon know if you are interested in attending.

4) Consent Agenda

Motion (Holbrook/Slattery) to approve the consent agenda. All ayes. Motion carried.

5) Discussion and consideration of items removed from consent agenda

- n/a

6) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center

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

7) RN citizen appointment to Committee

The County Clerk has advertised the opportunity to serve as an RN citizen appointee to this Committee. Applications are due April 1.

8) Discussion on Wood County Emergency Protective Placement Options

Brandon Vruwink provided a brief update and noted additional information was included in his narrative.

9) Discussion of Human Services leasing additional space at Marshfield City Hall Plaza for Cornerstone programs

Brandon Vruwink shared the proposal to the City of Marshfield and their response. The resolution approved by County Board allows Brandon to enter into the lease as negotiated; however, the \$134,000 build-out expense and costs associated with the move need to be addressed. A draft resolution was presented to Committee members. Motion (Holbrook/Breu) to finalize the resolution with a fiscal note of \$200,000 an additional WHEREAS stating that unspent funds would be returned to the General Fund at the end of 2019, with the resolution going to the Executive Committee at their April 9th meeting and if approved, on to the April County Board meeting. All Ayes. Motion carried.

10) Wisconsin Rapids Downtown Senior Housing Development Health Impact Assessment Results

Sue Kunferman described the purpose of the grant funding to help local governments improve health equity. The City of Wisconsin Rapids (WR) invited the Health Department to the table to assist in identifying positive health impacts and minimizing negative effects. The Executive Summary and recommendations for the WR Downtown Senior Housing Development project are included in the packet.

11) Update on Edgewater Haven interim coverage plan

With Cindy Robinson's last day April 1, Brandon Vruwink stated that he and Jordon Bruce will provide coverage over the next three months. Interviews for the administrator position are already scheduled with hopes there will be no issues with the 90-day waiver timeframe of being able to operate Edgewater Haven without a licensed nursing home administrator in-house for that period of time.

12) Review of Edgewater Haven, Wood County Annex and Norwood Health Center, and Human Services CIP requests

Human Services CIP requests for Community Side, Edgewater Haven, and Norwood Health Center were presented.

- Steve Budnik described Community CIP requests and responded to Committee member questions. Motion (Fischer/Breu) to approve the Community 5-year CIP as presented. All ayes. Motion carried.
- Cindy Robinson described Edgewater Haven CIP requests and responded to Committee member questions. Motion (Breu/Holbrook) to approve the Edgewater Haven 5-year CIP as presented. 7 ayes 1 opposed (Fischer opposed on the basis of the 2020 budget being considerably high and felt it should be trimmed). Motion carried.
- Jordon Bruce described Norwood Health Center CIP requests and responded to Committee member questions. Motion (Breu/Slattery) to approve the Norwood Health Center 5-year CIP as presented. All ayes. Motion carried.

13) Resolution to increase part-time (.6FTE) Ongoing Social Worker position to full-time (.97FTE) without additional tax levy funding

Brandon Vruwink described the innovative approach to provide additional services to Wood County and explained how this position will be fully covered by revenue from the FoodShare Employment and Training Program and will not require additional county tax levy. Motion (Breu/Fischer) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

14) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

15) Items for Future Agenda

The Chair noted items for future agendas.

16) Next Meeting(s)

- April 25, 2019, 5:00 pm, Edgewater Haven, Administration Building, Conference Room 110 - Port Edwards

17) Adjourn

Motion (Breu/Slattery) to adjourn. All ayes. Motion carried. Meeting adjourned at 6:54 p.m.

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

Minutes subject to Committee approval

Adam Fischer, Secretary
Health and Human Services Committee

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, February 11, 2019 at the Great Dane Restaurant in Wausau. The meeting was called to order at 6:00 pm by President Donna Rozar.

Pam took roll:

Present	Absent	Staff
Rozar	Ashbeck (ex)	Diane
Lemmer	Fischer (ex)	Pam
McDonald	Sippel (ex)	Tony
Rotter	Degner (ex)	
Kieper		
Merwin		
Panfil		
Yang		
Robinson		
Hass		
Breit		
Clark		
Nyen		

Minutes: Donna Rozar asked if there were any questions or changes. Donna Rozar declared the December minutes as accepted.

Membership: Donna introduced Jake Nyen to the Board of Directors. Jake represents Associated Bank in Wood County.

Finance Committee: Jennifer Lemmer, Secretary/Treasurer, made the recommendation from the Committee to approve the year-end financial statements. Motion carried.

Point In-Time Homelessness Street Count Results & Discussion- Diane reported there were 69 volunteers in 3 Counties for the January 23rd street count. Eight (8) homeless people were found; 6 in Marathon County and 2 in the Wisconsin Rapids area. The July street count is the 4th Wednesday in July.

Annual Audit Update process- Pam reported in the Finance Committee our Agency audit is scheduled to start on February 18th, the earliest we have ever had our agency audit.

Weatherization Report: Tony distributed the January weatherization production report. 107 audits were completed in January and 45 (42%) were deferrals. 45 units were completed in January as well as 15 baseload units. YTD July thru January we have completed 237 units and 107 baseload units.

Home Energy Plus Conference- Tony discussed the training conference for Weatherization and WHEAP program staff. This is an annual conference to promote coordination and improve programs. Tony discussed the Emergency Furnace program and coordination efforts between programs.

Administrative Program Review- Tony explained the AR process. Our Admin review is scheduled for February 26th.

United Way of Marathon County- Diane reported we have started our third year of the three year funding cycle. Diane is currently working on the proposal for the next three year cycle. Steve Robinson asked if Diane was requesting additional funds due to reduction in funding from Marathon County Government. Diane discussed the difficulty in finding match dollars for programs that required match dollars. Dennis Clark asked about the Permanent supportive housing program. Diane discussed the differences in permanent supportive and transitional housing programs.

United Way of South Wood and Adams Counties- Diane reported we received an award for increased staff participation in the campaign.

Executive Director Annual Evaluation and Compensation- Donna Rozar reviewed the Executive Director evaluation process and discussed the Executive Director salary scale. Motion was made by Ted Merwin to move Diane to Step 7 on the Executive Director pay scale. Second was made by Susan Hass. Motion carried.

Next Meeting Date: Our next meeting will be April 8, 2019.

Adjourn: Donna Rozar declared the meeting adjourned at 6:56 pm.

Health Department Report

March 21, 2019

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 continue to work on addressing the issues with implementation of the memorandum of understanding with the Armenia Growers Coalition.
- We have uploaded all of the required documentation for re-accreditation by the Public Health Accreditation Board (PHAB). Our site visit is scheduled for April 4.
- I continue to serve as the chair of the Wisconsin Public Health Association Public Affairs Committee. We are hosting a policy symposium at the Madison Club on April 2. This will include speakers (the Deputy Secretary of the Department of Health Services is confirmed) as well as scheduled visits with our legislators to advocate for our public health priorities.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

Healthy People Wood County

The Community Health Assessment (CHA) is moving forward. Work continued with the data collection phase for the mini CHA/CHIP with health systems partners, completing one on ones and community conversations for primary, qualitative data. The writing group has determined how each section will be written. The month was wrapped up with a team retreat for Healthy People Wood County. The focus of the retreat was identifying ways that the coalitions can work together to address community issues. There will be further discussion on this as we continue into 2019 and strategic plans are reviewed based on the finding of the Community Health Assessment (CHA).

A final report of the health impact assessment on the downtown housing development in Wisconsin Rapids was completed and a meeting was facilitated with the Advisory Team to determine next steps. Staff supported and worked with WPHA/WALHDAB to develop a policy brief on their justice reform legislative priorities. The team also drafted a health equity policy for the department.

AOD Prevention Partnership

Healthy People Wood County was represented at the Northwoods Coalition Central Regional meeting February 4th in Marshfield, where there was a presentation on youth vaping and methamphetamines. Northwoods Coalition covers a 35 county region, including all 11 Wisconsin Tribal Nations with around 50 substance abuse prevention coalitions.

On Friday, February 8th, a group of representatives from Marathon, Portage, and Wood Counties met with Senator Patrick Testin to discuss tobacco and review the results of the 2018 youth tobacco compliance checks. Wood County had a 23.4% sales rate in 2018, which is up from 10.7% in 2017 and 11.3% in 2016. Wood County will focus on more targeted outreach to retailers who have repeatedly failed compliance checks. The *Wisconsin Wins* program is a science-based, state-level initiative designed to decrease youth access to tobacco products. Youth volunteers are 16-17 years of age and are not to deceive the retailers by trying to look/act older, and they must be completely honest in order to stay in compliance with the program.

The Wood County Drug Task Force met February 13th and heard from Goodwill Industries on several initiatives they are doing to support individuals in developing job skills and life skills. The five pillars did not meet individually, but had the following report-outs:

- Prevention Education: the updated Wood County Resource Guide- Mental Health and Substance Use is available in hard copy and on the Wood County Health Department website; looking for opportunities to present the *Hidden in Plain Sight* youth mock bedroom display; announcement for Jermaine Galloway presentation February 27th; showings of *Chronic State* at the library March 12 from noon-1 and 5-6pm.
- Law Enforcement: Update from *Hidden in Plain Sight* presentation held in Pittsville
- Harm Reduction: Three Bridges Recovery is in the process of hiring an Executive Director; once hired, they will be hiring 2 additional positions, and also making updates to their website
- Workplace: the Workforce Development Board is developing pre-apprenticeship programs for incarcerated individuals to build program-specific job skills that are equivalent to 12-credit classes

On Wednesday, February 27th, the Wood County Drug Task Force hosted a community presentation titled *You Can't Stop What You Don't Know – High in Plain Sight* with internationally recognized presenter Jermaine Galloway (aka "Tall Cop Says Stop"). Officer Galloway discussed drug and alcohol trends, as well as common drug culture

identifiers that are not typically recognized by those who are not using substances. He went into detail about how youth are being targeted and marketed to, along with sharing shocking information about what is happening in schools across the nation with the statement that there are no socio-economic classes immune to the drug epidemic- it is everywhere. There were 150 people in attendance at the presentation.

Brighter Futures

The team continues to move forward with analyzing data and doing research to implement the family home visiting program, *Parents as Teachers (PAT)*. An infographic has been drafted and feedback has been provided from partners and coalition members. Data is being collected to create projections to determine how many staff members will be needed and their proposed caseloads. This will determine the program needs and scope, which will then be shared with potential funders and partners.

The team is collaborating with Planned Parenthood to participate in the *Get Yourself Tested (GYT)* campaign. GYT will provide free STD/STI testing to those living in Wood County. For this campaign, the team is creating a marketing strategy to promote GYT. Social media will be utilized as well as posting flyers and posters across Wood County.

Mental Health Matters

The month of February served as a continuation of projects and idea generating for new ways to approach the work of the coalition. February started with an overview of the School Based Consortium that went into further details of what the consortium may look like in Wood County. There was a panel of speakers who provided the point of view of providers, county, schools, and the facilitator. They fielded questions at the end of the presentation, which helped elucidate more details. In all, the consortium, if successful, will provide space within schools to have private and public behavioral health providers to meet with students to provide them services. Some hurdles would be a lack of providers and not being awarded the Change Makers grant through Medical College of Wisconsin.

The Executive Board for Mental Health Matters met in the first half of the month. The board went over the overall progress of the coalition and its workgroups. The main talking point during the meeting was on capacity based on attendance, priorities, and the number of workgroups. The primary issue that was identified was the lack of an engaged community. Although we have passionate professionals at the table, there is a common thread among each being that they have no time to commit to additional responsibilities outside of their organization. The solution to the identified problem is to bring community members to the table to carry out the work who may have the capacity to do so. To accomplish this, the coalition and coalition lead will be focusing on community engagement efforts and recruitment.

One of the workgroups that is currently carrying out the work of the coalition is the Stigma Reduction Workgroup. This workgroup has evolved since its inception from focusing on hosting community presentations and discussions to the recruitment and utilization of resident storytellers. The workgroup's focus now is to identify individuals with lived experience, either mental health and/or AODA, and to invite them to be part of the team. Once the recruitment is finished, the workgroup will host a training by Wisconsin Initiative for Stigma Elimination to train the identified storytellers to share their story. Once trained, this group of storytellers will be able to provide their stories at trainings and community events, among other venues, in the hopes to reduce stigma around mental health and addiction.

Also during the month of February, the leads of Mental Health Matters, AODA Prevention Partnership, and the Wood County Drug Task Force met to discuss collaboration opportunities. Every team identified the similar issue that the Executive Board said, that there is a lack of capacity among each team. Not necessarily that the capacity is so low that it is detrimental, but that increasing capacity should be a priority. One way of increasing capacity is simply to collaborate on projects that should help reduce duplication of efforts and provide a multi-disciplinary approach to problem solving. The three leads identified a potential educational outreach series that could be collaborated on. There is a follow up meeting set for March to further discuss the possibilities.

Lastly, Howe Elementary provided some feedback on the Trauma Informed Care (TIC) Toolkit. Howe is going to be the pilot organization for the toolkit, so their feedback will be beneficial for the final product. The TIC Toolkit is slated to be completed by the end of March.

Recreate Health

A year one report was submitted to the Wisconsin Partnership Program for the two year community catalyst grant we were awarded for enhancing our health equity work in the bike share program. The River Riders Bike Share 2018 Report is finalized and will be available for download at www.healthypeoplewoodcounty.org/other-data-reports. Hard copies are also available to those in attendance at this meeting. Bikes will be coming out again at the end of April (weather permitting). This year the bike share team will be working diligently to increase promotion, usage of adaptive bikes, and availability of a special promotion code for those with income barriers. We are excited for the 2019 season!

Work has begun with UW-Eau Claire Nursing students to complete a housing research project. The students are researching the ability to implement landlord registration and inspection policies, tenant and landlord rights, as well as comprehensive innovative community based programming and revitalization planning. The students will be learning about housing and how your health is affected by your housing quality and the neighborhood you live in. We are excited to look upstream at an issue that continues to come up in many of our coalition meetings.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Wood County Water Laboratory

The Wood County Water Laboratory is certified to analyze preserved drinking water samples for nitrate. Testing bottles will be available at the Juneau, Adams, and Wood County Health Departments. Lab request forms are ready for distribution.

Port Edwards/Armenia Groundwater Issues-MOU progress

The February phone conference with the Armenia Growers Coalition took place on February 28th. The coalition will send out a second letter to residents not responding to the first offer of water testing. The letter will be signed by the Health Officers in each county and encourage participation in the water testing effort. This will allow residents to obtain free bottled water if their water tests over the safe limit for nitrate, and a treatment system to provide a continuing source of safe water. The testing will begin as soon as possible; potentially in two groups. Those with outside spigots available now may have water tested sooner than those that are inaccessible in the winter. The counties also proposed two other water-testing options. A decision on these options will be made soon. A groundwater study is also included in the MOU. The DNR will fund half of the study with the private side funded by AGC and other partnering agricultural organizations. The study will use data from the water-testing program to look for a long-term solution for safe drinking water. They are looking at anticipated water quality in that area for the next 25 years.

Standardization

Greg Kolodziej standardized Mariah Heiman and Tim Wuebben in food inspection practices. The standardization process assures that all food safety inspectors apply the Wisconsin Food Code in the same manner. Standardization is required by the Dept. of Agriculture, Trade and Consumer Protection contract.

Annual DNR Site Review—Transient Non-Community Water System Program (TNC)

Regional and State DNR staff visited our department to conduct a review of our 2018 TNC program. Reporting dates, seasonal start-ups, a list of potential TNC establishments, and sanitary surveys were discussed. Wood County successfully completed the terms of the contract for Adams, Juneau, and Wood Counties.

New Business and Consultations

J Rolls was licensed to sell egg rolls in Marshfield. B's Tap house was licensed to sell pre-packaged foods in Wisconsin Rapids. A re-inspection occurred at the Park Motel in Marshfield. Smoke detectors were replaced.

Complaints

Eighteen complaints were received in the month of February.

- Bed bugs were reported at a hotel in Marshfield. There is an abatement order in effect.
- A resident reported an accumulation of garbage and mice at a neighboring residence. A drive by revealed no substance to complaint. Case is closed.
- A home was reported to have an accumulation of cockroaches and potentially other insects. The investigation is ongoing.
- A home in Milladore was declared unfit for human habitation due to no working plumbing or heat, and a large accumulation of feces and garbage. An order was issued for repairs and cleaning prior to re-occupancy.
- Mold was reported in a rental unit. The tenant moved out and the landlord made corrections before offering it for rent again. Case closed.
- Mold reported in a rental unit. Tenant was sent information on mold remediation. Case closed.
- Mold, electrical problems, and lead were reported in a rental unit. Mold and lead information were mailed to the tenant. Case closed.
- A tenant reported frequent sewage leaks into the basement of their home. Toilets were inoperable. Landlord authorized a plumber to break up basement floor and repair broken pipes. Case closed.
- Cat feces and an accumulation of household items were reported in a home. The onsite visit revealed a hoarding situation with a large amount of cat feces throughout the home. An order was issued for cleanup of the cat feces and debris to allow a disabled resident to safely navigate the home.
- A caller reported a rental unit with no heat, mold, sewage in the basement, and lead paint. The landlord was contacted and will check on sewage and heat situation. The investigation is ongoing.

- The Marshfield building inspector and police department referred a home as unfit for habitation. It has no heat, no running water, sewage on the basement floor, and an accumulation of feces and garbage. An order was issued to the landlord to abate the human health hazards at the residence.
- A caller complained of odors coming from an apartment. The tenant moved out months ago, leaving rotten food behind. The landlord was notified and will take care of the problem. Case closed.
- Cockroaches were reported in a rental unit. The landlord was contacted and stated he has been unsuccessfully trying to call the tenants. He will stop in to talk to tenants, and will hire a professional pest control company to address the problem. Case closed.
- A tenant reported mold and broken windows in their home. They are concerned about their child's mold exposure. The landlord was contacted and will check out the problem. Investigation is ongoing.
- Bedbugs were reported in a hotel not in Wood County. Case referred to Marathon Co. Health Dept.
- A caller complained about a restaurant that allows ill employees to work because of staff shortages. The manager was contacted and reminded of the food-handler illness reporting requirements. The manager stated they enforce the illness reporting agreement. Case closed.
- A caller reported a white van going door-to-door selling meats. Business name is Prime Cuts. Investigation is ongoing.
- A caller complained about a hotel in poor repair. She and children were there for 2 days due to bad weather. The room had mold and she was refused another room. Investigation is ongoing.

COMMUNICABLE DISEASE TEAM REPORTS

Tuberculosis Update – Jean Rosekrans

There is currently 1 patient continuing on medication for latent tuberculosis infection (LTBI); a public health nurse assists with medication administration and monitoring.

Communicable Disease Update – Jean Rosekrans & Alecia Pluess

- During the month of February, Wood County had 15 cases of chlamydia and 1 case of Hepatitis C reported. A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Also during February, 1 case of E. coli and 1 case of salmonella were reported. Two long term care facilities reported gastrointestinal symptoms among staff and residents. The *"Recommendations for Prevention and Control of Acute Gastroenteritis Outbreaks in Wisconsin Long-Term Care Facilities"* booklet was shared with each facility. One facility had positive cultures for norovirus from Wisconsin State Lab of Hygiene.
- There were 9 cases of influenza-associated hospitalizations reported during February, along with 1 acute respiratory outbreak reported in a nursing home.

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

- WIC Pittsville clinic will start March 13th and take place one day per month. Tiffany Halama and Sarah Sugden will take on this extra clinic day.
- WIC caseload has been negatively affected by several snow days and miscommunication about the government shutdown in February.

Caseload for 2019 (Contracted caseload 1453)

	Dec 2018	Jan 2019	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Active (final)	1382	1373	1324									
Active (final)	1414	1376										
Participating	1412	1376	1328									

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

March 13, 2019

Director's Report by Brandon Vruwink

The Governor's budget was released on February 28th, which officially "kicks off" what is expected to be a long budget process. You will find a document included in the packet that provides budget highlights related to Human Services programs. The key legislative priority for the Wisconsin Counties Association is to increase Children and Families Aids by \$30 million each year of the biennium. The Governor's budget provided a good start with a proposed increase of \$15 million, however, this falls well short of meeting the statewide need. Supervisor Fischer, Deputy Director Solheim and I will be advocating for an additional increase to the Children and Families aid allocation when we attend Human Services Day at the Capital on April 2nd. We will also advocate for a number of other initiatives including strengthening our Mental Health Crisis Intervention programming, Elderly and Disabled Transportation programs and an increase in Nursing Home rates. I will continue to keep you updated on the budget process as it moves forward.

We have selected a final candidate for the Youth Mentor position; Karriann Teresinski's first day with Wood County will be on April 1, 2019. Karriann brings with her a great interest in developing our Youth Mentoring program and a passion for serving Youth. We look forward to welcoming Karriann to our team.

Cindy Robinson provided notice of her intent to resign as the Administrator of Edgewater Haven effective April 1, 2019. Cindy has been an asset to Edgewater Haven, she has worked diligently to improve our facility and maintain a high level of care to our residents. I sincerely thank her for her efforts and wish her all the best in the future. At the time of writing this update, we are exploring all coverage options including hiring a temporary administrator. I plan to provide an update at the March H&HS Committee meeting.

March is National Social Work month, our agency is very thankful for all of the Social Workers that have dedicated their lives to make a difference. Social Workers provide support to a wide array of people from the young to the elderly. We are very fortunate to have a dedicated team of social workers who work each day to provide support to Wood County residents. For more information on Social Work month, please visit: www.naswnc.org.

Administrative Services Update by Jo Timmerman

Norwood: Census on the Admissions Unit for February averaged 7.32. The 01/01/19 through 02/28/19 average census was 9.19. The budgeted average census on this unit for 2019 is 9.00. Census on the Crossroads (locked) unit for February was 15.29. The 01/01/19 through 02/28/19 average census was 15.56, with an average 2019 budgeted census of 15.80. The new Crossroads 2 (Pathways unlocked) unit had an average census for February of 6.61. The 01/01/19 through 02/28/19 average census was 6.42. The average annual census budgeted for this unit for 2019 is 8.52; this average is the result of a phasing in of residents on the unit beginning with an average of six for the months of January through June. The period July through December is assuming increases that reach 12.5 by November and December, thus bringing the annual average census to 8.52.

We have received partial repayment of \$91,000 for the 2016 TBI settlement, leaving \$233,000 still pending repayment.

Norwood yearend closing remains in progress while General Ledger work is completed by the Finance Department on its fixed asset accounts; along with several prior period adjustments needed to convert the Norwood fund type from a special revenue fund back to an enterprise fund.

Norwood managers are working on their 2020-2024 Capital Improvement Plans for the upcoming 2020 budget project.

Additional projects worked on by staff are:

- Worked on 2018 yearend closeout
- 2018 Yearend documentation for asset and cash accounts
- 2018 Cost reports – Medicare and Medicaid
- Set up all annual reports for 2019 fiscal year
- Attended internal budget meetings – Norwood
- 2018 WHA Final report
- Updated services rates in Matrix billing system

Community: Community program managers are working on their 2020-2024 Capital Improvement Plans for the upcoming 2020 budget project.

Additional projects worked on by staff are:

- Staff attended the Energy Program survey and Fiscal audit
- Worked on 2018 yearend closeout
- Reviewed and reported 2018 yearend state aids
- 2018 Yearend documentation for asset and cash accounts
- Submitted Final EI report
- 2018 Cost reports and cost reconciliations for multiple state aid programs
- Set up all annual reports for 2019 fiscal year
- Updated and verified TCM 2019 services rates for services
- Compiled six years of data for WHSCA Income Maintenance Funding and Expense Survey
- Compiled and submitted all January expense reports for DHS, DCF, Youth Aids, Energy Assistance, FSET, Childcare and Northern Income Maintenance Consortium
- Responded to audit request from DCF for July through September, 2018 Shared Cost Report
- Attended CLTS and IHSS teleconferences for January and February
- Attended the North Income Maintenance Consortium Directors Meetings in January and March
- Attended Executive Committee meetings
- Attended three software demonstrations in consideration of a TCM replacement program
- Completed rate setting for 2019 for CLTS program
- Attended internal budget meetings with Behavioral Health, Community resources, Fiscal, and Edgewater Divisions
- Planned and scheduled Support Services needs across agency

Edgewater: The average daily census for February for the nursing home unit was 54.36. The 01/01/19 through 02/28/19 was 54.14. The budgeted average census on this unit for 2019 is 60.

The TBI unit is not yet operational as it awaits final licensure approval. The budgeted average census on this new unit for 2019 is 3.5. While not incurring any patient care costs on the TBI unit, it is incurring costs for health insurance for the nine new FTEs as well as the occupied bed assessment fees for the eight beds on the unit.

Edgewater managers are working on their 2020-2024 Capital Improvement Plans for the upcoming 2020 budget project.

Edgewater Fiscal staff hosted our quarterly Administrative Services Division Inpatient Unit meeting on March 7th. Our Norwood Fiscal staff had the opportunity to tour the newly remodeled rooms and TBI unit.

Mary Schlagenhaft worked with the Edgewater staff and the Finance Department to create General Ledger accounts for the new TBI unit. In conjunction with this work she also worked with Edgewater Fiscal staff to connect the General Ledger accounts to our Timestar system for expense allocation.

Additional projects worked on by staff are:

- Worked on 2018 yearend closeout
- 2018 Yearend documentation for asset and cash accounts
- 2018 Cost reports – Medicare and Medicaid
- Set up all annual reports for 2019 fiscal year
- Attended internal budget meetings – Edgewater
- Updated services rates in Matrix billing system

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunsen

Personnel: Jackie Anderson, the day time Residential Aide for Bridgeway, has submitted her resignation effective 3/22.

Date of EPP	Accepting Facility
2/6/19	Edgewater

Physician Recruitment Update: There are no candidates for the Medical Director position under consideration at this time. We are currently in the process of bringing on another locum physician to assist with the Outpatient Clinic. Dr. Rao is no longer able to provide coverage in the Wisconsin Rapids clinic, so we will be transferring those clients to the new locum physician over the next several months. Dr. Rao will be continuing with her practice in the branch office in Marshfield. After the transition is complete, the plan is to have Dr. Rao one day per week in Marshfield and the other tele-psychiatrist in the Wisconsin Rapids clinic two days per week. This new locum physician has been selected and we are in the process of finalizing the contract.

We received notice from Mendota Mental Health Institute that they are discontinuing our contract for Dr. Witkovsky to provide child and adolescent tele-psychiatry services. It is our understanding that this was an administrative decision based on the availability of psychiatrists at Mendota. Dr. Witkovsky's last day with us will be 3/25/19. We are working quickly to determine alternatives for his current clients and for our future child and adolescent psychiatry program. Letters to affected clients were mailed this week.

Community Resources Update by Steve Budnik

Transportation: The Transportation Department recently mailed a newsletter providing updates to our program as well as Thank-You for using our services. We have a new bus driver in Marshfield,

Monica Degenhardt. Monica started on March 4th and we are pleased that she joined us and is so passionate to work with the elderly and disabled population.

Energy Assistance: Amy Robinson and I attended the annual Wisconsin Home Energy Assistance Program Conference held from February 4-6 in Wisconsin Dells. We collaborated with other agencies to learn more about their best practices. Our contract-to-date application total is 1,905. The number of furnaces that have been repaired is 29 and the number of furnaces that have been replaced is 16.

Employment & Training Update by Lacey Piekarski

FSET: The North Central FSET Program is in the process of creating a five-year strategic plan. The Portage, Adams, Wood County hub is planning to include additional outreach opportunities and enhanced relationships with our community partners in the plan. Included in this plan are two additional off-site case management opportunities at the Marshfield Alternative High School and Charles Fernandez Alternative High School in Portage County, serving FoodShare eligible youth ages 16 and older for employment and training assistance. Off-site case management continues in Wood County at River Cities High School, providing weekly case management.

The FSET Program six-week workshop series also begin in 2019, connecting with local employers to provide direct interview and networking for customers. The latest Wisconsin Rapids direct hire event welcomed Vista Care, a caregiving company, with two participants attending and both in the process for direct hire.

Independent Living (IL): The IL Program team is excited about the upcoming update to the eWiSACIS system. This will allow for additional tracking and reporting in the same system utilized by the county child welfare social workers. Tutorials and feedback sessions have been scheduled with the Department of Children & Families (DCF) and other IL regions for continual feedback and discussion.

In January 2019, DCF updated the name for post-secondary education requirements for our IL eligible youth, now called Brighter Star. Brighter Star are federal funds allowable for education and training assistance for supporting youth who have spent time in out-of-home care in their transition to adulthood, specifically for youth age 17 ½ to 21 or up to age 23, if meeting school type and academic requirements. As of 12/31/18, the IL Region 1 Program has a total of 11 youth enrolled in post-secondary education (i.e. technical, 2 and 4-year educational institutions) for the spring 2019 semester of a total of 67 active, enrolled IL youth.

For more information on IL and the Brighter Star funding, please visit:
<https://dcf.wisconsin.gov/files/youthservices/pdf/brighterstar-etv.pdf>
Our March 2019 Independent Living Program newsletter is attached – Enjoy!

Brighter Futures Initiative-LEO (Life Ecology Organization) Program: February has been an exciting planning month for our new Brighter Futures Initiative – LEO (Life Ecology Organization) Program! Kathleen MacLeay, LEO Coordinator, began her position in January 2019 and in February began updating curriculum for a youth audience. The first cohort group will begin in April 2019 following an all-school kick-off event with Lincoln High School. Thank you to WCHSD staff for attending mock sessions while we worked to update the curriculum.

The 8-session course titles are included, with additional information and found on the Wood County website: <https://www.co.wood.wi.us/Departments/HumanServices/BrighterFutures.aspx>

Norwood Health Center Update by Jordon Bruce

Our Occupational Therapist has finished orientation and is acclimating to her new position quite nicely. We are focused on recruitment efforts for numerous positions that we have not had much applicant flow on, including CNAs, RNs, Activity Aides, and Dietary staff. Additionally, we continue to recruit for a Psychiatric Nurse Practitioner that would be able to provide weekend coverage on our hospital unit. I was able to participate in Legislative Day at the capitol and had great meetings with our legislative representatives from our district. Our key issues were the extremely poor Medicaid reimbursement rate for nursing homes (2nd worst in the nation) and the statewide staffing crisis our industry is experiencing.

Norwood Nursing Department by Liz Masanz

We will be using a contracted Nurse starting this month for the next 12 weeks since we had an additional resignation of a RN relocating out of state. We have had very few nurse applicants in the last 6-8 months. We have been pleased with the addition of the restraint chair and the addition of all the ligature free remodeling from last year, as we have had some very dangerous and psychotic patients over the last few months but have had minimal staff injuries. Liz's mother-in-law's quilting group is almost finished with making quilts for all the residents on our Nursing Home unit. They will be presented to the facility in April.

Norwood Maintenance Department by Lee Ackerman

Bids for Crossroads renovation were received and awarded to lowest bidder for bathroom renovations (Pioneer Plumbing), painting (Machtan Painting), and flooring replacement (R&R Flooring). Work has begun on first four bathrooms and will take approx. three weeks to complete before the next group can be started.

Bids for Roof replacement were received and the projects was awarded to lowest bidder (Kulp's of Stratford). This work will be scheduled for spring or summer, depending on weather conditions and scheduling concerns.

Quotes have been compiled for HVAC upgrades. Lee is exploring what Focus on Energy incentives are available and working with contractor to prioritize which tasks are most beneficial first. The greatest savings should be realized by addressing the laundry and kitchen ventilation areas.

As a follow up to last month's report on the need to update the passenger elevator, Lee had the mechanicals inspected and is waiting to receive recommendations on what is in greatest need and how much those will cost.

Two air circulating fan shaft bearings needed replacement in February. Though this is not alarming, it does reinforce the decision to take a proactive approach to replacing wearable parts on this equipment. The 5-year CIP reflects steps that will address these issues.

Snow...what can I say? The month of February recorded 53.57 inches of snowfall in Marshfield and an average temperature nearly 10 degrees below the average, according to USClimateData.com!

Understandably, there were challenges at times with removing snow fast enough and often enough. Likewise, we can expect to see higher heating costs for this month than normal.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of February totaled 8,312. Revenues for February totaled \$37,969. YTD meals are 16,415 and YTD revenue is 74,944. Due to the weather this past month, we lost five days of service for Wood County and four days of service for Marathon County.

Norwood Health Information Department by Jerin Turner

We are continuing to purge records to create space in the medical record room. We are about 1/3 done and have freed up at least 24 feet of shelf space. We are continuing to enter our master patient index into Matrix so it will be accessible to our staff without having to look through index cards in the medical records room. We have over 13,000 individual names to enter. The master patient index is divided up into 10 drawers. Since the beginning of the year, we have entered two drawers worth of information. Tami, the new transcriptionist, is adjusting to her new role and is helping to alleviate the workload of the scribe and keep our transcription current.

Edgewater Haven Update by Cindy Robinson

In the month of February we had 9 admissions and 2 readmissions. Current Memory Care census is 11 residents. Census comparison to last year:

February 2018 – 53.07 average census with 5.89 rehab

February 2019 – 54.36 average census with 3.92 rehab

Admissions/Discharges Comparison:

February 2018 – Admissions 10/Discharges 6/Readmissions 3

February 2019 – Admissions 9/Discharges 8/Readmissions 2

We have been discretionary in our long-term admissions as we prepare to close the north end of our 300 North wing for renovations. As of March 8, 2019, all of the residents have been transferred to a temporary room so construction can start on March 11. We are excited, as are our residents, to complete another phase of updating Edgewater Haven!

The Medical Director's contract is now in the phase of completion. The two parties have agreed on the contract. Aspirus will need to make one small change, and signatures will need to be obtained.

This will be my last report as the Administrator of Edgewater Haven. It is with a heavy heart that I will be stepping down from the privilege of serving the residents of Wood County. I cannot say enough about the staff and the quality of care they provide at this Five Star Facility. I am confident that Wood County will continue to have pride in Edgewater Haven. I know I do and will miss being part of that family.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: March 21, 2019

Caseload activity for February - 7 new veterans served. During the month of February, we completed/submitted 249 federal forms to include:

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

Activities:

1. Completed as of March 13th:
 - a. February 21 – Meeting with Tomah VA Medical Center Public Affairs Staff to work on the Marshfield Area Veterans Expo.
 - b. March 8- Meeting with State Representative Nancy Vander Meer (she will be in Wisconsin Rapids for other meetings) Rep. Vander Meer is vice chairperson of the Assembly Veterans and Military Affairs committee.
 - c. March 12 – Tomah VA Medical Center Quarterly meeting for CVSO's and Congressional Liaisons.
2. Near Future:
 - a. March 19 - CVSO leadership meeting with Wisconsin Department of Veterans Affairs (WDVA) leadership to discuss options for increase to grant to counties and improvements to the aid to needy veterans grant.
 - b. March 27 – Green Bay/Wausau VetCenter Advisory Board meeting.
 - c. March 18 – WDVA Testimony to Assembly Committee on Veterans and Military Affairs.
 - d. April 2 – Wisconsin Counties Association County Ambassador day at the Capital.
 - e. April 8-12 – CVSO Association of Wisconsin's Spring Training Conference in Racine.
 - f. April 24 – WDVA Secretary's CVSO Town Hall meeting in Wausau.
 - g. April 25 – CCS Coordination Committee meeting.
 - h. May 22 – Veterans Benefit Expo in Marshfield.

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 countywide positions.
2. The Wisconsin Department of Veterans Affairs grant to counties has not increased since 1997. The CVSO Association leadership was expecting an increase of some form to be in the Governor's budget. However, Governor Evers did not address it there. CVSO leadership to include the legislative committee chair (Rock Larson) will be meeting with the department to discuss possible ways to seek an increase. Since 1997 the Federal VA benefits have increased 42-50% due to cost of living increases

while the state grant has remained stagnant. Currently Wood County receives a grant of \$11,500 per year. Other counties receive between \$8,000 and \$13,000 depending on total population.

3. Disabled American Veterans (DAV) Van located in Marshfield to transport veterans to VA medical appointments is moving. Since a van was first allocated to this area it was stationed at the ADC Office on Peach Ave. this was due to the ADRC running the Wood County transportation program. When the ADRC got out of the transportation business, the van was never relocated. The ADRC recently decided that the van could no longer be parked in their lot so a new location had to be found. Our gracious landlord at the Wood County Annex and Health Center has allowed the Van to be moved to that location.

Background on the DAV Van program: The DAV purchases vans to transport veterans to and from their VA medical Center Appointments. The vans are then donated to the VA Medical Center (for Title, insurance, maintenance and gas) VA Volunteers are assessed and screened to be drivers. The van is dispatched by a volunteer (in our county it is the Human Services Transportation Program) to drivers out in the community. They pick up the van at the designated site (now the Wood County Annex) and pick up the veterans and get them to their appointments. The Marshfield van work along with the vans located in Wausau and Stevens Point to serve veterans in central Wisconsin.

4. Wood County Veteran's Benefit Expos. This year we are co-sponsoring two Veterans Benefit Expos with the Tomah VA Medical Center. First in Marshfield on May 22 at the Wildwood Station, Wildwood Park from 2-6 pm and then in Wisconsin Rapids on August 14 at the Crossview Church (home of the Hero's Café) from 8 am to 2 pm. Organizations from local and throughout the state providing veterans program will be on site to talk to veterans and their families about their programs. More information and list of participants to be provided soon.
5. Marshfield area State Assemblyman (District 69) Bob Kulp has released a proposed bill for co-sponsorship. LRB 1722/1 care of the graves of veterans would amend the state statutes and transfer the care of veterans graves from the counties to the state. Currently Wood County spends a little over \$1,000 per year for the care of veterans graves. The current state law is poorly worded and allows much room for interpretation. Each county, cemetery, city, town and township interpret it differently and little is standardized. This bill will provide state funding and central oversight so that veterans graves are cared for and managed under the same administrative rules. The window to co-sponsor this closes on March 15. Once the bill is introduced legislators should be encouraged to support and vote for this legislation.

Minutes of the Wood County Public Safety Committee

DATE: February 11, 2019

PRESENT: Dennis Polach, Joe Zurfluh, Mike Feirer, Jason Zaleski

EXCUSED: Bill Winch

NOT

PRESENT:

OTHERS Sarah Christensen, Kelli Trzinski, Steve Kreuser, Scott Brehm, Shawn Becker,

PRESENT: Adam Fischer, Ted Ashbeck, Randy Dorshorst, Bill Clendenning, Erik Engel,
Quentin Ellis, Doug Machon

LOCATION: Wood County Courthouse

1. Call to Order:

Dennis Polach called the meeting to order at 9:02 a.m.

2. Review minutes of January 14, 2019:

Motion by Feirer, second by Zurfluh to approve the minutes of the January 14, 2019 meeting as presented. Motion carried unanimously.

3. Public Comments:

The minutes of the December meeting omitted the motion vote for the Communications Coordinator to be on their own. December minutes are to be amended to include that information.

4. Committee Structure Ad Hoc:

Bill Clendenning wants a person or two to join the Ad Hoc Committee studying the committee structures for possible re-organization next year. Mike Feirer and Dennis Polach agree to be on this committee.

5. Set date, time and location of next meeting:

March 11, 2019

9:00 a.m.

Wood County Annex and Health Center

6. Emergency Management Department:

a. Communications January 2019 Claims:

The Committee reviewed the Communications January 2019 claims.

b. Communications Report:

Erik talked about meeting with a tower company to discuss taking down a guide wire on the courthouse tower in order to get a crane closer to remove an item from the roof.

c. Emergency Management January 2019 Claims:

The Committee reviewed the Emergency Management January 2019 claims.

d. Emergency Management Activity Report:

The committee reviewed the Emergency Management report. Steve discussed the EOC status and that we are just waiting for a couple more computers for the back-up dispatch area and a couple more phones.

7. Dispatch Department:

a. January 2019 Claims:

The Committee reviewed the Dispatch January 2019 Claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report.

c. Phones:

Erik talked about the phone quotes and that they are not available yet.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

b. January 2019 Claims:

The Committee reviewed the Coroner January 2019 claims.

c. Current Coroner Comments:

Coroner Scott Brehm stated he has added one new deputy coroner to the south end of the county.

9. Sheriff's Department:

a. Correspondences:

Sheriff Becker told the Committee that DCI is working with our Department on one of our cold case homicides.

Sheriff Becker told the Committee he made changes to the staff and appointed Chief Deputy Dorshorst as the UnderSheriff. He also stated he promoted Captain Ellis to the Operations Captain. He stated the Department would be promoting an Investigative Lieutenant and each shift in the jail will now have a sergeant.

Sheriff Becker talked about the National Sheriff's Institute training in Colorado and how he would like to attend this training. Sheriff Becker stated the training is fully paid for by grant money.

b. Marijuana Resolution

Sheriff Becker talked about mirroring Portage County's ordinance regarding possession of marijuana. He stated this would allow deputies to use discretion when charging individuals.

Joe Zurfluh agrees with having a county ordinance.

c. Wood County Rescue

Sheriff Becker stated Lt. Charlie Hoogesteger will be overseeing Rescue. He said he provide a report from Rescue to the Committee.

d. Sheriff's Department Capital Improvement Plan (CIP):

Motion by Feirer, second by Zaleski to approve the Sheriff's Department Capital Improvement Plan for 2019. Motion carried unanimously.

e. January 2019 Claims:

The Committee reviewed the Sheriff's Department January 2019 claims.

f. Updates:

Crimestoppers: Sheriff Becker stated the Department is looking into doing commercials. He stated Focus on Marshfield said they would do them for free.

K9: Sheriff Becker said there will be a fundraiser with Portage County Sheriff's Department in July at Golden Sands Speedway. He stated both departments would split the money, which will go to the K9 fund.

Courthouse Security: Sheriff Becker passed out information on staffing the courthouse security. Sheriff Becker stated he does not want to pull deputies off the road to staff courthouse security.

Joe Zurfluh stated he would like to commend the Sheriff and his staff for getting the “ball rolling” with the new security proposal.

Doug Machon stated courthouse security was not budgeted for this year. He stated there needs to be a more cost effective way to staff courthouse security this year. Doug also commended the Sheriff for his work on the proposal.

g. Jail Items:

i. Inmate Daily Population:

Captain Ashbeck stated they are allowed to house 100+ inmates out of county. He stated it costs more money to house inmates out of county than it does in our jail. He provided the Committee with the calculations.

ii. Overtime:

Captain Ashbeck stated the total overtime for January was six hours.

iii. EMP:

Captain Ashbeck stated they may lose numbers on EMP due to judges wanting inmates to sit more of their sentences inside the jail due to the severity of their crime.

iv. Safekeeper Housing: see report

v. Kitchen Report: see report

vi. New Jail: none

vii. Space Needs in Jail: none

10. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report.

b. January 2019 Claims:

The Committee reviewed the Humane Officer January 2019 claims.

c. Humane Officer Resolution Pertaining to Monthly Meetings

Committee discussed and agreed to have Human Resources work with Human Officer Olson to restructure her job description to including meeting attendance. Once complete the new job description will be brought back for Committee's approval.

11. January 2019 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:

Motion by Zurfluh, second by Feirer to approve the January 2019 claims of all Public Safety Committee Departments. Motion carried unanimously.

12. Agenda Items for Next Meeting:

Resolution for Sheriff Becker to attend training in Colorado in April-Meeting February 19, 2019 at 9:00 a.m. in Room 210B.

13. Jail Tour

14. Adjourn

Motion by Zurfluh, second by Zaleski to adjourn at 11:11 a.m. Motion carried unanimously.

Minutes taken by Wood County Sheriff's Department.

Signed Electronically by Jason Zaleski

Jason Zaleski, Secretary
Public Safety Committee

Minutes of the Wood County Public Safety Committee

DATE: February 19, 2019

PRESENT: Dennis Polach, Joe Zurfluh, Mike Feirer, Jason Zaleski

EXCUSED: Bill Winch

OTHERS

PRESENT: Randy Dorshorst

LOCATION: Wood County Courthouse – Room 210B
Wisconsin Rapids, WI

1. Call to Order:

Dennis Polach called the meeting to order at 9:01 a.m.

2. Public Comments:

No public comments.

3. Sheriff's Department:

- a. Resolution to Allow Sheriff Shawn Becker to Attend Out of State Training

Motion by Zurfluh, second by Feirer to approve the resolution for Sheriff Shawn Becker to Attend Out of State Training. Motion carried unanimously.

4. Adjourn:

Motion by Feirer, second by Zurfluh to adjourn at 9:15 a.m. Motion carried unanimously.

Minutes taken by Wood County Sheriff's Department.



Jason Zaleski, Secretary
Public Safety Committee

Minutes of the Wood County Public Safety Committee

DATE: March 11, 2019

PRESENT: Dennis Polach, Joe Zurfluh, Mike Feirer, Jason Zaleski, Bill Winch

EXCUSED:

NOT

PRESENT:

OTHERS Sarah Christensen, Kelli Trzinski, Steve Kreuser, Scott Brehm, Shawn Becker,

PRESENT: Ted Ashbeck, Randy Dorshorst, Erik Engel, Quentin Ellis, Doug Machon, Reuben Van Tassel, Lori Heideman, Kimberly McGrath

LOCATION: Wood County Annex and Health Center

1. Call to Order:

Dennis Polach called the meeting to order at 9:00 a.m.

2. Review minutes of February 11, 2019:

Motion by Feirer, second by Zurfluh to approve the minutes of the February 11, 2019 meeting as presented. Motion carried unanimously.

3. Public Comments:

No Public Comments.

4. Set date, time and location of next meeting:

April 15, 2019

9:00 a.m.

Wood County Courthouse

5. Communications Department:

a. Communications February 2019 Claims:

The Committee reviewed the Communications February 2019 claims.

b. Communications Report:

The Committee reviewed the Communications report.

6. Emergency Management Department

a. Emergency Management February 2019 Claims:

The Committee reviewed the Emergency Management February 2019 claims.

b. Emergency Management Activity Report:

The committee reviewed the Emergency Management report.

c. Capital Improvement Plan

Steve discussed the CIP plan and explained the items. Discussed the Command Post in 2021 and that we put that in there in case we do not obtain the grant funds to purchase it before then.

Motion by Feirer, second by Zurfluh to move the Capital Improvement Plan on to the Executive Committee. Motion carried unanimously.

d. Office Furniture Resolution

Steve discussed the resolution with the Committee. He explained that the office furniture currently in the Department is over 30 years old and has met its useful life. Supervisor Zurfluh stated that it makes no sense to remodel an office and put old outdated furniture in it.

Motion by Zurfluh, second by Feirer to approve the office furniture resolution and to move it on to the Executive Committee. Yes, Zurfluh, Feirer, Winch and Zaleski. No, Polach. Motion Carried.

Supervisor Polach voted no as he believes the cost is too high.

7. Dispatch Department:

a. February 2019 Claims:

The Committee reviewed the Dispatch February 2019 Claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report. Lori presented the Committee with end of the year reports showing the breakdown of calls received, from whom, to whom etc. Lori stated that she should be fully staffed by May 1.

c. Phones:

Lori stated that Zetron bought the phone hardware from Moducom and that they will support their phones at least in regards to the hardware.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

b. February 2019 Claims:

The Committee reviewed the Coroner February 2019 claims.

9. Sheriff's Department:

a. Correspondences:

Sheriff Becker told the Committee a female Corrections Officer is resigning to work for the paper mill. He further stated the Corrections Officer will make more money there. He said the Corrections Officer has been working for Wood County for 10 plus years.

b. Wood County Rescue:

The Committee reviewed the Wood County Rescue report.

c. Crime Stoppers:

The Committee reviewed the Crime Stoppers report.

d. K-9 Project:

Sheriff Becker stated Lt. Charles Hoogesteger visited a K-9 vendor in Dodge County, Wisconsin on March 5, 2019. Sheriff Becker stated Lt. Hoogesteger and K-9 Handler James Pidgeon received good feedback on the vendor. Sheriff Becker estimated a new K-9 will be approximately \$15,000.

e. February 2019 Claims:

The Committee reviewed the Sheriff's Department February 2019 claims.

f. Courthouse Security Resolution:

Motion by Zurfluh, second by Zaleski to amend the 2019 Sheriff budget for additional expenditures for the Sheriff's Office that was unanticipated during original budget process. Motion carried unanimously.

Sheriff Becker thanked Chief Deputy Dorshorst and Finance Director Marla Cummings for putting the resolution together. Sheriff Becker is anticipating a start date in September 2019.

g. Hiring Process:

The Sheriff's Department is accepting applications until Sunday, March 17, 2019 for the Deputy Sheriff eligibility list.

h. Promotions:

i. Public Safety Investigation Lieutenant: Sheriff Becker stated the process for the Investigative Lieutenant has started. Seven applicants took the test on March 8, 2019 with all seven applicants passing. Sheriff Becker stated the test was vetted and came from Wisconsin Personnel Partners. On March 12, 2019 there will be an outside panel coming for interviews and on March 15, 2019 there will be an inside panel doing interviews. Sheriff Becker said whoever finishes in the number one spot will be offered the job as the new Investigative Lieutenant.

i. Snowmobile Patrol:

The Committee reviewed the Snowmobile Patrol report.

j. Jail Items:

i. Inmate Daily Population: Set a record high on Friday, March 8, 2019 of 252 inmates.

ii. Overtime: see report

iii. EMP: Captain Ashbeck stated they are restructuring the program and putting a Lieutenant in charge of the EMP program.

iv. Safekeeper Housing: see report

v. Kitchen Report: see report

vi. Space Needs in Jail: none

vii. Discuss New Jail: Captain Ashbeck talked about several maintenance issues in the Jail and the costs associated with the repairs. He discussed two of these issues at this time. One is a plumbing issue, which will require parts of the jail to be shut down to investigate the problem. He said another issue was the ramp in the sally port. He said ambulance personnel are having problems getting patient lift beds in and out of the facility after have to park the ambulance on the ramp outside the sally port.

10. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report.

b. February 2019 Claims:

The Committee reviewed the Humane Officer February 2019 claims.

c. Discussion on Monthly Attendance to Meetings

Kimberly McGrath from Human Resources discussed Humane Officer Olson's new job description and the changes made to the job description with the Committee.

Humane Officer Olson wanted the Committee to consider making the position a part-time position instead of a casual position.

Motion by Feirer, second by Zurfluh to approve Humane Officer's new job description as it is printed. Motion carried unanimously.

11. February 2019 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:

Motion by Zaleski, second by Winch to approve the February 2019 claims of all Public Safety Committee Departments. Motion carried unanimously.

12. Agenda Items for Next Meeting:

None

13. Adjourn

Meeting adjourned by Vice Chair Polach at 10:15 a.m.

Minutes taken by Wood County Sheriff's Department.

Signed Electronically by Jason Zaleski

Jason Zaleski, Secretary
Public Safety Committee



Wood County

WISCONSIN

OFFICE OF CORONER

SCOTT D. BREHM

DATE: April 1, 2019
TO: Wood County Public Safety Committee
FROM: Scott D. Brehm, Wood County Coroner
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner's Office for March 2019:

Calls for Service/Death Investigations.....	99
Sudden/Suspicious Deaths and Falls.....	96
Traffic Fatalities.....	0
Suicides.....	0
Drownings.....	0
Fire Fatalities.....	0
Homicides.....	0
Suspected Overdoses.....	1
Death Certificates Signed.....	29
Cremation Permits Signed.....	67
Autopsies Performed.....	1
Disinterments.....	1

Remarks:

Respectfully Submitted,

Scott D. Brehm
Wood County Coroner

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

1/27/2019 THROUGH 2/9/2019

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
01/27/19	NPD228	\$50.00	0	9a	11a	2.00	Welfare Check
01/29/19	NPD228	\$50.00	16	4p	6p	2.00	Welfare Check
01/27/19		\$50.00		3p	6p	3.00	Reports
01/27/19	WR1755	\$50.00	16	12p	2p	2.00	Dog Bite
01/28/19	WR1692	\$50.00	22	5p	7p	2.00	Welfare Check
01/28/19	WC964	\$50.00	38	11a	1p	2.00	Welfare Check
02/01/19	WC964	\$50.00	38	8a	11a	2.00	Welfare Check
01/29/19	WC1474	\$50.00	62	9a	12p	3.00	Welfare Check
02/09/19	WC1474	\$50.00	62	2p	5p	3.00	Welfare Check
01/30/19	WC1448	\$50.00	80	9a	12p	3.00	Welfare Check
02/01/19	WC1448	\$50.00	80	2p	5p	3.00	Welfare Check
01/31/19	WC1572	\$50.00	24	8a	10a	2.00	Welfare Check
02/03/19	WC1572	\$50.00	24	10a	12p	2.00	Welfare Check
02/02/19	WC1255	\$50.00	38	9a	12p	3.00	Dogs At Large
02/04/19	GR440	\$50.00	22	9a	11a	2.00	Cat Bite
02/05/19	GR440	\$50.00	22	2p	4p	2.00	Cat Bite
02/04/19	WR2192	\$50.00	22	6p	8p	2.00	Dog Bite
02/06/19	WR2192	\$50.00	0	8a	10a	2.00	Dog Bite
02/05/19	WC1859	\$50.00	50	8a	11a	3.00	Welfare Check
02/08/19	WC1859	\$50.00	50	9a	12p	3.00	Welfare Check
02/07/19	WC527	\$50.00	32	10a	12p	2.00	Abatement Order
TOTAL		\$1,050.00	698			50.00	\$404.84

(Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

Humane Officer/Department Head Nanci Olson
Report for January 27th – February 9th 2019

1-27, 29; NPD228 Human Services requested animal welfare check @ 600 block of Henschel Street Nekoosa 0,16

1-27; Report Writing

1-27; WR1755 Dog bite @ 400 block of Grove Avenue-follow-up 16

1-28; WR1692 Welfare check, a small dog was left tied outside in the severe cold with no shelter, food or water-follow-up regarding shelter. 22

1-28, 2-1; WC964 Farm animal welfare check @ 6100 block of County Road HH, Vesper 38, 38

1-29, 2-9 WC1474 Welfare check on multiple dogs including check for unfrozen water @11000 block of County Road S, Milladore. 62, 62

1-30; 2-1; WC1448 Welfare check on cattle, shelter, and sanitation concerns @ 11000 Stadt Road, Marshfield 80, 80

1-31,2-3; WC1572 Welfare check for horses, food, water @ 5600 block of Reddin Road, WR 24,24

2-2; WC1255; Dogs at large causing damage-open case 38

2-4, 5 GR440 Cat bite that happened @ 6000 block of Birch Avenue WR on the 2nd of February was reported today. A stray cat bit women who had let it inside her house for several days during the cold weather. The cat was taken to the South Wood County Humane Society for quarantine. 22, 22

2-4, 6; WR2192 Dog bite that happened on February 1st was reported today. Victim was out walking his dog when a loose Pit Bull attacked his dog and bit the finger of the victim @ 2900 block of 1st Street South WR 22, 0

2-5, 8; WC1859 Open case regarding welfare of farm animals 50, 50

2-7; WC527 Order of Abatement 32

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

2/10/2019 THROUGH 2/23/2019

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
02/10/19	WR2192	\$50.00	22	8a	10a	2.00	Quarantine
02/12/19	WR2192	\$50.00	0	12p	1p	1.00	Quarantine
02/10/19		\$50.00	0	3p	6p	3.00	Report Writing
02/11/19		\$50.00	16	10a	12p	2.00	Public Safety Meeting
02/11/19	WC1255	\$50.00	38	2p	5p	3.00	At large, dogs
02/16/19	WC1255	\$50.00	38	1p	4p	3.00	At large, dogs
02/12/19	WC527	\$50.00	0	3p	5p	2.00	Report Writing
02/12/19	WC1448	\$50.00	80	8a	12p	4.00	Welfare
02/17/19	WC1448	\$50.00	80	11a	3p	4.00	Welfare
02/13/19	WC964	\$50.00	38	10a	1p	3.00	Welfare
02/13/19	WC15663	\$50.00	62	8a	11a	3.00	Welfare
02/14/19	WR3189	\$50.00	16	4p	6p	2.00	Dog Bite
02/16/19	WR3189	\$50.00	0	8a	10a	2.00	Dog Bite
02/15/19	WC1859	\$50.00	50	9a	12p	3.00	Welfare
02/21/19	WC1859	\$50.00	50	10a	1p	3.00	Welfare
02/18/19	WC527	\$50.00	32	8a	10a	2.00	Abatement Order
02/18/19	WC15249	\$50.00	0	1p	4p	3.00	Investigation
02/20/19	WR3583	\$50.00	18	9a	11a	3.00	Dog Bite
02/20/19	WC15021	\$50.00	0	1p	3p	2.00	Investigation
TOTAL		\$950.00	540			50.00	\$313.20

(Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

Humane Officer Nanci Olson
February 10th – February 23rd 2019

2-10,12; WR2192 A dog bite quarantine report issued @ 2900 block of 1st Street South WR 22,0

2-10; Report Writing

2-11; Public Safety Meeting and meeting with Director of Human Resources 16

2-11, 16; WC1255; Dogs at large causing damage-open case 38, 38

2-12; WC527, Report requested from dog bite victim 0

2-12, 17; WC1448 Welfare check on cattle @ Township of Marshfield-open case 80, 80

2-13; WC964 Farm animal welfare check for unfrozen water tanks @ County Road HH, Vesper 38

2-14; WC15663 Welfare check on hoarder situation-open case-Auburndale 62

2-14, 16; WR3189 Dog bite @ 1900 block of Oak Street WR-The Lab mix dog was with a dog-sitter when the dog bit the person delivering food. 16, 0

2-15, 21; WC1859 Open case regarding welfare of farm animals 50, 50

2-18; WC527 Order of Abatement check for compliance 32

2-18; WC15249 Investigation-open, reports 0

2-20; WR3583 Dog bite @ 1900 block of Franklin Street, WR-Owner was bit by his Pit Bull type dog when he accidentally stepped on the dog's tail. 18

2-20; WC15021 Open investigation and reports 0

Wood County Position Description

Name:	Nanci Olson	Department:	Humane Officer		
Position Title:	Humane Officer	Pay Grade:	N/A	FSLA:	N
Reports To:	Public Safety Committee	Job Classification:	Casual		
Date:	March 2019	Job Code:	3126		

Purpose of Position

To serve as Humane Officer as defined in Chapters 173.07, and enforce Chapters 95.21, 95.50, 174 and 951 of the *Wisconsin State Statutes* (Wis. Stats) and Chapter 280 of Wood County ordinances related to animal welfare in Wood County. Investigates alleged violations of statutes and ordinances, takes custody of animals as necessary, and issues citations. Interacts regularly with community members. This position serves as a Department Head and attends the monthly Public Safety Committee meeting.

Supervises

No supervisory responsibility.

Essential Duties and Responsibilities

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

1. Serves as Humane Officer as defined in Chapters 173.07, Wis. Stats. including enforcement of statutes and ordinances and investigation of alleged violations.
2. Enforces Chapter 95.21, Wis. Stats. related to the rabies control program. Investigates reports and completes rabies control reports.
3. Enforces Chapter 95.50 Wis. Stats. related to transportation and disposal of animal carcasses.
4. Enforces Chapter 174, Wis. Stats. related to dogs.
5. Enforces Chapter 951, Wis. Stats. related to crimes against animals.
6. Enforces Ordinance Chapter 280.06 regulation of dangerous animals.
7. Takes custody of animals pursuant to Chapter 173.13(1), Wis. Stats.
8. Enforces Chapter 66.0119, Wis. Stats. relating to obtaining and executing special inspection warrants.
9. Investigates suspected violations of humane laws and gather evidence under inspection warrants.
10. Requests to obtain subpoenas from the District Attorney's office to obtain subpoenas and/or documents. Requests law enforcement and District Attorney's office to enforce and prosecute violations of state law related to animal welfare.
11. Issues citations as necessary for violations of ordinances relating to animals.
12. After investigation of a violation of a statute or ordinance, issues abatement orders as may be required.

13. Conducts criminal investigations; interrogates and obtains statements from victims, witnesses and suspects; obtains confessions from suspects; collects and processes evidence; performs crime scene investigations; compiles investigative findings, provide courtroom testimony.
14. Maintains records on all custodies of animals, to whom the animal is delivered and follow-up documentation.
15. Responsible to be knowledgeable of and practice the safety policies of the County. Perform all job tasks in a safe and prescribed manner.
16. Completes reports on a regular basis. Attends monthly Public Safety Committee meeting to present monthly activity report.
17. Any other duties as may be assigned.

EXPERIENCE, TRAINING, QUALIFICATIONS

High School Diploma or equivalent is required. Must be certified as a humane officer in the State of Wisconsin or become certified within one year. Must be appointed by Wood County. Thirty-two (32) hours of continuing education is required every two (2) years. Ability to successfully pass a background investigation. Driver's license and own transportation required. Position requires the ability to work effectively with a variety of other persons and requires the ability to work and manage own time effectively. Basic, everyday living skills are needed, as is the ability to understand and follow oral and written directions. Reading, writing, accurate spelling, adding, and subtracting is needed to read correspondence, compile reports, general bookkeeping.

Basic office equipment used - computer, copy machine, telephone.

PHYSICAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS

Seventy-five percent (75%) of the time is spent talking, hearing, and using near vision. Over fifty percent (50%) of the time is spent standing, walking, and sitting. Twenty-five percent (25%) of the time is spent reaching, feeling, and low carrying. Ten percent (10%) of the time is spent using far vision, low lifting, low pushing/pulling, low handling, low fingering, and medium fingering. In some situations, stooping, kneeling, crouching, crawling, running, climbing, (using legs and feet), climbing (using legs and arms for support), balancing, bending/twisting, medium lifting (20-40 pounds), medium carrying (objects weighing 20-40 lbs.) medium pushing/pulling (pushing a lever requiring 25 lbs. of force to move) may be required. In unusual or non-routine situations there could be physical attack or injury.

WORKING CONDITIONS

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

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

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

COURTHOUSE SECURITY SURVEY SURROUNDING COUNTIES

- **Portage County Sheriff's Department:**

- Three full-time deputies including one Sgt. overseeing courthouse security. They also include transport officers and school resources deputy to help fill in courthouse security needs while the other three deputies are off.
- Population 70,474

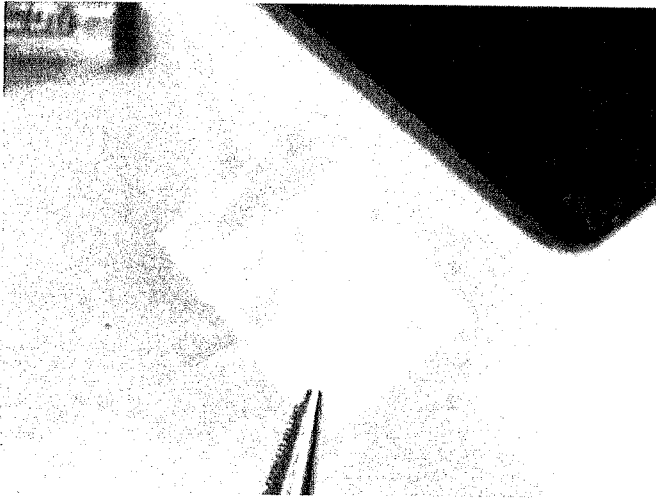
- **Juneau County Sheriff's Department:**

- All part-time retired deputies including previous Chief Deputy.
- Two court branches
- Part-time deputy on staff everyday unless nothing is scheduled for court that day.
- Population 26,576

- **Marathon County Sheriff's Department:**

- Five branches
- Three full-time deputies; one being a Lt. overseeing the security and 13 part-time deputies that average between 24 and 40 hours every two weeks
- All retired deputies are certified law enforcement officers
- The department will be asking their county board to hire two additional full-time deputies and scale back the part-time deputies to eight. They are having an issue maintaining part-time deputies. They do not stay employed with them very long and they move on to full-time employment; thus being why they are asking for two additional full-time deputies to make their staff five full-time deputies.
- Their courthouse security supervisor advised they need a supervisor overseeing the program due to movement of each courtroom and employees entering and exiting the courthouse.
- Statistic:
 - 2018-207,000 people were screened through courthouse security.
- Population 135,732
- I will attach some photos of what has been confiscated thus far.





- **Adams County Sheriff's Department:**

- One full-time deputy who is a supervisor with a Sgt. rank
- They have plans to add four full-time deputies to assist with courthouse security.
- The department is in the process of working with the Adams County Board in reference to building a new courthouse. If this is approved with the plans they have set forth they will have five full-time deputies assigned to courthouse security. One will be a Sgt. to oversee the program.
- Population 19,973

- **Jackson County Sheriff's Department:**

- Use only part-time retired deputies who are sworn.
- They have one screening station and one in each of the courtrooms.
- Population is approximately 20,000

- **Clark County Sheriff's Department**

- Use a pool of 15 reserve deputies and casual employees to staff courthouse security
- Two branches
- Provide staff on an as needed basis in the court rooms
- Have trouble staffing at times due to utilizing part-time reserve deputies
- Population approximately 34,000

COURTHOUSE SECURITY OTHER COUNTIES IN WISCONSIN:

I made contact with several other Sheriff's with in Wisconsin requesting how they staff courthouse security. Below are the responses I received back from 23 counties with various populations. FT means full time deputy, PT means part time deputy.

County	Population	FT Deputies	PT- Deputies
Ashland	15,500	1	0
Washburn	15,008	1	0
Brown	262,052	12	0
Columbia	57,248	1	7
Door	27,483	2	0
Douglas	43,284	2	0
Dunn	44,693	2	0
Grant	51,999	1	1
Green	36,851	1	0
Iowa	23,715	1	0
La Crosse	118,274	6	0
Manitowoc	79,175	2	0
Marinette	40,310	1	0
Marquette	15,308	1	5
Oconto	37,553	2	0
Oneida	35,254	4	0
Pierce	41,901	1	0
Rock	162,909	2	Private
St. Croix	88,703	8	0
Trempealeau	29,472	1	0
Waushara	24,369	1	4
Winnebago	170,414	3	2 Civilian FT

Note:

Rock County has two full time Deputies working the courtrooms during business hours, while a private security company mans the screening station.

Winnebago County has two full time non-sworn positions along with a bailiff in each courtroom.

Oneida County has four full time deputies including a Sergeant running the program.

La Crosse County has six full time deputies that are responsible for inmate movement to and from the jail. Separate security officers report to the facilities department that man the front entrance. For our county this would be someone reporting Rueben.

Sheriff Reichert's Proposal to Judge Brazeau:

I spoke with the Judge Nicholas Brazeau from Branch 2 in reference to courthouse security. He mentioned to me that he spoke with the previous sheriff, Thomas Reichert, in reference to courthouse security and what the cost would be to the Sheriff's Department and the County.

The Judge Brazeau showed me a proposal that was typed and written on that he went over with Sheriff Reichert. This proposal indicated he would ask for two full-time deputies and one part-time deputy; however as they discussed they felt three sworn full-time deputies would be better and he had an estimated cost of \$250,000. Highlighted was \$195,000 for two officers.

This plan was not discussed with me before I took office, but I will add a copy of the proposal Judge Brazeau and Sheriff Reichert discussed last year.



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2019

February Monthly Report

Wood County Sheriff's Rescue

Within this report:

1. Business Meeting

The first Tuesday of every month, we hold a business meeting. We take attendance, discuss the minutes from the previous meeting as well as a quick treasurer's report. Each of our officers has a chance to speak and address any issues or requests of the squad. We review our TICS (Technicians in Charge) and see if anything needs to be addressed (equipment fixed, training to be held, new members or interviews, etc). We review each of our vehicles (after all checks have been done) to talk about anything that needs to be fixed or addressed. Old business is brought forwards from the last business meeting (anything that was put off from the previous month's meeting). Lastly, we ask the group if there is any new business that needs to be brought up to the squad as a whole. Upcoming events are also discussed at this time.

3. February Call and Truck Hours

Summary of members hours with and without the truck.

4. February Attendance, Training Summary and Training Logs

Attendance is taken each Tuesday by an officer. There is also a summary of the training performed each Tuesday for this month as well as the training log filled out by the training officer.

5. Calls Attended (with and without the truck)

Total tally of calls members attended for the month including which truck they had (if any).

6. Call Summary

Summary of calls for the month. Includes date, time, day of the week, township, call location, call type, medical or extrication performed, ambulance responding, EMR responding, fire department responding, and any tools/equipment used on the call.

7. Run Report

Forms filled out after special events with details of event and member participation.

8. Special Events

Run report for each call for this month.

Wood County Sheriff's Rescue Business Meeting

Date: Tuesday, February 5th, 2019

Meeting Brought to Order by Brandon Franz at 6:45 PM

Motion to Adjourn Meeting made by Jordan Herman, second by Josh Habeck at 7:27 PM.

Attendance

E	Mike Wiberg	X	Jamie Vilbaum
E	Dave Westfall	X	Nick Brockman
X	Cat Pidgeon	X	Dakota Blakeslee
E	Casey Mike	X	Josh Habeck
X	Ann Burger	E	Jaron Bernette
E	Chris Stoflet	E	Joshua Alexander
E	Robert Mateer		
X	Brandon Franz		
X	Mandy Adamski	X	Excused
X	Jordan Herman	U	Unexcused
X	Cole O'Neil	L	On Leave

The weekly and monthly equipment checks were done on Rescue 3, 4, 5, Marine 1, ATV, ATV trailer, wave runners, all generators, and the jaws power unit. The call schedule was filled out for the next seven-day period. If you are unable to attend rescue meetings/trainings please call the rescue garage by 1800 with your call time and reason why you are missing the meeting.

Secretary's Report: Month of January meeting was printed out and available. Motion made to accept minutes as printed by Jordan Herman, second by Josh Habeck.

Treasurer's Report: No changes.

Director, Mike Wiberg: Nothing.

President, Dave Westfall: Nothing.

Vice President, Brandon Franz: Meetings will be taken care of by officers. No use of phones during meetings.

Secretary, Ann Burger: Make sure to be completing run reports. Will be checking reports on Rescue 3 weekly. Monthly reports to be completed.

Training Officer, Chris Stoflet: CPR next week.

Medical Officer, Robert Mateer: Resigned. Will determine what we are going to do with officer position next week. Go through med bags next week.

Technicians in Charge

ATV Trailer, Casey Mike: Trailer lights still not always working. Motion to rewire made by Josh Habeck, second by Cat Pidgeon. Cody to rewire if possible.

Marine 1, and Wave Runners, *Josh Habeck*: Nothing.

Water Rescue- Diving and Swift Water, *Cody Blakeslee*: Water suits – make sure suits are snapped together correctly. Make sure waxing zippers, leaking around zipper in the middle.

Squad Room, Rescue Garage, and Supply Room, *Ann Burger*: Check the filter in the garage. Add to monthly check list.

Public Relation, Promos, Fundraisers, and Demo's, *Dave Westfall*: To make fundraising committee next week.

Recruitment, Membership, Uniform and Equipment, *Jordan Herman*: Setting up interviews in the next few weeks.

Project Lifesaver and Search & Rescue, *Josh Habeck*: Make sure to come and get R4 and ATV trailer.

Activities, *Cat Pidgeon*: Nothing.

Vehicles

Rescue 3: Out of service. Leak in air line for safety chains.

Rescue 4: Make sure to plug in when in service.

Rescue 5: Nothing.

Make sure (with any vehicle) that if you start the vehicle you let it run until it's hot and drive it around for a bit. Also, make sure to unplug battery-tenders prior to starting vehicle

Old Business:

Nothing.

New Business:

Nothing.

Events:

Mock Crash @ LHS – May 2019

First Responder – CPR next week. No class 2/19, last class 2/26.

EVOC – April 2019

2019

February Call and Truck Hours

	CALL	TRUCK
Mike Wiberg	0	0
David Westfall	54	0
Catherine Pigeon	77	11
Casey Mike	47	14
Ann Burger	92	12
Chris Stoflet	93	41
Rob Mateer	resigned	resigned
Brandon Franz	116	11
Mandy Adamski	70	102.5
Jordan Herman	36	112
Cole O'Neil	35.5	53
Jamie Vilbaum	67	58.5
Nick Brockman	58.5	37.5
Dakota Blakeslee	84	x
Josh Habeck	28	194.5
Jaron Bernette	87	x
Joshua Alexander	152.5	x

These numbers represent the number of hours each member has dedicated to either having Rescue 3 (or Rescue 4 if Rescue 3 is being serviced) or to being on call for the month.

"x" denotes members who have not been cleared to take the Rescue truck yet

2019

February Attendance

DATE:	2/5/2019	2/12/2019	2/19/2019	2/26/2019
TRAINING:	Business Meeting	CPR Refresher	Project Lifesaver & Ice Water Training	Project Lifesaver
Mike Wiberg	E	X	E	E
David Westfall	E	X	X	EMR
Cat Pidgeon	X	X	X	EMR
Casey Mike	E	X	X	E
Ann Burger	X	X	X	X
Chris Stoflet	E	X	X	E
Robert Mateer	E	A	A	A
Brandon Franz	X	X	X	EMR
Mandy Adamski	X	X	X	E
Jordan Herman	X	X	X	X
Cole O'Neil	X	X	X	E
Jamie Vilbaum	X	X	X	X
Nick Brockman	X	X	E	X
Dakota Blakeslee	X	X	X	E
Josh Habeck	X	E	X	EMR
Jaron Bernette	E	E	X	X
Joshua Alexander	E	E	E	X

X = Member present for training

E = Member excused from training (requires member to let an officer know ahead of time why they will miss training)

EMR = Member missed training due to participating in Emergency Medical Responder refresher (members are not required to be EMR certified but for those who are, a refresher is offered to keep them certified)

A = Member is no longer on the squad

2019

February Training Descriptions

Date	Type	Description
5-Feb	Business Meeting	Business Meeting
12-Feb	Medical	American Heart Association CPR Refresher with Gary Pelot and Byron Wirth
19-Feb	Project Lifesaver & Ice Rescue	Off site Project Lifesaver training to find "missing child" which was our training officer. Members found "missing child" in the river, through broken ice. Members removed patient from ice water using cold water suits.
26-Feb	Project Lifesaver	In town PLS training. Two teams of two responded to transmitter placed in car at unknown location. One member was command. Transmitter was located within 45 minutes of teams being dispatched.

Wood County Sheriff's Rescue

Attendance

Member	Present	Excused	Unexcused	Reason
Mike Wiberg		X		WORK
Dave Westfall		X		WORK
Cat Pidgeon	X			
Casey Mike		X		
Ann Burger	X			
Chris Stoflet		X		WORK
Robert Mateer		X		WORK
Brandon Franz	X			
Mandy Adamski	X			
Jordan Herman	X			
Cole O'Neil	X			
Jamie Vilbaum	X			
Nick Brockman	X			
Dakota Blakeslee	X			
Josh Haberk	X			

Date: 2-5-19

Training for the Night: Business Meeting

Only Officers Fill Out

Jaron Bernette Sick
Joshua Alexander Meeting

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: CPR Refresher

Length of training: 3 hours Date 2-12-19

Brief Description
Gary Peleot taught CPR Refresher for Squad

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg	X		Josh Hebeck		X
Dave Westfall	X		Jaron Bernette		X
Cat Pidgeon	X		Joshua Alexander		X
Casey Mike	X				
Ann Burger	X				
Chris Stoflet	X				
Robert Mateer		X			
Brandon Franz	X				
Mandy Adamski	X				
Jordan Herman	X				
Cole O'Neil	X				
Jamie Vilbaum	X				
Nick Brockman	X				
Dakota Blayeslee	X				

Comments:

Rob Mateer resigned

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: PLS + Ice Water Rescue

Length of training: 2 3/4 hrs Date 2-19-19

Brief Description

Tonight I had who takes the truck alot be in ~~charge~~ ^{charge} as "IC" and that was Jordan Herman. For PLS started at 730pm lost Little Boy last seen at Hwy Shop heading South. at 747pm Found a Blimp on reception at Subway by ramp about. then went to Blos Creek. And signal was really strong the proceeded to walk on Post. Found wife Randy in water hanging onto ice chunk at 805pm. After finding Randy proceeded to put on equipment and Rescued me and out of water @ 8:13pm. After Rest of crew got there we then made all members Rescue people in water for the Rest of the hour. Went very well and Quick went over all Safety items and different scenarios. excellent night of training.

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg		X	Josh Haback	X	
Dave Westfall	X		Jaron Bernette	X	
Cat Pidgeon	X		Joshua Alexander		X
Casey Mike	X				
Ann Burger	X				
Chris Stoflet	X				
Robert Mateer		X			
Brandon Franz	X				
Mandy Adamski	X				
Jordan Herman	X				
Cole O'Neil	X				
Jamie Vilbaum	X				
Nick Brockman		X			
DAKOTA BLAKESLEE	X				

Comments:

Jordan Herman did a great job acting as "IC" and needs more practice. For Future training will make different "IC" so they have some experience at it.

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: PLS

Length of training: 1 hour Date 02/26/2019

Brief Description

In town PLS. Transmitter was placed on East side of the IGA at West Grand. Two teams of two responded with one member as command. Various locations were dispatched by command to the teams. Transmitter was located within 45 minutes of teams leaving the Garage.

One transmitter/receiver had communication issues so training was put on hold while one team retrieved a new unit.

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg WORK		X	Josh Habeck EMR		X
Dave Westfall EMR		X	Jaron Bernette	X	
Cat Pidgeon EMR		X	Joshua Alexander	X	
Casey Mike		X			
Ann Burger	X				
Chris Stoflet WORK		X			
Robert Mateer resigned		X			
Brandon Franz EMR		X			
Mandy Adamski NO sitter		X			
Jordan Herman	X				
Cole O'Neil	X	X			
Jamie Vilbaum	X	X			
Nick Brockman	X				
Dakota Brakeslee WORK		X			

Comments:

~~Brandon, Jaron, Josh~~ Jordan was command. Jaron ran training. Jaron A. was trained on the units operation & functions.

2019

February Calls Attended & Calls with Truck

#	Name	R3	R4	R5	Calls On	Total
L-01	Mike Wiberg				1	
L-02	David Westfall					
L-03	Cat Pidgeon				1	
L-04	Casey Mike	1				
L-05	Ann Burger				1	
L-06	Chris Stoflet				1	
L-07	Robert Mateer	resigned				
L-08	Brandon Franz				1	
L-09	Mandy Adamski				1	
L-10	Jordan Herman	2			1	
L-11	Cole O'Neil				1	
L-12	Jamie Vilbaum	1	1		1	
L-13	Nick Brockman					
L-14	Dakota Blakeslee				1	
L-15	Josh Habeck	3			2	
L-16	Jaron Bernette				1	
L-17	Joshua Alexander				2	
	Out of Service					

R3/R4/R4 = Member had that vehicle for the call/event

Calls on = Member was on the call (responded in personal vehicle)

Call Summary

Call #	6	7	8	9
Date	2/2/19	2/3/19	2/15/19	2/20/19
Time	10:42	19:42	9:44	16:51
Day of Week	Saturday	Sunday	Friday	Wednesday
Township	Biron	Saratoga	Grand Rapids	Rudolph
Location	3460 N BIRON DRIVE	CTH Z & RANGER ROAD	80TH ST S & WHITROCK AVE	5755 STH 34
Call Type	Special Event	10-50 w/Unknown Injuries	10-50 w/ Injuries	10-50 w/Unknown Injuries
Medical/ Extrication	None	None	None	None
Ambulance	WRFD Ambulance	WRFD Ambulance	United Ambulance	United Ambulance
EMR		Saratoga EMR	Grand Rapids EMR	Rudolph EMR
Fire	Biron Fire	Nekoosa Fire	GRVFD	Rudolph FD
Tools/ Equipment Used	Cold water suits used	none	none	none

Call Summary

Call #	10	11		
Date	2/25/2019	2/28/2019		
Time	18:12	6:09		
Day of Week	Monday	Friday		
Township	Vesper	Saratoga		
Location	3372 STH 73	6610 80TH ST S		
Call Type	10-50 w/Unknown Injuries	Traffic/Scene Containment		
Medical/Extrication	None	None		
Ambulance	United Ambulance	WRFD		
EMR	Vesper EMR	Saratoga EMR		
Fire	Vesper FD	GRVFD		
Tools/Equipment Used	none	Emergency Scene Ahead signs		

Notes: 2019-11 R4 also on scene. Rudolph, Rome & Nekoosa FD also on scene.

Wood County Rescue Run Sheet

Date: 2/2/2019 **Complaint #** WCSR 2019-6 **Day of Week:** Saturday
Location: 3460 N BIRON DR **Who had R3:** J. Vilbaum
Paged: _____ **Enroute:** _____ **On Scene:** 10:42
Available: 14:18 **10:22'd** _____ **by:** _____

Reason Paged: ☐ 10-50 W/injuries ☐ 10-50 w/unknown injuries ☐ Water Rescue ☐ Project Lifesaver
 ☐ Snowmobile/ATV ☐ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request
 ☐ Demo: _____ Total Hrs. _____
 ☐ Other: Special Event Total Hrs. 2.5

Rescue Vehicles at Scene (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2 ☒ Rescue 3 ☒ Rescue 4 ☐ Rescue 5 ☐ Command Center
☐ ATV Trailer ☒ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

Polar Plunge for Special Olympics WI -- see Special Event Form for more details

Extrication Required ☒ No ☐ Yes (procedure described on narrative form)

Tools used: ☐ Spreader ☐ Cutters ☐ Ram ☐ Sawsall ☐ Portable Pump ☐ Chain Saw ☒ Cold Water Suit
 ☐ Rope ☐ Air Bags ☐ Oil Dry ☐ Winch ☐ Traffic Cones ☐ A.E.D ☐ Scene Lights/Tower Lights
 ☐ Long Board ☐ C-Collar ☐ KED ☐ Oxygen ☐ Spider Straps ☐ Stabilization ☐ Stokes Basket
 ☐ Mini Cutters ☐ Ram Extension
 ☐ Other: _____

Medical Attention Required (If provide by member of WCSR):

☐ Yes ☒ No (procedure described on narrative form)

Ambulance Service

United ☐ 350 ☐ 351 ☐ 352 ☐ 353
 Nekoosa ☐ 337 ☐ 338 ☐ 339
 WI Rapids ☒ Med 1 ☐ Med 2 ☐ Med 3 ☐ Med 4 ☐ Squad 1
 Spirit ☐ Air ☐ Ground
 MedEvac ☐ Air ☐ Ground
☐ Other: _____

First Responder ☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Saratoga ☐ Grant

Fire Department ☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☒ Biron ☐ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

M. Wiberg	O	J. Vilbaum	O		
C. Pidgeon	O	D. Blakeslee	O		
A. Burger	O	J. Habeck	O		
C. Stoflet	O	J. Bernette	O		
M. Adamski	O				
J. Herman	O				

Rescue Command: M. Wiberg

Report completed by: A. Burger

Signature: _____ **Date:** 2/6/2019

Wood County Rescue Run Sheet

Date: 2/3/2019 **Complaint #** WCSR19-7 **Day of Week:** Sunday
Location: CTH Z & Ranger Rd **Who had R3:** J. Habeck
Paged: 19:42 **Enroute:** 19:44 **On Scene:** _____
Available: 19:56 **10:22'd** 19:56 **by:** WCSD on scene

Reason Paged: ☐ 10-50 W/injuries ☒ 10-50 w/unknown injuries ☐ Water Rescue ☐ Project Lifesaver
 ☐ Snowmobile/ATV ☐ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request
 ☐ Demo: _____ Total Hrs. _____
 ☐ Other: _____ Total Hrs. _____

Rescue Vehicles at Scene (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2 ☐ Rescue 3 ☐ Rescue 4 ☐ Rescue 5 ☐ Command Center
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

10-22'd by WCSD on scene. No car around

Extrication Required ☒ No ☐ Yes (procedure described on narrative form)

Tools used: ☐ Spreader ☐ Cutters ☐ Ram ☐ Sawsall ☐ Portable Pump ☐ Chain Saw ☐ Cold Water Suit
 ☐ Rope ☐ Air Bags ☐ Oil Dry ☐ Winch ☐ Traffic Cones ☐ A.E.D ☐ Scene Lights/Tower Lights
 ☐ Long Board ☐ C-Collar ☐ KED ☐ Oxygen ☐ Spider Straps ☐ Stabilization ☐ Stokes Basket
 ☐ Mini Cutters ☐ Ram Extension
 ☐ Other: _____

Medical Attention Required (If provide by member of WCSR):

☐ Yes ☒ No (procedure described on narrative form)

Ambulance Service

United ☐ 350 ☐ 351 ☐ 352 ☐ 353
 Nekoosa ☐ 337 ☐ 338 ☐ 339
 WI Rapids ☒ Med 1 ☐ Med 2 ☐ Med 3 ☐ Med 4 ☐ Squad 1
 Spirit ☐ Air ☐ Ground
 MedEvac ☐ Air ☐ Ground
☐ Other: _____

First Responder ☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☒ Saratoga ☐ Grant

Fire Department ☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☒ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

J. Habeck	O				
B. Franz	O				

Rescue Command: _____

Report completed by: J. Habeck

Signature: _____ **Date:** 2/9/2019

Wood County Rescue Run Sheet

Date: 2/15/2019 **Complaint #** WCSR 2019-8 **Day of Week:** Friday

Location: 80TH ST S & WHITROCK AVE **Who had R3:** J. Herman

Paged: 9:44 **Enroute:** 9:44 **On Scene:** 9:51

Available: 10:15 **10:22'd** **by:** _____

Reason Paged: ☒ 10-50 W/Injuries ☐ 10-50 w/unknown injuries ☐ Water Rescue ☐ Project Lifesaver
 ☐ Snowmobile/ATV ☐ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request
 ☐ Demo: _____ Total Hrs. _____
 ☐ Other: _____ Total Hrs. _____

Rescue Vehicles at Scene (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2 ☒ Rescue 3 ☐ Rescue 4 ☐ Rescue 5 ☐ Command Center
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

Two vehicle 10-50. One lady remained in the vehicle due to injuries. Both vehicles were blocking traffic.

Extrication Required ☒ No ☐ Yes (procedure described on narrative form)

Tools used: ☐ Spreader ☐ Cutters ☐ Ram ☐ Sawsall ☐ Portable Pump ☐ Chain Saw ☐ Cold Water Suit
☐ Rope ☐ Air Bags ☐ Oil Dry ☐ Winch ☐ Traffic Cones ☐ A.E.D ☐ Scene Lights/Tower Lights
☐ Long Board ☐ C-Collar ☐ KED ☐ Oxygen ☐ Spider Straps ☐ Stabilization ☐ Stokes Basket
☐ Mini Cutters ☐ Ram Extension
☐ Other: _____

Medical Attention Required (If provide by member of WCSR):

☐ Yes ☒ No (procedure described on narrative form)

Ambulance Service

United ☒ 350 ☐ 351 ☐ 352 ☐ 353
Nekoosa ☐ 337 ☐ 338 ☐ 339
WI Rapids ☐ Med 1 ☐ Med 2 ☐ Med 3 ☐ Med 4 ☐ Squad 1
Spirit ☐ Air ☐ Ground
MedEvac ☐ Air ☐ Ground
☐ Other: _____

First Responder ☒ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Saratoga ☐ Grant

Fire Department ☒ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

J. Herman	T				
J. Alexander	T				

Rescue Command: J. Herman

Report completed by: J. Herman

Signature: _____ **Date:** 2/21/2019

Wood County Rescue Run Sheet

Date: 2/20/19 **Complaint #** WCSR 2019-9 **Day of Week:** Wednesday
Location: 5755 STH 34, RUDOLPH **Who had R3:** C. Mike
Paged: 16:51 **Enroute:** 16:52 **On Scene:** 16:58
Available: 18:13 **10:22'd** _____ **by:** _____

Reason Paged: ☐ 10-50 W/injuries ☒ 10-50 w/unknown injuries ☐ Water Rescue ☐ Project Lifesaver
 ☐ Snowmobile/ATV ☐ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request
 ☐ Demo: _____ Total Hrs. _____
 ☐ Other: _____ Total Hrs. _____

Rescue Vehicles at Scene (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2 ☒ Rescue 3 ☐ Rescue 4 ☐ Rescue 5 ☐ ATV
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

SEMI TRUCK WAS JACK KNIFED IN THE NORTH BOUND LANE, DRIVER WAS OUT. OTHER VEHICLE IN ACCIDENT WAS FACING SOUTH IN THE NORTH BOUND LANE. DRIVER OF THE CAR WAS OUT AND BEING LOADED INTO AMBULANCE UPON ARRIVAL. JOSH H. ASSISTED WITH LOADING OF DRIVER INTO AMBULANCE. CASEY M. AND C. ONEIL SWEEPED DEBRIS FROM THE ROAD.

Extrication Required

☒ No ☐ Yes (procedure described on narrative form)

Tools used:

☐ Spreader ☐ Cutters ☐ Ram ☐ Sawsall ☐ Portable Pump ☐ Chain Saw ☐ Cold Water Suit
☐ Rope ☐ Air Bags ☐ Oil Dry ☐ Winch ☐ Traffic Cones ☐ A.E.D ☐ Scene Lights/Tower Lights
☐ Long Board ☐ C-Collar ☐ KED ☐ Oxygen ☐ Spider Straps ☐ Stops Signs ☐ Stokes Basket
☐ Mini Cutters ☐ Ram Extension ☐ Broom ☐ Glass Master ☐ Cribbing ☐ Stabilization Bars
☐ Other: _____

Medical Attention Required (If provide by member of WCSR):

☐ Yes ☒ No (procedure described on narrative form)

Ambulance Service

United ☒ 350 ☐ 351 ☐ 352 ☐ 353
 Nekoosa ☐ 337 ☐ 338 ☐ 339
 WI Rapids ☐ Med 1 ☐ Med 2 ☐ Med 3 ☐ Med 4 ☐ Squad 1
 Spirit ☐ Air ☐ Ground
 MedEvac ☐ Air ☐ Ground
 LifeLink III ☐ Air

☐ Other: _____

First Responder

☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Saratoga ☐ Grant

Fire Department

☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☒ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Nekoosa

Rescue Members Present

(M= Medical, E= Extrication T= Traffic O=Other)

C. Mike	O				
C. O'Neil	O				
J. Habeck	O				

Rescue Command: _____

Report completed by: C. Mike

Signature: _____

Date: _____

Wood County Rescue Run Sheet

Date: 2/25/2019 **Complaint #** WCSR 19-10 **Day of Week:** Monday
Location: 3372 STH 73 **Who had R3:** J. Habeck
Paged: 18:12 **Enroute:** 18:15 **On Scene:** 18:45
Available: 19:05 **10:22'd** _____ **by:** _____

Reason Paged: ☐ 10-50 W/injuries ☐ 10-50 w/unknown injuries ☐ Water Rescue ☐ Project Lifesaver
 ☐ Snowmobile/ATV ☐ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request
 ☐ Demo: _____ Total Hrs. _____
 ☐ Other: _____ Total Hrs. _____

Rescue Vehicles at Scene (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2 ☒ Rescue 3 ☐ Rescue 4 ☐ Rescue 5 ☐ Command Center
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

One car in the ditch on the driver side. Per WCSD 404 we could slow down but respond to help with traffic

Extrication Required ☐ No ☐ Yes (procedure described on narrative form)

Tools used: ☐ Spreader ☐ Cutters ☐ Ram ☐ Sawsall ☐ Portable Pump ☐ Chain Saw ☐ Cold Water Suit
 ☐ Rope ☐ Air Bags ☐ Oil Dry ☐ Winch ☐ Traffic Cones ☐ A.E.D ☐ Scene Lights/Tower Lights
 ☐ Long Board ☐ C-Collar ☐ KED ☐ Oxygen ☐ Spider Straps ☐ Stabilization ☐ Stokes Basket
 ☐ Mini Cutters ☐ Ram Extension
 ☐ Other: _____

Medical Attention Required (If provide by member of WCSR):

☐ Yes ☐ No (procedure described on narrative form)

Ambulance Service

United ☒ 350 ☐ 351 ☐ 352 ☐ 353
 Nekoosa ☐ 337 ☐ 338 ☐ 339
 WI Rapids ☐ Med 1 ☐ Med 2 ☐ Med 3 ☐ Med 4 ☐ Squad 1
 Spirit ☐ Air ☐ Ground
 MedEvac ☐ Air ☐ Ground
☐ Other: _____

First Responder ☐ Grand Rapids ☐ Port Edwards ☒ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Saratoga ☐ Grant

Fire Department ☐ Grand Rapids ☐ Port Edwards ☒ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

J. Vilbaum	T				
J. Habeck	T				

Rescue Command: J. Habeck

Report completed by: J. Habeck

Signature: _____ **Date:** _____

Wood County Rescue Run Sheet

Date: 2/28/2019 **Complaint #** WOSR 19-11 **Day of Week:** Thursday
Location: 6610 80th St S **Who had R3:** J. Habeck
Paged: 6:09 **Enroute:** 6:13 **On Scene:** _____
Available: 11:44 **10:22'd** _____ **by:** _____

Reason Paged: ☐ 10-50 W/injuries ☐ 10-50 w/unknown injuries ☐ Water Rescue ☐ Project Lifesaver
 ☐ Snowmobile/ATV ☒ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request
 ☐ Demo: _____ Total Hrs. _____
 ☐ Other: _____ Total Hrs. _____

Rescue Vehicles at Scene (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2 ☒ Rescue 3 ☒ Rescue 4 ☐ Rescue 5 ☐ ATV
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

Rescue 3 was at 80th St and Hamann Ave and Rescue 4 was at 80th St and Townline Rd. We directed traffic to allow tankers to leave and arrive on scene without stopping

Extrication Required

☐ No ☐ Yes (procedure described on narrative form)

Tools used:

☐ Spreader ☐ Cutters ☐ Ram ☐ Sawsall ☐ Portable Pump ☐ Chain Saw ☐ Cold Water Suit
☐ Rope ☐ Air Bags ☐ Oil Dry ☐ Winch ☒ Traffic Cones ☐ A.E.D ☐ Scene Lights/Tower Lights
☐ Long Board ☐ C-Collar ☐ KED ☐ Oxygen ☐ Spider Straps ☐ Stops Signs ☐ Stokes Basket
☐ Mini Cutters ☐ Ram Extension ☐ Broom ☐ Glass Master ☐ Cribbing ☐ Stabilization Bars

☒ Other: _____ **Emergency Scene Ahead Signs**

Medical Attention Required (If provide by member of WCSR):

☐ Yes ☐ No (procedure described on narrative form)

Ambulance Service

United ☐ 350 ☐ 351 ☐ 352 ☐ 353
 Nekoosa ☐ 337 ☐ 338 ☐ 339
 WI Rapids ☒ Med 1 ☐ Med 2 ☐ Med 3 ☐ Med 4 ☐ Squad 1
 Spirit ☐ Air ☐ Ground
 MedEvac ☐ Air ☐ Ground
 LifeLink III ☐ Air

☐ Other: _____

First Responder

☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☒ Saratoga ☐ Grant

Fire Department

☒ Grand Rapids ☐ Port Edwards ☐ Vesper ☒ Rudolph ☒ Rome ☐ Armenia ☐ Biron ☒ Nekoosa

Rescue Members Present

(M= Medical, E= Extrication T= Traffic O=Other)

J. Habeck	T				
J. Herman	T				
J. Vilbaum	T				
J. Alexander	T				

Rescue Command:

J. Habeck

Report completed by:

J. Habeck

Signature: _____

Date: _____

Wood County Sheriff's Rescue Narrative Form

Complaint # _____



Robert Piatt

...

Yesterday at 18:04 · 🧑🏻🧑🏻

A HUGE Thank you to ALL the agencies that helped today with the house fire 🔥 today in the Town of Saratoga.

Grand Rapids FD

Nekoosa FD

Port Edwards FD

Rome FD

Rudolph FD

Wisconsin Rapids FD

Wood County Sherriff's Rescue

Wood County Sherriff's Dept.

Wood County Dispatch

Wood County Fire Investigation Task Force

The Store Kellner

Kwik Trip

Neighbor Brenda Hale

With the -17degree temperature and the extremely deep snow it was a VERY difficult fire to fight!

Wood County Sheriff's Rescue

Special Event Form

Event: Polar Plunge - High School

Host: Special Olympics WI

Date: 2/1/2019

Event Description:

Members assisted with high school polar plunge. Members were in cold water suits in the hole, assisting students out of the hole.

Vehicles at Event: ☐ Rescue 3 ☒ Rescue 4 ☐ Rescue 5 ☐ ATV
☐ Marine 1 ☐ Waverunners ☒ Generator ☐ ATV Trailer

Tools and Equipment ☐ Spreader ☐ Cutters ☐ Ram ☐ Portable Pump
Used at Event: ☐ Scene Lights ☐ Traffic Cones ☐ Stop Signs ☐ Cold Water Suits
☐ Marc Repeater ☐ Other:

Rescue Members Present

Name:	Role:
J. Vilbaum	Cold water suit
J. Alexander	Standby at the event
C. Pidgeon	On call with Rescue 3
J. Herman	Cold water suit
M. Wiberg	Standby at the event

Wood County Sheriff's Rescue

Special Event Form

Event: Polar Plunge

Host: Special Olympics WI

Date: 2/2/2019

Event Description:

Assisted with polar plunge. Members helped remove loose ice from the hole, position the carpet around the hole, and place the stairs in the water. Three members were in cold water suits in the hole, assisting jumpers out of the water for the duration of the jump. Members also helped with tear down, including removing baracades and signage. Also placed orange barrels around the hole.

Vehicles at Event: ☒ Rescue 3 ☒ Rescue 4 ☐ Rescue 5 ☐ ATV
☐ Marine 1 ☐ Waverunners ☒ Generator ☐ ATV Trailer

Tools and Equipment ☐ Spreader ☐ Cutters ☐ Ram ☐ Portable Pump
Used at Event: ☐ Scene Lights ☐ Traffic Cones ☐ Stop Signs ☒ Cold Water Suits
☐ Marc Repeater ☐ Other:

Rescue Members Present

Name:	Role:
M. Wiberg	Helped with setup & tear down, standby during event.
C. Pidgeon	Helped with setup & tear down.
A. Burger	Helped with setup & tear down.
C. Stoflet	Standby during event.
M. Adamski	Helped with set up, standby during event.
J. Herman	Cold water suit.
J. Vilbaum	Rescue 3
J. Habeck	Cold water suit. Helped with set up.
J. Bernette	On call. Helped with setup & tear down
D. Blakeslee	Cold water suit. Helped with set up & tear down.



Wood County

WISCONSIN

SHERIFF'S
DEPARTMENT

Shawn Becker
SHERIFF

March 4th, 2019

Sheriff Becker:

During the month of February the Crime Stoppers program received 26 tips that were forwarded to the appropriate agencies for follow-up.

Our monthly meeting was held on 2/19/19 at the Pittsville Fire Department. Our next meeting is scheduled for 3/19/19.

Scott Drew

WOOD COUNTY

POSITION DESCRIPTION

Name:		Department:	Sheriff	
Position Title:	Lieutenant – Security Services	Pay Grade:	11	FSLA: E
Reports To:	Captain - Operations	Job Classification:	Lieutenant – Security Services	
Date:	April 2019	Job Code:		

Purpose of Position

The purpose of this position is to be responsible for direct supervision of the Department's Security Services Division. The work is performed under the supervision of the Operations Captain.

Essential Duties and Responsibilities

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

- Supervise Security Services Division and assigned staff, to include scheduling of all duty assignments, leave requests, training, etc.
- Actively perform field court security duties in conjunction with supervisory responsibility.
- Serve as liaison between the Department and the courts system.
- Address security needs/concerns and associated training for the County departments.
- Conduct investigations into incidents within the courthouse complex.
- Maintain necessary records, review and evaluate reports from courthouse staff and court officers.
- Conduct security inspections/audits within the courthouse complex and surrounding area.
- Keep Administration informed of unusual or emergency situations.
- Serve as court officer for traffic and criminal appearances and mental health hearings.
- Monitor security equipment and locations, such as checkpoints, cameras, alarms and physical barriers.
- Maintain security-related records and create security-related reports.
- Enforce security regulations; assist Bailiffs with security functions, as needed.

- Make recommendations on the hiring, transfer and promotion of Deputies. Evaluate work performance of subordinates on an annual basis. Provide counseling and initiate progressive discipline process as needed to subordinate employees.
- Maintain employee attendance records (vacation, sick leave, etc.). Review and approve time cards and time off requests.
- Resolve grievances at the first grievance level. Resolve grievances at level two and higher as assigned by Operations Captain.
- Research and update information needed to provide adequate security services.
- Ensure that all equipment issued to, and used by, Security Services Division staff is maintained and used properly, according to policy and procedure.
- Attend interdepartmental meetings. Represent administrative personnel at meetings. Address problems or situations as presented.
- Act as a Sworn Officer of the law. Conduct self in a professional, courteous, and otherwise appropriate manner.
- Familiarize self with Wood County Sheriff's Department Policy Manual and adhere to those policies and any other directives and memorandums as issued.
- Adhere to Wisconsin State Statutes and case law and operate within guidelines. Maintain a basic understanding of Wisconsin and Federal Court decisions.
- Responsible to know and practice the Safety policies of the County. Perform all duties in a safe and prescribed manner, ensuring the safety of the general public and co-workers.
- Be available for special assignments as needed.

Additional Tasks and Responsibilities

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

- Guard/escort prisoners.
- Prepare and give public presentations.
- Address citizen complaints per departmental procedure.
- Answer telephone calls, photocopy materials, sort and file records.
- Provide input to Sheriff on maintaining or improving service to the general public.
- E-file/sign complaints for the District Attorney's Office.
- Conduct key card system audits.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Police Science or related field. Two years law enforcement experience with the Wood County Sheriff's Department, supervisory experience preferred. Wisconsin law enforcement certification and valid motor vehicle operator's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as police reports, monthly activity summaries, work schedules, time cards, overtime reports, training records, job applications, personnel policies, union contract, training records, injury reports, damage reports, catalogs, billing invoices, grant applications, technical operating manuals, training manuals, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with department personnel, attorneys, social workers, Judges, school personnel, insurance agents, Highway Department personnel, Emergency Management personnel, emergency response personnel, department applicants, dispatchers, motorists, crime suspects and the general public.

Mathematical Ability

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

Judgment and Situational Reasoning Ability

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

Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, computer terminal, generator, emergency communications devices, restraint devices, firearms, chemical sprayers, dictation machine and telephone.

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

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

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to subdue or restrain individuals.

Environmental Adaptability

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, toxic agents, irate individuals, intimidation, violence, traffic hazards and disease can cause discomfort and where there is a risk of injury.

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

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

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date



Wood County

WISCONSIN

SHERIFF'S
DEPARTMENT

Shawn Becker
SHERIFF

3/4/2019

February Snowmobile Enforcement Report

65.75 hours of dedicated snowmobile patrol have been worked for February. This is separate from complaints that are handled by deputies while on regular patrol. With the snowfall the trails have been very busy. Complaints that have been reported include:

- Squirrel Trail near Ranger RD, Town of Saratoga: snowmobiler "throwing" snow in their driveway while riding the ditch
- Pryne RD, Town of Seneca: extra patrol request for snowmobiles running stop sign
- Complaints in Grand Rapids/Kellner area of loud exhaust, violating regulatory signs.

Enforcement action taken:

<u>Citations</u>		<u>Written Warnings</u>
Fail to display lights:	1	Fail to display Reg./trail pass: 1
OWI:	1	Permit oper. w/o trail pass: 1
Refuse OWI Chemical Test:	1	
Fail/comply with signs:	2	
Operate w/o Reg.:	1	
Operate w/o safety cert.:	1	
Total:	7	2

Regulatory sign violation citations were issued in the areas of Grand Rapids and Sigel. Citations for OWI and refusing to submit to a chemical test were issued in the Auburndale area.

Please note that this list may not be all-inclusive, as there could be activity reports pending from the last few days of the month. The areas of complaints listed are only what has been reported to me as of this date.

Dedicated enforcement will continue as the trails remain open.

Respectfully submitted,

Joseph M. Zurfluh
Lieutenant
Wood County Sheriff's Department

WOOD COUNTY JAIL

January - June 2019

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	223	73	43	210	96	42	231	86	49	0	0	0	0	0	0	0	0	0
2	223	73	43	211	100	42	235	98	51									
3	218	70	44	218	100	41	237	98	50									
4	222	83	46	223	100	40	239	98	49									
5	225	92	47	221	99	41	238	97	51									
6	227	92	47	228	96	42												
7	232	92	47	228	96	44												
8	223	96	44	231	102	46												
9	214	93	43	231	101	47												
10	226	91	42	232	101	46												
11	221	93	40	232	101	46												
12	229	95	40	234	98	46												
13	231	95	40	233	100	46												
14	232	95	39	236	100	46												
15	222	93	41	235	98	46												
16	223	89	39	240	97	46												
17	221	93	40	237	97	44												
18	215	95	40	241	97	43												
19	213	98	40	236	96	44												
20	209	98	39	237	96	44												
21	207	98	38	239	95	46												
22	208	98	37	235	91	45												
23	198	96	38	233	97	44												
24	203	103	39	236	97	44												
25	209	103	40	235	97	43												
26	216	102	41	233	94	46												
27	225	102	41	234	91	45												
28	224	102	41	230	91	46												
29	217	101	41															
30	214	94	43															
31	213	96	43															
WCJail	218.81			231.04			236.00			0.00			0.00			0.00		
Shipped	93.35			97.29			95.40			0.00			0.00			0.00		
EMP	41.48			44.32			50.00			0.00			0.00			0.00		
Avg Length of Stay (Days)	30.30			27.00			0.00			0.00			0.00			0.00		

WOOD COUNTY JAIL

July - December 2019

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
6																		
7																		
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27																		
28																		
29																		
30																		
31																		
WCJail	0.00			0.00			0.00			0.00			0.00			0.00		
Shipped	0.00			0.00			0.00			0.00			0.00			0.00		
EMP	0.00			0.00			0.00			0.00			0.00			0.00		
Avg Length of Stay (Days)	0.00			0.00			0.00			0.00			0.00			0.00		

2019 Yearly Averages

Total	228.6
Safekeeper	95.35
EMP	45.3
LENGTH of STAY	28.7

SK Total
WP 75
AD 25
SK 100

Color indicates low population	198	01/23/19
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Color indicates high population	241	02/18/19
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WOOD COUNTY JAIL & SAFE KEEPER
January - June 2019
DAILY POPULATION BREAK DOWN BY LOCATION

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WA	AD	Wood	WP	AD
1	106	73	0	72	71	25	96	63	23	0	0	0	0	0	0	0	0	0
2	106	73	0	69	75	25	86	73	25									
3	103	70	15	77	75	25	89	73	25									
4	92	68	15	83	75	25	92	73	25									
5	85	67	25	81	74	25	90	72	25									
6	88	67	25	90	71	25												
7	93	67	25	88	73	23												
8	83	71	25	83	77	25												
9	78	68	25	83	76	25												
10	93	66	25	85	76	25												
11	88	71	22	85	76	25												
12	94	71	24	90	73	25												
13	96	71	24	87	75	25												
14	98	71	24	90	74	26												
15	88	69	24	91	74	24												
16	85	71	25	97	73	24												
17	80	71	24	97	73	24												
18	75	74	24	97	73	24												
19	72	74	24	96	72	24												
20	71	74	24	96	72	25												
21	73	74	24	95	70	25												
22	64	72	24	98	66	25												
23	63	72	24	92	72	25												
24	61	78	25	95	72	25												
25	66	78	25	95	72	25												
26	73	77	25	93	70	24												
27	82	77	25	98	67	24												
28	81	77	25	93	66	25												
29	75	76	25															
30	77	69	25															
31	74	71	25															
WOOD	82.68			89.14			90.60			0.00			0.00			0.00		
WPSO	71.87			72.61			70.80			0.00			0.00			0.00		
ADSO	22.29			24.71			24.60			0.00			0.00			0.00		
TOTAL	218.81			231.04			236.00			0.00			0.00			0.00		

WOOD COUNTY JAIL & SAFE KEEPER
July - December 2019
DAILY POPULATION BREAK DOWN BY LOCATION

Day	July			August			September			October			November			December		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
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26																		
27																		
28																		
29																		
30																		
31																		
WOOD	0.00			0.00			0.00			0.00			0.00			0.00		
WPSO	0.00			0.00			0.00			0.00			0.00			0.00		
ADSO	0.00			0.00			0.00			0.00			0.00			0.00		
TOTAL	0.00			0.00			0.00			0.00			0.00			0.00		

2019 Safe Keeper Averages		
WOOD Co Jail	87.47	108
WAUPACA Co	71.76	75
ADAMS Co	23.87	25
Total Population	228.61	232

Overtime Breakdown 2019 (hrs.)

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

Overtime Breakdown 2018 (hrs.)

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

Electronic Monitoring 2019

Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2019 Total Amount	2018 Total Amount
January	41.48	\$37,676.28	\$37,676.28	\$76,372.23
February	44.32	\$36,360.13	\$74,036.41	\$145,047.66
March	0	\$0.00	\$74,036.41	\$232,307.17
April	0	\$0.00	\$74,036.41	\$313,895.41
May	0	\$0.00	\$74,036.41	\$383,767.53
June	0	\$0.00	\$74,036.41	\$451,510.59
July	0	\$0.00	\$74,036.41	\$527,059.59
August	0	\$0.00	\$74,036.41	\$602,867.30
September	0	\$0.00	\$74,036.41	\$673,263.89
October	0	\$0.00	\$74,036.41	\$746,474.78
November	0	\$0.00	\$74,036.41	\$820,508.27
December	0	\$0.00	\$74,036.41	\$891,267.51
TOTAL	0.00	\$74,036.41	\$74,036.41	\$891,267.51

EMP Monthly Average x number of days in month = bed days
 Bed Days x \$29.30 = Monthly Savings



SAFEKEEPER HOUSING

2019

MONTH	Other Facility	Other Facility	ADAMS	WAUPACA	MONTH TOTAL	2019 YTD TOTAL	2018 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$109,250.00	\$82,125.00
FEBRUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$218,500.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,500.00	\$82,125.00
TOTALS	\$0.00	\$0.00	\$54,250.00	\$164,250.00	\$218,500.00		\$985,500.00

2019 is a 100 average
Waupaca \$36.00 per bed day (75)
Adams \$35.00 per bed day (25)

Wood County Sheriff's Department Kitchen Report 2019						
MONTH	Breakfast	Dinner	Lunch	Sack	Total meals	Food Cost plus Labor
January	2883	2756	2685	467	8791	\$20,546.90
February	2637	2619	2473	483	8212	\$20,605.13
March	0	0	0	0	0	\$0.00
April	0	0	0	0	0	\$0.00
May	0	0	0	0	0	\$0.00
June	0	0	0	0	0	\$0.00
July	0	0	0	0	0	\$0.00
August	0	0	0	0	0	\$0.00
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
TOTAL	5520	5375	5158	950	17003	\$41,152.03

Cost per meal **\$2.42**

Cost per day **\$7.26**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	3.23	3.60	3.71	3.09	2.45
Cost per Day	9.69	10.81	11.12	9.27	7.36
	2018	2019	2020	2021	2022
Food & Labor	258,580.43	\$41,152.03	\$0.00	\$0.00	\$0.00
Number of Meals	120,952	17,003	0	0	0
Cost per Meal	2.14	2.42	#DIV/0!	#DIV/0!	#DIV/0!
Cost per Day	6.41	7.26	#DIV/0!	#DIV/0!	#DIV/0!

4

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
TUESDAY, MARCH 19, 2019
WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kennth Curry, Robert Ashbeck, Mark Holbrook, Dave LaFontaine, Bill Leichtnam.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg & Victoria Wilson

Others Present: Adam Fischer (District 5 Supervisor), Jake Hahn (District 8 Supervisor), Angel Whitehead (HOW-President), Bill Clendenning (District 15 Supervisor), Doug Machon (County Board Chairperson), Dennis Polach (District 14 Supervisor), Timothy Stoflet, Public

Members Excused: Harvey Peterson

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 1:00 p.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.

Item #5 on the agenda was moved up prior to item #3.
3. **Discussion and consideration of becoming a member of the North Central Wisconsin Regional Planning Commission.**
 - Dave LaFontaine asked what the cost of membership in NCWRPC is. Jason Grueneberg asked if anyone who had signed the letter of request for membership would like to speak on the request. Of the eight people who signed the letter of request, none were present. Jason spoke on behalf of the request. He met with Dennis Lawrence (Executive Director, NCWRPC) and asked a lot of questions about what the benefit of being an RPC member would be. Membership would allow federal and state grant money to flow into the area. Jason gave further details on the overall benefit of being members of the RPC. The cost of membership to Wood County would be \$43,000. The NCWRPC 2017 annual report is included in the packet for this meeting. If Wood County were to become members, all municipalities in the county would have access to regional planning commission benefits. However, there may be costs above and beyond the membership cost related to their projects. Jason recommends that if Wood County were to become members, he does recommend doing so for more than 1 year, possibly for 3 to 5 years. Jason further elaborated on services that are offered to Wood County as non-paying members and services offered to those counties that are paying members. Wood County is one of two counties that are not members of the NCWRPC at this time, the other county being Portage County. Questions from committee members followed. Bill Leichtnam indicated he would like Dennis Lawrence to sit in on one of our meetings to provide more information on Wood County becoming a member. He also suggested having another county that is a member sitting in to tell us what benefits they are getting by being members. Further discussion followed on where the money would come from for membership in 2020. The committee would like Dennis Lawrence and Jerry Nelson be put on the April agenda for questions on this item.
4. **Discussion on the role of counties in economic development.**
 - Jason Grueneberg spoke on some references that have been made to what other counties are investing in ED. Some of the references to numbers that have been thrown out there are numbers that include what is being invested to the whole county including a CVB, a chamber, county funding and an EDC. Wood County gives \$151,250 to partner organizations. He is trying to gain a sense of what other county governments are actually investing rather than the

cumulative county. There may be a misconception that Wood County is under-investing, when in reality, we invest on average, more than other counties in the region. The only county that currently doesn't have an EDC (Economic Development Corporation) is Wood County. An EDC would generally have two or three staff people as well as some level of county contribution. Counties "so to speak" cut the check to the EDC and let them function as their ED entity. The range of investment in the region is \$35,000 to \$100,000 with some municipalities kicking in funds. It's something Wood County should look into at some point. Many counties are struggling, as Wood County is, to figure out their role in ED. One unique challenge for Wood County is having two large population centers (Wisc Rapids & Marshfield). This provides opportunities but also presents challenges for Wood County. Bill Leichtnam indicated he wouldn't want to pay staff salaries where we are not seeing any ED come our way. If we are going to invest \$151,000, how can we benefit most and get the biggest ROI? Mark Holbrook indicated we need to develop a vision for our county. We have a huge amount of forest land not being used for recreation and we have many other opportunities for development. He is uncertain that being a member of the NCWRPC is going to get us where we want. We need more information about membership. Bob Ashbeck stated we need to make Wood County desirable to businesses and work with them to get them here. Further discussion ensued.

5. Public Comments.

- None

6. Discussion of USDA REDI grant proposal and what "success" looks like for Wood County.

- Nancy Turyk has taken the lead on applying for this grant. Angel Whitehead from HOW has also been instrumental in helping with the grant. Currently those people working on different parts of the grant are finishing those pieces up. Once they are complete, Nancy will go through them to edit and merge all the pieces. Two questions needing an answer are "What does success look like?" and "What are 4 strengths and 4 challenges?" Committee members were each given a sheet of paper to answer these questions and those will be turned over the Nancy Turyk to compile and submit with the final grant application.

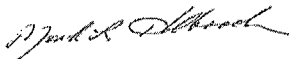
7. Discussion of 2020 economic development grant requests.

- Jason Grueneberg talked about the grant requests for the upcoming year. If we do decide to go with any kind of grant program this year, we need to consider the timeline of the requests. Last year more money was requested. Do we want to keep the same model as in the past or do things differently going forward? This is something being brought up for committee members to give some thought to over the next couple of months. We will need to make a decision by April or May at the latest on what action we will take. The committee directed Jason to send a letter to current stakeholders to let them know there may changes. Discussion followed. Chairman Curry asked if this topic can be added as a future agenda item.
- Next scheduled meeting is April 16th, 2019 at 1:00 p.m.

8. Adjourn

- Motion by Dave La Fontaine. Second by Bob Ashbeck. Meeting adjourned at 3:07 p.m.

Respectfully submitted,



Mark L. Holbrook, Secretary
Minutes by Victoria Wilson, Planning & Zoning Office

Conservation, Education and Economic Development Committee
Tuesday, March 19, 2019

Review for submittal to County Board by Mark L. Holbrook (approved on March 28th, 2019 @ 9:38 a.m.)

MINUTES
CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, APRIL 3, 2019
WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS, WI



Members Present: Kenneth Curry, Bill Leichtnam, Mark Holbrook, Robert Ashbeck, Dave LaFontaine, Harvey Petersen

Staff Present: Land & Water Conservation Staff: Shane Wucherpennig, Adam Groshek
Planning & Zoning Staff: Jason Grueneberg, Jeff Brewbaker
UW Extension Staff: Karli Tomsyck, Laura Huber, Nancy Turyk

Others Present: Wood County Board Chairman Doug Machon, Dist. Supervisor Bill Clendenning, Dist. Supervisor Dennis Polach, Nancy Eggleston (Wood County Health Department), Peter Kastenholz (Corporate Counsel), Angel Whitehead (Heart of Wisconsin) and Heather McKellips (Incourage)

1. **Call meeting to order.** Chairperson Curry called the CEED meeting to order at 9:00am.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **CEED Committee picture for LWCD Annual Report.**
4. **Public Comments**
Chair Curry asked if there was any public comment. Bob Ashbeck shared there will be a District 4 meeting in Marshfield next Wednesday, April 10 from 9:30am-3:00pm. The cost for lunch is \$15.00. Fairs from around the area join and it will be held at the Junior Fair Grounds. To register, contact the fair office by Friday, April 5th.
5. **Review Correspondence.** Nothing to report.
6. **Consent Agenda.** The Consent Agenda included the following items: 1) minutes of the February 19, March 6 and March 19 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW-Extension and 3) staff activity reports from Shane Wucherpennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Matt Lippert, Laura Huber, Nancy Turyk, Janell Wehr, Kelly Hammond and Jackie Carattini.
 - a. **Approve minutes of previous meeting.** No additions or corrections needed.
 - b. **Approve bills.** No additions or corrections needed.
 - c. **Receive staff activity reports.** No additions or corrections needed.

Motion by Dave LaFontaine to approve and accept the February 19, March 6 and March 19 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.

Bill Leichtnam mentioned an upcoming Extension meeting on May 7th and asked if any CEED committee member(s) planned to attend. This will be discussed during the May 1st CEED meeting to confirm if Chair Curry will attend.

7. **Risk and Injury Report.** None

8. **Land & Water Conservation Department**

- a. Discuss Port Edwards Groundwater Resolution and recommendations from Corporation Counsel. Shane Wucherpennig shared a handout with supervisors of an email he sent to Peter Kastenholz with a list of what Wood County is doing to address the Port Edwards Groundwater Resolution.

Corporation Counsel, Peter Kastenholz, expressed it would be inappropriate for the Wood County Board to pass a resolution unless all issues included in the resolution are addressed. Peter suggested the

resolution could be broken down and communicating what action can be taken is fine but that is different than approving the resolution as a whole.

Bill Leichtnam asked in what format the CEED committee should respond. Ken Curry stated the topic being on the last 2-3 meeting agendas is a response. Ken also suggested radio as a forum to communicate information. Discussion followed.

Shane Wucherpennig shared the email list previously passed out lists all things Wood County is currently doing to address the resolution. This email was sent to the individuals from Port Edwards who have given public comment at past 2-3 CEED meetings. Discussion followed.

Bill Leichtnam stated Port Edwards residents know what the Health Department is doing to help and a similar statement from Land and Water Conservation could be beneficial. Doug Machon agreed and suggested an official letter to the Port Edwards Town Board to be read at Town Board meetings would be sufficient. If a draft of highlights on what is currently being done in regard to water is put together, Doug stated he would be happy to talk about it on the radio talk show if the committee wants.

Dave LaFontaine stated an official response is needed from the committee. Mark Holbrook agreed and suggested that it be sent to every township in Wood County.

Motion by Dave LaFontaine to officially accept and continue to review resolution items. Shane Wucherpennig and Peter Kastenholz will put together an official letter to be distributed to all of the townships in Wood County, pending CEED Committee approval. Second by Ken Curry. Motion carried unanimously.

- b. Update on Multi Discharger Variance (MDV) funds. Shane Wucherpennig explained the DNR runs a program which mandates point sources to meet a new set of criteria for phosphorous reductions. The point sources are legally mandated through a permit timeframe to meet reductions. MDV is designed to give point sources more time during the permit process to determine how new standards will be met.

In exchange for more time, point sources pay 53 dollars per pound of phosphorous to the county. Land and Water has been applying for funds for two years and as of two months ago, checks starting coming in. To date \$10,967.53 has been received. Of that, \$3,800 can be used for support staff and \$7,000 or full amount can go toward phosphorous practices. The money has been deposited into a LWC revenue account but an expense account will need to be amended in the future for unanticipated revenues. Discussion followed.

- c. Update on no-till drill. Shane Wucherpennig gave an update on the no-till drill purchase. A unit was located in Iowa for \$17,500. \$1,000 was put down to hold it and shipping cost \$600. The purchase fit the budget of \$18,500 and left a surplus in the drill account.

Shane shared photos of the no-till drill and noted they are also available on the LWC webpage. The webpage has a tab for wells and another for no-till drill. The well tab has brochures, information on how to get wells tested, why you should get your well tested, etc. The no-till drill tab has videos, brochures, photos and an application form to print out. Shane shared there is a lot of interest in the drill already. At least six people have already inquired. Lori Ruess set up an Outlook calendar so all LWC employees can add reservations.

Shane stated there is a surplus of about \$400 from the purchase. Ken Curry asked if that money would be segregated and used for maintenance. Shane confirmed it would be. There is a \$60 flat rate fee for reservation plus \$6 per anchor. Mark Holbrook commented the fee should supplement a maintenance fund. Shane stated farmers will have a checklist to complete before use to avoid damage. Discussion followed.

Bill Leichtnam speculated there would be 2 peak periods, spring planting and fall cover crops and that it should be publicized for these uses. Shane stated the City of Marshfield is interested in renting the equipment. Ken stated this is a perfect example of communication and its success should be shared with County Board.

- d. Discuss Aquatic Invasive Species (AIS) Grants to County in 2020. Shane shared an update on the AIS grant. The AIS grant will not exist after 2019 and Wood County is covered through fall with the current grant. The new grant program will be unveiled in 2020. Counties will have the option to enter into a direct contract with the DNR in 2020 and funds are then appropriated directly to the County. Funds can support current AIS activities or be used for wish list activities. LWC will then report progress back to DNR on how money was spent. In 2020, Shane will bring a list of activities to the CEED committee to determine priorities and where money should be spent.

- e. Update on March 22nd groundwater meeting held in Friendship. Shane Wucherpennig stated 5 or 6 counties were represented at the first meeting. Shane would like to see a 3D model study done in Wood County of groundwater to provide tools to make scientific decisions to improve water quality. Comprehensive studies have been done in Kewaunee County and are currently being done in LaFayette, Grant and Iowa Counties. These two areas are dolomite fractured bedrock. Shane would like the study to focus on central sands region. Discussion followed.

Nancy Eggleston shared it was a good meeting with a lot of good discussion. The group decided they would like Mark Borchardt to come to the next meeting to discuss a study and determine what the study question is. Nancy mentioned counties that attended include Portage, Wood, Adams, Juneau, Waushara, Marquette, Sauk and Richland. The next meeting will be held at the end of April.

Bill Leichtnam mentioned the financial aspect of the study needs to be considered. Shane responded that most counties represented at the meeting are on board with a regional study. Mark Borchardt will be able to give an estimate at the next meeting for what the regional study will cost and then what each county's portion will be. Shane will bring that information to the CEED Committee with request for funding.

Mark Holbrook expressed concern that the studies, best practices, education of public and farm community do not address enforcement. Nancy suggested looking at all the counties with a common problem and their representatives and senators to represent the area and make an impact on what's happening at the state level with policy and law. Discussion followed.

f. Committee Reports

- i. **Update on Citizen's Groundwater Committee meeting.** Bill Leichtnam shared a brief update from the March 18th meeting. Scott Krug was present and questioned by attendees. A 12-city road tour will begin with Speaker Voss' Task Force. Stevens Point will be one of the stops and Bill suggested it would be beneficial for CEED committee members to attend. The Citizens Groundwater Committee will meet next on April 15th at 2:00pm at the River Block building, room 206.
- ii. **Health Committee report.** Nancy Eggleston shared water bottle distribution began Monday, March 26th. Bottles will be available through the end of testing, April 12th. On Saturday, March 30th, 40 samples came in at Whitetail Crossing drop-off location. On Tuesday, April 2nd, 40 more samples came in. Nancy stated the first 40 samples were tested. 30% of them were unsafe. For samples considered unsafe, calls are made immediately to the resident. April 4th, 9th and 11th will be collection days. Bottles will be available for seasonal residents until end of April.
- iii. **Report on WI Land + Water Conservation Conference – Leichtnam.** Bill Leichtnam, Nancy Eggleston, Tracy Arnold and Adam Groshek attended the conference in Lake Geneva. Nancy presented on behalf of Wood County. Bill shared that Rock County talked about their perfect storm of sandy soils

and heavy agriculture which led them to create a 12-person nitrate work group. The group is made up of 4 committee chairs, Planning & Zoning, Land & Water and Extension. Discussion followed.

Motion by Bill Leichtnam for CEED Committee look into creation of a nitrate workgroup in Wood County. Second by Mark Holbrook.

*Ayes – Kenneth Curry, Dave LaFontaine, Bill Leichtnam, Harvey Peterson
Nay – Robert Ashbeck*

Robert Ashbeck expressed concern that groundwater discussion takes up the majority of monthly CEED meetings and Planning & Zoning and UW-Extension do not have enough time.

Motion carried.

Meeting recessed at 10:59am. Meeting adjourned at 11:07am.

- iv. **Request for CEED member to attend WCA seminar “Environment & Land Use.”** Bill Leichtnam shared the seminar is on April 22nd in Stevens Point from 10am-3pm. There is no seminar fee. It would cost mileage and \$50 per diem for Bill to attend.

*Motion by Mark Holbrook to approve CEED Committee member to attend WCA seminar “Environment & Land Use”.
Second by Bill Leichtnam. Motion carried unanimously.*

- g. Discuss AB21 Resolution. The resolution was done by Portage County and will be taken to Wisconsin Land and Water board members with a few slight revisions to be passed. The resolution was originally LRB1197. Katrina Shankland sent Shane a list of all assembly members in support.

*Motion by Bill Leichtnam to approve AB21 Resolution as Wood County and include a copy in County Board packet.
Second by Mark Holbrook. Motion carried unanimously.*

- h. Discuss A2809 Resolution – N-Reduction. Shane Wucherpennig shared a resolution handout and gave a brief update on A2809 Resolution. Shane proposed the resolution be from an 8-county consortium, instead of just Wood County to look at the resolution from a groundwater perspective.

Motion by Bill Leichtnam to propose endorsement of A2809 and revision of the Resolution to be Wood County specific. Second by Ken Curry. Motion carried unanimously.

- i. Update on LWCD webpage.
Shane Wucherpennig gave a webpage update under item c.

9. **Private Sewage.** Nothing to report.

10. **Land records.** Nothing to report.

11. **County Surveyor.** Nothing to report.

12. **Planning and Zoning**

- a. Update on FEMA National Flood Insurance Program Audit. Jason Grueneberg noted this agenda item relates to page 37 in the CEED committee packet. Federal government audits how the plain zoning program is administered. Jeff Brewbaker shared handouts regarding the Community Assistance Visit (CAV) report and timeline and provided an update on the audit. There are 9 properties remaining with potential

structure related violations. These property owners have been notified and addressed through correspondence. Jason hopes that some will self-correct overtime. The DNR and FEMA are less concerned about Wood County as they are aware the audit has been taken seriously and work continues on the remaining sites. Wood County has marvelous wetlands and flood plain storage, which is protected through the shore land zoning and flood plain zoning administration, to aid when flooding occurs. Jeff shared a 2011 statistic that 64 flood insurance policies were taken out from FEMA with coverage of just over 7 million dollars. \$27103 has been paid out of Wood County's insurance fund since 1978. The FEMA National Flood Insurance Program audit is conducted so Wood County remains eligible for federal flood insurance program and federal disaster relief assistance. Jeff's goal was to provide solutions to the property owners. Jason stated there is no immediate safety or health risk with the remaining properties in violation.

- b. Update on Rural Economic Development Innovation Grant Jason Grueneberg and Nancy Turyk provided a brief update on the grant. The application is almost complete and will be finalized this week and submitted on Friday, April 5th. Wood County will be notified of the grant decision within a month. Nancy handed out a working draft for revisions or suggestions from CEED committee members.

Nancy also shared a small Communities Forum save the date flier with committee members. Nekoosa was selected as one of four sites around the state to highlight and hold a forum. Promotion of the event will be discussed at a later date but Nancy wanted to begin generating awareness. The event will be held on September 11, 2019 at the Nekoosa Community Center.

13. UW Extension

- a. 4-H Programming Update – Laura Huber. UW Extension emphasizes reaching diverse audiences and inclusivity. There has been a focus on the county's white population so Laura Huber has recently been working with 4-H Leaders on training about what diversity exists in Wood County. Laura invited CEED committee members to participate in an activity by drawing something on their nametag to share their background, diversity, etc. This is an activity she has completed with the 4-H Leaders Association. The goal of the lesson is to show that everyone has pride in where they come from, no matter where that is. These activities encourage volunteers and members to be inclusive, inviting and welcoming.

Laura is currently working to develop a new 4-H club based out of Chahk Ha Chee in Nekoosa and expects the club to be active in early 2020 with a focus on cultural immersion. The goal is to bring culture back to the community's youth under the umbrella of positive youth development.

Upcoming 4-H trips include American Spirit (to Philadelphia, Boston, New York City and Niagara Falls – participant cost of \$1400), Washington DC (participant cost of \$1150) and Space Camp (participant cost of \$650). For the first time, the teen leadership group started a fundraiser to assist youth financially to attend these trips. They are selling Kwik Trip car wash cards and for every card a youth sells, they receive \$15 toward their individual trip. To date, 4-H members have raised almost \$2200. Youth who wouldn't otherwise be able to afford these experiences now have the opportunity.

Laura shared Creative Arts Day is Saturday, April 6th at Pittsville Elementary School. The program showcases 4-H's emphasis on the arts, performance and public speaking. Community donations for Creative Arts Day currently total over \$4000.

14. Schedule next regular committee meeting.

- a. The next regular CEED meeting is scheduled for Wednesday, May 1st, 2019 at 9:00am at Wood County Courthouse in Conference Room #115.

15. Agenda items for next meeting

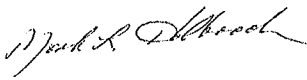
- a. Discuss allocation of Community Resource Development position time for natural resources

16. Schedule any additional meetings if necessary.

- a. A special CEED meeting is scheduled for Tuesday, April 16th at 1:00pm on Economic Development.

17. Adjourn. Chair Curry declared the meeting adjourned at 12:22pm.

Respectfully submitted,



Mark L. Holbrook, Secretary

Minutes by Karli Tomsyck, UW-Extension Wood County

Review for submittal to County Board by Mark L. Holbrook (approved on Tuesday, April 9th, 2019)

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

Thursday, November 29, 2018

Stevens Point Area Convention & Visitors Bureau
Stevens Point, WI 54481

MINUTES

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

ROLL CALL: Board Members: Brad Hamilton, Wood County; Phil Idsvoog, Portage County; Arlyn Tober, Shawano County. **Tourism & Economic Development Advisory Committee Members:** Sara Brish, Portage County; and Melinda Otto, Forest County. **Board & Tourism & Economic Development Advisory Committee Members:** Lance Pliml, Wood County; Greg Sekela, Oconto County; William Chaney, Forest County; Angie Close and Mike Klimoski, Langlade County; Russ Fisher and Jim Winkler, Oneida County; Donna Kalata and Robert Sivick, Waushara County. **EXCUSED: Board Members:** Tom Tallier, Forest County; Marvin Anderson, Vilas County; Larry Neuens and Lori Moore, Florence County. **Tourism & Economic Development Advisory Committee Members:** Bonnie Olson, Shawano County; Matt McLean, Wood County; Charlie Rayala, Vilas County. **Board & Tourism & Economic Development Advisory Committee Members:** Al Haga, Portage County; Samantha Boucher, Oconto County; Debbe Kinsey and Ken Maule, Lincoln County; Cindy Burzinski, Vilas County. **STAFF:** Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representative. **OTHERS:** Jerome Segura III, Ph.D., Regional Economist; Caleb Nysse, student research assistant; Jeff Anderson, Wisconsin Department of Tourism; Mark Thies, Waushara Tourism Committee; Kari Zambon (via teleconference); Jim Rosenberg, WEDC. Introductions were made around the room.

APPROVAL OF SEPTEMBER 27, 2018 JOINT MEETING MINUTES: Motion by Hamilton, second by Winkler, to approve the September 2018 joint meeting minutes as printed. Motion carried.

BRIEF ECONOMIC OUTLOOK AND REGIONAL ANALYSIS - Jerome Segura

III, Ph.D., Regional Economist: Sara Brish introduced Dr. Jerome Segura III. Dr. Segura and explained his background and what his presentation would be about. The full PowerPoint is available at http://www.jeromeseguraiii.com/Documents/ITBEC_19.pdf.

CHAIR'S REMARKS: Chair Klimoski commented that fall slipped by us already and winter has drifted in.

PROJECT DIRECTOR'S REPORT:

- a. WCA Opioid Litigation: Bill Korrer told the members that the Federal judge has ordered that reports derived from the Automation of Reports and Consolidated Orders System (ARCOS) data shall be made available, for every county or county equivalent, of all manufacturers, distributors and pharmacies that sold opioids in their county. ARCOS is where manufacturers of bulk and/or dosage for controlled substances must report inventories, acquisitions, and dispositions of all substances in Schedules I and II, and narcotic to the U.S. Department of Justice. This sensitive information is tightly controlled because of possible ongoing law enforcement investigations. There are roughly 1,100 manufacturers that have to report. This information would be of assistance to the plaintiffs in determining their expenses and costs associated with the opioid crisis.
- b. Northwoods Rail Transit Commission: The Northwoods Rail Transit Commission continues to try and work with Canadian National (CN) on continuing and expanding rail service in northern Wisconsin and the Upper Peninsula of Michigan.
- c. 2018 Governor's Northern Economic & Community Development Summit, December 5 & 6, 2018 in Minocqua - CANCELED: Bill Korrer informed everyone that the Governor's Northern Economic & Community Development Summit has been canceled.

COUNTY ISSUES ROUNDTABLE DISCUSSION: Lance Pliml shared that the WCA staff met with both of the gubernatorial parties before the election to share areas of interest. Mr. Pliml said that he anticipates the state budget will be pretty late in getting approved because of the Democratic governor and the Republican controlled legislature. Greg Sekela said the Good Neighbor program between the National Forest Service and the Wisconsin DNR continues to be a success with harvest levels rising.

FINANCIAL REPORT: Bill Korrer told the members that there is currently an undesignated fund balance of \$8,172.17.

- a. Reallocate Funds to the Sports Show Mileage Reimbursement line item account: staff recommended there be anywhere from \$3,000 to \$3,500 added to the Sports Show Mileage Reimbursement line in anticipation of the 2019 sports show season. Motion by Close, second by Winkler, to add \$3,500 to the Sports Show Mileage Reimbursement line item account; funds to come from the North Central ITBEC Project Funds account. Motion carried.

MARKETING REPORT: Sara Brish reported to the joint Board and Committee members that the marketing team recently met in Crandon to review the 2018 marketing plan and to finalize the 2019 course of action.

- a. 2019 Sports Shows Update: The 2019 sports shows are going to be the WBAY Camping Show in Green Bay on January 24-27, 2019; the Tinley Park, Illinois, sports show February 9 & 10, 2019; and the Milwaukee Journal Sentinel Sports Show March 6 - 10, 2019 in Milwaukee. There are still some work slots open for the shows, the schedule is available on the ITBEC Google Drive.
- b. 2018 Promotions Plan Update: The 2018 marketing plan has run it's course. Part of that included purchasing give away pens and bags for the sports shows this year. There were not any underperforming areas in 2018.
- c. 2019 Promotions Plan Report: Along with the usual ad placements, the preliminary plan is to increase the social media presence with a couple more buys in the Department of Tourism co-op program. There will also be a *register to win* giveaway, designed to build an email data base for email blasts and blogs.

DEPARTMENT OF TOURISM UPDATE: Jeff Anderson reported that the fall color campaign has finished up. Mr. Anderson acknowledged the weather this fall was not good, but it looks like travel in Wisconsin was up. The Department had a float in the 2018 Uncle Dan's Thanksgiving Day Parade in Chicago. The parade was broadcast over WGN TV nationwide, to an estimated 3.6 million viewers. The winter snow conditions report has been updated and launched. The Big Bundle Up clothing drive is underway. JEM grants were awarded to Tomahawk, Oneida County Tourism, and Shawano Country Chamber in this region. Whitecap Mountains is investing heavily in snow making equipment and a lift system. Jim Rosenberg said that WEDC is actively looking for projects in the area.

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

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CONSIDERATION OF ITEMS FOR FUTURE AGENDA: Nothing new was offered for the next meeting's agenda today.

SET NEXT MEETING DATE: The next meeting was set for January 31, 2019, in Shawano County.

ADJOURNMENT: Motion by Hamilton, second by Winkler, to adjourn the meeting at 11:45 a.m. Motion carried.



Activities Report for Shane Wucherpennig March, 2019

- **March 1** –Worked on Mill Creek Watershed 9 Key Element Plan.
- **March 4** – NM Tracking.
- **March 5** – Hosted Nutrient Management Farmer Education training in Wood County.
- **March 6** - Attended CEED Meeting.
- **March 7** – Attended AGC Phone Conference.
- **March 8** – Worked on a 2019 Projects.
- **March 11** – Attended Juneau/Wood Flood Plan Mgt. at the Necedah Wildlife Refuge.
- **March 12**– Hosted Nutrient Management Farmer Education training in Wood County.
- **March 13**– Worked on a 2019 Projects.
- **March 14** –Worked on a 2019 Projects.
- **March 15** – Worked on a 2019 Projects.
- **March 18** – Otter Creek Farms Design.
- **March 19**– Attended County Board.
- **March 20** – Attended and presented at MSTC farm education tour at eagles club in Marshfield.
- **March 21** – Wild Parsnip and Invasive meeting with Portage county, Katrina Shankland, John Eron the Portage county Administrator to discuss 2019 protocols.
- **March 21** – Attended RC&D groundwater committee meeting and full council meeting.
- **March 22**– Attended PACRS meeting at Bay Rest on Castle Rock.
- **March 22**– Attended Central Sands Counties Ground Discussion in Adams County.
- **March 25** – Attended Staff Meeting.
- **March 25** – Attended CWIP (Central Wisconsin Invasive Partnership) CISMA (Cooperative Invasive Species Management Area) meeting
- **March 26** – Attended NRCS 313 Round Table Discussion in Waupaca
- **March 27**– Met with CEED Chairman Curry to finalize April 3rd CEED meeting agenda.
- **March 28**– Nitrogen Use Efficiency (NUE) Workshop in Stevens Point.
- **March 28**– Summer Intern Interviews at UWSP Campus.
- **March 29** – Mill Creek Long Term TRM Grant Application.

Activities Report for Tracy Arnold 03-2019

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- 2 permanent fences submitted to DNR for approval
- 1 permanent fence design started
- 3 permanent fence design in line to start design work
- Enrolling landowners for 2019
- Completing paperwork for shooting permits if landowner quality due to 2018 damage
- Coordinating paperwork between landowners and WI DNR with required signatures
- Released two WDACP permanent fences that their 15 year contracts have expired.

Non-metallic mining reclamation program

- Updating NMM databases
- Processing and reviewing financial assurance documentation as received
- Processing and reviewing permit fee documentation as received
- Requesting updates on Competition Industrial Minerals bankruptcy as two different parties are interested in taking over these sites.
- Completing additional MSHA training online
- Presented at one of the Nonmetallic Regulatory Authority Technical Training Session per WI DNR request
- Submitted the WI DNR Nonmetallic mining RA Annual Report
- Reviewed two reclamation plans that were submitted
- Dealing with solid waste issue at a mine site with WI DNR

Land and Water Conservation

- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Attended North Central Land and Water Conservation Area Association at WI Land+Water Annual Conference
- Coordinating volunteers for the 2019 WI Envirothon
- Preparing for the 2019 WI Envirothon
- Prep work for the 2019 Tree Sale Distribution
- Coordinated/Facilitated State Poster and Speaking Competitions
- Attended a Monarch Joint Venture, Monarch conservation webinar
- Attended staff meeting
- Attended the Annual WI Land+Water Conference
- Presented/Assisted with the Youth Education breakout session at conference
- Emceed the Awards banquet at the WI Land+Water Conference, for 380 people, for the second year
- Represented Wood County at the WI Land+Water Annual Business Meeting
- Reviewed Mill Creek Nonpoint Source Watershed Implementation Plan, multiple edits needed
- Completed required safety training PowerPoints
- Working with Dan Brandl/Lori Ruess to develop a tree sale program that works more efficiently. Coming along great!
- Presenting to numerous schools in Wood and Portage Co with Dan O'Connell on prairies and pollinators
- Preparing for the 2019 Acoustic Bat Monitoring season
- Coordinating the 2019 Pittsville Rusty Crayfish Trapping Program with Todd Steward

Activities Report for Adam Groshek –March 2019

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

- ~Pankratz Farms underbarn manure tank abandonment final asbuilts and cost-share payment.
- ~Multi-discharger variance payments received and discussion with DNR.
- ~Wilbar Dairy manure pushoff planning and calf barn wastewater tank planning.
- ~Duckett manure storage/transfer project clarifications with Private engineer and timeline/permitting discussion. Permit review to occur this summer to verify 2 storage systems and transfer system meet state guidelines.
- ~Wood County Mill Creek 9-key element plan review, editing, and proofreading.
- ~Jagodzinski transfer systems design, calculations, pump selection, sizing, discussions with precast concrete company, and landowner planning assistance for 2019 barn manure channel transfer system and manure storage pit.
- ~Diggers Hotline underground utilities safety meeting attendance.
- ~Pickup of new work truck from Marshfield dealer and warranty/recall work on the other work truck.
- ~Attendance of the annual WI Land + Water conservation professionals' conference for 2 days in Lake Geneva. Many breakout sessions discussing climate change, flooding, high runoff events and nutrient pollution, groundwater, and how counties can prepare and mitigate.
- ~Set up for a future DATCP GPS training meeting.
- ~Attendance of the March Wood County Citizens Groundwater meeting.
- ~Field runoff calls/discussion with Brad Kremer and neighbor Jason Scheel.
- ~Working on the Wilson streambank reinforcement design.
- ~Discussions with Pankratz Farms on their future manure storage lagoon with their 2018 transfer system and 2019 barn construction.
- ~Annual Wood County safety trainings taken online.
- ~March IT security training.
- ~Assisting in the inventory of the number of active waste storage facilities in the Town of Lincoln.

Activities Report for Emily Salvinski
March 2019

- **Friday, March 1.** Processed multiple checklists, reviewed 1 NMP.
- **Monday, March 4.** Prepped for Tuesdays NMFE class. Started a NMP plan review.
- **Tuesday, March 5.** Worked with multiple people to put on day one of the Nutrient Management Farmer Education class in the courthouse.
- **Wednesday, March 6.** Finished NMP review. Sent out request for more NMP info, helped farmer finish their NMP, processed checklists.
- **Thursday, March 7.** Processed/mapped multiple checklists/NMPs. Reviewed 1 NMP.
- **Friday, March 8.** Edited NMP database.
- **Monday, March 11.** Well mapping. Processed checklist/mapping.
- **Tuesday, March 12.** Day 2 of Nutrient Management Farmer Education class-hands on with SnapPlus.
- **Wednesday, March 13.** Well mapping.
- **Thursday, March 14.** Out sick.
- **Friday, March 15.** Out sick.
- **Monday, March 18.** Well mapping. Viewed required safety training powerpoints.
- **Tuesday, March 19.** Met with farmer to finish NMP started in the NMFE class.
- **Wednesday, March 20.** Well mapping.
- **Thursday, March 21.** Edited well attribute tables for easier merging/combining into one shapefile.
- **Friday, March 22.** Typed up addresses for NMFE reimbursement mailing. Merged/combined well mapping attribute tables.
- **Monday, March 25.** Worked on well database.
- **Tuesday, March 26.** Worked on well database.
- **Wednesday, March 27.** Reviewed multiple NMPs.

Activities Report for Lori Ruess – March 2019

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Fridays.
- Calculated and emailed payroll percentages for specific budgets to Finance for February payrolls
- Reviewed general ledger.
- Reviewed payroll reports and payroll registers.
- Attended March 4th staff meeting.
- Attended the March 6th Shoreland Zoning Ordinance Public Hearing and completed minutes.
- Attended the March 6th CEED meeting and completed minutes.
- Listened to DNR TRM Grant Update Webinar.
- Working on compiling audit information to send to the Finance Department.
- Completed the 2018 Land & Water Conservation Annual Report.
- Completed the 2020 Joint DATCP/DNR grant application for staffing and SEG and Bond cost-sharing.
- Assisted Shane in completing the 2020-2024 CIP forms.
- Attended the March 25th staff meeting.
- Organized CEED packet and County Board packet and took to County Clerk's office.
- Meeting with Dan Brandl, Wendy Markworth and Tracy Arnold on the new tree and shrub sale program.
- Completed January & February Wellness Lunch & Learn.
- Attended P-Card meeting with Finance and Card Rep.
- Completed Annual Safety training.
 - Defensive Driving
 - Fire Extinguisher
 - Slips, Trips and Falls,
 - Violence in the Workplace Prevention
 - Active Shooter Event
 - Disaster Preparedness
 - Injury & Illness Reporting
 - Lifting Safety
- Working on clean-up of the tree and shrub database in Access.
- Completed KnowBe4 It Security training - 2019 Common Threats.
- New Printer 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 April 3, 2019

1. Planning (Adam DeKleyn)

- a. Plat Review Officer – (1) CSM was submitted for review/approval. (1) CSM was approved/recorded. (1) CSM is pending approval.
- b. Water Quality Management (WQM) Review – 208 Review Compliance Letter issued for:
 1. North Biron Drive Sanitary Sewer Extensions
Village of Biron
 2. Bridgewater – Local Streets Sanitary Sewer Extensions
Village of Biron
- c. Town of Lincoln Comprehensive Plan Update – Agricultural, Natural and Cultural Resources Element was presented and reviewed at the last monthly Plan Commission meeting. Next element of the plan is being prepared. A draft of the Economic Development Element will be presented and reviewed at next Plan Commission meeting.
- d. Wisconsin Rapids Downtown Steering Committee – Committee met to discuss the East Grand Ave. Reconstruction Project and finalize the downtown input survey.
- e. Training – Attended teleconference “Farm Economic Trends and their Effects on Farmers and Local Communities presented by LGC and UW Extension. Attended the WCCA spring conference. Attended the Wood County POWTS Seminar. Completed yearly required Wood County safety trainings.
- f. Town of Cameron – Met with Cameron Town Board to discuss CSM review and town zoning administration.
- g. Town of Grand Rapids – Met with the Grand Rapids Public Buildings Committee to present and discuss the Wood County Parks, Recreation and Open Spaces Plan – 2018. The town may be looking to adopt the plan for local recreation guidance/direction and allows grant eligibility.
- h. Wood County CDAC – Representing the P&Z Department as the tourism/economic development appointee on the Council. Preliminary

quotas and recommendations were developed. Final recommendations will be developed in April after a public input period.

- i. ATV/UTV Planning – Implementation team met to discuss updates on identified action items including: potential new road routes opening, signage; and grant funding.
- j. P&Z Website Updates – Comprehensive Planning webpage has been redeveloped to include updated comp. plan information, statutory requirements, resources, and assistance to be utilized by the general public and local governmental units.

2. Land Records (Justin Conner)

- a. Parcel Mapping – Updating parcel data with new splits and surveys. Found errors along Hwy 66 in Rudolph and remapped the DOT transportation plan and surrounding parcels
- b. WLIP Grant Requirements – Completed grant spending report and submitted parcels to meet grant requirements.

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

a. Monthly Activity

February 27 – Issued floodplain permit for County Hwy. Bridge/ County Hwy. N- Sherry

March 6 – Prepared and presented for public hearing to adopt new Shoreland Ordinance also attended CEED Meeting and presented agent status review approval to Committee

March 8 – Meeting with Attorney regarding illegally placed structure within the flood shadow of Lake Wazeecha Grand Rapids

March 12 – Worked on setback notes for the Town of Grand Rapids, completed tank inspection for mound permit #18119 Town of Arpin

March 13 – Holding tank violation discussion with owner in Town of Cary

March 15 – Site visit overfull holding tank Town of Cary, researched non-conforming structure in Town of Grand Rapids

March 18 – Reconnect permit, shoreland and sanitary permit renewal-2 mound permit approvals - inspected permit #18167, 3 phone calls regarding septic files

March 19 – Created GIS user steps as handout for spring seminar-organized folders for spring seminar-discussion regarding HT violation letter-discussion with customer interested in buying property in the

shoreland zoned district in Saratoga, Discussion with Parks and Forestry regarding sanitary permits needed for Lake Dexter project

March 20 – Created checklist for spring seminar-worked on GIS/Sanitary permit search presentation. Provided instructions regarding reconnection permit. Issued floodplain permit for Enbridge in Town of Saratoga

March 21-22 – WCCA Spring Seminar Wausau SS, AD, & JB

March 25 – Spring presentation preparation. Drafted order letter for POWTS permit violation Town of Seneca

March 26 – Spring Seminar for POWTS credits at Elks Lodge and clean up-looked at attendee feedback (see attachment summary @ end of report)

March 27 – HT permit review and soil test. Mailed HT agreement. On-sited shoreland permit application for new shelter building at White Sands – Lake Wazeecha

b. Wood County POWTS Spring Seminar 2019 summary:

22 total attendees

Total County Revenue: \$221.25

Category	Rating
Presenters	4.38/5
Facility	4.71/5
Price	4.41/5
Time of Year	4.59/5
Break Times	4.53/5
Offered Credits	4.59/5
Overall Agenda	4.50/5
Overall Seminar	4.44/5
Future Attendance?	1.00/1
Yearly Basis?	0.88/1

Attendees were provided a space for suggestions on topics or presentations that they would like to see at the seminar, or for general comments:

1. Better in January or February
2. New products, new ideas, State and County problems
3. Troubleshooting
4. Get it done in one day
5. Nice job
6. 6 credits

Budget:

Expense	Projected Cost	Actual Cost
Daniel Keymer (Speaker)	0.00	0.00
Food (J2 Catering)	\$168.75	\$168.75
Elk's Club Rental	\$50.00	\$50.00
Gary Starzinski Refund	0.00	\$20.00
Total Projected Costs	\$218.75	\$238.75

Totals: Total Expenses Projected	\$218.75
Total Actual Expenses	\$238.75
Total Actual Revenue (Reg. Fees)	\$460.00
Total County Revenue	\$221.25

4. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 4 sanitary permits issued in February 2019 (4 New, 0 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$1,600. There were 2 sanitary permits issued in February 2018 (2 New, 0 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$1,600.

There were 9 sanitary permits issued through February 2019. For comparison purposes, the following are through the same period for the previous five years: 2018 – 6, 2017 – 7, 2016 – 10, 2015 – 9 and 2014 – 9.

- b. 2019 Tax Refund Intercept Program (TRIP) – As of April 2nd, Wood County received an additional \$1,224.00 on three cases for a total of \$4,163.08 on six outstanding cases.
- c. 2018 Program Fee Notices – Small claims action have all been scheduled.
- d. 2019 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices are scheduled to be mailed approximately Monday, April 22nd with a due date of Friday, August 9th. There are approximately 2,871 scheduled to be mailed between the four notices.
- e. Enforcement Activities Update (Small Claims).

i. Small Claims Court Cases Scheduled

<u>Court Date</u>	<u># Cases & Court Case Type</u>
3/12/2019	(7) Failure to provide servicing & pay \$20 program fee (2018)

Court Case Summary:

(5) cases signed Stipulation for Dismissal with servicing to be completed by 5/31/2019.

(2) cases rescheduled for 4/09/19 (unable to serve).

3/26/2019	(10) Failure to pay \$20 program fee (2018)
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Court Case Summary:

(5) cases have settled paying a forfeiture.

(3) cases have settled with a monthly payment plan.

(2) cases have default judgement.

4/9/2019	(7) Failure to pay \$20 program fee (2018)
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(2) Failure to provide servicing & pay \$20 program fee (2018)

f. Document Imaging Projects

- i. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2018 are available for viewing on Wood County's website: www.co.wood.wi.us/Departments/PZ

- g. 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. However, if approved in Governor Tony Evers budget the sunset date of the Wisconsin Fund Grant Program will be eliminated.

- i. (5) Wisconsin Fund Applications FY2020 – Wisconsin Fund Grant Applications was emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. Disbursement of Wisconsin Fund Grant is expected late fall 2019.
- ii. (0) Wisconsin Fund Applications FY2021 – The deadline to apply is January 31, 2020.

- h. 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.
- i. Kim attended the following meetings:
 - i. CEED Committee Meeting (Econ Dev) on March 6th
 - ii. Citizens Groundwater Group Meeting on March 18th
 - iii. Wellness Committee Meeting on March 19th
 - iv. Small Claims on March 26th
- j. Victoria attended the following meetings:
 - i. CEED Committee Meeting (Econ Dev) on March 19th
 - ii. POWTS Seminar on March 26th



Wood County WISCONSIN

OFFICE OF PLANNING
AND ZONING

OR-16-013

April 7, 2016

COPY



RE: FLOODPLAIN/ShORELAND ZONING ORDERS
SITE ADDRESS: 9285 3rd St.
TAX ID#: 20-00660
Map of Sherry,
Lot #1, WCCSM #7029, Part of Block #7
Town of Sherry, Wood County, Wisconsin

Dear 

The improvements on the above identified property have been found to lie within the mapped special flood hazard area (subject to inundation by the 1% annual flood chance) per review of the Flood Insurance Rate Maps (FIRM) for that location. The improvements were made without the appropriate Wood County Floodplain Zoning Ordinance permit authorizing said construction; consequently the improvements exist in violation of this ordinance. *As the owner of these nonconforming improvements you have until February 28, 2017 to either remove the improvements or to obtain a permit or variance for them.*

In addition to the Floodplain Zoning Ordinance violation these improvements are in violation of the Wood County Shoreland Zoning Ordinance, which provides that any development within 300 feet of a navigable stream requires a Shoreland Zoning Permit prior to construction. *In light of this violation you are hereby ordered to bring the subject property into compliance with the Shoreland Zoning Ordinance by June 1, 2017.*

Your failure to comply with these orders or to take corrective action by the stated deadlines will likely result in this office seeking penalties and other legal remedies through Circuit Court. If you anticipate trouble meeting the deadline dates or have any questions please contact this office at (715) 421-8466. Your prompt attention to this matter is appreciated.

Sincerely,



Jeff Brewbaker
Code Administrator

Affidavit of Mailing



CEED Committee Report March 2019

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- I attended the Mid States Technical College Dairy Facilities Tour, which is a great opportunity to network with producers and discuss all things about the dairy industry.
- I assisted with the Central Wisconsin Forage Council Spring program where we discussed fungicides specifically for Brown Mid Rib Corn and the assessment about what forage stands will look like after this difficult winter. Hay prices have doubled from last year following last summer's drought and then it being too wet to make hay later in the season. There is currently a hay shortage in Wisconsin.
- I interviewed with Carl Hilke on WFHR.
- We have been receiving many grant applications for the Farm Technology Days grant program. There is a deadline of April 1 for the first round of grant applications. The applications are due at the Extension office.
- I assisted with the Wood County Holstein Breeders Purple Ribbon Calf Sale. Prices are down this year due to the difficult dairy economy.
- A number of barn roofs collapsed across Wisconsin over a period of about a week. Many farms were proactively removing snow from roofs. The heavy snowfall made it difficult to get milk to market and to feed and care for livestock, and then in addition farmers needed to be inspecting and taking care of snow load stressed roofs. Wood County was no exception as quite a few roofs collapsed, some after the first heavy snow fall and others collapsed after the snow was made heavier with rain.
- I attended the Central Wisconsin Grazing Conference in Mosinee.
- I met with the Wood County Farm Bureau Board.
- I trained and certified as a responder to people that are having depression and suicidal thoughts. The program was put on by the National Farm Medicine Center and was focused on the special needs of farm people that often have fewer people to interact with to help them with their depression, currently more suicides are occurring due to difficult financial situations on farms.
- I met with the Marshfield Chamber of Commerce and Industry Agri-Business Committee.
- I assisted with a dairy Extension program held in Elroy.
- We have been promoting a series of programs including a soil health day, Heart of the Farm for farm women, the dairy program and the central Wisconsin Forage Council meeting.

LAURA HUBER

Wood County UW-Extension, 4-H Program Coordinator

- Assisted at the 4-H Shooting Sports "Winter Invitational" tournament (2 March)
- Assisted at Central Wisconsin 4-H Shooting Sports practices (3 & 17 March)
- Appeared on WDLB radio with members of Marawood County Line Riders 4-H Club (5 March)
- Worked with new Extension "Learning Resources Specialist" to discuss program needs (5 March)
- Attended staff meeting (6 March)



- Appeared on WFHR radio with Janell Wehr, new Extension Hort coordinator (7 March)
- Prepared for and participated in "Project GEN Connect: Learning to Give" (8-9 March)
- Prepared for and attended the SEED (Seeking Educational Equality and Diversity) meeting (11 March)
- Gave VIP (Volunteer in Preparation) training to a new 4-H volunteer (12 March)
- Planned upcoming Camp Counselor Training with 4-H colleagues in Wausau (13 March)
- Participated in and presented at statewide 4-H Zoom meeting (14 March)
- Attended the Incourage/UWSP Tribune Building press conference (15 March)
- Hosted a 4-H PALS (now Teen Leadership Group) meeting at my home (16 March)
- Participated in the Ho-Chunk History presentation at McMillan Memorial Library (18 March)
- Planned and prepared for the upcoming office civil rights review (20 March)
- Attended the Junior Fair Board meeting (20 March)
- Attended the Wood County 4-H Leaders Association meeting (25 March)
- Appeared on WFHR radio (28 March)
- Co-taught Succulents Pop Up! class with Janell Wehr for 4-H members (28 March)
- Coordinated Creative Arts Day all month (with Wendy Young)
- Coordinated Kwik Trip Car Wash fundraiser with Teen Leadership Group (ongoing)

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 811 followers.
 - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 316 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing assistance for new leaders and the volunteer background checks

NANCY TURYK

Wood County UW-Extension, Community Development Extension Educator

Economic Development

- Coordinated efforts with Jason Grueneberg to prepare USDA REDI program grant application with partners
- Discussion with CEED committee and partners at special CEED ED meeting
- Summarized the survey to obtain CEED committee/partner perspectives for USDA REDI grant proposal
- Met with Jason Grueneberg, Ken Curry, Chair Machon
- Met with Marshfield Economic Development Board regarding assistance with the development of a strategic plan

Renewable Energy / SolSmart

- Met with Executive Committee, Town of Grand Rapids Board Chair and attorney, Jason Grueneberg
- Presented at the Wood County Towns Assn.
- Worked with IT on energy efficiency/renewable energy webpage



UW-Extension

- Participated in final Cohort 2 Zoom meeting
- Listened to Dean Coop update
- Zoom meeting with Extension colleagues about a proposed energy/climate change team

Other

- Assisted Nekoosa with updates to their Strategic Plan
- Met with Nekoosa Ways and Means Committee about Small Community Forum
- Attended monthly SEED training in Port Edwards.
- Met with Incourage about Tribune Building initiative and USDA REDI program
- Attended Wisc. County Assn. regional meeting in Wausau

JANELL WEHR

Wood County UW-Extension, Horticulture Coordinator

- Appear on WFHR and WDLB Radio Programs
- Attend Master Gardener membership meeting
- Attend South Wood County Hunger Coalition meeting
- Introduction to the CEED Committee
- Participate in the Master Gardener Coordinator online discussion
- Work on Civil Rights reporting requirements
- Respond to horticultural inquiries from the community
- Planning for upcoming events, workshops, and meetings
- Informal meeting with WCMV Board
- Met with Central Rivers Farmshed and distributed Farm Atlas to Wisconsin Rapids locations
- Updated publications available outside Extension office
- Present to 4H Group hort programming- Succulents

KELLY HAMMOND

Wood & Portage Counties UW-Extension, FoodWise Nutrition Coordinator

- Onboarding as the New FoodWise Coordinator for Portage and Wood Counties continuing with admin time, training and partner meetings.
- Meet with local partners including Central Wisconsin ADRC, Ho-Chunk Head Start, Wood County FSET and Wood County Health Department
- Continue to provide support to SWEPS Food Pantry with Monthly Nutrition lessons; facilitated first sessions on 3/19
- Annual FoodWise Coordinators Conference in Madison, (2/26-2/28)

JACKIE CARATTINI

Wood County UW-Extension, Family Living Educator

- Presented "Hidden In Plain Sight, Teen Bedroom" at Lincoln High School.
- Attended a Faculty Senate meeting in Madison.



Extension

UNIVERSITY OF WISCONSIN-MADISON
WOOD COUNTY

4

- Attended 3 Civil Rights Meetings via zoom to work on a statewide evaluation project.
- Attended the National PILD conference planning meeting.
- Attended the Department of Family Development Meeting.
- Attended a ZOOM training.
- Attended the Project Gen Connect Program with HCE and 4-H.
- Attended the McMillian Library planning session.
- Attended the Financial Stability Coalition.
- Present on both WDLB and WFHR on the program "What to Keep What to Toss".
- Taught "What to Keep, What to Toss, Organizing Important Papers" as a HCE Leader Lesson in Babcock.
- Attended the Wood County HCE board meeting.
- Met with FoodWise and Americorp about Local Food programming in Wood County.
- Attended the Incourage UWSP announcement at the Tribune building.
- Met with CAP services about needs and programming.
- Taught "Family Stress: Tips to Find Family Peace" at Wood County Headstart.
- Held Pilot test session for next 8 week Raising a Thinking Child program.

2019

Save the Date

Small Community Forums & Resource Fairs

Helping Wisconsin's Small Cities, Villages and Towns Thrive

The Forums provide resources and a venue for you, your neighbors, colleagues, and friends to discuss the challenges & opportunities of economic growth, education for the 21st century, civic issues, and life in Wisconsin's small (and mighty) communities.

If you live in, work in, or help shape your small community and/or region, please attend this Forum. You'll connect, network, & talk with representatives from a variety of statewide resources and discuss with your regional neighborhood what your community needs and can do to grow and thrive into the future.

Who Should Attend?

Everyone who cares about your community's future - residents, community leaders, elected officials and staff, volunteers, business leaders, educators, local and regional economic development staff, representatives of civic and planning organizations and more.

Business Outlook: Network, Learn and Exchange Ideas

7:30 – Registration - Rolls & coffee
8:00 – Resources Speed Networking
9:15 – 10:00 - Local Case Studies
10:15 – 12:00 – Topic Based Roundtables
12:00-1:00 - Networking Lunch



August 8 - Crivitz
Crivitz Village Hall
800 Henriette Avenue

August 21- Independence
Independence Opera House
23688 Adams Street

August 28 - Pardeeville
Pardeeville Village Hall
114 Lake Street

September 11 - Nekoosa
Nekoosa Community Center
416 Crestview Lane

Registration: \$20 (includes coffee/rolls & light lunch)

More information, including the list of resources available at the forums, and registration coming

soon here: <https://www.wiruralpartners.org/community-forums>

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE
ECONOMIC DEVELOPMENT ACTIVITIES REPORT-JASON GRUENEBERG

17th Avenue Property Rezoning – On February 19th I attended the Wood County Executive Committee meeting to make a request to have the County-owned property on 17th Avenue rezoned from Rural Residential to R-4. A resolution has been drafted by Corporation Counsel, Peter Kastenholz, and will be presented to the County Board for consideration at the March 19 meeting.

Central Wisconsin Economic Development Fund (CWED) – On February 20th I participated in the CWED Board of Director's meeting. Some of the agenda items included consideration of a new loan request, a loan modification request, action creating a loan review committee, financial updates, and committee and service provider updates.

Monroe County Economic Development Conference (MCED) – On February 27th and 28th I attended the MCED Conference with CEED Chair Ken Curry. The conference was a great opportunity to network with local, state and federal agencies, receive legislative updates, and attend a variety of presentations on topics including workforce, broadband, and housing issues, among many others.

Nekoosa Strategic Planning – On March 14th I met with the City of Nekoosa Strategic Planning Committee to continue implementing their strategic plan. Nancy Turyk from UWEX is leading this implementation effort and I will continue to participate by working on local housing issues and connecting them up with a variety of resources to assist in the implementation.

USDA Rural Economic Development Innovation (REDI) Grant – On March 6th I participated in a CEED Committee meeting that focused on drafting an application for a USDA REDI Grant. The grant application is focused on supporting multi-jurisdictional planning to overcome challenges and better leverage federal, state, local, and/or private funding. Wood County will be submitting an application focused on developing a county-wide economic development strategy. The due date is April 5, 2019.

North Central Wisconsin Regional Planning Commission (NCWRPC) – On March 8th I met with Dennis Lawrence, Executive Director of the NCWRPC. The purpose of the meeting was to discuss services that they could provide the County if we become a paying member of the RPC.

Central Wisconsin Economic Development Fund (CWED) Advisory Committee – On March 11th I participated in CWED Advisory Committee meeting that focused on making changes to the CWED Policy and Procedures Manual. The recommendations made at this meeting will be reviewed at a future Board of Directors meeting.

Rapids Rediscovered Housing Program – On March 11th I met with the city of Wisconsin Rapids Director of Community Development, Adam Tegen, and Wood County Treasurer, Heather Gehrt to discuss a possible housing incentive program for the city of Wisconsin Rapids. More details will be shared once the City fine tunes this program.

Wisconsin Housing and Economic Development (WHEDA) Authority Lender Small Business Forum – On March 12th I attended a WHEDA Lender Forum to learn more about loan guarantees that they offer for commercial loans working in cooperation with lenders and Revolving Loan Funds (RLF).

County Marketing Meeting with Convention and Visitor Bureaus (CVB) – On March 13th I met with the directors of the Wisconsin Rapids and Marshfield CVB's to initiate marketing for the Wood County ATV/UTV route and trail network.

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE
ECONOMIC DEVELOPMENT ACTIVITIES REPORT-JASON GRUENEBERG

Ho-Chunk Marketing Meeting – On March 13th I met with Jim Webster, Executive General Manager of Ho-Chunk Gaming in Nekoosa. The meeting focused on shared goals of attracting more people/tourists to the area to improve the economy of the County. Some collaborative project ideas were shared and may be advanced in the future.

Heart of Wisconsin Chamber - Legislative Breakfast – On March 15th I attended the Legislative Breakfast held at Bull's Eye Country Club to receive updates from our local legislators.

Lean Process Improvement (LPI) and Renewable and Sustainable Grant(RSG) Applications – I am working with Supervisor Clendenning to finalize the LPI and RSG applications that will be presented to the Executive Committee at their April 2nd meeting. Additionally, proposed structures for a renewable and sustainable committee will be presented at the April Executive Committee meeting.

February 19, 2019

Wood County
Conservation, Education & Economic Development Committee

Attn: Kenneth A Curry, CEED Committee Chair
CC: Doug Machon, Wood County Board Chair

We, the undersigned, are representatives of key organizations working to advance economic growth and prosperity in Wood County. Each of us and our organizations is committed to partnering to develop strong collaborations in order to effectively solve issues that our communities and regions face, recognizing that our work is interdependent – a healthy, educated citizenry is an essential component of a strong economy.

We write today to ask that the Wood County CEED Committee explore and consider membership in North Central Wisconsin Regional Planning Commission.

As demonstrated in the attached document, our region has had episodic membership in NCWRPC, most closely aligned with the need to demonstrate membership to increase competitiveness for grant resources. Our membership pattern aligns with grant dollars secured to assist with important infrastructure and community facilities in the region.

We believe NCWRPC membership would be valuable in many respects, including not only short and long-term funding for economic growth strategies, but also access to data, planning tools and leadership. Further, we believe by committing to NCWRPC membership, we are strengthening its' capacity and our relationship as a trusted partner seeking a common goal: a thriving economy.

We are available to discuss this request with your committee and/or members of the Wood County Board as needed. Thank you for your consideration.

Kelly Ryan
CEO
Incourage/Tribune

Jenny Resch
Director – Community and Economic Development
UW- Stevens Point

Rick Bakovka
President
REGI

Mayor Zach Vruwink
Mayor
City of Wisconsin Rapids

Adam Tegen
Director of Community Development
City of Wisconsin Rapids

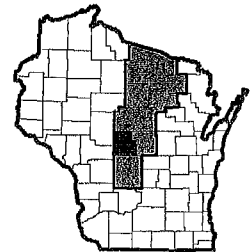
Steve Barg
City Administrator
City of Marshfield

Bob McManus
Mayor
City of Marshfield

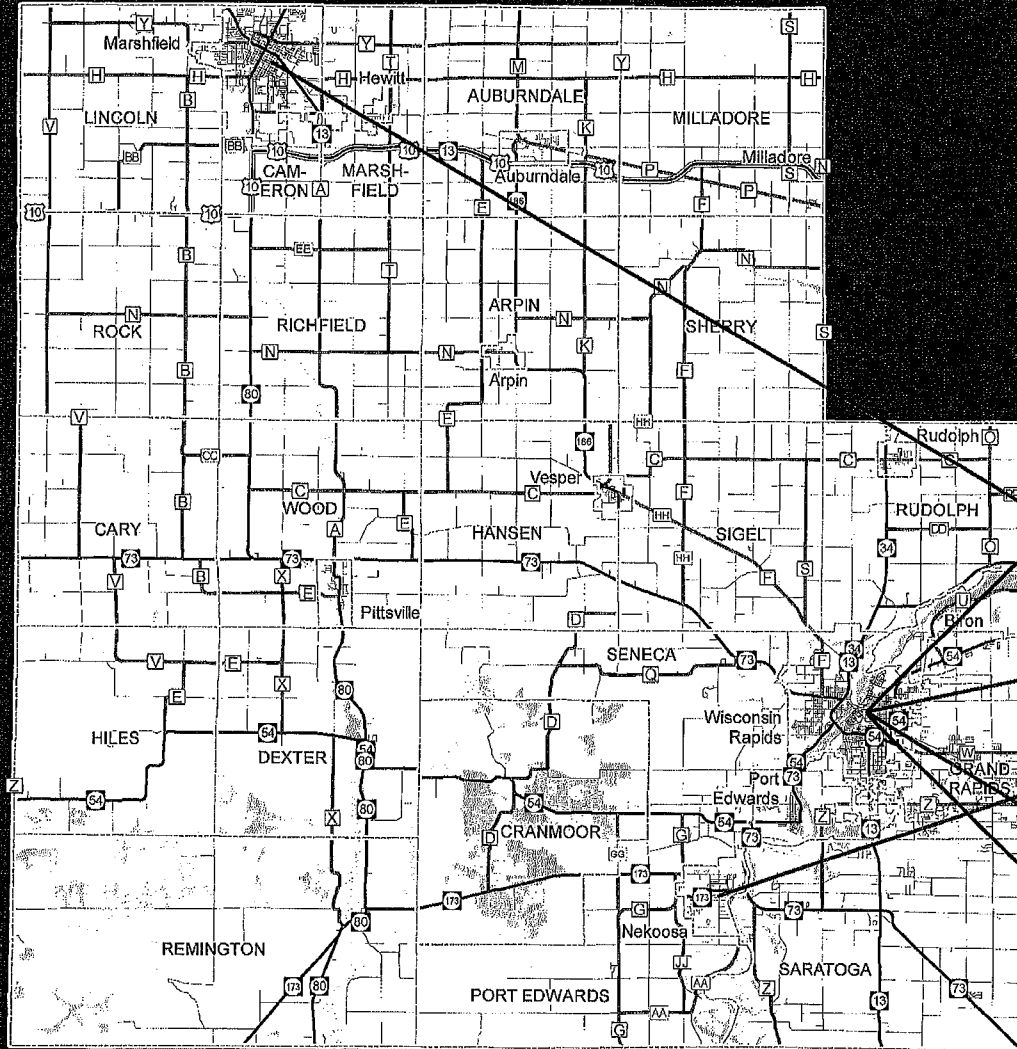
Sue Kunferman
Director
Wood County Health Dept.

EDA Investments

Wood County, Wisconsin



North Central Wisconsin
Economic Development District



Wisconsin Rapids - 1979
Public Works
\$850,000 Grant

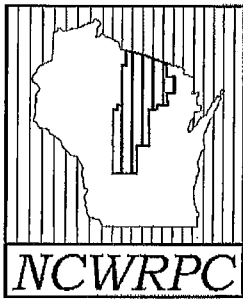
Marshfield - 1985
Technical Assistance
\$15,000 Grant

Wisconsin Rapids - 1989
Technical Assistance
\$60,000 Grant

Nekoosa - 2005
Public Works
\$1,200,000 Grant

Wisconsin Rapids - 2007
Public Works
\$1,500,000 Grant

Heart of Wisconsin - 2008
Technical Assistance
\$100,000 Grant



North Central Wisconsin Regional Planning Commission

715-849-5510
www.ncwrpc.org

210 McClellan Street, Suite 210
Wausau, Wisconsin 54403

Planning Services Offered

The NCWRPC offers technical assistance in the areas of land use, economic development, geographic information systems (GIS), transportation, and intergovernmental cooperation. Assistance can include anything from answering a question, to creating a project from start to finish, or aiding with a particular piece of a planning process. Feel free to contact us at any time; we are ready to help you and your community.

M E M B E R

Comprehensive Plans

Assist with the development of comprehensive plans or the updating of existing plans to position your community for the future.

Hazard Mitigation Plans

Assistance with county, tribal, and local government Hazard Mitigation Plan process in accordance with FEMA regulations.

Bicycle and Pedestrian Plans

Identification of existing neighborhood conditions to determine how bikeable and walkable your community is, and form implementation strategies to increase bike and pedestrian options. We can also help with Safe Routes to School plans.

Outdoor Recreation Plans

Needs driven park planning addresses how well your parks and trails meet community needs by analyzing facilities, surveying the public, and recommending solutions.

Redevelopment Plans

Downtown, riverfront, neighborhood, and brownfield plans created at the scale and depth your community desires.

Natural Resource Plans

A variety of different plans and assistance including Farmland Preservation Plans, Land and Water Resource Management Plans, and other natural resource related plans.

Economic Development

Assistance to communities and economic development corporations with planning strategies including data gathering and analysis, market and retail analyses, feasibility studies, and brownfield remediation planning.

GIS and Mapping

Assistance with all geographic information systems (GIS) and mapping related needs including mapping of addresses, parcels, critical facilities, and recreational amenities, as well as land use inventories.

Zoning

Assistance writing and updating zoning codes and maps, design guidelines, and form based codes to meet community standards.

Transportation Assistance

A variety of transportation related topical assistance including road rating, pavement management, and wayfinding assistance.

Your Partner

The NCWRPC has been assisting counties, cities, villages, towns, and tribes throughout the region for over 40 years. We are your planning and community development specialists.

Grant Assistance

Research, writing, and administration of all types of community grants through state and federal government departments and programs as well as foundations.

S E R V I C E S

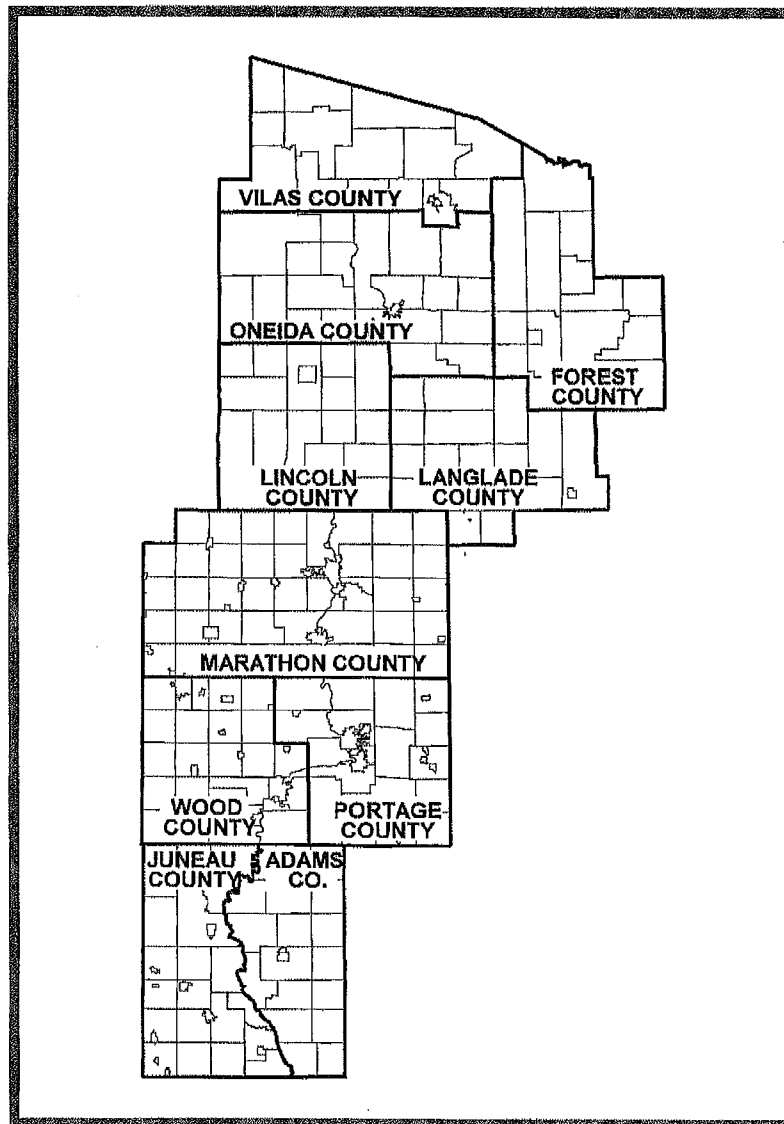


NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Serving the Region Since 1973!

2017 ANNUAL REPORT

OUR SERVICE AREA

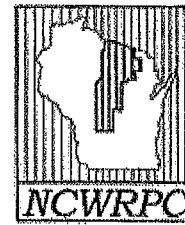


REGIONAL FACTS:

2017 Population (DOA Estimate):	440,037
Square Miles:	9,325
Counties:	10
Cities:	22
Villages:	41
Towns:	196
Tribal:	4
Total Governmental & Tribal Units:	273

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

210 McClellan Street, Suite 210, Wausau, Wisconsin 54403
Telephone: (715) 849-5510 Fax: (715) 849-5110
Web Page: www.ncwrpc.org Email: staff@ncwrpc.org



SERVING ADAMS, FOREST, JUNEAU, LANGLADE, LINCOLN, MARATHON, ONEIDA, PORTAGE, VILAS AND WOOD COUNTIES

Summer 2017

NCWRPC 2017 Annual Report

To the Citizens and Elected Officials of North Central Wisconsin:

On behalf of the North Central Wisconsin Regional Planning Commission (NCWRPC), I am pleased to provide you with the **2017 Annual Report**. When you look at what this small organization has accomplished for the Region, I think you will be impressed. As you will see throughout this 44th *Annual Report*, NCWRPC staff has completed many regional and local level projects, many in partnership with numerous agencies, organizations and communities.

This report is prepared to provide interested citizens and local officials with an overview of the activities undertaken by the NCWRPC over the last year. In addition, the report meets the requirements as outlined in Wisconsin Statute 66.0309(8)(b) for annual report preparation. Also included in this report is information for the North Central Wisconsin Development Corporation (NCWDC), our economic development organization responsible for managing two revolving loan funds.

We look forward to continuing to serve the Region by providing planning services to address the issues and needs of North Central Wisconsin. I'd also like to thank you for your continued support of the NCWRPC over these many years. Please feel free to contact Dennis Lawrence, our Executive Director, at 715-849-5510, Extension 304, or dlawrence@ncwrpc.org should you have any questions regarding the *Annual Report* or the NCWRPC.

Respectfully Submitted,

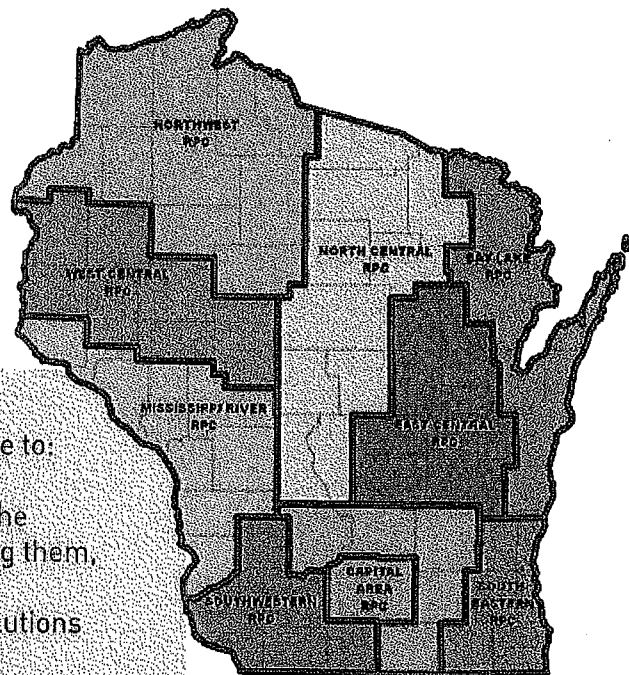
A handwritten signature in dark ink that reads "Paul Millan".

Paul Millan
NCWRPC Chairperson

PURPOSE & HISTORY

The North Central Wisconsin Regional Planning Commission (NCWRPC) was created in 1973 under Wisconsin Statute 66.0309 as a voluntary association of governments for the purpose of preparing plans for the physical development of the Region and its communities; to conduct research; to serve as a data center; and serve as a forum for communication, cooperation and coordination among federal, state, regional, and local interests; and to provide technical services to its membership.

Regional planning commissions provide assistance throughout the state. NCWRPC is one of nine regional planning commissions in Wisconsin; while nationwide there are about 500 similar type regional organizations.



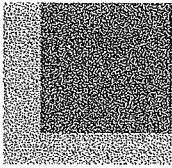
The goals of the NCWRPC are to:

- Help communities meet the planning challenges facing them.
- Identify strategies and solutions to planning issues.
- Provide cost-effective planning services to our members.

MISSION STATEMENT:

In an advisory capacity to local units of government and tribes, the NCWRPC offers cost effective, specialized planning services and expertise that support responsible development of the Region's economic, social, natural, and human-built environments. The NCWRPC also provides leadership and a regional forum for the creation of cooperative responses to shared opportunities and the challenges facing the counties and communities of the ten-county Region.

IMPACT



LEVERAGING DOLLARS:

To keep membership contributions low, additional dollars are secured from other sources to fund the organization. A simple Return on Membership (ROM) analysis shows that every membership dollar provided to the NCWRPC leverages additional dollars. In 2017, for every 1 dollar the NCWRPC received from membership it directly leveraged another 3.4 dollars from grants and local projects.

PUBLICATIONS:

Annually the NCWRPC prepares and publishes several planning documents. The NCWRPC also publishes a quarterly print newsletter, NCWRPC NEWS, which is sent to over 1,100 people, including county supervisors, chief-elected officials, clerks and many other interested parties throughout the region, state and nation. In addition, the NCWRPC electronically distributes Economic Development NEWS, which is focused on economic and community development issues.

A list of plans, reports and other information is available at the NCWRPC website. See www.ncwrpc.org.

FEDERAL AND STATE RELATIONSHIPS:

NCWRPC is an independent area-wide planning agency that is governed by an appointed board, called a Commission, and serves the towns, villages, cities, tribes, and counties within the Region. In addition, there are two long-standing relationships with the U.S. Department of Commerce, Economic Development Administration (EDA), and with the State of Wisconsin Department of Transportation (WisDOT) that support planning.

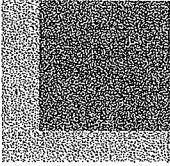
Since 1980 the NCWRPC has maintained EDA designation as an economic development district. As such, the NCWRPC receives an annual economic development planning grant to provide local economic development assistance and prepare a regional report called a Comprehensive Economic Development Strategy (CEDS). WisDOT designated the NCWRPC as a rural transportation planning region in 1975. As such, the NCWRPC receives a planning grant annually to provide transportation planning assistance to support the state transportation work program.

TYPES OF ASSISTANCE:

NCWRPC is a regional planning and economic development agency, which provides assistance to local governments throughout the ten-county Region in the areas of economic development, geographic information systems (GIS), intergovernmental cooperation, land use planning, and transportation. The NCWRPC supplements existing staff, or takes the lead where there is no staff. The goal is to not duplicate efforts but rather provide an effective system of planning to fit each community's need.

The NCWRPC undertakes both regional and local planning projects. Regional Accomplishments are highlighted on page 5 and Local Assistance projects are highlighted by county on pages 8 and 9.

REGIONAL PROGRAMS



REGIONAL ECONOMIC DEVELOPMENT PLANNING:

NCWRPC annually prepares a Comprehensive Economic Development Strategy (CEDS) that analyzes the regional economy and identifies potential economic development projects. This report maintains the Region's eligibility for U.S. Department of Commerce, Economic Development Administration public works programs. Other federal and state programs utilize this plan as well. NCWRPC also prepares grant applications to bring funding into the Region to promote growth.

NORTH CENTRAL WISCONSIN DEVELOPMENT CORPORATION:

NCWRPC provides management assistance for two multi-county revolving loan funds operated by the North Central Wisconsin Development Corporation, which provide financing to a variety of businesses throughout the Region. One fund was created through a grant from HUD, while the other was established through USDA-RD intermediary lending program. Increasing jobs and expanding the local tax base within the region are the primary goals of this program.

REGIONAL TRANSPORTATION PLANNING:

NCWRPC provides local transportation assistance with the Wisconsin Information System for Local Roads (WISLR), and represents North Central Wisconsin on state level transportation planning committees to help bring more dollars for the repair and construction of our transportation infrastructure. The NCWRPC also provides on-going assistance to the Wausau Area Metropolitan Planning Organization (MPO).

REGIONAL LAND USE PLANNING:

NCWRPC is responsible for the development of a regional comprehensive plan for the ten county Region. The Regional Comprehensive Plan was adopted in 2004, the first regional plan under the state's new planning law, and was last updated in 2015. NCWRPC also prepares other regionally focused plans from time to time.

REGIONAL DATA AND MAPPING CENTER:

NCWRPC is a depository for a variety of demographic information for the area, including U.S. Census data. In addition, the NCWRPC also maintains a Regional GIS database and computerized mapping system, including digital orthophotography. County Profiles are also prepared and updated as needed. Also, in partnership with WEDC, NCWRPC prepares quarterly economic development reports for each county in the Region using EMSI, a specialized economic development software.

REGIONAL ACCOMPLISHMENTS - 2017

- Coordinating initial efforts for the 2020 WROC air photo project, similar to previous efforts in 2005, 2010 and 2015. As part of this effort, also working to secure state and federal grants to reduce costs for county and local projects.
- Provided staff assistance to the North Central Wisconsin Stormwater Coalition, which serves thirteen communities throughout the Region.
- Continued to provide assistance to the 13 county Northeast Wisconsin Emergency Management Region to ensure that communication interoperability addresses both local and regional concerns.
- Prepared the Comprehensive Economic Development Strategy (CEDS) Annual Performance Report to maintain the Region's Economic Development District designation, as defined by the U.S. Economic Development Administration (EDA).
- Maintained and developed a Regional Mapping Information System, Census and Demographic Information, and a Planning Library for the region.
- Continued to coordinate the North East Wisconsin Public Safety Communication (NEWCOM) organization to promote better emergency service communication throughout a 16 county Region.
- Continued a partnership with WEDC to provide EMSI economic development modeling tools to communities within the Region.
- Maintained designation as a rural transportation planning Region by WisDOT to coordinate transportation strategies on a regional basis.
- Prepared an online presence for the Nicolet-Wolf River Scenic Byway in Forest, Langlade, Oneida and Vilas Counties. Previously prepared the Corridor Management Plan to the Wisconsin Department of Transportation (WisDOT) to obtain designation.
- Completed numerous urban-rural boundaries throughout the Region with WisDOT.
- Completed a Regional Bicycle and Pedestrian Plan for the ten county area. Funded in part by WisDOT, this effort inventoried existing trails and routes, and recommended a framework for future development in the Region.
- Provided assistance to the US Census Bureau related to regional demographics and mapping for the upcoming 2020 Census.
- Provided staff assistance to the North Central Wisconsin Development Corporation.

NCWRPC is involved in various other Regional efforts throughout the year that are not mentioned above.

LOCAL ASSISTANCE

NCWRPC provides members with assistance in the following five areas:

ED

ECONOMIC DEVELOPMENT

NCWRPC provides communities with assistance in a variety of other economic development related studies, including preparing detailed economic development plans that examine the local economy, assess local trends and identify strategies to spur development. In addition, the NCWRPC provides grant writing and administrative assistance to communities that are seeking funds from the U.S. Department of Commerce, Economic Development Administration, as well as a variety of other grant programs, including WEDC, DNR, WisDOT, and USDA-Rural Development. We also provide economic modeling software assistance.

GIS

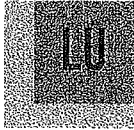
GEOGRAPHIC INFORMATION SYSTEMS

NCWRPC maintains an extensive digital mapping database for the Region. In addition, the NCWRPC has access to a wide array of data, including U.S. Census and American Community Survey, Economic Census, State Employment and Labor Information, and other specialized data sets. In addition, we assist with preparing County Land Information Plans and various grant applications for digital imagery. Custom data sets and maps can also be created for communities on request or as part of larger planning efforts. In addition, we coordinate efforts related to regional and statewide air photo acquisition.

IGOV

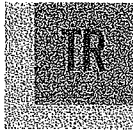
INTERGOVERNMENTAL COOPERATION

NCWRPC is available to conduct specialized studies on request. Over the years, a wide range of studies have been completed on subjects such as merging ambulance services, community consolidation, economic impact analysis, and boundary agreements. Many of these projects include a regional focus because they involve multiple units of government.



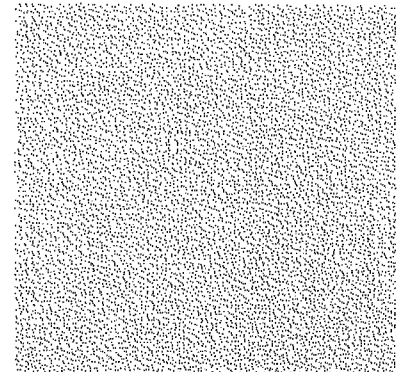
LAND USE

NCWRPC prepares a variety of natural resource based plans for communities, including outdoor recreation plans, all hazard mitigation plans, land and water resource management plans, sewer service area plans, wellhead protection plans, and wildfire protection plans, among others. In addition, the NCWRPC assists local governments in the preparation of comprehensive plans under Wisconsin's Comprehensive Planning Law, as well as assistance with zoning and land division ordinances that implement local plans.



TRANSPORTATION

NCWRPC prepares specialized transportation studies including: highway corridor studies, long-range urban area plans, parking studies, county-wide bicycle planning, Safe Routes to School plans, and grant writing for various WisDOT funding sources. In addition, the NCWRPC assists local governments in a variety of areas, including the preparation of local road improvement programs. These road plans provide a capital improvement schedule for upgrading local roads and help local units obtain Local Road Improvement Program (LRIP) funding for road reconstruction projects. Pavement rating and other assistance with the Wisconsin Information System for Local Roads (WISLR) program is also available.

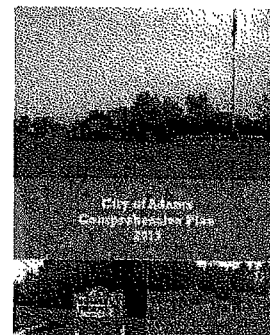


SELECTED ACCOMPLISHMENTS BY COUNTY - 2017

NCWRPC prepares numerous projects throughout the region each year. The projects reflected below are for those completed within our eight full member counties. Note that we do have local members in the other two counties, but those communities and projects are not listed below.

ADAMS COUNTY

- ✓ Initiated County Comprehensive Plan Update
- ✓ Census Boundary Annexation Survey
- ✓ County All Hazard Mitigation Plan FEMA Grant Application
- ✓ City of Adams Comprehensive Plan
- ✓ Town Comprehensive Plans for Adams, Easton, and Preston
- ✓ Online County Records System
- ✓ Completed Road Ratings for Village of Friendship and Town of Rome



FOREST COUNTY

- ✓ County Land and Water Resource Management Plan
- ✓ County All-Hazard Mitigation Plan FEMA Grant Application
- ✓ County GIS & Mapping Assistance
- ✓ Census Boundary Annexation Survey
- ✓ County Land Information Plan assistance
- ✓ Economic Development Loan to Local Business
- ✓ Nicolet - Wolf River Byways Website Development
- ✓ Completed Road Ratings for the County, the City of Crandon, and the Towns of Crandon, Lincoln, and Nashville



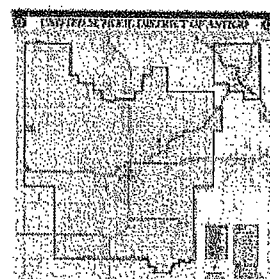
JUNEAU COUNTY

- ✓ County Housing Study
- ✓ County Outdoor Recreation Plan
- ✓ Census Boundary Annexation Survey
- ✓ Town of Lemonweir Comprehensive Plan
- ✓ County All Hazard Mitigation Plan
- ✓ City of Mauston Outdoor Recreation Plan
- ✓ Updated County Land Use Coverage



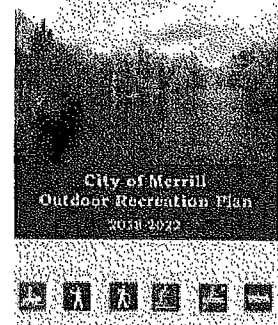
LANGLADE COUNTY

- ✓ County All Hazard Mitigation Plan FEMA Grant Application
- ✓ Land Records and GIS Assistance
- ✓ County Outdoor Recreational Map
- ✓ Antigo School District Maps
- ✓ Updated County Land Use Coverage
- ✓ Census Boundary Annexation Survey
- ✓ City of Antigo Comprehensive Plan Update
- ✓ Completed Road Ratings for Towns of Antigo, Elcho, Rolling, and Upham



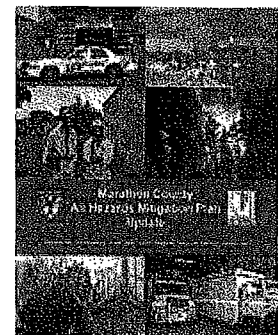
LINCOLN COUNTY

- ✓ County Land and Water Management Plan
- ✓ City of Tomahawk Comprehensive Plan
- ✓ County Outdoor Recreation Plan
- ✓ County Hazard Mitigation Plan
- ✓ Merrill Outdoor Recreation Plan
- ✓ City of Tomahawk TAP Grant Application
- ✓ Completed Road Ratings for the City of Tomahawk and the Towns of Birch, Harding, King, Merrill, and Tomahawk



MARATHON COUNTY

- ✓ Villages of Brokaw & Maine and Town of Texas Planning Assistance
- ✓ County All Hazard Mitigation Plan
- ✓ Towns of Ringle & Mosinee Comprehensive Plan Updates
- ✓ Town Comprehensive Plans for Mosinee and Spencer
- ✓ Villages of Schofield and Spencer Outdoor Recreation Plans
- ✓ Wausau Metro Sewer Service Area Plan
- ✓ Villages of Stratford and Spencer Comprehensive Plan Updates
- ✓ Town of Rib Mountain Comprehensive Plan Update
- ✓ Completed Road Ratings for the Villages of Brokaw, Kronenwetter, and Marathon City and the Towns of Harrison, Johnson, Wausau, Weston and Wien



ONEIDA COUNTY

- ✓ Online County Survey Records System
- ✓ Rhinelander/County Airport Website Assistance
- ✓ Census Boundary Annexation Survey
- ✓ Safe Routes to School Grant Application for MHLT Elementary School
- ✓ Town of Hazelhurst Comprehensive Plan Update
- ✓ County All Hazard Mitigation Plan
- ✓ Completed Road Ratings for the Towns of Lake Tomahawk, Pelican, and Stella



VILAS COUNTY

- ✓ County All Hazard Mitigation Planning FEMA Grant Application
- ✓ Lac du Flambeau Workforce Training & Development Center Feasibility Study
- ✓ Developing County Bike & Trail Plan Study
- ✓ Census Boundary Annexation Survey
- ✓ Updated County Land Use Coverage
- ✓ Safe Routes to School Grant for Lac du Flambeau Elementary School
- ✓ Economic Development Loan to Local Business



In addition, throughout the year, staff attends various meetings, responds to inquiries, creates and updates websites, and completes numerous projects not mentioned above.

AUDITED 2017 FINANCIAL STATEMENTS

The NCWRPC is funded from three basic sources. These are federal and state grants, local contracts, and a local membership fee (levy) based on equalized valuation of member governments. Below is the December 31, 2017 Statement of Net Position:

ASSETS:

Cash and Investments.....	1,319,640
Restricted Cash.....	593,291
Grants and Projects Receivable.....	67,036
Member Levy Receivable.....	215,169
Prepaid items and deposits.....	15,256
Net Pension Asset.....	-
Capital Assets.....	10,037

TOTAL ASSETS:\$2,220,429

Deferred Outflows.....\$181,652

LIABILITIES:

Accounts Payable.....	-
Accrued and other Liabilities.....	33,690
Unearned Revenues.....	1,321
Deposits Held for Others.....	593,291
Compensated Absences.....	96,746
Net Pension Liability.....	24,007

TOTAL LIABILITIES:\$749,055

Deferred Inflows\$293,695

Deferred Member Levy.....	215,169
Invested Capital Assets.....	10,037
Restricted for Pension Benefits.....	78,526
Reserved and Unrestricted Funds.....	1,349,294

NET POSITION:\$1,359,331

Schenck, LLC prepared the Audit. A copy of the complete Audit Report is available for review at the NCWRPC Office.

ANNUAL LEVY RATE:

By state statute the membership charge or levy rate cannot exceed 0.003% of equalized value. In 2000 the NCWRPC rate was set at 0.00275%, by 2017 that rate was reduced to 0.000915% - less than one third of the statutory limit. Since 2000, the rate has been reduced several times.

NORTH CENTRAL WI DEVELOPMENT CORP.

The NCWRPC with the support of its counties, area economic development corporations, private lenders, and others, established the North Central Wisconsin Development Corporation (NCWDC). The NCWDC is a 501(c)3 non-profit corporation, staffed by the NCWRPC, to manage a multi-county loan fund. The two funds currently operated are the Regional Revolving Loan Fund and the Community Development Fund.

An eleven member Board of Directors provides oversight to the NCWDC, which includes one person from each of the counties in the Region, along with one representative from the NCWRPC. The current Board of Directors is displayed below:

Adams County	Daric Smith	Marathon County	Jim Warsaw
Forest County	Bev Collins, Pres.	Oneida County	Roger Luce
Juneau County	Terry Whipple	Portage County	Todd Kuckkahn
Langlade County	Angie Close, VP	Vilas County	Bob Egan
Lincoln County	Ken Maule	Wood County	Zach Vruwink
NCWRPC	Craig McEwen, Sec./Tres.		

In addition, there is a five person Loan Review Committee that reviews and makes the final funding decision on each loan application. The current members are: Bev Collins, Dan Daubert, Ken Maule, Linda Prehn, and Bill Vanden Heuvel.

Although a small fund, since 1995, the NCWDC has made over 20 loans and created or retained over 445 jobs in the Region. As of the end of 2017, there are 2 active loans in the portfolio.

The Statement of Financial Position is below:

Assets:	USDA-RD IRP Funds	\$177,659	
	HUD Funds	\$369,269	
	RBEG Funds	\$ 12,918	
	Loans Outstanding	\$ 82,324	
			\$642,170
Liabilities:	Accrued Interest	\$ 911	
	IRP Note Payable	\$136,641	
		\$137,552	
Net Assets:	Restricted - IRP	\$ 57,224	
	Unrestricted	\$447,394	
		\$504,618	
Total Liabilities and Net Assets:			\$642,170

Schenck, LLC prepared the Audit for the NCWDC.
A copy is available for review at the NCWRPC Office.

COMMISSIONERS

An appointed commission oversees the activities of the executive director and the organization. As detailed in Wisconsin statute, three commissioners from each member county govern the NCWRPC. One is selected directly by the County (C), one directly by the Governor (G), and the third is a Joint (J) selection between the County and Governor. Term ending is also displayed. Commissioners serve until reappointed or replaced. Commissioners listed are current as of December 31, 2017.

NCWRPC officers are: Paul Millan, Chairperson; Richard Bakovka, Vice-Chairperson; and Edmund Wafle, Secretary – Treasurer.

Adams County

Rocky Gilner, C (6/18)
Richard Bakovka, G (6/22)
Peter Hickethier, J (6/20)

Forest County

Bucky Dailey, C (1/20)
Paul Millan, G (1/18)
William Connors, Jr., J (1/22)

Juneau County

Edmund Wafle, C (6/19)
Kenneth Winters, G (6/23)
Jerry Niles, J (6/21)

Langlade County

Ronald Nye, C (1/20)
Angela Close, G (1/22)
Paul Schuman, J (1/18)

Lincoln County

William Zeitz, C (6/19)
Loretta Baughan, G (6/21)
Frank Saal, Jr., J (6/23)

Marathon County

Catherine Wineman, C (6/21)
Daniel Guild, G (6/23)
Craig McEwen, J (6/19)

Oneida County

Thomas Rudolph, C (1/20)
Ted Cushing, G (1/22)
Harland Lee, J (1/18)

Portage County

None Participating

Vilas County

Kim Simac, C (6/19)
Jay Verhulst, G (1/23)
Charles Rayala, III, J (1/21)

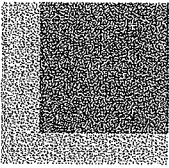
Wood County*

Gerald Nelson, C (6/23)

In addition, by Wisconsin Statute, the Secretary of the Wisconsin Economic Development Corporation (WEDC) - Mark R. Hogan - is an ex-officio officer of the NCWRPC.

* Note: Although the county appoints the commissioners, the county is not the financially participating member. Each local member contributes individually.

PROFESSIONAL STAFF



Dennis Lawrence, EDFP, AICP, Executive Director

Dennis started with the NCWRPC in 1992 and became Executive Director in 1997. He has a bachelor's degree in public administration from UW-La Crosse and a master's degree in urban planning from UW-Milwaukee. He is a member of the American Institute of Certified Planners (AICP) and is also certified as an Economic Development Finance Professional (EDFP). Dennis provides overall management to the organization and works in all areas of planning.

Alexander Brown, Planner

Alexander started with the NCWRPC in 2017. He has a bachelor's degree in political science and environmental studies and a master's degree in urban and regional planning from UW-Madison. Alexander works mainly in the areas of land use and community development.

Andrew Faust, GISP, Senior GIS Analyst

Andy has worked with the NCWRPC since 1995. He has a bachelor's degree in urban and regional studies from UW-Oshkosh. He is also certified as a Geographic Information System Professional (GISP). Andy works in the areas of GIS and intergovernmental cooperation.

Fredrick Heider, AICP, Planner

Fred has worked with the NCWRPC since 2004. He has a bachelor's degree in natural resources from UW-Stevens Point and is a member of the American Institute of Certified Planners (AICP). Fred works mainly in the areas of land use and transportation.

Darryl Landeau, AICP, Senior Planner

Darryl has worked with the NCWRPC since 1993. He has a bachelor's degree in natural resources from UW-Stevens Point and a master's degree in urban studies from Mankato State University. He is a member of the American Institute of Certified Planners (AICP). Darryl works mainly in the areas of transportation and land use.

Eric Sonnleitner, Planner

Eric started with the NCWRPC in 2017. He has a bachelor's degree in natural resources and land use from UW-Stevens Point. Eric works mainly in the areas of land use, community development and GIS.

Pam Winkels, Office Assistant

Pam started with the NCWRPC in 2015. She has a bachelor's degree in graphic communications from St. Norbert's. She provides program support, staff support, and general office assistance.



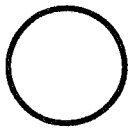
NORTH CENTRAL WISCONSIN
REGIONAL PLANNING COMMISSION

44th Annual Report

210 McClellan Street, Suite 210 • Wausau, Wisconsin 54403

Phone: (715) 849-5510 • Fax: (715) 849-5110

Website: www.ncwrpc.org



RESOLUTION#

 Introduced by CEED
 Page 1 of 2

ITEM#

4 - 1

DATE

April 16, 2019

Effective Date

April 16, 2019

Motion:Adopted: ☐

LAR

1st ☐Lost: ☐2nd ☐Tabled: ☐No: ☐ Yes: ☐Absent: ☐

Number of votes required:



Majority



Two-thirds

Reviewed by: PAK, Corp Counsel

Reviewed by: _____, Finance Dir.

INTENT & SYNOPSIS: To request the College of Agricultural and Life Sciences at UW-Madison and UW-Extension to develop nitrogen application rate guidelines for groundwater protection.

FISCAL NOTE: There are no fiscal obligations to Wood County.

WHEREAS, in areas of Wood County where intensive agriculture on sand exists, many residents obtain drinking water from groundwater and many have concentrations of nitrate-nitrogen that exceed the Environmental Protection Agency health and enforcement limit of 10 parts per million; and

WHEREAS, the highest documented area in Wood and Juneau Counties has 42% of wells exceeding the state standard; and

WHEREAS, Local, State and Federal programs require use of the USDA Natural Resource Conservation Service 590 Nutrient Management Standard, which dictates use of the UW-Extension Publication A2809 "Nutrient Application Guidelines for Field, Vegetable, and Fruit Crops in Wisconsin"; and

WHEREAS, the UW-Madison nitrogen recommendations contained in A2809 were developed to maximize economic profitability, not to protect groundwater and drinking water quality; and

WHEREAS, the most recent revision of A2809 contains increased nitrogen application rate recommendations by UW-Madison on corn; and

WHEREAS, farmers striving to voluntarily reduce nitrogen applications to rates that will allow for drinking water nitrate levels below the 10 parts per million enforcement limit have no guidance to do so; and

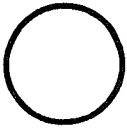
WHEREAS, fertilized public and private lawns; golf courses, and fertilized public and private green spaces contribute to nitrates in groundwater; and

WHEREAS, the Conservation, Education, and Economic Development Committee passed a motion at their April 2, 2019 meeting to request this resolution be developed.

THEREFORE BE IT RESOLVED, that the Board of Supervisors for the County of Wood hereby requests the College of Agricultural and Life Sciences at UW-Madison and UW-Extension develop nitrogen application rate guidelines for groundwater protection, including, agricultural uses, fertilized lawns, golf courses, and green spaces.

BE IT FURTHER RESOLVED, that the State of Wisconsin provide funding and other necessary resources to aid in this effort.

		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			



RESOLUTION# _____

ITEM# 4

DATE April 16, 2019

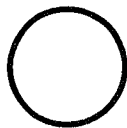
Effective Date: April 16, 2019

Introduced by CEED

Page 2 of 2

Committee _____

BE IT FURTHER RESOLVED, that a copy of this resolution be directed to the attention of the State Legislators representing constituents in Wood County, the Governor and the President of the University of Wisconsin System.



RESOLUTION#

Introduced by CEED
Page 1 of 1

ITEM# 4 - 2
DATE April 16, 2019
Effective Date April 16, 2019

LAR

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

INTENT & SYNOPSIS: To support Bill 2019 AB 21 and Wisconsin Legislative action to maintain and improve groundwater quality statewide.

FISCAL NOTE: There are no fiscal obligations for Wood County.

WHEREAS, groundwater and surface waters in Wisconsin are considered waters of the State, held in public trust and regulated primarily by the State of Wisconsin; and

		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			

WHEREAS, after a spring 2018 well testing effort in the towns of Armenia and Port Edwards, testing results identified that private drinking wells of Wood and Juneau County citizens have been affected with contaminants such as nitrate and pesticides at levels exceeding safe drinking water standards. According to the study results, approximately 42% of homeowners well sampled exceed the State nitrate-nitrogen standard of 10 parts per million, compared to the State average of 9%; and

WHEREAS, the State of Wisconsin has historically provided assistance to citizens with high levels of drinking water well contamination through the Well Compensation Grant Program (under CH 281.75, Wis. Stats.); and

WHEREAS, a large number of citizens do not qualify for assistance under the current program due to income restrictions, limits on cost of work, and the requirement of livestock to be on the property, and modifying program requirements would allow for greater access to these funds, which could help additional citizens have access to drinking water that meets water quality standards; and

WHEREAS, the Wisconsin Legislature is currently considering, through 2019 AB 21, modification of Well Compensation Grant Program requirements to expand eligibility to more citizens and establishing a private well testing grant program to provide well testing; and

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors strongly supports and encourages the Wisconsin State Legislature to take action to adopt 2018 AB 21 to increase assistance to citizens regarding water quality issues; and

BE IT FURTHER RESOLVED, that the Wood County Board of Supervisors strongly endorses and encourages the Wisconsin legislature to move with a sense of urgency to bring forward any additional legislation necessary to further enhance assistance to citizens with regard to improving the water quality of potable water wells, and protect and improve groundwater quality in the State.

BE IT FURTHER RESOLVED, that a copy of this resolution be directed to the attention of the State Legislators representing constituents in Wood County and the Governor.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

5

DATE: April 5, 2019
TIME: 9:00 a.m.
PLACE: Room 115, Wood County Courthouse
TIME ADJOURNED: 11:00 a.m.
MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,
Kenneth Curry, Brad Hamilton, Jake Hahn
OTHERS PRESENT: Peter Kastenholz. See attached list.

1. At 9:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time.
3. The minutes for the March 1, 2019, meeting was reviewed. The Chair declared the minutes approved without objection and there were no objections.
4. The Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Leichtnam, seconded by Hamilton, to approve the reports and payment of department vouchers. All ayes.
 - a. The Committee discussed the urgency in getting the District Attorney's office moved. The tentative plan is for that move to be funded and completed in 2020. There is a desire by the committee to get the Victim Witness office relocated as soon after that as possible to adequate quarters. It is expected that Van Tassel will work with his oversight committee to prioritize and fund any and all department moves.
 - b. Child Support Letter of Support for five-county demonstration project. Brent Vruwink spoke on the state's project, which already is ongoing in two counties and will be expanded to three other counties. The focus of the program is to assist folks who can't pay child support as opposed to emphasizing punishment. The assistance is in terms of job training and retention. Vruwink wants Wood County to be one of these three additional counties. Moved by Hamilton, seconded by Curry, to support the proposal. All ayes.
 - c. Weight restrictions for overweight fine revenue. Highway Commissioner Roland Hawk explained a desire to raise revenues and he has been advised that weight restriction violations can go to the county if issued by the sheriff's department. Roland will work with Cindy Joosten and Peter Kastenholz to see what can be done along these lines.

5. Register of Deeds Tiffany Ringer requested approval for out-of-state travel for a Fidlar software conference. Moved by Hamilton, seconded by Curry, to approve Ringer attending the out-of-state Fidlar software conference. All ayes.
6. Capital Improvement Plan of District Attorney's office in the amount of \$13,000 for sit/stand desks was discussed. Insurance Administrator Terry Stelzer encouraged proceeding in getting sit/stand desks in the District Attorney's office, as it will help save medical expenses. Terry has \$1.8 million in a reserve fund that might be available for this type of cost. Moved by Clendenning, seconded by Hamilton, to use up to \$13,000 from the reserve fund to acquire sit/stand desks for the District Attorney's office, via a resolution to the county board. All ayes.
7. The Committee discussed the Corporation Counsel's memo "Handling an Anonymous Complaint." It will be provided to the county board.
8. The Committee reviewed the claims of Todd Austin, Anna Greeno, and Jane Binder. These claims will be provided to the county board.
9. There were no new animal claims against the County.
10. The Committee reviewed correspondence and legislative issues. Amy Sue Vruwink gave an oral report on behalf of Representative Kind's office.
 - a. Citizens Groundwater Group report. Supervisor Leichtnam updated the Committee on the Citizens Groundwater Group's monthly meeting and other meetings throughout the state on groundwater issues. The state estimates there are 40,000 contaminated wells around the state and there are some bills before the legislature to assist those well owners. The Group has proposed the creation of a Wood County nitrate study group, modeled after Rock County's committee.
 - b. Dodge County referral on Adult Entertainment legislation. Consensus of the Committee to take no action.
 - c. Door County referral on Estuary Research Reserve. Consensus of the Committee to take no action.
 - d. WCA program on Environment and Land Use. Moved by Leichtnam, seconded by Hamilton, to authorize the committee chair to attend the meeting. All ayes.

- e. WCA Regional Legislative meeting report. Chairman Clendenning explained the governor's budget was reviewed and the sharing of information was very useful. He encourages others to attend these meetings in the future.
11. Courthouse security committee update.
Resolution to amend the 2019 sheriff's department budget for additional expenditures for courthouse security was discussed. Moved by Hamilton, seconded by Leichtnam, to approve the resolution. All ayes. It was pointed out that the resolution needs to be modified in the fiscal note to correct that there is a cost here.
12. Criminal Justice Task Force Coordinator. Letter of Judge Brazeau dated 3/18/19 explaining the position was discussed and will be included with the minutes. Moved by Curry, seconded by Hamilton, to support creating this position via resolution that will have the position description attached. All ayes.
13. County Board rules.
 - a. Resolution on reformation of committees commencing 2020. Supervisor Clendenning shared his concept of committee restructuring. See attached. Moved by Leichtnam, seconded by Hamilton, to consider this topic at the May meeting. 3 ayes, 2 nays. The nays preferred to meet on county board day.
 - b. Communication from Chair Machon on committee activities. The Committee will work on this in conjunction with the review of other rules in May.
14. Agenda items for the May 2019, meeting:
 - Supervisor Clendenning's rule proposals.
 - Chairman Machon's rules referral.
15. The next committee meeting will be May 3, 2019, at 8:30 a.m.
16. Meeting adjourned without objection by the Chairperson at 11 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry
Kenneth Curry, Secretary (signed electronically)

Judicial & Legislative Committee Meeting

Date:

[illegible]

March 18, 2019

To: Members of the Criminal Justice Taskforce Committee

Dear Taskforce Members and Others:

A committee was recently established by the Taskforce to explore the hiring of a person to coordinate efforts in Wood County to both start alternative courts, such as veterans, mental health or OWI courts, and also with an eye to reduce the jail population through the use of those alternative courts and potential pretrial incarceration programs. The Committee has met several times and obtained information from other Counties regarding similar programs. The Committee recommends that Wood County hire a Justice Coordinator, to start in the 2020 budget cycle.

Wood County has a well-established and successful drug court program. That program has a coordinator who oversees the participants on a daily basis, as well as a team, made up of professionals, including Judge Wolf, which deal with serious drug abuse cases on a different track than a non-Drug Court case. In Drug Court cases, treatment is put at a premium, with frequent contact between the participants and the treatment team. The role of the drug treatment program is to reduce recidivism by treating the underlying addiction, which drives so much criminality.

Similar courts exist across Wisconsin and the nation, which address particular groups of defendants in an effort to provide treatment and reduce recidivism. Courts, such as mental health courts, OWI courts, veterans courts, and domestic abuse courts, are more and more prevalent, as courts search for ways to address repeat offenders and to focus on underlying problems that might be driving criminal behavior. Unfortunately, getting those types of programs requires focus and energy. The Justice Coordinator position would provide a person to be that focus in establishing and incubating these treatment courts.

I have been asked to lead a veterans court in Wood County. There have been exploratory meetings to get such a court going, and we have veterans trained as peer counselors who are ready to implement such a program. What we do not currently have is a person who is dedicated to bringing that court to fruition. A person who can collect information, communicate with other counties and providers, marshal resources and eventually provide coordination to that court to get it started is what we now need. The Committee's idea is that if such a coordinator existed, they could be the starting point for new treatment courts to be established. The long term benefit for Wood County is a reduction in recidivism through better treatment of these defendants.

Additionally, the jail has seen an explosion in daily population as drugs continue to drive crime in Wood County. Another area the coordinator could be of value would be to develop potential pretrial monitoring programs that could help reduce jail populations. An example of such a program would be Portage County's pretrial program. They have defendants out on signature bonds who might otherwise be on cash bonds in the jail because they have the ability to monitor those inmates through check-ins and drug testing while on the signature bond. Such a program or similar program could help reduce ongoing jail

populations here in Wood County. It is the hope that the Coordinator could address these programs as well.

Our Committee members did an excellent job of researching what other counties are doing in this regard. In a brief survey, we found more than 17 counties that currently have such a position. We have attached the job description from Eau Claire County, LaCrosse County, and Monroe County for your review. We have also included a rough draft of a Wood County job description for Justice Coordinator. I spoke very briefly with Ms. McGrath in Human Resources, and after that very brief conversation, we thought this position might be a Grade 12. We also discussed that this position would report to the County Board as a Department Head. We would need a place for the person to start in 2020, but believe that there is space available on the third floor of the Courthouse.

We are also hopeful that this new hire would engage in grant writing, which, again, we are hopeful would reduce or eliminate the cost of this position and significantly defray the costs associated with starting these diversion courts.

In conclusion, the Committee recommends the hiring of a Justice Coordinator position, to be funded starting in the 2020 year, to address alternate courts and a hopeful reduction in the jail population due to pretrial incarceration.

Very truly yours,

Justice Coordinator Committee
Nicholas J. Brazeau, Jr.
Emily Nolan-Plutchak
Craig Lambert
Brent Vruwink
Cindy Joosten

By: Nicholas J. Brazeau, Jr.

cc: Legislative and Judicial Committee

Wood County Board Restructure

The Wood County Board will elect every two years at the organizational meeting both a County Board Chair and Vice Chair. The Chair will assume all responsibilities of the position except for the role of administrative coordinator. That role will now become assumed by the Vice Chair.

There will be no Executive Committee moving forward. The Board will be comprised of five standing committees, which are as follows.

- **Health and Human Services Committee:** the committee will oversee the Health Department, Human Services Department, and Veteran Services Department.
- **Conservation, Education and Economic Development Committee:** the committee will oversee the Land and Water Conservation Department, UW Extension, Economic Development, Surveyor, and Planning/Zoning.
- **Highway, Infrastructure, and Recreational Committee:** the committee will oversee the Highway Department, Risk Management Department, Maintenance Department, Public Property, and the Parks/Forestry Department
- **Judicial and Legislative:** the committee will oversee all the departments relating to the courts, oversee all legislative matters, and oversee the rules of the County Board
- **Public Safety Committee:** the committee will oversee all departments relating to public safety.
- **Finance, Organization, and Personnel Committee:** the committee will oversee the Treasurers Department, Finance Department, Clerks Department, Information Technology Department and Human Resources Department.

All members of each committee will be appointed by the County Board Chair. The committees will elect their own committee chairs. The County Board will be governing authority over all the oversight committees.

There will be no limit to how many committees a supervisor can be appointed too, but all supervisors must have at least one appointment to a standing committee. There will be no limit to how many chairmanships a supervisor could have since it will not affect them since there is no executive committee.

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Wood County Criminal Justice Task Force Minutes March 20, 2019

Present: Melvin Pedersen, Grand Rapids PD; Greg Potter, Branch 1; Rick Gramza, Marshfield PD; Lori Heideman, Wood County Dispatch; Kate Frigo Drury, State Public Defender; Susan Byrnes, District 9 Court Administrator; Cindy Joosten, Clerk of Courts; Bill Clendenning, Wood County Board; Dennis Polach, Wood County Board; James Wunrow, Wood County Jail; Theodore Ashbeck, Wood County Sheriff's Dept.; Craig Lambert, District Attorney; Michelle Newman, Victim Witness; Jackie Arnold, Clerk of Courts; Caitlin Saylor, Dept. of Corrections; Adam Stublaski, Dept of Corrections; Donna Hibbard, Dept. of Corrections; Shawn Woods, Nekoosa PD; Shawn Becker, Wood County Sheriff; Mary Solheim, Human Services, Nick Brazeau, Branch 2.

Minute Approvals: Judge Potter called meeting to order at 12:10. No additions or corrections to 12/19/18 Task Force minutes. Minutes are approved.

Public Comment: None.

Additions to Agenda: No additions.

Drug Court: Judge Wolf is not present today. He has submitted report, which was attached to agenda.

Restorative Justice: Judge Brazeau addresses letter regarding Criminal Justice Coordinator. Leigh Neville-Neil was working on getting Veteran's Court started, but has been deployed and it is now at a standstill. Judge Brazeau feels there is a strong need for a Veteran's Court and a mental health court and a coordinator would be valuable to Wood County. They are seeking a 2-year commitment from the County Board which would start with the 2020 budget. This position would also write grants that may pay for the position. Bill Clendenning is asking for a motion from this committee to start the process so he can bring the request for a Criminal Justice Coordinator to the Judicial and Legislative Committee. Judge Potter states that he would also like to see an OWI court for 3rd and 4th offenses. Bill Clendenning makes motion for committee to draft resolution for a Criminal Justice Coordinator and seconded by Judge Brazeau. Motion passes.

Public Defender: Judge Potter says he has been told by defendants without counsel at preliminary hearings that the Public Defender has told them that they should ask for an adjournment of the preliminary hearing. He says this should not be done as there are time limits to have the preliminary hearing held. His practice is to hold the preliminary hearing and when the defendant obtains counsel, the preliminary hearing may be reheard. He does not proceed to arraignment at that time. Another date is set so they have counsel at the arraignment. Kate Frigo from PD states that she is unaware of Public Defenders giving that advice to defendants. She states that there is currently legislature for Public Defender rates to be raised to \$70.00/hour, which will help in getting attorneys appointed for defendants who are eligible. Corporation Counsel

Kastenholz has talked to her about Judge Brazeau appointing counsel for someone who was eligible for Public Defender and is requesting reimbursement from Public Defender. Per the Public Defender's legal counsel, they will not be reimbursing Wood County for this. Kate discusses her frustrations with finding counsel to appoint to cases. She indicates that she has 18 defendants that they are actively seeking counsel for. She has contacted Scott Krug regarding the issue. Kate will provide copy of letter from PD's legal counsel regarding not reimbursing county if requested.

Round Table: Cindy addresses issue of the jail not knowing of court dates. It has been discovered that the dates that they are not informed of are motions that dates are entered in the actual motion and notices are not done. Cindy reminds attorneys that they should be notifying the jail if their client is in jail and has a motion hearing.

Judge Brazeau addresses courthouse security. It was proposed that the Sheriff's Dept. would be hiring a lieutenant and 3 deputies to oversee security and everyone would be using the front door and side doors blocked. At this time, it does not appear that the plan has County Board support. One of the proposals is to hire a security company. This solution would not be ideal as the people hired would not be sworn deputies. He is asking for everyone's support on the committee. Bill Clendenning states that he had a resolution drawn up, but was talked out of it. He feels it would be beneficial if everyone would talk to their County Board representative about the need for security. Shawn Becker states that a resolution has been put together and has passed through the Safety Committee and will be going to the Legislative Committee and, if passed, to the County Board. He does not want to pull deputies off the road to cover courthouse security. Judge Potter describes a recent incident where courthouse security would have been helpful. Jim Wunrow provides committee with another instance where security would have been helpful. Michelle Newman requests that when there is a security threat in the courthouse, that there should be an announcement so that everyone is aware of the threat. Judge Potter thanks the Sheriff's Department for their response whenever they are called about a security issue in the court system.

Bill Clendenning talks about third floor remodeling of the courthouse. He would like to see this done as soon as possible, specifically that Victim Witness Office should be moved to the third floor and DA's office remodeling.

Dana Hibbard is introduced as new person in the non-sex offender unit for the Dept. of Corrections in the Marshfield office. She supervises Portage County. Mary Solheim is introduced as Deputy Director of Human Services. Everyone introduces themselves to the new members.

Kate states that Ryan Drenkler was to be working in Wood County as a Public Defender, but has left for Colorado. Michael Scarantino left for Baltimore. Jessica will be in Portage County when she returns from maternity leave. So there are 2 vacancies in her office for attorneys.

Ted Ashbeck states that he is working with the Clerk of Court's Office on court appearances. The jail is almost at full capacity. He asks attorneys to let the jail know if they need a client moved from another county to communicate with them.

Jim Wunrow thanks the judges for allowing arraignments to appear by video on Mondays. Because of attorney shortages, there are a number of inmates on Mondays that need to appear for an arraignment and because of safety and security, the video system works well.

Judge Potter says that when Marshfield PD officers appear by video for preliminary hearings, it does not need to be the arresting officer and he extends this courtesy to other agencies. But he asks that they call the JA first as court hearings may be running over and the phone call for the video is distracting in the courtroom. He emphasizes that if the officer testifying is not the investigating officer, they should read the report before the hearing. Craig Lambert asks that if it is not the investigating officer testifying, that they call the DA's office first to discuss the testimony, as identification may be a problem. Kate says that the law does not allow video for identification purposes and should not be allowed. She says the attorneys in the Public Defender's office should be objecting to officer testifying by video. There is discussion on this matter. Cindy says that the AV equipment in all the courtrooms are experiencing problems and new equipment needs to be put in budget for next year.

Meeting adjourned at 1:00

Submitted 3/27/19

Jackie Arnold
Deputy Clerk of Courts



Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE
March 2019

1. Contracts. I have presented at the last two department head meetings on several aspects of contract formation and review, specifically, the allocation of liability and insurance considerations. I am now taking those presentations, putting them in a memo format, and adding them to the contract part of the corporation counsel forms on the intranet as reference material for county staff. The vast majority of contracts the county enters into are not reviewed by this office; time wouldn't allow for it. Consequently, it is necessary to share with staff the needs we have that should be addressed in a contract as well as the pitfalls to be wary of. There will likely be more work in this area over the course of the next year as time allows.
2. Responding to anonymous complaints. A while back, a county board supervisor contacted me inquiring how to deal with an anonymous complaint. It seemed to me that the supervisor had done everything they should in that instance but it made me think that it might be worth memorializing the approach and considerations in a memo to the board. The topic was discussed at a recent department head meeting. The end result is the attached memo to the county board. I do veer off in the draft memo to deal with the role of a committee chair. I saw it as an opportunity once again to clarify the limits of the role. You should decide if this is something you agree with and want me lecturing my bosses on.
3. Past Memos to the County Board. Over the years, I have apparently written about 100 memos to the board. Those memos have not been readily accessible electronically but will be soon on the county's internal intranet site, under corporation counsel and the category listing is Memos to the County Board. Attached is a listing of those memos broken down into five areas. Please take a look at the list as you may have a question arise in the future that has been dealt with in some detail. Naturally, memos dealing with laws have a tendency to become dated and it isn't practical for me to update each of the memos at this point, but even the ones that may be stale should provide some useful background.

Memos

The Role of a Supervisor

- 10/94 When a Supervisor Signs a Resolution does that Mean s/he Support it?
- 07/95 Authority of Committees in General
- 01/96 Wood County Administrative Coordinator Position
- 02/96 The Role of a Supervisor – Review of Vouchers
- 03/96 The Role of a Supervisor – As a Committee Member
- 10/96 The Role of a Supervisor – As a Committee Chairperson
- 02/97 A Perspective on the Structure of Wood County's Government
- 06/97 Supervisors' Per Diem and Mileage
- 02/98 The Role of a Supervisor – Review of Vouchers II
- 11/98 Disciplining County Board Supervisors
- 08/04 Handling Questions on Department Bills
- 04/06 How a County Board Meeting Works
- 11/06 The Role of a Committee Chairperson #2
- 04/07 The Role of a Committee Chairperson #3
- 06/07 The Role of a Committee Secretary
- 06/15 Communicating with the Public
- 11/15 Rights and Authority of Supervisors

Parliamentary Procedures

- 11/94 Procedures to be Used in Calling the Question
- 02/95 Recording Votes at Committee Meetings
- 03/95 The Motion to Lay on the Table
- 08/95 The Ability of a Non-Supervisor to Speak at a County Board Meeting
- 08/98 Public Hearings: Why, When and How
- 12/98 Procedure for Nominating Committee Members
- 11/04 Correcting Committee Minutes at County Board Meetings
- 01/06 The Motion to Lay on the Table
- 02/06 Procedures to be Used in "Calling the Question"
- 03/06 The Motion to Reconsider
- 06/06 The Making of a Motion
- 08/06 Point of Order
- 02/15 Withdrawal of Resolution from County Board Floor
- 02/16 Calling Committee Meetings & Controlling the Agenda
- 03/16 The Motion to Lay on the Table
- 02/17 The Committee of the Whole
- 07/18 Abstaining from a Vote

Policies and Procedures

12/94 Nepotism
12/94 Who Has the Authority to Sign Contracts on Behalf of Wood County?
05/95 Resolution Drafting
04/96 Competitive Bids and County Contracting
05/96 Competitive Bids – Negotiating with the Low Bidder
08/96 Compensation for Citizen Members of Committees
11/96 Employee Data Gathering for Non-Oversight Committees
05/98 How Committee Minutes and Reports are Handled at County Board Meetings
07/98 Ethics – Disclosure of Interest in Legislation
09/98 Setting a Legal Precedent
10/98 Creating Rules and Procedures
10/98 Political Leaves of Absence
02/99 Contracts: An Overview
03/99 State Budget Process
04/99 Contracts: Discharging Ones' Duties
05/99 Contracts: Damages
07/06 The Use of Ordinances and Resolutions
09/06 Misconduct in Public Office
10/06 Voting Requirements
01/07 Litigation Against Employees – The County's Obligations
08/08 Board Members Attending Staff Meetings
05/15 The Battle of the Forms
12/15 Confidentiality
04/16 Staff Review of County Board Resolutions
09/16 Anonymous Complaints and Confidentiality
10/16 Communications: Updating Supervisors on Important Matters
05/17 Who the Corporation Counsel Represents

Open Meetings and Public Records

06/96 Open Meetings Law – Notice Requirements
06/98 Recent Amendments to Wisconsin's Open Meetings Law
08/04 Email Communication and the Wisconsin Open Meetings Law
10/04 Discontinue "Any Other Business" on Agendas
12/06 The Open Meetings Law – What Constitutes a Meeting
03/07 Public Records: Contracts with Firms for Government Services
09/07 Open Meetings Law Update
03/08 The Open Meetings Law – A Walking Quorum
08/08 Closed Sessions – Confidentiality
06/17 Open Meetings Law: Specificity Required for Agenda Items
08/17 Open Meetings Law: What is a Formally Constituted Subunit?
03/18 Using "Correspondence" and "Reports" on Agenda

State and Federal Laws

- 09/95 Overtime/Compensatory Time for Non-Union Employees
- 12/95 Referenda
- 12/95 Long Term Municipal Financing
- 07/96 Management Discussions with Non-Union Employees
- 09/06 Eminent Domain
- 01/97 Due Process
- 04/97 Defamation
- 05/97 Redistricting – Time Frames
- 07/97 Legal Representation of Wood County Employees & Officials
- 07/97 Self-Organization
- 10/97 Governmental Immunity
- 11/97 The County’s Responsibility Under the “Safe Place” Statute
- 12/97 Worker’s Compensation: What Does it Mean for the County?
- 01/98 The Wisconsin Fair Employment Act
- 01/99 Worker’s Compensation: Are Supervisors Covered?
- 05/99 UW Center Commission’s Authority
- 06/99 The Board of Adjustment – the Granting of Variances
- 10/99 The Fair Labor Standards Act
- 08/15 Immunity: Discretionary vs. Ministerial Acts
- 09/15 Worker’s Compensation Overview
- 10/15 Authority of Indian Tribes
- 06/16 Section 1983 Causes of Action
- 07/16 County Home Rule
- 01/17 Invocations – Legislative Prayers
- 10/17 Waivers of State Mandates
- 01/18 Intellectual Property Laws
- 02/18 Courthouse Security and Facilities Committee
- 12/18 A County’s Obligations to its Residents for Clean Groundwater



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: April 16, 2019

RE: Handling an Anonymous Complaint

Recently a county board supervisor inquired as to their obligations when they receive anonymous complaints about county staff or operations. From a strictly legal perspective, you have no obligation to do anything with the information. There are times when, from a liability perspective, there is a need to convey the information to county staff even though it is shared anonymously to you, such as when persons or property are in jeopardy. There are also a number of state and federal court rulings wherein employers and managers were determined to have been responsible to investigate a complaint if it related to an illegal activity, such as harassment or discrimination. The fact that a complaint was received, albeit an anonymous one, could be considered evidence that the county "knew or should have known" a problem existed and, therefore, needed to be addressed. For moral and other reasons you may also feel compelled to share the information.

My recommendation on how to handle these situations is to give consideration to the following protocol.

1. Encourage the person making the call to communicate directly to the appropriate manager, inasmuch as on their own, a supervisor has no control over county staff or property.
2. If the concerned citizen insists on anonymity, encourage them to put their concerns in writing and route it to you or staff so that nothing is lost in translation and sharing.
3. If they agree to put it in writing and route it to you, let them know you will forward it on but will not be involved in further communications on the matter. When the complaint is then received, forward it on to the appropriate department head.
4. If the complainant will only share their concerns orally, then do your best to write them down as soon as possible, even relaying them back to the caller while still speaking with them.

5. Transmit the written notes to the department head as soon as possible, typically by email, so that there is documentation as to the content of the complaint and there will be no issues later as to what was covered.
6. The department head or a manager should eventually communicate to the supervisor that the problem has been looked into and either not substantiated or that it was addressed pursuant to county procedures. The supervisor should not expect to be notified of any specific outcomes and if the matter is of sufficient import, information with respect to it will be shared at the meeting of the department head's oversight committee.

My suggested protocol in dealing with anonymous complaints is indirectly based upon legal concerns, inasmuch as accuracy in documentation and clarity in chain of command are keys to minimizing the county's exposure to liability.

There is one other area that this discourse allows me to hit upon again and that is, a department head's relationship to individual committee members as well as the committee chair. Neither a county board supervisor, an oversight committee member, nor even an oversight committee chair has the authority on their own, to direct a department head to take or refrain from any action in the course of performing their duties. Department heads report to committees; that is the chain of authority and it is set forth in the position description of each department head who isn't an elected official. For various reasons, including: the allocation of responsibilities in conducting performance evaluations, the behind the scenes work that is done in setting committee meeting agendas, and the deference given by committee members to committee chairs, such chairs often exercise a level of supervision and control over department heads that they don't have. This inevitably creates unnecessary tension amongst the committee members and other supervisors.

There is nothing wrong with a committee delegating additional responsibilities to a chair; it is wrong, though, for a chair to infer they have additional authority due to their position as a chair and it is wrong for committee members to not address it and clarify the relationships. The relationship between a committee chair and the department heads overseen by a committee is a subject that should be addressed at the first meeting of a committee and periodically thereafter. Doing so is a key to having an effective and cohesive committee.

Bringing this all back to the anonymous complaint situation, a committee member or chair should not be involved in receiving a complaint and then criticizing county staff or a department head outside of a committee meeting absent the grant of authority to do so by a committee.



Wood County

WISCONSIN

REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

APRIL 2019

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

1. Attended Property Records Industry Association national conference in South Carolina, February 25th- March 1st.
2. Attended a portion of the WCCO conference that was held from March 4th – March 6th in Madison.
3. Angela Breunig attended and completed Title Examiner Course I on March 7th in Madison. She will continue to attend these trainings until fully certified. There are six courses in total.
4. Attended the open house for Mary's Place on March 12th along with Supervisor Fischer
5. On March 13th, Debbie Killian and I met with a vendor for a presentation/demo on software.
6. On March 15th I attended a conference call with Fidlar, our software vendor, discussing potential upgrades.
7. Attended Senator Testin's listening session on March 15th
8. On March 16th, Rita Eichsteadt and I presented to the Heart O'Wisconsin Genealogy Society at McMillan Library. We shared updates from our office and listed resources available for searching. We included an overview of Property Fraud Alert and enrolled folks that were interested.
9. Attended Wood County Board meeting on March 19th.
10. Attended PRIA webinar regarding electronic notarization on March 21st
11. Met with Adam Watkins, Vice President of Operations at Fidlar, regarding software updates on March 21st. During this meeting we unlocked the Parcel Number field in our software. We are beginning the process of indexing Parcel Numbers which will provide easier searching options for our customers.
12. Provided Kevin Boyer, Wood County Surveyor, and the staff in the Treasurer's office access to Laredo. This collaboration allows departments to provide more efficient service to those we serve.
13. March 25th – Rhyme installed the new printers/copier in the ROD office

14. I will be attending the WCA Personnel, Finance, and County Organization Steering Committee meeting in Stevens Point on March 28th
15. IT updated the Register of Deeds office to Office 2016

NOTICE OF INJURY AND CLAIM

Wood County Clerk
400 Market Street
Wisconsin Rapids WI 54494

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

RECEIVED

MAR 25 2019

cc: Corp Counsel
Fist Algmt
Hwy

THE INCIDENT

RECEIVED

MAR 22 2019

Date: 01-01-19
03-21-19

Time: Various

WOOD CO. CORP. COUNSEL

Place: 8051 Hwy 13 So.

The circumstances giving rise to my claim are as follows:

Snow plow hit the mail box a few times. Had to tape up to
make it ~~stand~~ stand. Mail box is not fit to use any more.

The names of county personnel involved are:

The names of other witnesses are: Annie Greeno, Mrs. Tichnor, They are both
neighbors

THE CLAIM

I request the following monetary or other relief: \$50⁰⁰

03-21-19
Date

Todd Austin
Signature
Print Name: Todd Austin (Austin's Alignment)
Address: 8051 Hwy 13 So.
Wis Rapids, WI
54494
Phone: 715-325-5999

RECEIVED

MAR 18 2019

NOTICE OF INJURY AND CLAIM

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

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

cc: Corp Counsel
Risk Mgmt
Key

THE INCIDENT

RECEIVED

MAR 18 2019

Date: Jan 2019, 10 Feb 2019, 18 Feb 2019

Time: unknown

Place: 8111 ST Hwy 13 So, Wis. Rapids, WI

WOOD CO. CORP. COUNSEL

The circumstances giving rise to my claim are as follows:

In Jan both doors were tore off our plastic mailbox.
On 10 Feb, the top was sliced off the mailbox.
On 18 Feb, the replacement (metal mailbox) was
knocked off into the snow bank - it was installed
on 16 Feb.

As we live 700 feet from the mailbox, we cannot verify
that the snowplow did it but the 2 neighboring
mailboxes were also damaged the same time and
our driveway was filled with snow.

The names of county personnel involved are: snowplow crew for State
Hwy 13 South.

The names of other witnesses are:

THE CLAIM

I request the following monetary or other relief: \$59 - new replacement
mailbox

15 Mar 2019
Date

Anna Greeno
Signature
Print Name: Anna Greeno
Address: 8111 ST Hwy 13 So
Wis. Rapids, WI 54494
Phone: 715-325-5373

RECEIVED

MAR 07 2019

NOTICE OF INJURY AND CLAIM

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

CC: Corp Counsel
Bix, Mgmt
Hwy

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

THE INCIDENT

RECEIVED

MAR 07 2019

Date: Feb 25, 19

Time: ?

WOOD CO. CORP. COUNSEL

Place: 2500 ADLER RD, MFLD, WI.

The circumstances giving rise to my claim are as follows:

after snow removal on sides of the road (Hwy 4) our mailbox was hit. Not the post, but the box. (It was not hit by snowplow. It was hit by the person removing excess snow on sides of the road. Snowplow worker does a great job. Thank him please!

The names of county personnel involved are: ?

The names of other witnesses are:

THE CLAIM

I request the following monetary or other relief: I paid \$10.00 for the mailbox and \$10.00 for someone to put it on post.

March 5, 2019

Date

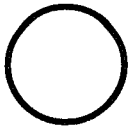
Jane Binder

Signature

Print Name: Jane Binder

Address: 2500 Adler Rd
Marshfield WI.
54449

Phone: 715-384-5950



RESOLUTION#

Introduced by

Judicial & Legislative Committee

Page 1 of 1

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

TDM

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

FISCAL NOTE: To transfer \$13,000 from available balance in Work Comp reserve fund (33900) to the District Attorney function (51310). The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
51310	District Attorney		\$13,000
33900	Work Comp Reserve Fund	\$13,000	

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

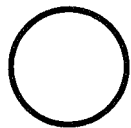
WHEREAS, there are no concrete plans currently in place for expansion of the current space, and

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

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

THEREFORE BE IT RESOLVED, to amend the 2019 Wood County budget with a transfer from the Work Comp Reserve Fund (33900) to the District Attorney function (51310), and

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



RESOLUTION#

ITEM#

5-2

DATE

April 16, 2019

Effective Date

January 1, 2020

Introduced by Judicial & Legislative Committee
 Page 1 of 2

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

INTENT & SYNOPSIS: To obtain consent of the Wood County Board of Supervisors to create a Criminal Justice Department and hire a Justice Coordinator to oversee the current Wood County Drug Court as well as research and define other Diversion Courts that would benefit Wood County residents by focusing on the importance of treatment and reduction of recidivism.

FISCAL NOTE: None in 2019. The department and position would be created and budgeted for commencing January 1, 2020.

The position would be budgeted at Grade 10, Step 6. Using 2019 wages and benefits, the estimated cost would be \$92,982.80. This may be offset by available and awarded grant funds.

WHEREAS, a committee of the Criminal Justice Taskforce was established to explore the addition of a position to coordinate efforts in Wood County to both manage the current Drug Court as well as research and start alternative courts, such as veterans, mental health, or OWI courts, and

WHEREAS, there is a desire and ability to reduce the current jail population through use of aforementioned alternative courts and potential pretrial incarceration programs, and

WHEREAS, Wood County has a successful Drug Court program with a contracted Coordinator and team of professionals and would benefit from a dedicated department and staff to build upon its success by placing treatment at a premium with the overarching goal to reduce recidivism by treating the underlying addiction, and

WHEREAS, similar departments and programs exist across the nation and are achieving successful results in both treatment and reducing recidivism, and

()

 BILL CLENNENING (Chairman)

 BILL LEICHTNAM

 KEN CURRY

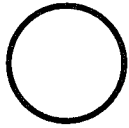
 BRAD HAMILTON

 JAKE HAHN

Adopted by the County Board of Wood County, this 16th day of April 20 19.

 County Clerk

 County Board Chairman



ITEM# 5-

DATE December 18, 2018

Effective Date: December 18, 2018

RESOLUTION#

Introduced by Judicial & Legislative Committee
Page 2 of 2

WHEREAS, this effort largely requires the attention of a new position to focus on establishing and incubating these treatment courts. The Justice Coordinator position would have responsibility to research and collect new diversion court information, communicate with other counties and providers, marshal resources, and provide coordination to the courts.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to support the creation of a Criminal Justice Department in Wood County and the creation of a Justice Coordinator position effective January 1, 2020.

()

Adopted by the County Board of Wood County, this _____ day of _____ 20 _____ .

County Clerk

County Board Chairman

WOOD COUNTY

JUSTICE COORDINATOR

Name:		Department:	Criminal Justice
Position Title:	Justice Coordinator	Pay Grade:	10 FSLA: E
Reports To:	Judicial & Legislative Committee	Job Classification:	Justice Coordinator
Date:	January 2020	Job Code:	TBD

GENERAL FUNCTION

Under the guidance of the Judicial & Legislative Committee and in coordination with the Criminal Justice Taskforce, the Justice Coordinator provides coordination for alternatives to incarceration programs, diversion programs, grant writing, and manages the contract for the Drug Court Coordinator.

SUPERVISES

No direct supervisory responsibility. This position oversees one contracted position of Drug Court Coordinator.

RESPONSIBILITIES

1. Develops and coordinates the planning and implementation of Criminal Justice Taskforce initiatives and activities.
 - a. Attends the Criminal Justice Taskforce meetings and works collaboratively with the CJT and its partners to coordinate development of a strategic work plan, policies and procedures that are updated periodically, consistent with the CJT mission and goals.
 - b. Implements goals, priorities, work plans, programs and organizational structures of the CJT by working collaboratively with the CJT and multiple County departments at varying levels of management.
 - c. Recommends changes and improvements to criminal justice practices and procedures in Wood County to the CJT, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices.
 - d. Monitors CJT work plan and provides progress reports to CJT.
 - e. Obtains and analyzes data and information on existing Wood County criminal and juvenile justice programs, including alternatives to incarceration programs.
 - f. Recommends programmatic, policy, procedural or legislative changes based on the analysis of data, opinion surveys, and summary or historical research.

- g. Studies and develops methods to coordinate the availability and development of resources, facilities, and services that are required for, or offered by, the CJT and its programs.
 - h. Researches and analyzes critical issues identified by the CJT and recommends and develops documentation, policies, procedures, and materials in conjunction with the CJT and its committees and subcommittees.
 - i. Develops program collaboration performance measures and evaluation standards for the programs coordinated by the CJT.
 - j. Prepares operational and statistical reports to support recommendations.
 - k. Promotes, evaluates, and facilitates consumer and stakeholder involvement.
 - l. Makes oral and written presentations to the CJT, Judicial & Legislative Committee, and the community.
2. Research and define other Diversion Courts that would benefit Wood County residents, with a focus on veterans, mental health, and OWI courts as well as pretrial incarceration programs.
 - a. Present research findings and recommendations to the CJT.
 - b. Manage the implementation of additional Diversion Courts, as directed by CJT.
 3. Manages the contract for the Drug Court Coordinator (contracted position) with selected vendor.
 - a. Participates in discussions with the CJT and makes recommendations regarding the contract terms and annual renewal of the contract.
 - b. Provides regular communication, guidance, and feedback to the Drug Court Coordinator and participates in collaborative discussions to improve upon the program and services.
 4. Provides professional consultation for CJT and other governing committees and subcommittees as necessary.
 - a. Assists CJT Chair and committee chairpersons with the development and posting of agendas, meeting minutes and other correspondence.
 - b. Attends all relevant meetings.
 - c. Ensures compliance with Open Meetings and Open Records Laws.
 - d. Represents the CJT, as directed, in all coordinated justice system planning and data collection efforts and at local and state committee meetings, and at local and national seminars.
 5. Acts as a community and department liaison and collaborates with governmental, judicial and private agencies to coordinate services and assist in the resolution of problems, questions or requests related to services provided.
 6. Works with the CJT to analyze business and automation needs:
 - a. Participates in researching and evaluating alternatives and joins in making recommendations for needed equipment and software.

- b. Assists in development and management of the design and functionality of various department website pages and databases.
- 7. Administers the CJT's fiscal operations and reporting systems:
 - a. Oversees the record-keeping procedures of the CJT, ensuring accurate and timely fiscal reporting.
 - b. Prepares, monitors and justifies departmental budget.
 - c. Monitors performance measures to assure receipt of the highest levels of performance-based funding.
 - d. Assists programs in preparation and coordination of annual budget documents and requests, including analysis of program revenue and expenditure data and projections.
- 8. Directs the preparation and negotiation of request for federal, state and private grants:
 - a. Researches funding options and prepares and submits grants in a timely fashion.
 - b. Coordinates grant preparation and submission among requesting County departments.
- 9. Receives and forwards complaints and other types of disputes regarding program services to appropriate parties.
- 10. Performs other related duties as required or assigned.

EXPERIENCE, TRAINING, QUALIFICATIONS

A Bachelor's Degree in Social Work, Sociology, Criminal Justice or related field is required. Two to three year's experience, or a combination of experience, in related fields of criminal justice, social work, counseling, sociology or psychology. Possession of a valid driver's license, as well as a licensed and insured automobile are required as a condition of employment, or transportation immediately available to candidate. Basic everyday living skills, the ability to understand and follow directions (Criminal Justice Taskforce and Wood County Circuit Court procedures and protocol, statutory requirements, etc.), and reading and writing is necessary. Ability to communicate orally and in writing with individuals and groups. Ability to maintain confidentiality.

Common business office machines used: computer equipment, telephone, calculator, copy machine and FAX machine.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Over seventy-five percent (75%) of the time is spent sitting, talking and hearing. Fifty percent (50%) of the time is spent using near vision and low fingering. Approximately twenty-five percent (25%) is spent using far vision and low carrying (files). Standing, walking, climbing using legs and feet (ascending or descending steps, stairs) comprises about ten percent (10%) of the time. In unusual or non-routine situations there could be stooping, kneeling, crouching, bending/twisting, reaching, feeling (obtaining files) low

and medium lifting, low and medium pushing/pulling and medium fingering (typing) or physical attack or injury from clientele.

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

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

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date

6

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

DAY & DATE: Thursday, April 4, 2019
PLACE: Wood County Highway Department, 555 17th Ave N,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 9:58 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor Marion Hokamp,
Supervisor Lance Pliml (attended via phone conference),
Supervisor Dennis Polach
EXCUSED: Supervisor William Winch
OTHERS PRESENT: Supervisor Bill Clendenning, Wood County Board;
Chairman Doug Machon, Wood County Board;
Commissioner Roland Hawk, Highway Department;
Accounting Technician Caity Carmody, Highway
Department; Director Chad Schooley, Parks and Forestry;
Forest Administrator Fritz Schubert, Parks and Forestry;
Forester Gavin Hutchinson, Wisconsin Dept. of Natural
Resources

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:00 am.
2. Fischer declared a quorum.
3. Public comments.

Caity Carmody was asked to read a letter sent to the Committee by Victoria Palen, Secretary of the Board of Directors of the Friends of Sandhill Wildlife Area. The letter expressed opposition to the proposed designation of Ball Road as an approved ATV route. Stated reasoning included: limited parking, temptation of riders to travel off the road, wildlife habitat and noise concerns, potential damage to the road, visitor enjoyment, trapper access, and concern for wildlife nesting.

Supervisor Clendenning asked Roland Hawk to arrange a speaker to discuss living snow fence placement on US Highway 10.

4. Correspondence.

Schooley was approached by the Health Department with a request to move their bike share station from the 8th Street location to the White Sands Beach. Schooley is looking into the matter and believes it will be possible.

5. CONSENT AGENDA

- a. Approve minutes from previous committee meetings
- b. Department Staff Reports
- c. Department Vouchers
- d. Department Revenue Reports

Motion to approve the consent agenda excepting those items pulled to discuss in agenda item 6 and with the correction to the 3/7/2019 minutes agenda item 8c to identify L. Pliml as the supervisor making the motion by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.

6. Review items, if any, pulled from consent agenda

Towing on Page 17 in Highway Department Vouchers – Polach inquired about these items. Hawk clarified that the Highway Department no longer owns a tow truck, so they hire Nieman's to tow vehicles that have broken down and to assist with pulling vehicles out of the ditch during storms.

Special Use Permits – Schooley indicated he received two more Special Use Permits after submitting his Director Report.

Dave Tiffany with Mid-Wisconsin Disc Golf Association
12th Annual Dairy Fling Fest
6/2/2019, 9am – 4pm, set up on 6/1/2019
Course closure.

Gorilla Boy
6/15/2019, 7/20/2019, 6am – 6pm
No course closure.

Schooley stated in the past, the county has charged a \$50 fee for the disc golf tournaments for the day and has not charged individual players fees to participate in the event. Other counties charge differing fees and it is something he is reviewing for future requests.

Motion made to approve the Special Use Permits and honor the \$50 tournament fee made by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.

Motion made to approve the items pulled from the consent agenda by M. Hokamp and seconded by A. Fischer. All in favor. Motion carried.

7. ATV Update

Hawk stated he has a meeting scheduled with Town of Remington on 4/16/2019 to discuss the route on Ball Rd. Highway staff are coordinating with the Department of Transportation, City of Nekoosa, and Town of Saratoga regarding the STH 73 Bridge to Church Rd. Town of Saratoga will revise their ordinance to include that bridge and then we can submit the request to the DOT. That segment will likely not be approved (if approved) until later in the summer. Schubert stated he is working on the grant application now. Awards for the grant occur in August. Schubert stated there are some concerns about wetlands and permitting but the Department of Natural Resources has reviewed the segment with Schubert and thinks the issues can be resolved. Schooley stated there is a bridge structure that will have to be constructed for the trail and those estimates have been difficult to receive prior to the grant application deadline.

8. HIGHWAY

a. Quotes for Milling and Pulverizing – **Motion to approve the quote deemed most advantageous to the County made by D. Polach and seconded by L. Pliml. All in favor. Motion carried.**

b. Bids for Bituminous Materials – Hawk stated oil is \$100/ton more this year than last. **Motion to approve the low bidder with 60% of the purchase and second**

lowest with 40% made by D. Polach and seconded by M. Hokamp. All in favor. Motion carried.

c. Shop Overhead Charges

Hawk stated the Sheriff's Department contacted him regarding the increase in costs due to the newly implemented shop overhead charge of 50% on labor and machinery. Hawk stated that the committee approved this charge last year and it was implemented in January for the first time. Historically, the Highway department absorbed 100% of the shop overhead charges into their budget, but they were informed by the DOT that they should be recouping some of those costs when doing work on non-departmental equipment. Most of the work completed for the Sheriff's Department is oil changes and tire rotations which they can get significantly cheaper at another location. Hawk stated part of the reason our costs are so high is because we have diesel and heavy equipment mechanics here. Hawk stated he would like to keep their business, however, and therefore suggested charging 25% instead of 50% shop overhead to Wood County departments. Hawk stated the Highway department would continue charging 100% shop overhead to townships and municipalities who bring their equipment in because they are typically putting the skills and expertise of the heavy equipment mechanics to work.

Motion to charge 25% shop overhead on major mechanical repairs and no shop overhead for routine maintenance done on Wood County department vehicles made by A. Fischer and seconded by L. Pliml. All in favor. Motion carried.

d. Unsecured Claim for Completion Industrial Minerals LLC (Frac Sand)

Hawk stated he spoke with Corporation Counsel Peter Kastenholtz about the offer by Argo Partners Firm to purchase the unsecured claim for Completion Industrial Minerals LLC for 75% of the total. Kastenholtz agreed with Hawk that it was a good idea and so therefore, Hawk submitted approval for it. The Highway department has already received the check and it will be deposited into the Frac Sand account that is segregated for construction projects on designated "frac sand roads".

e. Proposed Seasonal Weight Restriction Permit

Hawk stated that a State Patrol officer told him that 100% of the base fine applied by any Wood County deputy on oversize/overweight tickets should be returned to Wood County. 50% of the base fine applied by a State Patrol officer would come back to the County. Hawk was told by the Clerk of Courts that it all goes back to the State Courts. Because of this, Hawk stated he would like to develop a policy that allows the Highway department to approve select overweight permits during seasonal weight restrictions. There was committee consensus that Hawk needs to find out where exactly that money is going, and if it is coming to Wood County, it should be applied to the Highway department's budget for maintenance and construction on County roads.

Hawk reviewed the proposed policy and amounts provided in the Committee packet with the group.

Motion to allow the Highway department to establish a multi-trip, multi-rate seasonal weight restriction permit made by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.

f. Winter Maintenance Budget

Hawk stated that the Highway department is over on their winter maintenance budget already. They plan to adjust for it by moving two planned bridge construction projects to 2020. If needed, they could also use some funds from the salt shed building fund, but they still need to construct the shed this year given the fact that they ran out of salt at one point in Marshfield. He stated they need to build a salt shed that allows the department to get 50% of their salt from early fill so they don't run out again. Therefore, Hawk stated that the Highway department would be interested in taking out a short term loan for the salt shed for approximately \$350,000 with a three year pay back. Pliml stated this should be discussed at the Executive Committee because it is additional debt. Fischer stated he did not want to take it to the Executive Committee unless the HIRC approved it first. Fischer asked if Hawk had exhausted all other avenues. Hawk stated they could either take it out of the machinery fund or the maintenance fund as well, but he is concerned that they will be generating less in their machinery fund because there is less construction this year due to the reduced Capital Improvement Projects funds and that the maintenance fund will likely be utilized entirely anyway. Hawk will bring a proposal back to the Committee in May.

g. Proposed Marshfield Salt Shed – This was discussed in conjunction with item 8f.

h. CTH U Projects

a. Jurisdictional Transfer with Village of Biron

Hawk sent an agreement to the Village of Biron about the stormwater maintenance plan but has not yet received it signed. He did get a verbal agreement to the plan.

b. STH 54 – S Biron Drive

Hawk stated the original design called for 7.5" of concrete but with the increased truck traffic generated by ND Paper Mill, a revised pavement design called for 8.5", however, the DOT only approved 8", so they needed to do a change order to the plan. Now there is a total of \$1 million of county cost to the project because of the change (formerly \$400,000). Hawk wants the additional \$600,000 included back into the project so that the Highway department continues to only pay 20%.

Hawk stated they are down to 8 parcels that need to be acquired. Four had contested the amount we assessed and so the department moved to full appraisals on them and the appraisals all came in lower than the original offers obtained through the market analysis. Hawk stated he could either stick with what was originally offered or move to condemnation.

c. Bridgewater/Classic Development

After discussing the project with the developer and engineer, Hawk stated the road should be open and ready to go by June. In 2005, the committee had approved the commissioner to take care of accepting the new right-of-way without bringing it back to committee. Hawk stated the developer has been given permission by WDNR to remove the old roadway prior to providing replacement water access, however the engineer indicated they will be working on the access where the Aqua Skiers practice so hopefully they have access this year.

- i. Special April HIRC meeting to approve CTH N Bridge bid opening – **The committee agreed to hold a special meeting at 9:15 AM on 4/16/2019 to approve the CTH N Bridge bid.**

9. **PARKS:**

- a. 2018 Campground firewood sales summary and ordinance review

Schooley stated it has been 3 years since the “no firewood carry-in” ordinance was approved. There is no confirmed detection of Emerald Ash Borer within Wood County parks which was one of the goals of limiting firewood transportation. Schooley stated that firewood purchase from the Parks is done on an honor system and he knows that not all campers are abiding by the firewood ordinance. With an increased volume of firewood sales in the parks, it has also been challenging to provide enough small dry kindling for starting fires. Schooley stated there has been no drop in reservations due to the policy and they have not received any complaints recently that campers can’t bring in their own wood, though he has received a few regarding the lack of dry wood.

- b. Forest Administrator vehicle replacement quotes – **Motion to approve the quote deemed most advantageous to Wood County made by M. Hokamp and seconded by L. Pliml. All in favor. Motion carried.**
- c. Parks Revenue Report
- d. Forestry Revenue Report – **Motion to approve both the Parks Revenue Report and the Forestry Revenue Report made by D. Polach and seconded by M. Hokamp. All in favor. Motion Carried.**
- e. WCFA Spring Meeting Recap.

Schubert shared a number of interesting take-aways from the recent meeting. The DNR’s Black Bear Management Plan is up for public comment. That period closes on 4/15/2019. The County could participate in a black bear sampling project on county forest land. There is also potential to do a deer browse study on county forest land that has grant money associated with it. The 15 year plan which was last done in 2006 will be expiring in 2020, so Schubert will be working on renewing that. He will bring a chapter each month for the committee to review.

- f. County Forest Access Agreement Approval – Gardner Cranberry.

Schubert stated that Wayne Gardner (Owner of Gardner Cranberry) acquired new cranberry marsh land that is effectively land locked by County Forest land. Easements are not allowed for access, so they are submitting an access agreement.

Schubert stated it would be what classifies as a “minor access” and that the county uses a portion of their private road for access too, so it is mutually beneficial.

Motion to approve the County Forest Access Agreement with Gardner Cranberry made by D. Polach and seconded by M. Hokamp. All in favor. Motion carried.

- g. HIRC Meeting Locations for May, July & September – No discussion. Information only.

L. Pliml was excused at 9:50 AM.

- h. Bids for the White Beach House Remodel

Schooley stated they received only one bid from Eagle Construction Co. This project does include grant money from the DNR. Eagle has the ability to complete their portion of the project by the end of May, so Schooley would like them approved.

Motion to approve the bid for the White Beach Remodel by D. Polach and seconded by M. Hokamp. All in favor. Motion carried.

- i. Timber Sale Bid results and assignment of contracts – **Motion to award the contracts to the highest bidders made by M. Hokamp and seconded by A. Fischer. All in favor. Motion carried.**

10. Future Agenda Items.

Seasonal Weight Restriction Permit
Pam Ironside – Lake Wazeecha projects
MSA Proposal for Powers Bluff Project (Fundraising and community engagement)
Access Control Policy
Exemptions to current Driveway Policy
Winter Maintenance Budget Proposal

- 11. Set next regular meeting date: May 2, 2019 at 8:00 am at the Nepco Lake Shelter, at 1410 Griffith Ave., WI Rapids, WI 54494. Special meeting to be held April 16th, 2019 at 9:15 AM at the Wood County Courthouse, 400 Market Street, WI Rapids, WI 54494.

- 12. Fischer declared the meeting adjourned at 9:58 AM.

Signed by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician

April 2, 2019

To: Adam Fischer, Committee Chair,

At the annual meeting of the Friends of Sandhill, Inc. the membership was informed that there is another proposal set forth to designate Ball Road as an approved ATV route. All members present at the meeting agreed that we oppose this plan and below have listed the objections that we have.

- 1) There is no available parking lot for trucks and trailers that might be bringing ATV's for people to ride on this road, except the small parking lot at the Sandhill Wildlife Area. This parking lot is for the use of people attending workshops or other events at Sandhill, for researchers or students who might be working at Sandhill and for people hiking, biking, bird watching, etc. inside the fence that is around the Sandhill property itself. (Will Co. Rd. X be made an ATV route, too?)
- 2) There is open space at the Ball Road campground (not an ATV area) but there is no improved parking lot, only open grassy areas that could quickly be destroyed if driven on when the ground is even moderately wet. Other small areas where people could park are also not paved or improved.
- 3) There are several dikes, dike roads and trails that branch off from Ball Road into the Meadow Valley or Wood County Wildlife Areas that are supposed to be closed to vehicular traffic. Other than signs or a chain across the entrance there is very little to keep unauthorized ATV's from being ridden on those structures. West Fence Lane would be VERY tempting to riders. Based on tracks seen in areas west of Sandhill that are open to ATV's, there is considerable riding in closed areas, including tracks going directly past signs indicating no ATV's allowed.

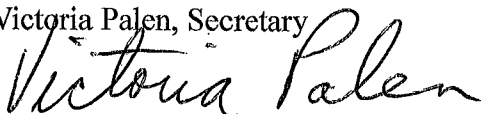
We realize that often only a few people are violating, but that does not make the damage any less apparent and indicates that enforcing the closures is nearly impossible.

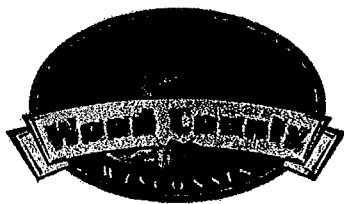
- 4) Nearly all of the areas on both sides of Ball Road are designated wildlife habitat or cranberry marsh and most of them are managed for waterfowl and other wildlife. They are important nesting and rearing areas for Trumpeter Swans, other waterfowl and shore birds. At certain times of the year, even the aircraft from the bombing range try not to fly over the areas where the swans might be nesting. The flights might cause less disturbance than ATV traffic would.
- 5) Unless a major upgrade of Ball Road (including raising the entire roadbed) is planned it would not take much ATV traffic (or even more other traffic) to turn it into a rutted mudhole. Even with the repairs/upgrades that have been done in the past year or two, there is often water right up to the edge of the road, if not over it. Unfortunately, in spite of what responsible riders might do, too many riders want to go "mudding" and look for the worst, softest spots to ride through. (The condition of Ball Road when driven on March 23, 2019 gives a good picture of what it is like in the spring, even without ATV traffic. Any significant rainfall produces similar conditions during summer or fall. Adding more traffic would not improve things.)
- 6) Members mentioned that they and many other visitors to Sandhill come for the quiet and solitude. ATV traffic is ordinarily louder than car or truck traffic and probably would be heard over most of the Sandhill area.
- 7) During trapping season there are a fair number of trappers wanting to park in the limited space along Ball Road. These people are not just passing through but need to be near where they set their traps.
- 8) Turtles, including threatened Blanding's turtles, dig their holes for egg laying along the shoulder of Ball Road. Increased traffic of any kind, especially on the shoulders, could mean more nests are destroyed.

Sincerely,

The full Board of Directors of Friends of Sandhill and all members present at the Annual Meeting.

By Victoria Palen, Secretary





Wood County WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

April 4, 2019

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for April 4, 2019 HIRC meeting

Department Activities

Personnel

A truck operator resigned to work for Enbridge. We are working with HR on filling the vacancy. Notices went out to Summer Help and LTE's who were invited back for the 2019 construction season. Job postings for remaining Summer Help and LTE positions have been posted.

Commissioner met with Rep. Nancy VanderMeer, March 15 and attended Heart of Wisconsin Chamber of Commerce Legislative Breakfast same date.

Note to committee, the NC Region Spring meeting is scheduled for April 26 at Stratford Country Aire. You are invited to attend. Let the Commissioner know if you wish to attend.

Highway Projects

2019 County Highway Projects nearing final design and obtaining Env. Documents.

CTH U (STH 54 - S Biron Dr.) Acquisition of R/W ongoing. Eight parcels remaining, starting condemnation for 4 parcels. Submitting plans to WisDOT for final review. WisDOT has not approved the revised pavement design based on increased truck traffic. Highway is submitting request for additional funds and thicker pavement. Commissioner has reached out to ND Paper to discuss participation in the project.

CTH U (Bridgewater/Classic Development) County reviewing R/W documents. DNR approved amending the Discontinuance of CTH U to allow a portion of the roadway to be discontinued prior to the required replacement of public access. See the attached letter from DNR.

Four bridges on County Highways are under contract for replacement in 2019. These projects are funded 50% with County Highway Improvement Program (CHIP) funds.

Need to schedule a Special HIRC meeting prior to April County Board to approve CTH N Bridge Bid Opening.

Highway Maintenance

Winter Maintenance Budget- as of March 21, 2019 balance is under \$40,000. Average cost to remove snow fence in the spring is \$25,000, while average cost to erect snow fence in the fall is \$75,000. Projected need for Winter Maintenance Budget is \$250,000. *Agenda Item.*
Highway has contingency plan for 2019 remaining winter charges.

Reviewing existing permit fees and forms. Working on how on-line approval and records will be managed. First permit for approval is Seasonal Weight Restriction permit. Working with Corporation Council on possibly creating an ordinance to keep fees from citations in the county. *Agenda Item and see attachments.*

Crews are patching holes and filling cracks, and filling frost dips. Crews will start roadside maintenance, such as retrieving shoulder material, cutting brush and straightening signs as soon as snow and ice disappear.

High Capacity Brine Facility

HCP maker has been working very well. Highway has been using significantly more brine on State and County highways. We will report final quantities and costs in future report.

Marshfield Facility

Moving forward with site plan for Marshfield facility to include a new County Salt shed. Highway will funds budgeted for additional storage building to house equipment and materials moved to site due to consolidating Auburndale and Pittsville shops into Marshfield. *Agenda Item to discuss highway taking a short term loan on building the salt shed and use some of the building funds to offset winter maintenance budget.*

ATV Plan

Working on getting access for ATV/UTV on STH 73 Bridge from Nekoosa to Church Road. Either County or Town of Saratoga needs an ordinance to allow ATV/UTV use on the bridge. May be easier to have Saratoga amend their existing ordinance.

Commissioner is scheduled to meet April 16 at Town of Remington Annual meeting to discuss options for using town roads as portion of County Trail System.

Frac Sand Development

Negotiations with Coulee Frac Sand is ongoing and Commissioner is developing draft agreement for county highway improvements. (*Ongoing*)

Commissioner has agreed to sell claim against Completion Industries Minerals LLC. Completion filed bankruptcy and Argo Partners (A Trade Claim Buyers Association) has agreed to buy the claim at 75 cents on the dollar. WC Highway has an unsecured claim of \$218,549.55 and will receive \$163,912.16 through the selling of the claim. Commissioner conferred with Corporation Council on the matter and was advised this was a low risk exchange. *Agenda Item.*

Equipment

The past two months have been harsh on our equipment. Shop has been working many hours repairing and maintaining patrol trucks and graders.

Moving crew to the asphalt plant in April to perform maintenance and repairs to asphalt silo as well as asphalt drum. Will be screening asphalt chips from recycled asphalt to use in chip seal project.

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues

Revenues are as anticipated.

Expenses

Expenses are as anticipated in most areas.

As you would likely predict, our snow budget has taken a major hit. As of the writing of this report, the fund is at less than \$40,000. It will be further hit with the taking down of snowfence.

Other

I have concluded the preparation of the audit workpapers for Finance and the auditors. There were no surprises during the preparation.

The Department has received an offer of settlement for the Completion Industrial Minerals frac sand claim. Those monies will be received into the segregated frac sand accounts, per the contracts.



Parks & Forestry Committee Reports

April 4, 2019

8:00 am

Wood County Highway Shop

6

Director Report, by Chad Schooley

- I have been working on the Farm Technology Days Community Grant application. I have submitted the grant for phase 1 of the Powers Bluff Development Project.
- Met with a representative from Solarus to discuss the possibility of installing Wi-Fi at our Nepco shelter building. This would be beneficial for business meeting rentals, and for other events desiring Wi-Fi. We are looking at different options. We also discussed the goose monitoring program that they set up at White Beach last season. Solarus is creating additional software which will enable the system to run off of several different zones. Due to this, they will not be activating the system this season, and will try to get the software completed for the following season.
- Office staff has been working together to review and update our campground reservation policies.
- Sarah Salewski, Health Department, has requested to use White Sands Beach as a host location for their bike share program- Zagster. After reviewing the agreement, and having Corp. Coun. review the agreement; I will be moving forward with this request. There is no financial commitment or maintenance that is required by our department.
- Attended P-Card presentation.
- Attended meeting with Advanced Disposal representative to go over upcoming season, and to discuss scheduling issues that we have had in the past. We were assured that those issues will be corrected for this upcoming season.
- Our SP/Nepco mowing contractor from last season notified us that if he continues, they would have to raise their price significantly. For this reason, I have been working on an updated spec sheet in order to request new quotes from contractors for the upcoming season.
- I would like to discuss the firewood ban ordinance that was put in place a few years ago. I have included the ordinance that was approved, for your review.
- I will bring quotes for the Forest Administrator vehicle replacement.
- The weekend of March 9th was our last weekend that Powers Bluff was open. We were open 6 weekends this year.

March: 12 shelter reservations, 2 work tubing parties at Powers Bluff

Special Use Permits

- June 1, 2019, Kiwanis Summer Youth Outdoor Days, South Park. Event utilizes White Sands beach area, disposal site, and portage point area. The event rents the RSBP for the day.
- Sept. 28, 2019, Pink Pumpkin 6K- Cancer Awareness & Prevention Education fundraiser, South Park Enclosed shelter, and walk trail around lake. The event will rent the enclosed shelter for set up on 9/27, and event on 9/28.

Construction Supervisor Report, by Dennis Quinnell

Current Projects

- Work continues on the White Beach Remodel. We will be taking bids on parts of the project this month; we will be selecting a contractor at this meeting.
- The new septic installation at the Dexter Campground overflow should be going in this month.
- The fireplaces at North Park Stone Shelter will get new inserts this month.

Maintenance Operations

- All parks are working to clean up from the ice storm in winter; there are a lot of branches and debris down.
- All parks are working to prepare for opening by cleaning facilities, setting up plumbing services and installing docks.

Employee Matters

- We are training 5 of our full time maintenance staff for advanced tree felling April 10th through a program by University Extension and the DNR.
- We are having an employee safety and training meeting April 17th in the courthouse training room.
- I am interviewing for LTE summer employees and for one Camp Ranger position.

Other

- We will be bringing quotes to the April HIRC for the Forest Administrator work truck.

Office Supervisor Report, by Sandra Green

Snowmobile

- The snowmobile trails closed on March 13, 2019.
- Attended the monthly snowmobile meeting with the AWSC on March 4th.
- Attended in a work capacity the Vesper Snow Drifters monthly meeting on March 14th.
- The County Ride took place on March 2nd. It was a great ride and we had a lot of participants. We began the ride with 23 snowmobiles and ended with 30! A lot of pictures were taken and they are posted on our Facebook page if you'd like to see them. A huge THANKS to the Vesper Snow Drifters for sponsoring the ride. The ride ended with a Chili Feed at "The Crow Bar" on Highway 54 in Nekoosa. Also thanks to Austin Collins for allowing the use of his establishment to feed the crew.

ATV

- Attended Wood County ATV Trail/Route Implementation meeting on March 12th.
- Continued work on the ATV Maintenance Application that is due to the DNR on April 15th.
- I will be attending the WATVA meeting in April in Stevens Point on April 12th and 13th. (Wisconsin ATV Association). I am specifically interested in the Ambassador Trail Program as well as the workshops on Saturday regarding the Off Road Vehicle Council Meeting.

Office

- I sent letters to our seasonal employees to see who will be returning.
 - I advertised the information on Facebook regarding our Camp Ranger position at Dexter Park. I advertised for our first "Pop-Up Camping Special" which was held on March 20th. We made 10 reservations that day where we waived the \$10 reservation fee.
 - Sent out news releases for opening, closings and cautions for the trails.
 - Powers Bluff officially closed on March 14, 2019. We had a great six weeks of winter recreation!
 - I attended the Wisconsin Governor's Conference on Tourism conference on March 18th and 19th in WI Dells. It was very informative and I enjoyed it very much. I hope to attend future conferences.
 - I put together the bid packet for the Forestry Timber Sale. On March 29th, we had the bid opening at 8:30 am.
 - Tax Refund Intercept Program (TRIP). I did need to issue a few TRIPs this past year. We received two more payments in March.
 - Processed reconciliations for concessionaire at Powers Bluff.
 - Posted information for the request for bids for the White Beach Shelter Project on our website, Facebook, Instagram and sent to Gannett to advertise in the local newspapers.
 - Continued many updates with IT regarding changes to the reservation system and our website.
 - Continued updating and completed the Wood County Parks summer brochure.
 - I met with new representative from Gannett newspapers regarding our brochure on March 25th.
 - I completed audit information for Finance.
 - I completed CIP information for Finance.
- I attended the first Accountant's Meeting for Wood County on March 21st. It was a very nice meeting and I believe these will be very beneficial to our department.
- Our Dexter Park Camp Ranger has resigned. I submitted stop forms to payroll and finance.
 - Compiled the Parks Campgrounds supply lists and placed the orders for the season.

Powers Bluff Fundraising:

- The Powers Bluff Boutique Shopping & Fundraiser was held on March 16th. This was our 3rd event and once again, it was an amazing turn-out. I again, had to turn vendors away as we ran out of room. Something different we did this time around was Sue Potocki and I put together a few raffle baskets and sold raffle tickets for those. We will be doing this in the future on a larger scale since it went over so well. We are accepting donations of new items & homemade items to fill donation baskets! Or if you like, put together an entire basket as your donation. Cooking, baking, gardening, pampering, sports, kids, summer, movies, and crafts, anything that comes to mind! Throw it together, we'll wrap it!

All proceeds from these baskets go toward the Powers Bluff Development Project specifically, the snowmaking equipment and the lighting for the tube/ski hill.

**FOREST ADMINISTRATOR
REVENUE REPORT & TIMBER SALE BALANCES
MARCH, 2019**

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	Proposed Extension	\$ 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	03/31/20			\$0.00	\$0.00	\$0.00
724	14-13	FUTUREWOOD	28,856.00	06/05/14	03/31/20			\$0.00	\$0.00	\$0.00
739	6-14	FUTUREWOOD	19,133.80	12/04/14	03/31/19			\$60,291.70	\$37,677.26	-\$22,614.44
740	7-15	FUTUREWOOD	26,762.50	04/07/16	03/31/19		\$430.92	\$30,722.88	\$30,722.88	\$0.00
741	8-15	THURS LOGGING	23,936.00	04/07/16	03/31/20			\$3,417.68	\$3,417.68	\$0.00
744	2-16	DELANEY FP	26,079.50	04/07/16	03/31/20			\$0.00	\$0.00	\$0.00
745	3-16	FUTUREWOOD	15,157.50	04/07/16	03/31/20			\$0.00	\$0.00	\$0.00
747	4-16	WILSON FORESTRY	28,050.00	10/06/16	10/15/19		\$1,606.76	\$36,457.20	\$36,457.20	\$0.00
748	5-16	FUTUREWOOD	18,522.10	10/06/16	10/15/19			\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	10/15/19			\$0.00	\$0.00	\$0.00
750	7-16	LAMBERT FP	18,702.50	10/06/16	10/15/19			\$219,798.05	\$220,673.00	\$874.95
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/20		\$2,341.01	\$14,768.80	\$15,407.25	\$638.45
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			\$29,028.90	\$27,727.25	-\$1,301.65
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			\$23,420.66	\$20,184.14	-\$3,236.52
766	7-17	YODER LOGGING	6,120.00	07/02/18	06/01/20			\$0.00	\$0.00	\$0.00
767	2-18	WITALA & 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
755		FIREWOOD					10.00			

Payments received this month SUB TOTAL:

\$ 4,388.69

Jobs Finished

10% Town Revenue:

\$438.87

Jobs Started

90% County Revenue:

\$ 3,949.82

Jobs Continuing

Total County Forestry Revenue for this month:

\$ 3,949.82

Jobs Gone Inactive

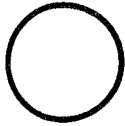
2019 Budgeted Revenues \$385,000

2019 Forestry Revenue to date: \$ 116,648.16

(should match TimberBase 90% Forestry Revenue total for the current year)

WOOD COUNTY PARKS & FORESTRY DEPARTMENT REVENUE SUMMARY 2019

MARCH REVENUE - APRIL HIRC							
BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2019	YTD REVENUE 2018	MARCH REV 2019	MARCH REV 2018	ACTUAL REV 2018
\$ 300,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33	\$ 58,743.12	\$ 42,319.75	\$ 18,956.96	\$ 16,050.53	\$ 286,847.73
\$ 96,000.00	Camping Self-Registration	\$18/\$21/\$23/\$26/\$33	\$ -	\$ -	\$ -	\$ -	\$ 73,946.89
\$ 30,000.00	Campground Firewood Sales	\$6 per rack	\$ -	\$ -	\$ -	\$ -	\$ 28,592.43
\$ 7,000.00	Ice	\$3 (7 lbs.) /\$6 (20 lbs.)	\$ -	\$ -	\$ -	\$ -	\$ 6,732.68
\$ 1,200.00	Non-Camper Dump Fee	\$7	\$ -	\$ -	\$ -	\$ -	\$ 1,257.63
\$ 900.00	Camper Storage Fee	\$15/wk - \$60/mo	\$ -	\$ -	\$ -	\$ -	\$ 893.84
\$ 550.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$ -	\$ -	\$ -	\$ -	\$ 549.77
\$ 54,600.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	\$100/\$150/\$175/\$200/\$225	\$ 17,171.20	\$ 8,232.19	\$ 2,368.63	\$ 4,412.30	\$ 49,147.90
\$ 2,750.00	Shelters - Open (DX, SP, RSBP)	\$75/\$125	\$ 1,979.62	\$ 900.46	\$ -	\$ 805.68	\$ 2,322.53
\$ 1,000.00	General Park User Fees (outside of normal shelter fee areas)	\$50 / \$10 per picnic table	\$ 616.11	\$ -	\$ -	\$ -	\$ -
\$ 15,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$10/\$15/\$250/\$450/\$500	\$ 24,897.20	\$ 8,123.25	\$ 7,563.75	\$ 7,744.11	\$ 12,681.33
\$ 1,500.00	X-Country Skiing	\$5/daily; \$15/annual; \$40/family	\$ 1,841.41	\$ 1,025.55	\$ 665.51	\$ 426.53	\$ 1,314.64
\$ 7,500.00	Disc Golf	\$2 / \$4 / \$20 / \$40 (2019 Inc.)	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,000.00	Parks Pulpwood	Market Price	\$ -	\$ -	\$ -	\$ -	\$ 20,618.38
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	\$ 246.45	\$ -	\$ 75.83	\$ -	\$ 18,953.15
\$ 1,500.00	45123 - Violations (non-tax)	\$50.00	\$ -	\$ -	\$ -	\$ -	\$ 777.94
\$ 10,000.00	Miscellaneous*	Permit for Access Fee (Forestry)	\$ 250.41	\$ -	\$ 50.00	\$ -	\$ 7,370.00
\$ 540,000.00			\$ 105,745.52	\$ 60,601.20	\$ 29,680.68	\$ 29,439.15	\$ 512,006.84
Misc. *PB Land Rental, General Donations, Gift Certificates, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
BUDGETED REVENUES	SOURCE	FEES	YTD REVENUE 2019	YTD REVENUE 2018	MARCH REV 2019	MARCH REV 2018	ACTUAL REV 2018
\$ 5,000.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$ 505.64	\$ 1,305.00	\$ -	\$ 1,200.00	\$ 5,479.80
\$ 385,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships)	CONTRACTED	\$ 116,648.15	\$ 116,323.45	\$ 3,949.82	\$ 35,928.78	\$ 435,697.88



RESOLUTION#

Introduced by
Page 1 of 1

Highway Infrastructure & Recreation Committee

ITEM#

G-1

DATE

April 16, 2019

Effective Date

April 16, 2019

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

SMG

INTENT & SYNOPSIS: To become eligible for State of Wisconsin Outdoor Recreation Grant Programs funding.

FISCAL NOTE: Total Project cost of \$1,200,000 to include entrance road, parking lot, trailhead shelter building, multi-use trail, ice skating rink, fishing pond, playground, and support amenities.

Source of Money: Parks and Forestry budget, which would be supplemented with additional grants and donations, and up to 50% reimbursement from the State of Wisconsin.

WHEREAS, the Wood County Parks and Forestry Department, with oversight from the Highway, Recreation and Infrastructure Committee (HIRC), continues to follow through with the recommendations of the Powers Bluff County Park Long Range Master Plan, and the Wood County Park, Recreation, and Open Spaces Plan, and,

WHEREAS, the Wood County Board of Supervisors has, through the approval of these plans, and the acquisition of 223 acres adjoining Powers Bluff County Park in 2012, supported following through with the recommendations of the Long Range Master Plan, and,

WHEREAS, the Powers Bluff Development Project will help preserve and protect the sensitive cultural and natural resources of the park, and will improve and increase the available outdoor recreational opportunities to Wood County residents and our visitors, and,

THEREFORE, BE IT RESOLVED, by the Wood County Board of Supervisors, that the Wood County Parks and Forestry Department make application to become eligible for State of Wisconsin Outdoor Recreation Grant Programs funding.

BE IT FURTHER RESOLVED, that the Wood County Parks and Forestry Department, be authorized to sign necessary project agreements to develop and maintain these facilities subject to obtaining the necessary financing as well as reimbursement from the State of Wisconsin Outdoor Recreation Grant Program.

		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			

7

Central Wisconsin State Fair
Board of Directors Minutes
Monday, February 18th, 2019

ROLL CALL: Dale Christiansen, Peggy Sue Meyer-Miller, Jeremy Carolfi, Nick Wayerski, Scott Carl, Sandy Leonhard, Chris Jockheck, Bob Ashbeck, Ashlee Sayre, Jeff Virgutz, & Gary Bymers.

The meeting of the Central Wisconsin State Fair Board was called to order at 7:35pm in the Jr. Fair Building at the Central Wisconsin State Fair Grounds.

Public Comment: Welcome Chris Jockheck who is looking to take over Pete Hendler's position on the Board as the City's Representative.

Approval of Minutes: Minutes were presented. Jeremy made a motion to accept the minutes from the 01/21/19 board meeting and Bob seconded the motion, all approved.

Financial Report: Dale stated that he has had several meetings with our new accountant, Wisconsin Farm Business, and they are working on getting us an updated financial report. The Fair office has received the full \$32,000.00 County Aide money for Jr. Fair Support. A copy of the State Aide Report and Gate Attendance Report were given to the Board for review.

Executive Director's Report: Some Grounds Entertainment has been booked. Entertainment options have been discussed and contracts are being finalized. There have been discussions with the Carnival of the possibility of a Mega Band.

Jr. Fair Report: Meeting is scheduled for Wednesday, February 20th, 2019. No new news at this time.

Commission Report: No new news at this time.

Committee Reports:

1. **Draft Horse Committee:** A contract has been signed, are currently looking for sponsors. Peggy Sue asked for the approval of approximately \$1,500.00 of prize money for the Horse Pull. Sandy made a motion to approve the prize money, and Scott seconded the motion, all approved.
2. **Fairest Committee:** Committee has meet and dates have been set.
3. **Building and Grounds:** Dale stated that there have been some issues with water in the Lang 4-H Building. Snow removal on Peach Street is an ongoing issue.
4. **Sponsorship:** Weather has made it hard to visit potential sponsors. No new news at this time.
5. **Marketing:** No news at this time. Dale has asked that committees continue to move forward to.

Old Business:

1. **2019 Budget:** Work in progress as the new accountant is working on our accounts. Jeremy made a motion to postpone the budget until March and Sandy seconded the motion, all approved.
2. **Executive Director Contract:** It was agreed that a new contract would be drawn up.
3. **Spring District Meeting:** Requesting menus and prices for multiple different catering companies. Some suggestions were made. Looking for gift ideas for District Meeting attendees. Chris suggested speaking to MACCI.

New Business:

1. **Talent Show:** The Talent Show for Tuesday is still being looked into. Peggy Sue is asking for committee members and help. Winner of our show this year would go to the State level next year representing Wood County and could win up to \$4,000. Chris suggested speaking to MACCI as they have done similar events.
2. **New Board Members:** Dale suggested waiting to vote on new Board Members as there have been multiple people showing interest after MACCI sent out an email to Alumni and Leadership Marshfield members. We have 4 open spots and 6 individuals interested. It was decided that voting for new Board Members would take place at the March Board Meeting.
3. **Board Meeting times:** Dale suggested changing the meeting times by half an hour to an hour earlier than the 7:30 PM time. It was decided that meeting times would be discussed at the March Board Meeting after new Board Members were voted on.

Agenda items for next meeting:

1. Spring District Meeting – Results
2. Committee Updates
3. Voting on New Board Members
4. Address possible new meeting time

Adjournment: Peggy Sue made a motion to adjourn and Bob seconded the motion, all approved. The meeting was adjourned at 8:34 PM.

Respectfully Submitted By,

Central Wisconsin State Fair
Board Secretary
Nick Wayerski

Central Wisconsin State Fair
Office Administrator
Ashlee Sayre

7

MINUTES

McMillan Memorial Library
Board of Trustees
February 20, 2019

DRAFT

Subject to
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:05 p.m.

ROLL CALL ATTENDANCE:

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

Absent: David Farmbrough and Heather Gygi.

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

CORRESPONDENCE: The Yard & Garden Club has made another \$250.00 donation to our solar project.

MINUTES: **A motion to approve the Minutes of the January 19, 2019 Library Board meeting was made by Mr. Broeren, second by Mr. Hascall. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for February 2019. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Broeren, second by Ms. Bovee. Motion carried.**

DIRECTOR'S REPORT:

Library Use and Events – Weather played havoc with hours, programs and attendance. We showed a movie to a crowd of four people one night. We cancelled Children's programs on January 22 and 29, closed on January 30, opened late on January 31, re-scheduled the Copper Box concert on February 7 and closed at noon on February 12. This is more weather related closures than we have had in the last five years combined. The Connla concert was well attended and authors Greg and Jen Seymour drew 58 for their talk about hiking the Appalachian Trail. Mark Moran's program brought in 60 people to have their antiques appraised. The visit of author Jarrett Krosoczka was a success. He spoke at the PAC and saw 1,100 students at WRAMS. Jennie Bahnman worked closely with the schools on the visit and raised funds so that the costs were shared by McMillan, WRPS, Riverview Foundation and the Bell Family Charitable Foundation. Upcoming events: Board Game Bonanza (Saturday, February 23), Read Across America Party and singer David Landau (Friday, March 1 – a no school day), Wisconsin author Ken Blomberg (March 7) and a Jigsaw Puzzle competition (Saturday, March 16). For ARTiGras, we are showing the National Theatre Live presentation of Julius Caesar on March 15 (the Ides of March), as well as two foreign films and a show on Ho-Chunk history (featuring an appearance by Andy Thundercloud) on Monday, March 18. We have canceled the teen job fair, due to (a hopefully temporary) lack of support from our partners.

Building & Grounds - The Family Bathroom is open and the other Lower Level restrooms should follow soon, as only minor matters remain. We have prepared the work space for the Upper Level restrooms, which shouldn't take as long, but will be disruptive. Several computers have been temporarily moved. Repairs are being made to a heating valve in the Adult Room and we are scheduling work to upgrade the heating in the Commons. We have completed the first two workshops in the Adult Room planning process. The documents have been shared with Board members and will be posted on our website. The Five Year Capital Plan will be turned into City Hall soon.

Miscellaneous – McMillan and SWCHM will be sharing an LTE intern during the summer, with a focus on documenting, standardizing and streamlining processes. Both agencies have long standing digital collections, but want to ensure they are in line with national standards and practices. The director and a Board member planned to attend Library Legislative Day on February 12, but cancelled due to the snow storm. Most discarded materials are sold in our building, but some are unsuitable. McMillan sends some discarded materials to Better World Books. They have reused over a ton of books and recycled 2.5 tons at no cost to us.

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

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

NEW BUSINESS: Mr. Barnett presented the 2018 Wisconsin Department of Public Instruction Public Library Annual Report.

A motion to approve the 2018 Wisconsin Department of Public Instruction Public Library Annual Report was made by Mr. Broeren , second by Mr. Clendenning. Motion carried.

Mr. Barnett presented the Statement Concerning Public Library System Effectiveness.

A motion to approve the Statement Concerning Public Library System Effectiveness was made by Mr. Broeren, second by Mr. Clendenning. Motion carried.

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

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on March 20, 2019 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
March 20, 2019

Mr. Barnett began the meeting with his director's report as we did not have a quorum.

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:30 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Anne Zacher, Kevin Finbraaten, Scott Kellogg, William Clendenning, David Farmbrough, Heather Gygi

Absent: Susan Bovee, Craig Broeren, and William Hascall

Administration: Andy Barnett, Vicki Steiner, and Brian Kopetsky

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the February 20, 2019 Library Board meeting was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for March 2019. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Zacher. Motion carried.**

DIRECTOR'S REPORT:

Finalist – National Medal for Museum and Library Service. We are one of 30 Finalists, fifteen libraries and fifteen museums of various kinds. The announcement was originally scheduled for late January, but the government shutdown delayed and constricted the process. We intend to promote this and highlight it on our website and social media. We will be thanking a community partner or contributor on Facebook / Twitter each day through April 24. We are participating in the IMLS Share Your Story campaign. We have a website, online form, paper form and video component. The logo has been added to our website and will be on our signs through the end of the year. On April 25, we will have a short program (food at 5:00, program at 5:30, open doors for Copper Box concert at 6:00). Medalists will be announced April 29.

Library Use and Events – Jigsaw Puzzle competition (Saturday, March 16). For ARTiGras, we showed the National Theatre Live presentation of Julius Caesar on March 15 (the Ides of March), as well as two foreign films and a show on Ho-Chunk history (featuring an appearance by Andy Thundercloud) on Monday, March 18. Upcoming events: Traditional Jazz Band The Fat Babies (3/28), Red Cross blood drive (4/4), Jeffrey Foucault in concert (4/4), Battle of the Bands (4/6).

Budget – We do not have an official carryover amount from the City. The first draft of our seven year capital plan was sent to the City, but will be revised when we have better estimates on the Adult Room project. Wood Trust will report on the Endowment at the May Board meeting.

Building & Grounds - The Lower Level restrooms are open and work will begin very soon on the Upper Level ones. Upgrading the heating in the Commons is underway and will probably be done before the Board meeting. We will be upgrading the HVAC controls for the FAC. The room is overheated in the winter and overcooled during the summer. The solar panels are finally clear of snow and on last Saturday, Sunday and Monday produced more than we consumed for this first time this year.

Adult Room Planning Update - We have completed the first three workshops in the Adult Room planning process. The documents will be shared with Board members and posted on our website. Workshop four will involve making decisions about costs and what to include in the project. It will be an early evening event to give a different set of people the opportunity to attend. A consensus is developing to rename the Adult Room something else. A final report to the Board is scheduled for May 1st at 5:00 pm.

Miscellaneous – Staff Development Day is scheduled for May 21, with the recognition lunch at noon at the Mead. We will be hosting Business After Hours on Monday May 13 (4:30 – 6:30 pm). Artwork by the late Gilbert Endrizzi was purchased for the permanent collection, with one piece slated for the makerspace.

Mr. Clendenning expressed dissatisfaction with restroom project.

COMMITTEE REPORTS: There were no Committee Meetings held during the previous month.

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

NEW BUSINESS: Ms. Gygi asked if the Board would consider moving the regular Board meetings to 5pm. **A motion to hold the April 17 Board meeting at 5pm was made by Mr. Farmbrough, second Ms. Gygi. Motion carried.**

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

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on April 17, 2019 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

Draft
South Central Library System Board of Trustees
Thursday, February 28, 2019
12:15 p.m.
SCLS Headquarters

7

Action Items:

Approved the Annual System Report

Approved the Monticello MOU to receive SCLS technology Services

Present: F. Cherney, M. Furgal, J. Healy-Plotkin, N. Long, K. Michaelis, M. Nelson, P. Nelson, A. Weier, C. Whitsell

SCLS Staff: K. Goeden, M. Van Pelt

Absent: A. Pawlak, P. Cox, M. Hokamp, J. Honl,

Excused: N. Brien, K. Williams, (A. Bhasin and M. Meloy due to telephone difficulties)

Call to Order: J. Healy-Plotkin, President, called the meeting to order at 12: 27p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

Minutes: N. Long moved approval of the January 24, 2019 minutes. C. Whitsell seconded. Motion carried.

Bills for Payments: M. Furgal reviewed the bills for payment in the amount of \$1,498,397.77 and moved approval. A. Weier seconded. Motion carried.

Financial Statements: K. Goeden

Presentation: Reading SCLS Financial Reports – K. Goeden - You may view the Power Point presentation in the attached documents online.

Committee Reports:

- a. 2019 Committee Assignments: Personnel Committee needs to meet to set up 2019 goals for the System Director. P. Cox, F. Cherney, C. Whitsell, and N. Long, Chair volunteered to serve on the Personnel Committee.
Finance: M. Nelson, P. Nelson, K. Michaelis and M. Furgal, Chair volunteered to serve on the Finance Committee
Advocacy: A. Weier, J. Healy-Plotkin, A. Bhasin and M. Nelson, Chair volunteered to serve on the Advocacy Committee.
- b. Advocacy: Wisconsin Legislative Day – A. Weier noted there was low attendance due to bad weather, but several SCLS staff were present as well as M. Meloy and J. Healy-Plotkin (and their children!). Next year WI Legislative Day will be February 11th.

Action Items:

- a. **Approval of Annual System Report:** N. Long moved approval of the Annual System Report. K. Michaelis seconded. Motion carried. This year all SCLS member libraries indicated satisfaction on their annual report for system effectiveness! The board will receive copies of the system

effectiveness comments next month.

- b. **Approval of Monticello MOU to receive SCLS technology Services:** Monticello Public Library has signed the Memo of Understanding (MOU) to receive SCLS Technology Services and will be joining LINKcat around September. Every library signs a member agreement, but the first year a library comes on, they sign a different contract because of different start-up costs. The MOU will be followed up with signing the contract that every other library signs in August. Only 6 libraries will not be on LINKcat.

M. Furgal moved approval of the Monticello MOU to receive SCLS Technology Services. P. Nelson seconded. Motion carried.

SCLS Foundation Report: The Jefferson Public Library joined the Foundation in the amount of \$260,000.00.

- a. Request for board members to share SCLS Foundation brochures with their local attorneys, funeral homes, financial planners. The Foundation met in January and decided they would like to revise the "leave a legacy" brochure because donations have decreased. The brochure has been updated and the Foundation would like them to go to estate planners, etc. to provide an option to clients for their wills, and estate planning. The SCLS Board members were asked to deliver the brochures to people they know in their communities and counties. More brochures are available and are free of charge. The brochures will also be provided at the All Directors meeting and if the directors in attendance are interested, they may also distribute them in their communities.

System Director's Report: N. Long stated Alex LeClair has been hired as the Lodi Library Director and his start date is March 18th. The Stoughton, Arpin and Portage Public Libraries have openings for directors.

Discussion: None

Administrative Council (AC) Report: The AC met on February 14, 2019. You may view the minutes online.

Other Business: None

Information Sharing: A. Weier noted Miriam Sims, Author of "Settling" will be speaking at the Lakeview Branch 2/28/19.

Adjourned: 1:27 pm.

BOT 2/28/2019