

OPERATIONS COMMITTEE

DATE: Tuesday, September 7, 2021
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse – Room 114
400 Market St.
Wisconsin Rapids, WI

1. Call meeting to order
2. Public Comments
3. **CONSENT AGENDA**
 - (a) Review/approve minutes from previous committee meetings
 - (b) Review monthly letters of comment from department heads.
 - (c) Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, Risk Management, Treasurer, and Wellness.
4. Review items, if any, pulled from consent agenda
5. Update on County Strategic Plan with Dept. Head Responses
6. Discuss American Rescue Plan Act
7. **County Clerk**
 - (a) 2022 Budget
8. **Wellness**
 - (a) Wellness Coordinator Update
9. **Treasurer**
 - (a) 2022 Budget
 - (b) Resolution(s) to sell properties back to former owner(s)
 - (c) Investment Policy and resolution
 - (d) ARPA Funding investing
 - (e) City of Marshfield taxes
 - (f) Insurance Claim
10. **Finance**
 - (a) Finance Department update
 - (b) CIP update
 - (c) 2022 Finance budget
 - (d) 2022 budget update
11. **HR**
 - (a) 2022 Budget
12. Consider any agenda items for next meeting
13. Comments from the Chair
14. Set next regular committee meeting date
15. Adjourn

Join by phone

+1-408-418-9388 United States Toll
Meeting number (access code): 2486 887 0097

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=mc54898c591e8e6113a7778feaaf148da>

Meeting number (access code): 2486 887 0097

Meeting password: OP0907

OPERATIONS COMMITTEE MEETING MINUTES

DATE: Tuesday, August 3, 2021
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Safety Training Room

PRESENT: Ed Wagner, Donna Rozar, Adam Fischer, Mike Feirer, Lance Pliml

OTHERS PRESENT (for part or all of the meeting, in person or via Webex): Dennis Polach, Bill Clendenning, Dave LaFontaine, Adam Fandre, Ed Newton, Kim McGrath, Kelli Quinnell, Amy Kaup, Jason DeMarco, Kyle Theiler, Heather Gehrt, Lisa Keller, Nick Flugaur, Reuben Van Tassel, Chad Schooley, Mary Schlagenhaft, PaNyia Yang, Mary Solheim, Brandon Vruwink, Marissa Laher, Sandra Green, Nancy Turyk, Jodi Pingel, Jackie Carattini, Lori Heideman, Alex Gore (Quarels & Brady), Tim Deaton (The Horton Group)

The meeting was called to order by Chair Wagner at 9:00 a.m.

There were no public comments.

Motion (Fischer/Feirer) to approve the consent agenda. Motion carried unanimously.

Rozar shared an update on the responses received from Department Heads in regards to the progress made on the Strategic Plan. Brief discussion ensued.

Pliml provided information to the Committee regarding the guidance on ARPA fund spending. Pliml explained that the current guidance is to not do anything with the funds at this time. Wagner stated that there is concern regarding the expiration of the conviction moratorium and if the ARPA funds could be used to subsidize rentals or back rent. Treasurer Gehrt stated that there is a lot of assistance available for renters, but the feedback from the taxpayers is that there is no assistance for landlords and property owners and that the assistance provided to the renters is not necessarily making it to the landlords. Discussion ensued.

Wellness Coordinator Fandre provided a brief update on Wellness activities.

Treasurer Gehrt informed the Committee that sales tax is \$392,000 ahead of where it was last year at this time. Pliml requested to see a breakdown of online and physical store sales tax and gave Gehrt the authorization to obtain that information.

Gehrt presented a resolution to cancel stale dated checks.

Motion (Pliml/Fischer) to approve the resolution to cancel stale dated checks. Motion carried unanimously.

Finance Director Newton provided a brief update on Finance Department activities to the Committee.

Alex Gore of Quarels & Brady presented information regarding Disclosure Counsel Service that they offer. Brief discussion ensued. Newton and Pliml will gather more information related to the services and cost.

Newton gave an update on the debt timetable. Newton stated that the pricing will come in from Baird on August 16, 2021. Newton provided a draft of the debt resolution to the Committee for review. Newton

suggested a Committee meeting immediately prior to County Board on August 17, 2021 to approve the debt resolution and then present it to the County Board.

Newton explained that all Department Heads are working with their Committee for approval on their CIP. Wagner confirmed that Committee chairs are working on it. The consensus of the Committee was to keep the CIP at \$3.5 million. Discussion ensued related to what types of CIP requests, if any, could be covered with ARPA funds.

Newton provided a brief update on the 2022 budget. He stated that Finance is working with many departments and that departments are working hard to stay within the budget parameters. Newton is hoping to have some budget numbers to present at the September meeting.

Tim Deaton of The Horton Group provided updated claims information and premium projections to the Committee. Mr. Deaton stated that they are currently projecting slightly over 1% increase. Mr. Deaton and HR Director McGrath jointly proposed that departments have their premiums raised by 1% and the employee premiums remain flat. McGrath explained that, while it is best to have any increase or decrease allocated equally between departments and employees, department premiums were decreased unevenly from employee premiums in 2021. Discussion ensued at length. The Committee requested that McGrath clearly explain to employees that this adjustment is occurring to rectify the unbalanced adjustment that occurred in 2021 and, going forward, increases or decreases to premiums will be allocated equally between department and employee premiums.

Motion (Fischer/Pliml) to approve the recommendation to increase department premiums by 1% and have employee premiums remain flat in 2022. Motion carried unanimously.

Mr. Deaton presented information regarding the market for Wellness Program expenses. Mr. Deaton explained that the current average cost per employee per year (PEPY) for wellness programs in the public sector is \$350. McGrath explained that the 2022 Wellness Program PEPY budget will be \$260. The Committee was satisfied with the budgeted amount.

McGrath explained the annual wage grade appeal. McGrath stated that, because the Classification & Compensation Study was just completed, Carlson Dettmann Consulting (CDC) recommended that only new positions or positions that have had substantial changes since the JDQ's were completed in 2020 be submitted for evaluation. McGrath shared that three (3) appeals were submitted. CDC recommended all three for a Grade increase due to substantial changes. McGrath requested that the Committee approve the recommendations from CDC effective January 1, 2022.

Motion (Feirer/Rozar) to approve the annual wage grade appeal recommendations from Carlson Dettmann Consulting effective January 1, 2022. Motion carried unanimously.

Fischer stated that he requested the confirmation of the budget parameters letter to Department Heads be placed on the agenda as it is his preference that the Committee speak on the letter and provide approval. Pliml explained that the reason it didn't come to the Committee prior to being distributed to Department Heads was due to timing and that most of the parameters included in the letter are things the Committee has spoken about over the course of the year. Fischer stated that he would like a motion, specifically when dealing with COLA and insurance. Discussion ensued regarding the proposed 2.5% COLA increase.

Motion (Pliml/Rozar) to approve the recommendations that went out in the budget parameters letter.

Rozar requested that the current process of oversight committees reviewing budgeted positions to be refilled/hired be placed on the next agenda. Brief discussion ensued.

Items for next agenda: Oversight Committee review of positions prior to filling them

There were no comments from the Chair.

The next regular Committee meeting is scheduled for September 7, 2021 at 9:00 a.m.

Wagner declared the meeting adjourned at 10:27 a.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.

MINUTES
OPERATIONS COMMITTEE

DATE: August 17, 2021
TIME: 8:30 AM
LOCATION: Courthouse – Room 114

Members present: Ed Wagner, Lance Pliml, Adam Fischer, Mike Feirer, Donna Rozar

Others present: Dennis Polach, Bill Clendenning, PaNyia Yang, Ed Newton, Heather Gehrt, Justin Fischer from Baird

Chairman Wagner called the meeting to order at 8:30 AM.

Treasurer Gehrt presented two resolutions to sell back tax deeded property to the former owners due to timely payment of back taxes. Motion by Rozar/Feirer to approve the resolutions and send to the county board for their consideration. Motion carried unanimously.

Chair Wagner brought forward the borrowing resolution. Justin Fischer from Baird provided details related to the borrowing. The true interest cost came in at 0.66% and how this is an interim financing method that allows for more flexibility than the standard general obligation promissory notes. Motion by Pliml/Rozar to approve the resolution and send to county board for their consideration. Motion carried unanimously.

Chair Wagner declared the meeting adjourned at 8:36 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at next meeting.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – September 2021

- The 5 budgets I am responsible for will be presented to you in your packet. I will be attending the meeting to answer any questions you may have.
- Our voting system, Roll Call Pro, has been bought out by Open Meeting Technologies. The new company has informed us that the current version we are on will no longer be supported or functional after 2022. They have given us an estimate to continue with their product, but the cost, I believe, is prohibitive for what function we need. In addition, the yearly maintenance fee tripled in cost. I am researching other options and will plan on having a new system in place by the beginning of 2023.
- This has been the month of recall questions. The school districts of Wisconsin Rapids, Marshfield, Stevens Point, and Port Edwards have all inquired about the process of recalling school board members. There is a manual and statutorily set timelines and mandates that all parties have to follow. We have answered all of those questions and calculated the number of signatures needed to trigger a recall election for each of those districts. Currently, only the Wisconsin Rapids School District is actively in the process. Paperwork was filed with the school district clerk and now those folks in favor of recall are in their 60 day window for circulating recall petitions. If there were a recall election, the timeframe is going to be right around Christmas and the cost associated with the recall will be the responsibility of the School District.
- I received the check for the easements associated with the Jackson Street reconstruction project and deposited it into the General Fund.
- This office will be more involved in redistricting than it has in the past. Because of the shortened timeline, it is “all hands on deck” to make sure the municipalities have the information they need to complete their tasks and get that information back to the county in the timeline that we set forth.
- We had our site inspection for passport acceptance recently and it went extraordinarily well. I have attached the letter I received from the customer service manager congratulating us on a perfect score that not many facilities receive! Again, this is a large revenue enhancement for our office and all of us in the office take our responsibilities very seriously when it comes to passport acceptance.
- As I have mentioned in the past, I continue to receive open records requests as it relates to the November election. There is a recent one that asked for router log records and IP addresses for all of our machines. After consultation with legal counsel for our vendor, the county IT Director, and Corp Counsel, I denied that request pursuant to state and federal statutes. In short, that information is proprietary information for our vendor. In addition, United States Department of Homeland Security has designated election systems as part of the United States’ critical infrastructure, and the disclosure of the

information would create a security risk to the critical infrastructure. The requestor then asked District Attorney Lambert to file a Writ of Mandamus with Circuit Court to require me to release that information. DA Lambert denied that request. This person could petition the court on his own, or request the Attorney General of Wisconsin to petition for it. This same person previously requested all of the ballot images from the November election, and we did release those to him in a timely manner.



United States Department of State

Chicago Passport Agency

44132 Mercure Circle

PO Box 1038

Sterling, Virginia 20166-1038

August 3, 2021

Wood County Clerk
400 Market Street
Wisconsin Rapids, WI 54495

Dear Wood County Clerk's Office,

We would like to take this opportunity to thank the Wood County Clerk's Office for its continued passport application acceptance services and to congratulate you and your Acceptance Agents for outstanding achievements in your operation of the Passport Application Acceptance Program.

The Wood County Clerk's Office is a part of a small group of Passport Application Acceptance Facilities throughout IL, IN, and WI to receive a perfect score on the Acceptance Facility Oversight "Acceptance Facility Review Report."

Your Acceptance Facility Oversight inspection included one-on-one interviews with the Facility Manager, virtual inspections of facility space and security features, as well as real – time observations of Acceptance Agents accepting and executing passport applications from the general public. With over 700 Facilities in the Chicago Passport Agency's Region having undergone the same rigorous assessment, it is no small feat to be recognized as one of the best.

Through your facility's hard work and vigilance, the U.S. Department of State is able to accomplish our mission to issue secure travel documents to U.S. citizens while providing the highest level of customer service, information security, professionalism, and integrity.

We thank you for your continued commitment to the Passport Application Acceptance Program and congratulate you on this outstanding achievement.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Loftus", with a long horizontal flourish extending to the right.

Sean Loftus
Director



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

August 31, 2021

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – August 2021

Human Resources Activity

	August 2021	2021 Year-to-Date
Applications Received	111	975
Positions Filled	16	125
Promotions/Transfers	9	58
New Hire Orientations	13	68
Terminations, Voluntary	15	89
Terminations, Involuntary	4	10
Retirements	1	15
Exit Interviews	5	36

Human Resources Narrative

General Highlights

1. Completed the Human Resources/Risk Management budget for 2022 and submitted it to Finance. Our budget will be presented to the Operations Committee at their September meeting and we are happy to share that our projected budget increase is under the 2.5% parameter.

Meetings & Trainings

1. Attended the Operations Committee Meeting on August 3rd.
2. Attended County Board on August 17th.
3. Met with IT on August 26th regarding electronic document storage.
4. Held the monthly conference call with The Horton Group on August 31st to discuss various benefit topics.
5. Held individual staff and team meetings to discuss and provide updates on the department's progress towards our 2021 goals.
6. Staff attended various meetings including:
 - a. SPAHRA Board meeting on August 5th
 - b. FSA Implementation meeting with Employee Benefits Corporation (EBC) on August 10th
 - c. SPAHRA Legal Update on August 11th
 - d. DocuSign Introduction Webinar on August 13th
 - e. Departmental Budget Meeting on August 16th
 - f. Meeting with The Advantage Group to discuss implementation and rollout of voluntary accident and critical illness benefits with Boston Mutual on August 16th

- g. Boston Mutual Presentation on multiple dates/times during the week beginning August 23rd
- h. Department Head meeting on August 25th
- i. Legal & Regulatory Update and Transparency Notice & Disclosure Requirements webinar on August 26th

Benefits

1. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, stop loss admin fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Updated the Health Reserve Spreadsheet and Health Fund Balance document for June.
5. Tracked vacation accruals lost during bi-weekly accruals for essential departments due to reaching the maximum hours.
6. Assisted multiple employees with questions related to FMLA, leave of absences, retirement, and claims concerns.
7. Processed COBRA notifications for dependents on the health plan reaching age 26.
8. Continued communication with Employee Benefits Corporation to meet requirements of the COBRA subsidy under the American Rescue Plan Act (ARPA).
9. Completed and submitted the 2021/2022 Upper Midwest Salary Planning Survey.
10. Organized the annual presentations for Boston Mutual voluntary insurance options and implemented the addition of Accident and Critical Illness options. Developed a new procedure to connect new hires with the information at hire, eliminating the need for annual presentations.
11. Created employee reports for Edgewater and Norwood for years 2019-2021.
12. Developed and recorded a webinar on FMLA and STD for employees and managers.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Reported new hires with the Wisconsin New Hire Reporting Center.
3. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.
4. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
5. Updated new wage scales in Cyber Recruiter for July 2021.
6. Worked with IT Department to ensure our vacancies are linked to Indeed.

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 – Eligibility List	Dispatch	Dispatchers (3)	One position filled, checking references on the 2 nd vacancy. Eligibility list established.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 9/27/2021.
Replacement	Edgewater	Cook	Position posted, interviews held. Offer declined due to personal reasons, reposted, filled 8/22/21.

Replacement	Emergency Management	Program Assistant	Position posted, applications review, interviews conducted. Final candidate selected, references completed, filled 9/7/2021.
Replacements	Health	COVID Response Interviews	Five positions filled as of 8/31/2021.
Replacement	Highway	Truck Operator	Position posted, interviews conducted, final candidate selected. References completed, offer accepted, filled 8/16/2021.
Replacement	Highway	Mechanic (2)	Position posted, interviews conducted, one position filled. Additional interviews conducted 9/2/2021 for 2 nd vacancy.
New position	Humane Officer	Humane Officer	Position posted, deadline 8/30/2021.
Replacements	Human Services	Bus Driver (Part-time)	Position posted, deadline 9/19/2021.
Replacements	Human Services	Crisis Interventionists (Casual)	Position posted, deadline 8/29/2021. Two positions filled. Will continue recruitment in order to establish eligibility list for future vacancies.
Replacement	Human Services	Crisis Interventionist – Full-time (Days)	Position posted, deadline 8/26/2021.
Replacement	Human Services	Youth Mentor Case Manager	Position posted, interviews conducted, final candidate selected, conducting references.
Replacement	Human Services	Economic Support Specialist	Position posted, interviews conducted, one position filled. Deadline 9/6/2021.
Replacement	Human Services	Community Resource Receptionist	Position posted, interviews conducted, references/background conducted, offer extended, filled 8/2/2021.
New Position	Human Services	Emergency Mental Health Services Program Manager	Position posted, filled internally 8/23/2021.
Replacement	Human Services	Administrative Assistant II – Admin/FS Transcriptionist	Position posted, interviews being conducted.
Replacement	Human Services	Family Interaction Worker	Position posted, deadline 9/12/2021.
Replacement	Human Services	Crisis/Mental Health Therapist	Position posted, deadline 9/6/2021.
Replacement	Human Services	Independent Living Coordinator-SW	Position posted, deadline 8/29/2021.
Replacement	Human Services	Admin Asst II – General	Position posted, deadline 8/24/2021
Replacement	Human Services	EMH/MH Adult Protective Services Coordinator	Position posted, deadline 9/6/2021.
Replacements	Human Services	Social Workers-Ongoing (2)	Positions posted, deadline 8/22/2021.
Replacement	Human Services	Social Worker – IA (WR)	Position posted, filled 8/30/2021.
New/Replacement	Norwood	COTA, Occupational Therapist, Therapy Asst., Dietary Aide, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood.
Replacement	Norwood	Cook – Full-Time	Position posted, position filled 8/2/2021.
Replacement	Norwood	Psychiatrist	Position posted, deadline 9/26/2021.
Replacement	Norwood	Social Worker-Inpatient	Position posted, deadline 9/13/2021.
Replacement	Parks	LTE Summer (1)	Positions posted, filled 8/23/2021.
Replacements	Sheriff	Part-time Deputies (Reserves)	Offers extended and accepted. Eligibility List established.

Replacements	Sheriff	Investigator Sergeant	Filled internally.
Replacement	Sheriff	Patrol Lieutenant	Filled internally.
Replacement	Sheriff	Deputy Sheriff	Filled internally.

IMPACTED POSITIONS DUE TO HIRING FREEZE (Positions currently on hold)	
Department	Position
Clerk of Courts	Administrative Services 4
Human Services	Bus Driver-Casual
Human Services	Transcriptionist/Admin Asst/FS
Human Services	Mental Health Therapist

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis throughout the month.
3. Attended Edgewater and Norwood Safety Committee meetings.
4. Participated in various Jail Construction workgroup meetings.
5. Assisted in Health Department's Vaccine Clinic After-Action Report (AAR).
6. Attended Wood County Local Emergency Planning Committee (LEPC).

NEW Workers' Compensation Claims (1)

1. 8/18/21 – Edgewater – Employee struck R hand/wrist while door was being opened

OPEN Workers' Compensation Claims (2)

1. 8/4/20 – Highway – Employee fractured L elbow in fall at asphalt plant (surgery required)
2. 7/14/21 – Maintenance – Employee cut R hand lifting manhole cover

First Aid Injuries (7)

1. 7/24/21 – Sheriff's – Employee was spit on by combative individual while taking into custody (delayed reporting)
2. 8/9/21 – Highway – Employee hit in R knee with hammer while setting stakes on roadway
3. 8/10/21 – IT – Employee received shock to L index finger while unplugging cord from power strip
4. 8/18/21 – Edgewater – Employee was struck in the R shoulder during a disagreement
5. 8/23/21 – Highway – Employee had lower back pain from lifting wall planks at Marshfield Shop
6. 8/24/21 – Sheriff's – Employee strained R leg performing drill maneuvers
7. 8/30/21 – IT – Employee injured L wrist, both knees and R elbow slipping on water in hallway

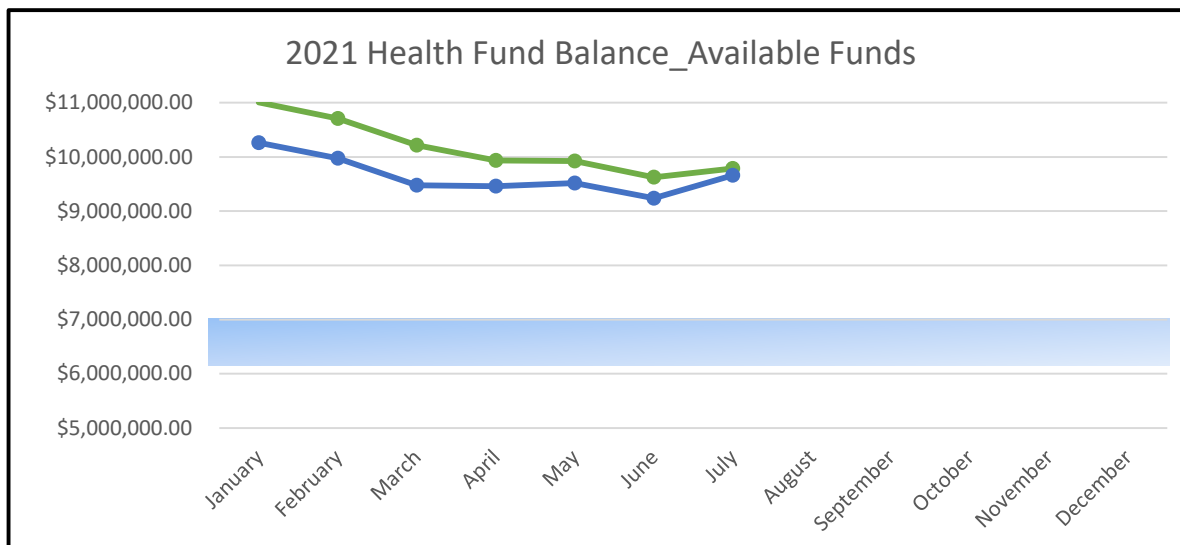
OPEN EEOC/ERD Claims (3)

1. 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4, 2019 counsel submitted the County's Reply Brief in Opposition to the Petition for Review.
2. 6/1/20 - Former Human Services employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of Probable Cause on July 1, 2021.
3. 5/3/2021 – Former Norwood contracted employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. Our position statement was submitted to the Equal Rights Division on June 10, 2021.

Other

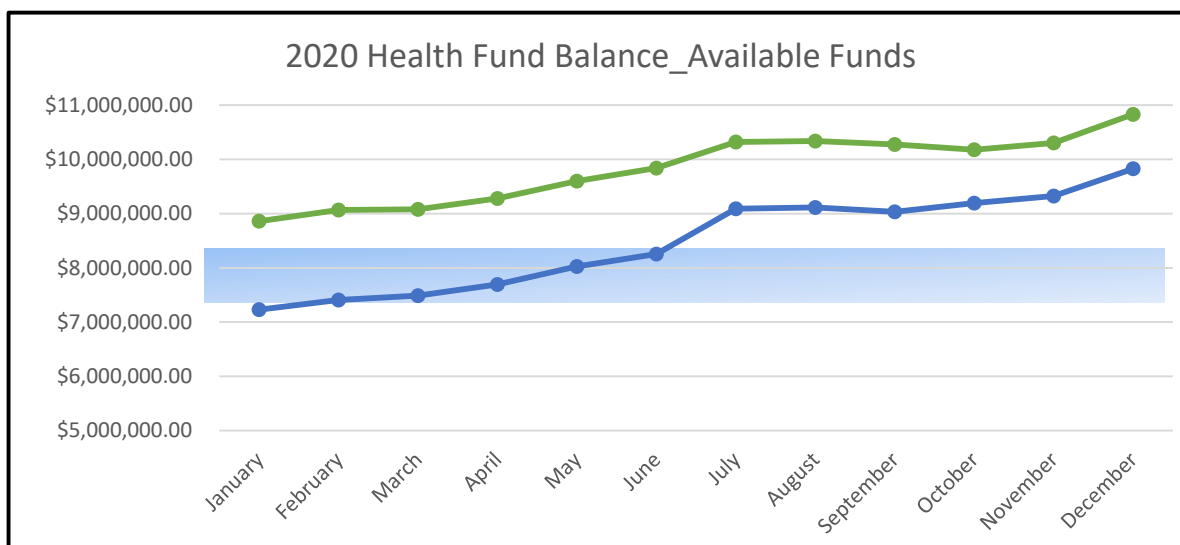
1. Received selection forms from employees for the Years of Service Recognition program. Ordered items and plan to distribute those items to supervisors and Department Heads in mid-September so that they can be meaningfully presented to employees.
2. Conducted Basic Life Support (BLS) Certification Courses on August 24th and 25th at Norwood Health Center.
3. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
4. Reconciled and processed the July Unemployment Insurance payment.
5. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on August 2nd, 9th, 16th, 23rd, and 30th.
8. Conducted exit interviews on July 29th, August 3rd, 12th, and 25th (2).
9. Responded to various verifications of employment.
10. Replied to multiple requests from surrounding counties with varied information.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Months	2021		2020	
	Total	Available	Total	Available
January	\$ 11,005,587.80	\$ 10,261,473.82	\$ 8,859,244.13	\$ 7,228,926.49
February	\$ 10,710,181.62	\$ 9,972,678.38	\$ 9,064,996.83	\$ 7,409,523.04
March	\$ 10,216,683.96	\$ 9,478,341.34	\$ 9,079,691.15	\$ 7,488,748.95
April	\$ 9,935,399.73	\$ 9,457,063.69	\$ 9,279,880.64	\$ 7,691,704.49
May	\$ 9,923,879.65	\$ 9,518,856.96	\$ 9,599,909.66	\$ 8,026,137.54
June	\$ 9,623,261.99	\$ 9,238,695.09	\$ 9,840,229.19	\$ 8,254,329.92
July	\$ 9,786,923.19	\$ 9,658,473.47	\$ 10,321,385.10	\$ 9,087,944.61
August			\$ 10,335,598.89	\$ 9,112,572.26
September			\$ 10,276,396.74	\$ 9,033,305.33
October			\$ 10,175,941.90	\$ 9,194,424.53
November			\$ 10,306,696.67	\$ 9,326,076.42
December			\$ 10,830,812.12	\$ 9,826,870.72



2021 Total Balance - Green Line

2021 Available Funds - Blue Line



2020 Total Balance - Green Line

2020 Available Funds - Blue Line

For further information on HR activities, please contact the HR department.



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—SEPTEMBER 2021

1. Attended Wisconsin Counties Association zoom meetings on Mondays in August.
2. Attended Operation Committee meeting on August 3 and August 17.
3. Attended County Board meeting on August 17.
4. With the assistance of the Maintenance and Sheriff's Departments, went around to 3 properties to lock up in the Cities of Marshfield and Wisconsin Rapids. The sale for these 3 properties and 2 vacant lots starts September 3 and goes till 4:00 on September 24.
5. Paid out all taxing jurisdictions August settlements on August 20.
6. Attended Department Head meeting at the River Block building on August 25.
7. Met with Tari Jahns from the United Way to get information for our employee campaign on August 26.
8. Submitted required information to Finance for the departmental budget.
9. Sales tax continues to be ahead of this time last year by about \$364,466.
10. Assisted the Village of Port Edwards with "estimated" tax bills for people along the Nepco shoreline for expectations when the agreement with the Town of Saratoga ends and the properties are reverted back.



Wood County WISCONSIN

Employee Wellness

Adam Fandre

Letter of Comments – September 2021

- Last month I mentioned InBody Body Composition testing will be held at the various Wood County locations. Appointments have been created for the month of September and communication has been sent out to all employees of how to sign up. Although it is relatively early after communication was sent out, many timeslots have already been filled.
- Registration for the quarter 3 Wellness Challenge opened on Tuesday, September 7. As mentioned, this will be a 6-week challenge focused primarily on various nutrition topics that come up repeatedly during health coaching sessions with an emphasis on getting more into the details of why particular nutrition choices are considered healthy and how these play a role in overall well-being. Additionally, various recipes relating to the weekly nutrition focuses will be made available. Topics tentatively include calorie intake, fiber, sodium, fruits, vegetables, and water.
- I have begun work on analyzing and compiling data from the biometric screenings and health assessments to create the annual aggregate report that summarizes the outcomes of Wood County's Employee Wellness Program. Although not finalized, there are some very positive results within the data. Once finished, this report will be shared with you.
- Follow-up health coaching appointment dates and times for October, November, and December were finalized in ManageWell. Communication and sign-up instructions will be emailed to participants later this month. During these meetings I touch-base with participants on the goals they set earlier in the year, assess progress, discuss ways to overcome challenges they are facing and set new goals if needed.
- I am continuing to monitor the various activities offered through the Wellness Program and send appropriate communication and reminders when needed. Similarly, I continue to assist employees in navigating the wellness portal and answering any questions that arise. Engagement from the new hires that I meet with on a regular basis continues to be very positive.

COUNTY BOARD CLAIMS

July-21

Jul-21

Paid August 2021

CLAIMANT	MONTH	PER DIEM \$	MILEAGE \$	SEALS/PK	TOTAL \$
			HOTEL \$		
Robert Ashbeck	July-21	450.00	119.54		\$569.84
Allen Breu	July-21	365.00	76.16		\$441.16
William Clendenning	July-21	565.00	198.24		\$763.24
Ken Curry	July-21	365.00	15.68		\$380.68
Michael Feirer	July-21	365.00	154.56		\$519.56
Adam Fischer	July-21	380.00	117.60		\$497.60
Jake Hahn	July-21	415.00	100.80		\$515.80
Brad Hamilton	July-21	500.00	50.40		\$550.40
John Hokamp	July-21	300.00	8.40		\$308.40
David La Fontaine	July-21	350.00	129.92		\$479.92
Bill Leichtnam	July-21	515.00	154.56		\$669.56
Lance Pliml	July-21	700.00	68.32		\$768.32
Dennis Polach	July-21	300.00	0.00		\$300.00
Donna Rozar	July-21	315.00	120.96		\$435.96
Lee Thao	July-21	300.00	5.04		\$305.04
Laura Valenstein	July-21	300.00	0.00		\$300.00
Ed Wagner	July-21	315.00	147.84		\$462.84
William Winch	July-21	350.00	36.96		\$386.96
Joe Zurfluh	July-21	400.00	30.80		\$430.80
David Barth	July-21	50.00			\$50.00
William Voight	July-21	50.00	29.12		\$79.12
		\$7,650.00	\$1,564.90	\$0.00	\$9,215.20

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: AUGUST 2021

For the range of vouchers: 06210080 - 06210084

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06210080	AMAZON CAPITAL SERVICES	Typewriter/Supplies	07/30/2021	\$333.12	P
06210081	UNITED MAILING SERVICE	MAIL FEES JULY 1 - 31, 2021	08/09/2021	\$1,278.94	P
06210082	WISCONSIN MEDIA	Various Ads - July 2021	08/16/2021	\$3,751.64	P
06210083	STAPLES ADVANTAGE	Training Supplies - Elections	08/23/2021	\$26.56	
06210084	AMAZON CAPITAL SERVICES	Training Supplies - Elections	08/21/2021	\$61.53	
Grand Total:				\$5,451.79	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: AUGUST 2021

For the range of vouchers: 14210143 - 14210160

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14210143	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/08/2021	\$20.42	P
14210144	AMT	GARNISHMENT PAYMENT	08/12/2021	\$276.00	P
14210145	DEPARTMENT OF CORRECTIONS	GARNISHMENT PAYMENT	08/12/2021	\$100.00	P
14210146	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INSUR	08/12/2021	\$4,292.61	P
14210147	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	08/12/2021	\$2,361.98	P
14210148	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	08/12/2021	\$4,137.70	P
14210149	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	08/12/2021	\$73.64	P
14210150	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/04/2021	\$11.52	P
14210151	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	08/12/2021	\$355.85	P
14210152	WIPFLI LLP	REVIEW & CORRECT FINANCIALS	08/12/2021	\$16,000.00	P
14210153	US BANK	2020 CAFR CERTIFICATION	08/17/2021	\$610.00	P
14210154	AMT	GARNISHMENT PAYMENT	08/26/2021	\$276.00	P
14210155	DEPARTMENT OF CORRECTIONS	GARNISHMENT PAYMENT	08/26/2021	\$100.00	P
14210156	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY	08/26/2021	\$4,150.88	P
14210157	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSUR	08/26/2021	\$2,329.41	P
14210158	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	08/26/2021	\$4,087.80	P
14210159	SCHUELKE SUSAN A	VOLUNTEER DEBT AMORTIZATION	08/26/2021	\$73.64	P
14210160	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	08/26/2021	\$355.85	P
Grand Total:				\$39,613.30	

Signatures

Committee Chair: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: AUGUST 2021

For the range of vouchers: 17210067 - 17210079

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17210067	INSPERITY BUSINESS SERVICES LP	HRMS Renewal - 8/21-8/22	04/27/2021	\$18,145.40	P
17210068	STAPLES ADVANTAGE	Recognition Program Supplies	08/03/2021	\$9.66	P
17210069	STAPLES ADVANTAGE	Recognition Program Supplies	08/04/2021	\$15.99	P
17210070	STAPLES ADVANTAGE	Recognition & Office Supplies	07/31/2021	\$20.57	P
17210071	HORTON GROUP INC THE	Consulting Fees - July 2021	07/08/2021	\$2,083.33	P
17210072	HORTON GROUP INC THE	Consulting Fees - August 2021	08/04/2021	\$2,083.33	P
17210073	VISIBILITY SOFTWARE LLC	CR Renewal 8/13/21-8/12/22	07/02/2021	\$5,451.02	P
17210074	WI DEPT OF WORKFORCE DEVELOPMENT	July 2021 Unemployment Charges	07/30/2021	\$2,136.18	P
17210075	DIETRICH VANDERWAAL SC	Legal Fees	08/02/2021	\$280.00	P
17210076	US BANK	P Card Charges	08/16/2021	\$19.95	P
17210077	PAUL GROSS JEWELERS INC	Retirement Recognition	08/11/2021	\$80.96	P
17210078	MARSHFIELD AREA CHAMBER OF COM	Years of Service Recognition	08/25/2021	\$265.70	P
17210079	CHAMBER OF COMMERCE	Years of Service Recognition	08/18/2021	\$1,120.00	P
Grand Total:				\$31,712.09	

Signatures

Committee Chair:

Committee Member:

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Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: AUGUST 2021

For the range of vouchers: 23210040 - 23210040

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23210040	ALLIED 100 LLC	CPR Supplies	08/11/2021	\$416.00	P
Grand Total:				\$416.00	

Signatures

Committee Chair: _____
Committee Member: _____
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Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: AUGUST 2021

For the range of vouchers: 28210191 - 28210227

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210191	ARNOLD TAYLOR	TAX OVERPAYMENT REFUND	08/04/2021	\$84.84	P
28210192	BINDER KATHLEEN	TAX OVERPAYMENT REFUND	08/04/2021	\$20.00	P
28210193	BUERGER THOMAS OR JULIE	TAX OVERPAYMENT REFUND	08/04/2021	\$1,585.00	P
28210194	CITY OF MARSHFIELD	JULY SPECIAL CHARGES	08/04/2021	\$1,105.96	P
28210195	CITY OF NEKOOSA TREASURER	JULY SPECIAL CHARGES	08/04/2021	\$498.14	P
28210196	CITY OF WISCONSIN RAPIDS	JULY SPECIAL CHARGES	08/04/2021	\$1,565.73	P
28210197	DISCH SHIRLEY	TAX OVERPAYMENT REFUND	08/04/2021	\$15.41	P
28210198	DRAXLER GLEN	TAX OVERPAYMENT REFUND	08/04/2021	\$344.72	P
28210199	DYE DONALD	TAX OVERPAYMENT REFUND	08/04/2021	\$10.00	P
28210200	EHLERT MARCELLA M	TAX OVERPAYMENT REFUND	08/04/2021	\$31.29	P
28210201	FELTZ RODNEY	TAX OVERPAYMENT REFUND	08/04/2021	\$960.48	P
28210202	MANCL JAMIE	TAX OVERPAYMENT REFUND	08/04/2021	\$713.94	P
28210203	MARSHFIELD CLINIC	TAX OVERPAYMENT REFUND	08/04/2021	\$1,261.23	P
28210204	O'SHASKY JEAN	TAX OVERPAYMENT REFUND	08/04/2021	\$95.76	P
28210205	PREVENTION GENETICS LLC	TAX OVERPAYMENT REFUND	08/04/2021	\$19,518.50	P
28210206	SCHIFERL ALAN	TAX OVERPAYMENT REFUND	08/04/2021	\$269.86	P
28210207	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/04/2021	\$18.71	P
28210208	TOWN OF PORT EDWARDS	JULY SPECIAL CHARGES	08/04/2021	\$180.62	P
28210209	TOWN OF REMINGTON	JULY SPECIAL CHARGES	08/04/2021	\$79.98	P
28210210	TOWN OF SARATOGA	JULY SPECIAL CHARGES	08/04/2021	\$815.86	P
28210211	TOWN OF CAMERON	JULY SPECIAL CHARGES	08/04/2021	\$256.72	P
28210212	TOWN OF GRAND RAPIDS	JULY SPECIAL CHARGES	08/04/2021	\$728.48	P
28210213	TOWN OF HANSEN	JULY SPECIAL CHARGES	08/04/2021	\$148.40	P
28210214	TOWN OF LINCOLN	JULY SPECIAL CHARGES	08/04/2021	\$272.29	P
28210215	TOWN OF MARSHFIELD	JULY SPECIAL CHARGES	08/04/2021	\$461.22	P
28210216	TOWN OF RICHFIELD	JULY SPECIAL CHARGES	08/04/2021	\$537.72	P
28210217	TOWN OF ROCK TREAS LISA ANDERSON	JULY SPECIAL CHARGES	08/04/2021	\$283.15	P
28210218	VILLAGE OF VESPER	JULY SPECIAL CHARGES	08/04/2021	\$224.46	P
28210219	VILLAGE OF PORT EDWARDS TREAS	JULY SPECIAL CHARGES	08/04/2021	\$589.46	P
28210220	VILLAGE OF RUDOLPH	JULY SPECIAL CHARGES	08/04/2021	\$976.37	P
28210221	WOOD COUNTY REGISTER OF DEEDS	TAX DEED RECORDING FEES	08/04/2021	\$390.00	P
28210222	SMITH CARY	TAX OVERPAYMENT REFUND	08/11/2021	\$44.51	P
28210223	WEAVER MELVIN OR SUSIE	TAX OVERPAYMENT REFUND	08/11/2021	\$408.04	P
28210224	WI DEPT OF ADMINISTRATION	JULY WIS LAND INFO	08/11/2021	\$9,289.00	P

TREASURER - AUGUST 2021

28210191 - 28210227

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28210225	WOODTRUST BANK	JULY MONTHLY SERVICE FEES	08/11/2021	\$584.30	P
28210226	POSTMASTER - WISCONSIN RAPIDS	STAMPS	08/18/2021	\$55.00	P
28210227	STATE OF WISCONSIN TREASURER	JULY CLERK OF COURTS REVENUE	08/18/2021	\$157,379.15	P
Grand Total:				\$201,804.30	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: WELLNESS

For the period of: AUGUST 2021

For the range of vouchers: 34210007 - 34210007

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34210007	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	08/01/2021	\$4,750.00	P
Grand Total:				\$4,750.00	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

MISSION STATEMENT OF THE WOOD COUNTY CLERK

Providing effective, efficient and high quality service to the citizens of Wood County, County Board members and departments for the many mandated functions that are statutorily designated to this office, along with those functions that are not so designated.

Trent Miner
Wood County Clerk

STATEMENT OF SERVICES

This is a constitutional and statutory office which is mandated to handle a wide variety of functions including; Election administration, dog licensing, marriage licenses, domestic partnership terminations, tax apportionment, timber cutting permits, and farmland preservation agreement applications. In addition to those statutory responsibilities and in order to relieve the tax levy burden of this office, we process passport applications and provide Dept. of Motor Vehicle services. The County Clerk is the clerk to the County Board. This office is also entrusted to be the retainer of all records associated with all aspects of the county board and its committee functions as well as county contracts, county ordinances, oaths and bonds and titles. The clerk's office annually publishes a county directory, a county board proceedings book and the county statistical report. Mail services for the Courthouse and River Block are handled by this department. Our office is dedicated to the premise of improving the quality and efficiency of service.



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
06 - County Clerk					
0601 - County Clerk-Administration					
<u>Revenue / Funding Source</u>					
0601-44200 - DNR & Marriage License Fees					
44 - Licenses and Permits	18,700	0.00%	18,700	11,765	18,700
0601-44200 - DNR & Marriage License Fees Total	18,700	0.00%	18,700	11,765	18,700
0601-44201 - Dog License Fund					
44 - Licenses and Permits	1,000	0.00%	1,000	0	1,000
0601-44201 - Dog License Fund Total	1,000	0.00%	1,000	0	1,000
0601-46110 - Public Chgs-Passports					
46 - Public Charges for Services	22,000	0.00%	22,000	8,515	11,500
0601-46110 - Public Chgs-Passports Total	22,000	0.00%	22,000	8,515	11,500
0601-46191 - 46192					
46 - Public Charges for Services	6,800	0.00%	6,800	4,160	6,800
0601-46191 - 46192 Total	6,800	0.00%	6,800	4,160	6,800
0601-46192 - Temporary License Service					
46 - Public Charges for Services	4,500	0.00%	4,500	6,741	8,000
0601-46192 - Temporary License Service Total	4,500	0.00%	4,500	6,741	8,000
0601-46194 - Clerk Copy Fees					
46 - Public Charges for Services	250	0.00%	250	144	175
0601-46194 - Clerk Copy Fees Total	250	0.00%	250	144	175
0601-47330 - Local Gov't Charges					
47 - Intergovernmental Charges for Services	0	0.00%	0	0	
0601-47330 - Local Gov't Charges Total	0	0.00%	0	0	
Revenue / Funding Source Total	53,250	0.00%	53,250	31,326	46,175
<u>Expense / Expenditure</u>					
0601-51420 - County Clerk					
100 - Personnel Services	243,076	+3.11%	235,753	120,097	226,926
101 - Wages-Permanent	148,555	+2.61%	144,781	77,481	137,773
107 - Sick Leave	7,052	+3.42%	6,819	1,472	6,819
108 - Vacation	11,701	+18.50%	9,874	3,767	9,874
109 - Holiday	5,844	+3.42%	5,651	1,221	5,651
110 - Funeral/Jury/Other	0	0.00%	0	0	
120 - FICA	13,246	+3.61%	12,785	6,137	12,024
130 - Health Insurance	40,764	+1.58%	40,128	23,151	40,128
132 - Post Employment Benefits	3,463	+3.61%	3,342	830	3,342
133 - Vision Insurance	88	0.00%	88	51	88
140 - Life Insurance	45	0.00%	45	26	45
151 - Retirement	11,255	-0.23%	11,281	5,677	10,818
160 - Worker's Compensation	263	+65.77%	159	78	159
172 - Training / Conference / CPE	800	0.00%	800	205	205
200 - Contractual Services	7,830	0.00%	7,830	3,934	7,330



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
214 - Prof Serv-Printing	3,500	0.00%	3,500	1,815	3,000
219 - Prof Serv-Other	1,000	0.00%	1,000	0	1,000
221 - Utility Service-Cellphone / Telephone	2,000	0.00%	2,000	1,233	2,000
230 - R/M Serv-PC Replacement	1,330	0.00%	1,330	887	1,330
300 - Supplies and Expense	22,125	-0.45%	22,225	5,617	13,345
311 - Office Supplies	3,000	0.00%	3,000	1,598	2,500
312 - Copy Expense	400	-20.00%	500	125	220
313 - Postage	2,900	0.00%	2,900	934	2,200
323 - Public Notices	15,000	0.00%	15,000	2,835	8,000
325 - Dues & Subscriptions	0	0.00%	0	0	
328 - Dues	125	0.00%	125	125	125
331 - Mileage	300	0.00%	300	0	0
332 - Meals	0	0.00%	0	0	
333 - Lodging / Hotels	400	0.00%	400	0	300
336 - Parking	0	0.00%	0	0	
500 - Fixed Charges	28,263	-0.14%	28,302	19,206	28,057
511 - Insurance-Liability	1,913	-2.01%	1,952	1,301	1,952
520 - Premiums on Surety Bonds	1,750	0.00%	1,750	1,505	1,505
531 - Rent-Interdepartment	24,600	0.00%	24,600	16,400	24,600
800 - Capital Outlay	0	0.00%	0	0	
0601-51420 - County Clerk Total	301,293	+2.44%	294,110	148,854	275,658
Expense / Expenditure Total	301,293	+2.44%	294,110	148,854	275,658
0601 - County Clerk-Administration Total	248,043	+2.98%	240,860	117,528	229,483
0602 - County Clerk-Postage Meter					
<u>Expense / Expenditure</u>					
0602-51424 - Postage Meter					
300 - Supplies and Expense	7,500	0.00%	7,500	4,290	6,600
311 - Office Supplies	2,000	0.00%	2,000	691	1,200
313 - Postage	5,500	0.00%	5,500	3,599	5,400
500 - Fixed Charges	6,500	0.00%	6,500	4,659	6,212
535 - Leases-Equipment	6,500	0.00%	6,500	4,659	6,212
0602-51424 - Postage Meter Total	14,000	0.00%	14,000	8,948	12,812
Expense / Expenditure Total	14,000	0.00%	14,000	8,948	12,812
0602 - County Clerk-Postage Meter Total	14,000	0.00%	14,000	8,948	12,812
0603 - County Clerk-Elections					
<u>Revenue / Funding Source</u>					
0603-46141 - Public Chrgs-Court Fees/Costs					
46 - Public Charges for Services	7,655	+3.24%	7,415	5,278	6,818
0603-46141 - Public Chrgs-Court Fees/Costs Total	7,655	+3.24%	7,415	5,278	6,818
Revenue / Funding Source Total	7,655	+3.24%	7,415	5,278	6,818



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
<u>Expense / Expenditure</u>					
0603-51440 - Elections					
100 - Personnel Services	1,966	+10.31%	1,782	468	469
101 - Wages-Permanent	1,176	+5.95%	1,110	157	157
107 - Sick Leave	0	-100.00%	25	0	
108 - Vacation	0	-100.00%	21	0	
109 - Holiday	0	-100.00%	21	0	
119 - In or Out Call Pay	600	+50.00%	400	300	300
120 - FICA	90	0.00%	90	12	12
140 - Life Insurance	0	-100.00%	15	0	
160 - Worker's Compensation	0	-100.00%	1	0	
172 - Training / Conference / CPE	100	0.00%	100	0	
300 - Supplies and Expense	105,639	+83.40%	57,600	47,333	49,088
311 - Office Supplies	4,500	0.00%	4,500	2,581	3,500
312 - Copy Expense	250	0.00%	250	65	150
313 - Postage	100	0.00%	100	108	108
321 - Publications	75,000	+114.29%	35,000	32,506	32,506
323 - Public Notices	14,000	+133.33%	6,000	4,750	5,500
331 - Mileage	500	0.00%	500	0	
350 - Repair & Maintenance Supplies	11,289	+0.35%	11,250	7,324	7,324
0603-51440 - Elections Total	107,605	+81.21%	59,382	47,801	49,557
Expense / Expenditure Total	107,605	+81.21%	59,382	47,801	49,557
0603 - County Clerk-Elections Total	99,950	+92.33%	51,967	42,523	42,739
0604 - County Clerk-Info & Comm					
<u>Expense / Expenditure</u>					
0604-51453 - Information & Communication					
200 - Contractual Services	4,000	-33.33%	6,000	1,288	3,000
221 - Utility Service-Cellphone / Telephone	4,000	-33.33%	6,000	1,288	3,000
300 - Supplies and Expense	0	0.00%	0	0	
314 - UPS Charges	0	0.00%	0	0	
315 - Fax Machine	0	0.00%	0	0	
0604-51453 - Information & Communication Total	4,000	-33.33%	6,000	1,288	3,000
Expense / Expenditure Total	4,000	-33.33%	6,000	1,288	3,000
0604 - County Clerk-Info & Comm Total	4,000	-33.33%	6,000	1,288	3,000
0605 - Committees & Commissions					
<u>Expense / Expenditure</u>					
0605-51120 - Committees & Commissions					
100 - Personnel Services	134,206	+0.05%	134,136	76,800	133,607
101 - Wages-Permanent	122,637	0.00%	122,637	69,916	122,638
120 - FICA	9,382	0.00%	9,382	5,349	9,382



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
160 - Worker's Compensation	186	+60.00%	117	66	117
172 - Training / Conference / CPE	2,000	0.00%	2,000	1,470	1,470
200 - Contractual Services	3,410	0.00%	3,410	1,881	3,410
214 - Prof Serv-Printing	500	0.00%	500	0	500
221 - Utility Service-Cellphone / Telephone	250	0.00%	250	108	250
230 - R/M Serv-PC Replacement	2,660	0.00%	2,660	1,773	2,660
300 - Supplies and Expense	53,150	0.00%	53,150	21,636	39,561
312 - Copy Expense	300	0.00%	300	65	150
313 - Postage	150	0.00%	150	70	100
325 - Dues & Subscriptions	17,500	0.00%	17,500	13,617	15,611
331 - Mileage	30,000	0.00%	30,000	7,607	20,000
332 - Meals	200	0.00%	200	12	200
333 - Lodging / Hotels	2,500	0.00%	2,500	0	2,500
336 - Parking	0	0.00%	0	0	
341 - Operating Supplies & Expense	2,500	0.00%	2,500	266	1,000
0605-51120 - Committees & Commissions Total	190,766	+0.04%	190,696	100,317	176,578
Expense / Expenditure Total	190,766	+0.04%	190,696	100,317	176,578
0605 - Committees & Commissions Total	190,766	+0.04%	190,696	100,317	176,578
06 - County Clerk Total	556,759	+10.57%	503,523	270,605	464,612

Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year 2022
 Budget Line Year 2022
 Department or Sub-Department 06 - County Clerk

Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
06 - County Clerk										
0601 - County Clerk-Administration										
0601-51420 - County Clerk										
(Unassigned)										
1301-County Clerk (1301-10555): TRENT MINER (10555)-TRENT		Salaried	96.88	77,761	28,260	-	106,021	2,015	-	0.97
1302-Deputy County Clerk (1302-10287): SHERI EVANSON (102 Grade G		Step 8	96.88	52,128	24,169	-	76,297	2,015	-	0.97
Total (Unassigned)				129,889	52,428	-	182,318	4,030	-	1.94
Adminstrative Services										
1303-Program Assistant (1303-10735): LA CINDA TERRY (10735 Grade F		Step 4	96.88	43,262	16,698	-	59,960	2,015	-	0.97
Total Adminstrative Services				43,262	16,698	-	59,960	2,015	-	0.97
Total 0601-51420 - County Clerk				173,151	69,126	-	242,278	6,045	-	2.91
Total 0601 - County Clerk-Administration				173,151	69,126	-	242,278	6,045	-	2.91
Total 06 - County Clerk				173,151	69,126	-	242,278	6,045	-	2.91
Grand Total				173,151	69,126	-	242,278	6,045	-	2.91



Department Operating Budget Summary

2022 Budget Summary								
Department: 06 - County Clerk	0601 - County Clerk-Administration	0602 - County Clerk-Postage Meter	0603 - County Clerk-Elections	0604 - County Clerk-Info & Comm	0605 - Committees & Commissions	2022 Total	Change %	2021 Budget
Revenue / Funding Source								
44 - Licenses and Permits	19,700					19,700	0.00%	19,700
46 - Public Charges for Services	33,550		7,655			41,205	+0.59%	40,965
47 - Intergovernmental Charges for	0					0	0.00%	0
Total Operating Revenues	53,250		7,655			60,905	+0.40%	60,665
Revenue / Funding Source Total	53,250		7,655			60,905	+0.40%	60,665
Expense / Expenditure								
100 - Personnel Services	243,076		1,966		134,206	379,247	+2.04%	371,671
200 - Contractual Services	7,830			4,000	3,410	15,240	-11.60%	17,240
300 - Supplies and Expense	22,125	7,500	105,639	0	53,150	188,414	+34.13%	140,475
500 - Fixed Charges	28,263	6,500				34,763	-0.11%	34,802
Total Operating Expenditures	301,293	14,000	107,605	4,000	190,766	617,664	+9.48%	564,188
800 - Capital Outlay	0					0	0.00%	0
Expense / Expenditure Total	301,293	14,000	107,605	4,000	190,766	617,664	+9.48%	564,188
Beginning Carryover	-	-	291,760	-	-	291,760	+24.53%	234,294
Ending Carryover	-	-	266,810	-	-	266,810	+3.69%	257,327
06 - County Clerk Total	248,043	14,000	75,000	4,000	190,766	531,809	+1.00%	526,556

2021 Budget Summary						
Department: 06 - County Clerk	0601 - County Clerk-Administration	0602 - County Clerk-Postage Meter	0603 - County Clerk-Elections	0604 - County Clerk-Info & Comm	0605 - Committees & Commissions	2021 Budget
Revenue / Funding Source						
44 - Licenses and Permits	19,700					19,700
46 - Public Charges for Services	33,550		7,415			40,965
47 - Intergovernmental Charges for	0					0
Total Operating Revenues	53,250		7,415			60,665
Revenue / Funding Source Total	53,250		7,415			60,665
Expense / Expenditure						
100 - Personnel Services	235,753		1,782		134,136	371,671
200 - Contractual Services	7,830			6,000	3,410	17,240
300 - Supplies and Expense	22,225	7,500	57,600	0	53,150	140,475
500 - Fixed Charges	28,302	6,500				34,802
Total Operating Expenditures	294,110	14,000	59,382	6,000	190,696	564,188
800 - Capital Outlay	0					0
Expense / Expenditure Total	294,110	14,000	59,382	6,000	190,696	564,188
Beginning Carryover	-	-	234,294	-	-	234,294
Ending Carryover	-	-	257,327	-	-	257,327
06 - County Clerk Total	240,860	14,000	75,000	6,000	190,696	526,556



Department Operating Budget Narrative

Account Number	Description	2022 Requested	2021 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
06 - County Clerk						
0601 - County Clerk-Administration						
Revenue / Funding Source						
0601-44200 - DNR & Marriage License Fees						
101-0601-44200-???-000	44-000 - Licenses and Permits	18,700	18,700	0	0.00%	
0601-44201 - Dog License Fund						
101-0601-44201-???-000	44-000 - Licenses and Permits	1,000	1,000	0	0.00%	
0601-46110 - Public Chgs-Passports						
101-0601-46110-???-000	46-000 - Public Charges for Services	22,000	22,000	0	0.00%	
0601-46191 - 46192						
101-0601-46191-???-000	46-000 - Public Charges for Services	6,800	6,800	0	0.00%	
0601-46192 - Temporary License Service						
101-0601-46192-???-000	46-000 - Public Charges for Services	4,500	4,500	0	0.00%	
0601-46194 - Clerk Copy Fees						
101-0601-46194-???-000	46-000 - Public Charges for Services	250	250	0	0.00%	
0601-47330 - Local Gov't Charges						
101-0601-47330-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%	
Expense / Expenditure						
0601-51420 - County Clerk						
101-0601-51420-???-101	101 - Wages-Permanent	148,555	144,781	3,774	+2.61%	
101-0601-51420-???-107	107 - Sick Leave	7,052	6,819	233	+3.42%	
101-0601-51420-???-108	108 - Vacation	11,701	9,874	1,827	+18.50%	



Department Operating Budget Narrative

101-0601-51420-???-109	109 - Holiday	5,844	5,651	193	+3.42%
101-0601-51420-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%
101-0601-51420-???-120	120 - FICA	13,246	12,785	461	+3.61%
101-0601-51420-???-130	130 - Health Insurance	40,764	40,128	636	+1.58%
101-0601-51420-???-132	132 - Post Employment Benefits	3,463	3,342	121	+3.61%
101-0601-51420-???-133	133 - Vision Insurance	88	88	0	0.00%
101-0601-51420-???-140	140 - Life Insurance	45	45	0	0.00%
101-0601-51420-???-151	151 - Retirement	11,255	11,281	(26)	-0.23%
101-0601-51420-???-160	160 - Worker's Compensation	263	159	104	+65.77%
101-0601-51420-???-172	172 - Training / Conference / CPE	800	800	0	0.00%
101-0601-51420-???-214	214 - Prof Serv-Printing	3,500	3,500	0	0.00%
101-0601-51420-???-219	219 - Prof Serv-Other	1,000	1,000	0	0.00%
101-0601-51420-???-221	221 - Utility Service-Cellphone / Telephone	2,000	2,000	0	0.00%
101-0601-51420-???-230	230 - R/M Serv-PC Replacement	1,330	1,330	0	0.00%
101-0601-51420-???-311	311 - Office Supplies	3,000	3,000	0	0.00%
101-0601-51420-???-312	312 - Copy Expense	400	500	(100)	-20.00% Lower costs due to IT Printing Contract
101-0601-51420-???-313	313 - Postage	2,900	2,900	0	0.00%
101-0601-51420-???-323	323 - Public Notices	15,000	15,000	0	0.00%
101-0601-51420-???-325	325 - Dues & Subscriptions	0	0	0	0.00%
101-0601-51420-???-328	328 - Dues	125	125	0	0.00%
101-0601-51420-???-331	331 - Mileage	300	300	0	0.00%
101-0601-51420-???-332	332 - Meals	0	0	0	0.00%
101-0601-51420-???-333	333 - Lodging / Hotels	400	400	0	0.00%
101-0601-51420-???-336	336 - Parking	0	0	0	0.00%
101-0601-51420-???-511	511 - Insurance-Liability	1,913	1,952	(39)	-2.01%
101-0601-51420-???-520	520 - Premiums on Surety Bonds	1,750	1,750	0	0.00%
101-0601-51420-???-531	531 - Rent-Interdepartment	24,600	24,600	0	0.00%
101-0601-51420-???-814	814 - Computers & Printers	0	0	0	0.00%



Department Operating Budget Narrative

0602 - County Clerk-Postage Meter

Expense / Expenditure

0602-51424 - Postage Meter

101-0602-51424-???-311	311 - Office Supplies	2,000	2,000	0	0.00%
101-0602-51424-???-313	313 - Postage	5,500	5,500	0	0.00%
101-0602-51424-???-535	535 - Leases-Equipment	6,500	6,500	0	0.00%

0603 - County Clerk-Elections

Revenue / Funding Source

0603-46141 - Public Chrgs-Court Fees/Costs

101-0603-46141-???-000	46-000 - Public Charges for Services	7,655	7,415	240	+3.24%
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Expense / Expenditure

0603-51440 - Elections

101-0603-51440-???-101	101 - Wages-Permanent	1,176	1,110	66	+5.95%
101-0603-51440-???-107	107 - Sick Leave	0	25	(25)	-100.00%
101-0603-51440-???-108	108 - Vacation	0	21	(21)	-100.00%
101-0603-51440-???-109	109 - Holiday	0	21	(21)	-100.00%
101-0603-51440-???-119	119 - In or Out Call Pay	600	400	200	+50.00% 4-Election Year
101-0603-51440-???-120	120 - FICA	90	90	0	0.00%
101-0603-51440-???-140	140 - Life Insurance	0	15	(15)	-100.00%
101-0603-51440-???-160	160 - Worker's Compensation	0	1	(1)	-100.00%
101-0603-51440-???-172	172 - Training / Conference / CPE	100	100	0	0.00%
101-0603-51440-???-311	311 - Office Supplies	4,500	4,500	0	0.00%
101-0603-51440-???-312	312 - Copy Expense	250	250	0	0.00%
101-0603-51440-???-313	313 - Postage	100	100	0	0.00%
101-0603-51440-???-321	321 - Publications	75,000	35,000	40,000	+114.29% 4-Election Year



Department Operating Budget Narrative

101-0603-51440-???-323	323 - Public Notices	14,000	6,000	8,000	+133.33%	4-Election Year
101-0603-51440-???-331	331 - Mileage	500	500	0	0.00%	
101-0603-51440-???-350	350 - Repair & Maintenance Supplies	11,289	11,250	39	+0.35%	

0604 - County Clerk-Info & Comm

Expense / Expenditure

0604-51453 - Information & Communication

101-0604-51453-???-221	221 - Utility Service-Cellphone / Telephone	4,000	6,000	(2,000)	-33.33%	Lower Costs from new IT phone contract
101-0604-51453-???-314	314 - UPS Charges	0	0	0	0.00%	
101-0604-51453-???-315	315 - Fax Machine	0	0	0	0.00%	

0605 - Committees & Commissions

Expense / Expenditure

0605-51120 - Committees & Commissions

101-0605-51120-???-101	101 - Wages-Permanent	122,637	122,637	0	0.00%	
101-0605-51120-???-120	120 - FICA	9,382	9,382	0	0.00%	
101-0605-51120-???-160	160 - Worker's Compensation	186	117	70	+60.00%	
101-0605-51120-???-172	172 - Training / Conference / CPE	2,000	2,000	0	0.00%	
101-0605-51120-???-214	214 - Prof Serv-Printing	500	500	0	0.00%	
101-0605-51120-???-221	221 - Utility Service-Cellphone / Telephone	250	250	0	0.00%	
101-0605-51120-???-230	230 - R/M Serv-PC Replacement	2,660	2,660	0	0.00%	
101-0605-51120-???-312	312 - Copy Expense	300	300	0	0.00%	
101-0605-51120-???-313	313 - Postage	150	150	0	0.00%	
101-0605-51120-???-325	325 - Dues & Subscriptions	17,500	17,500	0	0.00%	
101-0605-51120-???-331	331 - Mileage	30,000	30,000	0	0.00%	
101-0605-51120-???-332	332 - Meals	200	200	0	0.00%	
101-0605-51120-???-333	333 - Lodging / Hotels	2,500	2,500	0	0.00%	



Department Operating Budget Narrative

101-0605-51120-???-336	336 - Parking	0	0	0	0.00%
101-0605-51120-???-341	341 - Operating Supplies & Expense	2,500	2,500	0	0.00%

Total 06 - County Clerk		556,759	503,523	53,716	#Error
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Department Operating Budget Narrative

Account Number	Description	2022 Requested	2021 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
28 - Treasurer						
2801 - Treasurer						
Revenue / Funding Source						
2801-41150 - Forest Cropland/Managed Forest						
101-2801-41150-???-000	41-000 - Taxes	25,000	25,000	0	0.00%	
2801-41800 - Interest & Penalties on Taxes						
101-2801-41800-???-000	41-000 - Taxes	394,000	394,000	0	0.00%	
2801-43640 - Cty Share Managed Forest						
101-2801-43640-???-000	43-000 - Intergovernmental Revenues	20,000	20,000	0	0.00%	
2801-46121 - Treas Fees-Redemption Notices						
101-2801-46121-???-000	46-000 - Public Charges for Services	4,000	4,000	0	0.00%	
2801-46122 - Public Chgs-Property Conversio						
101-2801-46122-???-000	46-000 - Public Charges for Services	1,000	1,000	0	0.00%	
2801-46194 - Copy Fees						
101-2801-46194-???-000	46-000 - Public Charges for Services	0	25	(25)	-100.00%	No longer make copies, e-mail items
2801-48300 - Property Sales						
101-2801-48300-???-000	48-000 - Miscellaneous Revenues	20,000	20,000	0	0.00%	
2801-48900 - Miscellaneous Revenue						
101-2801-48900-???-000	48-000 - Miscellaneous Revenues	200	200	0	0.00%	
Expense / Expenditure						
2801-51520 - Treasurer						
101-2801-51520-???-101	101 - Wages-Permanent	185,694	178,132	7,561	+4.24%	
101-2801-51520-???-107	107 - Sick Leave	10,081	9,632	449	+4.66%	
101-2801-51520-???-108	108 - Vacation	15,426	14,080	1,346	+9.56%	
101-2801-51520-???-109	109 - Holiday	8,355	7,983	372	+4.66%	
101-2801-51520-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-2801-51520-???-120	120 - FICA	16,796	16,052	744	+4.64%	
101-2801-51520-???-130	130 - Health Insurance	63,718	63,060	658	+1.04%	
101-2801-51520-???-132	132 - Post Employment Benefits	4,391	4,197	195	+4.64%	
101-2801-51520-???-133	133 - Vision Insurance	208	208	0	0.00%	
101-2801-51520-???-140	140 - Life Insurance	60	60	0	0.00%	
101-2801-51520-???-151	151 - Retirement	14,271	14,163	108	+0.76%	
101-2801-51520-???-160	160 - Worker's Compensation	334	199	134	+67.42%	Per Safety & Risk Department
101-2801-51520-???-172	172 - Training / Conference / CPE	600	600	0	0.00%	
101-2801-51520-???-214	214 - Prof Serv-Printing	7,000	7,000	0	0.00%	
101-2801-51520-???-215	215 - Prof Serv-Other	19,700	19,700	0	0.00%	
101-2801-51520-???-219	219 - Prof Serv-Other	5,000	5,000	0	0.00%	
101-2801-51520-???-221	221 - Utility Service-Cellphone / Telephone	2,000	2,000	0	0.00%	
101-2801-51520-???-230	230 - R/M Serv-PC Replacement	1,650	1,650	0	0.00%	
101-2801-51520-???-236	236 - R/M Serv-Lic Agreemt-Software	17,500	17,500	0	0.00%	
101-2801-51520-???-243	243 - R/M Serv Other-Equipment	200	200	0	0.00%	
101-2801-51520-???-310	310 - Debit Cards	500	200	300	+150.00%	More jury trials being held



Department Operating Budget Narrative

101-2801-51520-???-311	311 - Office Supplies	3,000	3,000	0	0.00%
101-2801-51520-???-312	312 - Copy Expense	3,600	3,600	0	0.00%
101-2801-51520-???-313	313 - Postage	17,000	17,000	0	0.00%
101-2801-51520-???-323	323 - Public Notices	500	500	0	0.00%
101-2801-51520-???-328	328 - Dues	500	500	0	0.00%
101-2801-51520-???-331	331 - Mileage	1,800	1,800	0	0.00%
101-2801-51520-???-332	332 - Meals	500	500	0	0.00%
101-2801-51520-???-333	333 - Lodging / Hotels	1,500	1,500	0	0.00%
101-2801-51520-???-341	341 - Operating Supplies & Expense	2,500	2,500	0	0.00%
101-2801-51520-???-511	511 - Insurance-Liability	1,761	1,815	(54)	-2.99%
101-2801-51520-???-531	531 - Rent-Interdepartment	33,864	33,864	0	0.00%
101-2801-51520-???-560	560 - Illegal Taxes & Refunds	3,900	3,900	0	0.00%
101-2801-51520-???-561	561 - Delinq Property Chargebacks	2,000	2,000	0	0.00%

Total 28 - Treasurer	(18,292)	(30,130)	11,787	#VALUE!
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Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

28 - Treasurer

2801 - Treasurer

Revenue / Funding Source

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
2801-41150 - Forest Cropland/Managed Forest					
41 - Taxes	25,000	0.00%	25,000	66,364	285,000
2801-41150 - Forest Cropland/Managed Forest Total	25,000	0.00%	25,000	66,364	285,000
2801-41800 - Interest & Penalties on Taxes					
41 - Taxes	394,000	0.00%	394,000	253,859	350,000
2801-41800 - Interest & Penalties on Taxes Total	394,000	0.00%	394,000	253,859	350,000
2801-43640 - Cty Share Managed Forest Lands					
43 - Intergovernmental Revenues	20,000	0.00%	20,000	0	21,000
2801-43640 - Cty Share Managed Forest Lands Total	20,000	0.00%	20,000	0	21,000
2801-46121 - Treas Fees-Redemption Notices					
46 - Public Charges for Services	4,000	0.00%	4,000	7,197	7,000
2801-46121 - Treas Fees-Redemption Notices Total	4,000	0.00%	4,000	7,197	7,000
2801-46122 - Public Chgs-Property Conversio					
46 - Public Charges for Services	1,000	0.00%	1,000	(527)	(1,100)
2801-46122 - Public Chgs-Property Conversio Total	1,000	0.00%	1,000	(527)	(1,100)
2801-46194 - Copy Fees					
46 - Public Charges for Services	0	-100.00%	25	0	0
2801-46194 - Copy Fees Total	0	-100.00%	25	0	0
2801-48300 - Property Sales					
48 - Miscellaneous Revenues	20,000	0.00%	20,000	23,867	
2801-48300 - Property Sales Total	20,000	0.00%	20,000	23,867	
2801-48900 - Miscellaneous Revenue					
48 - Miscellaneous Revenues	200	0.00%	200	191	
2801-48900 - Miscellaneous Revenue Total	200	0.00%	200	191	
Revenue / Funding Source Total	464,200	-0.01%	464,225	350,950	661,900

Expense / Expenditure

2801-51520 - Treasurer					
100 - Personnel Services	319,933	+3.75%	308,366	183,876	305,777
200 - Contractual Services	53,050	0.00%	53,050	29,735	41,960
300 - Supplies and Expense	31,400	+0.96%	31,100	12,826	24,480
500 - Fixed Charges	41,525	-0.13%	41,579	29,067	40,960
2801-51520 - Treasurer Total	445,908	+2.72%	434,095	255,505	413,177
Expense / Expenditure Total	445,908	+2.72%	434,095	255,505	413,177
2801 - Treasurer Total	(18,292)	+39.29%	(30,130)	(95,445)	(248,723)

Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year2022

Budget Line Year2022

Department or Sub-Department28 - Treasurer

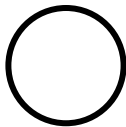
Position	Pay Grade	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
28 - Treasurer										
2801 - Treasurer										
2801-51520 - Treasurer										
(Unassigned)										
3401-Treasurer (3401-10316): HEATHER GEHRT (10316)-HEATH		Salaried	96.88	77,761	28,347	-	106,109	2,015	-	0.97
3402-Deputy Treasurer (3402-12181): CHERYL KROHN (12181)-	Grade G	Step 6	100.00	52,499	24,656	-	77,155	2,080	-	1.00
3404-Real Property Lister (3404-10860): NANCY MARTI (10860)	Grade G	Step 4	100.00	49,858	24,248	-	74,106	2,080	-	1.00
3408-Treasurer Coord (3408-12337): CHELSEY BRANDL (12337)	Grade E	Step 4	100.00	39,437	22,527	-	61,963	2,080	-	1.00
Total (Unassigned)				219,555	99,778	-	319,333	8,255	-	3.97
Total 2801-51520 - Treasurer				219,555	99,778	-	319,333	8,255	-	3.97
Total 2801 - Treasurer				219,555	99,778	-	319,333	8,255	-	3.97
Total 28 - Treasurer				219,555	99,778	-	319,333	8,255	-	3.97
Grand Total				219,555	99,778	-	319,333	8,255	-	3.97



Department Operating Budget Summary

<u>Department: 28 - Treasurer</u>	2022 Budget Summary			
	2801 - Treasurer	2022 Total	Change %	2021 Budget
Revenue / Funding Source				
41 - Taxes	419,000	419,000	0.00%	419,000
43 - Intergovernmental Revenues	20,000	20,000	0.00%	20,000
46 - Public Charges for Services	5,000	5,000	-0.50%	5,025
48 - Miscellaneous Revenues	20,200	20,200	0.00%	20,200
Total Operating Revenues	464,200	464,200	-0.01%	464,225
Revenue / Funding Source Total	464,200	464,200	-0.01%	464,225
Expense / Expenditure				
100 - Personnel Services	319,933	319,933	+3.75%	308,366
200 - Contractual Services	53,050	53,050	0.00%	53,050
300 - Supplies and Expense	31,400	31,400	+0.96%	31,100
500 - Fixed Charges	41,525	41,525	-0.13%	41,579
Total Operating Expenditures	445,908	445,908	+2.72%	434,095
Expense / Expenditure Total	445,908	445,908	+2.72%	434,095
Beginning Carryover	0	0	N/A	0
Ending Carryover	0	0	N/A	0
28 - Treasurer Total	(18,292)	(18,292)	N/A	(30,130)

<u>Department: 28 - Treasurer</u>	2021 Budget Summary	
	2801 - Treasurer	2021 Budget
Revenue / Funding Source		
41 - Taxes	419,000	419,000
43 - Intergovernmental Revenues	20,000	20,000
46 - Public Charges for Services	5,025	5,025
48 - Miscellaneous Revenues	20,200	20,200
Total Operating Revenues	464,225	464,225
Revenue / Funding Source Total	464,225	464,225
Expense / Expenditure		
100 - Personnel Services	308,366	308,366
200 - Contractual Services	53,050	53,050
300 - Supplies and Expense	31,100	31,100
500 - Fixed Charges	41,579	41,579
Total Operating Expenditures	434,095	434,095
Expense / Expenditure Total	434,095	434,095
Beginning Carryover	0	0
Ending Carryover	0	0
28 - Treasurer Total	(30,130)	(30,130)



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE September 21, 2021
Effective Date September 21, 2021

Motion:
1st
2nd
No: Yes: Absent:

Adopted:
Lost:
Tabled:

☐
☐
☐

Number of votes required:
☒ Majority ☐ Two-thirds

Reviewed by: , Corp Counsel

Reviewed by: , Finance Dir.

CAK

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

FISCAL NOTE: Paid Amount \$306.77

WHEREAS, by Resolution No. 21-7-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 02-00441A, more particularly described as:

Lot 1 of Wood County Certified Survey Map No. 7404 (recorded in Volume 25 of Survey Maps at Page 204 as Document No. 886868) being part of the SE ¼ of the SE ¼ of Section 27, Township 25 North, Range 4 East, Town of Auburndale, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on August 12, 2021 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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

{ }

ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

MIKE FEIRER

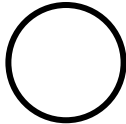
ADAM G FISCHER

LANCE PLIML

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE September 21, 2021
Effective Date September 21, 2021

Motion:
1st
2nd
No: Yes: Absent:

Adopted:
Lost:
Tabled:
Absent:

Number of votes required:
☒ Majority ☐ Two-thirds

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

CAK

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

FISCAL NOTE: Paid Amount \$1,896.62

WHEREAS, by Resolution No. 21-7-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 18-00565DA, more particularly described as:

Parcel 1: Lot 2 of WCCSM No. 3154 (recorded in Volume 11 of Survey Maps at Page 154 as Document No. 632839) being part of the NE ¼ of the NE ¼ of Section 33, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin. Together with an existing easement of ingress and egress purposes.

Parcel 2: A part of the NE ¼ of the NE ¼ of Section 33, Township 21 North, Range 6 East, described as follows: Commencing at the NE corner of said Section 33 run thence North 88°34’35” W 1,076.55 feet to the NW corner WCCSM No. 828 as corrected, said point being the NE corner of Lot 1 of WCCSM No. 3154 thence South on the East line of said CSM No. 3154 1,043.55 feet to the point of beginning; thence S 88°34’35” E 33 feet; thence North on the West line of WCCSM No. 2355 and 877 to the South line of WCCSM No. 2827 thence West on the South line of said CSM No. 2827 to the East line of WCCSM No. 3154; thence South to the point of beginning, all in the Town of Saratoga, Wood County, Wisconsin. Said property is subject to an easement for ingress and egress as described on WCCSM No. 3154. Together with an existing easement for ingress and egress purposes.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on August 13, 2021 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

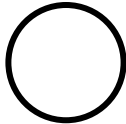
MIKE FEIRER

ADAM G FISCHER

LANCE PLIML

Adopted by the County Board of Wood County, this day of 20 .

County ClerkCounty Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE September 21, 2021
Effective Date September 21, 2021

Motion:
1st
2nd
No: Yes: Absent:

Adopted:
Lost:
Tabled:

☒ Majority ☐ Two-thirds

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

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

FISCAL NOTE: Paid Amount \$5,393.87

WHEREAS, by Resolution No. 21-7-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 28-00077, more particularly described as:

Lot 1 of Wood County Certified Survey Map No. 10436 (recorded in Volume 38 of Survey Maps at Page 136 as Document No. 2018R07763) being part of the NW ¼ of the NW ¼ of Section 9, Township 23 North, Range 6 East, Village of Rudolph, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on August 13, 2021 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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

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ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

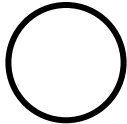
MIKE FEIRER

ADAM G FISCHER

LANCE PLIML

Adopted by the County Board of Wood County, this day of 20 .

County ClerkCounty Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE September 21, 2021
Effective Date September 21, 2021

Motion:
1st
2nd
No: Yes: Absent:

Adopted:
Lost:
Tabled:

☒ Majority ☐ Two-thirds

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

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

FISCAL NOTE: Paid Amount \$3,333.10

WHEREAS, by Resolution No. 21-7-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 31-00374, more particularly described as:

Lot 2 of Wood County Certified Survey Map No. 3764 (recorded in Volume 13 of Survey Maps at Page 164 as Document No. 664432) being part of Lot 1, Block 11, Subdivision of the NW ¼ of the NE ¼ of Section 34, Township 23 North, Range 3 East, according to Sargent’s Plat of the City of Pittsville, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on August 13, 2021 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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

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ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

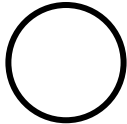
MIKE FEIRER

ADAM G FISCHER

LANCE PLIML

Adopted by the County Board of Wood County, this day of 20 .

County ClerkCounty Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE September 21, 2021
Effective Date September 21, 2021

Motion:
1st
2nd
No: Yes: Absent:

Adopted:
Lost:
Tabled:
Absent:

☒ Majority ☐ Two-thirds

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

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

FISCAL NOTE: Paid Amount \$1,625.67

WHEREAS, by Resolution No. 21-7-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 31-00374AA, more particularly described as:

Lot 1 of Wood County Certified Survey Map No. 3764 (recorded in Volume 13 of Survey Maps at Page 164 as Document No. 664432) being part of Lot 1, Block 11, Subdivision of the NW ¼ of the NE ¼ of Section 34, Township 23 North, Range 3 East, according to Sargent’s Plat of the City of Pittsville, Wood County, Wisconsin.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on August 13, 2021 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

MIKE FEIRER

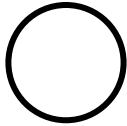
ADAM G FISCHER

LANCE PLIML

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE September 21, 2021
Effective Date September 21, 2021

Motion:
1st
2nd
No: Yes: Absent:

Adopted:
Lost:
Tabled:

Number of votes required:
☒ Majority ☐ Two-thirds

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

CAK

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

FISCAL NOTE: Paid Amount \$7,254.06

WHEREAS, by Resolution No. 21-7-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-04590, more particularly described as:

Lot 11, Block 5 of Wickham’s Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin, together with the North ½ of vacated alley lying immediately South of said lot.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of this property because the funds received on August 11, 2021 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

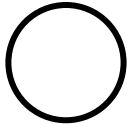
		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Curry, K			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

{ }

ED WAGNER, CHAIR
DONNA ROZAR, VICE CHAIR
MIKE FEIRER
ADAM G FISCHER
LANCE PLIML

Adopted by the County Board of Wood County, this day of 20 .

County Clerk County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#
DATE
Effective Date

September 21, 2021

September 21, 2021

Motion:

1st

2nd

No:

Yes:

Number of votes required:

X

 Majority

Reviewed by:

Reviewed by:

Adopted:

Lost:

Tabled:

Absent:

Two-thirds

, Corp Counsel

, Finance Dir.

CAK

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

FISCAL NOTE: Paid Amount \$33,430.83

WHEREAS, by Resolution No. 21-7-1, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 34-14102, more particularly described as:

That part of the South one-half of the North one-half of the Northeast Quarter of the Southwest Quarter of Section 29, Township 22 North, Range 6 East, City of Wisconsin Rapids, Wood County, Wisconsin, described as follows, to wit: Commencing at the Northeast corner of the above described ten acre tract for a starting point of the lands hereby conveyed, run thence West parallel with the North line of the Forty 350 feet; thence South parallel with the East line of the Forty a distance of 133.5 feet more or less and to the North line of Dove Avenue as now laid out and used, thence East along the North line of Dove Avenue 350 feet and to the East line of the Forty, thence North along the East line of the Forty a distance of 133.5 feet and to the place of beginning, excepting therefrom the East 50 feet heretofore laid out and used for highway purposes, being State Truck Highway No. 13.

WHEREAS, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

WHEREAS, it is beneficial for Wood County to sell to the former owner of

this property because the funds received on August 17, 2021 will compensate the County in full for the amounts due and owing,

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.

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ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

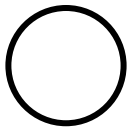
MIKE FEIRER

ADAM G FISCHER

LANCE PLIML

Adopted by the County Board of Wood County, this day of 20 .

County ClerkCounty Board Chairman



RESOLUTION#

Introduced by Operations Committee
Page 1 of 1

ITEM#
DATE September 21, 2021
Effective Date September 21, 2021

Motion:	Adopted:	
1 st	Lost:	
2 nd	Tabled:	
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.		

HLG

INTENT & SYNOPSIS: To amend the Wood County Investment Policy to include clarifications and update statutory references.

FISCAL NOTE: None

WHEREAS, the Wood County Board of Supervisors approved the Wood County Investment Policy with Resolution 99-9-5 on September 21, 1999, and

WHEREAS, minor modifications to the Investment Policy were needed to comply with State Statutes, and have been approved by the Operations Committee,

NOW, THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors approves the updated Investment Policy (attached hereto).

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

{ }

ED WAGNER, CHAIR

DONNA ROZAR, VICE CHAIR

MIKE FEIRER

ADAM G FISCHER

LANCE PLIML

Adopted by the County Board of Wood County, this _____ day of _____ 20 _____ .

County Clerk

County Board Chairman

WOOD COUNTY INVESTMENT POLICY

I. Introduction

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities.

The investment policies and practices of Wood County are based on state law and prudent money management. All funds will be invested in accordance with ~~the County's~~ **this** investment Policy, and Wisconsin State Statute ~~66.04 (2)~~ **66.0603**. The provisions of relevant bond documents will further restrict the investment of bond proceeds.

II. Scope

It is intended that this policy cover all funds (except retirement funds) and investment activities under the ~~direction name~~ of the **Wood** County.

III. Prudence

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

IV. Objectives

The primary objectives, in priority order, of ~~the~~ **Wood** County's investment activities shall be:

A. Safety of Principal

Safety of principal is the foremost objective of the investment program. Each investment transaction shall seek to ensure that all capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. The ~~County~~ **Treasurer** shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

- a. Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be

mitigated by investing in only very safe securities, and by diversifying the investments portfolio so that the failure of any one issuer would not unduly harm the **Wood** County's cash flow.

b. Market risk, defined as the risk of market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by structuring the portfolio so that securities mature at the same time the major cash outflows occur, thus eliminating the need to sell securities prior to their maturity. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of overall investment return.

B. Liquidity

The **Wood** County's investment portfolio will remain sufficiently liquid to enable the **County Treasurer** to meet its cash flow requirements. This will be accomplished through diversity of instruments to include those with active secondary markets, those which can match maturates to expected cash needs and the State Local Agency Investment Fund with immediate withdrawal provisions. The **County Treasurer** will not purchase a security which cannot be held to maturity. ~~Investment of the operating funds is to be limited to instruments maturing within one year at the time of purchase.~~

C. Return on Investment

The **Wood** County's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the **County's Treasurer's** investment risk constraints and cash flow considerations.

V. Delegation of Authority

The management responsibility for the investment program is hereby delegated to the Treasurer (**Resolution #2, 9-17-1985**) who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The **County Treasurer** may delegate its investment transaction execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

VI. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions.

VII. Internal Controls

The ~~County~~ **Treasurer** shall establish a set of internal controls that shall be documented in writing. (**Resolution #00-3-9, 03-21-2000**) The internal controls will be reviewed by the ~~County~~ **Treasurer** and with the independent auditor. The controls shall be designed to prevent employee error, misrepresentation by third parties, unanticipated changes in financial markets, ~~or~~ **and** impudent actions by officers or employees of the County.

VIII. Permitted Investment Instruments

The following are examples of permitted Investment Instruments ~~All investment instruments described below must,~~ and are intended to, comply with Wisconsin Statute ~~66.04(2)~~ **66.0603**.

1. Government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- 2. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.**
3. Obligations issued by banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation, the Resolution Funding Corporation, or in obligations, participation's, or other instruments of or issued by, or fully guaranteed as to principal and interest by the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes; or in obligations, participations, or other instruments of or issued by a federal agency or a United States government-sponsored enterprise, or other such federal agencies or enterprises which may be created.
4. Repurchase Agreements used solely as short-term investments not to exceed 90 days.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in Section VIII, paragraph 1 and 2 directly above, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to ~~the~~ **Wood** County's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 103 percent of the total dollar value of the money invested by the ~~County~~ **Treasurer** for the term of the investment unless the term of the investment is overnight, in which case the total of all collateral for the Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, 100 percent of the total dollar value of the investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis.

Market value must be calculated each time there is a substitution of collateral.

The ~~County~~ **Treasurer** or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The ~~County~~ **Treasurer** may enter into Repurchase Agreements with (1) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York and (2) Banking institutions having assets in excess of \$1 billion and in the highest short-term rating category as provided by Moody's Investors Service, Inc., of Standard & Poor's Corporation.

The ~~County~~ **Treasurer** will have specific written agreements with each firm with which it enters into Repurchase Agreements.

Reverse repurchase agreements will not be allowed without the prior specific consent of the ~~County~~ **Treasurer**.

5. Banker's Acceptances issued by domestic banks which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's investors Services or by Standard & Poor's Corporation. Banker's Acceptances issued by domestic branches of foreign banks are not allowed. Purchases of Banker's Acceptances may not exceed 270 days maturity.

6. Commercial paper rated in the highest short-term rating category, as provided by Moody's Investors Service, Inc. or Standard & Poor's Corporation: provided that the issuing corporation is organized and operating within the United States, has total assets in excess of \$500 million and has an "AA" or higher rating for its long-term debt, if any, as provided by Moody's or Standard & Poor's.

Purchases of eligible commercial paper may not exceed 180 days maturity nor represent more than 10 percent of the outstanding paper of an issuing corporation.

7. Medium-term corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes with an investment grade rating or its equivalent or better by a nationally recognized rating service.

~~8. Time certificates of deposit in banks or savings and loan associations which are authorized to transact business in Wisconsin, with a maturity not to exceed three years, and which are FDIC insured or collateralized at 100% of market value by U.S. Treasury obligations or federal agency securities. Time certificates of deposits in excess of \$100,000 must have the additional insurance offered by the State of Wisconsin.~~

Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state. Allow for out of state deposits as long as they are fully FDIC insured (Chapter 219)

9. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution are rated "AA" or better by Moody's or Standard & Poor's.

10. State of Wisconsin's Local Government Investment Pool and other similar investment pools legally authorized to do business in this state. These portfolios should be reviewed periodically.

11. Insured savings account or money market account.

Credit criteria listed to in this section refer to the credit of the issuing organization at the time the security is purchased. If a credit rating falls below the criteria stated, the ~~County Treasurer~~ **should shall** be notified.

IX. Sales Prior to Maturity

Sales prior to maturity are permitted. Certain investment opportunities may involve the recognition of book value gains and losses. Book value trading losses are permitted as long as it can be shown to benefit the overall portfolio and/or the funds are required for the payment of ~~Treasurer's County~~ obligations.

X. Ineligible Investments

Any security type or structure not specifically approved by this policy is hereby specifically prohibited. Security types which are prohibited include, but are not limited:

A. "Complex" derivative structures such as range notes, dual index notes, inverse floaters, leveraged or deleveraged floating-rate notes, or any other complex variable-rate structured note.

B. Interest-only strips that are derived from a pool of mortgages or any security that could result in zero interest accrual if held to maturity.

XI. Maximum Duration/Maturity

Investment duration is defined as the amount of time that the investment instrument is intended to be held. Investment duration shall be based on a review of cash flow forecasts. Duration will be scheduled so as to permit the ~~County Treasurer~~ to meet all projected obligations. Wisconsin Statute ~~66.04(2)(a)(4)~~ **66.0603(1m)(4)** states that permitted investments include ~~“any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired”~~. **“any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if**

that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating".

The maximum maturity or duration will be no more than seven years from purchase date to maturity date ~~unless otherwise noted to be less than seven years.~~

XII. Reporting Requirements

Monthly investment reports shall be submitted to the ~~County~~ **Treasurer** by the last business day of the succeeding month. The reported investment detail shall be as set forth in the contractual agreement(s) with third party financial institutions and/or investment advisors.

XIII. Safekeeping and Custody

The assets of the County shall be secured through the third-party custodial arrangement. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment procedure.

XIV. Diversification

The ~~county~~ **Treasurer** will diversify its investments by security type and institution.

~~Finance & Budget~~ **Operations** Committee Approval_____

County Board Approval_____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: September 7, 2021
To: Operations Committee

Subject: Finance Department Update
From: Ed Newton

Departmental Activities

- Preparation and assisting departments with budget, budget resolutions and questions.
- Ongoing audit/single audit discussions with WIPFLI.
- Ongoing consulting with CLA.
- DSN on 2020 cost plan documentation and audit visit.
- Ongoing discussions with Baird on jail and CIP financing and bonding issues.
- ARPA reporting.

Ongoing/Upcoming Projects

- Year-end procedures.
 - Fixed asset gathers, reconciliation and schedule.
 - Audit gathers and checklists.
 - Cost Plan gathers and checklists.
- 2020 Annual Report preparation.
- 2020 Cost Plan preparation.
- 2020 Form A preparation and preliminary filing.
- 2020 Annual Audit completion.
- Continue to refine Questica – improve current reports, create new reports, and training.
- Refresh of Capital Improvement Plan and determine borrowing needs.
- Staff development - succession planning.
- American Rescue Plan Act discussion.
- Prepare Preliminary Official Statement – Baird – Debt financing.
- Moody rating call.

Meetings, Webinars and Conferences

- Meeting budget discussions - operations committee supervisor.
- Various discussions with CLA regarding ARPA.
- Attend various webinars regarding ARPA and ARPA reporting.
- Attend County Board meeting.
- Attend various committee meetings (budget & CIP).
- Meeting Questica reports update and wage information – IT department.
- Meeting various topics - HR/Safety & Risk Specialist.
- Meeting (ARPA and Investing) – Treasurer.
- Various discussion with WIPFLI – single audit and annual report.
- Various discussions regarding CIP with departments.
- Various discussions/meetings with Baird and Quarles & Brady regarding debt and forms.

Wood County, WI
Capital Plan
2022

PROJECTS BY FUNDING SOURCE
Presented as of 6/1/2021 to Operations Committee

Debt

				Proposed	Oversight Approve	OC Approve	
Source	Department	Project #	Priority	2022	2022	2022	Notes
Sidewalk and Parking Lot Repairs	UWSP-Marshfield	UW-22-001	Necessary	12,000	12,000		Health and Safety issue
200 Ton Chiller	UWSP-Marshfield	UW-22-002	Urgent	90,000	90,000		Committee moved to 2022
				102,000	102,000	-	
Road/Parking Lot Resurfacing	Parks	21-22-002	Necessary	80,000	80,000		Per Committee meeting
Trail Improvements and Development	Parks	21-22-003	Necessary	80,000	80,000		Per Committee meeting
Tractor Replacement	Parks	21-22-005	Necessary	40,000	40,000		Per Committee meeting
Playground Equipment Replacement	Parks	21-22-006	Necessary	50,000	50,000		Per Committee meeting
Dexter Firewood Shed	Parks	21-22-007	Urgent	20,000	-		Moved to 2021
Dexter Swimming Pond Construction	Parks	21-22-010	Urgent	100,000	100,000		Per Committee meeting
				370,000	350,000	-	
Gym Doors	Norwood	20-22-001	Necessary	14,500	14,500		Priority-Life and Safety Issue - Fire issue
Kitchen Camshelving	Norwood	20-22-002	Urgent	16,000	16,000		Priority-Safety Issue - May be cited (chips)
Pathways Renovation Phase 4	Norwood	20-22-003	Necessary	145,000	40,000		4 of the 17 rooms
HVAC Renovations Phase 5	Norwood	20-22-004	Necessary	105,000	25,000		Upgrade fewer zones (ARPA)
Power Transfer Switches	Norwood	20-22-005	Necessary	50,000	50,000		Life and Safety issue (Switch issues)
Kitchen Compressor #2 Replacement	Norwood	20-22-006	Necessary	8,000	8,000		Security issue-Compressor too much heat(open Doors)
Building Security	Norwood	20-22-007	Necessary	45,000	20,000		Adjust scope.
Pass-Thru Food Warmer	Norwood	20-22-008	Necessary	5,300	5,300		Very old
Lawn Mower	Norwood	20-22-009	Necessary	22,500	-	-	Postpone
				411,300	178,800	-	
Core Switch Upgrade	IT	27-22-001	Urgent	147,000	147,000		No Change
4th Courtroom Audio	IT	27-22-002	Urgent	105,900	105,900		No Change
4th Courtroom Video Conferencing	IT	27-22-003	Urgent	157,500	157,500		No Change
				410,400	410,400	-	
Bituminous Overlays/Construction	Highway	16-22-001	Necessary	2,516,756	2,500,000		Per Committee meeting
300 Wings Boilers	Edgewater	12-22-001	Urgent	200,000	200,000		Urgent-life and safety-ARPA-carbon monoxide
400 Wing Boiler Pump/Stack	Edgewater	12-22-002	Necessary	39,000	39,000		Heating-health and safety
EZ Stand with Scale	Edgewater	12-22-003	Necessary	11,000	11,000		Gradually replace - safety issues
Dining Room Tables	Edgewater	12-22-004	Necessary	12,000	12,000		ARPA-Infection Control issue-cleaning agent damage top of table
400 Wing Shower	Edgewater	12-22-005	Necessary	36,000	36,000		Asbestos abatement-from the 70's
Parking Lot Lights	Edgewater	12-22-006	Desirable	13,000	-	-	Can be moved to later-current light not functioning
400 Wing Room Updates	Edgewater	12-22-007	Desirable	78,000	-	-	Can be delayed
500 Wing Patio	Edgewater	12-22-008	Desirable	35,000	-	-	Can be delayed
				424,000	298,000	-	
Communications Vehicle	Communications	10-22-001	Necessary	36,500			
HVAC Equipment	Communications	10-22-002	Necessary	40,000	40,000		Per Committee meeting
				76,500	40,000	-	
River Block Windows	Maintenance	19-22-005	Necessary	75,000	-	-	Moved to 2021
CH Remodel-4th Court, Jury Room, C.O.C.	Maintenance	19-22-006	Necessary	750,000	750,000		No Change
				825,000	750,000	-	
Debt Total				5,135,956	4,629,200	-	

Tax Levy

				Proposed	Oversite Approve	OC Approve	
Source	Department	Project #	Priority	2022	2022	2022	Notes
Vehicles	Sheriff	25-22-001	Urgent	260,190	-	-	Move to Other Funding-Public Safety meeting
Snowmobiles	Sheriff	25-22-002	Urgent	39,000	-	-	Move to Other Funding-Public Safety meeting
				299,190	-	-	
Nextgen 911	Dispatch	08-22-001	Urgent	31,000	31,000		
Fleet Vehicle Replacement	Parks	21-22-001	Necessary	40,000	40,000		Per Committee meeting
Dump Truck Replacement	Parks	21-22-004	Necessary	40,000	40,000		Per Committee meeting
				80,000	80,000	-	
Radios	Emergency Mgmt.	12-22-001	Necessary	12,000	12,000		
Tax Levy Total				422,190	123,000	-	

Departmental Rent

				Proposed	Oversite Approve	OC Approve	
Source	Department	Project #	Priority	2022	2022	2022	Notes
Courthouse/Jail M.E.P. Updates	Maintenance	19-22-001	Urgent	75,000	75,000		
Courthouse Update and Repairs	Maintenance	19-22-002	Necessary	50,000	50,000		
River Block Update and Repairs	Maintenance	19-22-003	Necessary	75,000	-	-	Removed by Reuben 8/2/21 PIT Meeting
Security Updates	Maintenance	19-22-004	Necessary	25,000	25,000		
12 Street Updates	Maintenance	19-22-007	Necessary	50,000	50,000		
Departmental Rent Total				275,000	200,000	-	

User Fees

				Proposed	Oversite Approve	OC Approve	
Source	Department	Project #	Priority	2022	2022	2022	Notes
Drum for Asphalt Plant	Highway	16-22-002	Necessary	500,000	500,000		
Two (2) Patrol Trucks	Highway	16-22-003	Necessary	500,000	500,000		
Chipper	Highway	16-22-004	Necessary	70,000	70,000		
Quad Axle Truck	Highway	16-22-005	Necessary	150,000	150,000		
Fork-Lift	Highway	16-22-006	Necessary	15,000	15,000		
Ground Mount Solar Panels	Highway	16-22-007	Desirable	28,000	28,000		Grant \$257,400 User \$28,000 Other \$14,600
User Fee Totals				1,263,000	1,263,000	-	

State/Federal Grant

				Proposed	Oversite Approve	OC Approve	
Source	Department	Project #	Priority	2022	2022	2022	Notes
South Park Storm Shelter	Parks	21-22-008	Urgent	560,000	-	-	Grant \$560,000 Other \$80,000 (Not Selected)
Dexter Beach House Shelter Construction	Parks	21-22-009	Urgent	250,000	250,000		Grant \$250,000 Other \$250,000
Bituminous Overlays/Construction	Highway	16-22-001	Necessary	470,744	470,744		Debt \$2,516,756 Grant \$470,744
Ground Mount Solar Panels	Highway	16-22-007	Desirable	257,400	257,400		Grant \$257,400 User \$28,000 Other \$14,600
Grant Total				1,538,144	978,144	-	

Other

				Proposed	Oversite Approve	OC Approve	
Source	Department	Project #	Priority	2022	2022	2022	Notes
Bus Purchase	Human Services	40-22-001	Desirable	59,200	59,200		Donations \$59,200 Other \$14,800
Bus Purchase	Human Services	40-22-001	Desirable	14,800	14,800		Donations \$59,200 Other \$14,800
Vehicles	Sheriff	25-22-001	Urgent	-	260,190		Move From Levy by Public Safety meeting
Snowmobiles	Sheriff	25-22-002	Urgent	-	39,000		Move From Levy by Public Safety meeting
South Park Storm Shelter	Parks	21-22-008	Urgent	80,000	-	-	Grant \$560,000 Other \$80,000 (Not Selected)
Dexter Beach House Shelter Construction	Parks	21-22-009	Urgent	250,000	250,000		Grant \$250,000 Other \$250,000
Ground Mount Solar Panels	Highway	16-22-007	Desirable	14,600	14,600		Grant \$257,400 User \$28,000 Other \$14,600
Other Total				418,600	637,790	-	

GRAND TOTAL				9,052,890	7,831,134	-	
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Wood County Finance Mission Statement

The mission of the Finance Department is to provide financial stability to the County level of government for the residents of Wood County. In order to achieve this, the Department must be able to provide a comprehensive financial accounting and reporting system for the entire reporting entity. The Department must also be able to provide the support for the annual budget process.

The Finance Department's mission must avail itself to all Federal and State laws and financial reporting requirements established by the Governmental Accounting Standards Board (GASB). The Finance Department must also provide the financial and budgeting activities of Wood County under more specific guidance from the ordinances and resolutions of the County Board of Supervisors.



Department Operating Budget Summary

2022 Budget Summary				
<u>Department: 14 - Finance</u>	1401 - Finance-Administration	2022 Total	Change %	2021 Budget
Revenue / Funding Source				
46 - Public Charges for Services	400	400	0.00%	400
48 - Miscellaneous Revenues	0	0	0.00%	0
Total Operating Revenues	400	400	0.00%	400
Revenue / Funding Source Total	400	400	0.00%	400
Expense / Expenditure				
100 - Personnel Services	411,379	411,379	+0.13%	410,845
200 - Contractual Services	87,980	87,980	+13.19%	77,726
300 - Supplies and Expense	5,710	5,710	-9.88%	6,336
500 - Fixed Charges	19,197	19,197	-0.33%	19,261
Total Operating Expenditures	524,265	524,265	+1.96%	514,168
Expense / Expenditure Total	524,265	524,265	+1.96%	514,168
Beginning Carryover	0	0	N/A	0
Ending Carryover	0	0	N/A	0
14 - Finance Total	523,865	523,865	+1.96%	513,768

2021 Budget Summary		
<u>Department: 14 - Finance</u>	1401 - Finance-Administration	2021 Budget
Revenue / Funding Source		
46 - Public Charges for Services	400	400
48 - Miscellaneous Revenues	0	0
Total Operating Revenues	400	400
Revenue / Funding Source Total	400	400
Expense / Expenditure		
100 - Personnel Services	410,845	410,845
200 - Contractual Services	77,726	77,726
300 - Supplies and Expense	6,336	6,336
500 - Fixed Charges	19,261	19,261
Total Operating Expenditures	514,168	514,168
Expense / Expenditure Total	514,168	514,168
Beginning Carryover	0	0
Ending Carryover	0	0
14 - Finance Total	513,768	513,768



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

14 - Finance

1401 - Finance-Administration

Revenue / Funding Source

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
1401-46196 - Public Charges-Human	400	0.00%	400	21	200
1401-48000 - Miscellaneous Revenue Total	0	0.00%	0	0	
Revenue / Funding Source Total	400	0.00%	400	21	200

Expense / Expenditure

1401-51510 - Finance

100 - Personnel Services

101 - Wages-Permanent	256,152	+1.29%	252,879	130,657	249,201
107 - Sick Leave	13,815	+1.50%	13,611	3,524	0
108 - Vacation	16,272	+4.87%	15,517	8,161	0
109 - Holiday	11,450	+1.50%	11,280	3,754	0
110 - Funeral/Jury/Other	0	0.00%	0	0	0
120 - FICA	22,773	+1.50%	22,436	10,631	18,230
130 - Health Insurance	64,200	-10.20%	71,496	46,747	71,496
132 - Post Employment Benefits	2,754	+20.85%	2,279	1,463	2,402
133 - Vision Insurance	114	-48.11%	219	79	118
140 - Life Insurance	45	-14.29%	53	30	45
151 - Retirement	19,350	-2.26%	19,797	9,731	16,684
156 - Unemployment Compensation	1,500	0.00%	0	8,880	9,620
160 - Worker's Compensation	452	+62.40%	279	133	278
172 - Training / Conference / CPE	2,500	+150.00%	1,000	1,013	1,013

200 - Contractual Services

212 - Prof Serv-Accounting	42,185	+24.81%	33,800	37,323	37,325
214 - Prof Serv-Printing	800	+6.67%	750	541	750
219 - Prof Serv-Other	42,675	+6.19%	40,186	41,789	40,000
221 - Utility Service-Cellphone /	1,080	0.00%	1,080	648	1,080
230 - R/M Serv-PC Replacement	1,240	-35.08%	1,910	1,273	1,910

300 - Supplies and Expense

311 - Office Supplies	1,300	-7.14%	1,400	365	1,200
312 - Copy Expense	800	-8.68%	876	242	500
313 - Postage	800	+33.33%	600	824	800
328 - Dues	1,860	-5.10%	1,960	1,300	1,500
331 - Mileage	200	-60.00%	500	51	100
332 - Meals	100	0.00%	100	(12)	50
333 - Lodging / Hotels	500	-33.33%	750	0	150
336 - Parking	50	0.00%	50	0	20
341 - Operating Supplies & Expense	100	0.00%	100	10	50

500 - Fixed Charges

511 - Insurance-Liability	1,677	-3.70%	1,741	1,161	1,741
531 - Rent-Interdepartment	17,520	0.00%	17,520	11,680	17,520

Expense / Expenditure Total	524,265	+1.96%	514,168	321,997	473,783
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1401 - Finance-Administration Total	523,865	+1.96%	513,768	321,976	473,583
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Department Operating Budget Narrative

Account Number	Description	2022 Requested	2021 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
14 - Finance						
1401 - Finance-Administration						
<u>Revenue / Funding Source</u>						
1401-46196 - Public Charges-Human						
101-1401-46196-???-000	46-000 - Public Charges for Services	400	400	0	0.00%	
1401-48000 - Miscellaneous Revenue						
101-1401-48000-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
<u>Expense / Expenditure</u>						
1401-51510 - Finance						
101-1401-51510-???-101	101 - Wages-Permanent	256,152	252,879	3,274	+1.29%	
101-1401-51510-???-107	107 - Sick Leave	13,815	13,611	204	+1.50%	
101-1401-51510-???-108	108 - Vacation	16,272	15,517	756	+4.87%	
101-1401-51510-???-109	109 - Holiday	11,450	11,280	169	+1.50%	
101-1401-51510-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-1401-51510-???-120	120 - FICA	22,773	22,436	337	+1.50%	
101-1401-51510-???-130	130 - Health Insurance	64,200	71,496	(7,296)	-10.20%	
101-1401-51510-???-132	132 - Post Employment Benefits	2,754	2,279	475	+20.85%	
101-1401-51510-???-133	133 - Vision Insurance	114	219	(105)	-48.11%	
101-1401-51510-???-140	140 - Life Insurance	45	53	(8)	-14.29%	
101-1401-51510-???-151	151 - Retirement	19,350	19,797	(447)	-2.26%	
101-1401-51510-???-156	156 - Unemployment Compensation	1,500	0	1,500	0.00%	Former employee
101-1401-51510-???-160	160 - Worker's Compensation	452	279	174	+62.40%	
101-1401-51510-???-172	172 - Training / Conference / CPE	2,500	1,000	1,500	+150.00%	Increase for new employee training-lowered in 2021
101-1401-51510-???-212	212 - Prof Serv-Accounting	42,185	33,800	8,385	+24.81%	Additional year end reporting preparation
101-1401-51510-???-214	214 - Prof Serv-Printing	800	750	50	+6.67%	
101-1401-51510-???-219	219 - Prof Serv-Other	42,675	40,186	2,489	+6.19%	
101-1401-51510-???-221	221 - Utility Service-Cellphone / Telephone	1,080	1,080	0	0.00%	
101-1401-51510-???-230	230 - R/M Serv-PC Replacement	1,240	1,910	(670)	-35.08%	
101-1401-51510-???-311	311 - Office Supplies	1,300	1,400	(100)	-7.14%	
101-1401-51510-???-312	312 - Copy Expense	800	876	(76)	-8.68%	
101-1401-51510-???-313	313 - Postage	800	600	200	+33.33%	
101-1401-51510-???-328	328 - Dues	1,860	1,960	(100)	-5.10%	
101-1401-51510-???-331	331 - Mileage	200	500	(300)	-60.00%	
101-1401-51510-???-332	332 - Meals	100	100	0	0.00%	
101-1401-51510-???-333	333 - Lodging / Hotels	500	750	(250)	-33.33%	
101-1401-51510-???-336	336 - Parking	50	50	0	0.00%	
101-1401-51510-???-341	341 - Operating Supplies & Expense	100	100	0	0.00%	
101-1401-51510-???-511	511 - Insurance-Liability	1,677	1,741	(64)	-3.70%	
101-1401-51510-???-531	531 - Rent-Interdepartment	17,520	17,520	0	0.00%	
Total 14 - Finance		523,865	513,768	10,097		

Operating Position Cost Summary

Fiscal Year 2022
 Budget Line Year 2022
 Department or Sub-Department 14 - Finance

Position	Step	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
14 - Finance									
1401 - Finance-Administration									
1401-51510 - Finance									
(Unassigned)									
1001-Finance Director	Step 2	100.00	107,786	31,481	-	139,266	2,080	-	1.00
1005A-Deputy Finance Dir	Step 4	100.00	81,182	29,358	-	110,540	2,080	-	1.00
1006-Payroll Admin	Step 2	100.00	52,187	23,514	-	75,701	2,080	-	1.00
Total (Unassigned)			241,155	84,352	-	325,508	6,240	-	3.00
Fiscal									
1007-Accounts Payable Admin	Step 5	100.00	56,534	25,337	-	81,871	2,080	-	1.00
Total Fiscal			56,534	25,337	-	81,871	2,080	-	1.00
Total 1401-51510 - Finance			297,690	109,689	-	407,379	8,320	-	4.00
Total 1401 - Finance-Administration			297,690	109,689	-	407,379	8,320	-	4.00
Total 14 - Finance			297,690	109,689	-	407,379	8,320	-	4.00
Grand Total			297,690	109,689	-	407,379	8,320	-	4.00



Wood County Human Resources

Mission, Vision, and Values

Mission

The Wood County Human Resources Department supports all employees, programs, and departments by providing comprehensive services in a timely, caring, and respectful manner. We collaborate with our organizational leaders to maximize the potential of our employees and successfully recruit, develop, and retain a talented and engaged workforce.

Vision

The Wood County Human Resources Department is a collaborative team of professionals dedicated to:

- Valuing, encouraging, and supporting a diverse workforce,
- Continually improving individual and organizational effectiveness,
- Anticipating and meeting the changing needs of the workforce,
- Championing career and professional growth,
- Guiding and maintaining a healthy, positive, and safe work environment, and
- Enhancing services through innovation and creativity.

Values

The Wood County Human Resources Department values:

- **Honesty, Integrity, and Trust:** We honor our commitments and conduct business in a manner that promotes fairness, respect, honesty, and trust.
- **Teamwork and Collaboration:** We encourage the diversity of thoughts, experiences, and backgrounds and acknowledge participation and partnership in all of our endeavors.
- **Leadership:** We lead by example and advocate equitable treatment in our behaviors, policies, and practices.
- **Diversity and Inclusivity:** We strive to cultivate a diverse workforce and are dedicated to fostering an inclusive environment where everyone is valued and supported to reach their highest potential.
- **Change and Innovation:** We progressively work to foster creativity to support continuous improvement.
- **Quality Results:** We believe in providing excellent service and a safe, productive, and healthy work environment with quality results to those we serve.

To Our Employees

Employees will be provided the same consideration, respect, and caring attitude that they are expected to share externally with every citizen.



Department Operating Budget Narrative

Account Number	Description	2022 Requested	2021 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
17 - Human Resources						
1701 - Human Resources						
Revenue / Funding Source						
1701-46196 - Public Charges-Human						
702-1701-46196-???-000	46-000 - Public Charges for Services	1,195,000	1,145,000	50,000	+4.37%	
1701-47410 - Local Dept Charges-Gen Govt						
702-1701-47410-???-000	47-000 - Intergovernmental Charges for Services	9,228,750	9,424,825	(196,075)	-2.08%	
1701-47411 - Local Dept Charges-Purchasing						
702-1701-47411-???-000	47-000 - Intergovernmental Charges for Services	28,000	30,000	(2,000)	-6.67%	Decreased enrollment
1701-48113 - Unrealized Gain/Loss on Invest						
702-1701-48113-???-000	48-000 - Miscellaneous Revenues	500	500	0	0.00%	
1701-48114 - Interest-Investment Revenue						
702-1701-48114-???-000	48-000 - Miscellaneous Revenues	45,000	45,000	0	0.00%	
1701-48116 - Interest-Health & S125 Plans						
702-1701-48116-???-000	48-000 - Miscellaneous Revenues	475	475	0	0.00%	
1701-48440 - Insurance Recoveries						
702-1701-48440-???-000	48-000 - Miscellaneous Revenues	1,290,000	1,400,000	(110,000)	-7.86%	Reduction in high cost claims
Expense / Expenditure						
1701-49270 - Transfer from Internal Service						
702-1701-49270-???-911	911 - Transfer to General Fund	0	0	0	0.00%	
1701-51430 - Health Fund						
702-1701-51430-???-218	218 - Prof Serv-Witness Fees	2,800	3,100	(300)	-9.68%	Change in PCORI fees
702-1701-51430-???-219	219 - Prof Serv-Other	262,250	217,880	44,370	+20.36%	Increase in administrative fees
702-1701-51430-???-340	340 - Operating Supplies & Expense	50,000	262,080	(212,080)	-80.92%	Enrollment in HDHP lower than anticipated
702-1701-51430-???-341	341 - Operating Supplies & Expense	9,133,675	9,042,740	90,935	+1.01%	Standard increase in claim cost
702-1701-51430-???-514	514 - Insurance-Stop Loss	2,157,000	2,300,000	(143,000)	-6.22%	Decrease in Stop Loss Premiums
702-1701-51430-???-515	515 - Insurance-Other	28,000	30,000	(2,000)	-6.67%	Decrease in anticipated Health Fund interest
702-1701-51430-???-790	790 - Grants, Cont, Indem-Other	7,000	0	7,000	0.00%	FSA Utilization - Moving from HR Admin budget to Health Fund
1701-59210 - Transfers to General Fund						
702-1701-59210-???-911	911 - Transfer to General Fund	146,671	190,126	(43,455)	-22.86%	Decrease in Wellness incentives

1702 - Human Resources-Labor Relations



Department Operating Budget Narrative

Expense / Expenditure

1702-51433 - Labor Relations

101-1702-51433-???-219	219 - Prof Serv-Other	30,000	30,000	0	0.00%
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1703 - Human Resources-Administration

Revenue / Funding Source

1703-46196 - Public Charges-Human

101-1703-46196-???-000	46-000 - Public Charges for Services	0	0	0	0.00%
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1703-48116 - Interest-Health & S125 Plans

101-1703-48116-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%
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Expense / Expenditure

1703-51435 - Personnel

101-1703-51435-???-101	101 - Wages-Permanent	231,667	221,355	10,313	+4.66%	
101-1703-51435-???-107	107 - Sick Leave	12,666	11,896	769	+6.47%	
101-1703-51435-???-108	108 - Vacation	18,087	13,229	4,858	+36.72%	
101-1703-51435-???-109	109 - Holiday	10,497	9,859	638	+6.47%	
101-1703-51435-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-1703-51435-???-120	120 - FICA	20,878	19,610	1,268	+6.47%	
101-1703-51435-???-130	130 - Health Insurance	64,200	63,552	648	+1.02%	
101-1703-51435-???-132	132 - Post Employment Benefits	5,458	5,127	332	+6.47%	
101-1703-51435-???-133	133 - Vision Insurance	230	230	0	0.00%	
101-1703-51435-???-140	140 - Life Insurance	60	60	0	0.00%	
101-1703-51435-???-151	151 - Retirement	17,740	17,303	437	+2.52%	
101-1703-51435-???-160	160 - Worker's Compensation	415	244	171	+70.35%	
101-1703-51435-???-172	172 - Training / Conference / CPE	1,450	1,650	(200)	-12.12%	Reduced number of trainings
101-1703-51435-???-214	214 - Prof Serv-Printing	1,100	1,000	100	+10.00%	Additional funds for more Handbooks
101-1703-51435-???-219	219 - Prof Serv-Other	18,440	22,270	(3,830)	-17.20%	Removed funds allocated in 2021 for consulting services
101-1703-51435-???-221	221 - Utility Service-Cellphone / Telephone	1,600	1,600	0	0.00%	
101-1703-51435-???-230	230 - R/M Serv-PC Replacement	1,685	3,843	(2,158)	-56.15%	
101-1703-51435-???-311	311 - Office Supplies	2,000	2,800	(800)	-28.57%	Removed funds allocated for scanning equipment in 2021
101-1703-51435-???-312	312 - Copy Expense	700	700	0	0.00%	
101-1703-51435-???-313	313 - Postage	500	600	(100)	-16.67%	Decreased utilization of postage
101-1703-51435-???-324	324 - Advertising	7,000	6,000	1,000	+16.67%	Increased need for recruiting funds
101-1703-51435-???-325	325 - Dues & Subscriptions	1,355	1,800	(445)	-24.72%	Removed CWSHRM membership
101-1703-51435-???-331	331 - Mileage	2,300	2,300	0	0.00%	
101-1703-51435-???-332	332 - Meals	200	200	0	0.00%	
101-1703-51435-???-333	333 - Lodging / Hotels	800	800	0	0.00%	



Department Operating Budget Narrative

101-1703-51435-???-336	336 - Parking	50	50	0	0.00%
101-1703-51435-???-341	341 - Operating Supplies & Expense	5,000	5,000	0	0.00%
101-1703-51435-???-511	511 - Insurance-Liability	2,319	2,315	4	+0.16%
101-1703-51435-???-531	531 - Rent-Interdepartment	13,680	12,240	1,440	+11.76%
101-1703-51435-???-790	790 - Grants, Cont, Indem-Other	0	7,000	(7,000)	-100.00% Moving to Health Fund budget

1704 - Human Resources-Programs

Revenue / Funding Source

1704-47417 - Human Resource Programs

-1704-47417-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%
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Expense / Expenditure

1704-47417 - Human Resource Programs

-1704-47417-???-000	000 - TBD	0	0	0	0.00%
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1704-51436 - Human Resource Programs

101-1704-51436-???-119	119 - In or Out Call Pay	20,000	0	20,000	0.00% Budgeting for Merit Pay Program
101-1704-51436-???-155	155 - Post Retire Ben-Life	199	199	0	0.00%
101-1704-51436-???-185	185 - TBD	0	0	0	0.00%
101-1704-51436-???-219	219 - Prof Serv-Other	6,000	6,000	0	0.00%
101-1704-51436-???-322	322 - Educational Materials	4,000	4,000	0	0.00%

1705 - Human Resources-Wellness

Revenue / Funding Source

1705-49270 - Transfer from Internal Service

702-1705-49270-???-000	49-000 - Other Financing Sources	146,671	190,126	(43,455)	-22.86% Decrease in Wellness incentives
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Expense / Expenditure

1705-51431 - Wellness

702-1705-51431-???-120	120 - FICA	1,520	4,667	(3,147)	-67.43% Lower incentive payouts than anticipated
702-1705-51431-???-219	219 - Prof Serv-Other	120,000	120,000	0	0.00%
702-1705-51431-???-221	221 - Utility Service-Cellphone / Telephone	320	320	0	0.00%
702-1705-51431-???-230	230 - R/M Serv-PC Replacement	220	220	0	0.00%
702-1705-51431-???-312	312 - Copy Expense	100	100	0	0.00%
702-1705-51431-???-313	313 - Postage	1,350	1,350	0	0.00%
702-1705-51431-???-325	325 - Dues & Subscriptions	495	495	0	0.00%
702-1705-51431-???-331	331 - Mileage	950	950	0	0.00%
702-1705-51431-???-340	340 - Operating Supplies & Expense	0	0	0	0.00%



Department Operating Budget Narrative

702-1705-51431-???-341	341 - Operating Supplies & Expense	20,000	61,000	(41,000)	-67.21%	Lower incentive payouts than anticipated
702-1705-51431-???-531	531 - Rent-Interdepartment	1,716	1,716	0	0.00%	
2302 - Human Resources-Property & Liability						
<u>Revenue / Funding Source</u>						
2302-47412 - Local Dept Charges-Insurance						
101-2302-47412-???-000	47-000 - Intergovernmental Charges for Services	593,485	500,000	93,485	+18.70%	Adjusting for actual charges
2302-48440 - Insurance Recoveries						
101-2302-48440-???-000	48-000 - Miscellaneous Revenues	12,000	12,000	0	0.00%	
<u>Expense / Expenditure</u>						
2302-51931 - Property & Liability Insurance						
101-2302-51931-???-101	101 - Wages-Permanent	15,117	14,294	823	+5.76%	
101-2302-51931-???-107	107 - Sick Leave	800	757	44	+5.76%	
101-2302-51931-???-108	108 - Vacation	663	627	36	+5.76%	
101-2302-51931-???-109	109 - Holiday	663	627	36	+5.76%	
101-2302-51931-???-120	120 - FICA	1,319	1,247	72	+5.76%	
101-2302-51931-???-130	130 - Health Insurance	4,013	3,972	41	+1.02%	
101-2302-51931-???-133	133 - Vision Insurance	22	22	0	0.00%	
101-2302-51931-???-140	140 - Life Insurance	4	4	0	0.00%	
101-2302-51931-???-151	151 - Retirement	1,121	1,101	20	+1.84%	
101-2302-51931-???-160	160 - Worker's Compensation	26	15	11	+69.21%	
101-2302-51931-???-219	219 - Prof Serv-Other	0	500	(500)	-100.00%	Budget line not needed
101-2302-51931-???-311	311 - Office Supplies	0	0	0	0.00%	
101-2302-51931-???-312	312 - Copy Expense	0	0	0	0.00%	
101-2302-51931-???-313	313 - Postage	0	0	0	0.00%	
101-2302-51931-???-331	331 - Mileage	0	0	0	0.00%	
101-2302-51931-???-511	511 - Insurance-Liability	417,000	375,000	42,000	+11.20%	Standard premium increase
101-2302-51931-???-513	513 - Insurance-Property	104,000	95,000	9,000	+9.47%	Standard premium increase
101-2302-51931-???-515	515 - Insurance-Other	70,000	85,000	(15,000)	-17.65%	Reducing to be in line with typical expenses
101-2302-51931-???-519	519 - Insurance-Deductibles	50,000	70,000	(20,000)	-28.57%	Reducing to be in line with typical expenses
2303 - Human Resources-Risk-Workers Comp						
<u>Revenue / Funding Source</u>						
2303-47413 - Local Dept Charges-Gen Govt						
701-2303-47413-???-000	47-000 - Intergovernmental Charges for Services	502,013	264,413	237,600	+89.86%	Increased department charges
2303-47417 - WC - CPR Revenue						



Department Operating Budget Narrative

-2303-47417-???-000

47-000 - Intergovernmental Charges
for Services

500

0

500

0.00% Moving from HR budget to Risk Management

Expense / Expenditure

2303-51933 - Workers Comp Insurance

701-2303-51933-???-101	101 - Wages-Permanent	45,350	42,881	2,468	+5.76%
701-2303-51933-???-107	107 - Sick Leave	2,401	2,270	131	+5.76%
701-2303-51933-???-108	108 - Vacation	1,990	1,881	108	+5.76%
701-2303-51933-???-109	109 - Holiday	1,990	1,881	108	+5.76%
701-2303-51933-???-120	120 - FICA	3,957	3,742	215	+5.76%
701-2303-51933-???-130	130 - Health Insurance	12,038	11,916	122	+1.02%
701-2303-51933-???-133	133 - Vision Insurance	66	66	0	0.00%
701-2303-51933-???-140	140 - Life Insurance	11	11	0	0.00%
701-2303-51933-???-151	151 - Retirement	3,362	3,302	61	+1.84%
701-2303-51933-???-160	160 - Worker's Compensation	79	46	32	+69.21%
701-2303-51933-???-172	172 - Training / Conference / CPE	150	0	150	0.00% Budgeting for annual conference
701-2303-51933-???-185	185 - TBD	500	0	500	0.00% Moving from HR Budget to Risk Management for CPR
701-2303-51933-???-219	219 - Prof Serv-Other	32,130	32,000	130	+0.41%
701-2303-51933-???-221	221 - Utility Service-Cellphone / Telephone	250	250	0	0.00%
701-2303-51933-???-230	230 - R/M Serv-PC Replacement	310	310	0	0.00%
701-2303-51933-???-311	311 - Office Supplies	0	0	0	0.00%
701-2303-51933-???-312	312 - Copy Expense	0	0	0	0.00%
701-2303-51933-???-313	313 - Postage	0	0	0	0.00%
701-2303-51933-???-331	331 - Mileage	1,000	1,000	0	0.00%
701-2303-51933-???-341	341 - Operating Supplies & Expense	300,000	327,000	(27,000)	-8.26% Adjusting for utilization
701-2303-51933-???-342	342 - OperSup&Exp-Safety Supplies	5,000	5,000	0	0.00%
701-2303-51933-???-511	511 - Insurance-Liability	690	860	(170)	-19.81%
701-2303-51933-???-515	515 - Insurance-Other	32,000	32,000	0	0.00%
701-2303-51933-???-531	531 - Rent-Interdepartment	1,440	1,440	0	0.00%

Total 17 - Human Resources

503,409

815,260

(251,741)

#VALUE!



Department Operating Budget Summary

<u>Department: 17 - Human Resources</u>	2022 Budget Summary									
	1701 - Human Resources	1702 - Human Resources-Labor Relations	1703 - Human Resources-Administration	1704 - Human Resources-Programs	1705 - Human Resources-Wellness	2302 - Human Resources-Property & Liability Insurance	2303 - Human Resources-Risk-Workers Comp	2022 Total	Change %	2021 Budget
Revenue / Funding Source										
46 - Public Charges for Services	1,195,000		0					1,195,000	+4.37%	1,145,000
47 - Intergovernmental Charges for	9,256,750			0		593,485	502,513	10,352,748	+1.31%	10,219,238
48 - Miscellaneous Revenues	1,335,975		0			12,000		1,347,975	-7.54%	1,457,975
49 - Other Financing Sources					146,671			146,671	-22.86%	190,126
Total Operating Revenues	11,787,725		0	0	146,671	605,485	502,513	13,042,394	+0.23%	13,012,339
Revenue / Funding Source Total	11,787,725		0	0	146,671	605,485	502,513	13,042,394	+0.23%	13,012,339
Expense / Expenditure										
- Uncategorized Expenses				0			500	500	0.00%	0
100 - Personnel Services			383,349	20,199	1,520	23,748	71,393	500,208	+8.83%	459,644
200 - Contractual Services	265,050	30,000	22,825	6,000	120,540	0	32,690	477,105	+8.61%	439,293
300 - Supplies and Expense	9,183,675		19,905	4,000	22,895	0	306,000	9,536,475	-1.95%	9,725,965
500 - Fixed Charges	2,185,000		15,999		1,716	641,000	34,130	2,877,844	-4.25%	3,005,571
700 - Grants and Contributions	7,000		0					7,000	0.00%	7,000
Total Operating Expenditures	11,640,725	30,000	442,077	30,199	146,671	664,748	444,712	13,399,132	-1.75%	13,637,473
900 - Other Financing Uses	146,671							146,671	-22.86%	190,126
Expense / Expenditure Total	11,787,396	30,000	442,077	30,199	146,671	664,748	444,712	13,545,803	-2.04%	13,827,599
Beginning Carryover	9,284,971	124,440	-	-	-	(115,711)	1,778,430	11,072,129	18.23%	9,365,241
Ending Carryover	9,285,300	122,640	-	-	-	-	1,836,231	11,244,171	22.04%	9,213,589
17 - Human Resources Total	0	28,200	442,077	30,199	0	174,974	0	675,450	1.78%	663,608

<u>Department: 17 - Human Resources</u>	2021 Budget Summary							
	1701 - Human Resources	1702 - Human Resources-Labor Relations	1703 - Human Resources-Administration	1704 - Human Resources-Programs	1705 - Human Resources-Wellness	2302 - Human Resources-Property & Liability Insurance	2303 - Human Resources-Risk-Workers Comp	2021 Budget
Revenue / Funding Source								
46 - Public Charges for Services	1,145,000		0					1,145,000
47 - Intergovernmental Charges for	9,454,825			0		500,000	264,413	10,219,238
48 - Miscellaneous Revenues	1,445,975		0			12,000		1,457,975
49 - Other Financing Sources					190,126			190,126
Total Operating Revenues	12,045,800		0	0	190,126	512,000	264,413	13,012,339
Revenue / Funding Source Total	12,045,800		0	0	190,126	512,000	264,413	13,012,339
Expense / Expenditure								
- Uncategorized Expenses				0			0	0
100 - Personnel Services			364,115	199	4,667	22,666	67,997	459,644
200 - Contractual Services	220,980	30,000	28,713	6,000	120,540	500	32,560	439,293
300 - Supplies and Expense	9,304,820		20,250	4,000	63,895	0	333,000	9,725,965
500 - Fixed Charges	2,330,000		14,555		1,716	625,000	34,300	3,005,571
700 - Grants and Contributions	0		7,000					7,000
Total Operating Expenditures	11,855,800	30,000	434,633	10,199	190,818	648,166	467,857	13,637,473
900 - Other Financing Uses	190,126							190,126
Expense / Expenditure Total	12,045,926	30,000	434,633	10,199	190,818	648,166	467,857	13,827,599
Beginning Carryover	7,118,580	107,635	-	-	1,438	(53,681)	2,191,269	9,365,241
Ending Carryover	7,118,454	106,454	-	-	746	110	1,987,825	9,213,589
17 - Human Resources Total	0	28,819	434,633	10,199	-	189,957	(0)	663,608



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2022 Budget	% Change	2021 Budget	2021 Actual	2021 Estimate
17 - Human Resources					
1701 - Human Resources					
<u>Revenue / Funding Source</u>					
1701-46196 - Public Charges-Human Resources					
46 - Public Charges for Services	1,195,000	+4.37%	1,145,000	838,948	0
46-000 - Public Charges for Services	1,195,000	+4.37%	1,145,000	838,948	0
1701-46196 - Public Charges-Human	1,195,000	+4.37%	1,145,000	838,948	0
1701-47410 - Local Dept Charges-Gen Govt					
47 - Intergovernmental Charges for	9,228,750	-2.08%	9,424,825	6,023,432	8,503,670
47-000 - Intergovernmental Charges for	9,228,750	-2.08%	9,424,825	6,023,432	8,503,670
1701-47410 - Local Dept Charges-Gen Govt	9,228,750	-2.08%	9,424,825	6,023,432	8,503,670
1701-47411 - Local Dept Charges-Purchasing					
47 - Intergovernmental Charges for	28,000	-6.67%	30,000	16,794	23,944
47-000 - Intergovernmental Charges for	28,000	-6.67%	30,000	16,794	23,944
1701-47411 - Local Dept Charges-	28,000	-6.67%	30,000	16,794	23,944
1701-48113 - Unrealized Gain/Loss on Invest					
48 - Miscellaneous Revenues	500	0.00%	500	(28,838)	(30,000)
48-000 - Miscellaneous Revenues	500	0.00%	500	(28,838)	(30,000)
1701-48113 - Unrealized Gain/Loss on	500	0.00%	500	(28,838)	(30,000)
1701-48114 - Interest-Investment Revenue					
48 - Miscellaneous Revenues	45,000	0.00%	45,000	33,861	54,302
48-000 - Miscellaneous Revenues	45,000	0.00%	45,000	33,861	54,302
1701-48114 - Interest-Investment Revenue	45,000	0.00%	45,000	33,861	54,302
1701-48116 - Interest-Health & S125 Plans					
48 - Miscellaneous Revenues	475	0.00%	475	1,610	2,348
48-000 - Miscellaneous Revenues	475	0.00%	475	1,610	2,348
1701-48116 - Interest-Health & S125 Plans	475	0.00%	475	1,610	2,348
1701-48440 - Insurance Recoveries					
48 - Miscellaneous Revenues	1,290,000	-7.86%	1,400,000	127,297	1,000,000
48-000 - Miscellaneous Revenues	1,290,000	-7.86%	1,400,000	127,297	1,000,000
1701-48440 - Insurance Recoveries Total	1,290,000	-7.86%	1,400,000	127,297	1,000,000
Revenue / Funding Source Total	11,787,725	-2.14%	12,045,800	7,013,105	9,554,264
<u>Expense / Expenditure</u>					
1701-49270 - Transfer from Internal Service					
900 - Other Financing Uses	0	0.00%	0	0	
911 - Transfer to General Fund	0	0.00%	0	0	
1701-49270 - Transfer from Internal Service	0	0.00%	0	0	
1701-51430 - Health Fund					
200 - Contractual Services	265,050	+19.94%	220,980	181,062	235,939
218 - Prof Serv-Witness Fees	2,800	-9.68%	3,100	2,681	2,681
219 - Prof Serv-Other	262,250	+20.36%	217,880	178,381	233,258
300 - Supplies and Expense	9,183,675	-1.30%	9,304,820	4,868,243	6,760,032
340 - Operating Supplies & Expense	50,000	-80.92%	262,080	14,440	19,920
341 - Operating Supplies & Expense	9,133,675	+1.01%	9,042,740	4,853,803	6,740,112
500 - Fixed Charges	2,185,000	-6.22%	2,330,000	1,258,823	1,893,434
514 - Insurance-Stop Loss	2,157,000	-6.22%	2,300,000	1,242,029	1,869,490
515 - Insurance-Other	28,000	-6.67%	30,000	16,794	23,944
700 - Grants and Contributions	7,000	0.00%	0	0	0



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

790 - Grants, Cont, Indem-Other	7,000	0.00%	0	0	0
1701-51430 - Health Fund Total	11,640,725	-1.81%	11,855,800	6,308,128	8,889,405
1701-59210 - Transfers to General Fund					
900 - Other Financing Uses	146,671	-22.86%	190,126	0	190,126
911 - Transfer to General Fund	146,671	-22.86%	190,126	0	190,126
1701-59210 - Transfers to General Fund	146,671	-22.86%	190,126	0	190,126
Expense / Expenditure Total	11,787,396	-2.15%	12,045,926	6,308,128	9,079,531
1701 - Human Resources Total	(329)	-361.11%	126	(704,977)	(474,733)
1702 - Human Resources-Labor Relations					
Expense / Expenditure					
1702-51433 - Labor Relations					
200 - Contractual Services	30,000	0.00%	30,000	6,700	15,000
219 - Prof Serv-Other	30,000	0.00%	30,000	6,700	15,000
1702-51433 - Labor Relations Total	30,000	0.00%	30,000	6,700	15,000
Expense / Expenditure Total	30,000	0.00%	30,000	6,700	15,000
1702 - Human Resources-Labor Relations	30,000	0.00%	30,000	6,700	15,000
1703 - Human Resources-Administration					
Revenue / Funding Source					
1703-46196 - Public Charges-Human Resources					
46 - Public Charges for Services	0	0.00%	0	0	
46-000 - Public Charges for Services	0	0.00%	0	0	
1703-46196 - Public Charges-Human	0	0.00%	0	0	
1703-48116 - Interest-Health & S125 Plans					
48 - Miscellaneous Revenues	0	0.00%	0	0	
48-000 - Miscellaneous Revenues	0	0.00%	0	0	
1703-48116 - Interest-Health & S125 Plans	0	0.00%	0	0	
Revenue / Funding Source Total	0	0.00%	0	0	
Expense / Expenditure					
1703-51435 - Personnel					
100 - Personnel Services	383,349	+5.28%	364,115	230,242	500
101 - Wages-Permanent	231,667	+4.66%	221,355	141,866	
107 - Sick Leave	12,666	+6.47%	11,896	3,517	
108 - Vacation	18,087	+36.72%	13,229	13,091	
109 - Holiday	10,497	+6.47%	9,859	4,110	
110 - Funeral/Jury/Other	0	0.00%	0	0	
120 - FICA	20,878	+6.47%	19,610	11,393	
130 - Health Insurance	64,200	+1.02%	63,552	41,553	
132 - Post Employment Benefits	5,458	+6.47%	5,127	3,252	
133 - Vision Insurance	230	0.00%	230	151	
140 - Life Insurance	60	0.00%	60	39	
151 - Retirement	17,740	+2.52%	17,303	10,974	
160 - Worker's Compensation	415	+70.35%	244	151	
172 - Training / Conference / CPE	1,450	-12.12%	1,650	145	500
200 - Contractual Services	22,825	-20.51%	28,713	21,246	24,240
214 - Prof Serv-Printing	1,100	+10.00%	1,000	452	1,000
219 - Prof Serv-Other	18,440	-17.20%	22,270	15,334	17,270
221 - Utility Service-Cellphone /	1,600	0.00%	1,600	690	1,200
230 - R/M Serv-PC Replacement	1,685	-56.15%	3,843	4,770	4,770
300 - Supplies and Expense	19,905	-1.70%	20,250	8,536	17,425
311 - Office Supplies	2,000	-28.57%	2,800	1,212	2,400



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312 - Copy Expense	700	0.00%	700	172	400
313 - Postage	500	-16.67%	600	169	400
324 - Advertising	7,000	+16.67%	6,000	3,621	6,000
325 - Dues & Subscriptions	1,355	-24.72%	1,800	604	1,800
331 - Mileage	2,300	0.00%	2,300	128	700
332 - Meals	200	0.00%	200	15	75
333 - Lodging / Hotels	800	0.00%	800	312	600
336 - Parking	50	0.00%	50	32	50
341 - Operating Supplies & Expense	5,000	0.00%	5,000	2,271	5,000
500 - Fixed Charges	15,999	+9.92%	14,555	9,703	0
511 - Insurance-Liability	2,319	+0.16%	2,315	1,543	
531 - Rent-Interdepartment	13,680	+11.76%	12,240	8,160	0
700 - Grants and Contributions	0	-100.00%	7,000	0	7,000
790 - Grants, Cont, Indem-Other	0	-100.00%	7,000	0	7,000
1703-51435 - Personnel Total	442,077	+1.71%	434,633	269,727	49,165
Expense / Expenditure Total	442,077	+1.71%	434,633	269,727	49,165
1703 - Human Resources-Administration Total	442,077	+1.71%	434,633	269,727	49,165
1704 - Human Resources-Programs					
<u>Revenue / Funding Source</u>					
1704-47417 - Human Resource Programs					
47 - Intergovernmental Charges for	0	0.00%	0	503	
47-000 - Intergovernmental Charges for	0	0.00%	0	503	
1704-47417 - Human Resource Programs	0	0.00%	0	503	
Revenue / Funding Source Total	0	0.00%	0	503	
<u>Expense / Expenditure</u>					
1704-47417 - Human Resource Programs					
- Uncategorized Expenses	0	0.00%	0	0	
000 - TBD	0	0.00%	0	0	
1704-47417 - Human Resource Programs	0	0.00%	0	0	
1704-51436 - Human Resource Programs					
- Uncategorized Expenses	0	0.00%	0	10	
185 - TBD	0	0.00%	0	10	
100 - Personnel Services	20,199	+10050.25%	199	0	199
119 - In or Out Call Pay	20,000	0.00%	0	0	0
155 - Post Retire Ben-Life	199	0.00%	199	0	199
200 - Contractual Services	6,000	0.00%	6,000	0	0
219 - Prof Serv-Other	6,000	0.00%	6,000	0	0
300 - Supplies and Expense	4,000	0.00%	4,000	0	2,000
322 - Educational Materials	4,000	0.00%	4,000	0	2,000
1704-51436 - Human Resource Programs	30,199	+196.10%	10,199	10	2,199
Expense / Expenditure Total	30,199	+196.10%	10,199	10	2,199
1704 - Human Resources-Programs Total	30,199	+196.10%	10,199	(493)	2,199
1705 - Human Resources-Wellness					
<u>Revenue / Funding Source</u>					
1705-49270 - Transfer from Internal Service					
49 - Other Financing Sources	146,671	-22.86%	190,126	0	190,126
49-000 - Other Financing Sources	146,671	-22.86%	190,126	0	190,126
1705-49270 - Transfer from Internal Service	146,671	-22.86%	190,126	0	190,126
Revenue / Funding Source Total	146,671	-22.86%	190,126	0	190,126
<u>Expense / Expenditure</u>					



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1705-51431 - Wellness					
100 - Personnel Services	1,520	-67.43%	4,667	674	674
120 - FICA	1,520	-67.43%	4,667	674	674
200 - Contractual Services	120,540	0.00%	120,540	75,788	120,440
219 - Prof Serv-Other	120,000	0.00%	120,000	75,515	120,000
221 - Utility Service-Cellphone /	320	0.00%	320	126	220
230 - R/M Serv-PC Replacement	220	0.00%	220	147	220
300 - Supplies and Expense	22,895	-64.17%	63,895	15,708	17,945
312 - Copy Expense	100	0.00%	100	0	100
313 - Postage	1,350	0.00%	1,350	0	1,350
325 - Dues & Subscriptions	495	0.00%	495	0	495
331 - Mileage	950	0.00%	950	108	400
340 - Operating Supplies & Expense	0	0.00%	0	0	
341 - Operating Supplies & Expense	20,000	-67.21%	61,000	15,600	15,600
500 - Fixed Charges	1,716	0.00%	1,716	1,144	
531 - Rent-Interdepartment	1,716	0.00%	1,716	1,144	
1705-51431 - Wellness Total	146,671	-23.14%	190,818	93,313	139,059
Expense / Expenditure Total	146,671	-23.14%	190,818	93,313	139,059
1705 - Human Resources-Wellness Total	0	-100.00%	692	93,313	(51,067)
2302 - Human Resources-Property & Liability Insurance					
<u>Revenue / Funding Source</u>					
2302-47412 - Local Dept Charges-Insurance					
47 - Intergovernmental Charges for	593,485	+18.70%	500,000	364,138	595,000
47-000 - Intergovernmental Charges for	593,485	+18.70%	500,000	364,138	595,000
2302-47412 - Local Dept Charges-Insurance	593,485	+18.70%	500,000	364,138	595,000
2302-48440 - Insurance Recoveries					
48 - Miscellaneous Revenues	12,000	0.00%	12,000	0	12,000
48-000 - Miscellaneous Revenues	12,000	0.00%	12,000	0	12,000
2302-48440 - Insurance Recoveries Total	12,000	0.00%	12,000	0	12,000
Revenue / Funding Source Total	605,485	+18.26%	512,000	364,138	607,000
<u>Expense / Expenditure</u>					
2302-51931 - Property & Liability Insurance					
100 - Personnel Services	23,748	+4.77%	22,666	14,460	
101 - Wages-Permanent	15,117	+5.76%	14,294	10,030	
107 - Sick Leave	800	+5.76%	757	83	
108 - Vacation	663	+5.76%	627	0	
109 - Holiday	663	+5.76%	627	263	
120 - FICA	1,319	+5.76%	1,247	761	
130 - Health Insurance	4,013	+1.02%	3,972	2,597	
133 - Vision Insurance	22	0.00%	22	14	
140 - Life Insurance	4	0.00%	4	2	
151 - Retirement	1,121	+1.84%	1,101	700	
160 - Worker's Compensation	26	+69.21%	15	10	
200 - Contractual Services	0	-100.00%	500	0	0
219 - Prof Serv-Other	0	-100.00%	500	0	0
300 - Supplies and Expense	0	0.00%	0	248	
311 - Office Supplies	0	0.00%	0	0	
312 - Copy Expense	0	0.00%	0	4	
313 - Postage	0	0.00%	0	0	
331 - Mileage	0	0.00%	0	245	



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500 - Fixed Charges	641,000	+2.56%	625,000	627,738	664,000
511 - Insurance-Liability	417,000	+11.20%	375,000	461,266	470,000
513 - Insurance-Property	104,000	+9.47%	95,000	103,672	104,000
515 - Insurance-Other	70,000	-17.65%	85,000	56,885	60,000
519 - Insurance-Deductibles	50,000	-28.57%	70,000	5,915	30,000
2302-51931 - Property & Liability Insurance	664,748	+2.56%	648,166	642,446	664,000
Expense / Expenditure Total	664,748	+2.56%	648,166	642,446	664,000
2302 - Human Resources-Property & Liability	59,263	-56.48%	136,166	278,308	57,000
2303 - Human Resources-Risk-Workers Comp					
<u>Revenue / Funding Source</u>					
2303-47413 - Local Dept Charges-Gen Govt					
47 - Intergovernmental Charges for	502,013	+89.86%	264,413	190,430	264,413
47-000 - Intergovernmental Charges for	502,013	+89.86%	264,413	190,430	264,413
2303-47413 - Local Dept Charges-Gen Govt	502,013	+89.86%	264,413	190,430	264,413
2303-47417 - WC - CPR Revenue					
47 - Intergovernmental Charges for	500	0.00%	0	0	0
47-000 - Intergovernmental Charges for	500	0.00%	0	0	0
2303-47417 - WC - CPR Revenue Total	500	0.00%	0	0	0
Revenue / Funding Source Total	502,513	+90.05%	264,413	190,430	264,413
<u>Expense / Expenditure</u>					
2303-51933 - Workers Comp Insurance					
- Uncategorized Expenses	500	0.00%	0	0	0
185 - TBD	500	0.00%	0	0	0
100 - Personnel Services	71,393	+4.99%	67,997	43,381	0
101 - Wages-Permanent	45,350	+5.76%	42,881	30,092	
107 - Sick Leave	2,401	+5.76%	2,270	248	
108 - Vacation	1,990	+5.76%	1,881	0	
109 - Holiday	1,990	+5.76%	1,881	788	
120 - FICA	3,957	+5.76%	3,742	2,282	
130 - Health Insurance	12,038	+1.02%	11,916	7,791	
133 - Vision Insurance	66	0.00%	66	43	
140 - Life Insurance	11	0.00%	11	7	
151 - Retirement	3,362	+1.84%	3,302	2,101	
160 - Worker's Compensation	79	+69.21%	46	29	
172 - Training / Conference / CPE	150	0.00%	0	0	0
200 - Contractual Services	32,690	+0.40%	32,560	32,470	32,380
219 - Prof Serv-Other	32,130	+0.41%	32,000	32,130	32,130
221 - Utility Service-Cellphone /	250	0.00%	250	134	250
230 - R/M Serv-PC Replacement	310	0.00%	310	207	
300 - Supplies and Expense	306,000	-8.11%	333,000	245,834	303,750
311 - Office Supplies	0	0.00%	0	0	
312 - Copy Expense	0	0.00%	0	0	
313 - Postage	0	0.00%	0	5	
331 - Mileage	1,000	0.00%	1,000	101	250
341 - Operating Supplies & Expense	300,000	-8.26%	327,000	244,591	300,000
342 - OperSup&Exp-Safety Supplies	5,000	0.00%	5,000	1,137	3,500
500 - Fixed Charges	34,130	-0.50%	34,300	33,068	32,000
511 - Insurance-Liability	690	-19.81%	860	573	
515 - Insurance-Other	32,000	0.00%	32,000	31,535	32,000
531 - Rent-Interdepartment	1,440	0.00%	1,440	960	0



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2303-51933 - Workers Comp Insurance	444,712	-4.95%	467,857	354,753	368,130
Expense / Expenditure Total	444,712	-4.95%	467,857	354,753	368,130
2303 - Human Resources-Risk-Workers Comp	(57,801)	-128.41%	203,444	164,323	103,717
17 - Human Resources Total	503,409	-38.25%	815,260	106,901	(298,719)

Operating Position Cost Summary

Report data returned based on the user's security permissions.

Fiscal Year 2022
 Budget Line Year 2022
 Department or Sub-Department 17 - Human Resources

Position	Pay Grade	Alloc. %	Salary	Modifiers	Premiums	Total	Hours	Premium Hours	FTE
17 - Human Resources			341,890	134,999	-	476,889	10,400	-	5.00
1703 - Human Resources-Adminstration			272,917	108,982	-	381,899	8,320	-	4.00
1703-51435 - Personnel			272,917	108,982	-	381,899	8,320	-	4.00
(Unassigned)			272,917	108,982	-	381,899	8,320	-	4.00
2701-HR Director (2701)	Grade Q	100.00	100,402	32,488	-	132,889	2,080	-	1.00
2704B - HR Coordinator (2704B)	Grade H	100.00	53,643	24,865	-	78,508	2,080	-	1.00
2708-HR Generalist (2708)	Grade H	100.00	60,882	26,078	-	86,959	2,080	-	1.00
2709-Benefits/HRIS Admin (2709)	Grade H	100.00	57,990	25,551	-	83,542	2,080	-	1.00
Total (Unassigned)			272,917	108,982	-	381,899	8,320	-	4.00
Total 1703-51435 - Personnel			272,917	108,982	-	381,899	8,320	-	4.00
Total 1703 - Human Resources-Adminstration			272,917	108,982	-	381,899	8,320	-	4.00
2710-Safety/Risk Specialist (2710)	Grade J	25.00	17,243	6,504	-	23,748	520	-	0.25
Total (Unassigned)			17,243	6,504	-	23,748	520	-	0.25
Total 2302-51931 - Property & Liability Insurance			17,243	6,504	-	23,748	520	-	0.25
Total 2302 - Human Resources-Property & Liability Insurance			17,243	6,504	-	23,748	520	-	0.25
2710-Safety/Risk Specialist (2710)	Grade J	75.00	51,730	19,513	-	71,243	1,560	-	0.75
Total (Unassigned)			51,730	19,513	-	71,243	1,560	-	0.75
Total 2303-51933 - Workers Comp Insurance			51,730	19,513	-	71,243	1,560	-	0.75
Total 2303 - Human Resources-Risk-Workers Comp			51,730	19,513	-	71,243	1,560	-	0.75
Total 17 - Human Resources			341,890	134,999	-	476,889	10,400	-	5.00
Grand Total			341,890	134,999	-	476,889	10,400	-	5.00