

**AGENDA FOR JANUARY 15, 2019 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: County Clerk Miner

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

APPOINTMENTS/Re-APPOINTMENTS:

ADRC-CW Advisory Committee – Bonnie Roggenbauer

RESIGNATIONS: None

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

Recognition of Long-Term Employees

Governmental Finance Officers Association Certificate of Achievement for Excellence in
Financial Reporting: Presented to Finance Director Cummings

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

SPECIAL ORDER OF BUSINESS

Parks Recreation Open Spaces Plan Presentation – Parks & Forestry Director Schooley

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

SET DATE FOR NEXT COUNTY BOARD MEETING – February 19, 2019

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

December 18, 2018 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on December 18, 2018.

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

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

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

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

Motion by Zurfluh/Hamilton to approve the appointment of Marla Cummings to the Ethics Committee, Diane Lieber to the Civil Service Commission, and Dr. Steven Kulick to the Health & Human Services Committee. Motion carried by voice vote.

Public Comments: Extensive public comments were heard in support of continuing the Wood County Sheriff's Rescue. There were also a number of comments encouraging continued county action on the high nitrate levels being found in drinking water in the Town of Port Edwards.

Referrals were noted.

Without objection, Chairman Machon moved Item 5-1 up in the packet.

RESOLUTION 18-12-1

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To go on record in support of having newly elected Sheriff Shawn Becker be given the opportunity to study the need for and scope of services to be provided by the Wood County Rescue Squad.

FISCAL NOTE: The direct cost to the County of operating the volunteer Wood County Rescue Squad (rescue squad) is several thousand dollars per year. The 2019 Sheriff's Department budget anticipates the cessation of the rescue squad on 01/01/2019 and the sale of the rescue squad equipment by the end of 2019. Approval of this resolution would require the Sheriff to report to the Board by the end of 2019 as to his proposals and the costs therefor. The Board might then need to act to address funding issues, depending upon the Sheriff's plans.

Motion by Clendenning/Hamilton to adopt Resolution 18-12-1. Lengthy discussion was held on merits of Rescue Squad.

Chairman Machon called for a recess at 10:45 a.m. and reconvened the meeting at 11:00 a.m.

Supervisor Winch was excused.

Motion to adopt Resolution 18-12-1 carried unanimously. Excused was Winch.

Committee minutes presented: Executive

Without objection, the following 4 resolutions were acted on with one motion.

RESOLUTION 18-12-2

Introduced by: Executive Committee

INTENT & SYNOPSIS: To amend the 2018 budget for Finance (51510) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$15,000 from available balance in contingency (51590) to Finance (51510). At the time of this request the funds available in contingency are \$265,683. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51510	Finance		\$15,000
51590	Contingency	\$15,000	

Motion by Zurfluh/Leichtnam to adopt Resolution 18-12-2. Motion carried unanimously. Excused was Winch.

RESOLUTION 18-12-3

Introduced by: Health & Human Services and Executive Committee

INTENT & SYNOPSIS: To amend the 2018 budget for Human Services, Norwood Health Center and Edgewater Haven programs for transfer of available appropriations to functions where actual expenditures are recorded.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed for transfers in are available and are not anticipated to be spent in the appropriations to be transferred out. The adjustments to the budgets are as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54350	Norwood Dietary		\$89,000
54317	Norwood Bridgeway/Crisis		\$17,000
54324	Norwood SNF-CMI		\$10,000
54325	Norwood SNF/BI		\$103,000
54326	Norwood Inpatient	\$219,000	
54212	Edgewater Dietary		\$ 8,000
54219	Edgewater Administration		\$ 7,000
54210	Edgewater Nursing	\$ 15,000	
54420	Human Services ESS		\$27,000
54401	Human Services CW	\$27,000	
54500	Human Services Administration		\$17,000
54460	Human Services OPC	\$17,000	

Motion by Zurfluh/Leichtnam to adopt Resolution 18-12-3. Motion carried unanimously. Excused was Winch.

RESOLUTION 18-12-4

Introduced by: Health & Human Services and Executive Committee

INTENT & SYNOPSIS: To amend the 2018 budget for Norwood Dietary function (54350) for the purpose of funding the capital purchase necessary to replace a failed compressor on one of our two walk-in coolers.

FISCAL NOTE: To transfer \$5,359 from available balance in contingency (51590) to the Norwood Dietary function (54350). At the time of this request, the funds available in contingency are \$267,372. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54350	Norwood Dietary		\$5,359
51590	Contingency	\$5,359	

Motion by Zurfluh/Leichtnam to adopt Resolution 18-12-4. Motion carried unanimously. Excused was Winch.

RESOLUTION 18-12-5

Introduced by: Highway Infrastructure & Recreation and Executive Committees

INTENT & SYNOPSIS: To amend the 2018 budget of various Highway functions listed below for additional expenditures of \$796,227.39 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County.

Source of Money: Available appropriations in revenues in excess of budget of \$794,235 and functions under budget of \$1,993.

The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43531	State Aid – Transportation	273,472	
47470	Dept Charges – Highway	520,763	
53240	Machinery Operations	1,993	
53266	Hwy – Bituminous Ops		761,901
53313	Hwy – Maint. Gang		31,999
53314	Hwy – Maint Gang – Materials		335
53260	Hwy – Bituminous Ops – Machinery Fund		1,993

Motion by Zurfluh/Leichtnam to adopt Resolution 18-12-5. Motion carried unanimously. Excused was Winch.

RESOLUTION 18-12-6

Introduced by: Executive Committee

INTENT & SYNOPSIS: To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2018.

FISCAL NOTE: Total committed and assigned governmental fund balance as of December 31, 2018 is projected to be \$6,129,668 detailed as follows:

Account General Fund Committed	Account Name	Actual 12/31/2017	Projected 12/31/2018
51440	Clerk Elections	\$250,630	\$246,100
52530	Building Numbering	8,743	9,393
52130	Police Radio	10,853	-
54122	Public Health WIC	4,238	4,238
54128	Health-Grants	31,400	23,110
54130	Health-Dental Sealants	55,346	40,883
54132	Juneau/Adams	-	101,462
51433	HR Labor Relations	71,141	89,341
56121	Land Conservation	17,748	28,548
56315	Census Redistricting	4,500	4,500
59210	Permits & Fines	2,009	2,396
51931	Property & Liability Ins	155,066	65,140
51711	Reg of Deeds-Redaction	42,367	9,981
52131	Indian Law Enforcement	66,613	59,884
52712	Electronic Monitoring	325,978	264,505
52721	Jail Surcharge	209,709	92,209
51451	Voice-Over IP	35,391	48,806
55660	UW Ext Project Accounts	96,946	104,302
55661	Farm Technology Days	43,000	-
54710	Veteran's Relief	3,979	2,581
54730	Veteran's Relief Donations	3,145	3,045
51316	Victim Witness Task Force	6,010	6,230
	Total Committed	\$1,444,812	\$1,206,654

Assigned Funds Account Name	Actual 12/31/2017	Projected 12/31/2018
Subsequent Year Budget	\$346,804	\$2,917,866
Other Governmental Funds Assigned		
County Highways	2,431,983	560,425
Human Services Fund (before deferral of revenues)	496,814	486,071
ADRC	55,256	55,256
Parks and Forestry	687,655	624,613
Land Records and Private Sewage	193,530	148,725
Land Conservation	38,846	31,831
Transportation and Economic Development	25,120	5,689
Sheriff and corrections	92,538	92,538
Total Other Governmental	4,368,546	4,923,014
Total Governmental Funds Committed and Assigned	\$5,813,358	\$6,129,668

Motion by Hamilton/Breu to adopt Resolution 18-12-6. Motion carried unanimously. Excused was Winch.

Without objection, the following 3 resolutions were acted on with one motion.

RESOLUTION 18-12-7

Introduced by: Executive Committee

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

FISCAL NOTE: Paid Amount: \$12,748.54

Motion by Hamilton/Breu to adopt Resolution 18-12-7. Motion carried unanimously. Excused was Winch.

RESOLUTION 18-12-8

Introduced by: Executive Committee

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

FISCAL NOTE: Paid Amount: \$21,054.32

Motion by Hamilton/Breu to adopt Resolution 18-12-8. Motion carried unanimously. Excused was Winch.

RESOLUTION 18-12-9

Introduced by: Executive Committee

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

FISCAL NOTE: Paid Amount: \$13,680.79

Motion by Hamilton/Breu to adopt Resolution 18-12-9. Motion carried unanimously. Excused was Winch.

RESOLUTION 18-12-10

Introduced by: Health & Human Services Committee and Executive Committee

INTENT & SYNOPSIS: To authorize the Health and Human Services Committee or its designee(s) to negotiate and enter into a lease to relocate the Human Services Department's Cornerstone location to the former Marshfield City Hall Building located at 630 S. Central Avenue, Marshfield WI.

FISCAL NOTE: Use of budgeted funds only.

Motion by Zaleski/Fischer to adopt Resolution 18-12-10. Motion carried unanimously. Excused was Winch.

Committee minutes presented: Health & Human Services, North Central Community Action Program

RESOLUTION 18-12-11

Introduced by: Health & Human Services and Conservation, Education & Economic Development Committees

INTENT & SYNOPSIS: To authorize and direct the Public Health Director to execute the attached Memorandum of Understanding (MOU) between Wood and Juneau Counties, the Wisconsin Department of Natural Resources (WDNR), and the Armenia Growers Coalition (AGC).

FISCAL NOTE: The MOU is a four-year agreement that can be terminated by any party at any time. It provides for the counties to bill for their expenses in performing the services they are responsible for under the agreement. The AGC will advance \$25,000 for those costs and be responsible for paying up to another \$25,000. Costs that exceed the \$50,000 may or may not be reimbursed; the parties are only committed to discuss them.

In that Wood County provides environmental services to Juneau County under contract, all of the reimbursement would go to Wood County. It is not known what the actual expenses will be, but Wood County is obligated to identify and record them.

Motion by Hamilton/Fischer to adopt Resolution 18-12-11. Discussion on the terms of agreement. Motion to adopt carried. Voting no was Holbrook. Excused was Winch.

Committee minutes presented: Public Safety, Conservation, Education, & Economic Development, Joint Conservation, Education, & Economic Development and Highway Infrastructure & Recreation, Joint Health & Human Services and Conservation, Education, & Economic Development

ORDINANCE 18-12-12

Introduced by: Conservation, Education, & Economic Development

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

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

Motion by Hamilton/Breu to adopt Ordinance 18-12-12. Motion carried unanimously. Excused was Winch.

RESOLUTION 18-12-13

Introduced by: CEED, Highway Infrastructure & Recreation, and Executive Committees

INTENT & SYNOPSIS: To direct the Highway, Infrastructure and Recreation Committee to implement an ATV/UTV trail and route network in 2019 consisting of 42 miles of on-road main-line routes, and 7 miles of off-road trails.

FISCAL NOTE: \$48,300 from 2019 Capital Improvement Planning (CIP) debt proceeds.

Motion by Hamilton/Leichtnam to adopt Resolution 18-12-13. Motion by Fischer/Curry to amend the resolution to add to the FISCAL NOTE to credit Parks account 57121 by \$48,300 and debit CIP account number 57120 by \$45,000 and CIP account number 57420 by \$3,300. Also, to add to the bottom of the resolution: BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days. Motion to amend carried. Motion to adopt amended Resolution 18-12-13 carried. Voting no was Breu. Excused was Winch.

Committee minutes presented: Judicial & Legislative

RESOLUTION 18-12-14

INTENT & SYNOPSIS: To transfer oversight of the Maintenance Department and Purchasing/Risk Management, as well as claims against the county, to the Highway Infrastructure and Recreation Committee (HIRC).

FISCAL NOTE: No fiscal impact.

Motion Hamilton/Breu to adopt Resolution 18-12-14. Lengthy discussion ensued. Motion failed. Voting no were LaFontaine, Rozar, Feirer, Zaleski, Ashbeck, Curry, Machon, Pliml, and Zurfluh. Excused was Winch.

Committee minutes presented: Highway Infrastructure & Recreation, Central Wisconsin State Fair Board of Directors, McMillan Memorial Library Board of Trustees, University Commission

Motion by Hamilton/Fisher to adjourn. Motion carried at 12:00 p.m. Next scheduled county board meeting is January 15, 2019.

Trent Miner
County Clerk

REFERRALS FOR JANUARY 15, 2019 – COUNTY BOARD

- Resolution from Marathon County requesting the State of Wisconsin provide sufficient resources of the Office of Public Defender to ensure the criminal justice system operates effectively and efficiently. Referred to Judicial & Legislative Committee
- Resolution from Door County expressing its support for Wisconsin taking steps towards cannabis legalization for medical purposes. Referred to Judicial & Legislative Committee.
- Resolution from Door County requesting the state legislature introduce and support legislation authorizing counties to utilize the Design-Build option, as well as raising the dollar amount for notice requirement on any public work. Referred to Judicial & Legislative Committee.
- Press release from Groundwater Guardian recognizing the Milladore Area as a Groundwater Guardian by the Groundwater Foundation. Referred to all County Board Supervisors and County Conservationist Wucherpfenning.



EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Monday, January 7, 2018
TIME: 8:00 a.m.
PLACE: Wood County Courthouse, Room 114
Wisconsin Rapids, WI

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

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

The meeting was called to order by Chair Machon.

Public Comment – Chair Machon spoke to the Committee about what he is currently working on under the administrator role.

- o Met with Supervisor Curry, Jason Grueneberg from Planning & Zoning and Nancy Turyk from U.W. Extension to discuss Economic Development.
- o Will be meeting with Maintenance Manager Van Tassel and a couple realtors to discuss the 12th Street property for sale from the county.
- o Met with HR Director McGrath and Maintenance Manager Van Tassel regarding a Maintenance Planner role.
- o Meeting with the new Wisconsin Rapids Convention and Visitors Bureau Director about economic development.
- o Has attended AODA meetings and communicated with Human Services Director Vruwink and Supervisor Rozar regarding the use of county transportation for participants to meetings.

Supervisor Clendenning stated that Chair Machon's comments should be included in the minutes for the County Board packet.

Consent Agenda:

Supervisor Clendenning requested that pages 10,11,12,13,14,19 and 21 be pulled from the consent agenda for discussion.

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

Clendenning asked for clarification regarding the Finance Director's meeting with the Maintenance Manager regarding Purchasing.

Clendenning questioned the packet inserts regarding Government Finance Officers Association (GFOA). Cummings stated the information was part of this organization that the county belongs to.

Clendenning asked for an update from HR Director McGrath regarding the updates to the employee handbook. Director McGrath stated she will be bringing a draft handbook to the Committee for the March meeting.

Clendenning questioned the IT Director's letter of comments regarding the continued software needs for the expanded well water testing program. Director Kaup indicated she is continuing to work with the Health Department on this item.

Clendenning indicated he believes the Clerk of Courts should have gone to her committee first before meeting with the Maintenance Manager per his letter of comments. He indicated he is frustrated with the process.

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

Nancy Turyk from U.W Extension and Jason Grueneberg from Planning & Zoning gave update on the SolSmart certification process. Discussion ensued.

Motion (Clendenning/Rozar) to proceed with SolSmart certification for Wood County. Motion carried. Voting no: Fischer because they haven't spoken with local municipalities first.

Nancy Turyk reported she has begun meeting with department heads regarding strategic plans. A presentation will be made at the February County Board meeting.

Director Kaup stated one of the three Printer/Copier management programs is up for renewal so her Department has begun to review other vendor contracts. Discussion ensued.

Motion (Curry/Rozar) to proceed with the resolution regarding switching the current Printer/Copier management program. Motion failed.

Motion (Curry/Polach) to table the resolution until the February meeting in order to have time to get department head feedback. Motion passed unanimously.

Treasurer Gehrt stated Adam Tegen from the City's Rapids Rediscover program emailed her regarding their vacant property program. No dialog has been exchanged. She will provide additional information once it is received.

Treasurer Gehrt presented a resolution to sell a tax deed property.

Motion (Fischer/Rozar) to accept the resolution to sell a tax deed property. Motion carried unanimously.

Finance Director Cummings indicated the Dynamics program currently being used is two versions behind. An update will occur later this month.

Director Cummings indicated she has met with most committees regarding the consolidation of the Amazon accounts.

Director Cummings sent out a webinar invitation to all department heads regarding a presentation from US Bank on the topic of a County credit card. She indicated she will coordinate with US Bank to present to Committee in February. Supervisor Rozar stated that Cummings should also reach out to WoodTrust Bank.

Director Cummings reported she met with approximately 25 fiscal employees to gather SWOT analysis regarding accounting practices. She presented resolution #16-2-1 from February 16, 2016 which details a Wood County Accounting Policy. Discussion ensued. It was determined the Committee will review the policy details and follow-up with ways to implement the policy with oversight Committees input.

HR Director McGrath introduced Tim Deaton of The Horton Group. Mr. Deaton presented an overview of health plan total spend, large claim strata, and renewal projections. At the request of the Committee, Mr. Deaton discussed the timeline for going to market for health insurance, stop loss, and prescription plans. The impact of retirees on claims costs was discussed. Mr. Deaton also discussed with the Committee the client experience The Horton Group provides to Wood County and what that all entails.

Motion (Rozar/Clendenning) to commission Tim Deaton from The Horton Group to explore options in the market for health insurance, stop loss, and prescription plans through an RFP process. Motion carried unanimously.

McGrath presented the draft job description for the Administrative Coordinator and explained it has come from the Judicial and Legislative Committee (JLC). JLC has reviewed the draft as well as Corporation Counsel. Supervisor Clendenning asked whether the County Board Chair/Administrative Coordinator has a budget and it was determined that the funds for the Administrative Coordinator's supplies (such as a computer, phone, and printer) come from the County Clerk's budget. Additional discussion regarding the job description ensued. Supervisor Fischer stated there is a larger, philosophical conversation that needs to happen regarding the long-term plan on whether the County should hire an Administrative Coordinator or a County Administrator. Multiple supervisors questioned whether the Administrative Coordinator should be the County Board Chair, as it currently is or if it should be a stand-alone position. This stand-alone position could be an externally hired individual or an individual appointed (such as a Department Head, County Clerk or Corporation Counsel).

Motion (Fischer) to put the discussion of having an Administrative Coordinator or a County Administrator on the agenda of a future meeting. Motion failed due to lack of a second.

Supervisor Clendenning stated he will be putting the Administrative Coordinator job description on the next Judicial and Legislative Committee meeting agenda.

Agenda items for next meeting: Wage Plan Discussion
WCA Health Insurance Presentation (if presenter is available)

Ongoing monthly agenda item: Administrative Coordinator's Activity Report

The next Executive Committee meeting will be January 29, 2019 at 8:00 a.m. at River Block in the Health Department EOC.

The Chair adjourned the meeting at 10:25 p.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

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

January 7, 2019

[illegible]



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

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Letter of Comments – January 2019

- I talked with IT about the issues we experienced at the last county board meeting with the iPads getting disconnected from the wireless voting system. There are 6 wireless access points on the 3rd floor and for some reason, all wireless traffic routed to one access point, which overloaded it. IT will be testing a method to try and distribute that traffic over the multiple access points available. Hopefully that will help our issue. I appreciated your patience as we worked through that issue on county board day!
- We are gearing up for the Spring Elections. Candidates are circulating nomination papers and towns are starting to schedule their caucuses for the month of January. Forms and checklists we use in the office are being updated, supplies are getting ordered, and old election material is being disposed of as dictated by statutes. As of this writing, it is possibility that we will not need a primary, but I will not be betting any money one way or the other. Currently, there are two candidates filing for State Supreme Court Justice and one candidate filing for Court of Appeals. With those numbers, a primary would not be needed. What will remain to be seen is if any local races will require a primary.
- After moving into Cindy's office, I started going through some items she had. One of the items was a CD that had some old pictures downloaded on it. A bunch of them were construction shots of when the courthouse was built back in 1954-1956. I printed those and they are hanging in my office if you care to see them. They are pretty interesting. Another picture was of the 1972 County Board of Supervisors that was taken out in front of the building. I recognized a few faces on the photo but certainly not all. As so often is the case when I do not know something of historical nature, I emailed former County Clerk, Tony Ruesch. If you look closely, you will see him in the group, as he was a county board supervisor prior to being elected county clerk in 1982. Within 2 hours, he had emailed me back and had all of the supervisors identified. Tony mentioned in his return email that it was not uncommon for the board to have their picture taken since one of the supervisors was LaVern LaMere, who owned and operated LaMere Photography in Marshfield for many years. The picture is on the next page. See how many you recognize.....besides Tony!

Wood County Board of Supervisors 1972



Back row, right to left: LaVern LaMere, Thomas Reddin, Norman Koch, Al Reynolds, William Richardson, Marion Zakroczymski, Donald Randecker, George Peterson, Ernest Becker, Henry Ness, John Crook, August Keller, Jacob Marti, Peter Bymers, Arthur Hayward

Middle row, right to left: County Clerk Adrian Elvod, A.A. Hunter, Donald Kubisiak, Robert Braun, Kenneth Schraeder, Elmer Meyer, Andrew Hellner, Anthony Ruesch, Edward Timm, Frank Radamacher, Carl Guelcher, Joseph Reiman, Gerhardt Oberbeck

Front row, right to left: John Parkin, Wilbur Dix, Karl Zimmerman, James Leigh, Kenneth Shong, Harlem Clark, Charles Arnold, Walter Moody, William Schueller, Steve Pelot

Officers

Chairman	Andrew Hellner
1 st Vice Chairman	Elmer Meyer
2 nd Vice Chairman	Anthony Ruesch



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

January 7, 2019

To: Executive Committee

From: Marla Cummings, Finance Director

Subject: Finance Department Letter of Comments

Departmental Activities

Project completion target date of January 31, 2019 for the following:

- Amazon Business Account set up and finalized
- Employee portal
- Employee expense reimbursements on payroll checks versus a voucher check
- Dynamics Upgrade
- Enterprise Vehicle Lease Program analysis

Ongoing projects:

- Budget Software with a target release date of March 2019
- There will be a WebEx held on January 17th for Department heads on the Purchase-card system. The vendor will be at the February Executive Committee meeting to answer any questions the committee or department heads might have on the Purchase-card system
- Encumbrances and workflow
- Laserfiche set up for accounts payable
- Strategic Planning for the Finance Department
 - On December 11th we meet with around 25 individuals that have fiscal responsibilities and did a Strengths, Weakness, Opportunity, and Threats analysis (SWOT)
 - We will be meeting again on January 8th with the Highway Accountant, Fiscal Services Manager, Assistant Fiscal Services manager, Deputy Finance Director and myself
- Year end and Audit
 - The auditors will be on site on January 10th for preliminary field work. The audit dates are set for May 6th through the 17th

Meetings, Webinars and Conferences

- Weekly Status Call with the Budgeting Software Vendor
- Met with the Maintenance Director on Purchasing
- TID Review Board for Biron
- TID Review Board for Marshfield
- SWOT Analysis (Around 25 Wood County employees meet and worked on the SWOT)
- Attended Oversight Committee meetings
- GAAP Update Webinar

Budget to Actual Income Statement

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



GFOA Best Practice

Purchasing Card Programs

Background. The purpose of a purchasing card (also known as a procurement card or P-Card) program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. This type of program is used as an alternative to the traditional purchasing process and can result in a significant reduction in the volume of purchase orders, invoices, and checks processed. Purchasing cards can be used whenever a purchase order, check request, or petty cash would have been processed and with any vendor that accepts credit cards.

There are numerous benefits to a purchasing card program. Benefits to the cardholder can include:

1. convenience of purchasing without a purchase order,
2. expedited delivery of goods,
3. better pricing on goods,
4. expanded list of merchants from whom purchases can be made, and
5. reduced paperwork.

Benefits to the government can include:

1. simplified purchasing and payment process,
2. lower overall transaction processing costs per purchase,
3. increased management information on purchasing histories,
4. reduced paperwork,
5. decentralized procurement function,
6. the ability to set and control purchasing dollar limits,
7. the ability to control purchases to specific merchant categories and vendors, and
8. receipt of rebates from the bank based upon dollar volume of total purchases.

Benefits to the vendor include:

1. expedited payments,
2. reduced paperwork, and
3. lowered risk of nonpayment.

Purchasing cards may be issued in a designated individual's name and/or the government's name clearly indicated on the card as the buyer of goods and services.

The purchasing card and any transactions made with the card may become a liability of the governmental entity. For this reason, it is important that governments be aware of the risks related to the use of purchasing cards and establish controls to address those risks.

Disadvantages of purchasing cards include:

1. the potential for duplicate payments to vendors, unless payments are recorded by individual vendor within the accounting system,
2. the perception in the public about issuing "credit cards" to employees may be negative, and
3. the potential for abuse despite the controls available with purchasing cards.

Recommendation. GFOA recommends that governments explore the use of purchasing cards to improve the efficiency of their purchasing procedures. A competitive process should be used to select a purchasing card provider.

Consideration should be given to vendors who can provide:

- automated approval and reconciliation software. This software should provide for the ability to integrate to the entity's accounting records in a timely fashion;
- a program that is simple and easy to use;
- comprehensive control restrictions for single transactions, the number and amounts authorized per day and per cycle; and restrictions on the types of vendors and merchant category codes with which the card may be used;
- provisions for handling questioned items and chargebacks;
- a broad selection of reports or ad hoc reporting ability;
- training materials;
- customer support; and
- program rebates.

Governments need to maintain appropriate controls, in accordance with their purchasing policy, to ensure the ongoing success of a purchasing card program. These controls should include: written agreements with banks, which include fee schedules, processing procedures, and security requirements;

1. written policies and procedures for internal staff, including:
 - a. instructions on employee responsibility and written acknowledgments signed by the employee
 - b. ongoing training of cardholders and supervisors
 - c. spending and transaction limits for each cardholder both per transaction and on a monthly basis
 - d. written requests for higher spending limits
 - e. recordkeeping requirements, including review and approval processes

- f. clear guidelines on the appropriate uses of purchasing cards, including approved and unapproved Merchant Category Codes (MCC)
 - g. guidelines for making purchases by telephone and fax or over the Internet
 - h. periodic audits for card activity and retention of sales receipts and documentation of purchases
 - i. timely reconciliation by cardholders and supervisors
 - j. procedures for handling disputes and unauthorized purchases
 - k. procedures for card issuance and cancellation, lost or stolen cards, and employee termination
 - l. segregation of duties for payment approvals, accounting, and reconciliations
 - m. regular review of spending per vendor and merchant category codes
2. systems to ensure compliance with IRS 1099 reporting regulations.

References.

Banking Services: A Guide for Governments, Nicholas Greifer, GFOA, 2004.

An Elected Official's Guide to Procurement, GFOA, 1995.

Approved by the GFOA's Executive Board, February, 2011.

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

	Actual	2018 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$25,645,545.96	\$25,645,906.00	(\$360.04)	0.00%
41150 Forest Cropland/Managed Forest Land	52,447.18	20,000.00	32,447.18	162.24%
41220 General Sales and Retailers' Discount	192.52	180.00	12.52	6.96%
41221 County Sales Tax	5,521,248.10	6,046,482.00	(525,233.90)	(8.69%)
41230 Real Estate Transfer Fees	152,577.14	85,000.00	67,577.14	79.50%
41800 Interest and Penalties on Taxes	607,666.88	405,000.00	202,666.88	50.04%
41910 Payments in Lieu of Taxes	18,181.20	18,500.00	(318.80)	(1.72%)
Total Taxes	31,997,858.98	32,221,068.00	(223,209.02)	(0.69%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,200.00	(1,200.00)	(100.00%)
43410 State Aid-Shared Revenue	3,062,254.87	3,059,556.00	2,698.87	0.09%
43430 State Aid-Other State Shared Revenues	215,355.87	291,141.00	(75,785.13)	(26.03%)
43511 State Aid-Victim Witness	40,591.72	81,150.00	(40,558.28)	(49.98%)
43512 State Aid-Courts	382,039.91	378,464.00	3,575.91	0.94%
43514 State Aid-Court Support Services	58,441.00	57,000.00	1,441.00	2.53%
43516 State Aid-Modernization Grants	83,120.00	58,120.00	25,000.00	43.01%
43521 State Aid - Law Enforcement	142,189.74	136,500.00	5,689.74	4.17%
43523 State Aid-Other Law Enforcement	18,736.00	18,000.00	736.00	4.09%
43528 State Aid-Emergency Government	58,213.65	93,250.00	(35,036.35)	(37.57%)
43531 State Aid-Transportation	2,096,591.94	2,096,592.00	(0.06)	0.00%
43534 State Aid-LRIP	450,238.17		450,238.17	0.00%
43549 State Aid-Private Sewage	33,582.00	20,000.00	13,582.00	67.91%
43551 State Aid-Health Grants	74,795.00	75,078.00	(283.00)	(0.38%)
43554 State Aid-Health WIC Program	256,316.00	388,380.00	(132,064.00)	(34.00%)
43557 State Aid-Health Consolidated Contract	65,058.00	80,000.00	(14,942.00)	(18.68%)
43560 State Aid-Grants	58,932.00	66,317.00	(7,385.00)	(11.14%)
43561 State Aids	10,992,709.63	11,292,655.00	(299,945.37)	(2.66%)
43567 State Aid-Transportation	205,315.15	203,436.00	1,879.15	0.92%
43568 State Aid-Child Support	734,591.97	928,443.00	(193,851.03)	(20.88%)
43571 State Aid-UW Extension		11,500.00	(11,500.00)	(100.00%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint	78,997.73	67,925.00	11,072.73	16.30%
43576 State Aid-Parks		62,500.00	(62,500.00)	(100.00%)
43581 State Aid-Forestry	46,750.25	47,489.00	(738.75)	(1.56%)
43586 State Aid-Land Conservation	250,495.89	296,358.00	(45,862.11)	(15.48%)
43640 State Aid-Co Share Managed Forest Lands	21,089.07	20,000.00	1,089.07	5.45%
43690 State Aid-Forestry Roads	3,248.56	3,280.00	(31.44)	(0.96%)
Total Intergovernmental	19,429,654.12	19,841,849.00	(412,194.88)	(2.08%)
Licenses and Permits				
44100 Business and Occupational Licenses	399,458.32	342,924.00	56,534.32	16.49%
44101 Utility Permits	1,450.00	1,050.00	400.00	38.10%
44102 Driveway Permits	940.00	860.00	80.00	9.30%
44200 DNR & ML Fees	49,100.54	22,500.00	26,600.54	118.22%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,475.00	1,025.00	450.00	43.90%
44300 Sanitary Permit Fees	41,975.00	45,000.00	(3,025.00)	(6.72%)
44411 County Planner Plat Review Fees	2,210.00	2,500.00	(290.00)	(11.60%)
44412 Wisconsin Fund Application Fees	1,050.00	750.00	300.00	40.00%
44413 Shoreland zoning Fees & Permits	3,547.50	4,250.00	(702.50)	(16.53%)
44415 HT Database Annual Fee	60,580.00	56,000.00	4,580.00	8.18%
Total Licenses and Permits	561,786.36	477,859.00	83,927.36	17.56%
Fines, Forfeits and Penalties				
45110 Ordinances Violations	4,002.61	1,700.00	2,302.61	135.45%
45115 County Share of Occupational Driver	380.00	200.00	180.00	90.00%
45120 County Share of State Fines and Forfeitures	142,241.14	160,000.00	(17,758.86)	(11.10%)
45123 County Parks Violation Fee	852.94	750.00	102.94	13.73%
45130 County Forfeitures Revenue	88,793.55	110,000.00	(21,206.45)	(19.28%)
45191 Private Sewage Fines	13,969.00	20,000.00	(6,031.00)	(30.16%)
Total Fines, Forfeits and Penalties	250,239.24	282,650.00	(42,410.76)	(14.49%)
Public Charges for Services				
46110 County Clerk-Passport Fees	27,165.00	20,000.00	7,165.00	35.83%
46121 Treasurer Fees-Redemption Notices	7,001.61	3,000.00	4,001.61	133.39%
46122 Property Conversion Charges	1,501.20	100.00	1,401.20	1,401.20%
46130 Register of Deeds-Fees	316,508.66	309,000.00	7,508.66	2.43%
46131 Register of Deeds-Laredo Tapestry	6,499.99		6,499.99	0.00%
46135 Land Record-Fees	89,328.00	92,880.00	(3,552.00)	(3.82%)
46140 Court Fees	157,190.73	174,500.00	(17,309.27)	(9.92%)
46141 Court Fees and Costs-Marriage Counseling	12,581.60	12,300.00	281.60	2.29%

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

	Actual	2018 Budget	Variance	Variance %
46142 Court/Juvenile	23,659.46	20,000.00	3,659.46	18.30%
46143 Other Professional Reimbursements	17,369.24	15,120.00	2,249.24	14.88%
46144 Circuit Court Branch I	32,735.77	28,600.00	4,135.77	14.46%
46146 Circuit Court Branch III	17,351.00	5,817.00	11,534.00	198.28%
46191 Public Chgs-Clerk	7,180.00	8,000.00	(820.00)	(10.25%)
46192 Public Chgs-Temp Licenses	8,011.00	7,000.00	1,011.00	14.44%
46194 County Clerk Copy Fees	150.00	425.00	(275.00)	(64.71%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	1,405,537.91	1,441,717.00	(36,179.09)	(2.51%)
46210 Sheriff-Public Charges	150.00	400.00	(250.00)	(62.50%)
46211 Sheriff Revenue-Civil Process Fees	60,539.00	60,000.00	539.00	0.90%
46212 Sheriff Cost Reimbursement/Witness Fees	59,650.61	52,000.00	7,650.61	14.71%
46214 Reserve Deputy Revenue	20,249.28	12,000.00	8,249.28	68.74%
46215 Sheriff Escort Service	37,127.73	29,000.00	8,127.73	28.03%
46216 Restitution	825.33	300.00	525.33	175.11%
46217 OWI Restitution	2,057.48	1,600.00	457.48	28.59%
46221 Public Chgs-Coroner Cremation	38,610.00	60,000.00	(21,390.00)	(35.65%)
46230 Death Certificates	12,800.00	15,000.00	(2,200.00)	(14.67%)
46241 Jail Surcharge	29,969.57	38,000.00	(8,030.43)	(21.13%)
46242 Huber/Electronic Monitoring	256,692.19	252,044.00	4,648.19	1.84%
46243 Inmate Booking/Processing Fee	15,540.02	21,000.00	(5,459.98)	(26.00%)
46244 Other County Transports	16,602.76	23,000.00	(6,397.24)	(27.81%)
46245 Jail Stay Fee	34,604.71	50,370.00	(15,765.29)	(31.30%)
46291 Public Chgs-ID Cards	20.00		20.00	0.00%
46330 Public Chgs-Ho Chunk/AODA	27,500.00	27,500.00		0.00%
46510 Public Chgs-Crisis Stabilization	415,056.91	677,225.00	(262,168.09)	(38.71%)
46520 Institutional Care-Private Pay	1,303,016.37	1,049,475.00	253,541.37	24.16%
46521 Institutional Care-Other Pay	7,500.00	6,800.00	700.00	10.29%
46525 Public Chgs- Medicare	2,514,316.98	3,543,571.00	(1,029,254.02)	(29.05%)
46526 Public Chgs- Medicaid	4,021,090.84	5,883,458.00	(1,862,367.16)	(31.65%)
46527 Public Chgs-Veterans EVV	51,110.60		51,110.60	0.00%
46530 Public Charges	5,144,393.98	4,873,724.00	270,669.98	5.55%
46531 Public Chgs- Private Insurance	839,863.50	1,936,512.00	(1,096,648.50)	(56.63%)
46532 Public Chgs-County Responsible	127,044.64	217,475.00	(90,430.36)	(41.58%)
46533 Public Chgs-NW Mental Health Inpatient	368,402.49	319,464.00	48,938.49	15.32%
46534 Public Chgs-NW Mental Health Inpatient	1,812,689.53	1,311,122.00	501,567.53	38.25%
46536 Third Party Awards & Settlements	301,832.00	232,688.00	69,144.00	29.72%
46537 Contractual Adjustment	(4,437,558.97)	(4,643,902.00)	206,343.03	(4.44%)
46590 Provision for Bad Debts-Edgewater	(11,000.00)	(12,000.00)	1,000.00	(8.33%)
46621 Child Support-Genetic Tests	3,460.59	4,500.00	(1,039.41)	(23.10%)
46623 Child Support-Filing Fees	110.00	200.00	(90.00)	(45.00%)
46624 Child Support-Service Fees	12,715.81	12,000.00	715.81	5.97%
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	536,803.60	475,000.00	61,803.60	13.01%
46771 UW-Extension Publication Revenue	52.00		52.00	0.00%
46772 UW-Extension Project Revenue	7,048.64	4,050.00	2,998.64	74.04%
46813 County Forest Revenue	408,704.98	385,000.00	23,704.98	6.16%
46825 Land Conservation Fees & Sales	82,676.83	63,525.00	19,151.83	30.15%
46826 Private Sewage Charges	1,530.00	3,000.00	(1,470.00)	(49.00%)
Total Public Charges for Services	16,253,571.17	19,124,160.00	(2,870,588.83)	(15.01%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	523,825.85	580,700.00	(56,874.15)	(9.79%)
47230 State Charges	1,131,874.80	1,403,610.00	(271,735.20)	(19.36%)
47231 State Charges-Highway	223,390.39	250,030.00	(26,639.61)	(10.65%)
47232 State Charges-Machinery	2,134,812.24	2,177,319.00	(42,506.76)	(1.95%)
47250 Intergovernmental Transfer Program Rev	870,073.60	511,615.00	358,458.60	70.06%
47300 Local Gov Chgs	322,392.00	561,660.00	(239,268.00)	(42.60%)
47310 Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)
47320 Local Gov Chgs-Public Safety	31,728.23	29,000.00	2,728.23	9.41%
47330 Local Gov Chgs-Transp	1,636,418.86	1,207,485.00	428,933.86	35.52%
47332 Local Gov Chgs-Roads	383,382.21	403,360.00	(19,977.79)	(4.95%)
47333 Local Gov Chgs-Bridges	116,357.01	27,440.00	88,917.01	324.04%
47350 Local Gov Chgs-Hlth & Human Svcs	73,779.00	69,050.00	4,729.00	6.85%
47351 Local Gov Chgs-Other Governments	3,080.00	2,000.00	1,080.00	54.00%
47391 Local Gov Chgs-BNI (Materials)	1,684.01	3,200.00	(1,515.99)	(47.37%)
47392 Local Gov Chgs-BNI (Staff)	466.50	800.00	(333.50)	(41.69%)
47393 Local Gov Chgs-Work Relief	3,094.90	5,000.00	(1,905.10)	(38.10%)
47395 Local Gov Chgs-EM Vehicles	4,104.18	5,000.00	(895.82)	(17.92%)
47396 Local Gov Chgs-EM Equipment	2,215.00	800.00	1,415.00	176.88%
Total Charges to Other Governments	7,462,678.78	7,260,069.00	202,609.78	2.79%
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	10,025,722.73	10,157,960.00	(132,237.27)	(1.30%)

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

		2018		
		Actual	Budget	Variance
				Variance %
47411	Dept Charges-Purchasing	34,118.76	73,303.00	(39,184.24)
47412	Dept Charges-Insurance	474,893.58	475,000.00	(106.42)
47413	Dept Charges-Gen Govt	617,731.55	503,569.00	114,162.55
47415	Dept Charges-Systems	291,159.06	295,155.00	(3,995.94)
47421	Dept Charges-Public Safety	27,861.15	21,000.00	6,861.15
47430	Dept Charges-Bldg Rent	916,274.88	919,124.00	(2,849.12)
47432	Dept Charges-Rent Unified		704.00	(704.00)
47435	Dept Charges-Sheriff Lockup Rent	16,392.00	16,000.00	392.00
47438	Dept Charges-Riverblock Rent	585,996.00	575,520.00	10,476.00
47440	Dept Charges	3,298.00	3,400.00	(102.00)
47460	Dept Charges-Drug Court	67,000.00	73,000.00	(6,000.00)
47470	Dept Charges-Highway	2,699,942.56	2,459,263.00	240,679.56
	Total Interdepartmental Charges	15,760,390.27	15,572,998.00	187,392.27
	Total Intergovernmental Charges for Services	23,223,069.05	22,833,067.00	390,002.05
Miscellaneous				
48000	Miscellaneous	657,251.61		657,251.61
48100	Interest	90.46	80.00	10.46
48110	Interest-Capital Projects	7.41	10.00	(2.59)
48113	Unrealized Gain/Loss on Investment	1,555.65	48,430.00	(46,874.35)
48114	Interest-Investment	176,196.52	115,959.00	60,237.52
48115	Interest-General Investment	160,433.68	25,000.00	135,433.68
48116	Interest-Section 125 & Health	592.30	219.00	373.30
48117	Interest-Clerk of Courts	306.46	300.00	6.46
48200	Rental Income	134,191.39	134,931.00	(739.61)
48201	Rental Income- CSP/CCS		50,400.00	(50,400.00)
48300	Gain/Loss-Sale of Property	225,349.21	53,000.00	172,349.21
48320	Gain/Loss-Sale of Surplus Property	2,651.00	500.00	2,151.00
48340	Gain/Loss-Sale of Salvage and Waste	8,392.44	6,700.00	1,692.44
48440	Insurance Recoveries-Other	1,982,626.82	487,000.00	1,495,626.82
48500	Donations	577,484.24	1,629,800.00	(1,052,315.76)
48501	Donations-Designated Projects	220.00		220.00
48502	Donations-Veterans Loan Repayment	956.92		956.92
48503	Donations-Services ATV Club	3,837.27	6,000.00	(2,162.73)
48510	Donations	467,000.00		467,000.00
48540	Donations & Contributions	29,375.30	20,000.00	9,375.30
48830	Recovery of PYBD & Contractual Adj	50,627.92	46,500.00	4,127.92
48860	Revenue from Meals	16,963.88	20,000.00	(3,036.12)
48880	Food Vending Machine Income	3,719.00	4,500.00	(781.00)
48900	Other Miscellaneous Revenue	63,213.41	39,125.00	24,088.41
48901	Other/Miscellaneous Revenue	4,770.98	1,500.00	3,270.98
48910	Vending/Cafeteria Revenue	8,259.95	11,000.00	(2,740.05)
48920	Vending Machine Revenue	4,115.35	4,600.00	(484.65)
48940	Canteen Income		500.00	(500.00)
48970	Rental Income- NHC, Health Annex	17,508.00	17,508.00	
48980	Misc/Other Workshop Revenue	11.38	100.00	(88.62)
48990	Other Operating Income	2,445.78	2,500.00	(54.22)
48991	Copier Revenue	1,496.85	2,000.00	(503.15)
	Total Miscellaneous	4,601,651.18	2,728,162.00	1,873,489.18
Other Financing Sources				
49110	Proceeds from Long-Term Debt	34,400.00		34,400.00
49210	Transfer from General Fund		260,000.00	(260,000.00)
49220	Transfer from Special Revenue	5,069,966.78	6,086,765.00	(1,016,798.22)
49270	Transfer from Internal Service		283,903.00	(283,903.00)
	Total Other Financing Sources	5,104,366.78	6,630,668.00	(1,526,301.22)
TOTAL REVENUES		101,422,196.88	104,149,483.00	(2,727,286.12)
EXPENDITURES				
General Government				
51120	Committees & Commissions	175,349.88	202,513.00	27,163.12
51212	Circuit Court Branch I	354,106.36	395,614.00	41,507.64
51213	Circuit Court Branch II	109,562.76	119,902.00	10,339.24
51214	Circuit Court Branch III	119,606.21	124,761.00	5,154.79
51215	Drug Court	209,908.07	215,817.00	5,908.93
51217	Clerk of Courts-Divorce Mediation	14,400.00	17,000.00	2,600.00
51220	Family Court Commissioner	83,133.90	105,233.00	22,099.10
51221	Clerk of Courts	1,239,563.05	1,353,334.00	113,770.95
51231	Coroner	119,749.19	139,842.00	20,092.81
51310	District Attorney	274,335.22	304,049.00	29,713.78
51315	Victim Witness Program	146,804.43	156,044.00	9,239.57
51316	Task Force	240.00	900.00	660.00
51320	Corporation Counsel	262,113.56	271,297.00	9,183.44

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

		2018	Variance	Variance %
	Actual	Budget		
51330	Child Support	943,487.11	1,022,205.00	78,717.89
51420	County Clerk	284,841.92	323,430.00	38,588.08
51424	County Clerk-Postage Meter	10,618.52	14,300.00	3,681.48
51430	Health Benefit Payments	11,703,692.47	11,678,993.00	(24,699.47)
51431	Health-Wellness	262,694.38	283,903.00	21,208.62
51433	Human Resources-Labor Relations	22,612.97	28,200.00	5,587.03
51435	Human Resources-Personnel	416,794.89	437,707.00	20,912.11
51436	Human Resources-Programs	198.72	3,670.00	3,471.28
51440	County Clerk-Elections	85,622.13	94,621.00	8,998.87
51450	Data Processing	1,577,083.40	1,804,291.00	227,207.60
51451	Voice over IP	107,510.90	128,000.00	20,489.10
51452	PC Replacement	200,046.73	200,600.00	553.27
51453	Co Clerk-Inform & Commun	13,230.67	18,500.00	5,269.33
51510	Finance	373,209.95	380,313.00	7,103.05
51520	Treasurer	386,978.29	429,490.00	42,511.71
51550	Purchasing	48,854.71	51,970.00	3,115.29
51590	Contingency		245,324.00	245,324.00
51611	Bldg Maint-Courthouse and Jail	1,045,799.62	1,152,179.00	106,379.38
51630	Bldg Maint-Unified Svcs Building	9,190.46	10,889.00	1,698.54
51640	Bldg Maint-Joint Use Building	6,240.39	11,851.00	5,610.61
51650	Bldg Maint-Sheriff Lockup	2,371.04	4,547.00	2,175.96
51660	Bldg Maint-CBRF's	3,903.62	7,471.00	3,567.38
51670	Bldg Maint-River Block	391,654.64	681,520.00	289,865.36
51710	Register of Deeds	386,702.89	423,055.00	36,352.11
51711	Register of Deeds-Redaction	26,262.06	32,387.00	6,124.94
51931	Property and Liability Insurance	542,099.35	612,071.00	69,971.65
51933	Workers Comp Insurance	203,589.44	491,569.00	287,979.56
	Total General Government	22,164,163.90	23,979,362.00	1,815,198.10
	Public Safety			
52110	Sheriff-Administration	2,371,047.93	2,641,365.00	270,317.07
52130	Radio Engineer	169,504.26	232,110.00	62,605.74
52131	Sheriff-Indian Law Enforce	23,074.10	33,933.00	10,858.90
52140	Sheriff-Traffic Police	2,874,297.90	3,065,437.00	191,139.10
52150	Sheriff-Civil Svc Comm		1,000.00	1,000.00
52510	Emer Mgmt-SARA Title III	34,430.38	52,085.00	17,654.62
52520	Emergency Management	273,427.91	323,272.00	49,844.09
52601	Dispatch	1,609,716.66	1,784,049.00	174,332.34
52530	Emer Mgmt-Bldg Numbering	4,332.32	3,000.00	(1,332.32)
52540	Emer Mgmt-Work Relief	160,912.66	140,926.00	(19,986.66)
52710	Sheriff-Jail	2,251,033.32	2,505,702.00	254,668.68
52712	Sheriff-Electronic Monitoring	169,654.46	183,188.00	13,533.54
52713	Sheriff-PT Transp/Safekeeper	1,063,878.90	1,066,197.00	2,318.10
52721	Sheriff-Jail Surcharge	108,391.47	187,570.00	79,178.53
	Total Public Safety	11,113,702.27	12,219,834.00	1,106,131.73
	Public Works-Highway			
53110	Hwy-Administration	307,061.74	288,760.00	(18,301.74)
53120	Hwy-Engineer	194,603.15	245,004.85	50,400.85
53191	Hwy-Other Administration	332,251.54	335,112.00	2,860.46
53210	Hwy-Employee Taxes & Benefits	(666,029.25)		666,029.25
53220	Hwy-Field Tools	(32,898.81)	13,236.00	46,134.81
53230	Hwy-Shop Operations	260,158.80	280,244.00	20,085.20
53232	Hwy-Fuel Handling	9,872.37	12,100.00	2,227.63
53240	Hwy-Machinery Operations	1,029,155.19	1,711,623.00	682,467.81
53260	Hwy-Bituminous Ops	247,613.97	226,200.00	(21,413.97)
53262	Hwy-Bituminous Ops	4,136.68	111,922.00	107,785.32
53266	Hwy-Bituminous Ops	2,153,764.51	2,107,491.00	(46,273.51)
53270	Hwy-Buildings & Grounds	190,774.61	164,134.00	(26,640.61)
53290	Hwy-Salt Brine Operations	42,014.49		(42,014.49)
53291	Hwy-Salt Brine Operations	265.51		(265.51)
53281	Hwy-Acquisition of Capital Assets	497,916.53		(497,916.53)
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	1,547,306.34	1,655,124.00	107,817.66
53312	Hwy-Snow Remov	945,673.36	939,941.00	(5,732.36)
53313	Hwy-Maintenance Gang	148,887.54	134,103.00	(14,784.54)
53314	Hwy-Maint Gang-Materials	2,214.74	1,235.00	(979.74)
53320	Hwy-Maint STHS	1,108,824.57	1,364,109.00	255,284.43
53323	Hwy-Maint STHS PBM	81,903.91	52,600.00	(29,303.91)
53330	Hwy-Local Roads	1,647,505.64	1,187,637.00	(459,868.64)
53340	Hwy-County-Aid Road Construction	442,641.69	444,834.00	2,192.31
53341	Hwy-County-Aid Bridge Construction	155,557.69	200,269.00	44,711.31

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

	Actual	2018 Budget	Variance	Variance %
53490 Hwy-State & Local Other Services	310,826.00	552,901.00	242,075.00	43.78%
Total Public Works-Highway	10,962,002.51	12,031,879.00	1,069,876.49	8.89%
Health and Human Services				
54121 Health-Public Health	1,677,087.15	1,780,025.00	102,937.85	5.78%
54122 Health-WIC Program	359,623.51	388,380.00	28,756.49	7.40%
54128 Health-Public Health Grants	78,673.55	80,000.00	1,326.45	1.66%
54129 Humane Officer	38,708.73	35,519.00	(3,189.73)	(8.98%)
54130 Health-Dental Sealants	119,991.49	128,779.00	8,787.51	6.82%
54132 Adams-Juneau Sanitation	271,472.94	308,214.00	36,741.06	11.92%
54210 Edgewater-Nursing	3,812,459.53	4,119,094.00	306,634.47	7.44%
54211 Edgewater-Housekeeping	129,014.43	131,548.00	2,533.57	1.93%
54212 Edgewater-Dietary	642,413.19	731,423.00	89,009.81	12.17%
54213 Edgewater-Laundry	58,964.19	150,061.00	91,096.81	60.71%
54214 Edgewater-Maintenance	346,119.35	382,204.00	36,084.65	9.44%
54217 Edgewater-Activities	156,552.99	169,940.00	13,387.01	7.88%
54218 Edgewater-Social Services	139,915.69	156,283.00	16,367.31	10.47%
54219 Edgewater-Administration	593,664.80	628,781.00	35,116.20	5.58%
54315 Mental Health/AODA Ho Chunk	27,500.00	27,500.00	0.00	0.00%
54316 Mental Institutions State Charge		360.00	360.00	100.00%
54317 Human Services Crisis Stabilization	439,710.54	483,116.00	43,405.46	8.98%
54324 Norwood-SNF-CMI	1,010,314.27	1,057,175.00	46,860.73	4.43%
54325 Norwood SNF TBI	879,322.00	1,013,060.00	133,738.00	13.20%
54326 Norwood-Inpatient	3,179,007.99	3,348,009.00	169,001.01	5.05%
54350 Norwood-Dietary	1,080,770.33	1,104,390.00	23,619.67	2.14%
54351 Norwood-Plant Ops & Maint	801,862.65	840,365.00	38,502.35	4.58%
54363 Norwood-Medical Records	157,735.31	168,904.00	11,168.69	6.61%
54365 Norwood-Administration	1,207,954.24	1,244,555.00	36,600.76	2.94%
54401 Human Services-Child Welfare	3,227,327.09	3,580,277.00	352,949.91	9.86%
54405 Human Services-Youth Aids	3,048,914.82	3,310,128.00	261,213.18	7.89%
54410 Human Services-Child Care	122,264.74	140,048.00	17,783.26	12.70%
54413 Human Services-Transportation	311,328.70	369,706.00	58,377.30	15.79%
54420 Human Services-ESS	1,308,402.86	1,410,902.00	102,499.14	7.26%
54425 Human Services-FSET	2,611,825.61	2,789,886.00	178,060.39	6.38%
54435 Human Services-LIEAP	113,183.18	125,628.00	12,444.82	9.91%
54440 Human Services-Birth to Three	456,443.77	486,247.00	29,803.23	6.13%
54445 Human Services-Childrens COP	234,507.71	291,898.00	57,390.29	19.66%
54450 Human Services-Childrens Waivers	215,483.10	249,481.00	33,997.90	13.63%
54455 Human Services-CSP	505,375.25	569,147.00	63,771.75	11.20%
54460 Human Services-OPC MH	1,235,838.19	1,377,982.00	142,143.81	10.32%
54465 Human Services-CCS	1,810,274.14	1,760,681.00	(49,593.14)	(2.82%)
54470 Human Services-Crisis Legal Svc	714,765.40	724,832.00	10,066.60	1.39%
54475 Human Services-MH Contr COP	949,370.91	1,538,677.00	589,306.09	38.30%
54480 Human Services-OPC AODA	433,440.05	484,555.00	51,114.95	10.55%
54485 Human Services-OPC Day Treatment	78,092.20	80,368.00	2,275.80	2.83%
54495 Human Services-AODA Contract	48,264.58	136,100.00	87,835.42	64.54%
54500 Human Services-Administration	3,144,754.54	3,253,780.00	109,025.46	3.35%
54611 Aging-Committee on Aging	131,389.81	198,278.00	66,888.19	33.73%
54710 Veterans-Veterans Relief	5,341.33	5,411.00	69.67	1.29%
54720 Veterans-Veterans Service Officer	306,930.64	330,151.00	23,220.36	7.03%
54730 Veterans Relief Donations	15.79	300.00	284.21	94.74%
54740 Veterans-Care of Veterans Graves	2,858.01	2,865.00	6.99	0.24%
54750 Veterans-WDVA Grant	9,953.20	11,500.00	1,546.80	13.45%
Total Health and Human Services	38,235,184.49	41,706,513.00	3,471,328.51	8.32%
Culture, Recreation and Education				
55112 County Aid to Libraries	891,144.00	891,144.00		0.00%
55210 County Parks	1,561,963.66	1,625,697.00	63,733.34	3.92%
55441 Maintenance Snowmobile Trails	75,006.81	67,925.00	(7,081.81)	(10.43%)
55442 ATV Maintenance	9,467.26	12,715.00	3,247.74	25.54%
55460 Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620 UW-Extension	448,331.32	516,662.00	68,330.68	13.23%
55630 UW-Extension Center-Marshfield	48,082.00	48,082.00		0.00%
55650 UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660 UW-Extension Projects	25,097.10	27,700.00	2,602.90	9.40%
55661 UW-Ext Farm Technology Days	(20,000.00)	43,000.00	63,000.00	146.51%
Total Culture, Recreation and Education:	3,096,092.15	3,289,925.00	193,832.85	5.89%
Conservation and Development				
56111 State Forestry Roads	3,090.78	3,300.00	209.22	6.34%
56121 Land Conservation	230,608.26	241,959.00	11,350.74	4.69%
56122 DATCP Grant	184,482.00	250,593.00	66,111.00	26.38%
56123 Wildlife Damage Abatement	64,607.09	80,785.00	16,177.91	20.03%

1/2/2019

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

	Actual	2018 Budget	Variance	Variance %
56125 Non-Metalic Mining Reclamation	36,059.48	40,054.00	3,994.52	9.97%
56127 Don Aron Memorial Fund	21,018.14	22,000.00	981.86	4.46%
56310 County Planner	356,644.58	369,261.00	12,616.42	3.42%
56320 Land Record	122,480.07	255,729.00	133,248.93	52.11%
56340 Surveyor	44,701.90	44,750.00	48.10	0.11%
56730 Transp & ED-Airport Aid	17,500.00	17,500.00		0.00%
56740 Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%
56750 Transp & Economic Develop	141,075.00	141,075.00		0.00%
56780 CDBG-ED	590.73	30,000.00	29,409.27	98.03%
56911 State Wildlife Habitat	1,935.00	2,500.00	565.00	22.60%
56913 Park & Forestry Capital Proj	34,330.75	165,063.00	130,732.25	79.20%
56943 Private Sewage System	186,940.58	196,939.00	9,998.42	5.08%
Total Conservation and Development	1,523,408.46	1,938,853.00	415,444.54	21.43%
Capital Outlay				
57121 Cap Projects-Parks	118,901.15	140,000.00	21,098.85	15.07%
57127 Cap Projects-Computers	91,210.28	93,000.00	1,789.72	1.92%
57208 Cap Projects-Dispatch	38,041.00	40,000.00	1,959.00	4.90%
57213 Cap Projects-Emergency Management		225,000.00	225,000.00	100.00%
57216 Cap Projects-Computer Software	28,112.21	29,000.00	887.79	3.06%
57310 Highway Capital Projects	4,246,825.70	2,499,999.00	(1,746,826.70)	(69.87%)
57412 Cap Projects-Edgewater	324,520.31	337,367.00	12,846.69	3.81%
57420 Cap Projects-Norwood	164,816.24	196,500.00	31,683.76	16.12%
57640 UW Remodeling/Construction	166,400.12	111,000.00	(55,400.12)	(49.91%)
57930 Depreciation & Amortization	(1,737.00)		1,737.00	0.00%
57940 Depreciation & Amortization	220,714.45		(220,714.45)	0.00%
Total Capital Outlay	5,397,804.46	3,671,866.00	(1,725,938.46)	(47.00%)
Debt Service				
58140 Debt Service Principal-Highway	4,605,000.00	4,605,000.00		0.00%
58240 Debt Service Interest-Highway	557,485.30	557,817.00	331.70	0.06%
58295 Paying Agent & Fiscal Charges	41,626.04		(41,626.04)	0.00%
Total Debt Service	5,204,111.34	5,162,817.00	(41,294.34)	(0.80%)
Other Financing Uses				
59210 Transfers to General Fund	5,069,966.78	6,532,243.00	1,462,276.22	22.39%
59220 Transfer to Special Revenue		12,162.00	12,162.00	100.00%
59270 Transfer to Internal Service		(138,847.00)	(138,847.00)	100.00%
Total Other Financing Uses	5,069,966.78	6,405,558.00	1,335,591.22	20.85%
TOTAL EXPENDITURES	102,766,436.36	110,406,607.00	7,640,170.64	6.92%
NET INCOME (LOSS) *	(1,344,239.48)	(6,257,124.00)	4,912,884.52	(78.52%)

RESOLUTION# 16-2-1

Introduced by Executive Committee
Page 1 of 1

Committee

BLN

Motion:	Adopted: <input checked="" type="checkbox"/>
1 st Zurfluh	Lost: <input type="checkbox"/>
2 nd Wagner	Tabled: <input type="checkbox"/>
No: 0 Yes: 18 Absent: 1	
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: PAK, Corp Counsel	
Reviewed by: MFM, Finance Dir.	

INTENT & SYNOPSIS: To formally adopt the "Control Environment" portion of the Wood County Accounting Policy Statement (Policy).

FISCAL NOTE: No additional cost to Wood County. The Policy will provide the guidelines and standards for financial record-keeping and reporting for the County as a whole.

WHEREAS, the Wood County Finance Department has the responsibility to maintain reliable and accurate financial records and to provide timely and reliable financial reports that meet the standards for governmental accounting, and

WHEREAS, the Finance Director essentially serves as the accountant for those departments without their own accountant and it is useful for those departments with an accountant, as well as the Finance Director, to have the relationship documented such that when issues arise, the cross department policy on the relationships can be relied upon, and

WHEREAS, the Wood County Board determined that it was more advantageous for the Human Service Fiscal Services Manager and the Highway and Edgewater Accounting Supervisors to continue to report to the department heads of Human Services, Highway and Edgewater while still meeting the requirements of the Finance Director, and

WHEREAS, it was determined through discussions involving accountants, department heads and oversight committees that the development of a comprehensive accounting policy statement would provide the structure, authority, responsibilities, standards and procedures needed to

provide the basis for high level financial record-keeping and reporting, and

WHEREAS, the attached "Control Environment" was created with input from the accountants and agreed to by the department heads and oversight committees after multiple meetings involving accountants and department heads from Finance, Human Services, Highway and Edgewater, and

WHEREAS, the attached "Control Environment" is the first portion of the Policy, and

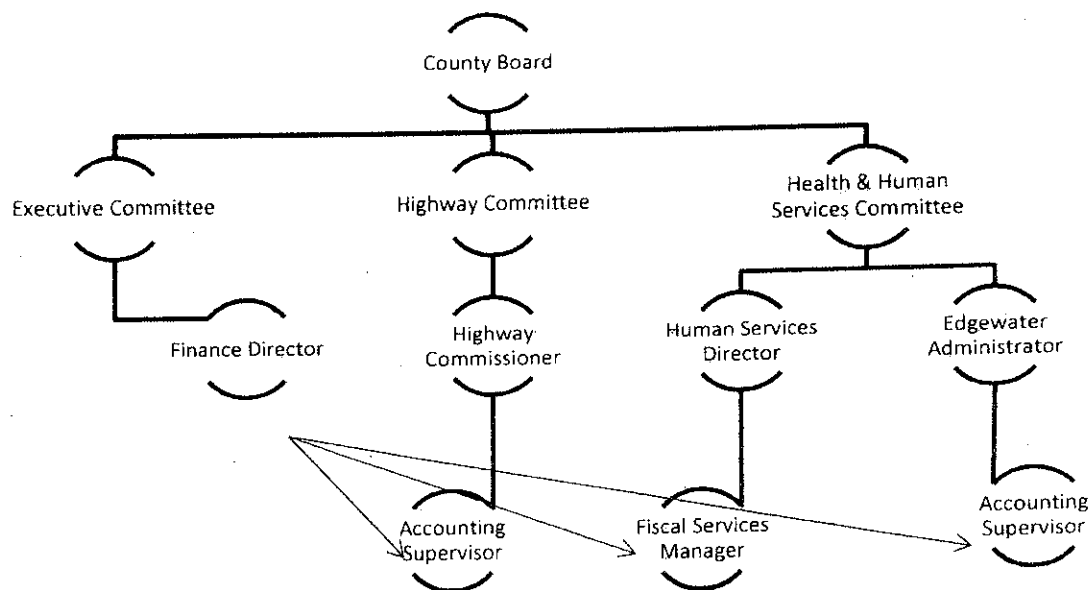
WHEREAS, the attached "Control Environment" states the values, oversight, structure, authority, responsibilities and accountability for Wood County accounting, and will have an impact on the remaining sections of the Policy to be created through continued meetings with accountants and department heads, and

THEREFORE BE IT RESOLVED, to approve the attached "Control Environment" portion of the Wood County Accounting Policy Statement.

1.1 CONTROL ENVIRONMENT

1.1.0 INTRODUCTION

The control environment is the set of standards, processes, and structures that provide the basis for carrying out internal control across the County. The County Board, Oversight Committees and Department Heads establishes the tone at the top regarding the importance of internal control including expected standards of conduct. Department Heads reinforces' expectations at the various levels of the County. The control environment comprises the integrity and ethical values of the County; the parameters enabling the County Board to carry out its oversight responsibilities; the County structure and assignment of authority and responsibility; the process for attracting, developing, and retaining competent individuals; and the rigor around performance measures, incentives, and rewards to drive accountability for performance. The resulting control environment has a pervasive impact on the overall system of internal control.



1.1.1 INTEGRITY AND ETHICAL VALUES

All fiscal oversight as noted below demonstrates a commitment to integrity and ethical values by following the Code of Professional Ethics established by the Government Finance Officers Association found in Appendix 1.

- Finance Department
- Head accountants (i.e. Accounting Supervisors of the Highway and Edgewater and the Fiscal Services Manager from Human Services)
- All other persons/departments with fiscal responsibility

The Finance Department and head accountants demonstrate through their directives, actions, and behavior the importance of integrity and ethical values to support the functioning of the system of internal control:

- **Mission statements**

- 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.

- **Values statements**

- Our vision is to inspire public trust in Wood County government by providing exemplary financial services, safeguarding the County's financial integrity, and ensuring compliance with fiduciary responsibilities and professional directives. We stand committed to provide accurate accounting, prompt payment of obligations, management of information for decision making, timely and meaningful financial reporting, and effective financial planning. We strive to become the trusted source of financial information to account for the past, direct the present, and shape the future.

The expectations of management concerning integrity and ethical values are defined in the Wood County Employee Handbook Section IV Personal Conduct and Discipline (i.e. standards of conduct) and the Finance Departments core values are understood at all levels of the County accountants:

Finance Departments Core Values:

- **Integrity** – Conduct ourselves in an honest and credible manner and to abide by high ethical and moral standards by:
 - Develop reliable and accurate practices for financial reporting
 - Observe and apply confidentiality in all areas that are legally required
 - Follow through on promises and obligations
 - Promise to be Honest, Courteous, Mutually Respectful and Trust in Others
 - Be receptive to feedback and beneficial criticism

- **Service** – Meet and facilitate the needs of the county in a “customer-oriented” manner by:
 - Develop and maintain financial information that is useful, accurate and relevant for financial users
 - Encompass the concept of quality in everything we do, having a service mindset when dealing with employees and the public and demanding a lot of ourselves
 - Provide services in a courteous and professional manner
 - Reply to requests of employees and the public in a timely manner
 - Understand the needs or concerns of the customer
 - Explain decisions and actions to our customer
 - Meet or exceed customer expectations
- **Excellence** – Achieve excellence in all our assigned responsibilities. We will carry out our responsibilities with pride, professionalism, enthusiasm and ownership by:
 - Develop and continued improvement of County-wide financial, accounting and internal control policies and procedures
 - Maintain best practices standards set by professional organizations by participating in continuing education and training
- **Sensitivity** – Demonstrate a sincere and caring attitude toward those with whom we interact. We will treat others with dignity and respect by:
 - Recognize and respect individual's uniqueness, talents and strengths
 - Work with all County employees and the public to provide meaningful assistance and service
- **Shared Purpose** – Create an environment where harmony, cooperation, camaraderie and team effort is fostered. We will strive for win-win solutions by:
 - Look at the big picture; what is best for the county
 - Know our individual role, responsibilities and job duties
 - Cooperate with others
 - Understand and appreciate the problems of others
 - Be supportive of the County, your department and your team
 - Provide timely and accurate financial reporting and related data to all stakeholders and employees
 - Develop training and accounting support services for County employees
- **Stewardship of Resources** – Make continual improvements in the stewardship of financial resources by:

- Inform appropriate staff on implementing new efficient and effective cost saving opportunities
- Work to reduce costs by brainstorming new efficient and effective ways to use County assets
- Periodically review objectives of the County to measure process and policies efficiency and effectiveness and recommend improvements for cost savings
- Safeguarding all County assets in our care through effective internal controls

Processes are in place to evaluate the performance of individuals and teams against the County's expected standards of conduct.

Deviations from expected standards of conduct are addressed in a timely and consistent manner.

1.1.2 OVERSIGHT RESPONSIBILITY

The Finance Department exercises oversight over the development and performance of internal control.

The Finance Director has the authority to hire as well as terminate, as necessary for the Deputy Finance Director position. The Finance Director establishes succession planning for the Finance Director position. The Finance Director is then charged with overall execution of the entity's strategy, achievement of its objectives, and effectiveness of the system of internal control. The Executive Committee is responsible for providing oversight and constructive challenge to department heads.

Capabilities expected of all accountants include integrity and ethical standards, leadership, critical thinking, and problem-solving. Further, the head accountants are expected to include more specialized skills and expertise, with sufficient overlap to enable discussion and deliberation, such as:

- Internal control mindset (e.g., professional skepticism, perspectives on approaches for identifying and responding to risks, and assessing the effectiveness of the system of internal control)
- Financial expertise, including financial reporting (e.g., accounting standards, financial reporting requirements)
- Legal and regulatory expertise (e.g., understanding of governing laws, rules, and standards)
- Social and environmental expertise (e.g., understanding of organizational transparency, stakeholder engagement and democratic participation in organizational accountability practice)

- Relevant systems and technology (e.g., understanding critical systems and technology challenges and opportunities)

Reporting to the County Board and Oversight Committees occurs both on a regular and ad hoc basis, as needed, to help the board and Committees oversee the issues relating to the system of internal control.

1.1.3 STRUCTURE, AUTHORITY AND RESPONSIBILITY

The Finance Department establishes, with the Oversight Committees, oversight, structures, reporting lines and appropriate authorities and responsibilities in the pursuit of objectives. The Finance Department works within the organizational structure presented in the introduction to the Control Environment.

The oversight of Internal Controls considers the needs and expectations of the Department Heads, Oversight Committees and the County Board to support the achievement of objectives.

As demonstrated in the Control Environment Introduction the Deputy Finance Director has a direct reporting line with the Finance Director. The Head Accountants have a direct reporting line with the Finance Department (related to financial matters and reporting) and with their respective Department Heads.

The Finance Director has final authority and responsibility for all matters related to financial record keeping related to the General Ledger, Balance Sheet and Income Statement presentations, with the exceptions of department specific reporting requirements outside of the county (e.g. Programs, CARS/CORE, Cost Reports, Highway State Reporting, etc.)

- **Defines Authorities and Responsibilities**

- Finance Department – Establishes directives, guidance and control to enable Head Accountants and their staff to understand and carry out their internal control responsibilities.
- Head Accountants – Guides and facilitates to their staff the execution of the Finance Department directives for the County.
- Personnel – Understands the County's standard of conduct, assessed risks to objectives and the related control activities at their respective levels of the County, the expected information and communication flow and monitoring activities relevant to their achievement of the objectives.

- **Assigns Authorities and Responsibilities**

- The Finance Department – is ultimately responsible to the Executive Committee for establishing directives, guidance and control to enable the

Head Accountants and their staff to understand and carry out their responsibilities.

- Head Accountants – executes the Finance Departments directives for the County by ensuring their department is in compliance with the directives set by the finance department as it relates to GASB/GAAP.
- Personnel – Understands the County's standard of conduct, objectives as defined in relation to their area of responsibility, assessed risks to objectives and the related control activities at their respective levels of the County, information and communication flow and monitoring activities relevant to their achievement of the objectives.

- **Limitations Authorities and Responsibilities**

- Delegation occurs only to the extent required to achieve the accounting objectives (e.g. review and approval of GASB/GAAP related entries).
- Decision making is based on sound practices for identifying and assessing risks (e.g. County Policy's)
- Duties are segregated to reduce the risk of inappropriate conduct in the pursuit of objectives and requisite checks and balances occur from the highest to the lowest levels of the department (e.g. defining roles, responsibilities and performance measures in a manner to reduce any potential for conflicts of interest).
- Technology is leveraged as appropriate to facilitate the definition and limitations of roles and responsibilities within the workflow of business processes.

1.1.4 COMPETENCE

The Finance Director and the Department Heads demonstrate a commitment to attract, develop and retain competent individuals in alignment with objectives.

The Finance Department establishes the organizational structure as shown in section 1.1.1 and reporting lines necessary to plan, execute, control and periodically assess the activities of the Head Accountants to carry out the Finance Departments oversight responsibility. The Finance Department is supported by requisite processes and technology to provide for clear accountability and information flows within and across the overall accounting structure.

The Finance Department in collaboration with the department heads and human resources establishes policies and practices related to the job descriptions, qualifications, hiring, termination and evaluation for the Head Accountants.

- Requirements and rationale (e.g., implications of laws, rules, regulations and standards for the County)
- Skills and conduct necessary to support internal control in the achievement of the County's objectives. (e.g., knowledge of GASB/GAAP accounting principles).
- Defined accountability for performance of key business functions.
- Basis for evaluating shortcomings and defining remedial actions as necessary (e.g., correcting and/ or strengthening the skills of accountants).
- Means to react dynamically to change (e.g., internal decision to modify business processes).

The Finance Director along with the respective Department Heads performs periodic and/or annual job evaluations. The Finance Director along with the respective Department Heads and Human Resources work together to decide on corrective action plans.

- The Finance Director – evaluates the competence of the Head Accountants in relation to established policies, practices and acts necessary to address any deviations or shortcomings in relation to accounting standards. The Finance Director will provide the respective department heads advance written acknowledgement of any deviations or shortcomings from accounting standards to be used in conjunction with the department head's annual evaluation of said head accountant.
- Head Accountants – evaluates the competence of their staff in relation to established policies, practices and acts necessary to address any shortcomings or excesses in relation to accounting standards.

The Finance Director is directly involved in recruitment, retention and determining the qualifying credentials needed for the position as well as being part of the hiring process.

- **Attract** – The Finance Director along with the respective Department Heads conduct formal, in-depth employment interviews to describe the County's history, culture and operating style and conduct procedures to determine whether a particular candidate fits with the organizational needs and has the competence for the proposed position.
- **Orientation** – The Finance Department will provide orientation as it relates to the Accounting Policy and Standards followed by the County. In addition the Finance Department will provide all Dynamics Software training.
- **Train** – The Finance Director along with the respective Department Heads enable individuals to develop competencies appropriate for assigned roles and

responsibilities, reinforce standards of conduct and expected levels of competence for particular assignments, tailor training based on roles and needs and consider a mix of delivery techniques, including classroom instruction, self-study and/or on the job training.

- **Mentor** – The Finance Director along with the respective Department Heads provide guidance on the individual's performance toward expected standards of conduct and competence, aligned the individuals skills and expertise with the County's objectives and help staff adapt to an evolving environment.
- **Evaluate** - The Finance Director along with the respective Department Heads measure the performance of individuals in relation to the achievement of objectives and demonstration of expected conduct and against agreed upon standards.
- **Retain** - The Finance Director along with the respective Department Heads provide incentives to motivate and reinforce expected levels of performance and desired conduct, including training and credentialing as appropriate.

1.1.5 ACCOUNTABILITY

The Finance Director in conjunction with department heads has authority to enforce and hold individual Head Accountants accountable for their internal control responsibilities in the pursuit of County objectives.

The Finance Director in conjunction with department heads enforces accountability of Head Accountants who fail to follow directives, performance evaluations and deviations from GASB/GAAP.

The Finance Director establishes performance measures as it relates to the accounting functions of the position.

The Finance Director performs evaluations and measures the Head Accountants performance as it relates to GASB/GAAP accounting.

Any financial record keeping and reporting requested or directed to the Head Accountants or any staff of the County by Department Heads, Elected Officials and/or outside parties can be brought to the Finance Director for final agreement or disagreement. Resolution of any disagreements will be between the Finance Director and the requesting parties.

Performance and Corrective actions for Head Accountants will be drafted with the assistance of Human Resources, the Finance Director and the Department Heads.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

December 31, 2018

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

General Highlights- Kim McGrath:

- Attended the Executive Committee meeting on December 4th where the HR-related topics included the 2019 Wisconsin Local Government Leadership Academy program. The committee also expressed a desire to discuss health insurance at the January 2019 meeting.
- Attended the Judicial and Legislative Committee meeting on December 7th where the committee discussed the procedure to fill constitutional offices when there is a mid-term vacancy and the job description of the Administrative Coordinator. At the direction of the committee, met with Supervisor Hahn to discuss and draft a proposed written procedure regarding the constitutional office vacancies.
- With respect to a former employee appealing a termination at the 5th step in the County's Complaint Resolution Process, I attended the continuation of the hearing before an Impartial Hearing Officer on Friday, December 14, 2018. This hearing is now concluded. We received the decision of the Impartial Hearing Officer on December 20th to uphold the termination.
- Reviewed a proposed No Show Procedure policy from the Wellness Board and provided feedback to the Wellness Coordinator.
- Met with a Programmer Analyst in IT regarding the proposed Employee Handbook changes and the effect on the County's timekeeping system.
- Attended the monthly Stevens Point Area Human Resources Association board meeting on December 4th and membership meeting on December 12th.
- With regards to a recent complaint through the Wisconsin Department of Workforce Development Equal Rights Division, Wood County's external legal counsel, Lindner & Marsack, filed our position statement on December 6th.
- Finalized and signed the 2019 WPS and Aspirus Arise renewal for the County's health insurance coverage.
- Reviewed several county job descriptions and provided feedback and comments to managers and Department Heads.
- Received and responded to open records requests.
- Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

Benefits & HRIS Administrator – Jodi Pingel

- Processed 5 Family Medical Leave requests
- Processed Benefit Elections/Qualifying Events – Enrolled in benefits via vendor websites and updated mailing addresses, if applicable

- Processed 4 terminations – included cancelling insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc. Prepared payout sheets for terminated employees.
- Prepared November 2018 Unemployment Payment/voucher
- Prepared December 2018 COBRA Remittance
- Processed January 2018 TASC Admin Fees & Renewal
- Processed December 2018 WPS Billing Statements/Bill Summary
- Reviewed completed Beneficiary Designation Forms and processed updates
- Processed vouchers for benefit vendor invoices-Horton Group, Unemployment, EAP
- Met with employees re: questions on benefits, FMLA, qualifying events, etc.
- Reviewed and tracked completion of Open Enrollment Election forms
- Updated documents including the 2019 Wage Scale and Dental Summary Plan Document on Human Resources Intranet
- Suspended accruals for terminated or transferring employees
- Processed benefit paperwork for ineligible dependents – Enrolled in COBRA, removed from benefit plans via vendor sites
- Processed 3 qualifying events and benefit changes
- New Hire Orientation- 12/3/18, 12/10/18, 12/28/18 – 15 new employees
- Reconciled December invoices for health, dental, vision, life and disability
- Prepared November Turnover Report details
- Sent pay adjustment sheet to Payroll Administrator. Reviewed Open Payroll reports from Payroll Administrator to verify benefit entries/changes that had been made during the pay period along with WRS eligibility and FMLA Hours
- Deposited 2019 Retiree Life Insurance plan enrollment payments
- Participated in the monthly conference call with the Horton Group on December 21st
- Reviewed HR related trainings with KnowB4
- Scheduled pre-employment drug tests for 2 employees
- Work with employee on timecard entries in TimeStar
- Processed enrollments for TASC 2019 – 224 employees
- Updated TASC contributions due to rounding for the 12/20 payroll – 124 out of 222 employees
- Process mailing address updates
- Review and update 2019 insurance deductions for some employees
- Attended the Central Wisconsin SHRM December Meeting – Becoming a Goal Setting Pro

Human Resource Generalist- Angel Butler-Meddaugh

- Coordinated and confirmed interviews for the CCS/CSP RN position.
- References completed and offer extended for UW Extension Secretary, Start date 12/28/18. Closed recruitment file.
- References and background were completed on two Dispatchers. Offers extended and accepted.
- Ran five caregiver background checks with Department of Justice, State of Wisconsin. Results forwarded to supervisors for review.
- Organized Edgewater vacancies on Cyber Recruiter and Job Net, sent vacancy flyer to MSTC.
- Replied to five requests from other counties requesting varied information on selected topics.
- Conducted two exit interviews with outgoing employees. Memos sent to Department Head and HR Director for review.
- References completed for Legal Assistant in Register in Probate. Offer extended and accepted, start date 12/17/18. Closed recruitment file.
- Coordinated interviews for an Economic Support Specialist, 12/17 & 12/20.

- Coordinated interviews for CCS/CSP Service Facilitator position.
- Sent invites to 23 candidates for an interview regarding Corrections Officer positions.
- Internal offer made to CCS/CSP RN, offer accepted, start date to be determined.
- Offer made to casual Residential Aide to fill full-time Residential Aide. Offer accepted, start date to be determined.
- Conducted Social Work Supervisor interviews, offer made to internal applicant, position accepted.
- References and background conducted on Birth to Three Program Manager. Offer extended and accepted.
- Assisted with multiple public inquiries regarding various subjects, by phone and counter.
- Ordered one retirement plaque for employees with more than 15 years of service and are retiring.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
New Position	Branch I	Legal Admin Asst-Register in Prob.	Filled
Replacement	Dispatch	Dispatcher (2)/Eligibility List	Filled, eligibility list established
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment by Edgewater
Replacement	Human Services	Birth to Three Program Coord.	Offer Pending
Replacement	Human Services	Psychiatrist	Deadline 1/27/19
New	Human Services	CCS/CSP Service Facilitators (2) – Marshfield and Wisconsin Rapids	Offer Pending – WR Intrvws - Mfld
Replacement	Human Services	Casual Crisis Interventionists	Establishing Elig List
New	Human Services	Youth Mentor Case Manager	Deadline 12/12/18
Replacement	Human Services	Deputy Director	Interviewing
Conversion to FT	Human Services	Economic Support Specialist	References
Replacement	Human Services	Social Work Supervisor	Filled
Replacement	Human Services	RN – CCS/CSP	Filled
Replacement	Human Services	Legal Services/APS Coord	Deadline 1/3/19
Replacement	Human Services	Residential Aides (Casual)	Deadline 1/13/19
Replacement	Human Services	Residential Aide (Full-time)	Filled
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Sheriff	Part-Time Deputies/Elig List	Interviewing
Replacement	Sheriff	Corrections Officers (3)	Backgrounds/Offer pending/Interviewing
Replacement	University Extension	Administrative Services 5	Filled

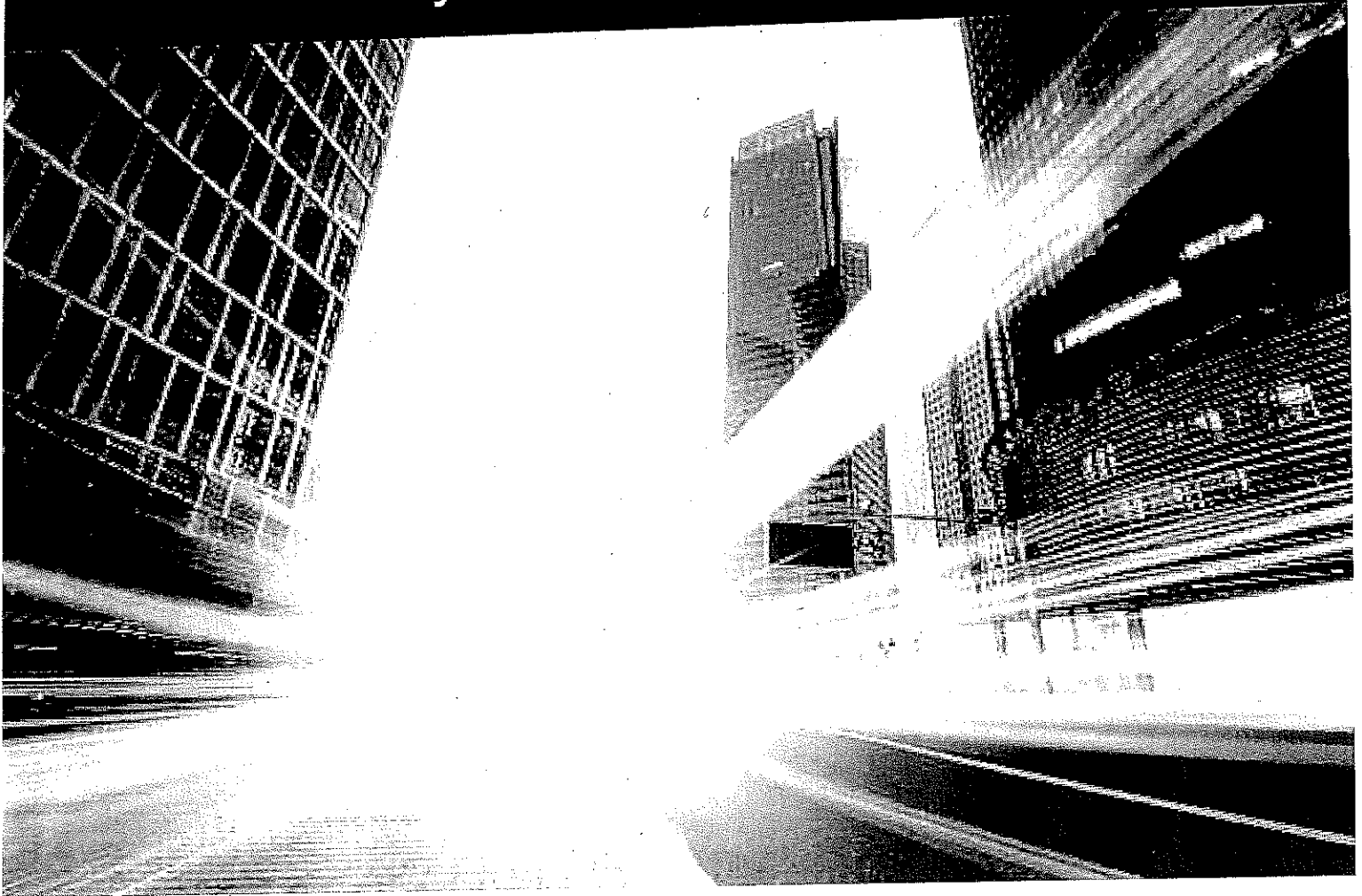
Human Resources Assistant – Kelli Quinnell

- December 7th was the deadline for performance evaluations. Leading up to the deadline, I sent final reminders to all Department Heads that had outstanding evaluations. All 2018 evaluations have been received and entered into HRMS.
- Created a list of employees who are ineligible for a 2019 step increase and sent it to the Payroll Administrator.

- Began work in our new electronic filing system, Laserfiche. I worked with IT on troubleshooting some processes and creating metadata fields in a way that is most efficient for our office.
- Began creating instructions for navigating and scanning documents into Laserfiche to train all HR employees on the system.
- The temporary employee in our office working on filing has concluded her assignment as of December 21st. All filing is now up-to-date which will ease the implementation of Laserfiche.
- Conducted New Hire Orientation on December 17th for one new hire.
- Completed multiple questionnaires for Unemployment Insurance. Spoke with an Unemployment Insurance case worker on one case multiple times to answer questions. The outcome of the case resulted in benefits being denied to the employee. This will prevent the department from having to incur unemployment costs on this particular case.
- Distributed memos to Department Heads with employees who will be receiving a service plaque at the January County Board. The memo invites the Department Head to bring their recognized employees to the County Board meeting and present them with their plaque.
- Entered multiple HR vouchers for payment.
- Verified 2019 FSA changes and enrollments made in HRMS.
- Completed multiple verification of employment requests.
- Scheduled multiple pre-employment drug tests.
- Assisted multiple employees with benefit and policy related questions.
- Completed a KnowBe4 training.
- Attended the December Executive Committee Meeting.

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

Wood County



Prepared for: Wood County



January 7, 2019

Agenda

Wood County Executive Committee Meeting – January 7, 2019



- **Reporting**
 - Health Plan Total Spend
 - Large Claims
 - PEPM Renewal Projection
 - PEPY Renewal Projection
- **Renewal History**
- **Renewal Timeline**
- **Horton's Client Experience**

Wood County

Health Plan Total Spend and High Cost Claimants, Paid 1/1/2014 - 12/31/2018

Health Plan Total Spend					
	2014	2015	2016	2017	2018
Average Annual Enrollment	493	504	497	456	502
Administrative Fees	\$197,594	\$205,534	\$206,653	\$220,690	\$225,257
Stop Loss Premiums	\$1,574,116	\$1,827,262	\$1,891,390	\$1,904,448	\$1,975,668
Total Net Claims	\$8,623,687	\$8,780,524	\$8,414,432	\$10,155,080 \$8,764,697	\$8,246,880
2014-2018 Total Spend	\$10,395,397	\$10,813,320	\$10,512,475	\$12,280,219	\$10,447,806
High Cost Claimants					
	2014	2015	2016	2017	2018
Number of High Cost Claimants (Over \$100,000 Paid Claims)	8	8	14	16	15
Stop Loss Premiums	\$1,574,116	\$1,827,262	\$1,891,390	\$1,904,448	\$1,975,668
Reimbursements	\$578,581	\$291,266	\$882,066	\$1,511,347 \$763,031	\$2,064,386
Stop-Loss Loss Ratio	36.76%	15.94%	46.64%	40.07%	104.49%

Insurance / Risk Advisory / Employee Benefits

HORTON

Wood County

Large Claims Strata, Paid 1/1/2017 - 12/31/2018

Large Claim Strata by Year - Actives & Retirees		
	2017	2018
Number of Claimants with \$1,000 - \$10,000 of Paid Claims	624	644
Number of Claimants with \$10,000 - \$25,000 of Paid Claims	133	120
Number of Claimants with \$25,000 - \$50,000 of Paid Claims	42	40
Number of Claimants with \$50,000 - \$100,000 of Paid Claims	20	18
Number of Claimants with over \$100,000 of Paid Claims	16	15
Totals	835	837

Large Claim Strata by Year - Actives Only		
	2017	2018
Number of Claimants with \$1,000 - \$10,000 of Paid Claims	609	628
Number of Claimants with \$10,000 - \$25,000 of Paid Claims	131	117
Number of Claimants with \$25,000 - \$50,000 of Paid Claims	42	40
Number of Claimants with \$50,000 - \$100,000 of Paid Claims	18	17
Number of Claimants with over \$100,000 of Paid Claims	14	14
Totals	814	816

Large Claim Strata by Year - Retirees Only		
	2017	2018
Number of Claimants with \$1,000 - \$10,000 of Paid Claims	15	16
Number of Claimants with \$10,000 - \$25,000 of Paid Claims	2	3
Number of Claimants with \$25,000 - \$50,000 of Paid Claims	0	0
Number of Claimants with \$50,000 - \$100,000 of Paid Claims	2	1
Number of Claimants with over \$100,000 of Paid Claims	2	1
Totals	21	21

Wood County

2019 PEPM Renewal Projection

	Experience Period 01/01/16 - 12/31/16	Experience Period 01/01/17 - 12/31/17	Experience Period 01/01/18 - 12/31/18
(1) Group Specific Claims	\$9,299,282	\$10,276,044	\$10,311,338
(2) Stop Loss Reimbursements (\$100,000 Spec Level)	(\$884,850)	(\$1,511,347)	(\$2,064,386)
(3) Claims with Catastrophic Removed	\$8,414,432	\$8,764,697	\$8,246,952
(4) Benefit Adjustment Factor (to current primary plan)	0.9797	0.9500	0.9811
(5) Adjusted Total	\$8,243,619	\$8,326,462	\$8,091,085
(6) Trend Adjustment (5% over 12 months)	5%	5%	5%
(7) Adjusted Claims, Trended to Rating Period	\$8,655,800	\$8,742,785	\$8,495,639
(8) Employee Months (# of Employees * # months in experience period)	5965	5981	6022
(9) Projected PEPM Claim Rate	\$1,451.10	\$1,461.76	\$1,410.77
(10) Weight	10.00%	30.00%	60.00%
(11) Weighted PEPM Claim Rate	\$145.11	\$438.53	\$846.46
(12) Combined Projected PEPM Claim Rate	\$1,430.10		

Wood County

2019 PEPY Renewal Projection

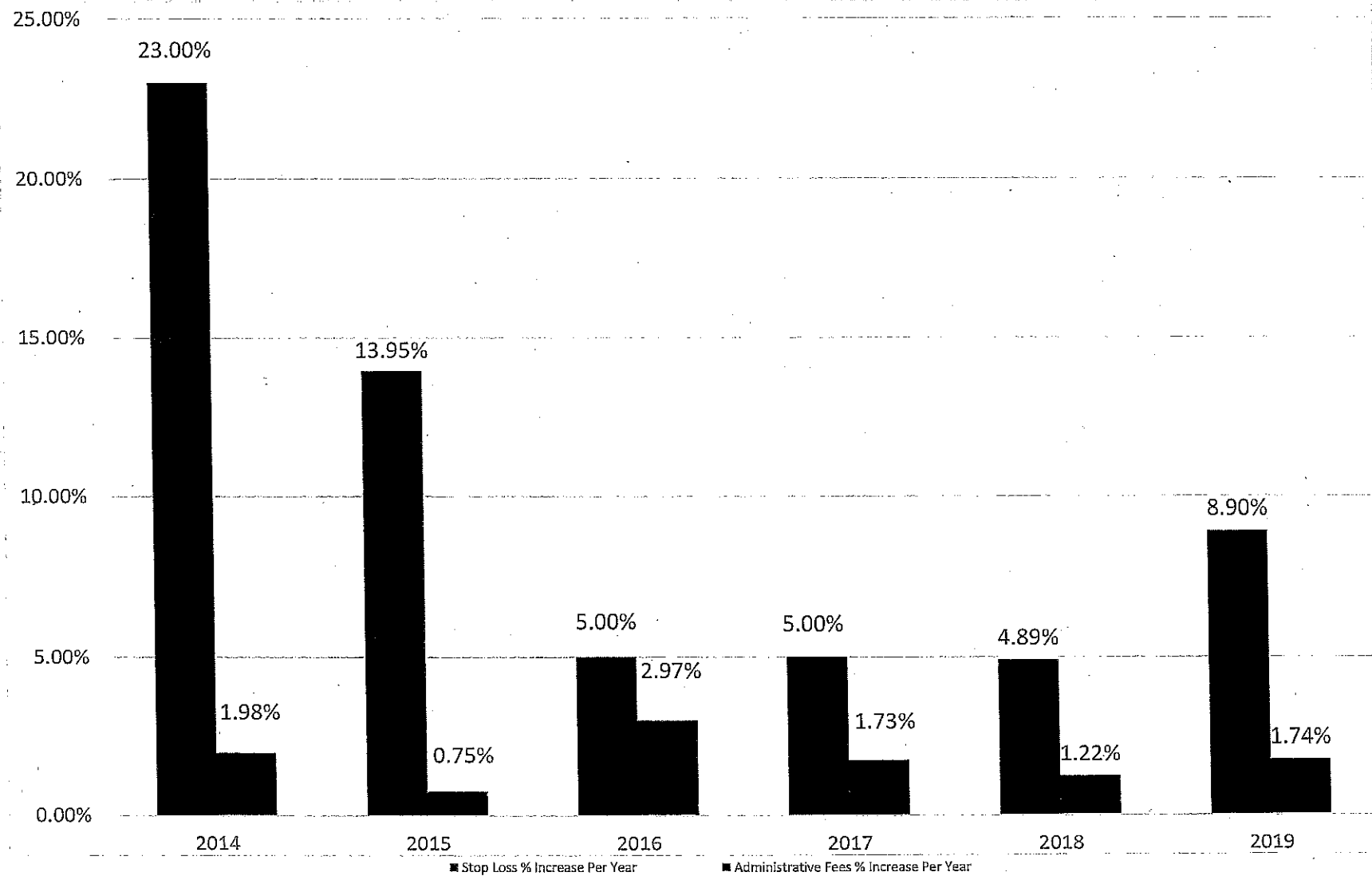
2018 Claims *PEPY	\$17,161.18
Administration (+1.74% Actual Increase)	\$456.99
Stop Loss (+8.9% Actual Increase)	\$4,302.37
2019 PEPY	\$21,920.54
Wellness Program Expenses	\$304.02
Total Projected 2019 PEPY through December 31, 2018	\$22,224.56
July 2018 PEPY Projection for 2019	\$23,263.56
	-\$1,039.00
Projected 2019 Increase (%)	-4.47%
Projected 2019 Increase (\$)	-\$520,538.56

*PEPY: Per Employee per Year

**Does not include PCORI Fees

Wood County

Renewal Increases 2014-2019



Wood County

Health Insurance RFP Timeline

Late February

- Horton to work with County and WPS to obtain necessary marketing information (updated census, current enrollments, etc.)

April

- RFP due
- Analysis of RFP submissions

May

- Horton to compile results
- Create Comparison & Summary
- Formulate recommendation

March

April

May

June

March

- Send RFP out to market, including Administrators, PPO Networks and Pharmacy Benefit Managers

June

- Present final marketing results to Committee

Client Experience



HORTON

**Wood County
Position Description**

Name:		Department:	County Board
Position Title:	Administrative Coordinator DRAFT	Pay Grade:	N/A
		FLSA:	E
Date:	December 2018	Reports To:	Executive Committee

Purpose of Position

The County Administrative Coordinator is responsible for supervising and coordinating the “day-to-day” administrative and management operations of Wood County, and performing other duties included, but not limited to those listed below, which are not otherwise vested by law in boards or commissions or in other elected officers pursuant to Wis. Stat 59.03 and 59.19 and the rules and committees of the Wood County Board of Supervisors. This individual shall at all times be fully accountable to the Executive Committee, in the fulfillment of these duties.

Essential Duties and Responsibilities

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

Administrative Duties

Coordinate administrative and management functions for all County departments:

- Evaluate all programs and assist oversight committees in determining if these programs are efficient and cost effective, and their current and long-range impact on the County. Make recommendations to committees on operational and administrative issues.
- Monitor that compliance with all policies, procedures, resolutions and programs set forth by any government agency are implemented across all departments.
- Consults and collaborates with Department Heads. May conduct regular staff meetings with all department heads.
- Act as mediator between County departments on issues, problems and disputes. Facilitates communication among departments, committees, and County Board Supervisors.
- Attend all County Board meetings. Is available for other Wood County committee meetings and attends as needed.
- In the event of an emergency, has authority to close all nonessential County buildings and facilities, and notify the appropriate departments and news agencies.

Finance

- Prepares the annual budget parameters letter, subject to the review and approval by the Executive Committee, and provides the Finance Director with budget priorities to ensure consistency with the County’s overall policies, goals, and objectives.
- Works with the Executive Committee in monitoring budget versus expense and revenue on an

ongoing basis and recommends adjustments as necessary.

- Works with the Executive Committee in reviewing the quarterly and annual reports provided by the Finance Director and reports on the County's fiscal condition.

Human Resources

- Assist oversight committees and Human Resources in the interview process and selection of department heads.
- Makes recommendations to committees on the adoption of new or revised policies as may be deemed necessary for the welfare of the community or the improvement of administrative services.
- Recommend developmental or corrective actions for department heads, as appropriate.
- Participate with applicable oversight committees in department head evaluations and goal setting.

Strategic Planning

- Works with the Executive Committee to develop a long-range vision and objectives for the County.
- Analyzes and recommends a county organizational structure to facilitate efficient and effective delivery of services to the public. Revises as necessary (includes program development).
- Works with the Executive to conduct strategic planning.
- Coordinates the development of the County's major projects, capital improvement plans, and initiatives. Oversees the implementation of such plans.
- Provides direction for all County departments' long-range planning.

Intergovernmental and Public Relations

- Remains informed of all pending and existing legislation that affects or may affect county government.
- Reviews and makes any necessary recommendations, on any proposed resolutions or ordinances prior to presentation to the County Board.
- Solicits and represents the County Board's position on state and federal issues and other legislative matters.
- Along with Corporation Counsel, serves as an advisor during negotiations for intergovernmental contracts on behalf of the County.
- Serves as the spokesperson for the County and represents the County's interest at legislative meetings, hearings, and other events. Promotes Wood County and portrays it to the public in as positive light as possible.
- Develops and maintains effective community relations, ensuring timely responses to citizen inquiries.
- Works with the Vice Chair in Committee and Board appointments.

Minimum Training and Experience Required to Perform Essential Job Functions

Current term Elected Board Supervisor who is the successful candidate by majority vote of the County Board of Supervisors to hold this 2-year term.

Desirable Skills and Abilities

Knowledge of applicable federal, state and local law. Knowledge of funding resources, including governmental and other grant availability and procedures. Demonstrate the ability to develop, recommend and implement effective plans and programs, and objectively evaluate progress towards goals and timetables. Operation of computers using word processing and spreadsheets software.

Residency Requirement

Must become and remain a Wood County resident and a Wood County Board Supervisor.

Compliance

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

Employee's Signature

County Board Vice-Chair Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date



Wood County WISCONSIN

INFORMATION TECHNOLOGY

December 2018

- ◆ The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. All staff were assigned Handling Sensitive Information training.
- ◆ Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Software preparation begins for the Norwood TBI unit move to Edgewater. Investigation and discussion with the Matrix vendor and facility directors for increased security continues.
- ◆ The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application. The RtVision vendor is using our specs and continues to work on a solution for Winter Storm reporting. Implementation of a higher wage class solution and the new January 1st COLA is nearly complete. The payroll export file has been imported into the payroll software. The reconfiguration and testing is nearly complete.
- ◆ The TimeStar electronic time card and time tracking system configuration changes is ongoing. IT works to adjust settings as change requests occur. These changes include implementing functionality for expense tracking, January 1st raise date changes and supporting modifications of the Human Resource policy manual. Staff training and creation of enhanced training documentation is ongoing. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module was started in October. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system. Work on this system will continue after several TimeStar and RtVision projects near completion.
- ◆ System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrades and implementation for 2 remaining departments will be scheduled next month.
- ◆ Work on the UWEX receipting and inventory system will continue in January.
- ◆ Property tax bill generation is complete.
- ◆ Completed evaluation of the software and agreements for the county-wide budgeting software, Questica. Implementation is now in progress, involving Finance, IT, and Questica staff. The system is scheduled to go live in March 2019.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Programmer Analysts continued training on new software development technologies, including ASP.NET Core, MVC, Razor Pages, C# programming language, Entity Framework Core, and others. These new technologies will help IT develop custom programs more efficiently, and enable us to migrate our existing programs to more modern platforms.
- ◆ Evaluated and selected TrueIT as our new partner for support of the Dynamics GP financial system. Finalized an agreement with TrueIT to upgrade Dynamics GP from version 2015 to version 2018 R2. This version upgrade will keep our software current as well as providing some new features desired by the Finance Department for use in managing county-wide purchasing. The upgrade work will be done in January 2019 with a definite date coming soon.
- ◆ Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. Rock County has a similar program and we were provided a preview of their internally developed software, but it will not meet our needs. Internal development of our own version is underway.
- ◆ Development work continues on the Park Reservations system. The project includes a major update related to payment processing and internal improvements.
- ◆ Coordinated a mainline yearly CIS update for all Law Enforcement. This update provided bug fixes and some feature enhancements that were needed. It also got Wood County to the latest version of CIS in preparation of new features coming soon.
- ◆ Applied a major update to the Wood County Law Enforcement Squad and Body Camera System. This update will allow us to install a new feature that Wood County has been waiting to utilize.
- ◆ Continuing progress on the ESS (Employee Self Service) portal between IT and Finance. We are at the final stages of this project to go live for Employees.
- ◆ Set up a new Citrix server with the latest TCM, Human Services The Clinical Manager, web build to evaluate stability. TCM Core group decided against putting it into production regardless of increased stability claims by the vendor. HS will continue without new features and e-prescribing at this time.
- ◆ Updated various TCM reports, including increased security around the outside provider's reports.
- ◆ 406 helpdesk requests were created in November, with staff completing 470 tickets and leaving 122 open requests. These numbers represent service requests from departments throughout the County.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Continued our process of getting all workstations, laptops, and servers up to date on security updates from Microsoft. This includes releasing of updates to workstations and laptops every Wednesday, and Server patching on Monday nights.
- ◆ Dealt with two separate power outages that shut down the servers at the Wisconsin Rapids Highway Department. Purchased a replacement UPS for two failed units discovered during the un-planned power outage at Rapids Highway.
- ◆ Worked with Solarus to install hardware for State BadgerNet data connection reliability enhancements.
- ◆ The video conferencing unit in Branch 2 courtroom was no longer able to display anything on the screens. After troubleshooting, there was a hardware failure in the main unit at the back of Branch 3. We had a spare card that should allow the unit in Branch 2 to work short-term. IT is working to get costs together for equipment that needs to be replaced in order for Courtroom and other video conferencing to remain viable.
- ◆ Continue discovery phase of the Printer Refresh Project. IT will be working with several vendors to obtain quotes as the County's main printer management program is up for renewal.
- ◆ Evaluated form & workflow software for a Crisis Improvement Grant. Selected and purchased Frevvo software.
- ◆ Attended TCM Multi-County group meeting in Appleton, WI and the TCM Director's and Project Manager's meeting in Appleton.
- ◆ The last of the Sheriff Department squad laptops were placed in December. This project included 30 new laptops with docking stations, updated 2 factor authentication software, and virtual private network software.
- ◆ Demoted 3 of our oldest domain controllers in December. There is one old Domain Controller still in use. This is one of the primary Domain Controllers in the County, so extra caution is being taken to identify everything that will be effected when this server is demoted.
- ◆ Successfully configured and tested the backup link to Norwood. There was a power outage earlier this year that effected the primary network earlier this year, and our backup link failed. Worked with vendor to identify where the failure occurred and then reconfigured network equipment. Verified the backup link is properly configured.
- ◆ The IT Director was approved to serve as a member of the Wisconsin Counties Association's County Ambassador Program (CAP) Team.



Wood County

WISCONSIN

MAINTENANCE DEPARTMENT

Reuben Van Tassel

Monthly Letter of Comments December 2018

- Register of Deeds camera setup.
The Registrar identified a need to more closely monitor some of the vault documents due to protected content; Maintenance ordered and installed a security camera which will now give ROD staff the ability to monitor vault activity.
- LED lighting upgrades.
One of my 2019 goals is to gain more efficiencies throughout the Courthouse and Jail. When considering building efficiency improvements, one of the best products for a quick and sometimes substantial ROI is LED lighting. In the next month or so I plan to present some information to the committee showing the approximate cost and potential savings an LED lighting upgrade could bring to our Courthouse and Jail.
- River Block window needs.
Replacing windows was discussed during the initial River Block renovation, however, the project committee decided not to pursue window replacement at that time due to a limited budget. The need continues to grow, so I am gathering information to bring to the committee for discussion. Initially, it looks like we should expect a total cost of around \$250k.
- Clerk of Courts remodel.
As we wait for remodeling to continue on the third floor of the Courthouse, there is a small change that was requested in the Clerk's office that will improve client privacy and workflow efficiency. The change consists of a short wall with a door and service window to create an alcove off the main hallway, inside part of the Clerk's office area. The Clerk informed me that she had funds remaining in her budget and could purchase materials if the Maintenance staff could provide labor. Being a small change, and not knowing how long it may be until other substantial remodeling takes place on third floor, I advised her that I could have my staff work on that change between other projects, as available.
- Edgewater fire alarm replacement.
I was recently contacted by Edgewater maintenance staff regarding the condition of their fire alarm system, it is at the end of its useful life and needs to be replaced soon. I was asked to provide input on a replacement system, knowing we have the ability to integrate a new system with other Building Automation Software that has been recently implemented at some Wood County facilities.
- Attended: County Board, Executive, Judicial & Legislative, HIRC, Security, and Health & Human Services Committee meetings.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – December 2018

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

- Working on Insurance renewals for 2019. In Progress.
- Developed vehicle backing guidelines for safety training. Completed.

Lost Time/ Restricted Duty/Medical Injuries: 3

- 11/28/2018 – Highway – Employee sustained a burn to face from hot mastic material. Medical Only.
- 12//0718 – Edgewater – Employee sustained a back and neck strain from a slip and fall. Medical Only.
- 12/12/2018 – Human Services – Employee sustained a whiplash from a car accident. Subro Claim. Medical Only.

First Aid Injuries: 4

- 12/03/2018 – Edgewater – Employee sustained a cut to the left knee from a slip and fall.
- 12/04/2018 - Highway – Employee sustained a contusion to the left index finger when he struck it with a hammer.
- 12/03/2018 - Norwood HC – Employee sustained a left shoulder strain while restraining a combative resident.
- 12/20/2018 – Highway – Employee sustained a right wrist strain from a trip and fall.

Property/Vehicle Damage Claims:

- 12/26/2018 – Sheriff's – Squad #6. Windshield replacement. Cost \$387.00
-

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

- 00/00/2018 – No Claims.

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

- Currently 4 active suicide claims.
- Currently 3 active EEOC claims.
- 1 Active internal liability claim.

2018 Goals: Continue Pro Active Injury and Loss Control Initiatives.

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

Continue to lower work comp department charges for future budgets if work comp reserve fund remains high. The proactive approach to safety is working well for the county.

TREASURER'S REPORT

01-07-2019

By: H. Gehrt

- Attended Executive Committee meeting on December 4
- Worked with the ATM supplier on how to operate and fill the new ATM machine as the Treasurer's office is now responsible for it.
- Met with PMA representatives to go over the county portfolio and upcoming investment opportunities going into the New Year.
- Attended the Strategic Planning session for the Finance Department at Riverblock on December 11.
- Met with ADM representatives to go over the county portfolio and upcoming investment opportunities going into the New Year.
- All Statement of Taxes were due to the State by December 17 and a copy submitted to the County. I have been busy compiling the numbers to make sure all tax rolls are in agreement and amending the incorrect ones after speaking with the Clerk of those municipalities.
- Attended County Board on December 18.
- Deputy Treasurer, Krohn, and I have been helping out to collect property taxes at the City of Wisconsin Rapids due to staff shortages at the City.
- The office was busy with tax bill creation. There was 1 municipality that didn't have their budget hearing until December 10, so bills weren't able to be run until December 11. By law, bills had to be mailed out by December 17, so we were working on a tight deadline.
- As the year comes to an end, I feel that we are in a good place with our investments and I have diversified the county portfolio by doing some longer term investments and also certificates of deposit. Interest rates are slowly starting to increase and I was able increase the income earned from the previous year by about 46%. This does not include the Schwab, ICM investments.

RESOLUTION#

Introduced by EXECUTIVE COMMITTEE
Page 1 of 1

Committee

CAK

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

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

FISCAL NOTE: Offered Amount \$3,000.00
R.E. Taxes (6,441.18)
Tax Deed Expense (208.81)

LOSS (\$3,649.99)

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

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

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

THEREFORE BE IT RESOLVED, that the following offer be accepted

City of Marshfield

33-01576 The Westerly 100 feet of Lot 10 Block 220 in the City of Marshfield, Wood County, Wisconsin.

OFFERED AMOUNT

\$3,000.00

APPRAISED AMOUNT

\$6,000.00

Property is a vacant lot formerly 708 E 2nd St, City of Marshfield.

HEALTH AND HUMAN SERVICES COMMITTEE

2

DATE: December 20, 2018

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

PRESENT: Donna Rozar, Al Breu, Adam Fischer, Marion Hokamp, Mark Holbrook, Tom Buttke, Jessica Vicente, Steven Kulick M.D.

EXCUSED: Lori Slattery R.N.

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Cindy Robinson, Jo Timmerman, Lacey Piekarsky (Human Services); Kathy Alft, Sue Kunferman (Health Department); Rock Larson (Veterans Service); Bill Clendenning (County Board Supervisor); Doug Machon (County Board Chair); Marla Cummings (Finance); Reuben Van Tassel (Maintenance)

1) Call to Order

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

2) Quorum

Rozar declared a quorum.

3) Public Comments

Cindy Robinson extended appreciation to Supervisor Bill Clendenning for providing entertainment at the Edgewater Haven resident Christmas party as Santa.

4) Consent Agenda

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

5) Discussion and consideration of items removed from consent agenda

- n/a

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

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

7) Transition date of TBI unit to Edgewater Haven

Brandon Vruwink provided an update with transition of the TBI unit. Construction has been completed at Edgewater and nursing recruitment for the unit continues. A census of zero in the TBI at Norwood Health is anticipated by year-end and license transfer to Edgewater is expected early 2019. It will be in Edgewater Haven administration's hands when to open the unit at that facility.

8) National Association of Workforce Development Professionals Conference update

Lacey Piekarski shared feedback on behalf of the Human Service employee who attended this conference.

9) Discussion on Wood County Emergency Protective Placement Options

Brandon Vruwink provided an update with emergency protective placement (EPP) options and the ability to manage them. 2018 EPP statistics were shared in the Human Services narrative.

10) Edgewater Haven Administration Policy

Cindy Robinson described the purpose of this policy review and significant changes in the document. Motion (Breu/Hokamp) to approve the Edgewater Haven Administration Policy. All ayes. Motion carried.

11) Edgewater Haven Fire Alarm System

Brandon Vruwink shared how a fire alarm system inspection identified an issue with the control box and noted the system is at the end of its useful life. Reuben Van Tassel provided information of current system and risks with keeping it in place. Reuben shared replacement options to be considered. Cindy Robinson spoke from a regulatory compliance perspective. Brandon suggested the Committee consider an inventory of the entire facility with prioritization of all work as part of a capital improvement plan. Reuben responded to Committee member questions and concerns. Motion (Buttke/Breu) to pursue replacement of Edgewater Haven fire alarm system and find out what it all involves with cost estimates. All ayes. Motion carried. Cindy Robinson is directed to bring a resolution to the January Committee meeting.

- 12) Health Department out-of-state travel request to attend the 2019 Public Health Preparedness Summit in St Louis MO, March 26-29, 2019 with all expenses paid with grant funds, and**
- 13) Health Department out-of-state travel request to attend the Open Forum for Quality Improvement in Philadelphia PA, March 28-29, 2019 with all expenses paid with grant funds**
Agenda items 12 and 13 were acted in one motion. Conference details and learning objectives were shared in the Committee packet for both conferences. Motion (Holbrook/Fischer) to authorize attendance to the Public Health Preparedness Summit in St Louis MO and Open Forum for Quality Improvement in Philadelphia PA with all expenses paid using grant funds and Division of Public Health scholarship. All ayes. Motion carried.
- 14) 2019 Committee meeting schedule**
A 2019 schedule of meeting dates was presented to Committee members. Fourth Thursday meetings (with exceptions noted on schedule) will continue with alternating locations between Edgewater Haven in Port Edwards and Wood County Annex & Health Center in Marshfield. Meeting dates are subject to change by Committee approval.
- 15) Legislative Issue Updates**
Department heads provided updates regarding issues pertaining to their departments.
- 16) Items for Future Agenda**
The Chair noted items for future agendas.
- 17) Next Meeting(s)**
 - January 24, 2019 5:00 pm, Wood County Annex & Health Center, Classroom – Marshfield
- 18) Adjourn**
Rozar declared the meeting adjourned at 6:06 p.m.

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

Minutes subject to Committee approval

Adam Fischer, secretary
Health and Human Services Committee

Health Department Report

December 20, 2018

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

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ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

We are currently in the process of updating our strategic plan. We developed a 5-year plan in 2015 and do annual updates that typically include minor changes, such as updating the strategies under each of our goals. Once we complete our updates, I will share that plan with you. We also track our progress throughout the life of the plan. In the early fall of 2019, we plan to conduct a new strategic planning process and develop a new 5-year plan. Those efforts will be shared with you along the way and we will be seeking your feedback during that planning process.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

Healthy People Wood County

Work this month included:

- Modified existing presentation and provided training to staff at department meeting.
- Provided presentation on health equity and 2018 staff survey results at staff meeting.
- Continued work on mini CHA/CHIP with health system partners – started meeting with community leaders to complete one on one conversations to collect community health data.
- Completed development of a community engagement guide for Healthy People Wood County.
- Continued work on a health impact assessment (HIA) on the senior housing development downtown – conducted a community input workshop as part of the HIA community engagement process.
- Began housing conversations with Healthy People Wood County team leaders.
- Began conversation on creating a policy brief for local health departments on the relationship between incarceration and health.

AOD Prevention Partnership

The AOD Prevention Partnership had a full coalition meeting on Thursday, November 1st and heard from Aspirus Riverview Hospital on their newly opened Behavioral Health Clinic and services they are providing. The group also received an overview of the policy, systems, and environmental (PSE) change projects that AOD Prevention Partnership is incorporating into the work plan and examples of what the other 3 Healthy People Wood County coalitions have implemented.

AOD Prevention Partnership received an additional 70 prescription drug lock boxes to distribute for free to individuals who have been prescribed opioids, have any prescriptions and children in the home, or are worried about medications being misused or stolen. Last year, the coalition distributed 300 boxes throughout the community with support from community partners. This project is funded through WI Department of Health Services, State Targeted Response to the Opioid Epidemic funding.

Northwoods Coalition is a network of substance abuse coalitions in 35 counties including all 11 tribal nations in northwestern Wisconsin. Each of the 4 regions meets quarterly. The Northwoods Coalition Central Region met Monday, November 5th. The group received a presentation from Healthy Minds of Lincoln County on their positive social norming campaign and watched the video *Chronic State- How marijuana normalization impacts communities*.

The Wood County Drug Task Force held the third presentation in the series *A Path Towards Progress* on November 7th by Dr. Douglas Galuk, Wisconsin River Orthopaedics, on Prescription Drug Abuse and Alternatives to Prescribing. Dr. Galuk also presented to the Wood County Drug Task Force on November 14th - the video recording is available here: <https://www.facebook.com/wisconsinrapidscommunitymedia.org/videos/1157774651037277/>

Ashley Normington did an ignite presentation on Healthy People Wood County to the Marshfield Area Coalition for Youth (MACY) full coalition Monday, November 19th. An ignite presentation is a series of presenters who are limited to 20 slides and the slides advance automatically every 15 seconds, so each presenter has a total of 5 minutes to present on their topic. MACY is a diverse group of community partners who are working towards substance abuse prevention in the Marshfield area.

Brighter Futures

The Brighter Futures Coalition is continuing to work for future implementation of the evidence-based home family visiting *Parents as Teachers* program. An infographic is being created for easier understanding about program, outlining the benefit to Wood County and its residents (those who will use the program and those who will not). Brighter Futures is also working towards an action plan for our new project focusing on decreasing sexually

transmitted infections (STIs) in Wood County. The logistics, such as objectives, strategies, and activities, will be determined in mid-January at the full-coalition meeting.

A communication plan for 2019 is being created to have better interactions with the community via social media and other forms of media. This will be used to engage the community with what Healthy People Wood County is doing as well as successes in public health in general. Healthy People Wood County website updates are taking place. Meetings with each coalition are underway to determine which updates they would like to see to their pages along with the best layout for those visiting our website. Discussions are also happening to make the website the go-to place for information beyond social media.

Mental Health Matters

Early on in the month, there was a Mental Health Bike Path follow up meeting to continue the discussion around the format of the document and the re-printing. It became apparent during the meeting that the document has become redundant among the other documents that already capture the information in a better way. There was consensus among the group that our resources, both time and money, could be spent better somewhere else.

During November, the Wood County Health Department's Family Health and Injury Prevention team identified a Maternal and Child Health School based mental health objective. The chosen objective aligns well with the current Mental Health Matters Nekoosa High School peer group project. Collaborating on this project will allot additional capacity from the Health Department for the proposed Nekoosa group that will help in the successful implementation of the project.

There is a continual effort by Mental Health Matters and its partners to host and perform Question Persuade Refer (QPR) Suicide Prevention Gatekeeper trainings. David co-presented to the Shirley's House of Hope volunteers in late November. With the completion of these trainings, individuals are now considered "Gatekeepers" which means they are better equipped to understand and identify the signs of suicide ideation and have a better means to asking a potentially lifesaving question. The hope with these trainings is to increase community capacity to be able to help reduce deaths by suicide, which is known as the most preventable leading cause of death in the United States.

Additionally to all of the external efforts happening, the Trauma Informed Care Toolkit is still being revised and finalized by our internal team. The team has had increased capacity due to the addition of our new AmeriCorps member Sherry. Sherry will help in the revision of the document as well as the recruitment of pilot organizations who will implement the toolkit in a trial fashion. The team will take feedback from the pilot organizations before, during, and after the implementation of the toolkit to make revisions.

As November comes to a close, Mental Health Matters will be looking forward to 4 different workgroup meetings during the first half of December; the Peer Specialist Integration workgroup, the Question Persuade Refer Trainers workgroup, the Nekoosa Peer-to-Peer workgroup, and the Stigma Reduction Series workgroup. The discussion from these meetings and the decisions made will pave the direction Mental Health Matters will take for the New Year.

Recreate Health

- *Wisconsin Rapids Downtown Farmers Market*-In order to increase accessibility to local and fresh veggies and produce, Recreate Health has applied for a USDA FNS# that will allow them to accept FoodShare EBT transactions at the market in 2019. FoodShare users are able to swipe their card at the market management booth and receive wooden tokens in \$1.00 increments to spend at the market. In addition to EBT transactions, Recreate Health will be applying for special transaction equipment that would also allow credit and debit transactions. For visitors who may not have cash or FoodShare, they will be able to swipe their credit or debit card for a \$1.00 charge and receive wooden tokens that act like cash at the market. The coalition and farmers market management team and vendors are looking forward to this expanded asset and opportunity for our community. Additionally, Recreate Health will be contracting with a local consultant to help develop a farmers market logo. Josh Coyer, a native of Wisconsin Rapids, completed the logo for Wood County Health Department and we are looking forward to his proposals for the market.
- *Community Food Center*-The Request for Proposal (RFP) will be completed in December and sent to a compiled list of organizations to complete. The RFP provides a brief history of the project, the scope of the local food and hunger relief feasibility assessment, and sustainable business model. Conversations with organizations and their capacities are taking place as the RFP process is in motion. As a recap from last month's narrative - the Community Food Center project was awarded a \$30,000 Security Health Plan ABCs for Health grant. This grant will help fund a feasibility assessment, market analysis, and ultimately a business plan for the community food center. The community food center project was started in 2012 when a group of South Wood County United Way Hunger Coalition members sought to address the recurring needs for hunger relief in South Wood County. This group identified the need to convene hunger relief groups and organizations to create efficiencies in reaching those in need and reducing barriers to hunger relief. As the conversations continued, this group saw the opportunity to expand hunger relief into the local food system; supporting farmers, increasing healthy and fresh foods to end-users, and addressing barriers to local food in addition to

hunger. Hunger and Health now bridged together are working to create a place that can include a food pantry and community meal site, a processing facility for local foods to be sold to institutions and community residents and visitors, education opportunities, etc. This is a systems approach to really diving into the food systems of South Wood County and thinking creatively on how to end hunger and increase economic development and access to local foods. This center will ultimately breakdown stigma around hunger and serve as a place for everyone.

- *River Riders Bike Share*-Bikes are now winterized for the season at a storage facility in Nekoosa. They will be back out in April of 2019. The bike share team will be completing an end of year report and continue to complete Catalyst Grant requirements. A \$50,000 UW Madison Prevention Partnership grant was awarded to River Riders Bike Share in 2018. This grant allowed the team to purchase accessible bikes (tricycles and tandem side-by-sides). Funds from this grant will also be used to purchase promotional materials, wayfinding and route signs, street painting and signage, and much more. In 2019, promotion will increase for the program as well as the availability of special coupon codes at select organizations that will allow users to utilize the program at no cost, again reducing barriers to transportation, recreation, physical activity, and overall community vibrancy.
- *Education*-Wood County Health Department continues to act as a teaching organization to further the influence and understanding of public health. Five UW-Eau Claire nursing students have been working with Sarah to implement EBT, Credit and Debit acceptance, and increased promotion for the 2019 Wisconsin Rapids Farmers Market. The students started in September and their end date is December 11th, 2019. Marta Taylor, a MPH student, is based in Marshfield and is working with Sarah to complete a draft RFP for the Community Food Center, compile and coordinate with assessment organizations and provide general oversight of the Security Health ABC's grant.
- Sarah Salewski is partaking in the Heart of Wisconsin Chamber of Commerce Leadership Series – the group meets once a month and learns different aspects of the community and enhance leadership skills. Sessions revolve around culture and diversity, leadership learning, local government, social and community services, private business, etc. I presented at the November session and in January the group will be visiting local governments including county board.
- Sarah will be meeting with each Health Department team to review and provide updates to their website pages. Page improvements will be submitted to IT for 2019 updates. The branding team will convene in 2019 to focus on external promotion of health department services and community work.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Training

Three of our Environmental Health Staff attended the Department of Agriculture, Trade and Consumer Protection's National Environmental Assessment Reporting System (NEARS) training in November. NEARS is a CDC initiative for food borne outbreak investigations. It takes an in depth look at the establishment involved in an outbreak, including equipment, policies, employees, pathogen involved, and employee training. All 5 Environmental Health Specialists are now NEARS trained. Information from the report helps identify the potential causes of an outbreak and food borne illness prevention strategies. EH staff also attended body art training provided by the Department of Safety and Professional Services. Greg is on the Recreational Licensing Policy Team, which is charged with updating existing policies. Greg was also standardized in food inspections by a DATCP State Standard. He passed standardization and the required exercises. Kate Carlson conducted a food safety training and general information session for the Tavern League that serves Adams, Juneau, and Wood Counties. The meeting minutes will go to all members in the 3 county area.

Wood County Water Laboratory

The nitrate lab is getting closer to a reality. We will be doing some trial runs on the process soon, and will be completing proficiency testing by mid-December. The DNR application for certification will then be submitted, prior to the required site visit.

Port Edwards/Armenia Groundwater Issues

The Memorandum of Understanding (MOU) between the DNR, Wood County, Juneau County, and the Armenia Growers Coalition (AGC) was finalized and signed by the AGC. The MOU spells out the AGC's Clean Drinking Water Plan for residents with high nitrate levels. The MOU includes an offer of bottled water and a Reverse Osmosis (RO) system for those who wish to accept this, and a study on groundwater in the area to determine the extent of the contamination, a well depth for safe drinking water, and potential changes in agricultural practices. In Wood County, a resolution regarding acceptance of the MOU will be discussed for approval by the HHS Committee and CEED Committee prior to taking the resolution to County Board. In Juneau County, the MOU will go directly to the County Board for approval. The AGC requested a list of residents in the agricultural corridor in Armenia and Port Edwards that have not yet had their water sampled by a third party. Letters will soon go out to residents offering free nitrate sampling. Those who agree to have their water sampled and have unsafe nitrate levels, will also be offered bottled water until a treatment system can be installed.

New Business and Consultations

Motav8 Nutrition was licensed as retail establishment in Wisconsin Rapids. Dunkin Donuts in Wisconsin Rapids submitted an application for a license to operate but have not yet had their pre-licensing inspection.

Complaints

Fourteen complaints were received in the month of November. Due to the continuing issues with bed bugs in an apartment complex, Kate Carlson went to the complex and posted information for tenants regarding bed bug prevention. She also spoke with apartment management, the bus company, and the hospital about bed bug prevention and management.

- Cockroaches were reported in a rental unit. The landlord was contacted and hired a pest control company. Pest control found no cockroaches, but did a treatment.
- A tenant complained of water damage in the home. Tim requested landlord information several times, and no information was provided. Case closed at this time.
- A hoarding situation was reported in Wisconsin Rapids. The resident is a competent single adult. Resource information was shared. Case is closed.
- A complaint was made of no running water at a rental unit. The unit has running water, case closed.
- A second report of cockroaches in a rental unit was received. The landlord hired pest control, but they cannot complete the job due to cleaning issues. The landlord asked us to contact the tenant with instructions on how to prep for cockroach treatment. Letter sent to tenant, complaint closed.
- Mold was reported in a rental unit. Substantial mold was not noted on inspection, case closed.
- Tenants involved in an ongoing complaint requested asbestos information for court. Tenants were advised not to disturb suspected asbestos, or have it tested if they plan on remodeling. Case closed.
- A complaint of mold and water damage in a rent-to-own property was received. The purchaser was advised to vent the bathroom and dryer, and install gutters to direct water away from house. Case closed.
- A caller complained of mice and gas odors in a home. An onsite visit was done. Some evidence of mice, and slight gas odor was noted. The gas company was contacted, found a leak and red tagged the stove. The landlord was informed of the gas issues and advised to hire a plumber to check on potential sewer issues. Case closed.
- A restaurant patron reported raw chicken fingers were served. The owner was contacted and stated that the employee was fired and they were aware of the situation. The caller was satisfied that the complaint was taken seriously. Case closed.
- A caller complained of mold in the insulation of her home. The photos did not indicate a serious mold issue. She was referred to Community Development for assistance with replacing insulation and bathroom fans. Case closed.
- A caller complained of diarrhea after eating at a restaurant. The restaurant was contacted and no one else reported illness after eating there. Caller was advised to stay out of work as a food service worker until symptoms resolved. Case closed.
- Probation and Parole employee was concerned about transporting individuals with bed bugs in government vehicles. He was provided with information on how to control bed bugs. Case closed.
- A complaint was made about a restaurant worker who did not wash hands while preparing a pizza. After handwashing, bare hand contact is allowed on foods that will be cooked, but not when food is ready for service. Restaurant was contacted and will reiterate handwashing policy. Case closed.
- A cease and desist order was issued to an individual who is advertising tamales for sale in Wisconsin Rapids. The individual will be referred for legal action if this continues. She was provided information on how to legally conduct her business.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Oral Health Program - Wendy Ruesch, RDH, CDHC

Two oral screenings and fluoride treatments for 302 children in Wood County Head Start Centers have been completed. One more screening and fluoride treatment will be provided during the remainder of the school year. So far during the 2018/2019 school year, the sealant program has provided preventive dental services for 769 children, including 785 sealants placed on 236 of those children. Erin Fandre is in process of learning the program.

COMMUNICABLE DISEASE TEAM REPORTS

Communicable Disease Update – Jean Rosekrans & Alecia Pluess

- During the month of November, Wood County had 15 cases of chlamydia and 2 cases of gonorrhea reported. One case of Hepatitis C was also investigated. A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Lyme's cases continued during November with 3 confirmed cases, 1 probable case, and 6 suspect cases reported.

- During November, 1 case of cryptosporidiosis, 2 cases of campylobacter, and 2 cases of giardia were investigated. Information was mailed to long-term care facilities with the current recommendations for reporting, prevention, and control of acute gastroenteritis outbreaks in their facilities.
- Wood County had its first reported case of hospitalized influenza in November. Long-term care facilities received a mailing with the current guidelines in reporting, prevention, and control of acute respiratory illness outbreaks in their facilities.
- Data from the Immunization School Report to Local Health Department was collected from Wood County schools and submitted to the Department of Health Services. This is an annual requirement.
- Jean and Alecia completed computer-based training sessions on the new database for tracking blood lead reporting, case management, and environmental investigations.

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

- The income determination tab in the ROSIE charting system used by WIC staff was updated on November 29th. Staff were previously trained for this update. WIC clinic has been running smoothly with this system change.

Caseload for 2018 (Contracted caseload 1453)

	Dec 2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Active (initial)	1347	1328	1355	1341	1362	1382	1369	1391	1437	1427	1421	1403
Active (final)	1422	1412	1402	1409	1444	1433	1468	1474	1443	1442	1435	
Participating	1489	1488	1449	1458	1474	1470	1467	1472	1443	1441	1430	1411

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

December 11, 2018

Director's Report by Brandon Vruwink

The Human Services Administrative Team has begun discussing the Strategic Planning process. Because of the size and scope of the Human Services Department, the planning process will take some time. Each division within the department will develop their own strategic plan. We will then take the plan developed by the respective division and incorporate it into a large Human Services plan. It is important that we take our time working through this process to ensure that we are developing a plan that will serve the department well over the next five years.

We continue to work through the recruitment process for the Deputy Director position. We have begun to hold second interviews and hope to identify a final candidate shortly after the first of the year. I will continue to provide updates as we work through the recruitment process.

Juvenile Corrections has become a talking point once again as counties begin to develop long-term plans for providing care to youth that would have previously placed at Lincoln Hills. The overall concern is the state has not allocated sufficient funding not enough funding to support the development of facilities to provide treatment to youth. Legislative action will be required to make any changes to the Juvenile Correction reform bill.

As 2018 comes to a close, I would like to recognize the maintenance teams at Edgewater Haven and the Wood County Annex and Health Center. This was a very busy year between scheduled Capital Improvement Projects and unexpected repairs. While working to support our overall efforts to enhance our facilities they have continued to meet the day-to-day requirements of maintaining our buildings and grounds. Thank you to Ron Landwehr, John Schmutzer, (Edgewater Haven) Lee Ackerman, Donn Ress and Brandon Stublaski (Wood County Annex and Health Center). Your work throughout the year is greatly appreciated!

Administrative Services Update by Jo Timmerman

Norwood: Census on the Admissions Unit for November averaged 11.57. The average census for January 1st through November 30th was 9.25.

Census on the TBI Unit for November was 2.30, with the January through November average at 2.88.

I remain in contact with our state Medicaid representative regarding our 2016 TBI settlement underpayment. Our representative has been pressing Forward Health for a resolution to this problem. She has also engaged her supervisor to aid in the matter. The response from Forward Health is they are working on a fix that will allow their system to pick up the A5 modifier associated with the settlement payment. This fix evidently is taking longer to resolve than anticipated by Forward Health's IT Department. The sense from their end is the issue will not be resolved before 2018 yearend.

The Accounts Receivable Supervisor and the Patient Accounts Coordinator will be reviewing our billing processes at Norwood in the coming months, looking for improvements and efficiencies in our process.

I have our Accountant researching the requirements for billing residents' services in preparation for our residency program in 2019. She has compiled documentation on this as well as outlined an implementation plan to prepare Norwood for this next initiative.

Three Norwood Business Office staff members will participate in the Finance Strategic Plan brainstorming session to be held on 12-11-18.

Community: Mary Schlagenhaft and I meet with the Finance Department on 11-30-18 to discuss the planned change in employee mileage reimbursement in 2019.

Reimbursement of mileage expense is reverting back to the payroll system effective 1-1-19 for employee expense incurred beginning 1-1-19. Topics discussed included who will be responsible for entering the expense to the system, how to ensure proper oversight/approval of the new process, staff training, set-up in TimeStar, maintenance of the expense reports, and timelines.

Electronic billing for services in the Outpatient Clinic is expanding to include additional payers. Electronic billing expedites reimbursements from payers, thus shortening the turn-around time for cash flow. It also significantly decreases denials related to payers' inability to read scanned forms and payers' staff time dedicated to handling paper claims.

Eight Community Fiscal staff members will participate in the Finance Strategic Plan brainstorming session to be held on 12-11-18.

Edgewater: The average daily census for November was 57.50. The average daily census for January 1st through November 30th was 56.39.

We've received our 10-01-18 Medicaid daily rate from our auditor. The per diem rate had increase as of 07-01-18, but as of 10-01-18 it has now decreased. That decrease on October 1st takes the rate down below what we had budgeted 2019 Medicaid revenues at. This decrease will translate into a revenue decrease for 2019 of approximately \$90,000. The hope is the rate will rebound on 04-01-19 as an increase in CMI is projected going forward.

The Accounts Receivable Supervisor and Billing Clerk will be reviewing our billing processes at Edgewater in the coming months, looking for improvements and efficiencies in our processes there as well.

Three Business Office staff members will participate in the Finance Strategic Plan brainstorming session to be held on 12-11-18.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson

2018 Emergency Protective Placements (EPP):

Date of EPP	Accepting Facility
1/4/18	Marshfield Medical Center
3/29/18	Clark County Health Care Center
5/1/18	Edgewater
5/1/18	Edgewater
6/14/18	Strawberry Lane
6/14/18	Strawberry Lane
7/10/18	Edgewater

7/20/18	Clark County Health Care Center
8/24/18	Edgewater
10/18/18	Crossroads
10/24/18	Clark County Health Care Center
11/12/18	Aspirus Riverview Hospital
11/18/18	Clark County Health Care Center
11/19/18	Edgewater

As part of the Crisis Intervention Improvement Grant, efforts are being made to increase collaboration with the schools. We have met twice and are scheduled for another meeting to focus on increasing the understanding of processes, procedures, and overall goals of working together to support children in crisis. Our goal was to provide one training to Wood County school staff by December 1, 2018 and we have already exceeded this.

On October 5, 2018 the Crisis/Legal Services Supervisor and four legal services staff met with local guidance counselors at Nekoosa High School. During this meeting, we had goals to define and explain crisis procedures, outline least restrictive efforts, and discuss potential safety planning options when working with children in crisis. We hoped to clarify roles and responsibilities of each community partner and identify strengths and barriers we each have in our mutual goal of keeping the children safe and meeting their needs in the least restrictive environment. School personnel requested to see the crisis assessment Human Services uses as well as have an assessment created for their use.

On November 1, 2018 the Crisis/Legal Services Supervisor and the Lead Services Coordinator for the Legal Services unit had a follow-up meeting with the same school counselors as the October meeting. We reviewed the forms that Human Services uses for crisis assessments, provided them with an abbreviated version for their use within the schools as well as a checklist to use while working with kids in crisis. These efforts will reduce frustrations had by both entities, clarify roles, and serve as a guide for best practice in serving our youth. School personnel found these tools helpful and would like to review scenarios with various outcomes at the next meeting which is slated for December 11, 2018.

We are currently waiting for final confirmation on new rates for Children's Waivers services as described in this excerpt:

The federal Centers for Medicare & Medicaid Services (CMS) have directed the State of Wisconsin to create a uniform rate-setting methodology for most CLTS waiver services as per the home and community-based service (HCBS) 1915(c) regulations. The current practice, in which individual county waiver agencies set rates directly with providers, will no longer be allowed by CMS. The DHS will implement the new rate methodology and supporting systems in January 2019.

Services Included in Rate-Setting Initiative

- Adult family home
- Case management
- Child care
- Community integration services
- Counseling and therapeutic services
- Daily living skills training

- Day services
- Financial management services
- Mentoring
- Nursing services
- Respite
- Supported employment
- Supportive home care
- Transportation

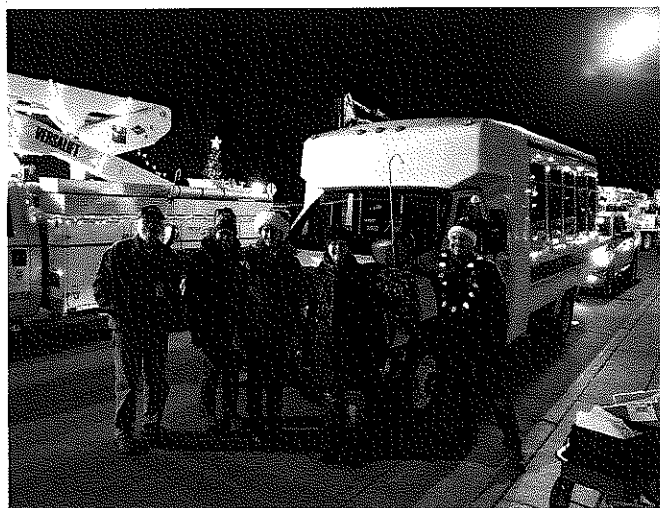
Services Exempt From Rate-Setting Initiative

- Adaptive aids
- Children's foster care
- Communication aids
- Consumer education and training
- Home modifications
- Housing counseling
- Personal emergency response systems
- Relocation services
- Specialized medical and therapeutic supplies
- Training for unpaid caregivers

Some of our contracted providers have already expressed concern that if rates are significantly lowered, they will not be able to continue to provide the services.

Community Resources Update by Steve Budnik

Transportation: In November the Transportation Department participated in the Wisconsin Rapids Holiday Parade. The department's newest bus was featured in the parade. The bus was full of bright LED lights and holiday decorations! Alongside the bus Mary Schlagenhaft (Fiscal), Angela O'Day (FSET), Michelle Nash (Transportation), and I walked and handed out candy. The department's longtime employee, Ron Young, was the driver. In addition to passing out candy, fliers advertising the transportation program were distributed. In addition, we handed out Edgewater Haven bags to promote our beautiful skilled nursing facility.



Income Maintenance: For the month of November, the Northern Income Maintenance Consortium (NIMC) processed 2,222 FoodShare applications. Of those applications, 99.95% were completed in a timely fashion. The NIMC also processed 1,187 Health Care applications in November. Of those applications, 99.92% were completed timely. The NIMC ranks the best in the state for timeliness with both Food Share and Health Care applications. This focus on customer service from the Economic Support staff is appreciated!

Energy Assistance: Since the new heating season, October 1, 2018, the Energy Assistance department has processed 1,391 applications. This is an increase of 323 applications from last year. The emphasis on reaching new and returning customers throughout Wood County has successfully worked! Wood County ranks in the top five counties for growth in Energy Assistance applications for this heating season.

Employment & Training Update by Lacey Piekarski

FoodShare Employment & Training: In November, FSET staff had the opportunity to attend training facilitated by the Department of Corrections (DOC). This unique partnership has opened the door for continued collaboration for our customers, specifically for those transitioning from incarceration. Although some information was specific to our staff who work with DOC, the majority of the information is applicable to our current case management model and will be shared with our FSET team through weekly and monthly trainings.

As we finalize our first quarter of our FSET Federal Fiscal Year on December 31, we are excited to begin initiation of our regional five-year strategic plan, aligned with our five-year contract cycle. The entire FSET team has been vital in creating our strategic plan, which includes a focus on our mission to create opportunity for our customers while considering how our program can be a crucial part of our communities in relation to our customers, staff, organization, community, and employers we partner with.

Independent Living (IL) Program: The Independent Living Program – Region 1 includes a youth-driven Youth Advisory Council (YAC), which consists of youth in our region both currently active in IL and available to those who have aged out of programming. The YAC is unique, providing regional contact and connection for youth and the ability to share ideas with state legislature through the state YAC. Our IL Coordinators attended the state YAC meeting December 1 and we are excited to share a Region 1 youth was nominated as the State YAC Secretary! Our regional and state YAC groups have very exciting changes they will facilitate in 2019, ideas they research and lead as a team. We will share some of the ideas and progress when available in early 2019.

On December 12–14, our IL team will be attending the National Association of Workforce Development Professionals Youth Development Symposium in Chicago. We are excited to network with other youth development professionals and will share new information at the January HHS Executive Committee Meeting.

Brighter Futures Initiative (BFI) Substance Use Prevention Program: Wood County Human Services Department, in partnership with subcontractor CW Solutions, is excited to begin the transition phase for our new BFI Substance Use Program, officially beginning January 1, 2019! Kathleen MacLeay has been hired as of January 2, 2019 as the CW Solutions employed BFI Case Manager. On November 30, CW Solutions Manager Tom Prete and I attended the Department of Children & Families new vendor meeting, receiving additional planning details to begin our formal outcomes tracking. A kick-off meeting will be scheduled with our curriculum contact for the Life Ecology

Organization project, to include invitations to the local school districts and staff, to begin sharing the program information before scheduling sessions with youth. Additional details to follow in January 2019.

Norwood Health Center Update by Jordon Bruce

As the year comes to a close we are continuing to focus on controlling our expenses to minimize the deficit we will realize. This is largely due to realizing a lower census on our inpatient hospital unit than we had budgeted. Additionally, our efforts will be concentrated on recruitment in early 2019 in an effort to bring services in-house vs. contracting out for the same services, saving us dollars. We are excited to transition the TBI Unit to Edgewater Haven and open a 16-bed unlocked, skilled nursing facility for the chronic mentally ill. We currently have a full census of 6 patients until the license is converted on that unit from TBI.

Pathways Update: The month of November we averaged 5.87 overflow mental health patients and 2.3 TBI patients. We had 2 TBI discharges, zero admissions and eight TBI referrals in November, all of which were not appropriate for our unit. One referral was a Medicare patient.

Our Crossroads census 14.57 for the month. We had two admissions and two discharges during the month. We have zero open beds currently.

Our post-TBI unit renovations are complete and we are ready to transition the TBI unit to Edgewater. Once we move the unit to Edgewater we will be able to immediately expand up to 16 beds by converting our license. We are currently at our maximum capacity of 6 residents until we convert our license.

Norwood Nursing Department by Liz Masanz

We averaged 11.57 patients on the admissions unit in November. We continue to struggle with nurse recruitment and have zero RN applicants. We are presently trying to recruit three full time nursing RN position on PM and NOC shift. We will be staffing the hospital with an LPN as a second nurse as a way to cover those hours. We continue to see zero OT and Nurse Practitioner applicants.

We continue to have Rasmussen and Mid-state nursing students having clinicals at our facility.

Liz spoke at the 2018 Focus Long Term care conference on Verbal and Non Verbal de-escalation of violent and agitated patients and was very well received.

Norwood Maintenance Department by Lee Ackerman

Work on renovating the therapy wing for occupancy is nearly complete. The new Nurse Call and Wanderguard systems have been installed and are operational. The flooring and base molding are in and the work on plumbing repairs is nearly done. The only tasks that remain are: acquiring and installing a TV in the dayroom, along with an antenna or DISH service; moving furniture into place; and Greenfield's exit process.

The last section of HVAC control updates for this year has been completed. This section updated the Gym controls. As a result, the system will now ramp down temps "after hours", from 7 pm-7 am, which will save on energy costs. Also, we are seeing a better balance of airflow which is allowing the fire doors to self-latch properly. This has been an ongoing issue for us and is a great relief to

have resolved. Along with all of the other air handlers we have updated (10 in total), the controls have been entered into the HVAC managing software program Insight, which is used throughout Wood County. This program license is nearing its end and steps have been taken to update it at the Courthouse already. Complete Control has offered quotes for updating all of Wood County's buildings (I just found this out recently). Our portion will be \$4,981. We may want to use part of our 2019 HVAC upgrade capital to cover this.

I have been working on preparing for 2019 capital projects in order to be ready to start early in the year if possible. I sought an estimate for remodeling the bathrooms on Crossroads from the same contractor that did the ones on Admissions.

I have also been having discussions with Complete Control on determining the best areas of HVAC system to upgrade next and looking for portions that we could handle in-house to save on costs.

The domestic hot water circulating pump failed this month. This pump circulated the hot water throughout the building so that it is available at faucets and showers when needed. The cost to replace was \$1,549.19 for new pump plus \$200 for temporary pump and materials for installation.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of November totaled 10,347 and y-t-d meals are 115,768. Revenues for November totaled \$46,862 and y-t-d is \$523,826.

Norwood Health Information Department by Jerin Turner

Paul Schaefer has retired, and Samantha Waltemate has taken the FT reception position. Sam has worked for Norwood for two years, as a receptionist and a medical records tech. Sam's position in medical records has been filled and her replacement will be starting next week. This candidate brings experience in release of information at Marshfield Clinic to the position.

I am currently working with Bailey for a way to better track Dr. Winemiller's charges when he sees patients.

November 2018 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info (Insurance/appropriate)
11/3/2018		35 male	declined	Humana commercial insurance; not therapy candidate.
11/12/2018	Sacred Heart Milwaukee	28 male	declined	HMO with not TBI coverage, intense psychiatric needs, not participating in therapies to demonstrate potential progress
11/16/2017	Gunderson La Crosse	57 female	declined	Medicaid ended 11/7; no Insurance
11/16/2018	St.Lukes Aurora Milwaukee	50 male	declined	Medicare, Medicaid pending
11/21/2018	Sacred Heart Eau Claire	51 male	declined	No Insurance
11/26/2018	Ascension- Racine WI	58 female	declined	Not TBI; looking for long term care

11/29/2018	Mercy Janesville	24 male	declined	Blue Cross Blue Shield - requested Medicaid or disenrollment 11-30-18
11/29/2018	Sacred Heart Eau Claire	57 male	declined	not TBI diagnosis

Edgewater Haven Update by Cindy Robinson

In the month of November we had 16 admissions and 1 readmission.
Current census on the Behavior Wing is 10 residents.

Census comparison to last year:

November 2017 – 53.43 average census with 8.16 rehab

November 2018 – 57.50 average census with 5.66 rehab

Admissions/Discharges Comparison:

November 2017 – Admissions 15 Discharges 17 Readmissions 2

November 2018 – Admissions 16 Discharges 13 Readmissions 1

Wood Haven, formerly referred to as the 500 North Wing, renovation continues on schedule with completion of construction by January 1. Aspirus has recently added a part time Neurologist for services. Plans are being developed for NHA to meet with Medical Director at Aspirus to discuss neurology services at Wood Haven.

Courtney Rodriguez from Admissions attended a Meet & Greet held at Marshfield Medical Center on November 13. She had the opportunity to display our services and to meet the surrounding area health care providers, including discharge planners. She marketed Wood Haven as this gave her an excellent opportunity to start conversations with key contacts.

Edgewater Haven was promoted by the State of Wisconsin to a Five Star Facility! This outcome is based on three areas: **Health Inspections, Quality of Care and Staffing**. We are all very excited and proud of this outstanding accomplishment and will be celebrating this with the Open House of the Wood Haven.

The notification letters of the rate increase were mailed or hand delivered to residents. NHA has had only one question about the increase, the family member understood and accepting of the increase.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: December 20, 2018

Caseload activity for November - 22 new veterans served. During the month of November, we completed/submitted 251 federal forms to include:

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

Activities:

1. Completed as of December 13th:
 - a. November 28- Tomah VA Medical Center Director's strategic partnership meeting.
 - b. November 30- CVSO Association of WI Executive committee meeting in Kenosha WI.
 - c. December 7 – Marshfield Vets Talk
 - d. December 7- Wisconsin Rapids Veterans of Foreign Wars Pearl Harbor Day ceremony.
 - e. December 11 – Wood and Portage County CSS CST Coordination Committee meeting.
 - f. December 11 – Meeting with Governor Elect Evers transition team to discuss veterans' issues and priorities.
 - g. December 12- Veterans Law Group webinar on Solutions to common VA errors when rendering disability compensation decisions.
 - h. December 12- Tomah VA Medical Center quarterly CVSO and Congressional Liaison meeting.
2. Near Future:
 - a. January 16 Wisconsin Counties Association County Ambassador Program (CAP) Team day at the state capitol.
 - b. National Veterans Legal Services Program Webinar on the VA's new pension requirements.

Office updates:

1. Wood County veteran hiring initiative: Veterans preference and Disabled Veterans preference given to applicant for Assistant CVSO. No progress in this reporting period for countywide positions.
2. Marshfield's Vets Talk. On the first Friday of every month Marshfield area veterans, meet at the American Legion post for coffee, snacks and to share their experiences. This month both the CVSO and Assistant CVSO (Marshfield staff member) attended to introduce the relatively new Assistant CVSO. While there, we were able to identify a Vietnam veteran who is receiving treatment for throat cancer. He was unaware that respiratory cancers may be Agent Orange presumptive illnesses and that he should file a disability claim. He is also in the process of getting hearing aids from the VA and we discussed that his sudden change in hearing should be claimed as a secondary disability due to the chemotherapy treatment for his service connected cancer.

3. Meeting with Governor – elect Evers transition team. CVSO Association President Dan Connery and Legislative Committee chairperson Rock Larson meet with Saul Newton of the transition team. The meeting to discuss issues and priorities scheduled for 30 minutes lasted an hour and forty-five. Various parts of the Wisconsin Department of Veterans Affairs (WDVA), veteran's suicide, advertising, education, transition from active duty, the Veterans Trust Fund, and the WDVA grant to counties were among the many topics discussed.
4. We continue to plan with the Tomah VA Medical center for two outreach events (Veterans Benefit Expos) one in Marshfield and one in Wisconsin Rapids for 2019. Wisconsin Rapids will be August 14 with the Hero's Café. We need to discuss student veterans at UW-SP at Marshfield and MidState before we finalize a day and location.
5. Tomah VA Medical Center updates:
 - a. The hospital is starting a Dementia wing with hope to become the regions Geriatric Psychiatric hub. These long-term care beds will predominately be for veterans rated 70% or greater service connected disabled veterans. However, there may be options for respite care or emergency temporary placement if beds are available.
 - b. The VA is once again changing the way it will coordinate and provide community care to veterans enrolled in health care but need services not readily available by the VA health care facilities in the area. VA Choice program will end soon the regional contractor Healthnet has been terminated and TRIWEST will pick up the pieces until the new nationwide contract is awarded. Because Healthnet had bungled its performance, the Tomah VAMC was part of a pilot program and allowed to work directly with area private providers. That system was working great for our local veterans and providers so of course Congress has directed a new nationwide program. This will cause yet another change for our veterans. I hope that it will develop into a successful long-term program.
 - c. For the past year Tomah VAMC has been a Whole Health Flagship hospital (one of 18 pilot hospitals nationwide). This is looking at a very different model of healthcare delivery "Whole Health" (WH) using evidence based programs and patient input and involvement to provide whole health approach instead of a reaction to a medical need based program. See the attached flyer on their first year accomplishments.

Minutes of the Wood County Public Safety Committee

3

DATE: December 10, 2018

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

EXCUSED:

NOT

PRESENT:

OTHERS Lori Heideman, Kelli Trzinski, Steve Kreuser, Dara Hamm, Scott Brehm, Shawn

PRESENT: Becker, Doug Machon, Lonnie Zellner, Michele Dorshorst, Ann Berger, Scott

Reetz, Mandy Adamski, Ben Nikolai, Marla Cummings, Lacey Bell, Heather

Vancil, Joan Garcia, Catherine Pidgeon, James Webb, Michael Habeck, Jane

Habeck, Tim Bassett, David Westfall, Mike Wiberg, Brenda Almquist, Amy

Kaup, Pamela Ironside

LOCATION: Wood County Courthouse

1. Call to Order:

Bill Winch called the meeting to order at 9:00 a.m.

2. Review minutes of November 12, 2018:

Motion by Feirer, second by Zaleski to approve the minutes of the November 12, 2018 meeting as presented. Motion carried unanimously.

3. Public Comments:

Mike Wiberg Director of Rescue spoke to the Committee about the Rescue truck. Mike stated the truck has 4600 hours and 83,000 miles on the truck. Mike stated he had North Central Emergency Vehicles appraised the value of the truck and with all the equipment and the truck the retail value is \$60,000; without the equipment the truck's retail value is \$50,000. Mike stated the retail value is \$77,950 for all the equipment at the rescue garage and the truck with equipment.

Tim Bassett stated he was on Rescue for 13 years. He stated most Rescue members do not feel this is a job. He stated this is something they love to do and to give back to the community. Tim stated people use this as a stepping stone to become paramedics, nurses, police officers, fire fighters, etc.

Pam Ironside stated there would be no Project Lifesaver without Rescue. She stated she was one of the founding members that brought Project Lifesaver to the community. She stated we need to support these core people in our community who are really the leaders in our community in her opinion. Pam stated our community would not be as strong as it is if it was not for members of our Rescue squad stepping up and saying these programs are important. She stated the community strongly supports the Rescue Squad.

Scott Reetz stated he started on Rescue in the 80's. He stated rescue does more than just extrications such as: fires, natural disasters, lost hunters, body recoveries, water rescues, evidence recovery, crime scene security, and mutual aid. Scott said he feels safe in Wood County because he knows Rescue is available.

Ben Nikolai stated he attended the Executive Committee meeting last week. Ben spoke about a paradigm shift that might happen. He stated he is aware that \$48,000 perhaps might be spent on ATV trails in the county and create routes on county roadways. Ben stated if you allow ATVs on a roadway that inherently brings up the possibility for collisions. Ben stated if you get rid of Rescue that is dedicated to respond to these incidents, you now lower the safety potential of the county.

Michael Habeck stated he was on rescue for 12 years starting in 1992. He stated Rescue is RAPID intervention. He said because the truck is at home it is RAPID. Michael stated the truck is moving and personnel are at scene a lot faster. Michael talked about an incident involving a person verses a train.

Chairman Winch read a letter from the Wood County Fire Chiefs Association.

4. ATV Update:

Chairman Winch showed the committee a projected ATV trail map.

5. Discussion of Amazon Business Account and County Credit Cards:

Marla Cummings from the Finance Department stated the County currently has six business accounts and 26 nonbusiness accounts with Amazon. Marla stated they will be consolidating the accounts into one account and the Finance Department will administer it.

Marla stated US bank will be coming to the Executive Committee meeting in February for a presentation on County credit cards. Marla stated in January they will be doing a Webex for all the department heads.

6. Emergency Management Department:

a. Communications November 2018 Claims:

The Committee reviewed the Communications November 2018 claims.

b. Communications Report:

Steve talked about the engineer design and the carryover of money from the 2018 budget to the 2019 budget.

Motion by Feirer, second by Zurfluh to carryover \$225,000 from 2018 Capital Projects to the 2019 budget. Motion carried unanimously.

c. Communications Coordinators Job Description:

Steve discussed the job description for the Communications Coordinator and asked that this position report to the committee. This position will articulate time off with Emergency Management.

Motion by Feirer, second by Zaleski to authorized the Communications Coordinator to report to the Public Safety Committee as a standalone department.

d. Emergency Management November 2018 Claims:

The Committee reviewed the Emergency Management November 2018 claims.

e. Emergency Management Activity Report:

The committee reviewed the Emergency Management report.

7. Dispatch Department:

a. Dispatch November 2018 Claims:

The Committee reviewed the Dispatch November 2018 claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report.

c. Staff Update

Lori reported they have hired two new dispatchers. She said they should be fully staffed by mid to late March early April

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

January 14, 2019

9:00 a.m.

Wood County Health and Annex

9. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report.

b. November 2018 Claims:

The Committee reviewed the Humane Officer November 2018 claims.

c. Humane Officer Resolution Pertaining to Monthly Meetings

Motion by Zurfluh, second by Zaleski to table a motion to require the Humane Officer to attend all regular Public Safety meetings. The Humane Officer should be paid mileage for all meetings. Motion carried unanimously.

This item will be brought back for the January's meeting with Peter Kastenholtz's input and opinion.

10. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

Joe Zurfluh told the committee that Dara has done an excellent job as Coroner and she should be commended for this.

b. November 2018 Claims:

The Committee reviewed the Coroner November 2018 claims.

11. Sheriff's Department:

a. Correspondence:

None

b. November 2018 Claims:

The Committee reviewed the Sheriff's Department November 2018 claims.

c. Updates:

Crimestoppers: See Report.

Safe Ride Initiative: None.

Criminal Justice Task Force: None.

K9: None.

Courthouse Security: None.

d. Jail Items:

See Reports

12. November 2018 Claims: Dispatch, Communications, Emergency Management, and Sheriff:

Motion by Zurfluh, second by Feirer to approve the November 2018 claims of all Public Safety Committee Departments. Motion carried unanimously.

13. Agenda items for next meeting

None

14. Adjourn

Motion by Feirer, second by Zaleski to adjourn at 9:50 a.m. Motion carried unanimously.

Minutes taken by Wood County Sheriff's Department.

Signed Electronically by Jason Zaleski

Jason Zaleski, Secretary
Public Safety Committee

To set the record straight.

Over the last few weeks there has been a tremendous amount of information (and incorrect information) that has been all over social media related to Wood County Rescue and the other Wood County Fire Departments. This document has been created to show the capabilities of emergency services organizations (specifically fire, technical rescue, and EMS) within our county.

Wood County Fire Departments were identified by certain members of Wood County Rescue as not carrying adequate equipment or having trained personnel responding to emergencies. These comments are completely inaccurate and uncalled for. The information contained within this document related to the personnel, equipment, and capabilities of Wood County Fire and EMS Departments may be verified by contacting Wood County Emergency Management and reviewing a copy of Annex K.

In addition, all Wood County Fire agencies providing emergency medical services at any level (i.e., emergency medical responder, EMT, Advanced EMT, Paramedic, or Critical Care Paramedic) complete training specific to their licensure level is required by the State of Wisconsin. Those departments who offer additional specialized/technical services (e.g., vehicle extrication, ice rescue, swift water rescue, confined space, trench, agricultural, high angle, hazardous materials, etc.) conduct training routinely and minimally meet the applicable national standards specific to the topic (e.g., technical Rescue training meets current NFPA 1670 Technical Rescue standards

Wood County Fire and EMS departments are highly trained and competent with the equipment and tools necessary to handle any emergency situation they face. The departments meet current requirements and to say anything other than that is a fabrication and nothing more. We have heard individuals blaming certain Wood County Fire Chief's for supporting the decision to eliminate Rescue. The fact of the matter is the decision was made by the Wood County Executive Committee and the Public Safety Committee to eliminate Rescue before the Chief's Association was asked.

These discussions on social media indicating emergency responders (other than Rescue) are not trained or equipped and not able to handle an emergency is frustrating and inappropriate. The biggest thing coming out of these comments

on social media, aside from this service (Rescue) not being an available support unit for departments in the southern part of Wood County, is a bigger divide in the county and pitting emergency responders against one another.

Wood County Fire Service Inventory of Rescue Capabilities

The following data is provided by the most recent Annex K assessments completed by Wood County Fire Departments in 2017. The information is provided to Wood Co Emergency management on an annual basis.

• Number of Fire Departments serving Wood County	18
• Number of personnel (fulltime, paid on call and volunteer)	502
• Number of responding Engines (required for vehicle extrication responses)	41
• Departments with rescue tool capability (power hydraulics and or air bag tools)	10
• Departments that receive Extrication through a partnering agency that do not carry rescue tools at present (5 of them located on the North end of the County)	8
• EMS trained personnel (First Responders, EMT Basic / Advanced to EMT Paramedics. All certified /licensed by State of Wisconsin)	277
• SCBA units (required for hazardous atmospheres (i.e. vehicle fires, confined Spaces to all hazard responses)	340
• Number of agencies that are certified to do Ice rescue	8
• Boats available	5
• Off Road rescue / fire suppression (ATV's and UTV's)	14
• Swift water rescue teams	3
• Fire Service Project Lifesaver agencies	3

This article authored by Chief Owen, Chief Minor and Chief Sabo – President, Vice President and Secretary Treasurer Wood Co Fire Chiefs Association.

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

3

DEPARTMENT: Wood County Humane Officer

Olson

11/4/2018 THROUGH 11/17/2018

APPROVED BY: Public Safety Committee

[illegible]

TOTAL

\$1,150.00

626

55.00

\$341.17

(Mileage Check)

Per Diem: 901-54129-000-101

Mileage: 901-54129-000-331

Humane Officer Nanci Olson
November 4th - 17th 2018

11-4, 13; WR23095 Welfare check on animal at East Grand Avenue WR,-open case 18, 18

11-4, 6; WR22671 Quarantine follow-up for a dog bite at 300 block of Grove Avenue WR 16, 16

11-5, 9; WR22853 Welfare check on dog-follow-up at 500 block 8th Avenue North WR 18, 18

11-6; WR22168 Report requested for a prior dog bite. 0

11-7, 10; WC17078 Improper confinement of dogs @ 6000 block of Tamarack Lane Vesper 40,40

11-8, 10; WR22599 Welfare check on cats @ 200 block of 18th Street North WR 16, 16

11-9, 17; WC13094 Improper confinement of cattle-fences to be repaired 24, 24

11-11, 15; WC15663 Welfare check on cats @ 10060 block of County Road E Auburndale 62,62

11-12; Public Safety Meeting Marshfield 82

11-13, 16 WC15021 Investigation and gathering evidence 22, 22

11-14; WC18061 Dog bite-victim was playing with her friend's Siberian husky when she was bit. 20

11-14; WR13852 Cat bit a child-the victim was bit by her grandmother's cat 16

11-15; WC15249 Under investigation 16

11-16, 17; WC18166 Welfare concerns regarding cattle-open case 30, 30

Humane Officer Olson
November 18th – December 1st 2018

11-18 WR13852 Cat bite follow-up @ 1900 block of Oak Street WR. 16

11-19, 24; WC18166 Welfare check on cattle @ 4280 block of State Highway 73 Town of Sigel 30, 30

11-19; WR22599 Welfare check on cats @ 200 block of 18th Street North WR-open case 16

11-20, 22; WR24295 Dog bite @ 2100 block of Sherri Lane-Order of Abatement issued 14, 14

11-20, 21; WC18370 Dog bite @ 290 block of County Road G, Town of Port Edwards 30, 30

11-21 WC15249 Under investigation 16

11-22, 23; GR4718 Dog bite-child was bit by the family dog @ 2600 block of Abby Lane. 10, 10

11-23, 25; WC15021 Investigation and gathering evidence 18, 16

11-24, 26; WC15663 Welfare concerns, sanitation-open case 62, 62

11-27; WR24780 Cat bite @ 500 block of 9th Avenue South WR 20

11-28, 29; WR24845 Dog bite, near 24th Street North WR-Victim said it was a stray dog that bit him and refuses to cooperate further 14, 22

11-29; WC18061 Dog bite @ 2800 block & compliance form to be sent to Marathon County 20

11-30, 12-1 WR24948 Complainant was walking his dog when two dogs at-large attacked his dog causing damage @ 900 block of 11th Street North WR-open case 16,16

11-18 Report writing



Wood County

WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 12/3/18
TO: Wood County Public Safety Committee
FROM: Dara Hamm, Wood County Coroner
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for November 2018:

Calls for Service/Death Investigations	101
Investigations Involving Sudden or Suspicious Deaths and Falls.....	28
Death Certificates Signed	21
Cremation Permits Signed	73
Traffic Fatalities Investigated	0
Suicides Investigated	0
Drownings	0
Fire Fatalities	0
Homicides	0
Autopsies Performed	0
Suspected Overdoses.....	0
Disinterments.....	0

Remarks:

None

Respectfully submitted,

Dara Hamm

Dara Hamm
Wood County Coroner



Wood County

WISCONSIN

SHERIFF'S
DEPARTMENT

Thomas Reichert
SHERIFF

December 4th, 2018

Sheriff Reichert:

During the month of November the Crime Stoppers program received 30 tips that were forwarded to the appropriate agencies for follow-up. Our monthly meeting was held on 11/13/18 at the Pittsville Fire Department.

Our next meeting is scheduled for 1/15/19.

Scott Drew

WOOD COUNTY JAIL

January - June 2018

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	202	80	46	222	74	48	218	73	52	227	75	55	221	76	50	214	75	42
2	207	80	46	213	76	49	214	75	51	228	75	54	231	75	50	216	72	43
3	208	79	46	208	76	47	211	75	48	223	74	53	233	74	49	216	70	43
4	207	78	47	208	76	46	216	76	48	224	72	53	234	73	49	216	70	43
5	210	78	48	210	76	46	217	76	48	220	70	53	224	81	49	212	69	43
6	204	78	49	210	76	46	215	75	49	219	74	53	230	81	49	219	69	45
7	211	83	49	212	76	45	214	74	50	220	73	53	230	81	48	219	79	45
8	215	78	49	207	74	45	215	74	53	218	73	52	228	79	45	219	77	47
9	207	77	48	209	75	45	218	77	55	219	73	52	222	77	45	217	78	45
10	217	75	49	207	74	44	218	82	52	215	73	53	223	76	45	221	77	45
11	219	76	49	210	74	44	221	82	52	224	70	53	220	74	45	223	77	45
12	219	75	49	208	74	43	223	82	52	221	74	52	215	75	42	216	75	47
13	218	70	50	204	73	43	222	80	52	224	78	53	220	75	42	216	74	46
14	217	69	50	211	72	45	226	78	53	220	76	53	223	75	42	216	74	45
15	222	69	50	205	74	47	227	76	54	219	76	53	223	71	42	216	72	46
16	221	68	50	210	74	46	224	73	57	225	76	53	221	68	41	208	70	43
17	218	73	50	209	76	46	222	73	57	223	75	52	224	73	41	207	70	39
18	218	76	48	211	76	46	223	73	57	216	75	52	223	78	42	214	70	39
19	207	75	47	211	76	46	227	73	57	216	72	50	218	76	41	221	69	39
20	207	73	46	215	74	49	225	72	57	216	77	52	216	76	38	223	69	41
21	206	73	45	222	77	51	228	73	60	218	80	54	219	76	38	228	66	43
22	209	73	45	218	78	50	231	72	59	225	80	54	220	72	38	225	72	44
23	209	73	45	225	77	50	230	69	60	223	80	53	211	72	38	224	82	44
24	209	73	45	223	76	51	228	72	58	223	78	53	210	72	41	228	82	42
25	208	78	45	222	76	50	230	72	57	225	77	52	217	77	43	231	82	42
26	214	77	45	228	76	50	231	72	55	222	76	51	216	80	43	219	80	40
27	215	76	47	222	72	51	232	69	54	217	76	50	219	80	42	221	80	42
28	212	76	46	218	70	51	223	69	54	216	75	49	225	80	41	221	77	44
29	213	76	45				229	71	56	215	75	49	223	80	41	218	81	45
30	213	72	46				222	75	55	216	75	49	219	79	41	222	77	45
31	215	71	48				222	75	55				218	77	42			
WCJail	212.16			213.50			222.65			220.57			221.81			218.87		
Shipped	75.10			74.93			74.45			75.10			76.10			74.50		
EMP	47.35			47.14			54.10			52.27			43.32			43.40		
Avg Length of Stay (Days)	28.59			27.90			29.50			25.90			27.00			29.00		

WOOD COUNTY JAIL

July - December 2018

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	223	77	44	246	71	49	239	81	43	234	72	43	232	74	47	236	76	44
2	221	77	43	252	70	52	242	79	42	228	71	43	229	73	49	239	76	44
3	216	74	43	247	75	53	243	79	41	229	73	43	235	72	51	240	76	44
4	219	79	43	251	79	53	236	78	39	227	70	43	235	72	50	232	75	44
5	221	79	42	257	79	53	230	78	40	227	70	43	238	72	49	231	75	45
6	218	78	41	265	79	53	233	77	41	221	67	44	230	73	49			
7	219	79	41	247	77	50	232	76	41	229	67	43	226	73	50			
8	224	79	41	243	78	47	227	72	44	230	67	43	222	72	50			
9	225	78	41	245	78	46	229	72	44	229	65	44	222	75	51			
10	219	78	43	239	76	47	228	72	43	221	65	46	222	73	50			
11	223	75	46	233	74	47	230	70	45	220	68	46	231	74	50			
12	222	73	49	236	74	47	229	70	45	225	69	47	238	74	50			
13	217	69	48	237	73	47	231	69	45	224	74	46	231	74	49			
14	222	72	49	234	71	45	235	67	47	230	74	46	231	73	51			
15	224	72	50	228	69	45	234	65	47	227	74	44	227	75	51			
16	227	72	52	229	69	45	235	63	47	225	73	45	231	79	51			
17	230	71	52	236	73	47	242	64	47	230	74	46	226	79	53			
18	232	75	51	236	78	46	238	65	45	225	74	46	230	78	52			
19	229	78	50	239	78	46	238	69	45	231	70	45	229	77	51			
20	228	78	49	240	78	45	243	74	48	228	67	46	225	76	48			
21	223	78	47	236	77	43	245	79	47	226	67	46	229	75	46			
22	227	78	47	234	77	44	248	78	47	229	67	46	229	78	44			
23	231	78	47	237	77	45	244	78	45	234	65	48	231	78	44			
24	233	77	47	239	76	47	241	78	45	233	65	48	230	78	41			
25	239	76	49	240	84	48	245	78	46	232	69	48	233	78	41			
26	238	74	50	242	84	46	244	77	48	230	73	46	236	78	40			
27	242	73	50	246	84	45	243	75	51	234	75	48	237	78	39			
28	241	73	50	239	82	44	241	74	51	233	75	47	238	77	42			
29	246	73	49	242	82	45	227	72	48	233	74	46	235	78	42			
30	245	72	49	235	82	45	230	72	46	228	70	45	238	77	42			
31	244	71	49	236	81	42				230	69	47						
WCJail	228.00			240.84			236.73			228.45			230.87			235.60		
Shipped	75.35			76.94			73.37			70.10			75.43			75.60		
EMP	46.84			47.00			45.10			45.39			47.43			44.20		
Avg Length of Stay (Days)	29.00			23.30			29.00			30.90			29.00			0.00		

2018 Yearly Averages

Total	225.8
Safekeeper	74.75
EMP	47.0
LENGTH of STAY	28.1

Color indicates low population Jan. 1st
Color indicates high population Aug. 6th

Overtime Breakdown 2018 (hrs.)

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

Overtime Breakdown 2017 (hrs.)

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

Electronic Monitoring 2018 Monthly Savings vs. Out of County Housing

Month	Monthly Savings	YTD 2018 Total Amount	2017 Total Amount
January	\$76,372.23	\$76,372.23	\$26,290.75
February	\$68,675.43	\$145,047.66	\$52,368.18
March	\$87,259.51	\$232,307.17	\$90,433.32
April	\$81,588.24	\$313,895.41	\$129,455.82
May	\$69,872.12	\$383,767.53	\$175,424.33
June	\$67,743.06	\$451,510.59	\$220,534.34
July	\$75,549.00	\$527,059.59	\$264,244.74
August	\$75,807.71	\$602,867.30	\$317,794.01
September	\$70,396.59	\$673,263.89	\$370,396.34
October	\$73,210.89	\$746,474.78	\$428,461.82
November	\$74,033.49	\$820,508.27	\$502,292.39
December	\$0.00	\$820,508.27	\$572,293.55
TOTAL	\$820,508.27	\$820,508.27	\$572,293.55

EMP Average for month x number of days in month = bed days
 Bed Days x \$52.03 = Monthly Savings

SAFEKEEPER HOUSING

2018

MONTH	Facilitiy	Facility	Facility	WAUPACA	MONTH TOTAL	2018 YTD TOTAL	2017 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$82,125.00	\$82,125.00
FEBRUARY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$164,250.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$246,375.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$328,500.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$410,625.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$492,750.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$574,875.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$657,000.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$739,125.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$821,250.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00	\$903,375.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$903,375.00	\$82,125.00
TOTALS	\$0.00	\$0.00	\$0.00	\$903,375.00	\$903,375.00		\$985,500.00

2017 is a 75 average

Wood County Sheriff's Department Kitchen Report 2018

MONTH	Breakfast	Dinner	Lunch	Sack	Total meals	Food Cost plus Labor
January	2611	2717	2581	255	8164	\$19,053.26
February	2598	2707	2535	251	8091	\$19,057.63
March	2677	2729	3385	254	9045	\$19,188.08
April	3384	3590	3378	442	10794	\$24,491.81
May	2904	2936	2847	400	9087	\$20,126.18
June	2859	3033	2812	302	9006	\$19,960.77
July	3791	3912	3700	334	11737	\$25,325.05
August	3359	3557	3227	300	10443	\$21,055.71
September	3405	3564	3363	433	10765	\$21,385.58
October	4002	4270	3947	875	13094	\$26,702.31
November	3023	3242	3057	543	9865	\$20,704.27
December	0	0	0	0	0	\$0.00
TOTAL	34613	36257	34832	4389	110091	\$237,050.65

Cost per meal **\$2.15**

Cost per day **\$6.46**

Wood County Jail Kitchen Expenses

	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	3.23	3.60	3.71	3.09	2.45
Cost per Day	9.69	10.81	11.12	9.27	7.36

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Golden Sands Resource, Conservation & Development Council, Inc.
Regular Business/Executive Committee Meeting Minutes
November 15, 2018
Golden Sands RC & D Office, Stevens Points, WI

Attendees: Al Barden (Member-at-Large); Gary Beasom (Marathon); Merlin Becker (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Steve Bradley (Portage); Bill Clendenning (Wood); Reesa Evans (Member-at-Large); Jennifer Fjelsted (Golden Sands RC&D Staff); Brian Haase (Waupaca); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Tyrone Larson (NRCS) Bill Leichtnam (Wood); Hugh O'Donnell (Member-at-Large); Paul Pisellini (Adams); Al Rosenthal (Marquette); Ben Stanfley (Taylor); Amy Thorstenson (Golden Sands RC&D Staff); Joe Tomandl (Taylor); Shane Wucherpennig (Wood). Bob Walker was also present.

CALL TO ORDER: The meeting was called to order by President O'Donnell at 11:13 a.m.

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

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

TREASURER'S REPORT: The treasurer's report for September and October 2018 was passed around. Hilgart indicated there were no out-of-the-ordinary expenses. Dispersals and receipts were fairly standard. No use of the contingency fund. All the accounts increased. Motion made by Clendenning, seconded by Wucherpennig, to accept and file the treasurer's reports for review.

OLD BUSINESS:

Wisconsin RC & D Update: Barden reported there was a state meeting on October 28. Four Councils attended. The current federal farm bill expired on 9/30/18, but many programs have been temporarily extended and may be further extended until there is a vote on the new farm bill. There was a presentation on the State RC & D marketing/communication plan. Once the GS website update is completed, the other state RC&D councils will update theirs using the GS website as a model. There is a plan for the state RC&D to attend the state town council annual meeting. The production of hemp in the state was also discussed. The next state meeting is 1/24/19.

Endowment: Paperwork for the investment has been submitted. They are waiting for the name of our fund. The fund will be called "Golden Sands RC&D Conservation that Works! Fund". So far, the funds have not yet been deposited. Thorstenson expects to have more information, including promotion ideas, for the January 2019 GS meeting. Assistance from the fund to carry out promotions will be available if needed.

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

Update on Groundwater Legislation: Leichtnam indicated that about 500 small farms had been lost in the state this year, mostly because there is little or no market economy for products like milk. In fact, excess milk is being dumped, which could lead to water pollution. It is hoped that the new Attorney General will be more open to market adjustment and water quality issues. Leichtnam passed around a sheet with some talking points that might be used to approach the new

governor and his transition team while they may be most open to ideas. The head of the transition team is Joanne Anton. The chief of staff is Maggie Gau. Motion by Rosenthal, seconded by Clendenning, to have Golden Sands draft a letter to be sent to the new governor. Motion carried unanimously. Copies of such letter can be then forwarded to other state RC & Ds and member counties for possible further action.

NEW BUSINESS:

2019 Meeting Dates: 2019 dates are set for: January 17; March 21; May 16; July 18; September 19; and November 21.

Bob Walker Member-at-Large Application: Bob Walker has done significant volunteer work with GS in the past, especially in communications. He has now applied to be a member-at-large. Thorstenson read part of his application aloud. Motion by Barden, seconded by Clendenning, to accept him as a member-at-large. Motion carried unanimously

New Website: Jennifer Fjelsted discussed the launching of the new GS website that went live on 10/31/18. It starts simple and lets the website visitors click to find the more detailed information and is also mobile phone friendly, which the prior website was not. Walker will be working with the other state RC & Ds websites using the current website as a model.

COMMITTEE REPORTS:

Personnel/Finance Committee Report: Evans reported on the meeting this morning. A closed session was held. The minutes of the prior meeting were accepted. The treasurer's report was forwarded to the full council. The name of the new endowment fund will be "Golden Sands RC & D Conservation that Works! Fund". The new website is up, went live on 10/31/18. There are still some tweaks to be made. Appearances have been made at the LWCDs in Taylor and Waupaca counties; Adams is scheduled for December. One application is pending for the Career Ready internship, but it isn't yet known whether the person meets the specific requirements. A new Environmental Education intern is needed to groundwater lessons. Two soil conservationists have been hired for the two spots; one will start in December and one in mid-January. Personnel reviews are still ongoing. There are plans to do a video to update the one that was done for the 40th Anniversary celebration. Budget is \$500. The website will cost about \$25 per month to maintain. Thorstenson and Benes will be looking at Zoom, a video conferencing program, for \$15 per month as part of next year's budget. They are also looking at options for the website, including the newsletter and contact prompts. The initial report is that 2017 ended in the black, but GS is still waiting for the accountant's review. It should be available for the January 2019 meeting. Some promos for the endowment are also being planned. One printer needs cleaning as it is leaving streaks on papers printed.

Forestry/Agriculture/Wildlife Committee Report: Thorstenson reported on today's Forestry/Agriculture/Wildlife meeting. All of the current demo forests need new brochures and several need signs. The grant received for this work was less than applied for. The hazelnut production study is ongoing. The 2 soil conservationists hired will work out of the Waupaca and Wisconsin Rapids NRCS offices, but will travel to other counties. Bat houses are nearly sold out. Tree shelters do not seem to be as much in demand as they were in the past. Cost of the neighborhood gardens are being raised from \$12 to \$18 per year. A new sign is needed for one of the sites. There will be a meeting of the new regional CISMA group on 12/3. One of the soil conservationists interviewed has some experienced in grazing, so that may be able to be pursued. Pasture walks are being scheduled for next year. Workshops on grazing and sustainable farming will be held for new farmers in February/March of 2019. The Smart & Connected Cities project is on hold.

Water Committee Report: Evans reported on today's water meeting. There were two new projects, but one is being withdrawn, so discussion was had on the remaining one to apply for a grant to cover 8 counties for AIS services, continuing the long-term program. \$16,000 in cash needs to be raised; so far they have raised \$6000. The grant is due on 12/10/18. Benes presented a short powerpoint on watershed actions that resulted in a discussion about what kind of services GS might offer for such activities. Bill Leichtnam passed out a sheet of talking points that could be addressed to the new governor on water and other conservation issues. Hamerla and Cisar reported that at the recent AIS Coordinator Meeting, the WDNR indicated that it will be giving grants for AIS Coordinators only for the next two years, with no grants for such activities starting in 2021. The WDNR is looking instead at giving counties and other organizations a certain amount of money for AIS activities, instead of grants. It is not yet settled what factors will determine the amount given to each recipient; currently the main factors being considered include: resource quantity; resource quality; AIS; human population; and human access. The WDNR is suggesting that counties consider partnering. There is currently a pilot project with the Beaver Creek Preserve.

Motion made by Barden, seconded by Rosenthal, to approve the committee reports. Motion carried unanimously.

NEW PROJECTS: Thorstenson read the resolution needed to apply for the new Water Committee Project aloud. Motion made by Barden, seconded by Evans, to authorize the application and resolution. Motion carried unanimously.

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

AGENCY/PARTNER REPORTS: Larson of the NRCS explained that although the farm bill expired on 9/30/18, several parts have been temporarily continued. The EQIP signup deadline for 2019 is November 16, 2018. There were over \$30 M in EQIP projects in the 2018 year. 2 Soil Conservationists were hired through GS; 2 more were run through Glacierland RC & D. He also announced that the state Soil & Water conference will be held in Monroe County (Tomah) at the Cranberry Creek Lodge starting on 1/25/19.

OTHER REPORTS: Thorstenson announced that there are copies of the most recent Farm Fresh Atlas, EAB brochure and 2017 Highlights available. Bradley reported that at the most recent CWWP meeting last week, it was reported that miles of windbreaks were down for 2018, but there are several planned for 2019. There is also increased interest in living snow fences.

NEXT MEETING: The next meeting will be January 17, 2019.

ADJOURNMENT: The meeting was adjourned at 12:10 p.m. on motion by Barden, seconded by Rosenthal.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

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Forestry / Agriculture / Wildlife Committee Meeting Minutes
November 15th, 2018
Golden Sands RC & D Office, Stevens Point, WI

Attendees: Al Barden (Member-at-Large); Bill Clendenning (Wood); Hugh O'Donnell (Member-at-Large); Amy Thorstenson (Golden Sands RC&D staff); Ben Stanfley (Taylor); Merlin Becker (Member-at-Large); Gary Beastron (Marathon); joining late - Joshua Beneš (Golden Sands RC&D Staff)

Call to order: Barden (chair) called the meeting to order at 10:04 am.

Introductions: Skipped (all familiar)

Last Meetings Minutes: Motion to approve minutes (Clendenning/Stanfley) from Sept meeting, passed unanimously.

Demo Forests: Thorstenson read notes from Beneš - Website now has updated info on this project. County-by-county review of sites:

Waupaca: has site (Merlin Becker property), has sign, needs updated brochures

Marquette: has site (Byron Hill property), has sign, needs updated brochures

Juneau: has site (landowner = Greg Larson), has sign, needs updated brochures

Adams: has site (Richard & Cleo Henrikson), needs new sign, needs brochures, DNR forester has approved this property as demo forest

Wood: no site, sign exists and can be moved from Joosten's, will need brochures. Josh reached out to Dick & Mary Czaja.

Marathon: no site, sign can be moved from Jim Mroczenski's, will need brochures

Portage: Site? (can't remember what Portage Co Parks decided about Steinhagen demo forest when purchased, sign is there and can be moved if needed, needs updated brochures regardless)

Green Lake: No site, no sign, no brochures. Larry Miller = name noted by Joel, but not sure if this recommendation came from DNR forester? Current DNR forester did not have any good recommendations

Wauhara: No site, sign recoverable from Rivers property? No brochure. DNR has recommended a good property to look into. Discussion about recouping sign.

Outagamie: has site (Steve Ring), no sign, no brochure.

Taylor: No site, no sign, no brochure. Baumgart remembers Jim Livingston property was site selected, and just needs sign and brochures.

Beneš will create a budget to see how much can be accomplished and may hire LTE to create brochures/install signs.

Hazelnut Pilot Study: Thorstenson reported that she and Farmers' Union are still trying to connect with the researchers in Ashland about bringing a pilot study to Central Wisconsin.

NRCS Cooperative Agreement: 2 staff positions filled. Start date for position sitting in Wisconsin Rapids office is 12/10/18. Start date for position sitting in Waupaca office is 1/14/18.

Blue Bird and Bat Houses: Thorstenson reported 4 bat houses sold = \$140 total. 8 bird houses sold = \$80 total.

Tree shelters: Thorstenson reviewed net profit from last few years, project has been at net zero or a loss. However, she noted that prior to 2013, the project was well-advertised and made a few thousand, supporting the admin assistant position. Her recommendation was to try one more year, "done right", and see how we come out. Committee supported that recommendation.

Stevens Point Area Neighborhood Gardens (SPANG): Fundraising for new sign at Cornell/Whitney site needed. Committee suggested press release in spring. Discussion about fee charged for plots, has always been \$12 for a 4x12 plot. Time for increase, committee recommended \$18 as a reasonable fee.

Woods & Wildlife for Today & Tomorrow (WWFTT): Beneš joined the meeting and reported that 3 landowner meetings were held in September. He added 4 landowners to cooperatives since the meetings. He has been working on making a cooperative work in Juneau County and a second one in Waushara. Josh is also planning on hosting follow-up landowner meetings to discuss findings from DMAP management plans and the resources that are available (EQIP, USFWS, ect) to help implement those recommendations. Josh also finalized DMAP cooperatives in Monroe County. There are now over 3,000 acres with 19 landowners participating in Monroe.

Grazing Technical Service Provider Work:

Workshops supported by the NACD TA funds are planned for Waushara, Green Lake, Juneau counties in Feb/March and promotional materials will be coming out soon. Pasture walks supported by NACD TA funds are planned for June, in locations near each of the workshop locations and will be pre-advertised during the workshops. Thorstenson reported that we may have found a grazing planner and are working on terms of employment.

Smart and Connected Communities: No report. Keep on agenda.

CWIP CISMA: Meeting planned for 12/3/18

New projects: None this time.

Other business: None this time.

Adjourn: Motion to adjourn (Clendenning/Beastrom) at 11:07 am approved unanimously.

Respectfully submitted,

Amy Thorstenson
Temporary recording secretary

4

Golden Sands Resource, Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
November 15, 2018
Golden Sands Office, Stevens Point, WI

Call to Order: Ed Hernandez called the meeting to order at 9:04 a.m.

In Attendance: Al Barden (Member-at-Large), Gary Beastrom (Marathon), Joshua Benes (Golden Sands RC&D Staff), Reesa Evans (Member-at-Large), Ed Hernandez (Waushara), Denise Hilgart (Golden Sands RC&D Staff), Hugh O'Donnell (Member-at-Large), Amy Thorstenson (Golden Sands RC&D Staff). Absent: Deb Jacubek, Ed Miller. Bill Clendenning was also present.

Minutes: Motion made by Barden, seconded by Beastrom, to approve minutes of the last meeting. Motion carried unanimously.

Closed Session: Motion made by Barden, seconded by Evans, to go into closed session at 9:06 a.m. Bill Clendenning left the room.

Open Session: Motion by Evans, seconded by Barden, to return to open session at 9:08 a.m. Bill Clendenning returned to the room.

Treasurer's Report: Hilgart passed out the treasurer's report. There were no dispersals or receipts out of the norm. No use of the contingency fund. All the accounts have increased. Waiting for the final EAB project payment. Motion by Evans, seconded by Barden, to forward to the full council. Motion carried unanimously.

Financial Procedures:

Endowment Funds: Paperwork for the investment has been submitted. They are waiting for the name of our fund. After discussion, a census was reached for the name of 'Golden Sands RC & D Conservation That Works! Fund'.

Fundraising/Direct Marketing: The new website is up, went live on 10/31/18. There are still some tweaks to be made. Presentations have been made at the LWCDs in Taylor and Waupaca counties; Adams is scheduled for December.

Staff & Membership:

Career Ready Intern: One application is pending, but it isn't yet known whether the person meets the specific requirements.

Environmental Education Intern: Thorstenson will contact the UWSP Environmental Education Department because an intern is needed for groundwater lessons.

Soil Conservationists: The soil conservationists have been hired for the two positions; one will start in December and one in mid-January.

Personnel Reviews: Cisar's review is completed. Benes and Hilgart are due next.

Council Purchases:

Video: there are plans to do a video to update the one that was done for the 40th Anniversary celebration. Budget available = \$500. Jennifer Fjelsted, who drafted the website, may be open to do this as she has already roughed out a storyboard. However, the funding for her internship is done, so other funds would be needed to cover the costs.

Other: The website will cost about \$25 per month. Thorstenson and Benes will be looking at Zoom, a video conferencing program, for \$15 per month as part of next year's budget. They are also looking at options for the website, including the newsletter and contact prompts.

Insurance & Benefits: There is a new IRA broker, but a different company, so all full-time employees will have to sign a form to continue in the program.

Personnel Policy & Procedure Handbook: Nothing not already covered.

Other Business: The initial report is that 2017 ended in the black, but GS is still waiting for the accountant's review. It should be available for the January 2019 meeting. Some promos for the endowment are also being planned. One printer needs cleaning as it is leaving streaks on papers printed

Adjournment: The meeting was adjourned at 9:45 a.m. upon motion made by Barden, seconded by O'Donnell.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

4

Golden Sands Resource, Conservation & Development Council, Inc.
Water Committee Meeting
November 15, 2018
Golden Sands Office, Stevens Point, WI

Call to Order: Al Rosenthal, acting chair, called the meeting to order at 10:05 a.m.

Attendance: Josh Benes (Golden Sands RC&D Staff); Anna Cisar (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Chris Hamerla (Golden Sands RC&D Staff); Denise Hilgart (Golden Sands RC&D Staff); Brian Haase (Waupaca); Ed Hernandez (Waushara); Bill Leichtnam (Wood); Paul Pisellini (Adams); Al Rosenthal (Marquette); Joe Tomandl (Taylor); Shane Wucherpfennig (Wood). Attending as guests: Nancy Turyk and Nathan Sandwick (UW Extension).

Minutes: Motion made by Hernandez, seconded by Leichtnam, to approve minutes of the last meeting. Motion carried unanimously.

New Projects: Hamerla and Cisar explained that the Spring Lake project was being withdrawn for now. However, there is still a new project proposal for applying for a grant for the February 2019 WDNR cycle to continue the AIS Coordinator activities for 8 counties in the council. \$6000 in cash towards the grant costs have been raised; another \$10,000 is needed. Motion made by Evans, seconded by Pisellini, to approve and forward to the full council. Motion carried unanimously.

Watershed Presentation: Benes gave a powerpoint presentation about watershed issues and some suggestions about what kind of services for such projects GS could provide. He asked for ideas from attendees for further consideration. A significant discussion occurred, and he received a number of suggestions.

Update on Groundwater Protection: Leichtnam talked about the opportunity he sees at this time to get information to the incoming governor and his transition team. He passed out a sheet with some ideas about conservation issues and encouraged attendees to expand and go forward.

Updates:

Cisar and Hamerla: They attended the Fall state AIS coordinator meeting in the last few days and learned that the WDNR is planning on ending grants for AIS Coordinators after the grant cycles for 2019 and 2020. Instead, it will plan to issue cash amounts for such activities based on a number of factors. Currently, the five general categories being considered for determining what amount will be given to each county and/or entity include: resource quality; resource quantity; AIS; human population; human access. The WDNR is suggesting that counties and entities consider partnering for such activities. A pilot project is currently underway with Beaver Creek Preserve.

Adjournment: Upon motions by Wucherpfennig/Evans, the meeting was adjourned at 11:02 a.m.

Respectfully submitted,

Reesa Evans
Temporary Recording Secretary



Activities Report for Shane Wucherpennig December, 2018

- **December 3** – Worked on Mill Creek Watershed 9 Key Element Plan
- **December 4** – Met with Pete & Peter Feltz on NM & cover crops. Met with Scott Grossman to discuss NM plans.
- **December 5** – Attended CEED meeting. Attended the Farmers of Mill Creek Counsel fall tour in the afternoon
- **December 7** – Attended County Conservationist conference at the mead.
- **December 10** – Test holes at Grass Ridge farms with MSA out of Marshfield.
- **December 11** – Attended the NE Technical meeting in Oshkosh.
- **December 12**– Met with Lee Accola, Don Kolo and LWCD staff to discuss the pit closure and starting the project.
- **December 12**– Met with Jeromy Krings to discuss his permanent CREP easement & expired CP-1.
- **December 13** – Snap Plus training in Wausau.
- **December 14** – Staff Meeting
- **December 17** – Signing cost share contracts with landowners
- **December 18**– County Board.
- **December 18** - Worked on Mill Creek Watershed 9 Key Element Plan
- **December 19-21** – Year end contracts, signatures, As Builds and checks.
- **December 24-31** – Vacation

Activities Report for Tracy Arnold 12-2018

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Entering 2018 crop appraisal into DNR database
- Coordinating 2018 Venison Donation
- 1 permanent fence approved, working though issues with landowner
- 2 permanent fences submitted to DNR for approval
- 1 permanent fence design started
- 3 permanent fence design in line to start design work
- Facilitating final bills between Highlander Cranberry landowner and Real Fence contractors
- Prepared WDNR 15 year woven wire fence contract for Highlander Cranberry and send it out for signatures
- Organized Wildlife Damage files to be more efficient
- Completed the WI DNR WDACP Plan of Administration Agreement for Shane to sign
- Submitted the 2019 WDACP budget to WI DNR

Non-metallic mining reclamation program

- Updating NMM databases
- Preparing a PowerPoint presentation on the reclamation plan for Coulee Frac
- Completing maps, permit fee amounts, financial assurance amounts for each of the 89 mine sites
- Processing and reviewing financial assurance documentation as received
- Processing and reviewing permit fee documentation as received
- Joan Arnold petition was denied (223 hours to date invested)
- Requesting updates on Competition Industrial Minerals bankruptcy as two different parties are interested in taking over these sites.
- Organized Non-metallic mining files to be more efficient
- Merged Contact information database with Permit Fee/ Financial Assurance database to improve efficiency
- Assist Adams Co with NMM questions

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 5 sites (authorized by state to enter data)
- Asked Shane what happened to the streamflow volunteers and if we need to start collecting their data
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Researching the OTT HydroMet ecoN for measuring nitrate (NO₃-N) in fresh surface and groundwater
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Processing order forms for 2019 tree/shrub and wildflower sale with Lori
- Promoted tree/shrub and wildflower sale on WFHR with Lori
- Answering numerous questions regarding 2019 tree/shrub and wildflower sale
- Coordinating/Promoting 2018-2019 Poster and Speaking Contest for Wood County
- Processing all mail while Lori was out of office
- Requested new tree sale program from IT, current one is from 1995
 - Checked on the status of the new tree sale program
 - Working with Dan to figure out Point and Pay for the new tree sale system
- Received an intern request from UWSP student, forwarded to Shane
- Attended the Cover Crop Field Day at Jon Eron's farm
- Attended the Protecting Groundwater at the County Level presentation
- Completed the KnowBe4 Training regarding Handling Sensitive Information

Activities Report for Adam Groshek – December 2018

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

- ~Pankratz Farms underbarn manure tank abandonment site visit construction progress checks. All sand being placed from above through slats until tank is full.
- ~Maintenance for work vehicles.
- ~CREP grazing plan meeting with Jeremy Krings and discussion on the future of his permanent easement CREP parcel.
- ~GIS tracking, site visit, and GPS logging for Paul Ruesch permanent CREP easement.
- ~Accola manure abandonment back and forth calls, pre-con meeting with Kolo, multiple site visits, and as-built documentation as abandonment was finally finished at the end of December.
- ~Potential new CREP applicant discussions with Gruenke, Grubofski, and Dye.
- ~Weinfurter/Ruess well abandonment finalizing, site visit, and as-builts.
- ~Finalizing cost-share paperwork and payment for the Mike Van Whye manure storage facility abandonment.
- ~NOD meeting with DNR and Randy Schill on manure pit overflow and future manure management through TriStar Dairy's manure spreading system.
- ~Farmers of Mill Creek Cover Crop tour and lunch presentations with area high schools and Mid-State.
- ~December IT Security training.
- ~Attendance of the County Conservationist meeting in place of Shane with talks about multiple different counties' groundwater problems.
- ~Oshkosh Engineering Tech meeting for NE area technicians.
- ~Discussion with City of WI Rapids and Verso on sediment discharge in storm sewer to the WI River that turned out to be a result of poor runoff from new WI Rapids YMCA construction site.
- ~Cost estimate and roll-over contract signing for Bob Wilson and his streambank stabilization project to be constructed in 2019.
- ~Attendance of the monthly Wood Co Citizens Groundwater meeting.
- ~Signing of other cost-share contracts for rolling over unfinished 2018 projects into 2019.
- ~Multi-discharger variance application assistance for 2019 available funds.

Activities Report for Emily Salvinski December 2018

- **Monday, December 3.** Prepped for Wednesday's farmer meeting.
- **Tuesday, December 4.** Edited shapefiles (NM acres)
- **Wednesday, December 5.** Met with farmer to start manure plan. Attended Farmers of Mill Creek cover crop tour.
- **Thursday, December 6.** Met with farmer to gather information on fields to put into NM contract.
- **Friday, December 7.** Security training from IT. Edited cs contracts. Mapped fields for future contract.
- **Monday, December 10.** Updated NMP reminder mailing.
- **Tuesday, December 11.** Edited SEG cost-sharing shapefile.
- **Wednesday, December 12.** Edited tracking shapefiles.
- **Thursday, December 13.** Attended SnapPlus training in Wausau.
- **Friday, December 14.** Started updating mailing list for yearly watershed meeting. Attended staff meeting.
- **Monday, December 17.** Met with landowners/farmers for signatures. Continued updating mailing list.
- **Tuesday, December 18.** Finished updating mailing list. Updated cost-share tracking (excel and gis). Helped landowner with snapplus and prepped their checklist and sent along explanation.
- **Wednesday, December 19.** Updated cost-share tracking (excel and gis).
- **Thursday, December 20.** Edited cost-share contract. Gathered stats and info for cover crop/no-till update brochure from 2016-2018. Started brochure.
- **Friday, December 21.** Processed checklist/nmp (updated shapefile, DATCP spreadsheet, and NMP spreadsheet). Finished no-till/cover brochure. Contacted landowner for possible future cost-sharing.
- **Monday, December 24.** Holiday
- **Tuesday, December 25.** Holiday
- **Wednesday, December 26.** Started NMP in snap plus and filled out what I could in checklist for farmer to receive cost-share. Worked on updating NMP review form.
- **Thursday, December 27.** Worked on review NMP form and made it fillable.
- **Friday, December 28.** Reviewed NMP with new form, adjusted NMP review tracking. Combined PDFs and turned in extension request to DATCP.

Activities Report for Lori Ruess –December 2018

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Calculated and mailed payroll percentages for specific budgets to Finance for December payrolls
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll (WRS).
- Organized County Board and CEED packet information and took to County Clerk's office.
- Phone conference with Tracy Arnold and Dan Brandl (IT Dept.) to discuss new tree and shrub online sales program.
- Attended December 11th SWOT meeting put on by the Finance Dept.
- Attended December 14th staff meeting.
- Completed the required KnowBe4 training for December – Handling Sensitive Information.
- Processed tree and shrub order forms on a daily basis.
- Completed cost-share reimbursement requests for John Eron, Patrick Slattery, Philip Vruwink, and James & Leslie Jagodzinski sent requests to DATCP.
- Completed cost-share contract for Robert & Beverly Peaslee – (140 acres nutrient management).
- Compilation and preparation of 2018 DATCP cost-share carryover request.
- Holiday/vacation – December 24th – January 2nd.

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for January 9, 2019

1. Economic Development (Jason Grueneberg)

- a. Central Wisconsin Economic Development Fund Board – On December 12th, I attended CWED Board meeting. At the meeting action was taken to develop an RFP for administrative services, status of the loan committee was shared, loan interest rates were increased for new loans, a legal opinion was shared by attorney Callen on whether CWED is subject to Wisconsin Public/Open Records Law, financials were reviewed and the audit and IRS form 990 accepted, the 2019 budget was approved, and action was taken to initiate a strategic planning/visioning session for CWED.
- b. Central Wisconsin Economic Development Fund Executive Committee – On December 12th, I participated in the CWED Executive Committee meeting, where initial steps to draft an RFP for administrative services was taken, as well as steps to schedule a strategic planning/visioning session for the Board.
- c. Marshfield Economic Development Board - On January 3rd, I attended the Marshfield Economic Development Board meeting. Items that were discussed included the Wenzel Family Plaza, an update on the housing study, and reporting on economic development activities.
- d. Judicial & Legislative Committee Meeting – On January 4th, I attended the Judicial and Legislative Committee meeting where a stand-alone Economic Development committee and the Census Review and Redistricting Committee were discussed.
- e. Heart of Wisconsin Leadership Program – On January 17th, Wood County will be hosting the Heart of Wisconsin Chamber Leadership class on local government and I am the seminar chair for the day. I have been working with staff and County Board Supervisors to structure the agenda.

2. Planning (Adam DeKleyn)

- a. Plat Review Officer – (6) CSM's were submitted for review/approval. (6) CSM's were approved/recorded. (4) CSM's are pending approval.

- b. Water Quality Management (WQM) Review – 208 Review Compliance Letter issued for:

- i. Sanitary sewer extension for Arbor Terrace Senior Living, City of Wisconsin Rapids.

- c. Town of Lincoln Comprehensive Plan Update – Utilities and community facilities element is being prepared for next Plan Commission meeting.

- d. Wood County Parks, Recreation, and Open Space Plan – Plan is complete. This plan represents a comprehensive inventory and analysis of Wood County's recreation system and establishes goals, objectives and recommendations to meet the current and future recreation needs of the county. A draft of the plan is available for review and comment on the Parks and Forestry Facebook page or by going to the Wood County Website at the following link:
<http://www.co.wood.wi.us/Departments/Parks/OpenSpacesPlan.aspx>.

Final open house was held at Nepco County Park Shelter 12/27.

- e. Legislative Representative Meeting – Attended a meeting with legislative representatives to discuss local transportation issues and concerns hosted by the Heart of WI Chamber.
- f. Central Housing Region–Community Development Block Grant (CDBG) – Attended the CDBG Housing Committee meeting in Stevens Point. The CDBG is a program for ensuring the community's ability to conserve, rehabilitate and improve residential properties occupied by low-to-moderate (LMI) residents. As of December, grant financial assistance for Wood County projects totaled \$115,522 for the current grant cycle. Assistance for the region (9 counties) totaled \$770,153.
- g. Community Health Assessment – Met with Niki Euhardy from the Health Department to provide input for the Community Health Assessment and Improvement Plan (CHA/CHIP) for 2019.

3. Land Records (Justin Conner)

- a. Wisconsin Rapids Address Points – Made improvements to the address point layer based on data provided by the city
- b. Parcel Mapping – Updating parcel data with new splits and surveys.
- c. ATV Trails – Attended meeting to discuss ATV trails. Created maps and data.
- d. Surveying – Received PLSS tie sheets and coordinates from Quest fulfilling the 2018 Remonumentation Project.

- e. Various Map Requests – Health Department, Sheriff's, town zoning updates.

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

a. Private Sewage Program, Permitting, Maintenance and Violations

- i. (64) on-site investigations/inspections/compliances
- ii. (0) septic system verification letters & failing system investigations
- iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
- iv. (3) soil tests reviewed, (0) soil on-sites, (0) hydrograph reports reviewed, (0) interpretive soils report reviewed
- v. (2) holding tank plan reviews, (2) conventional plan reviews, (0) mound plan review, (0) system and fill plan
- vi. (2) sanitary permits reviewed
- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices & maintenance
- viii. (0) sanitary system easements (0) Undersized System Affidavit
- ix. (0) camper complaints
- x. (0) court cases for failure to comply with septic tank maintenance program
- xi. (0) meetings with holding tank offenders in office (0) meetings at property owners residence regarding holding tank violations
- xii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (0) site inspections, meetings or enforcement
- ii. (0) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (2) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. (4) Meetings in office regarding citizens building near floodplain
- vi. Using 2017 ACT 242 we were able to remove (4) sites from the DNR Community Assistance Visit (CAV Audit) violation list from 2011
- vii. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (2) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (3) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (1) Navigability determinations (Sandy Springs Sub. Saratoga)

- v. (4) wetland evaluation/site visit
- vi. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

5. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 13 sanitary permits issued in November 2018 (4 New, 9 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$4,250. There were 10 sanitary permits issued in November 2017 (2 New, 7 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$2,475.

There were 165 sanitary permits issued through November 2018. For comparison purposes, the following are through the same period for the previous five years: 2017 – 186, 2016 – 150, 2015 – 175, 2014 – 180 and 2013 – 195.

- b. 2018 Tax Refund Intercept Program (TRIP) – As of December 31st, Wood County has received an additional \$292.00 payment for a total of \$2,076.00 on seven outstanding cases.
- c. 2018 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 23rd with a due date of Friday, August 10th. There were 717 Septic Maintenance 2nd reminders mailed on Monday, September 24th. On November 12th, Wood Co Corp Counsel letters were mailed to those owners for failure to provide servicing documentation. As of 1/02/19, there are 31 property owners who haven't serviced for 2018. Vacancy checks by office staff will be verified as time permits.
- d. 2018 Program Fee Notices – The 2,864 program fee notices were mailed on Friday, October 26th with a due date of Wednesday, November 28th. There were 423 program fee 2nd reminders mailed on Tuesday, December 11th. As of 1/02/19, there are 175 property owners who haven't paid for program fee for 2018. Acceptable forms of payment can be paid by cash, check, debit card or credit card.
- e. Zoning Permits Database for Shoreland and Floodplain – The new zoning permit database program has been completed by the Information Technology Department. Zoning permits have been transferred from the old TIPfe program to the new zoning permit database system created by the Information Technology Department. Office staff will be reviewing the zoning permits in the new database system for accuracy and updating zoning permits as time permits. Years completed & verified: 2008 - 2018
- f. Enforcement Activities Update (Small Claims) – None.

g. Document Imaging Projects

- i. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2017 are available for viewing on Wood County's website www.co.wood.wi.us/Departments/PZ. 2018 Sanitary Permits will be scanned in mid-October 2019.

h. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11, 2017 on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021.

- i. (7) Wisconsin Fund Applications FY2019 – Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. State of Wisconsin Fund Grant Program payout has been received from the state on December 3, 2018. Wisconsin Fund Grant disbursements to applicants have all been disbursed for FY2019.

- ii. (4) Wisconsin Fund Applications FY2020 – Wisconsin Fund Grant Applications deadline to the State of Wisconsin is January 31, 2019.

i. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. This phase will consist of service providers reporting pumping, inspections and maintenance service events on the Wood County Sanitary Permit system. Information Technology Department is creating this program.

- j. Kim attended the CEED Committee Meeting on December 5th and the Wellness Committee Meeting on December 18th.



Wood County WISCONSIN

OFFICE OF PLANNING
AND ZONING
Land Information Office

Contract for County Surveyor Services

This Contract is made and entered into this 9th day of January, 2019, by and between **Wood County**, 400 Market Street, Wisconsin Rapids, WI 54494, hereinafter referred to as "County" and **Central Staking, Inc.**, hereinafter referred to as "Contractor."

The Contractor is an Independent Contractor and as such has made a written proposal to the County to do the work described in the Scope of Services for the duration identified in the Contract Terms.

1) Scope of Services

The Contractor shall be required to perform the following duties:

- a) The Contractor shall follow procedures for determining corner locations as laid out by the United States and the State of Wisconsin, and all other rules and regulations pertaining to the re-tracement of original government surveys.
- b) All fieldwork shall be based upon the assembly of all authoritative information from Wood County records such as title documents, private and public survey records, existing monumentation, testimonial evidence and occupation evidence that may be useful in determining the actual location of the PLSS corners.
- c) The County will furnish all corner monuments such as Bernsten Steel Survey Nails or Cotton Gin Spikes, Waupaca Breakable Monuments, rebar for ties and sign posts.
- d) This Contract is for PLSS corner maintenance of corner and quarter corner locations affected by County or Township road projects during the 2019 construction season.
- e) The Contractor shall furnish all services, labor, transportation, lodging, per diem and other related expenses necessary to conduct and complete the work, and shall furnish all materials, equipment, vehicles and incidentals other than those which are provided by the County. The Contractor shall be an Independent Contractor, not an employee or agent of the County.
- f) Wood County will cover travel, rental, and operator costs of machinery necessary for reestablishing lost or obliterated corners. Cost will be determined on a case-by-case basis referencing the Fee Schedule in section 4) of this Contract as a general guideline.
- g) The contractor shall provide GPS coordinates of each corner perpetuated or maintained in a digital table format and a hard copy in Wisconsin County Coordinates, Wood County Zone, Feet, NAD 83/2007. All points will be numbered by the Wisconsin Corner Point Identification Number only. Random point numbers or any other unique number will not be accepted. The type of monument is also required in the note or code of the point.
- h) The contractor shall provide a new U.S. Public Land Survey Monument Record on 8.5" x 11" durable paper (CSM type paper, 24 lbs minimum) and shall follow the guidelines provided in A-E 7.08 (3) (a) (b) (c) (d) (e) (f) (g) (h) and (i) for every corner maintained or perpetuated for this project. The corner record will show the coordinate of the PLSS corner location, the datum of the coordinate, the county identification number (1-133) and the Wisconsin Corner Point Identification Number. The locations of witness sign posts are required to be on the map portion of the tie sheet. If the PLSS corner is common to more than one (1) Township, the Contractor shall provide a record for each Township for filing purposes.

- i) The Contractor shall provide digital photographs of each PLSS corner. The photographs shall show the pre and post construction conditions of the corner and the general area of the corner location. The photographs will be provided digitally to the County. Each photograph will be named according to the Wisconsin Corner Point Identification Number. If multiple photographs are needed for a corner, the file name will be followed with an underscore and letter ID. (425020225_A)
- j) The County Surveyor may modify or waive product specifications when, in his professional judgment, compliance therewith creates practical difficulty.

2) Liability Insurance

Contractor agrees to obtain statutory workers compensation insurance and professional liability insurance in the amount of \$1,000,000 and auto liability of \$500,000 combined single limit and will provide Wood County with certificates of insurance indicating the required amounts of coverage are in effect with Wood County as an Additional Insured. The County shall be given thirty (30) days advance notice of cancellation, modification or non-renewal of any such policy during the term of this agreement.

3) Contract Terms

- a) The initial term will be from the signing date of this Contract until December 31, 2019, with additional one (1) year renewal options at the discretion of the parties.
- b) Failure of either party to comply with any part of this Contract may be considered adequate cause for termination by the other party.
- c) If the County finds it necessary to terminate this Contract prior to the completion of the terms set forth herein, for a reason other than violation of the Contract by Contractor, then the actual costs incurred by the Contractor shall be the stipulated damages for said termination.
- d) Revision of this Contract must be agreed to in writing by an addendum signed by the authorized representative of each party.
- e) Contractor shall notify County immediately whenever it is unable to provide the required services or materials described herein. Upon such notification, County and Contractor shall determine whether such inability will require a revision or cancellation of the Contract.
- f) Contractor shall not assign this Contract or any interest therein, nor sublet the work described herein, or any part thereof, without the consent in writing of the County's authorized representative, first endorsed hereon.

4) Payment for Services

Payment to Contractor for services rendered will be completed following receipt of any deliverables and approval of work completed, by the Wood County Surveyor or designee.

Payment for Contractor services will be based on the following fee schedule.

Fee Schedule	
Establish Ties or Re-tie/Tie Sheet(s)/GPS Coordinates prior to road reconstruction or surfacing	\$92.50 per corner
Reset a countersunk Bernsten Steel Survey Nail or Cotton Gin Spike following road reconstruction or surfacing	\$92.50 per corner
Lost or Obliterated Corner Replacement	\$280 per corner, with possible charges for excavation work at: +/- \$90 per hour for machine and operator +/- \$70 per hour travel

5) Vendor Indemnity

Contractor agrees at all times during the term of this Contract to indemnify, save harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, losses, damages, costs or expenses which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage or other cause of action of whatsoever nature or kind arising out of or as a result of any negligent failure to act in connection with the operations of the Contractor, or their agents, in performing work under this Contract, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses caused by or resulting from the acts or omissions of the County, its Agencies, Boards, Officers, Employees or Representatives.

6) Equal Opportunity, Affirmative Action Employer

Wood County is an Equal Opportunity, Affirmative Action Employer.

Date
Director, Wood County Planning and Zoning

Date
Contractor

CEED Committee Report

December 2018

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- The grants and scholarship committee for Farm Technology Days did a lot of work on determining grant award criteria and what the timing of grant review and awards will be and finalizing the grant application.
- I was on the radio with both WFHR (2X) and WDLB during the month.
- Extension had an all staff conference in Madison which I attended. There were many networking opportunities. We were able to learn about new position titles and integration into UW- Madison.
- The CWAS newsletter was distributed to farm families across the county.
- I met with Extension Agriculture department chairs and vice chairs and administrative agriculture and natural resources leaders to discuss program development.
- I am working with a team to update worker training materials at a state level for dairy cattle feeders.
- We screened candidates for the horticulture educator position.
- I joined with staff for a retreat in the Marshfield area. We learned about a largely unappreciated resource at the Upham Mansion and the efforts of the North Wood County Historical Society, we learned how we can support and what the mission of the Ronald McDonald House is and we reached out to learn about new ways to access the Hispanic community in the area.
- Office questions included how much to charge for custom harvesting of corn, mold in corn cobs and protecting trees from winter burn damage.
- Farm families are experiencing a high degree of stress as prolonged low prices are causing farmers to exit the industry, refinance or for intergenerational transfers to not complete as the financial situation is very bleak.
- I attended the county Farm Bureau meeting.
- I completed assessments of two dairy farm industry people, one an owner and another herdsman. These people participated in the UW- Extension Management Assessment Center. We assessed these young leaders in nine attributes including communication, planning and organizing, leadership, decision making, managing resources, empathy, teamwork, initiative and creativity. We do this by taking them through a series of small group and large group activities to observe their leadership style.
- I met with the Marshfield Chamber of Commerce Agribusiness Committee.
- I attended in-service on farm financial ratios provided by the Center for Dairy Profitability.
- I attended the state conference for Discovery Farms a branch of UW-Extension that does research for environmental sustainability in farming systems.
- I contributed an article for El Companero , a bilingual publication for dairy farm workers.
- An article in Hay and Forage magazine that I wrote was published this month.
- I contributed an article for the Wisconsin Agriculturist on managing herd replacement inventories.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Coordinator

My role as interim Coordinator ends 12/31/18 due to the hiring of another candidate in the Coordinator role. I resume my role as Educator effective 1/1/19.

- 5th Grade Classrooms - 18 classrooms for approximately 350 teaching contacts (12/4, 7, 11, 13, 14, 18 & 20)
- Meeting with AED Hausler (12/11)
- WRPS Wellness Committee Meeting (12/11)
- River Cities High School lesson (12/12)
- Wood County Staff meeting with AED (11/7)
- Meeting with Howe Elementary Principal Tina Miller (12/14)
- UWEX Health Institute Wisline (12/18)
- Wood County Retreat (12/19)
- Meeting with WRPS Tech Wayne Jaworski (12/20)
- Attended weekly Wood County Staff meetings (12/3, 10)
- Various vacation days throughout the month in addition to time off 12/26-1/3

CHRIS VIAU

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

The following is a summary of 4-H/Youth Development activities:

4-H Club and Program Management

- 4-H Club and Volunteer Management concerns- Ongoing
- 4-H Annual Leader Training- "all together, Not the same" focus on cultural competency.
- Wood County 4-H Leaders Association Meetings

Other

- Jr. Fair Board Meeting

Administrative

- UWEX All Program Meeting December 4-6, Madison WI
- Office Closed-Christmas and New Year's Holidays
- State and Regional Phone Conferences and Meetings
- Wisconsin 4-H Program Liaison Responsibilities- 50% FTE

LAURA HUBER

Wood County UW-Extension, 4-H Program Coordinator

- Co-taught Club Officer Training with my Marathon County colleague (1 December)
- Helped at the Central Wisconsin 4-H Shooting Sports orientation meeting (2 December)
- Participated in a Wisconsin Hall of Fame planning teleconference (5 December)
- Met with John Franseen at Hewitt Meat Processing to discuss developing new education program (11 December)
- Appeared on WDLB for Extension Tuesday (11 December) to discuss leadership development
- Summer camp planning with colleagues from 4 counties, including an online meeting (11 December)
- Helped 4-H volunteer at the 4-H Robot Petting Zoo at Marshfield Public Library (12 December)
- Participated in ongoing UWEX onboarding (13 December)

- Provided support for Wood County 4-H committees (Creative Arts Day and Project Discovery Day, especially)
- Worked on SEED (Seeking Educational Equality and Diversity) assignments. No December meeting.
- Met with 4-H PALS (teen leaders) to discuss upcoming programs and opportunities (16 December)
- Co-taught Annual 4-H Leader Training (17 December)
- Participated in office retreat (19 December)
- Met with youth for Advance Space Academy experience planning (19 December)
- Appeared on WFHR (20 December) to discuss benefits of volunteering
- Worked on articles for the January/February issue of Youth Connections
- Took some time off to enjoy the holidays with family

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 750 followers.
- Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 301 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing assistance for new leaders and the volunteer background checks

NANCY TURYK

Wood County UW-Extension, Community Development Extension Educator

- Organized and facilitated the Heart of Wisconsin Chamber's Community Leadership Program on Diversity and Inclusion. Partook in follow-up conversations with program participants.
- Prepared for county strategic planning. Meetings with Supervisor Rozar, Department Heads, updated processes, conducted research and preparation for surveys.
- Coordinated SWOT analysis for county's accounting and finances in preparation for the development of their strategic plan. Developed preliminary goals with their leadership team.
- Scheduled and prepared for multiple projects with J. Grueneberg.
- Attended presentation on Economic Growth Patterns in Wisconsin hosted by Portage County Business Council.
- Attended transportation meeting hosted by Heart of Wisconsin Chamber.
- Met with Mayor Vruwink and Joe Ansel regarding future partnerships.
- Met with Ben Nusz, Midstate Tech College regarding future partnerships.
- Attended North Central Workforce Development Board meeting.
- Executive committee meeting about SolSmart municipal certification program
- Two-day meeting for all extension staff. Wood County Extension staff retreat
- Groundwater meeting
- Preparing work plan.
- Distributed relevant reports to Wood County economic development partners.

JACKIE CARATTINI

Wood County UW-Extension, Family Living Educator

- Had two individual financial coaching sessions.
- Taught a Diversity session to the chamber leadership program in Nekoosa.
- Taught two Wood County Financial Wellness Lunch n Learns. One on Credit and One on Savings.
- Attended the UW-Extension Faculty Senate meeting in Madison.
- Attended the UW-Extension all Staff Meeting in Madison.
- Attended the Wood County HCE Board meeting.
- Attended the Wood County Wellness Committee 2019 planning session meeting.
- Co-taught the final session of a multi-session nutrition and cooking series at River Cities High School.
- Attended a Civil Rights Training via technology.
- Attended and chaired a JCEP Board meeting, via technology.

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

INTENT & SYNOPSIS: To seek County Board approval of the 2019-21 Wood County Land Information Plan meeting Wisconsin Land Information Program eligibility requirements necessary for receiving grants and retaining real estate document recording or filing fees that are charged and collected in the Register of Deeds Office.

FISCAL NOTE: No cost to Wood County--Approximately \$151,000 revenue annually.

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

WHEREAS, The Wood County Board of Supervisors established a Wood County Land Information Council in 2012 to review the priorities, needs, policies, and expenditures of a land information office established by the board of supervisors and advise the county on matters affecting the land information office; and,

WHEREAS, The Wood County Land Information Council approved the 2019-21 Wood County Land Information Plan on October 31, 2018; and,

WHEREAS, pursuant to the provisions of Section 59.72, of the Wisconsin Statutes, the land information office shall update a countywide plan for land records modernization every 3 years to satisfy requirements for participation in the Wisconsin Land Information Program (WLIP); and,

WHEREAS, if Wood County does not approve a countywide plan for land records modernization, the County will not be able to retain a portion of real estate document recording fees that collected in the Register of Deeds Office totaling approximately \$90,000 annually, and, the County will not be eligible for WLIP grants of up to \$61,000 annually to fund its Land Information Program and land records modernization efforts; and,

WHEREAS, accurate and up-to-date land information is central to county operations, supports economic development, emergency planning and response, and a host of other citizen services.

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors does approve the 2019-21 Wood County Land Information Plan.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: December 18, 2018
TIME: 9:15 a.m.
PLACE: Room 317A, Wood County Courthouse
TIME ADJOURNED: 9:18 a.m.
MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,
Kenneth Curry, Brad Hamilton, Jake Hahn
OTHERS PRESENT: Peter Kastenholz, see attached list.

1. At 9:15 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. The Committee reviewed a resolution on the Wood County Rescue Squad. Moved by Hamilton, seconded by Clendenning, to support the resolution for continued operation of the Wood County Rescue Squad while Sheriff elect Becker studies the need for and scope of services to be provided by the rescue squad. All ayes.
4. Moved by Hamilton, seconded by Clendenning to adjourn. All ayes. Meeting adjourned at 9:18 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

Judicial & Legislative Committee Meeting

Date: December 18, 2018

[illegible]

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: January 4, 2019
 TIME: 9 a.m.
 PLACE: Room 115, Wood County Courthouse
 TIME ADJOURNED: 11:20 a.m.
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,
 Kenneth Curry, Brad Hamilton, Jake Hahn
 OTHERS PRESENT: Peter Kastenholz, Lisa Downs. See attached list.

1. At 9:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. The minutes for the December 7 and 18, 2018, meetings were reviewed. Moved by Hamilton, seconded by Leichtnam, to approve the minutes. All ayes.
4. The Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Hamilton, seconded by Curry, to approve the reports and payment of department vouchers. All ayes.
5. The Committee reviewed the claims of the estate of Trequelle Tyreke Vann-Marcoux and the ERD case of Anne La Chapelle. These claims will be provided to the county board.
6. There were no new animal claims against the County.
7. The Committee reviewed correspondence and legislative issues.
 - a. Creating a rule for certain vacated constitutional offices. Moved by Leichtnam, seconded by Hahn, to approve the procedure prepared by McGrath for a mechanism to fill the vacancies of constitutional offices. 3 ayes, 2 nays. The nays felt there was no hurry on proceeding.

Moved by Hamilton, seconded by Curry, to authorize per diem and mileage for Hahn's attendance at a meeting with Human Resources regarding this topic. All ayes.
 - b. Central Sands Water Committee report. Citizens Groundwater Group (CGG) is the new name to this entity. The CGG has invited the County Board Chair to attend future meetings. Representative Shankland shared with the CGG what other counties were doing and Supervisor Leichtnam encouraged Wood County to do more. Leichtnam reported that Minnesota has a ½-cent sales tax that is allocated to water quantity and quality. CGG wants legal advice as to what counties can legally do to support water quality and quantity issues.

- c. April ballot referendum on medical and recreational marijuana. Discussion had on the pros and cons of recreational marijuana. Impacts insofar as a gateway drug and tax benefits. Moved by Hahn, seconded by Curry, for a referendum for medicinal and recreational marijuana. 4 ayes, 1 nay. Clendenning opposes as he sees it as a gateway drug.

The Committee expressed concern that the County doesn't have an ordinance prohibiting possession of marijuana like the cities in the county do, thus forcing use of criminal procedures. Clendenning will bring this to the attention of the Public Safety Committee to address.
 - d. Marathon County resolution on increased compensation for defense counsel assigned by public defender. Wood County has previously acted on this and supported increasing the public defender rate as it does impact the county. The WCA is addressing the issue and has identified raising the rate from \$40 to \$70 per hour as a legislative priority.
 - e. Door County resolution supporting taking steps to legalize medical marijuana. Addressed above.
 - f. Door County resolution supporting legislation authorizing utilization of Design-Build. Last year Wood County approved a resolution supporting changes to the laws on this. No further action sought by the committee at this juncture.
- 8. Courthouse security committee report. Maintenance Supervisor Van Tassel discussed increased security steps being taken in 2019. It is likely a metal detector will be installed and available for use at the front door of the courthouse in several months. There are no funds designated to staff the equipment at this time. Van Tassel was encouraged to proceed on safety measures that have been budgeted and report back to this Committee on them.
 - 9. Discuss recommendation to appoint a Criminal Justice Task Force Coordinator. The Task Force wants to know if this committee will support a Task Force Coordinator. Moved by Hamilton, seconded by Hahn, to support the concept of creating a full-time Task Force Coordinator position at county expense. 3 ayes, 2 nays. The nays (Curry and Clendenning) are simply looking for more details before committing to this.

10. County Board rules.

- a. Reformulation of Executive Committee. Clendenning proposed that the Executive Committee consist of the county board chair, first and second vice chairs, and two members voted for at large. Other committees would be selected by the Executive Committee. All committees would elect their own chairs, including Executive. The Executive Committee would then select the County Administrative Coordinator. This proposal and other related ideas will be discussed next month.
- b. Formation of a stand-alone Economic Development Committee. Supervisor Hahn wants to see the county do more in terms of promoting economic development and presenting a clearer vision. Supervisor Curry, as the Chair of CEED, has planned and will be holding a separate meeting of CEED to focus on economic development. Planning & Zoning Director Jason Grueneberg advised he supports a higher level of attention being given to economic development at the committee level. Supervisor Clendenning supports local (city, village, town) economic development, not necessarily having the county involved. Supervisor Fischer talked in terms of the county identifying its objectives in economic development and then responding to those goals in dealing with our partners.
- c. Census Review & Redistricting. Jason Grueneberg advised that the county has a Census Review & Redistricting Committee, which has as its main focus the establishment of supervisory districts after the decennial census. The Census Committee does not report to CEED. The Census Committee does have to comply with state and federal standards, which are rather comprehensive. During the approximate 8 of every 10 years the Census Committee isn't needed and doesn't exist, the limited duties are dealt with by CEED as the oversight committee of Planning & Zoning.
- d. Public Property Committee. Chairman Clendenning advises the County Board wanted further study on this matter, so he proposes, with no objection by the Committee, to appoint a subcommittee to study the matter. The members would be two from Judicial (Curry and Leichtnam), and one member each from Health & Human Services, HIRC, and Public Safety Committees; each of these committees would appoint their one member to the subcommittee.

11. Agenda items for the February 2019 meeting:

- Reformation of Executive Committee and appointment of other committees.
- Countywide ordinance prohibiting marijuana.
- Criminal Justice Task Force Coordinator.

12. The next committee meeting will be February 1, 2019, at 9 a.m.
13. Meeting adjourned without objection by the Chairperson at 11:20 a.m.

Minutes taken by Lisa Downs and Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

5

**Wood County Criminal Justice Task Force Minutes
December 19, 2018**

Present: Melvin Pedersen, Grand Rapids PD; Greg Potter, Branch 1; Patrick Zeps, Marshfield PD; Lori Heideman, Wood County Dispatch; Kathy Frigo Drury, State Public Defender; Susan Byrnes, District 9 Court Administrator; Donna Rozar, Wood County Board; Todd Wolf, Branch 3; Cindy Joosten, Clerk of Courts; Bill Clendenning, Wood County Board; Dennis Polach, Wood County Board; James Wunrow, Wood County Jail; Theodore Ashbeck, Wood County Sheriff's Dept.; Craig Lambert, District Attorney; Michelle Neumann, Victim Witness; Jackie Arnold, Clerk of Courts.

Minute Approvals: Judge Potter called meeting to order. No additions or corrections to 9/19/18 Task Force minutes. Minutes are approved.

Public Comment: None.

Additions to Agenda: Alleged victims' names on bail bond forms.

Participants in meeting introduce themselves.

Final Pre-Trials: Judge Wolf requests that the Courts be made aware of any Public Defender or District Attorney conferences for scheduling purposes.

Interpreter/Traffic/DAR: The DAR (Digital Auto Recorder) in reserve courtroom cannot effectively pick up sound from phone calls which makes SWITS interpreter by phone difficult. Judge Potter suggests that duty judge should be doing those hearings in their courtrooms to alleviate that problem. Judge Wolf discusses scheduling between 9:00-10:00 a.m. on duty weeks while Family Court Commissioner is doing traffic intake. Judges will talk to Judicial Assistants about not scheduling contested matters during that time slot so duty judge is available to take pleas or cases that need interpreters.

No Paperwork for Jail on Civil Contempts: Judge Wolf addresses a recent case where he ordered a person to serve jail time on a civil contempt and gave him a reporting date and when he tried to check in to jail was told that the jail had no paperwork to book him in. It appeared that the correct process was followed by the Court to get order to the jail. Matter will be discussed with jail after meeting today.

Restorative Justice: Craig Lambert indicates that the sub-committee recently met. Committee members were assigned tasks. They are looking into what it would take to hire a Criminal Justice Coordinator. They are meeting again next month. Donna Rozar questioned new law that was recently signed about releasing prisoners and how that would affect Wood County. Craig states that it would only affect federal prisoners and would have minimal impact on Wood County.

Drug Court: Judge Wolf states that a report was sent with agenda. There was recently a budget modification with state monies. There was money available for inpatient treatment, but participation in drug court is at max so there is a lot of testing. So money was transferred from the inpatient account to the testing account. Question arose if there is a waiting list for drug court. Drug court is at maximum capacity, but there is not a waiting period more than a few weeks. Susan Byrnes asks how long drug court has been going and what judges participate. Drug Court has been going for approximately 15 years. Judge Potter states that Judge Wolf runs the drug court and he fills in when

Judge Wolf is gone. She states that Court Ops will be observing and seeing how we are doing and we will get some feedback.

Round Table: Donna asks about how CBRF closure affected drug court. Judge Wolf says it mostly affected participant's housing. The Oxford House is being used, but person needs to be sober for 30 days. The funds supplied by the county greatly helped on the Marshfield end for testing there.

Jail questions not having names on bonds. CCAP is just listing "alleged victim". Craig says it is being done to protect victims' privacy. Jail states issues of no contact provision not being followed in jail because they are not aware of the person the inmate is not to have contact with. Craig or Michelle will work with jail to get them the names of the victims so it can be monitored in the jail. Victim's phone numbers can then be blocked and staff can see if the inmate is attempting to call the phone number.

Kate Frigo Drury states that they have a hired a new part-time staff attorney, Laura Tritt. Jessica Phelps will be moving to Portage County. Ryan Drengler will be new staff attorney serving Wood County.

Ted Ashbeck states that it has been a record year for inmates in Wood County. The average is 226 inmates per day. They have recently signed a contract with Adams County for 25 inmates. He is asking for advanced notice for transport. Video-conferencing may be set up between Adams and Wood County. Donna addresses need for new jail and how she would like to start conversations within the County Board. Judge Potter states that the jail number will just continue to go up with drug problem and Wood County will continue to pay other counties for housing inmates unless new jail is built. Kate questions which county has priority on receiving Wood County inmates. Waupaca would be first choice. Ted states that they have received a grant from Legacy to help with mental health issues in the jail. James Wunrow states that he appreciates that the Court allows the jail inmates to go first in court. He does indicate that he is still frustrated with defense attorneys who do not talk to their clients before they are brought up and complete plea questionnaires with them. He thinks that there is a security issue in the reserve courtroom on Thursday traffic days when there are a lot of people in that courtroom. Judge Potter suggests that there be a court rule that plea questionnaires for inmates cannot be completed in the courtroom. They will need to go back down to the jail to have those completed.

Judge Wolf stays that Judge Brazeau asked that he bring up if Narcan be available in the courtroom or on the third floor. Donna says that Human Services has a training set up on 1/16/19 at 12:00 in the Riverblock building. Narcan will be given to everyone attending. It was suggested that we may be able to have some training in the Courthouse in the future.

Meeting adjourned at 12:58

Submitted 12/20/18

Jackie Arnold
Deputy Clerk of Courts



Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

5

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE December 2018

1. Opioid Litigation. November 30, 2018, was the day in which our counsel was to submit the plaintiffs' fact sheets and documentation supporting damages. We have received confirmation from counsel's office that Wood County's filing is complete. There are over 1,400 plaintiffs in this case including most Wisconsin counties. The federal district trial court has scheduled a few test cases for trial in 2019.
2. Nitrate Contaminated Water Issues. The DNR, the AGC (Armenia Growers Coalition) and Sue Kunferman on behalf of Wood County have all signed the MOU. Juneau County held off addressing the MOU until their Corporation Counsel, David Lasker, returned from vacation. Meanwhile, by the time you read this, the first letters to the property owners will have gone out advising them of the offer to have their water tested and remedial action taken if contaminated. The AGC is sending the letters on joint Wood/Juneau County letterhead. The impacted residents in the town of Port Edwards will be finally seeing some concrete movement. As county board supervisors, I encourage you to be cautious about what questions you answer from the folks in the agricultural corridor with contaminated water, beyond advising as to the general goal of the County to provide education and to participate in the long-range study of fixing the problem.
3. Liability. Lots of positions in the county require the employee to make judgment calls that could lead to liability for the county. Naturally, my position is one of those. Like many, I do fret about these decisions and recognize that at some point in time we will lose a case because a judge does not agree with my assessment of the law. Over the years, I have become more acclimated to making these decisions but I do have concerns that you, as county board supervisors, might not all understand that even though an attorney may do well assessing a matter, a court may not agree with that assessment and liability may flow. The county has been rather lucky, but luck has a way of balancing out over time.
4. Joan Arnold litigation. Ms. Arnold petitioned to have an administrative hearing officer overturn the County's grant of a Certificate of Completion (COC) to a non-metallic mining operator for the reclamation of a sandstone mine on property she owns. Arnold contented that the reclaimed mine site did not meet the requirements of the reclamation plan or the applicable law. Attorney William Weiland was retained to serve as the hearing examiner. Weiland reviewed the property with the parties and then oversaw a three-day hearing and then a briefing process. Weiland recently issued a 39-page decision concluding that the Land and Water Conservation Department had complied with both the reclamation plan and Wis. Admin. Code NR 135 in granting the COC and, therefore, Joan Arnold's petition was denied. Ms. Arnold has thirty days from her receipt of the decision to apply to the Wood County Circuit Court for a Writ of Certiorari (a review of the record by a circuit court judge).
5. 2018 Budget. An invoice for the services rendered by the Hearing Officer in the Joan Arnold case in the amount of \$15,100 has been received. The amount was higher than hoped for but the hearing, briefing, and decision were all lengthy and complex, so nothing abnormal. As I have verified with the County Board Chair on several occasions, right or wrong, the County is stuck paying this bill in full. Doing so stretches this department's approved expenditures to the limit and maybe a bit beyond but revenues are also up so if there is any account balancing that needs to be done prior to closing the 2018 books, there should be funds within our department budget to do so.

6. Staffing. As you know, this office was given an additional half-time legal secretary this past fall. A large part of the reason for that was continuing increases in the workload, much of it tied to guardianship type work. As of this writing, two weeks before the end of the year, the number of guardianship cases for 2018 has increased 25% over the caseload from 2017. My thinking is that the reason for the increase is twofold. First, the population is simply aging. Secondly, and more of a factor is, that advance directives that are created to avoid the need for guardianships are not being allowed to do what they are designed to do. In many cases we have advance directives (powers of attorney for finances and health care) that should obviate the need for guardianship and protective placement orders but because the facilities (nursing homes and CBRFs with 16 or more beds) require a court order for placement of any person who may resist staying there, the voluntary recourses advance directives are intended to provide for are simply insufficient and guardianship orders are sought. Anyway, I thought that you would want to hear that the need for the man-hours at issue here is likely to be long term in light of the current legislative and regulatory scheme.

STATE OF WISCONSIN

WOOD COUNTY

DEBRA ANN VANN, individually and as
SPECIAL ADMINISTRATOR OF THE ESTATE OF
TREQUELLE TYREKE VANN-MARCOUEX
731 Fremont Street
Wisconsin Rapids, WI 54495

RECEIVED
DEC 11 2018 *gm*

JASMINE CISCA
610 Wilhorn Road, Lot #23
Nekoosa, WI 54457

PROCESS SERVER
TIME ____ AM / PM DATE ____
☐ PERSONAL ☐ SUBSTITUTE
☐ POSTED ☐ CORPORATE

MERCEDES MARCOUEX
731 Fremont Street
Wisconsin Rapids, WI 54495

SEQUOIA GALES
731 Fremont Street
Wisconsin Rapids, WI 54495

*cc: Risk Mgmt
Corp Counsel
Sheriff's Dept*

Claimants,

vs.

WOOD COUNTY
400 Market Street
Wisconsin Rapids, WI 54495

WOOD COUNTY ADMINISTRATOR
400 Market Street
Wisconsin Rapids, WI 54495

WOOD COUNTY SHERIFF THOMAS REICHERT
400 Market Street
Wisconsin Rapids, WI 54495

WOOD COUNTY CORPORATION COUNSEL PETER KASTENHOLZ
400 Market Street
Wisconsin Rapids, WI 54495

WOOD COUNTY JAIL ADMINISTRATOR
CAPTAIN THEODORE ASHBECK
400 Market Street
Wisconsin Rapids, WI 54495

Respondents.

NOTICE OF CIRCUMSTANCES OF CLAIM

TO: Wood County
400 Market Street
Wisconsin Rapids, WI 54495

Wood County Administrator
400 Market Street
Wisconsin Rapids, WI 54495

Wood County Sheriff Thomas Reichert
400 Market Street
Wisconsin Rapids, WI 54495

Wood County Corporation Counsel Peter Kastenholz
400 Market Street
Wisconsin Rapids, WI 54495

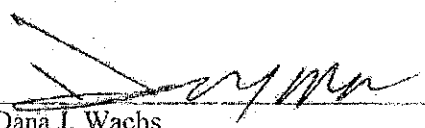
Wood County Jail Administrator Captain Theodore Ashbeck
400 Market Street
Wisconsin Rapids, WI 54495

Comes now the Estate of Trequelle Tyreke Vann-Marcoux, as well as Debra Ann Vann, his mother, and his siblings Jasmine Cisca, Mercedes Marcoux, and Sequoia Gales, as and for a notice of circumstances of claim pursuant to Wisconsin Statute §893.80 against Wood County, Wood County Administrator, Wood County Sheriff Thomas Reichert, Wood County Corporation Counsel Peter Kastenholz and Wood County Jail Administrator Captain Theodore Ashbeck for the wrongful death of Mr. Vann-Marcoux. Mr. Vann-Marcoux was injured by the deprivation of his civil rights in that his constitutional rights to procedural due process and substantive due process were violated by the unreasonable and intentional lack of oversight of the conditions, procedures, and environment of his confinement in the Wood County Jail which said deliberate failures led directly to his injury on August 14, 2018 and death on August 19, 2018. Alternatively, the above-named agents were negligent in failing to prevent the injury and death.

The Wood County, Wood County Administrator, Wood County Sheriff Thomas Reichert, Wood County Corporation Counsel Peter Kastenholz and Wood County Jail Administrator Captain Theodore Ashbeck are hereby notified of the circumstances of this claim pursuant to Wis. Stat. § 893.80.

Dated: November 30, 2018.

GINGRAS, CATES & WACHS, LLP



Dana J. Wachs
State Bar No.: 1009908
Paul A. Kinne
State Bar No.: 1021493
Attorney for Claimants

Address:
101 Putnam Street
P.O. Box 390
Eau Claire, WI 54702-0390
(715) 839-9500



Wood County

WISCONSIN

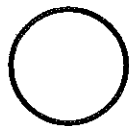
REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

JANUARY 2019

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

- November 27th – Attended Judicial and Legislative committee meeting
- November 27th – WRDA Logo Committee conference call
- November 29th – Attended Department Head meeting
- November 30th – All staff meeting
- December 5th – Attended Certified Public Manager course, “Leadership” through UW-Madison in Madison
- December 12th – Attended WRDA Legislative committee conference call. We discussed the committees recommended changes to Chapter 703: Condominiums
- The security camera for our vault arrived. Maintenance and IT set up the camera for our office. All ROD staff members are able to view the activity in our vault in real time. This assists with state compliance of monitoring and protecting the vital records in our vault.
- December 18th – Attended Wood County board meeting
- Property Fraud Alert flyers were mailed out with tax statements. Thank you to the Towns, Villages and Cities for distributing the flyers. Also, thank you to ROD staff and the Treasurer’s office for disbursing the flyers.



RESOLUTION#

ITEM#

5- /

DATE

January 15, 2019

Effective Date

January 15, 2019

Introduced by Judicial & Legislative Committee
Page 1 of 1

LAD

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

INTENT & SYNOPSIS: To approve the implementation of a standardized process for filling the positions of vacated constitutional offices (elected department head positions).

FISCAL NOTE: None.

WHEREAS, periodically a mid-term vacancy in one of the county's constitutional offices will arise and there will be a need to fill the vacancy for the remainder of the term and historically the county board chair and vice-chair have worked with Human Resources to recruit and interview candidates for the positions that the county board is responsible for filling, and

WHEREAS, the Judicial & Legislative Committee has studied the process and had requested the Human Resources Director to develop a standardized process for such vacancies so that there are no questions or confusion in the future, and

WHEREAS, the Human Resources Director has developed the attached Vacated Constitutional Office Procedure that the Committee has reviewed and would like the County Board to implement.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to adopt the attached Vacated Constitutional Office Procedure.

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



Vacated Constitutional Office Procedure

In regards to a mid-term vacancy of a constitutional office, pursuant to Wis. Stat. s. 35.18, Wood County is committed to filling the vacancy in the most fair and ethical manner possible. County constitutional office vacancies will be handled according to this procedure. For purposes of this procedure, a mid-term vacancy occurs when the public office is vacated by the incumbent due to death, resignation, removal, or the cessation of residency from the district of which the incumbent is elected to serve.

Wood County Treasurer, County Clerk, or Surveyor during mid-term vacancy:

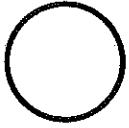
- By appointment of the County Board for the remainder of the unexpired term per the following procedure:
 - The oversight Committee Chairperson and/or Vice-Chair directs Human Resources (HR) to post the vacant position per standard process.
 - If the unexpired term of office is less than six months away, the Committee can decide whether to post the vacancy for an appointment or to appoint an Interim Deputy for the remainder of the term. This flexibility will allow the Committee to make an informed decision based on the department's priorities and commitments and the availability/interest of a department Deputy.
 - The oversight Committee Chairperson and Vice-Chair review the applicants and select qualified candidates to invite for interviews.
 - The oversight Committee Chairperson and Vice-Chair, along with HR, select the dates to interview candidates and finalize interview questions. HR will extend interview invitations to candidates.
 - The oversight Committee Chairperson directs the County Clerk's office to post the meeting notice and indicate in the agenda that interviews occur in closed session.
 - Human Resources will notify all County Board Supervisors, via email, of the dates/times of interviews.
 - After all interviews have concluded, based on consensus of the oversight Committee members, an offer of employment will be presented to the final candidate.
 - Wood County Board of Supervisors approves the appointment at their next scheduled meeting.

Wood County Sheriff, Coroner, or Register of Deeds during mid-term vacancy:

- By appointment of the governor for the remainder of the unexpired term

Wood County Clerk of Courts during mid-term vacancy:

- By appointment of the majority of the judges of the Wood County Circuit Court for the remainder of the unexpired term



RESOLUTION#

Introduced by Judicial & Legislative Committee
Page 1 of 1

LAD

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

INTENT & SYNOPSIS: To authorize two advisory referendum questions on the April 2, 2019, ballot to measure public opinion in Wood County as to permitting the use of medical marijuana as well as to legalize its use for adults 21 and over.

FISCAL NOTE: The estimated cost to add this referendum to the ballot is less than \$1,000, which will cover printing, programming, and other election related activities.

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

WHEREAS, a non-binding referendum can gauge public opinion and give voters an opportunity to learn about a public health issue that will likely be before the state legislature, and

WHEREAS, in order to determine if the voters of Wood County support or oppose the legalization of marijuana strictly for medical use when prescribed by a doctor or for recreational use, the County Board may conduct a countywide advisory referendum, pursuant to Wis. Stat. s. 59.52(25) as a part of the Spring Election on April 2, 2019, and

WHEREAS, citizens have strong feelings for and against the use of marijuana but it can be difficult to ascertain the public sentiment without allowing for confidential voting on the matters.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to conduct two countywide advisory referendums at the April 2, 2019, ballot. The first referendum shall read as follows:

Should marijuana be legal for adults, 21 years of age and older, for recreational and medical use, which will be taxed and regulated like alcohol?

Explanatory Statement

A vote of "yes" for this measure means the voter believes the use of marijuana should be legalized for those 21 years of age and older.

A vote of "no" for this measure means the voter believes the use of marijuana should not be legalized for those 21 years of age and older.

The second referendum shall read as follows:

Should marijuana be legal for medical purposes only and available only by prescription through a medical dispensary?

Explanatory Statement

A vote of "yes" for this measure means the voter believes the use of marijuana should be legalized only for medical purposes.

A vote of "no" for this measure means the voter believes the use of marijuana should not be legalized for medical purposes.

6

HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE MEETING MINUTES

DAY & DATE: Wednesday, November 7, 2018

TIME: 1:00 p.m.

PLACE: Courthouse – Room 114
400 Market St.
Wisconsin Rapids, WI 54495

Adjournment Time: 2:25 PM

Members Present: Chairman Adam Fischer, Supervisor Bill Winch, Supervisor Dennis Polach

Members Excused: Supervisor Lance Pliml, Supervisor Marion Hokamp

Others Present: Supervisor Bill Clendenning, County Board; Director Chad Schooley, Parks and Forestry (part of the meeting); Roland Hawk, Highway Commissioner (part of the meeting); John Peckham, Highway Accounting Supervisor (part of the meeting); Kimberly McGrath, Human Resources Director (part of the meeting)

1. Call meeting to order. The meeting was called to order by Chairman Fischer at 1:00 PM.
2. Declaration of Quorum. Chairman Fischer declared there was a quorum.
3. Public comments. Chairman Fischer commented that both Supervisor Lance Pliml and Supervisor Marion Hokamp were excused.
4. Presentation from HR on the Evaluation Process. Kim McGrath gave a presentation on the Evaluation process and fielded some questions from the committee.
5. Highway Department Budget Resolution. John Peckham presented the Budget Resolution and explained this is a normal procedure. **A motion was made by Supervisor Winch and Seconded by Supervisor Polach to approve the Budget Resolution as presented. Motion carried.**
6. Review goals of Highway Commissioner and Parks & Forestry Director. Director, Chad Schooley and Highway Commissioner, Roland Hawk both gave an overview of their 2018 goals and their thoughts concerning their performance in 2018.
7. Pursuant to Wis. Stat. s. 19.85(1)(c), the Committee may go into closed session for performance evaluations of Highway Commissioner and Parks & Forestry Director. **Chairman Fischer read the above statute and a motion made by Supervisor Polach and a second was made by Supervisor Winch to go into closed session. All Ayes to go into closed session.**
8. Return to open session. **A motion was made by Supervisor Winch and seconded by Supervisor Polach to go back into open session. All Ayes.**
9. Motion to adjourn. Chairman Fischer adjourned the meeting at 2:25 PM.

Minutes taken by Chairman Adam Fischer.

6

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE
Thursday, November 29, 2018, 9:00 am
Wood County Highway Department, 555 17th Ave. N., WI Rapids, WI 54495

Members Present: Kenneth Curry, Mark Holbrook, Dave LaFontaine, Bill Leichtnam, Adam Fischer, Marion Hokamp, William Winch, Lance Pliml and Dennis Polach.

Members Excused: Robert Ashbeck

Others Present:

Jason Grueneberg-Planning & Zoning Director; Roland Hawk-Highway Commissioner; Chad Schooley-Parks & Forestry Director; Sandra Green-Parks & Forestry Office Supervisor/ATV Trail Coordinator; Brandon Damann-Patrol Superintendent; Joel Ortman-County Engineer; Dist. #15 Supervisor Bill Clendenning.

1. Call to Order. Chairperson Fischer called the meeting to order at 9:00 a.m.
2. Declaration of Quorum. Chairperson Fischer declared a quorum.
3. Public Comment. None
4. The resolution directing Parks and Forestry, Highway, and Planning and Zoning to begin developing a ATV/UTV route and trail network in 2019 was reviewed by committee members. **A motion was made by Lance Pliml to approve the resolution and seconded by Dave LaFontaine at 9:04a.m.**

Winch asked for an explanation of the unbudgeted expenses being requested. Grueneberg gave an overview of the \$48,300 in funding that is being requested from 2019 Capital Improvement Planning (CIP) debt proceeds.

Discussion followed regarding sign requirements, standards and costs. Hawk explained that a route plan and signage are important in order to get DOT approval to use the Nekoosa and Hwy 80 bridges.

Chairperson Fischer asked if there is a targeted launch date for this project. Grueneberg indicated May of 2019 is the tentative date to have routes and trails open.

Leichtnam asked what the long range planning looks like. Grueneberg stated that the group working on this project has learned a great deal thus far from what we are proposing. At this time the project proposes 7 miles of trails and 42 miles of routes. An ATV/UTV masterplan will need to be created that outlines what the future plan is for ATV/UTV trails in Wood County. Discussion followed regarding involvement from towns and ATV/UTV clubs.

Schooley suggested that the resolution draft be amended to remove a comma, include an "and" in the second to last "whereas" and strike the "Trailhead" from the \$7500 request of funds for Lake Dexter Campground. **A motion was made by Lance Pliml and seconded by Ken Curry to amend the resolution at 9:30a.m. Motion passed unanimously. A motion was made by Lance Pliml and seconded by Adam Fischer to approve the resolution as amended at 9:31a.m. Motion passed unanimously.**

5. Chairperson Fischer declared the meeting adjourned at 9:34a.m.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Victoria Wilson, Administrative Assistant, Planning & Zoning Office
I (Sandra Green) was unable to obtain CEED Secretary approval.

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

DAY & DATE: Thursday, December 6, 2018
PLACE: Wood County Highway Department, 555 17th Ave North, Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 9:54 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor William Winch, Supervisor Marion Hokamp, Supervisor Lance Pliml, Supervisor Dennis Polach
EXCUSED: None.
OTHERS PRESENT: Supervisor Bill Clendenning, County Board; Director Chad Schooley, Parks and Forestry; Forest Administrator Fritz Schubert, Parks and Forestry; Adam DeKleyn, Planning and Zoning; Commissioner Roland Hawk, Highway; Accounting Supervisor John Peckham, Highway; Shop Superintendent Brad Martinson, Highway; Accounting Technician Caity Carmody, Highway; Lead person Joachim Mangen, Highway; Director Marla Cummings, Finance; Lacey Bell, Finance; Roy James, Fabick CAT

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:00 am.
2. Fischer declared a quorum.
3. Public comments. None.
4. Correspondence.

Roland Hawk shared correspondence from OMNI Associates regarding increased estimated construction costs of around \$390,000 on the STP Urban Project on County Highway U from State Highway 54 to South Biron Drive. The increased costs are due to an anticipated increase in truck traffic on the road following purchase of the paper mill plant by Nine Dragons. The road needed additional engineering to accommodate for the estimated increase of 300 trucks per day due to the plant expansion. Hawk stated that it is unlikely that the Department of Transportation will expand their funding portion of the project to absorb these costs. He will be in contact with them and submitting change management documentation in the hopes of securing additional funding, but has stated that all other counties have been denied in their requests so far. Hawk provided three solutions for the committee to consider going forward: to absorb the additional expense into the 2020 construction budget; to ask Nine Dragons to cost share the expense; or to not do the improvement to the pavement plan as recommended by the engineering firm. Hawk stated he will keep the committee informed as to the progress of this issue.

Chad Schooley informed the committee he had received approval of a grant for \$76,000 for the White Sands Shelter improvements. This grant covers 50% of the cost and is through the Department of Natural Resources.

5. **CONSENT AGENDA**
 - a. Approve minutes from previous committee meetings
 - b. Department Staff Reports
 - c. Department Vouchers

Motion to approve the consent agenda by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.

6. Review items, if any, pulled from consent agenda
7. Brine Building Tour

This agenda item was moved to follow item 12.

The committee viewed the new brine truck for the Highway's liquid-only route as well as the new brine building. Joachim Mangen was present to discuss the brine operation with the committee.

8. Discussion of Amazon Business Account and County Credit Cards

Marla Cummings was present to discuss these issues with the committee. First she addressed the Amazon Business Account. She stated she was informed by Amazon that we have 6 business accounts and 26 non-business accounts that are being used by staff in the County. They would like to consolidate these to one business account held by Finance with purchasing authority to whomever needs it to that one account. Cummings is working with departments to determine who has Amazon accounts and who would need to be given the purchasing authority.

Next, Cummings addressed the credit card issue. She stated that she is aware that different departments have their own credit cards through varying banks. Cummings would like to switch to having purchasing cards available instead that would be administered by Finance and approved by department heads. The County Board would have to approve this issue.

The committee and department employees present discussed the various accounting controls each department has for credit cards. They also discussed having a purchase order system where all items purchased would need a purchase order completed first.

9. HIGHWAY

a. Commissioner's 2019 goals and evaluation form rankings

The committee addressed item 9.b. first and then returned to item 9.a.

Hawk presented potential goals for 2019 and his vision for the Highway Department. The five goals were:

1. Implement ATV routes and work with Parks and Forestry to develop mainline ATV trail.
2. Develop a Social Media page (i.e. Facebook page) to share news, detours, permits, construction progress, etc.
3. Implement a cost-saving salt brine program to reduce salt use by ten percent (10%) in 2019, while maintaining the required level of service.
4. Utilize a minimum of 90% of the WDOT 2019 RMA contract.
5. Implement a GIS base map of all County Highway culverts; record location, length, size, age, and condition.

The committee discussed the goals and informed Hawk he could choose his own from the list.

b. Backhoe Replacement Plan Presentation

Roy James from Fabick CAT was present to discuss this topic. Hawk stated Highway currently has a track backhoe and a rubber tired backhoe. The rubber tired backhoe is deemed more valuable to the department because of its versatility. Therefore, they have been looking into selling the track backhoe and replacing it with a rubber tired one. The state's Department of Transportation has an approved vendor list that counties and municipalities are allowed to purchase from without going through the bidding process. Hawk has discussed the matter with Corporation Counsel Peter

Kastenholz and he is agreement that this is an approved method of purchasing for the Highway department. Fabick CAT has a guaranteed buyback program that would allow the department to purchase a new rubber tired hoe and have it bought back after a 5 year/5000 hour period for a guaranteed amount. After "running the numbers", the department determined this would be a more cost effective method of purchasing this type of equipment for them. The department would not be obligated to do the buyback but Fabick would still buy them back regardless of if another backhoe is purchased from them to replace it. During the 5 year/5000 hour period, the backhoe would be under full warranty. Brad Martinson stated they would put the old track backhoe on the surplus auction site with a minimum purchase price equal to the minimum trade-in listed by Fabick CAT to see if the department can get more back for it.

Motion to approve the purchase of a rubber tired backhoe through Fabick CAT's buyback program made by L. Pliml and seconded by W. Winch. All in favor. Motion carried.

10. PARKS:

- a. Director's 2019 goals and evaluation form rankings

The committee discussed the goals provided in the committee packet by Schooley. They informed him he could select his three goals from the 5 provided.

- b. 2018 Parks, Recreation and Open Spaces Plan Update draft

Adam DeKleyn from Planning and Zoning was present to discuss the draft. Schooley stated he wanted to have the plan ready for adoption at the December County Board, but they just finished the draft and would like to allow time for review and comment. Therefore, he would like it approved in January 2019.

DeKleyn suggested doing the resolution co-sponsored with the Conservation, Education & Economic Development Committee because other municipalities can apply for grants under the county's outdoor recreation plan if they don't have their own completed.

Schooley stated he would like to put the draft on the website and allow the county board supervisors as well as the public to review it there. It was recommended that he host an open house to solicit public comment as well, although a significant amount of public comment went into the development of the plan.

The committee agreed to co-sponsor the resolution for approval with CEED and address it at the January meeting.

- c. Revenue Reports

Motion to approve the Parks and Forestry Revenue Report by L. Pliml and seconded by D. Polach. All in favor. Motion carried.

- d. 2019 HIRC Meeting Location Schedule

Schooley pointed out that the July meeting would fall on Thursday, July 4, 2019 which is a holiday. The committee agreed to move the meeting to Wednesday, July 3, 2019.

- e. Review and approval of revision to the Wood County Wildlife Area Advisory Committee "Roberts Rules of Order".

Office Manager Sandra Green had reviewed the Wood County Wildlife Area Advisory Committee's standing rules recently and made applicable updates to them that were presented in the packet.

Motion to approve the updates to the Wood County Wildlife Area Advisory Committee's standing rules made by M. Hokamp and seconded by W. Winch. All in favor. Motion carried.

11. Future Agenda Items.

Fischer requested that the CTH U Village of Biron jurisdictional transfer be added to the January meeting.

12. Set next regular meeting date: January 3, 2019 at 8:00 am at the Wood County River Block Building at 111 W. Jackson St., Wisconsin Rapids, WI 54495 in the auditorium on the 2nd floor.

13. Fischer declared the meeting adjourned at 9:54 AM.

Signed by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician

HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE

MEETING MINUTES

DAY & DATE: January 3, 2019
TIME: 8:00 a.m.
PLACE: Wood County River Block Auditorium
111 W. Jackson St., WI Rapids, WI 54495
ADJOURNMENT TIME: 8:38 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor Marion Hokamp, Supervisor Lance Pliml, Supervisor Dennis Polach
EXCUSED: Supervisor Bill Winch
OTHERS PRESENT: Supervisor Bill Clendenning, County Board; Director Chad Schooley, Parks and Forestry; Sandra Green, Parks and Forestry Office Supervisor; Forest Administrator Fritz Schubert, Parks and Forestry; Adam Dekleyn, Planning and Zoning; Commissioner Roland Hawk, Highway; Gavin Hutchinson, WIDNR, County Board Chairman, Doug Machon

1. Call meeting to order. Meeting called to order by Chairman A. Fischer at 8:00 am.
2. Fischer declared a quorum.
3. Public comments. Supervisor B. Clendenning from District #15. He had a constituent let him know that he is upset about the Disc Golf Permitting that is beginning in 2019. He would like to talk with someone about this. Fischer commented regarding B. Winch.
4. Correspondence. C. Schooley received a phone call from the Aqua Skiers regarding the Biron Project and the reroute of County Trunk U. They will be displaced from their site on the river with this project for possibly two years. The Aqua Skiers let C. Schooley know as they may come back to the committee and P&F department for a request for additional use of the Red Sands Beach this summer.
5. **CONSENT AGENDA**
 - a. Approve minutes from previous committee meetings
 - b. Department Staff Reports
 - c. Department Vouchers
 - d. Highway Revenue Reports
6. Review items, if any, pulled from consent agenda. **Motion made by L. Pliml and second by M. Hokamp to approve the consent agenda. Motion carried.**
7. ATV Update. No update at this time.
8. **HIGHWAY**
 - a. CTH U Village of Biron jurisdictional transfer. R. Hawk spoke with the village president. Their project was bid last summer. There will be a system of jurisdictional transfers of right-a-ways. It will be an ongoing process. We can't dedicate or put traffic on this right-of-way until highway owns it. By the end of 2019, they anticipate all the transactions to be complete. A meeting is being held on January 10th in the Village of Biron to acquire a right-of-way and easements from property owners on the project.
 - b. Invoice Payment Due Terms. Current time period to pay an invoice is 30 days. They would like to change it to 60 days with the committee's approval. **Motion by M. Hokamp and second by L. Pliml to approve the invoice payment terms to 60 days. Motion carried.**
 - c. Traffic Maintenance Agreements/TMS. This is for traffic incidents that we manage for the DOT on State Highways. R. Hawk sent the information around to be signed.

- d. WCHA Winter Road School. An update was given. In the past Supervisors M. Hokamp and J. Zurfluh attended this school. R. Hawk is passing the information along if any of the committee members are interested. Funding and politics of funding and maintenance are discussed. The school is January 14, 15, 16, and 2019 at the Chula Vista in the Wisconsin Dells. **A motion to approve having someone to go to the training. Motion by A. Fischer, second by L. Pliml. Motion carried.**

9. PARKS AND FORESTRY

- a. Resolutions for Snowmobile and ATV Maintenance State Grants. **Motion by L. Pliml and second by D. Polach to approve the resolutions. Motion carried.**
- b. Resolution to adopt the 2018 Parks, Recreation, and Open Spaces Plan. C. Schooley and A. Dekleyn gave an introduction and overview of the plan. C. Schooley gave an overview of why this Open Spaces Plan is needed, and what projects were grant funded as a result of the 2011 plan. C. Schooley stated that the county would receive additional points in the grant application process if the townships, where the parks are located, would approve the plan as well. C. Schooley will be pursuing this once the County Board approves the plan. C. Schooley asked the committee how they would like him to distribute this plan to County Board members. Preference is to keep it as a link to the P&F website, and to send a follow-up e-mail to all members the Wednesday or Thursday prior to the County Board meeting. Chairman Fischer encourages all members to voice their support of the plan at the meeting. **Motion by L. Pliml to approve the resolution to adopt the Wood County Parks and Forestry Open Spaces Plan. Second by M. Hokamp. Motion carried.**
- c. Resolution to approve the 2019 Wood County Forest Annual Work Plan. This is a requirement to receive County Forest Administrator Grant which pays for half of the pay and benefits for our administrator. **Motion by L. Pliml and second by Supervisor D. Polach. Motion carried.**
- d. Parks and Forestry 2019 Annual Work Plan. **Motion to approve the Parks and Forestry 2019 Annual Work Plan by L. Pliml and second by M. Hokamp. Motion carried.**
- e. Parks Revenue Report. C. Schooley went through the report with the committee. Powers Bluff and self-registration was down a bit from last year. Parks did exceed their budgeted revenues.
- f. Forestry Revenue Report. F. Schubert went through the revenue report with the committee. 2018 was a great year as we exceeded the budgeted revenue. **Motion by A. Fischer and second by L. Pliml to approve the Forestry and Parks revenue reports. Motion carried.**

10. Future Agenda Items.

11. Set next regular meeting date, February 7, 2019 at the Wood County Highway Department, 555 17th Ave North, Wisconsin Rapids, WI 54495
12. Supervisor called the meeting at 8:38 am.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor



Wood County WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

January 3, 2019

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for January 3, 2019 HIRC meeting

Department Activities

Personnel

Under the Recruitment and Retention Policy, three highway personnel were advanced two steps based on their "above average" performance. Highway Commissioner coordinated this with HR Director.

Highway Commissioner and Engineer will attend the WCHA Winter Road School January 14, 15, & 16. If any HIRC committee members would like to attend please let Commissioner Hawk know and he will submit an application for your attendance.

Highway Projects

Working on engineering 2019 County Highway Projects.

A meeting is scheduled for January 10 in the Village of Biron for the CTH U (Eagle Road) project to start acquisition of R/W and easements. This meeting is organized by the engineering consultant OMNNI Associates. There is no formal

Highway Maintenance

Completed snow fence installation.

Crews continue to mow and cut brush on County Highway R/W.

When pavements are dry we are patching cracks and filling pot holes.

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

Brine Facility

The High Capacity Brine Maker (HCBM) and Facility is complete. Continue testing the system and establish operation.

Marshfield Facility

Met with architect and engineer to establish design criteria for cold storage building and storm water treatment plan. Will meet again in January to review a contract and stages for construction.

Pittsville Facility

Final report from DNR has closed the UST file for the site. Closing is moved to January 2, 2019. All steps to finalize the sale have been completed. The area where the UST's were removed will be paved in 2019 as soon as weather permits and the asphalt plant is operating.

ATV Plan

Resolution for ATV plan approved in December. Signs are being installed and coordination with towns and municipalities continues. Discussion with WisDOT to access STH 73 bridge at Nekoosa and STH 80 at Babcock will resume in January 2019.

Frac Sand Development

Negotiations with Coulee Frac Sand is ongoing and Commissioner is developing draft agreement for county highway improvements. (*Ongoing*)

Equipment

Shop has all patrol trucks ready for winter maintenance, continue to prep road graders for ice and snow removal. Brine Truck was put into service October 22 modifications to the spray bar and brine distribution will continue as we identify needs.

Working with Fabick on ordering rubber tired back hoes. Expect the first one in mid-January and the second by early-April. Shop will post track back hoe on Wisconsin surplus site in January and the rubber tired hoe after the second hoe is available.

Still coordinating with the City of Wisconsin Rapids on rental of the crusher to crush recycled asphalt for 2019 asphalt mix and to make aggregate chips for trial of chip seal projects.

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues

Revenues are as anticipated in most areas.

State revenues for the year were a bit below expectations. Per the Highway Commissioner, this will be an area of emphasis next year. Charges to other departments and miscellaneous receivable accounts were also down. On the other hand, the Department enjoyed higher than anticipated revenues from municipalities and the bridge-aid program.

Expenses

Expenses are as anticipated.

Bituminous Operations Machinery Repairs were a little higher than anticipated, as were Bituminous Operations Production Expense. Both were offset by higher revenues. There are higher than anticipated expenses in Buildings & Grounds, much of it due to work around the Marshfield Shop in preparation for the expansion in the next two years and cleanup at the Pittsville Shop.

PARKS CONSTRUCTION SUPERVISOR REPORT

December 6, 2018

By D. Quinnell

CURRENT PROJECTS

- The tube tow control bldg. is nearly complete. There are few finishing items such as trim and paint, but it will be done in time for the season.
- We have received initial cost estimates, and will replace the inserts for the fireplaces at the North Park shelter in April 2019.
- We went through a South Park dam inspection by Ayeres and Assoc. on Tuesday November 27, 2018. The preliminary report is that all is well. There are a couple small areas of concern that will be monitored.
- The South Park pine thinning project is complete. Staff will begin cleaning up brush, debris, and slash, along the eastern property line.

MAINTENANCE OPERATIONS

- Powers Bluff is almost ready for the upcoming season. Trail signage is being completed.
- All parks are working on repairs and maintenance items.

EMPLOYEE MATTERS

- We have scheduled a Powers Bluff training and employee meeting for Thursday December 20, 2018.

OTHER

- The two snowmobiles for auction were sold and went for a very good price. The 2000 Skandic sold for \$2524.00 and the 2013 Expedition sold for \$5997.00.
- We also sold the old South Park Shop on auction for \$5.00. The bidder has until April 15, 2019 to remove the building. Although the purchase price may seem low, it is much better than the alternative of paying for the demolition and disposal fees.
- We have another auction online now for 3 – lots of “big and ugly” firewood in pulp length. Approximately 10 cords in each lot.

WOOD COUNTY PARKS & FORESTRY

OFFICE SUPERVISOR REPORT

December 6, 2018

By: Sandra Green

SNOWMOBILE:

I attended the monthly AWSC meeting on Monday, November 5, 2018 in Milladore.

ATV:

- Attended two ATV meetings with Wood County employees as a directive of the resolution that was recently approved.
- Attended the Wood County Board of Supervisors meeting on November 20, 2018 and presented ATV trail and route information with Jason Grueneberg and Roland Hawk. I presented "Grant Funding" information during the meeting.
- As a result of that meeting, the Central Wisconsin ATV Club would like one of us to attend their monthly meeting on December 10, 2018 in Pittsville at the Lions Club.
- Attended the combined HIRC and CEED meeting on November 29, 2018. A directive from the Wood County Board Chairman Machon.

OFFICE:

- Provided Wellness materials to employees in the field and office.
- Continue to work with IT on upgrades and changes to our reservation system.
- Completed room reservations for 2019 for our HIRC meetings. Below is a tentative schedule.
Highway: February, April, June, August, October and December
River Block Auditorium: January, March and November
Parks Location: May, July, September
- On November 10th, we had our 2nd "Powers Bluff Boutique Vendor & Shopping Fundraising Event" at Nepco Lake Shelter. Once again, it was a success and our vendors can't wait to return! Our vendors would also like us to hold two a year so we plan to continue with these events in March and November. We make approximately \$750 each time on the vendor spaces we sell and about \$100-\$200 in donations and/or raffle money. I am already receiving registrations for our March event in 2019! This Revenue goes directly toward snowmaking and lighting equipment for Powers Bluff. For our next separate fundraiser which will be sometime in the next year, we plan to sell raffle tickets for baskets filled with goodies and any larger items that are donated. If anyone has new items they'd like to donate to fill our baskets or be included in the raffle drawings, please drop them off at the Parks Department anytime M-F from 8am-4pm. All donations of any items are appreciated! We may combine this fun event with another Powers Bluff update event and social hour. Plans are still in the works so keep up to date with information on our Facebook page.
- Received the completed Winter Brochure. These were distributed to all of our advertisers as well as local establishments.
- Still waiting on the second part of the WCWA lease payment from the DNR. .
- Sent out news release regarding approved dates for closing of Red Sands Beach/Aqua Skiers as well as the Bluff Boutique Event and the closing of the ATV park for the gun deer season.
- Posted for the first time on Instagram. Follow us!
- Processed scales and billing and received payments for the forestry program.

Parks and Forestry Director Report

By Chad Schooley, Parks and Forestry Director
December 6, 2018
HIRC meeting

- Continue assisting Wood County work group on ATV route/trail planning. We are planning on bringing a resolution forward to the December county board meeting.
- I have been assisting in editing completed sections of the Parks, Recreation, and Open Spaces Plan update, as the County Planner completes them. The draft will not be completed in time to go out in the packet, however, we are going to try and get a copy sent to committee members prior to the December 6 HIRC meeting. This would also be included in the December county board packet. If possible, I would like to meet prior to the December county board meeting, to approve the plan via resolution. Adam Dekleyn and I would then do a presentation on the plan to the full county board, prior to voting on the resolution to adopt the plan.
- In the packet, I have included a few ideas for possible 2019 goals. I will also bring along copies of the evaluation form to discuss the weighting of the various categories for next year.
- Attended the Wisconsin Park and Recreation Association (WPRA) fall conference from October 30 – November 2.
- Finalized 2019 agreements with Powers Bluff vendor, River Cities Nordic Ski Club, and Beaver Creek Lawn care.
- Finalizing staff evaluations.
- Scheduled and attended the required South Park dam inspection with maintenance staff. This inspection includes reviewing and updating the Emergency Action Plan, and the Inspection, Operations, and Maintenance Plan.
- We have received a letter from the WI DNR stating that we have been tentatively selected to receive a grant amount of \$76,610 (50% of total project cost) for the White Sands Beach house remodel project. Once we receive the official award letter, we will have a 2 year timeframe to complete the project.

November: 7 shelter reservations

Special Use Permits

- January 19, 2019 -WR Kiwanis Foundation annual winter youth outdoors day. Nepco Shelter and surrounding areas. The group rents the shelter building during the event.
- January 27, 2019 – Port Edwards Lions Club annual ice fisheree. Nepco Lake. The group rents the shelter building for 2 days for this event.
- February 3, 2019 – Pittsville Lions Club 45th annual ice fisheree. Lake Dexter. The group uses the shelter building for selling concessions. The fee has been waived in the past due to the club giving back funds and manpower for shelter building improvements and fish stocking. The club will be assisting in constructing and placement of fish habitat structures this winter. I would recommend waiving the rental fee for the shelter building.

WOOD COUNTY PARKS & FORESTRY DEPARTMENT

REVENUE SUMMARY 2018

NOVEMBER REVENUE - DECEMBER HIRC

BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2018	YTD REVENUE 2017	NOVEMBER MONTH 2018	NOVEMBER MONTH 2017	ACTUAL REVENUE 2017
\$ 196,000.00	Credit Card PAY PAL	PAY PAL Camping Reserv. ONLY	\$ 258,966.99	\$ 258,615.78	\$ 3,631.22	\$ 3,908.45	\$ 262,830.11
\$ 5,000.00	Camping Reg. Office	Cash or Check/Pd. At Office	\$ 2,161.09	\$ 3,779.50	\$ -	\$ -	\$ 3,779.50
\$ 80,000.00	Self-Registration	\$18	\$ 73,946.89	\$ 87,544.05	\$ 1,033.17	\$ 642.65	\$ 87,940.25
\$ 25,000.00	Electricity	\$5	\$ 18,895.72	\$ 22,349.76	\$ 265.40	\$ 170.62	\$ 22,349.76
\$ 1,500.00	Water/Sewer	\$7	\$ 922.28	\$ 829.38	\$ 19.91	\$ 6.64	\$ 829.38
\$ 40,000.00	Wood	\$6	\$ 28,592.43	\$ 32,838.86	\$ 11.38	\$ 28.44	\$ 32,838.86
\$ 8,000.00	Ice	\$3.00/\$6.00 (2018 Inc.)	\$ 6,732.68	\$ 6,309.95	\$ -	\$ 25.59	\$ 6,309.95
\$ 600.00	Soda	.25/Can	\$ -	\$ 331.09	\$ -	\$ 82.46	\$ 331.09
\$ 600.00	Dump Fee	\$7	\$ 1,257.63	\$ 1,218.73	\$ 27.30	\$ 5.69	\$ 1,218.73
\$ 500.00	Storage Fee	\$10	\$ 893.84	\$ 706.16	\$ 99.53	\$ 170.62	\$ 706.16
\$ 200.00	Washer/Dryer	2.00/wash&dry 1 full load	\$ 549.77	\$ 381.04	\$ 85.31	\$ -	\$ 381.04
\$ 50,000.00	Shelter - Enclosed	\$100/\$150/\$175/\$200/\$225	\$ 47,230.36	\$ 47,694.76	\$ 2,606.64	\$ 1,966.81	\$ 51,287.15
\$ 3,000.00	Shelter - Open	\$75/\$125	\$ 2,132.96	\$ 2,914.00	\$ -	\$ 213.26	\$ 2,914.00
\$ 25,000.00	PB-Tube/Ski/Board-TKTS	\$8/\$9 and ALL DAY \$20	\$ 12,319.88	\$ 33,225.12	\$ 426.54	\$ 426.54	\$ 33,225.12
\$ -	PB-Concessions	15% of total food sold (-taxes)	\$ 140.60	\$ 299.83	\$ -	\$ -	\$ 299.83
\$ 1,000.00	PB-RENTALS	\$8/\$10	\$ 220.85	\$ 1,216.10	\$ -	\$ -	\$ 1,216.10
\$ -	PB Project Donations	CASH/CHECK/PAYPAL	\$ 3,289.80	\$ 2,240.00	\$ 405.00	\$ -	\$ 2,706.50
\$ 2,500.00	X-Country Skiing	\$5/daily; \$15/annual; \$40/family	\$ 1,035.02	\$ 1,342.58	\$ -	\$ -	\$ 1,570.06
\$ 1,100.00	Parks Pulpwood	MARKET PRICE	\$ 3,574.00	\$ 3,099.49	\$ -	\$ -	\$ 3,099.49
\$ 12,000.00	Miscellaneous*	See Below	\$ 5,446.24	\$ 9,589.33	\$ 100.00	\$ 4,430.33	\$ 9,716.11
\$ 23,000.00	Boat Launch	\$20/annual; \$5/daily	\$ 18,953.15	\$ 21,233.40	\$ 9.48	\$ -	\$ 21,238.13
\$ 475,000.00			\$ 487,262.18	\$ 537,758.91	\$ 8,720.88	\$ 12,078.10	\$ 546,787.32

Misc. *PB Land Rental, General Donations, Gift Certificates, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.

NOVEMBER REVENUE - DECEMBER HIRC

BUDGETED REVENUES	45123 SOURCE	FEES	YTD REVENUE 2018	YTD REVENUE 2017	NOVEMBER MONTH 2018	NOVEMBER MONTH 2017	ACTUAL REVENUE 2017
\$ 750.00	Violations	\$25.00	\$ 777.94	\$ 525.00	\$ -	\$ -	\$ 525.00
\$ 750.00	NO TAXES TAKEN OUT!		\$ 777.94	\$ 525.00	\$ -	\$ -	\$ 525.00

BUDGETED REVENUES	46813 SOURCE	FEES	YTD REVENUE 2018	YTD REVENUE 2017	NOVEMBER MONTH 2018	NOVEMBER MONTH 2017	ACTUAL REVENUE 2017
\$ 385,000.00	Timber Sales	CONTRACTED	\$ 369,970.35	\$ 189,358.12	\$ 21,656.51	\$ 8,293.45	\$ 213,118.32
	Wood Cutting Permits	\$10.00 each/\$9 County/\$1 Township	\$ 369.00	\$ 369.00	\$ 45.00	\$ 81.00	\$ 414.00
\$ 385,000.00			\$ 370,339.35	\$ 189,727.12	\$ 21,701.51	\$ 8,374.45	\$ 213,532.32

FOREST ADMINISTRATOR'S REPORT

TIMBER SALE BALANCES

From November 1 - 30

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE (highlight gray expire this year)	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE CURRENT YR	AMOUNT RCVD TO DATE CURRENT YR	ENDING MONTH BALANCE
719	9-13	SCHREINER	47,060.00	10/03/13	03/31/19		22,244.03	22,244.03	0.00
724	14-13	FUTUREWOOD	28,856.00	06/05/14	03/31/19		31,013.22	31,013.22	0.00
731	6-14	FUTUREWOOD	39,138.80	12/04/14	03/31/19		0.00	0.00	0.00
740	7-15	FUTUREWOOD	26,762.50	04/07/16	03/31/19		9,669.08	9,669.08	0.00
741	8-15	THURS LOGGING	23,936.00	04/07/16	03/31/19		2,387.72	0.00	(2,387.72)
744	2-16	DELANEY FP	26,079.50	04/07/16	03/31/19		0.00	0.00	0.00
745	3-16	FUTUREWOOD	15,157.50	04/07/16	03/31/19		0.00	0.00	0.00
747	4-16	WILSON FORESTRY	28,050.00	10/06/16	10/15/19		0.00	0.00	0.00
748	5-16	FUTUREWOOD	18,522.10	10/06/16	10/15/19		0.00	0.00	0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	10/15/19		9,892.78	9,892.78	0.00
750	7-16	LAMBERT FP	185,702.50	10/06/16	10/15/19	16,989.99	217,954.16	186,668.50	(31,285.66)
757	12-16	YODER LOGGING	26,890.00	11/14/17	12/31/19	5,630.27	28,570.10	20,733.14	(7,836.96)
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/20		0.00	0.00	0.00
759	15-16	VERSO	35,935.00	04/04/18	03/15/21		0.00	0.00	0.00
760	1-17	DELANEY FP	35,908.00	11/14/17	12/31/20		20,250.91	20,250.91	0.00
761	4-18	VERSO	36,625.00	07/07/18	06/01/20		0.00	0.00	0.00
762	4-17	FUTUREWOOD	14,431.60	11/14/17	12/31/19		0.00	0.00	0.00
763	5-17	LAMBERT FP	27,582.50	11/14/17	12/31/19		0.00	0.00	0.00
764	6-17	FUTUREWOOD	14,091.00	11/17/17	12/31/19		0.00	0.00	0.00
765	2-17	FUTUREWOOD	16,850.05	07/02/18	06/01/21		20,184.14	20,184.14	0.00
766	7-17	YODER LOGGING	6,120.00	07/02/18	06/01/20		0.00	0.00	0.00
767	2-18	WIITALA & VOZKA	37,800.04	07/07/18	06/01/20		0.00	0.00	0.00
769	1-18	LAMBERT FP	33,543.20	07/07/18	06/01/20		0.00	0.00	0.00
770	6-18	LAMBERT FP	64,706.00	07/07/18	06/01/20		0.00	0.00	0.00
771	3-18	YODER LOGGING	64,671.00	07/07/18	07/01/21		0.00	0.00	0.00
772	5-18	YODER LOGGING	12,934.00	07/07/18	07/01/20	1,442.53	5,996.18	1,442.53	(4,553.65)
755		FIREWOOD				50.00			

Payments Received This Month: \$ 24,112.79

(41,510.34)

Payments received this month SUB TOTAL: \$ 24,112.79

10% Town Revenue: \$2,411.28

90% County Revenue: \$ 21,701.51

Total County Forestry Revenue for this month: \$ 21,701.51

Jobs Finished

Jobs Started

Jobs Continuing

Jobs Gone Inactive

2018 Forestry Revenue to date: \$ 370,339.20

(should match TimberBase 90% Forestry Revenue total for the current year)



Parks & Forestry Committee Reports

January 3, 2019

8:00 am

Wood County River Block Auditorium

Director Report, by Chad Schooley

- Completed staff evaluations
- Continued assisting Planning and Zoning with completing the 2018 Parks, Recreation, and Open Spaces Plan. The draft plan is now on our website for review. We will be hosting an open house for those interested in commenting on the draft plan. This will be held at the Nepco Lake County Park shelter building on Thursday, December 27th, at 6:00pm. Please take the time to review the draft plan prior to the meeting. I have included an informational letter from Adam D., County Planner. Adam and I will give a brief overview of the plan at our meeting, and will give a presentation to the County Board at the January 15th meeting. The resolution is needed for formal adoption.
- I have included the 2019 Parks and Forestry Department work plan. There is also a resolution approving the County Forest portion of the work plan, which is required in order to be eligible for the County Forest Administrator grant.
- Staff conducted a pre-project meeting for the White Sands Beach House remodel. Much of the interior work will be done using our staff, and will begin this winter. Other contracted work will be bid out later in the year.
- Held our annual winter employee meeting at the Nepco shelter building on December 20th.

December: 11 shelter reservations

Special Use Permits

- February 24, 2019, Central WI Ice Racing Association motorcycle and ATV racing on Lake Dexter. All activities take place on the ice. Event uses ice access location in the park. There is no fee associated with this event.

Construction Supervisor Report, by Dennis Quinnell

Current Projects

- The tube tow operator's building is now complete.
- We have begun work on the White Beach beach house remodel project.

Maintenance Operations

- Powers Bluff is ready to go, waiting on snow.
- All parks are working on repairs and maintenance as well as cutting dead trees out of the parks.

Employee Matters

- One of the maintenance employees sustained an arm injury (pushing/pulling) and will be off of work for a few weeks.
- We are still trying to bring on another first responder for PB, to fill in open shifts on our schedule.

Other

- The auction for the 3 lots of oversized log fire wood was completed. We received \$865.00 for the sale.
- Our next auction items will include the 2000 GMC 3500 flatbed truck, and a couple other small items.

Office Supervisor Report, by Sandra Green

Snowmobile

- I attended the monthly AWSC meeting on Monday, December 3, 2018 in Milladore. Many of the snowmobile clubs handed in their contracts and easements. We are all excited to open the trails and hope for a great season!

ATV

- Attended two ATV meetings with Wood County employees as a directive of the resolution that was recently approved.
- Chad Schooley and I attended the Central Wisconsin ATV Club monthly meeting in Pittsville on December 10, 2018 at 7pm. It was more of an open discussion and answering questions regarding the route and trail system that is currently being proposed.
- Newly updated signs and additional ones are needed out at the Wood County ATV Intensive Use area. These were ordered and received and will be placed as soon as the weather allows.

Office

- Posted to Open Spaces Plan on our website, Facebook and Instagram pages as well as a regular news release to all media.
- I am working on updating all of the information on our Facebook page in regard to our new fees for 2019 which includes all the pictures for each campsite within our campgrounds.
- Attended the Wellness Meeting on December 18th.
- Attended and recorded minutes at the special HIRC meeting on December 13th.
- Posted for the first time on Instagram. Learning this app is step-by-step and a lot of Googling ☺
- Prepared 2019 Resolutions for ATV & Snowmobile Trail Aids & the 2019 Forestry Work Plan.
- Updated/edited the resolution to be presented at Wood County Board in December for the acceptance of the ATV trail and route system in Wood County.
- Finalized the work schedule for Powers Bluff Recreation Area tubing, skiing and snowboarding season.
- Attended the Parks & Forestry Winter meeting at Nepco Lake Shelter. Took minutes, spoke about Wellness, 2019 fee changes, Powers Bluff schedule, etc.
- Completed Sue Potocki's employee evaluation.

WOOD COUNTY PARKS & FORESTRY DEPARTMENT

REVENUE SUMMARY 2018

DECEMBER REVENUE - JANUARY HIRC

BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2018	YTD REVENUE 2017	DECEMBER MONTH 2018	DECEMBER MONTH 2017	ACTUAL REVENUE 2017
\$ 196,000.00	Credit Card PAY PAL	PAY PAL Camping Reserv. ONLY	\$ 264,868.64	\$ 262,830.11	\$ 5,901.65	\$ 4,214.33	\$ 262,830.11
\$ 5,000.00	Camping Reg. Office	Cash or Check/Pd. At Office	\$ 2,161.09	\$ 3,779.50	\$ -	\$ -	\$ 3,779.50
\$ 80,000.00	Self-Registration	\$18	\$ 73,946.89	\$ 87,940.25	\$ -	\$ 396.20	\$ 87,940.25
\$ 25,000.00	Electricity	\$5	\$ 18,895.72	\$ 22,349.76	\$ -	\$ -	\$ 22,349.76
\$ 1,500.00	Water/Sewer	\$7	\$ 922.28	\$ 829.38	\$ -	\$ -	\$ 829.38
\$ 40,000.00	Wood	\$6	\$ 28,592.43	\$ 32,838.86	\$ -	\$ -	\$ 32,838.86
\$ 8,000.00	Ice	\$3.00/\$6.00 (2018 Inc.)	\$ 6,732.68	\$ 6,309.95	\$ -	\$ -	\$ 6,309.95
\$ 600.00	Soda	.25/Can	\$ -	\$ 331.09	\$ -	\$ -	\$ 331.09
\$ 600.00	Dump Fee	\$7	\$ 1,257.63	\$ 1,218.73	\$ -	\$ -	\$ 1,218.73
\$ 500.00	Storage Fee	\$10	\$ 893.84	\$ 706.16	\$ -	\$ -	\$ 706.16
\$ 200.00	Washer/Dryer	2.00/wash&dry 1 full load	\$ 549.77	\$ 381.04	\$ -	\$ -	\$ 381.04
\$ 50,000.00	Shelter - Enclosed	\$100/\$150/\$175/\$200/\$225	\$ 49,147.90	\$ 51,287.15	\$ 1,917.54	\$ 3,592.39	\$ 51,287.15
\$ 3,000.00	Shelter - Open	\$75/\$125	\$ 2,322.53	\$ 2,914.00	\$ 189.57	\$ -	\$ 2,914.00
\$ 25,000.00	PB-Tube/Ski/Board-TKTS	\$8/\$9 and ALL DAY \$20	\$ 12,319.88	\$ 33,225.12	\$ -	\$ -	\$ 33,225.12
\$ -	PB-Concessions	15% of total food sold (-taxes)	\$ 140.60	\$ 299.83	\$ -	\$ -	\$ 299.83
\$ 1,000.00	PB-RENTALS	\$8/\$10	\$ 220.85	\$ 1,216.10	\$ -	\$ -	\$ 1,216.10
\$ -	PB Project Donations	CASH/CHECK/PAYPAL	\$ 5,479.80	\$ 2,706.50	\$ 2,190.00	\$ 466.50	\$ 2,706.50
\$ 2,500.00	X-Country Skiing	\$5/daily; \$15/annual; \$40/family	\$ 1,314.64	\$ 1,570.06	\$ 279.62	\$ -	\$ 1,570.06
\$ 1,100.00	Parks Pulpwood	MARKET PRICE	\$ 20,618.38	\$ 3,099.49	\$ 17,044.38	\$ -	\$ 3,099.49
\$ 12,000.00	Miscellaneous*	See Below.	\$ 7,370.00	\$ 9,716.11	\$ 1,923.76	\$ 126.78	\$ 9,716.11
\$ 23,000.00	Boat Launch	\$20/annual; \$5/daily	\$ 18,953.15	\$ 21,238.13	\$ -	\$ 4.73	\$ 21,238.13
\$ 475,000.00			\$ 516,708.70	\$ 546,787.32	\$ 29,446.52	\$ 8,800.93	\$ 546,787.32

*Scrap Metal / \$5-Auction gift certs.

BUDGETED REVENUES	45123 SOURCE	FEES	YTD REVENUE 2018	YTD REVENUE 2017	DECEMBER MONTH 2018	DECEMBER MONTH 2017	ACTUAL REVENUE 2017
\$ 750.00	Violations	\$25.00	\$ 777.94	\$ 525.00	\$ -	\$ -	\$ 525.00
\$ 750.00	NO TAXES TAKEN OUT!		\$ 777.94	\$ 525.00	\$ -	\$ -	\$ 525.00

BUDGETED REVENUES	46813 SOURCE	FEES	YTD REVENUE 2018	YTD REVENUE 2017	DECEMBER MONTH 2018	DECEMBER MONTH 2017	ACTUAL REVENUE 2017
\$ 385,000.00	Timber Sales	CONTRACTED	\$ 435,247.88	\$ 213,118.32	\$ 38,369.28	\$ 23,760.20	\$ 213,118.32
	Wood Cutting Permits	\$10.00 each/\$9 County/\$1 Township	\$ 450.00	\$ 414.00	\$ 36.00	\$ 45.00	\$ 414.00
\$ 385,000.00			\$ 435,697.88	\$ 213,532.32	\$ 38,405.28	\$ 23,805.20	\$ 213,532.32

FOREST ADMINISTRATOR'S REPORT
TIMBER SALE BALANCES
From December 1 - 31

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE (highlight gray expire this year)	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE CURRENT YR	AMOUNT RCVD TO DATE CURRENT YR	ENDING MONTH BALANCE
719	9-13	SCHREINER	47,060.00	10/03/13	03/31/19		\$22,244.03	\$22,244.03	\$0.00
724	14-13	FUTUREWOOD	28,856.00	06/05/14	03/31/19		\$31,013.22	\$31,013.22	\$0.00
731	6-14	FUTUREWOOD	39,138.80	12/04/14	03/31/19		\$0.00	\$0.00	\$0.00
740	7-15	FUTUREWOOD	26,762.50	04/07/16	03/31/19		\$9,669.08	\$9,669.08	\$0.00
741	8-15	THURS LOGGING	23,936.00	04/07/16	03/31/19	\$2,387.72	\$3,417.68	\$2,387.72	-\$1,029.96
744	2-16	DELANEY FP	26,079.50	04/07/16	03/31/19		\$0.00	\$0.00	\$0.00
745	3-16	FUTUREWOOD	15,157.50	04/07/16	03/31/19		\$0.00	\$0.00	\$0.00
747	4-16	WELSON FORESTRY	24,950.00	09/06/16	10/15/19		\$0.00	\$0.00	\$0.00
748	5-16	FUTUREWOOD	18,522.10	10/06/16	10/15/19		\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	10/15/19		\$9,892.78	\$9,892.78	\$0.00
750	7-16	LAMBERT FP	185,702.50	10/06/16	10/15/19	\$27,854.20	\$219,313.58	\$219,139.55	-\$174.03
757	12-16	YODER LOGGING	26,890.00	11/14/17	12/31/19	\$7,836.95	\$30,751.77	\$28,570.09	-\$2,181.68
758	13-16	FUTUREWOOD	17,071.20	11/14/17	12/31/19		\$0.00	\$0.00	\$0.00
759	15-16	VERSO	35,935.00	04/04/18	03/15/21		\$0.00	\$0.00	\$0.00
760	1-17	DELANEY FP	35,908.00	11/14/17	12/31/20		\$20,250.91	\$20,250.91	\$0.00
761	4-18	VERSO	36,625.00	07/07/18	06/01/20		\$0.00	\$0.00	\$0.00
762	4-17	FUTUREWOOD	14,431.60	11/14/17	12/31/19		\$0.00	\$0.00	\$0.00
763	5-17	LAMBERT FP	27,582.50	11/14/17	12/31/19		\$0.00	\$0.00	\$0.00
764	6-17	FUTUREWOOD	14,091.00	11/17/17	12/31/19		\$0.00	\$0.00	\$0.00
765	2-17	FUTUREWOOD	16,850.05	07/02/18	06/01/21		\$20,184.14	\$20,184.14	\$0.00
766	7-17	YODER LOGGING	6,120.00	07/02/18	06/01/20		\$0.00	\$0.00	\$0.00
767	2-18	WIITALA & VOZKA	37,800.04	07/07/18	06/01/20		\$0.00	\$0.00	\$0.00
769	1-18	LAMBERT FP	33,543.20	07/07/18	06/01/20		\$0.00	\$0.00	\$0.00
770	6-18	LAMBERT FP	64,706.00	07/07/18	06/01/20		\$0.00	\$0.00	\$0.00
771	3-18	YODER LOGGING	64,671.00	07/07/18	07/01/21		\$0.00	\$0.00	\$0.00
772	5-18	YODER LOGGING	12,934.00	07/07/18	07/01/20	\$4,553.65	\$13,606.50	\$5,996.18	-\$7,610.32
755		FIREWOOD				40.00			

Payments Received This Month: \$ 42,672.52

(3,385.67)

Payments received this month SUB TOTAL: \$ 42,672.52

10% Town Revenue: \$4,267.25

90% County Revenue: \$ 38,405.27

Total County Forestry Revenue for this month: \$ 38,405.27

Jobs Finished

Jobs Started

Jobs Continuing

Jobs Gone Inactive

2018 Forestry Revenue to date: \$ 408,744.47

(should match TimberBase 90% Forestry Revenue total for the current year)

RESOLUTION#

Introduced by

HIRC & CEED

Page 1 of 1

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

INTENT & SYNOPSIS: To adopt the *Wood County Parks, Recreation and Open Spaces Plan - 2018*

FISCAL NOTE: Allows eligibility for Wood County and cooperating municipalities to apply for state and federal cost-sharing outdoor recreation grants.

WHEREAS, pursuant to Chapter NR 50 of the Wisconsin Administrative Code, a prerequisite to participation in several state and federal cost-sharing recreation related grant programs is the adoption and subsequent WDNR acceptance of a local recreation plan; and

WHEREAS, the Wood County Parks and Forestry Department has been awarded over \$345,000 of WDNR outdoor recreation grants since the 2011 plan update; and

WHEREAS, the county recreation plan must be updated at least once every five (5) years to remain eligible for these grants; and

WHEREAS, on August 3, 2017 the Wood County Highway, Infrastructure and Recreation Committee directed the Parks and Forestry Department to begin the process of updating the 2011 recreation plan with assistance from the Planning and Zoning Department; and

WHEREAS, over the past year, the Planning and Zoning Department has prepared the *Wood County Parks, Recreation and Open Spaces Plan – 2018* in cooperation with the Parks and Forestry Department; and

WHEREAS, a public participation strategy was identified early in the planning process to foster public involvement in all stages of the plan update to ensure the plan truly reflects the needs of the community which included, but is not limited to, a community survey, open houses, workshops, public meetings, newspaper ads, radio ads, informal input, etc.; and

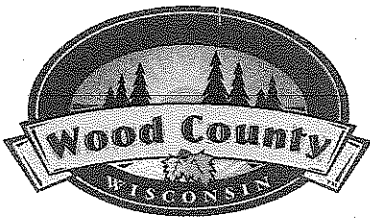
WHEREAS, the plan identifies goals, objectives and recommendations that will serve as a guide for recreation related decision making, management and policy over the next five (5) years; and

WHEREAS, on January 9, 2019 the Conservation, Education and Economic Development Committee reviewed the plan and recommended adoption; and

WHEREAS, on January 3, 2019 the Highway, Infrastructure and Recreation Committee reviewed the plan and recommended adoption; and

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors hereby adopts the *Wood County Parks, Recreation and Open Spaces Plan – 2018* as a guide for recreation policy and decisions in Wood County;

BE IT FURTHER RESOLVED, that the Wood County Planning and Zoning Department forward the *Wood County Parks, Recreation and Open Spaces Plan – 2018* to the Wisconsin Department of Natural Resources for their approval/acceptance.



Wood County WISCONSIN

OFFICE OF PLANNING
AND ZONING

DATE: December 21, 2018

TO: Conservation, Education & Economic Development Committee
Highway, Infrastructure & Recreation Committee

FROM: Adam DeKleyn, County Planner *AD*

RE: Completed Draft of the Wood County Parks, Recreation and Open Spaces Plan - 2018

MEMORANDUM

Committee Request:

Review and action on the *Wood County Parks, Recreation and Open Spaces Plan – 2018*.

Introduction:

The *Wood County Parks, Recreation and Open Spaces Plan – 2018* has been completed. This plan represents a comprehensive inventory and analysis of Wood County's recreation system and establishes goals, objectives and recommendations to meet the current and future recreation needs of the county. A draft of the plan is available for review and comment on the Parks and Forestry Facebook page or by going to the Wood County Website at the following link: <http://www.co.wood.wi.us/Departments/Parks/OpenSpacesPlan.aspx>.

Background:

Over the past year, the Planning and Zoning Department has prepared an updated county recreation plan in cooperation with the Parks and Forestry Department. This plan is an update of the previous plan adopted by the county board in 2011. The county recreation plan must be updated at least once every five (5) years to remain eligible to participate in several state and federal recreation grant funding programs administered by the Wisconsin Department of Natural Resources (WDNR). Additionally, it is important to reassess the plan to ensure its effectiveness because recreation trends and attitudes continually evolve.

Discussion:

Recreation planning stems from the core responsibility of Wood County to protect and promote the public health, safety, prosperity, and general welfare of its residents. Outdoor recreation provides a means to create additional economic, social and environmental benefits. Proper planning is an important step in providing a quality county-wide recreation system. This plan was developed for the general purpose of guiding and accomplishing a coordinated county recreation system. Moreover, proper planning helps organize efforts, financial resources, and time, creating efficiency and economy in the process of implementation. This plan is intended to serve as a guide for decision making and provides direction for recreation providers, elected officials, and stakeholders in regards to recreation management and policy over the next (5) five years. Specifically, the plan:

- establishes several comprehensive goals and objectives that provide the foundation for coordinating future recreation improvements and quality recreation opportunities.
- analyzes the county's past and present social characteristics, demographics and physical environment, which provides the background to effectively plan for the future.
- inventories the existing recreation system to determine gaps between existing and needed recreation opportunities.
- presents a needs assessment that establishes the rationale for future recreation system improvements based on public input; recreation trends, standards and benefits; and facility usage and demand.
- provides specific action/implementation strategies to achieve the desired outcomes and recommendations of the plan.

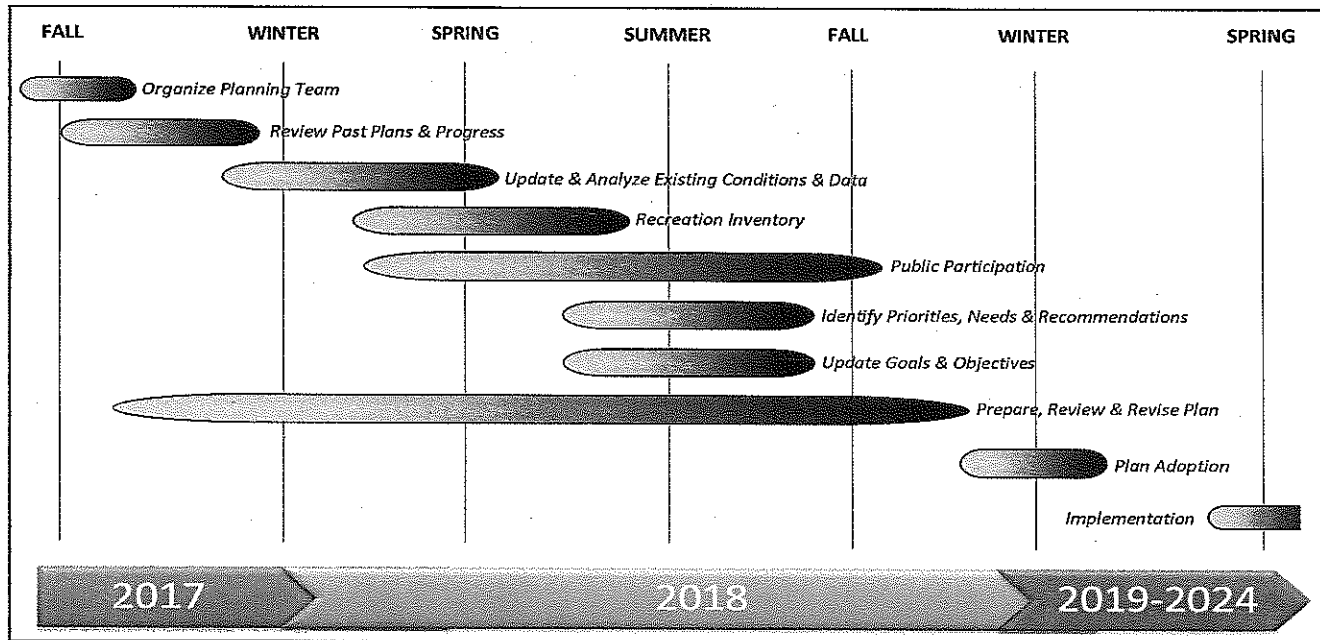


Wood County WISCONSIN

OFFICE OF PLANNING
AND ZONING

Planning Process:

The planning process for updating the plan spanned a little over a year commencing in the fall of 2017. A timeline of the planning process is presented below:

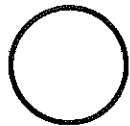


Conclusions:

Planning and Zoning, and Parks and Forestry staff recommend forwarding the attached resolution adopting the *Wood County Parks, Recreation and Open Spaces Plan – 2018* to the County Board of Supervisors with a favorable recommendation.

Attachments:

1. Resolution



RESOLUTION#

Introduced by
Page 1 of 1

Highway Infrastructure & Recreation Committee

ITEM#

6 - 2

DATE

January 15, 2019

Effective Date

January 15, 2019

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

Number of votes required:

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

SMG

INTENT & SYNOPSIS: Approval of the 2019 Wood County Forest Annual Work Plan.

FISCAL NOTE: Potential loss of State Aid Revenues in the amount of \$48,235.40.

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

WHEREAS, Wood County has lands enrolled in the Wisconsin County Forest Land Program commonly referred to as the Wood County Forest, and

WHEREAS, §28.11 and the Wood County Forest Comprehensive Land Use Plan requires an annual County Forest Work Plan to be approved by the Wood County Board of Supervisors, in order to be eligible for certain grant funding per §28.11 (5m) Wis. Stats., and

WHEREAS, the Highway Infrastructure and Recreation Committee approved the 2019 Wood County Annual Work Plan (see attached documents) at their monthly meeting held January 3, 2019, and

WHEREAS, the Wood County Board of Supervisors adopted the 2019 Wood County Parks & Forestry Budget at its November 13, 2018 County Board Meeting, and

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, approve and adopt the 2019 Wood County Forest Annual Work Plan.

WOOD COUNTY FOREST 2019 ANNUAL WORK PLAN

The mission of the Wood County Forest is to provide current and future generations with outdoor recreational opportunities while managing timber resources for raw materials for wood using industries on a sustainable basis.

Management of the Forest balances local needs with broader concerns through integration of forestry, wildlife, fisheries, endangered resources, water and air quality, soil, and recreational recommendations and practices. Multiple-use management will provide this variety of products and recreational amenities for the future through the use of sound forestry management practices. The Forest will also be managed for such environmental needs as watershed protection, the protection of rare plant and animal communities, and biological diversity.

The Wood County Forest will be protected from natural catastrophes such as fire, insect and disease outbreaks, and from possible detrimental effects of human encroachment, over-utilization, environmental degradation and excessive development.

ANNUAL DNR TIME STANDARDS

Each year the county forest administrator and the Department of Natural Resources (DNR) liaison forester meet for an annual meeting. During this meeting one of the discussion topics is the DNR's availability to work on the county forest, also known as "Time Standards". For the 2019 fiscal year (the DNR fiscal year is July 1 through June 30), the agreed upon minimum hours to be provided by the Department of Natural Resources to Wood County Forest for technical assistance is **755** hours. This reflects a slight increase in hours due to a recent time standards revision process. This revision process is still not completed and it is likely that the time standard hours will be changed for subsequent years.

Previously the DNR Time Standard commitment was: **893** hours in the years 2004–2007, **781** hours, in years 2008–2013, and most recently from 2014–2018 the time standard commitment has been **740** hours.

The trend over time (with the exception of 2019) has shown a continual erosion of DNR Time Standard hours to be committed to Wood County and should be a cause for concern. Historically however, the DNR has always exceeded their time standard commitment in Wood County. This past year the DNR contributed 792 hours, thus meeting the 740 hour Time Standard minimum. Wood County is experiencing an increased interest, pressure, and opportunity for land trades that could benefit the county forest. It is possible an adjustment to the Time Standards will be needed to address increased work loads associated with these land trades.

TIMBER SALE NEEDS IN 2019

The timber sale program on the forest continues to generate substantial revenues for the county. Gross timber revenues for 2018 were \$454,160.65 (or \$408,744.59 net). Each year we examine the timber harvest schedule from the Wood County Forest / DNR forest inventory data, and GIS representation of the Wood County Forest to identify areas in need of a harvest or thinning. To maintain a sustainable flow of income to the county, timber sales are established throughout the year and then sold at bid openings, usually targeted for spring and fall. Once contracts have been signed, loggers usually have two years to harvest the timber on each sale. This past year, we established 9 timber sales on 589 acres.

Potential Timber Sales for 2019:

REGENERATION & FINAL HARVESTS:

COMPARTMENT	STANDS	ACRES	FOREST TYPE	TOWNSHIP
2	6	14	OAK	REMINGTON
19	5,9	30	ASPEN,OAK	PORT ED.
28	5	97	ASPEN	PORT ED.
37	7	12	ASPEN	HILES
38	1,3,4	50	ASPEN	HILES
40	16	31	OAK	HILES
42	19,20	60	ASPEN,OAK	HILES
45	1	15	ASPEN	HILES
51	14,15	35	OAK	DEXTER
53	1,3,14	30	R.PINE, J.PINE	DEXTER
58	8	66	ASPEN	DEXTER
59	4	19	ASPEN	DEXTER
62	1	26	RED PINE	DEXTER
63	5	12	RED PINE	DEXTER
72	17	7	W. PINE	SENECA
77	6	58	W.PINE	SENECA

Total Regeneration Acres = 562

THINNINGS

COMPARTMENT	STANDS	ACRES	FOREST TYPE	TOWNSHIP
5	7	20	OAK	REMINGTON
37	8	98	OAK	HILES
40	8,15	17	OAK	HILES
42	18	21	OAK	HILES
45	6	27	WHITE PINE	HILES
54	15,22	16	RED PINE	DEXTER
59	11	18	RED MAPLE	DEXTER
62	10	15	WHITE PINE	DEXTER
63	17	10	RED PINE	DEXTER
67	3,6,10,11,21	33	RED PINE	DEXTER
72	9	28	WHITE PINE	SENECA

Total Thinning Acres = 303

TOTAL FOR ALL POTENTIAL TIMBER SALES = 865 ACRES

WILDLIFE HABITAT PROJECTS:

Wildlife Habitat Grant funding was cut by 50% in 2009 due to DNR budgetary concerns. What was once known as "Dime-an-Acre" has now become "Nickel-an-Acre".

Wildlife projects, utilizing Nickel-an-Acre monies, identified for the year 2019 include:

Red-Shouldered Hawk: Survey suitable habitat within new timber harvest areas as needed (no specific sites are known at this time).

Reserve remaining funds (if any) as allowed by program rules for future projects. A maximum total of up to three years of grant monies may be accumulated without penalty.

2019 REFORESTATION/CULTURAL PROJECTS:

a) Reforestation:

- No major tree planting projects are planned for spring 2019.
- Jack pine seeding: The following table is a list of sites that have been identified as suitable for seeding to jack pine. These sites, and possibly others, will be scarified with assistance from DNR dozer(s) followed by direct seeding to jack pine.

Compartment	Stand	Acreage
18	2	9
33	2	40

** Also identify other suitable sites for seeding to jack pine in the future.*

TOTAL 49 acres

b) Cultural Projects:

- These projects will be undertaken as time and availability of personnel permit.

CULTURAL PROJECTS

Non-commercial thinning:

Compartment	Stand	Timber Type	Acreage
73	12	Oak/ Red Pine	18
74	2	Aspen/Oak	9
TOTAL:			27 acres

Release/TSI:

Compartment	Stand	Timber Type	Acreage
20	16	Red Pine/White Pine	9
34	2	Oak	47
70	1	Red Pine/White Pine	25
70	9	Red Pine/White Pine	60
TOTAL:			141 acres

Site Prep:

- Compartment 28, stands 4,7,11,17: pre-planting herbicide site prep and trenching for 2020 tree planting project, approximately 27 acres.
- Compartment 70, stand 5: pre-planting herbicide site prep and trenching for 2020 tree planting project, approximately 25 acres.
- Compartment 14, stand 17: pre-planting herbicide and site prep for 2020 tree planting project, approximately 10 acres.
- Compartment 71, stands 8,17,18: evaluate site prep/planting needs for 2020 project, 40 acres.

TOTAL: 102 acres

RECON UPDATING:

- Routine recon updates due to timber sales completion as needed.
- Backlog recon project: update approximately 1000 acres of old recon.
- Evaluate natural and artificial regeneration on approximately 814 acres.

OTHER WORK NEEDS:**a) Forestry Technician:**

- Continue training Forestry Technician to improve skills related to forestry aspects of the position. The Technician position shall be focused on timber stand improvement, invasive species management, forest infrastructure maintenance, and shall also assist with timber sale establishment, forest recon, tree planting, surveys, ATV trail development, etc.

b) Road Repairs & Access Management:

**Road repair efforts in 2018 were substantial; however some improvements and regular maintenance will be needed in 2019. Heavily traveled county forest roads open to vehicular travel are in better shape but still vulnerable to wet conditions. Furthermore, it is expected road maintenance needs will increase on certain roads destined to become part of a new Wood County ATV trail system (currently under development). Road maintenance and improvements will continue to be a main work priority for the new forest technician.*

- Continue project to repair and protect damaged roads on the county forest. Road repairs and closures will occur throughout the county forest as time and manpower permit.
- Begin project to improve road and install railroad crossing in compartment 46 for the purpose of timber sale access.
- Improve parking and vehicular access control off of Puff Creek Boulevard (south access to the Richfield 360 block of county forest).
- Install boulders and rebuild berms throughout county forest where vehicles are gaining illegal access and damaging roads.

c) Recreation:

- **ATV Trail Improvement:** Complete trail identification and signage improvements to the Wood County ATV intensive use area located south of HWY 54 near Port Edwards. Also work with DNR forestry technicians to incorporate dozer training time for trail maintenance purposes whenever possible.
- **ATV trail Development:** Assist with current effort to develop an ATV route & trail system in Wood County. Begin identification and planning for future trail development projects within Wood County Forest lands.
- **Mountain Bike Trail:** Work with local individuals who have begun developing a mountain bike trail system in the South Bluff Block of Wood County Forest.

d) Land Surveying Needs:

- Several areas of the county forest are in need of surveying and boundary line establishment. We will continue a survey project, using budgeted dollars, to facilitate timber sale establishment in areas of the county forest in need of management. We will also work with neighboring landowner requests to locate property lines provided good monumentation exists, and as time permits.

e) Easements, Encroachments, Land Transactions:

- Investigate and address easement, land trade requests and encroachments as they arise. Investigate opportunities to purchase parcels advantageous to the management of the county forest as they arise.

f) Forest Certification:

- Continue to make changes necessary to comply with forest certification corrective actions previously identified and as solutions are developed.

g) Wildlife Habitat:

- Continue to involve the wildlife biologist in timber sales design, planning for Nickel-an-Acre grant funds, and in identifying wildlife habitat improvement projects.

h) Invasive Species:

- Continue efforts to treat of most severe infestations of buckthorn. County forest locations include timber stands in Compartments 69,74,75,79.

i) Handicapped Hunting Areas:

- Undertake effort to improve signage, maintenance, and habitat enhancements. Also develop written policies pertaining to reservations, access, and possible enforcement.

j) Technical Forestry Training & Technology:

- Take advantage of training and continuing educational opportunities offered through DNR, FISTA, and other professional forestry organizations as time permits.
- Continue to improve proficiency in use of GIS, GPS, and related technology. Attend training as needed to effectively utilize this technology for the purpose of managing the county forest more efficiently.
- Cooperate with other entities (e.g. FISTA, UWSP, WLAWCA) to promote forestry and natural resource educational efforts.
- Acquire Wisconsin Pesticide Applicators Certification.

k) Timber Harvests on Other County Lands:

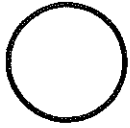
- Highway Department Properties – mixed hardwood thinning on approximately 40 acres.
- Establish timber harvest to thin red pine plantation on park property near Lake Wazeecha, approximately 40 acres.

l) Drainage Ditch Management:

- Continue efforts to work with cranberry grower requests to clean selected ditches to improve drainage. Ditch cleaning projects will be discussed with appropriate DNR, Army Corps of Engineers, County Planning and Zoning personnel to insure proper design and permits are in place.
- Incorporate possible ditch cleaning operations/requests into timber sale design and harvest schedule

m) Hardwood Bombing Range Expansion:

- Although the issue of the Hardwood Bombing Range has subsided and there are no current expansion plans known, we will continue maintain relations with the Air National Guard and monitor and respond as necessary to issues relating to the bombing range.

**RESOLUTION#**

Introduced by Highway Infrastructure & Recreation Committee
Page 1 of 1

SMG

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

INTENT & SYNOPSIS: To become eligible for maintenance monies on the existing Wood County ATV Intensive Use Area (All-Terrain Vehicle) trail, in the designated area of T.22N.-R.35E., Section 31 & 32 for the 2019-2020 season.

FISCAL NOTE: No cost to Wood County. Total reimbursement from the State Aid Registration Fund, account #55442, and donated services by the Central Wisconsin ATV Riders Club, account #48503.

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

WHEREAS, Wood County will be responsible for the maintenance of the area known as the Wood County ATV Intensive Use Area, and

WHEREAS, there is a demand to continue the maintenance of this area within Wood County, and

WHEREAS, Central Wisconsin ATV Riders (an incorporated club) is willing to participate in maintenance of the area, and

WHEREAS, the existing area in the Townships of Port Edwards and Cranmoor conforms to trail standards established in Chapter NR64, Administrative Code, and

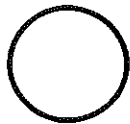
WHEREAS, funds have been budgeted in the amount of \$12,000 for the maintenance of this area by Wood County, with reimbursement from the State ATV registration fund, and

WHEREAS, \$12,000 is the true total cost to maintain these areas (\$6,000 State Aid and \$6,000 ATV Club), and

WHEREAS, to become eligible for ATV trail maintenance, the area listed above must remain a county area.

THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the Wood County Parks & Forestry Department will maintain the existing Wood County ATV Intensive Use Area (All-Terrain Vehicle) in the Townships of Port Edwards and Cranmoor, T.22N.-R.5E., Section 31 & 32 for the 2019-2020 season, (pending reimbursement from the State ATV registration fund) for the enjoyment of the citizenry of Wood County and the State of Wisconsin.

AND BE IT FURTHER RESOLVED, that the Wood County Parks & Forestry Department be authorized to sign necessary maintenance agreements for the existing Wood County ATV Intensive Use Area (All-Terrain Vehicle), in the designated Townships of Port Edwards and Cranmoor areas T.22N.-R.5E., Section 31 & 32 for the 2019-2020 season (pending reimbursement from the State ATV fund).



RESOLUTION#

Introduced by Highway Infrastructure & Recreation Committee
Page 1 of 1

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

SMG

INTENT & SYNOPSIS: To become eligible for snowmobile trail maintenance monies on the existing trails on County and private lands for the 2019-2020 snowmobile season.

FISCAL NOTE: No cost to Wood County--Total reimbursement from State Snowmobile Aid account #55441.

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

WHEREAS, Wood County will be responsible for the maintenance of 271.7 miles of previously constructed snowmobile trails in the Towns of Arpin, Auburndale, Cameron, Cary, Cranmoor, Dexter, Grand Rapids, Hansen, Hiles, Lincoln, Marshfield, Milladore, Port Edwards, Remington, Richfield, Rock, Rudolph, Saratoga, Seneca, Sherry, Siegel, and Wood, and

WHEREAS, there is a demand to continue the maintenance on these existing trails, and

WHEREAS, these existing trails conform to the Comprehensive Snowmobile Trail Plan, and

WHEREAS, easements for these trails, which cross private lands have been received, and

WHEREAS, funds in the amount of \$81,510 have been budgeted to maintain these trails by Wood County, with reimbursement from the State Snowmobile Aids Funds, and

WHEREAS, to become eligible for snowmobile trail maintenance aid the trails listed above must remain county trails.

THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that Wood County maintains existing trails on County and private lands for the 2019-2020 season (pending reimbursement from the Snowmobile State Aid Program) for the enjoyment of the citizenry of Wood County and hereby authorize the Wood County Parks and Forestry Department to act on behalf of Wood County to sign necessary maintenance agreements.

MINUTES
McMillan Memorial Library
Board of Trustees
November 21, 2018

DRAFT

Subject to
Approval

7

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

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Susan Bovee, Kevin Finbraaten, William Clendenning, David Farmbrough, and William Hascall.

Absent: Anne Zacher, Craig Broeren, Scott Kellogg, and Heather Gygi.

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

Others in attendance: Rick Potter

CORRESPONDENCE: There were no items of correspondence.

MINUTES: A motion to approve the Minutes of the October 17, 2018 Library Board meeting was made by Ms. Bovee, second by Mr. Clendenning. Motion carried.

TREASURER'S REPORT: Mr. Barnett presented the financial reports for November 2018. A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried.

DIRECTOR'S REPORT:

Library Use and Events – In the last month: our dinosaur made an appearance at the YMCA Halloween party; ongoing children's STEAM events; teen Live Clue; Checkout events at Lincoln and WRAMS; NTL: *The Curious Incident of the Dog in the Night-Time*; author Matt Geiger; A Wood County Drug Task Force program on prescribing opioids; and the Jimmy's. International Game Day was a huge success with 326 registered. New Teacher meeting held here last Wednesday. Coming in the next month: more NaNoWriMo events; authors Susan Baganz and Troy Schoultz; more STEAM programs; a reception for our photography contest; Colossal Fossils on November 30 (a no-school day); and Eric Mintel with Christmas Jazz.

Budget – The Director and several Library Board members attended the Finance & Property Committee meeting on November 6th and had a cordial discussion with the committee members. The City has released a Budget Summary, but until a Departmental Budget is released, the exact appropriation is unclear. The Budget was approved 5-3 yesterday. The County met and approved their budget November 13, which included the requested amount for 85% reimbursement for library services.

Building & Grounds – The restroom renovations are continuing and they are scheduled to finish the Lower Level rooms by the end of the month. A proposal on how to proceed on reprogramming the Adult Room is attached and will be handled as Old

Business, since it was discussed in August. A community survey on the subject is going out before the Board meeting. Shelving was moved in the Commons, resulting in a more open area near the Coffeehouse and a better defined YS area. The emergency generator and lighting was discussed.

Miscellaneous – We are looking for a better wireless printing solution, especially for mobile devices.

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

OLD BUSINESS: Mr. Barnett discussed the process for reprogramming the Adult Room. Authorization to seek proposals for design services was discussed. Proceeding with a Capital request for carpeting and repair of skylight as a separate request was also discussed.

A motion to seek proposals for design services was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.

NEW BUSINESS: Mr. Clendenning asked if we could add additional handicap parking. Mr. Barnett will check with the City on the code for handicap parking. Mr. Clendenning asked to have the monthly calendar emailed to the County Board members.

A motion to adjourn was made by Mr. Finbraaten, second by Mr. Hascall. Motion carried and the meeting adjourned at 5:00 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on December 19, 2018 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

Draft
South Central Library System Board of Trustees
Thursday, November 29, 2018
12:15 p.m.
Madison Library Storage Center

7

Action Items:

Approved the authorization of 2018 staff bonuses in December if money is available

Present: F. Cherney, P. Cox, M. Furgal, J. Harrington, J. Healy-Plotkin, M. Hokamp, J. Honl, N. Long, M. Meloy, K. Michaelis, M. Nelson, P. Nelson, R. Seltzer, A. Weier, K. Williams, C. Whitsell

SCLS Staff: K. Goeden, M. Van Pelt

Absent: A. Bhasin, N. Brien, A. Pawlak,

Excused: N. Hughes, A. Mueller

Recorder: H. Moe

Call to Order: K. Michaelis, President, called the meeting to order at 12:17 p.m.

- a. Introduction of guests/visitors: Chuck Whitsell, newly appointed Sauk County representative to the board, was introduced.
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

Minutes: M. Furgal moved approval of the October 25, 2018 minutes. A. Weier seconded. Motion carried.

Bills for Payments: K. Michaelis reviewed the bills for payment in the amount of \$55,105.57 and moved approval. K. Williams seconded. Motion carried.

Financial Statements: K. Goeden

Presentation: Tour of the Delivery facility following the board meeting – C. Baumann

Committee Reports:

- a. **Personnel:** The handbook changes were reviewed and will come before the board in December for approval. It will go to the attorney this month with minor tweaks to the language for part time staff benefits and ETF regulations.
The committee discussed and recommend 2018 year-end bonuses for staff if funding is available. The formula to be used will be \$1,000 for each full time benefited employee plus 1% of their annual salary. Part time staff will receive the same bonus on a pro-rated basis.
- b. **Advocacy:** M. Nelson noted Wisconsin Legislative day is not on an election day this year. The National Library day will be held in conjunction with the ALA National Conference in June, so SCLS will not be sending a trustee to Washington this spring.
M. Van Pelt noted the IMLS inspector from Washington visited SCLS headquarters and took a picture of the "SAVE IMLS" poster on the front entrance and posted it to the national website.
Feb. 12th is the Wisconsin library legislative day.

- c. **Nomination:** Need to have a slate of officers at the December meeting with a vote in January.

Action Items:

- a. Authorize 2018 staff bonuses in December if money is available: R. Seltzer moved approval of authorizing 2018 staff bonuses in December if money is available. N. Long seconded. Motion carried.

SCLS Foundation Report: M. Van Pelt noted The Sturm Memorial Library in Manawa donated \$106,103.86 to be deposited into their foundation account. There are currently 29 members in the foundation. The Cornerstone event raised \$8,457.74 so far this year.

System Director's Report: The Pittsville Public Library hired Tammy Hartinger as the new Director, replacing Barb Calaway, who is retiring. Monticello will be the newest LINKcat member. There are six libraries in SCLS that are not on LINKcat. The PLSR report V.6 is down to seven recommendations.

Discussion:

Building Needs Assessment Committee: The following staff comprise the committee: C. Baumann, J. Stewart, K. Goeden, M. Van Pelt, V. Teal Lovely, and M. Ibach. N. Brien and K. Williams from the board also volunteered to serve on the committee as well. The meetings will occur once a month and will probably continue for two years. The purpose of developing this committee is because we maintain two separate facilities and are looking to gain economies of scale under one roof with matching efficiencies. The Delivery lease has been renewed and will expire in 2021 with the flexibility for the lease to be renewed for one year 2 times. The SCLS headquarters lease on Biltmore Lane will expire in 2023.

Administrative Council (AC) Report: All Directors met November 15, 2018. You may view the minutes online. 8 awards were provided to those who assisted with the flooding. The Friends of the Kilbourn Library in Wisconsin Dells was very appreciative of their award.

Other Business:

2019 Committees: Start thinking which committees you would like to serve on in 2019 including staying on your current committee. Send requests to H. Moe. Openings on the Foundation Board may occur. Joan Honl has been reappointed through 2021. If your term is expiring, please let H. Moe whether or not you are interested in being reappointed.

Information Sharing:

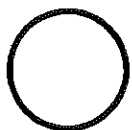
K. Williams donated family books to Folklore and mentioned that they need someone to work at the library. The use of SLIS students was suggested.

P. Cox discussed the library visit reports and found it interesting that the Nekoosa library is one of four libraries in the U.S. that has dyslexia friendly books.

The Rock Springs Library saved all the materials from the flooding and are in temporary housing in a Rock Springs church basement. The library will not be going back to the original location and are looking into a new building that will also serve as a community center and village hall. Because of the town flooding, there will be many changes to the Village of Rock Springs.

Meeting adjourned at 1:25 pm.

BOT 12/29/2018



RESOLUTION#

Introduced by County Board Chairman
Page 1 of 1

TDM

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

Number of votes required:

☒ Majority ☐ Two-thirds

Reviewed by: _____, Corp Counsel

Reviewed by: _____, Finance Dir.

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

FISCAL NOTE: None

WHEREAS, in accordance with Section 26.13(3) and Section 26.14(3) of the Wisconsin Statutes, we recommend the following individuals to act as authorized Emergency Fire Wardens for the prevention and suppression of forest fires in the County for the 2019 calendar year:

Towns of Dexter, Hiles, Cranmoor, and Remington

Scott Bloyd

Town of Remington

Greg Kremer

Town of Grand Rapids

Jewell Ninneman

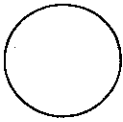
Peggy Doughty

Towns of Grand Rapids & Saratoga

Jess Pacyna

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

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, approve the above list of fire wardens and authorize the Chairman to sign the list.



RESOLUTION # _____

Introduced by Wood County Board of Supervisors

Date: January 15, 2019

INTENT & SYNOPSIS: To recognize these Wood County employees for years of devoted and faithful service to Wood County.

WHEREAS, the following employees, are being recognized for their long-term employment with Wood County,

Tony Kuhlka	- 25 years - Sheriff's Department
Doreen Lang	- 30 years - Human Services
Beth Draves	- 30 years - Norwood Health Center
Scott Hart	- 35 years - Norwood Health Center
Heidi Korntvad	- 35 years - Norwood Health Center
Debra Ackman-Vanderwyst	- 35 years - Norwood Health Center

WHEREAS, these employees have served Wood County conscientiously throughout these years and in the best interest of all its residents;

NOW, THEREFORE BE IT RESOLVED, that this Wood County Board of Supervisors recognize and applaud these employees for their many years of dedication to Wood County and wish them many happy years ahead;

BE IT FURTHER RESOLVED, that this resolution be spread at length upon the minutes of this meeting, and that a copy be made available to each employee.

WOOD COUNTY BOARD OF SUPERVISORS:

<u>Chair</u>	<u>Vice Chair</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted by the County Board of Wood County, this 15th day of January, 2019

County Clerk

County Board Chairperson