

**AGENDA WOOD COUNTY BOARD OF SUPERVISORS**  
**February 21, 2017 – 9:30 A.M.**  
**WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Fischer

ELECTION OF VICE-CHAIRPERSON

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: Supervisor Curry

RESIGNATIONS: Supervisor Miner

APPOINTMENTS/Re-APPOINTMENTS: None

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS: none

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

10:30 A.M. OR AS SOON THEREAFTER AS THE CHAIRMAN DEEMS APPROPRIATE IN CONSIDERATION OF OTHER BUSINESS OF THE BOARD:

The Board will consider the appeal of Mr. Rodeghier to the decision of the Independent Hearing Officer in the final step of the Complaint Resolution Process.

**SPECIAL ORDERS OF BUSINESS:**

Linda Weitz - ADRC-CW Update

Reuben Van Tassel – River Block update

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

SET DATE FOR NEXT COUNTY BOARD MEETING – March 21, 2017

ADJOURN

## **REFERRALS FOR FEBRUARY 21, 2017 – COUNTY BOARD**

- NONE

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

January 24, 2017 - 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 January 24, 2017.

Chairman Pliml called the meeting to order at 9:37 a.m.

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hamilton, Henkel, Hokamp, LaFontaine, Leichtnam, Machon, Miner, Pliml, Polach, Rozar, Wagner, Winch, Zurfluh.

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

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

Motion by Rozar/Zurfluh to approve the following appointments:

Supervisor Henkel – Ethics Committee (3 year term)

Jay A. Grode and Lori Gropp – Loan Review Board (2 year terms)

Supervisor Clendenning spoke to why he was voting against appointing Supervisor Henkel to the Ethics Committee. Chairman Pliml asked if the board wished to vote separately. Voice vote was to vote both appointments together. Supervisor Leichtnam was recognized and stated he was voting no along with Supervisor Clendenning and started explaining why. Supervisor Zurfluh asked to call for a point of order. Chairman Pliml recognized Supervisor Zurfluh who then stated Supervisor Leichtnam was getting to the point of chastising a fellow member of the board and this is not the proper procedure for that. Chairman Pliml then called for a voice vote on the point of order to suspend the discussion. Carried. Voting no were Supervisors Clendenning and Leichtnam.

Motion carried by voice vote to approve both appointments. Voting no were Supervisors Clendenning and Leichtnam.

There were no public comments.

Acknowledgements and Recognitions: None

Committee minutes presented: Executive

Chairman Pliml asked the board if they wished to act on the first nine budget resolutions with one vote. Supervisor Clendenning asked that the first resolution be pulled out and voted on separately and Supervisor Polach asked that the last resolution be pulled out. Chairman Pliml then asked the board if they wished the first and last resolution be pulled out and voted on separately and the next seven be voted on together. Carried by voice vote. Three no votes were heard.

**RESOLUTION 17-1-1**

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To amend the 2016 budget for County Board (51120) for the purpose of funding higher than anticipated expenditures.

**FISCAL NOTE:** To transfer \$7,000 from available balance in contingency (51590) to County Board (51120). At the time of this request the funds available in contingency are \$283,084. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51120	County Board		\$7,000
51590	Contingency	\$7,000	

Motion by Wagner/Zurfluh to adopt Resolution 17-1-1. Discussion followed as why this was coming out of contingency. Motion carried. Voting no was Ashbeck, Clendenning and Polach.

The next seven resolutions were acted on with one vote.

## RESOLUTION 17-1-2

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To amend the 2016 budget for Information Technology, Voice-Over IP (51451) for expenditures that were not anticipated during the original budget process:

**FISCAL NOTE:** No additional cost to Wood County. The source of the funding is the non-lapsing Voice-Over IP Designated Fund Balance. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
34210	Voice-Over IP Designated Fund		
	Balance	\$9,000	
51451	Voice-Over IP		\$9,000

Motion by Breu/Polach to adopt Resolution 17-1-2. Motion carried. Voting no was Clendenning.

## RESOLUTION 17-1-3

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To amend the 2016 budget for the Human Services Community 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 adjust to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54455-95	Mental Health/AODA Division	\$100,000	
54440-50	Children's LTS Division		\$60,000
54500	Administration/OVH/Support Division		\$40,000

Motion by Breu/Polach to adopt Resolution 17-1-3. Motion carried. Voting no was Clendenning.

## RESOLUTION 17-1-4

Introduced by: Executive Committee

**INTENT & SYNOPSIS:** To amend the 2016 budget for Norwood Health Center 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. Additionally, Congregate Meal Program revenues are expected to exceed the budgeted amount due to increased program utilization. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debt</u>	<u>Credit</u>
54324	Norwood SNF-CMI	\$ 25,000	
54325	Norwood SNF-BI	145,600	
54326	Norwood Inpatient Unit		\$177,000
54350	Norwood Dietary Department		62,000
54365	Norwood Administration	20,000	
54330	Norwood Nursing Admin.		6,600
54351	Norwood Ops and Maintenance	50,000	
51363	Norwood Medical Records	5,000	

Motion by Breu/Polach to adopt Resolution 17-1-4. Motion carried. Voting no was Clendenning.

### **RESOLUTION 17-1-5**

Introduced by: Executive and Public Safety Committees

INTENT & SYNOPSIS: To amend the 2016 budget for Coroner (51231) for the purpose of fully funding unanticipated expenditures for 2016.

FISCAL NOTE: To transfer \$7,000 from available balance in contingency (51590) to Coroner (51231). At the time of this request the funds available in contingency are \$283,084. The adjustment to the budget is as follows:

<u>Function</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
51231	Coroner		\$7,000
51590	Contingency	\$7,000	

Motion by Breu/Polach to adopt Resolution 17-1-5. Motion carried. Voting no was Clendenning.

### **RESOLUTION 17-1-6**

Introduced by: Public Safety and Executive Committees

INTENT & SYNOPSIS: To amend the 2016 budget for the Emergency Management Admin function (52520) for additional expenditures that was not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is unanticipated revenues from State Aid. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52520	Emergency Management Admin		\$23,000
43528	State Aid Emergency Government	\$23,000	

Motion by Breu/Polach to adopt Resolution 17-1-6. Motion carried. Voting no was Clendenning.

### **RESOLUTION 17-1-7**

Introduced by: Judicial & Legislative and Executive Committees

**INTENT & SYNOPSIS:** To amend the 2016 budget for the Clerk of Circuit Court function (51211) for higher than anticipated expenditures during the original budget process:

**FISCAL NOTE:** The excess expenditures of \$82,000 will be funded with a transfer from Contingency (51590). The balance of the contingency account prior to this transfer is \$283,084. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51211	Clerk of Court		\$82,000
51590	Contingency	\$82,000	

Motion by Breu/Polach to adopt Resolution 17-1-7. Motion carried. Voting no was Clendenning.

### **RESOLUTION 17-1-8**

Introduced by: Judicial & Legislative Committee and Executive Committee

**INTENT & SYNOPSIS:** To authorize the entry into contracts to have Drug Court program services provided in Marshfield to be paid for by the city and to amend the budget to allow for the pass through funds for this purpose, and to amend the 2017 budget to reflect the unexpected expenditures and related revenue.

**FISCAL NOTE:** No additional cost to Wood County. The source of funding is the City of Marshfield.

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
47310	Local Government	\$22,000	
	Charges		
51215	Drug court		\$22,000

Motion by Breu/Polach to adopt Resolution 17-1-8. Motion carried. Voting no was Clendenning.

### **RESOLUTION 17-1-9**

Introduced by: Highway Infrastructure & Recreation and Executive Committees

**INTENT & SYNOPSIS:** To amend the 2016 budget for the Park & Forestry Capital Projects function (56913) for expenditures not anticipated during the 2016 budget process:

**FISCAL NOTE:** Transfer of \$275,000 from available Park & Forestry assigned fund balance (fund 245) for Capital Projects to fund unanticipated costs for capital projects. As of December 31, 2015, the fund balance assigned for Parks Capital Projects was \$562,040. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
56913	Park & Forestry Capital		
	Projects	\$275,000	
34112	Transfer from Assigned		
	Fund Balance-Parks Capital		
	Projects		\$275,000

Motion by LaFontaine/Breu to adopt Resolution 17-1-9. Motion carried unanimously.

## **RESOLUTION 17-1-10**

Introduced by: Executive Committee

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

FISCAL NOTE: Offered Amount	\$21,500.00
R.E. Taxes	(42,518.84)
Publication fees	(142.82)
Abstracting fees	(205.00)
LOSS	\$(21,366.66)

Motion by Rozar/Hamilton to adopt Resolution 17-1-10. Motion carried unanimously.

## **RESOLUTION 17-1-11**

Introduced by: Executive Committee

INTENT & SYNOPSIS: Resolution authorizing the issuance of general obligation notes to fund capital projects in 2017.

FISCAL NOTE: Proceeds from general obligation borrowing in the amount of \$750,000

Motion by Hamilton/Wagner to adopt Resolution 17-1-11. Motion carried. Voting no was Ashbeck.

## **RESOLUTION 17-1-12**

Introduced by: Executive Committee

INTENT & SYNOPSIS: Resolution authorizing the issuance of general obligation notes to fund capital projects in 2017.

FISCAL NOTE: Proceeds from general obligation borrowing in the amount of \$1,000,000

Motion by Feirer/Wagner to adopt Resolution 17-1-12. Motion carried. Voting no was Ashbeck, Winch, Polach.

Committee minutes presented: Health and Human Services. Discussion ensued on the possible Human Services building in Marshfield, the closing of the Airport CBRF and the Health Department out-of-state travel request. Public Safety, Conservation, Education and Economic Development. Supervisor Clendenning spoke on the County Ambassador Program, Golden Sands Resource, Conservation & Development Council, Judicial and Legislative, Highway, Infrastructure & Recreation.

## **RESOLUTION 17-1-13**

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: Approval of the 2017 Wood County Forest Annual Work Plan.

FISCAL NOTE: Potential loss of State Aid Revenues in the amount of \$45,135.29

Motion by Clendenning/LaFontaine to adopt Resolution 17-1-13. Motion carried unanimously.

Committee minutes presented: Aging and Disability Resource Center of Wisconsin, SCLS Board of Trustees, Wood County Library Board, University Commission

**SPECIAL ORDER OF BUSINESS  
RIVER BLOCK TRANSITION UPDATE**

Building Maintenance Director, Reuben Van Tassel gave a progress update. They are finally under construction in the River Block building. Today marks three weeks of construction crews inside River Block. About three months from today the Health Department is scheduled to move into the third floor meeting the deadline they have to be out of their current space.

Motion by Breu/Hamilton to adjourn. Motion carried by voice vote. Next scheduled county board meeting is February 21, 2017.

Respectfully Submitted  
Cynthia Boyd  
Wood County Deputy Clerk

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, February 7, 2017

**TIME:** 8:00 a.m.

**PLACE:** Room 114, Wood County Courthouse

**PRESENT:** Trent Miner, Donna Rozar, Al Breu, Michael Feirer (last 3 members via video conference)

**VIA TELEPHONE:** Hilde Henkel ( for part of the meeting)

**EXCUSED:** Lance Pliml, Ed Wagner

**OTHERS PRESENT** (for part or all of meeting): City of WR Attorney Sue Schill, Reuben Van Tassel, Michael Martin, Brenda Nelson, Amy Kaup, Heather Gehrt, Adam Fandre, Sue Kunferman, Shane Wucherpennig, Terry Stelzer, Lori Heideman, Chad Schooley, Dennis Polach, Bill Winch, Bill Leichtnam, Warren Kraft, Jordan Bruce (via video conference)

The meeting was called to order by Chairman Miner.

**Public Comment** – No public comments

### **Consent Agenda**

**Motion (Rozar/Feirer) to approve the consent agenda as presented. Motion carried unanimously.**

Maintenance Manager Van Tassel reviewed his Maintenance Letter of Comments. He informed the Committee that the sanitary lift station at the Joint Use building on 17<sup>th</sup> Avenue has been rebuilt.

Van Tassel gave an update on River Block and Courthouse construction. Work at River Block is moving along and the Health Department is on schedule to move into the building the last week of April. Progress continues to be made on the Data Center in the Courthouse.

Discussion was held on the disposition of the Airport Avenue CBRF building. The building has now been vacated. Rozar indicated the Health and Human Services Committee does not foresee a need for that building in the future as Crisis Intervention is operating out of the Norwood Health Center.

**Motion (Breu/Feirer) to have Maintenance Manager Van Tassel obtain an appraisal on the building and move forward with selling the Airport Avenue CBRF. Motion carried unanimously.**

Attorney Sue Schill presented a request by the City of Wisconsin Rapids to close the River Block building on July 4, 2017. The fireworks display needs to be moved farther north of the usual launch site, putting the River Block building within the safety perimeter. The City is requesting the building be vacated from 9:15 p.m. until 15 minutes after the finish of the display at approximately 10:30 p.m., and that access to the roof of the building be given to clean debris off the roof if necessary. Kastenholtz requested a copy of the insurance policy from the pyrotechnic company, and indicated that the County's insurance company would also need to be alerted. Concerns were raised regarding the safety of allowing roof access and liability if something should happen to the County's data link which is located on the roof.

**Motion (Rozar/Feirer) pending insurance verification as discussed, to grant the City of Wisconsin Rapids' request to close the River Block building on July 4, 2017 from 9:15 to 10:30 p.m. Motion carried unanimously.**

Van Tassel discussed a need for a third Maintenance Department employee. He would like to see the Department more proactive on maintaining equipment at the Courthouse and eventually River Block, and believes that would best be accomplished by hiring a third employee. The new position would be responsible for doing daily, monthly, and quarterly checklists of all equipment, and would also be utilized for tasks such as snow removal,

lawn care, and day-to-day work order requests. The new employee would not need the qualifications of the two current Maintenance Specialists, and therefore; could be a Grade 4 on the pay scale. Van Tassel hopes to add the new employee in April or May of this year. The addition of a new position would require two resolutions; one to approve adding the position and one to amend the budget.

**Motion (Rozar/Breu) requesting that the Maintenance Manager draft a resolution requesting creation of a third full-time Maintenance employee to be presented at a special meeting held before the February 21<sup>st</sup> County Board meeting. Motion carried unanimously.**

Van Tassel updated the Committee on the Courthouse transformer project. The foundation is in and the project will continue with piping and cabling. Moving forward, he would like a second generator that would be powerful enough to run the Data Center and Dispatch. That generator will be located on the roof of the Courthouse. Kaup commended Van Tassel on all his hard work on the Data Center project.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments.

IT Director Kaup informed the Committee that an accepted offer has been made to fill the vacant Network Analyst position. IT assisted Human Services in moving the Crisis Intervention center from the Airport Avenue CBRF to the Norwood Health Center. Work continues on the TimeStar timekeeping project.

Kaup presented a resolution to the Committee to formally change the name of the Department to Information Technology.

**Motion (Feirer/Breu) to approve the resolution to formally change the name of the Systems Department to Information Technology. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Kaup reported that the City of Marshfield has approached the County regarding running fiber between the new City building and Wood County Annex/Norwood Health Center. Wood County currently provides a data connection to the City because there are Wood County offices within City Hall. Wood County also pays for a data connection with Wisconsin Rapids which stems back to pre-shared dispatch days. The cost to supply Marshfield with data would be \$31,520 and an annual lease of \$2,000. Kaup suggested the County pay for the hardware the cities use to ensure uniform equipment but not the connection costs. The municipalities do utilize the County's CIS program. After much discussion, it was the consensus of the Committee that the County should not pay for connection costs for municipalities. Kaup is to develop a policy and present it to the Executive Committee for review.

Kaup requested education reimbursement for her fall 2016 coursework (tuition and books).

**Motion (Rozar/Feirer) to approve an educational reimbursement for Amy Kaup of \$3,475.29. Motion carried unanimously.**

Wellness Coordinator Fandre gave an update on the 2<sup>nd</sup> quarter health coaching and health assessments. A quarter 2 wellness challenge has been developed and information has been sent out to employees, as well as a wellness snapshot survey. The Wellness Committee continues to recruit wellness champs from each county department.

Treasurer Gehrt reviewed her Letter of Comments.

Discussion was held regarding a policy for the sale of tax deed property. The process currently in place does not follow State statute on open bids. Gehrt will finalize a draft policy on the sale of tax deed property and present it to the Committee for review and approval.

Finance Director Martin presented a request to carryover excess Park & Forestry revenues for capital projects due to timber sale revenue and unused levy.

**Motion (Rozar/Breu) to approve the request of the Park & Forestry Department to carryover \$94,000 of excess timber sales and parks revenue. Motion carried unanimously.**

Martin also presented a request from Land & Water Conservation to carryover monies due to a surplus of funds left over from a conference the department hosted as well as 2016 donations that had not been spent.

**Motion (Breu/Feirer) to approve the request of the Land & Water Conservation Department to carryover \$2,944 surplus from a 2016 conference and \$1,000 in unspent 2016 donations. Motion carried unanimously.**

Martin presented a resolution to amend the committed and assigned fund balances to include the two non-lapsing amounts from Land & Water Conservation.

**Motion (Breu/Rozar) to approve the resolution to amend the committed and assigned fund balances to include two non-lapsing amounts for Land & Water Conservation. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Discussion was held regarding a new OMB circular that sets forth the requirements for complying with Federal and State funded programs. Written policies relating to the administration of these programs, particularly in the area of procuring goods and services are required. Martin is requesting permission from the Committee to allow the Finance Department to hire Wipfli to undertake this project for Wood County. Estimated costs would be \$8,000.

**Motion (Miner/Feirer) to grant the Finance Department permission to hire Wipfli to develop the necessary written policies for Wood County to comply with these new requirements. Motion carried unanimously.**

Wucherpennig presented a resolution to amend the 2017 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) budget for unanticipated state aid monies.

**Motion (Rozar/Breu) to approve the resolution to amend the 2017 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) budget for unanticipated state aid monies and forward it to the County Board for consideration. Motion carried unanimously.**

There was discussion regarding the use of the \$750,000 debt proceeds which were projected at \$225,000 for Maintenance and \$150,000 for IT. The Maintenance allocation was to partially replenish their reserves for the River Block debt payment made by the Department of approximately \$252,000. Data Center equipment is estimated at \$276,000. Martin indicated there was a missed opportunity to fund some of that equipment with unspent 2016 capital appropriations as the actual outlay expense for 2016 totaled \$300,164 and not the \$565,000 budgeted.

There was preliminary discussion of the challenges in balancing the 2018 budget. Miner stated he will send a letter to department heads asking for input on additional revenue sources or program cuts that could be considered by each department.

Finance Department correspondence was discussed as outlined on the agenda.

Rozar discussed the concept of a Human Services building on land owned by the County in Marshfield to house Cornerstone and the Human Services' offices that need to vacate the Marshfield City Hall building by September

2018. Rozar would like to do a presentation regarding the building at County Board to get feedback on the new building.

Feirer was excused at 10:40 a.m. Henkel joined the meeting via telephone.

**Human Resources (HR)**

Warren Kraft indicated there was no need for the Committee to go into closed session as indicated on the agenda at this time.

Agenda items for next meeting: presentation by Horton Group

**Motion (Henkel/Breu) to adjourn the Executive Committee meeting at 10:42 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically,

***Donna M. Rozar***

Secretary

All minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee secretary.



**MEETING MINUTES  
EC SUBCOMMITTEE ON THE  
WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND  
RELOCATION/REMODELING OF COURTHOUSE DEPARTMENTS**

**Date:** Monday, December 12<sup>th</sup>, 2016

**Time:** 3:02 p.m.

**Place:** Room 114, Wood County Courthouse, Wisconsin Rapids

**Subcommittee members present:** Bill Clendenning, Ed Wagner, Donna Rozar, Al Breu, Doug Machon

**Others present for all or part of the meeting:** Reuben Van Tassel, Amy Kaup, John Cain (Venture Architects by phone), Sue Kunferman, Dave Voss and Sherry Wall (Miron Construction), Peter Kastenholz, Cindy Henke (Mead-Witter Foundation), Steve Kreuser, Gus Mancuso, Mike Martin

1. Chair Clendenning called the meeting to order.
2. There were no public comments.
3. **Motion (Wagner/Machon) to receive and place on file the minutes from the November 15<sup>th</sup> meeting. All ayes. Motion passed.**
4. Much of the furniture/equipment that was not needed by departments moving into River Block has "gone to a good home". Other municipalities, churches, non-profits, libraries, and school districts took what they could use. Excellent recycling and reuse of materials.
5. No update on the parking lot situation available at this time.
6. Bids were opened on 12/6/16. A general discussion of those bids was held. A copy of the subcontractors winning the bids in all categories is on file. 5 alternate bids were discussed. Alternate #1 is for the architectural work proposed for the Forestry and Parks as well as the Land Conservation Suite on the second floor for a total of \$28,718. This also includes a wall for creating an auditorium adjacent to that suite. **Motion (Rozar/Breu) to approve this alternate bid. Motion passed unanimously.** Alternate #2 for architectural work proposed for unassigned space on the third floor was considered low priority at this time. Alternate #3, for a cost of \$7,669, to remove the entire pneumatic system and replace with DDC system was discussed. **Motion (Rozar/Machon) to approve this alternate bid. Motion passed unanimously.** Alternate #4 is for some casework in the Health Department at a cost of \$5,934. **Motion (Wagner/Breu) to approve this alternate bid. Motion passed unanimously.** Bid is to be reviewed to make certain it meets Health Department needs. Sue Kunferman she could cover any overage of this amount out of her 2017 budget. Alternates #5 and 6 were items that can be held over until a review of the scope of the project. There needs to be some clarification on the intent of the drawing in regards to alternate #6. Alternate bids and explanations are all on file with construction document.

John Cain left the meeting by phone at 4:10 p.m.

7. Review of River Block budget—Mike Martin was invited down to make certain the Subcommittee understood the amount of money that was designated for this project. Mike clarified that there is \$3.25 million available for remodeling. After a discussion of the owner's costs (some of which have already been paid for), the source of the down payment for the River Block building, and plumbing expenses, **Motion (Clendenning/Breu) to approve the total estimated project cost of \$3,315,108. Motion carried unanimously. Minutes were amended at the January 6<sup>th</sup> 2017 meeting to clarify that the overage on this project is to be covered by the contingency fund. Motion (Rozar/Wagner) to give direction to Miron Construction to produce the document with the GMP (guaranteed maximum price) based on the construction totals as presented plus the alternatives passed previously during this Subcommittee meeting. Motion passed unanimously. Motion (Clendenning/Breu) that any amount >\$15,000 per occurrence used from the contingency fund must come before this Subcommittee prior to approval. Motion passed unanimously.**
8. Next meeting: will be called at the discretion of the Subcommittee Chair
9. **Motion (Machon/Wagner) to adjourn the meeting at 4:28 p.m. Motion passed unanimously.**

Minutes taken and respectfully submitted,

*Donna Rozar*, secretary

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**MEETING MINUTES  
EC SUBCOMMITTEE ON THE  
WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND  
RELOCATION/REMODELING OF COURTHOUSE DEPARTMENTS**

**Date:** Friday, January 6<sup>th</sup>, 2017

**Time:** 12:30 p.m.

**Place:** Room 115, Wood County Courthouse, Wisconsin Rapids

**Subcommittee members present:** Bill Clendenning, Ed Wagner, Donna Rozar, Al Breu

**Excused:** Doug Machon

**Others present for all or part of the meeting:** Reuben Van Tassel, Ken Curry, Adam Fischer, Dennis Polach, Adam Tegen (Director of Planning, City of WR), Heather McKellips, Chad Schooley, Brandon Vruwink, Dawn Schmutzer, Bill Leightman (arrived at 1:16 p.m.), Joe Zurfluh (arrived at 1:20 p.m.)

1. Chair Clendenning called the meeting to order at 12:30 p.m.
2. There were no public comments.
3. **Motion (Breu/Wagner) to receive and place on file the minutes from the December 12<sup>th</sup> meeting with the clarification that the overage in the River Block project budget will be covered by contingency funds. All ayes. Motion passed.**
4. There is not update on the Elks Club's parking lot. The roadblock in the resolution of this issue appears to be the cost of the demolition of the Courthouse Annex building. It was decided that this Subcommittee would schedule a future joint meeting with the WR City Finance Committee to attempt a resolution of this issue.

On behalf of the Wood County Wellness Committee and Board, Dawn Schmutzer appeared before the Subcommittee to discuss a smoking hut at River Block. It has been noted that the Human Services clientele has an increased smoking population. There was discussion about the pros and cons of having a smoking hut at River Block as well as the fact that we are not leasing the land that surrounds the building. **Motion (Wagner/Breu) that the County will not provide a smoking hut at the River Block building. All ayes. Motion passed.**

Chad Schooley, Director of Parks and Forestry, shared concerns with the Subcommittee about the absence of natural light on the second floor. He is requesting that we do not close off the hall with a wall to allow natural light into the second floor space. Storefront windows were removed from the plans as a cost-savings measure. Reuben will check on the cost of installing basic frames with glass above the ½ wall that is currently in the design. Chad stated that his Department would be able to assist with covering the costs if necessary. The Subcommittee also supports the same installation on the opposite side for a symmetrical look in the hall. The Subcommittee will further discuss this after cost estimates are obtained.

5. Review of River Block budget— Change order requests

- 1) #5---Cost of permits was overestimated and there will be an extra \$20,000 credited to the contingency fund
- 2) #3---HVAC piping will go from a 3 inch pipe to a 2 inch pipe with a savings of \$6,500.

**Motion (Wagner/Breu) to accept change orders # 3 and 5. All ayes.**

**Motion passed.**

Alternate #6 (change order #6) was discussed. This alternate includes the cost of new flooring in rooms 104 and 149 (waiting rooms) on the first floor. The cost of materials and installation is \$26,950. This also includes new ceiling grid and tile. The space is 1,830 square feet and will give the rooms a refreshed look. **Motion (Rozar/Clendenning) to approve change order #6. All ayes. Motion passed.**

There was a request to have construction management representation at all future meetings. There will be other changes as the project progresses. A discussion was had regarding the vault space. An email was sent to the architect about closing in the space on the one wall but the closure was not included in the plans nor the bids. Follow-up on this issue is necessary. Confirmation regarding the Health Department cabinetry was done. Continual monitoring of this project regarding details and costs will occur.

It was also reported that Miron Construction adjusted the contingency fund so the budgeted amount of the project matches the borrowed funds for the project.

6. Update on Courthouse relocation and renovations—Demolition is in progress in preparation for work on the data center.
7. Next meeting: January 26<sup>th</sup>, 2017, 10:30 a.m. with River Block tour (meet at River Block)
8. **Motion (Wagner/Rozar) to adjourn the meeting at 1:21 p.m. Motion passed unanimously.**

Minutes taken and respectfully submitted,

*Donna Rozar*, secretary

Minutes are in draft form until approved at the next scheduled meeting of the Subcommittee.

**MEETING MINUTES  
EC SUBCOMMITTEE ON THE  
WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND  
RELOCATION/REMODELING OF COURTHOUSE DEPARTMENTS**

**Date:** Thursday, January 26<sup>th</sup>, 2017

**Time:** 10:30 p.m.

**Place:** 1<sup>st</sup> floor conference room, River Block building, 111 W Jackson Street, Wisconsin Rapids, WI

**Subcommittee members present:** Bill Clendenning, Ed Wagner, Donna Rozar, Al Breu

**Excused:** Doug Machon

**Others present for all or part of the meeting:** See attached sign-in list

1. Chair Clendenning called the meeting to order.
2. There were no public comments.
3. The minutes of the January 6<sup>th</sup> meeting were declared accepted as presented by consensus of the Subcommittee.
4. Small items have been dealt with by Reuben, after consultation with the Subcommittee Chair, to keep the project moving along.

Savings returned to contingency fund—The HVAC system design details were revisited for approximately a \$40,000 savings. The issue had to do with privacy in offices. It was decided that simply by insulating the ceilings, rather than a more expensive option, enough privacy in the offices would be provided.

Following up on the discussion to provide natural light to the second floor, it was calculated this option would cost approximately \$3600 for frames and glass. Putting storefront glass from ceiling to floor, as was in the original design, would be \$5000.

**Motion (Rozar/Breu) to put storefront glass on the second floor as originally designed. All ayes. Motion carried.**

Regarding the casework and cabinetry needed for the Health Department, the calculated cost is \$3132. **Motion (Breu/Wagner) to approve the change order for the casework and cabinetry at the quoted cost. All ayes. Motion carried.**

Change order #19---This change order has to do with alternate #6 that was discussed at the last meeting. Reuben distributed a schematic of the SE corner of the first floor where the reception/drop-in area is located in the Human Services Department. To update the additional square footage of this area, the cost would be approximately \$8554. **Motion (Rozar/Wagner) to approve this change order that includes the additional square footage of the SE corner of the first floor, which is the HS drop-in area and kitchen. All ayes. Motion carried.**

Change order #15---A list of hardware for new locks for the expansion of the key lock system never made it into the specs and thus no bids were taken for this list. A total of \$11,071 would be added back into the contingency fund from Eagle construction for hardware that will no longer be needed and a cost of approximately \$25,000 will be needed for the necessary hardware from the vendor. **Motion (Wagner/Breu) to approved change order # 15 for the necessary hardware in the River Block building. All ayes. Motion carried.**

There are a total of 288 rooms in the River Block building. New room signage was never thought about as we've moved through the project. Reuben has obtained an estimate of approximately \$43,000 for uniform signage throughout the building which includes materials, labor, and installation. A general discussion was held about what was needed and what could be reused from the departments moving into River Block. Reuben will also look at the requirements for signage and obtain other estimates. Signage can be one of the last things done prior to occupancy.

5. The Subcommittee tentatively plans to meet with the WR Finance Committee on February 21<sup>st</sup> at its 6 pm meeting to discuss the Courthouse Annex and parking lot situation. The Subcommittee will meet prior to that meeting at 5 pm in room 115 in the Courthouse.
6. After a brief discussion, **River Block, Wood County** was decided upon as the official name for the River Block building.
7. Reuben reported that the River Block project was on schedule and under budget. He will continue to keep the Subcommittee informed on progress and on-going changes.
8. **Next meeting:** Wood County Courthouse, Room 115, 5 p.m. followed by meeting with WR Finance Committee, 6 p.m. at the WR City Hall building

The Subcommittee and other interested persons then took a tour of the River Block, Wood County building.

9. The Chair adjourned the meeting at 11:50 a.m.

Minutes taken and respectfully submitted,

*Donna Rozar*, secretary

Minutes are in draft form until approved at the next scheduled meeting of the Subcommittee.

**MEETING MINUTES  
EC SUBCOMMITTEE ON THE  
WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND  
RELOCATION/REMODELING OF COURTHOUSE DEPARTMENTS**

**Date:** Thursday, February 9<sup>th</sup>, 2017

**Time:** 2 p.m.

**Place:** Conference Room 115, Wood County Courthouse, Wisconsin Rapids, WI

**Subcommittee members present:** Bill Clendenning, Ed Wagner, Donna Rozar, Al Breu

**Excused:** Doug Machon

**Others present for all or part of the meeting:** See attached sign-in list

1. Chair Clendenning called the meeting to order.
2. There were no public comments.
3. **Motion (Breu/Wagner) to approve minutes of the January 26<sup>th</sup> meeting as presented.** All ayes. Motion carried.
4. **Motion (Rozar/Wagner) to go into closed session at 2:04 p.m. per Wis. Stat. s 19.95(1) (e) for negotiating purposes to acquire property for parking.** Roll call vote. All Subcommittee members present voted "aye". Motion carried.

**Motion (Wagner/Breu) to return to open session at 2:37 p.m.** Voice vote—all ayes. Motion carried.

**Motion (Rozar/Wagner) to authorize Corporation Counsel to create the documents necessary to enter into an agreement with the City of Wisconsin Rapids regarding parking for the River Block as discussed and agreed upon by the EC Subcommittee in closed session.** This agreement will need to go to the Executive Committee for approval and sent to the County Board, where the agreement will be subject to final approval. All ayes. Motion carried.

5. **Update on River Block budget:** Reuben reported that the contingency fund is \$16,000 higher than when the project began.

**Change order #23**—the railings that are currently in River Block were up to code when the building was built, but are no longer. Wood slates that match the current railing will be installed between the gaps at a cost of \$6,093 (time and materials). **Motion (Rozar/Breu) to approve this change order to comply with current code.** All ayes. Motion carried.

**Change order #24**—new diffusers need to be installed in the new ceiling in Alternate 6F at a cost of \$1,845. **Motion (Rozar/Wagner) to approve this change order.** All ayes. Motion carried.

**Change order #25**---the cost for fire-rated glass for the reception window in the third floor Health Department to comply with fire code which was an oversight by the contractor will cost \$2,070. **Motion (Rozar/Breu) to approve this change order for fire code compliance.** All ayes. Motion carried.

The final number for the door hardware (an oversight by the architect to include) will be \$26,574.53. Most of this cost has been previously accounted for and approved by the Subcommittee. This reporting is only done to notify the Subcommittee of the final dollar amount.

Discussions continue about what signage will be needed in the River Block. More time to collect information from the Health Department and Human Services about what they can bring over to the building from their current department locations is needed.

There are no plans for reinstalling removed ceiling fans. Reuben will get the cost from the electrician on this reinstallation and report back to the Subcommittee.

Updating the interior of the elevators is going to be necessary. Cost is pending. That pricing will be brought back to the Subcommittee as soon as it is available. It will be one of the last things done prior to occupying the building.

A concern about leaking faucets and other plumbing issues was discussed. Reuben plans to do as many of the repairs as possible in-house but an estimate of the cost of needed plumbing repairs will be obtained and brought back to the Subcommittee.

The outside generator hook-up connection was discussed. The electrical inspector has questioned the planned connection. It appears the inspector is not going to allow an outside hook-up as we have previously discussed. Reuben was asked to have another conversation with the electrical inspector and the electric company to see if some negotiating might be accomplished.

The last item brought to the Subcommittee's attention by Reuben was regarding parking lot signage. He brought some suggestions and by consensus was told to proceed with ordering the signs for the parking lot. The cost was not exactly known but thought to be minimal.

6. **Next meeting:** Meetings previously scheduled by the Subcommittee for February 21<sup>st</sup> are cancelled. Next meeting TBD by Subcommittee Chair.
7. **Motion (Breu/Wagner) to adjourn the meeting at 3:25 p.m.** All ayes. Motion carried.

Minutes taken and respectfully submitted,

*Donna Rozar*, secretary

Minutes are in draft form until approved at the next scheduled meeting of the EC Subcommittee.





# Wood County

## WISCONSIN

## HUMAN RESOURCES DEPARTMENT

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### Interdepartmental Memo

January 31, 2017

To: Trent Miner, Ed Wagner, Donna Rozar, Hilde Henkel, Al Breu, and Mike Feirer  
And Lance Pliml

From: Warren Kraft, Director of Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – January 2017

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#### **General Highlights:**

- Met by teleconference with representatives of The Horton Group to begin review of 2018 Health Insurance and other employer-sponsored benefits for 2018.
- Met with IT Director Amy Kaup to begin internal staff compensation review. Began solicitation for information from other public sector IT Departments.
- Forwarded to Corporation Counsel for further processing the appeal to the County Board of a former employee whose termination was upheld by an Impartial Hearing Officer.
- Scheduled before an Impartial Hearing Officer the appeal of a former employee regarding his termination, set for March 29, 2017. Prehearing activities remain in process.
- Met with the Health and Human Services Committee and assisted with transition of Edgewater Haven administration. Working with Corporation Counsel, processing a public records request related to same.
- Began review of the Employee Policy Handbook by soliciting feedback from the Department Head group and from the Employee Feedback group. In conjunction with another county's Human Resources Director, developed a resource library that includes near 100 examples from state public entities.
- With Paula, participated in the annual conference for the Wisconsin Public Employers Labor Relations Association at the Radisson Paper Valley in Appleton. Scheduled topics included a keynote address on "Servant Leadership", and presentations on "Employee Engagement", deferred compensation plans, "Innovative Strategies for Self-Funded Health Plans, the ERD/EEOC complaint process and 2016 case review, "Authentic Confidence: Getting Unstuck and Igniting Your Leadership", and two sessions related to violence in the workplace and active killer in the workplace.
- Participated in webinars "Detangling the FMLA from the ADA" and "Public Employees and Free Speech: What Recent Court Decisions Mean for Local Governments."
- Began work to revise a Continuity of Operations document for the Human Resources Department.

**Administrative – Paula Tracy**

- Warren Kraft and I attended the Stevens Point Area Human Resources Association (SPAHR) meeting on January 11<sup>th</sup>. The topic on “Sex Harassment Review for Human Resource Professionals: Identifying Legal Trends to Minimize Harassment and Retaliation in the Workplace”, was presented by Attorney Brian Formella.
- Kelli Quinnell and I worked on compiling the information requested via an open records request from a former employee. Received an additional request to include more data to the original requested record.
- Conducted two exit interviews this month.
- Assisted Jason Grueneberg, Planning & Zoning Director, in revising the job duties for the two clerical positions in his department. With one of the positions vacant, it was a great opportunity to assess the administrative needs in his department. Based on those needs, one position will be reclassified to Administrative Services 5 and the other, Administrative Services 4. Recruitment for the Administrative Services 5 has begun.
- Collaborated with Peter Kastenholz in reviewing the County Board step found in the Complaint Resolution Process.
- Attended the annual conference for the Wisconsin Public Employers Labor Relations Association (WPELRA) at the Radisson Paper Valley in Appleton.

**Payroll and Benefits – Jodi Pingel**

- W2's have been printed and personally handed out to departments at the courthouse on 01/24/17. All others were sent via inter-office or mailed to terminated employees on 01/25/17.
- Real Time Vacation Accrual Update
  - Implementation has started and continues to work and calculate accurately. Change to Real Time Accrual occurs on each individual's anniversary date.
- Continuing to work with Sage directly along with the assistance of IT on system updates/concerns.
  - WRS employer contributions are not accurately being distributed for employees who work in multiple departments. The system is equally distributing between the numbers of allocations.
  - Wage calculations for partial hours are converting the rate of pay when finalizing the payout. This is occurring for employees with distributed earnings.
- 2017 Benefit Elections
  - February – Employees who continued their Vision insurance from 2016 will be required to pay one month of premiums as we convert the program to pay one month ahead. Employees will be provided notification prior to deduction.
- HRMS data entry, enrollment updates and audits as well as system clean-up continues
  - Updated G/L account numbers.
  - Updated reports/reporting access.
  - Updated WRS rates and reusable timecards for employees with distributed earnings.
  - Updated Time Off balances with closing out year-end accruals.
  - Updated HRMS test environment with upgrade to version 2016.
- IT request completed for Employee Self Service installation and upgrade to HRMS 2016.
- Working with Finance to reconcile general ledger accounts related to payroll.
- Processing Family Medical Leave requests.

- End of Year processes; including WRS annual reconciliation

### **Recruitment – Angel Butler-Meddaugh**

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

<b><u>Refilled Position</u></b>	<b><u>Department</u></b>	<b><u>Position</u></b>	<b><u>Status</u></b>
Refilled	Branch I	Register in Probate	Deadline to apply 2/12/17
Refilled	District Attorney	Legal Administrative Assistant	Deadline to apply 2/12/17
Refilled	Edgewater	CNA (1 FT, 3 PT, 1 Casual)	Recruitment by Edgewater
Refilled	Edgewater	Ward Clerk	Recruitment by Edgewater
Refilled	Edgewater	Recreational Therapist Aide (Casual)	Recruitment by Edgewater
New	Health	Environmental Health Specialist (2)	Filled
New	Health	Program Coordinator	Filled
New	Health	Oral Program Supervisor	Filled
Refilled	Health	Health Educator/Nutritionist	Deadline to apply 2/5/17
Refilled	Highway	Truck Operator	Filled
Refilled	Highway	Mechanic	Deadline to apply 2/5/17
New	Human Services	Licensed Mental Health Professional	Filled
Refilled	Human Services	Social Worker – Family Services Ongoing	Filled
Refilled	Human Services	Multiple Crisis Interventionists (Airport Ave CBRF Closed on 12/31/16)	Filled
Refilled	Human Services	Multiple Residential Aides (Airport Ave CBRF Closed on 12/31/16)	Filled
New	Human Services	Intake Coordinator	Checking refs/background
Refilled	Human Services	Social Worker – Family Services Access	Checking refs/background
Refilled	Information Tech	Network Administrator	Offer Pending
Refilled	Information Tech	Network Analyst	Checking refs/background
New	Land Conservation	Conservation Specialist	Filled
Refilled	Norwood	Licensed Clinical Psychologist	Recruitment by Norwood
Refilled	Norwood	RN (1 FT, 1 PT)	Recruitment by Norwood
Refilled	Norwood	CNA (4 FT, 4 PT)	Recruitment by Norwood
New	Parks	Forestry Technician	Filled
Refilled	Planning & Zoning	Administrative Services 5	Deadline 2/5/17
Refilled	Sheriff	Reserve Deputies	Eligibility list being estab.

- Due to the approval of the 2017 budget, many new positions will be recruited for.
- Will be attending the UW Stout job fair on February 22, 2017.
- Continually researching and establishing accounts with free advertising capabilities.

### **Administrative Services – Kelli Quinnell**

- Sent an email on January 13, 2017 to all Wood County employees with information related to health insurance benefits. Topics included how to find an in-network provider, Express Scripts, and Teladoc.
- Created HR quarterly newsletter for all Wood County employees. The newsletter will be posted quarterly to HR's employee intranet website. The first issue included a guide to reading W2's, real time vacation accrual reminders, and information on how to become a Wellness Champ.

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



# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – January 2017

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

- Purchased and working on new software called MSDS Online to enter all Wood County Safety Data Sheets into the system.
- Working on 2017 insurance policy renewals.
- Scheduling Audiograms and annual safety training for employees.
- Working on 2017 yearend report on injuries and claims.

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

- 01/05/2017 – Systems IT – Employee sustained contusions to the right side of body from a slip and fall in parking lot. Medical only.
- 01/16/2017 – Veterans – Employee sustained contusions to the left side of body from a slip and fall in parking lot. Medical only.
- 01/25/2017 – Norwood HC – Employee sustained a BBP exposure while assisting with a combative individual. Medical only.

#### **First Aid Injuries: 5**

- 01/09/2017 – Sheriff's – Employee sustained contusions to back and shoulder from a slip and fall.
- 01/16/2017 – Human Services – Employee sustained contusions from a slip and fall in parking lot.
- 01/19/2017 – Human Services – Employee sustained contusions from a slip and fall on sidewalk.
- 01/25/2017 – Maintenance – Employee sustained contusions and abrasions to left ankle and knee when stepped into hole in concrete floor.
- 01/25/2017 – Sheriff's – Employee sustained contusions to back and hands from a slip and fall at a residence.

#### **Property/Vehicle Damage Claims: 1**

- 01/22/2017 – Sheriff's – Squad sustained minor damage from a downed power line. Possible loss of \$812.99

#### **Liability – Wood County - Notice of Injury and Claim: 1**

- 01/17/2017 – Highway – Resident mailbox damage claim. Asking for \$32.07

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

- Engen vs. Wood County Highway.
- Nelson vs. Wood County Human Services. Branch I Judge and one other judge recused from the case. Awaiting Summary Judgment.
- Waite retaliation claim.

#### **2017 Goals: Wood County Pro Active Injury and Loss Prevention initiatives.**

Continue to work on Active Shooter policy and training concerns.  
Purchased MSDS Online and initiation of this program is ongoing.

Executive Committee  
Monthly Comments on Agenda Items  
Finance Department – Mike Martin  
Tuesday, February 7, 2017

**Comments on Agenda Items**

10a. Reserve/Transfer 2016 unused expenditures and unanticipated revenues

- 1) Parks Timber Sales – The Parks & Forestry Administrator estimated that 2016 timber sales would be \$450,000 which had a budget of \$365,000. The 2016 actual levy was estimated to be \$798,179 while the budgeted levy was \$911,320 which means that the department hoped to return \$113,141 of unused levy to the General Fund. The actual 2016 timber sales are \$520,928. The Administrator is requesting that the timber sales in excess of the estimated of \$70,928 be transferred to the Parks Capital Projects fund (245) to be used to provide County match on future projects partially funded by the State. If the request is approved the actual levy for 2016 would be \$775,208 which is \$136,112 lower than the budgeted levy of \$911,320 and \$22,971 lower than the estimated levy of \$798,179
- 2) Land Conservation HSWS – The Land Conservation Administrator hosted a conference for Healthy Soils and Water. The total funds collected to run the conference were \$7,776 and the expenses were \$4,833 leaving a surplus of \$2,944. The Land Conservation Administrator is requesting that the surplus be set up as a non-lapsing balance in committed fund balance.
- 3) Land Conservation FEDS – The Land Conservation department received a \$1,000 donation to be used for a specific expense. The department was not able to spend the money in 2016. The Land Conservation Administrator is requesting that the unexpended donation be set up as a non-lapsing balance in committed fund balance.

10b. Resolution to amend commitments of fund balances

The County Board approved the committed and assigned fund balances by resolution at the December 2016 meeting. This annual approval is to comply with governmental financial reporting rules. The December 2016 resolution did not include the two non-lapsing amount from Land Conservation listed in the above agenda item. This resolution is needed to revise that approval of committed and assigned fund balances if those items are approved.

10c. Funding a study and drafting of policies to comply with new OMB circular

There is a new OMB circular that sets forth the requirements for complying with Federal and State funded programs. One of the requirements is to have written policies related to the administration of Federal and State programs particularly in the area of procuring goods and services. Neither the Finance Department nor those departments that directly

administer Federal and State programs is familiar with the elements needed in these policies. Wipfli has people that are familiar with the requirements and have assisted other government entities in the drafting of these policies. The accountants group discussed this issue at our last meeting and agreed that engaging Wipfli to assist us was our recommendation.

I am requesting that the Executive Committee give me the go-ahead to engage Wipfli for this project. I will then follow up with a resolution on the funding of the service.

10d. Resolution to amend the 2017 DATCP budget for NMFE Grant

The Land Conservation department has been approved for a DATCP grant of \$19,800 that was not anticipated when the 2017 budget was approved. This resolution increases the revenue and expense by the amount of the grant. There is no additional levy or use or other County funds.

10e. Discuss allocation of \$750,000 debt proceeds (Maintenance and IT)

Due to a lack of communication, the use of the \$750,000 of debt proceeds to be received in 2017, was not clear to all parties. The amount of the debt proceeds for Maintenance was projected at \$225,000 and the amount for IT was \$150,000. The main reason for the allocation for Maintenance was to partially replenish their reserves for the debt payment of approximately \$252,000 made by Maintenance on the River Block debt. IT had communicated the needed funds for Data Center equipment to be approximately \$276,000. There was a missed opportunity to fund some of the equipment for the Data Center with unspent 2016 capital appropriations. The 2016 capital outlay budget for IT was \$565,000. They estimated during the 2017 budget that they would spend \$465,000. The 2016 actual IT outlay expense totaled \$300,164.

10f. Preliminary discussion of challenges in balancing the 2018 budget

The 2017 budget was not an easy budget to balance. The need to use debt of \$1,750,000 to fund capital outlay needs and the drawing of working capital below 15% were not ideal methods of funding all of the anticipated expenditures. Other reserves in Human Services, Health Benefits, Maintenance and others have been decreased dramatically in just the last 2 years.

10g. Correspondence

- 1) Budget and actual reports for 12 months ended December 31, 2016

## **TREASURER'S REPORT**

02-07-2017

By: H. Gehrt

- Attended Executive Committee meeting on January 3.
- January Settlements with each municipality were compiled and sent out before the January 15<sup>th</sup> deadline. As of January 20, all municipalities have settled with the County. The new software was able to get me the information as soon as everyone was done collecting for December, run reports, and turn around and get the payment information out to the municipalities by the time most met for their monthly meetings. This was a vast improvement over my experience the previous year.
- I met with Peter Kastenholz on how to proceed with the February tax deed sale. I have revamped some forms and legal jargon for this sale that will again be changed after this sale and going forward. I will have additional information to present at the meeting seeking guidance from the Committee.
- I met with Chris Markworth from IT on January 25 regarding changing the website page for the sale of tax deed property. It will be completed in time for the February sale; however, it will be changing again for future sales after guidance from the committee.
- The office prepared and published the class 3 legal notice regarding unclaimed funds following State Statue 59.66 for odd numbered years.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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January, 2017

- ◆ Successfully complete the migration of Human Service and Child Support departments off of State Badgernet lines and on to the County ISP. Recent changes to Badgernet pricing prompted departments to look at alternative solutions. IT worked with the State and affected departments to review options and implement the most cost effective solution.
- ◆ Staff spent a significant amount of time planning for the Crisis move from Airport Ave CBRF to Wood County Annex and Health Center. This was a well-coordinated effort between IT, Norwood Maintenance, Courthouse Maintenance, Human Services staff and Solarus. Due to the critical services Crisis provides to residents the actual cutover was conducted before hours as to not interrupt main service times.
- ◆ Wired the network and configured switches in the Bridgeway area at Norwood to support the move of Crisis center. Also, moved equipment from the Airport Avenue Crisis center and redeployed to the Bridgeway area at Norwood.
- ◆ Ran maintenance processes on Sage HRMS in test and then production to help fix some inconsistency issues.
- ◆ Add custom reports directly to Sage HRMS. This makes it easier to run the reports and allows others in HR to have the necessary access to run the reports.
- ◆ Created large custom report for Finance that will help with end of year reporting.
- ◆ Upgraded the IMS21, Sheriff & Human Services Document Management System.
- ◆ The new electronic time and material tracking software for the Highway Department, RtVision, is live and data is being entered daily. **The first RtVision timecard data import to the HR payroll system was completed and used to process payroll for pay period ending 12/17/2016.** Enhancement requests to the RtVision and ChemsPro vendor are determined and being scheduled.
- ◆ GCS property tax system, vendor for replacement property tax software, is being used for tracking deed and parcel data, receipting tax payments, and generating reports. Electronic field roll data is being generated and delivered to assessors. Open records requests are being fulfilled using the GCS data. Municipal payments are being uploaded and presented on the county web portal. This means balances due are updated frequently and available on the internet.





# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

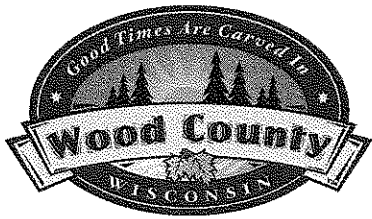
- ◆ The TimeStar, electronic time card and time tracking, discovery documentation phase is complete the remaining 12-16 week process of implementation has been tentatively scheduled to begin in late to mid-February 2017. The addition of this software will eliminate the need for manual paper time card tracking and entry and provide a staff scheduling solution for select departments.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. The real property data import to use the new GCS real property database was completed the last week of January.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is nearly complete. Replacement system creation and implementation of these system begins as the plan is to decommission the SCO Unix server early in 2017.
- ◆ Configuration and testing for import of Wellness incentive awards into the HR payroll system is underway. This import would replace manual entry of wellness awards.
- ◆ Register of Deeds software and server upgrade specification, cost analysis, and resource allocation is being researched and determined so that we can schedule this upgrade as soon as possible.
- ◆ Replaced a failed UPS and installed a rack mount power transfer switch at Marshfield highway tower. The transfer switch allows power to be drawn from two sources improving critical network device availability and better service to end users.
- ◆ Built a new virtual windows server to support the GWmobile ID application in the Sheriff's Department. The GWMobile ID is a gateway for clients to send requests to the CIB FastID System (State System). The two clients are currently located at Marshfield PD and the County Jail. The fast ID system is a small scanner attached to the client that scans the two index fingers of a subject which is then sent to the State AFIS (Automatic Fingerprint Identification System). The State has a sub Database (DB) that has all index fingers only for subjects. The submitted prints are checked against this DB and if a match is found it returns the subject data to the client. If no match – returns that message to the client.
- ◆ Worked with cabling vendor at Riverblock regarding various critical aspects of the cabling portion of the project.
- ◆ Provided consulting support to Facilities on the Data Center build.
- ◆ As a results of several issues with current desktop and laptop vendor staff reviewed options for replacement equipment. Staff will continue to work with departments to identify equipment that will meet their needs. IT Staff is also looking at ways to streamline the replacement of equipment for departments so this can be completed.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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- ◆ Work on current issues with PC's recently placed continues. Met with vendor to discuss options and long term solution to known issues. A replacement model will be obtained so that all affected models will be replaced.
  - ◆ Staff time is being spent dealing with Human Service printer issues. Work diagnosing issues continues.
  - ◆ Updated CCS Services codes in TCM with the new 2017 rates.
  - ◆ Applied an update to the TraCS software. TraCS is the Wisconsin Department of Transportation Traffic and Criminal Software system used by law enforcement agencies for automating the reporting of crash, citation, OWI, vehicle inspection and incident forms.
  - ◆ Ordered equipment for the new Shared Data Center.
  - ◆ Created a new customer feedback web page for the Child Support department.
  - ◆ Upgraded the Dynamics accounting system to the newest version, which includes the most recent updates to 2016 IRS tax forms.
  - ◆ Worked with Clerk of Courts to create Active Shooter certificates for departments that participated in the Active Shooter Training.
  - ◆ Continue to troubleshoot ongoing issues with RollCall Voting System. Identified potential fix and shared the solution with the vendor.
  - ◆ 256 helpdesk requests were created in December, with staff completing 341 tickets leaving 233 open requests. These numbers represent service requests from departments throughout the County.
  - ◆ Completed EOJ billing and all phone bill corrections.
  - ◆ Upgraded devices on the Call Manager, phone system, so that new phones can be tested.
  - ◆ Attended Security Meeting.
  - ◆ Attended the Multi-County project managers meeting in Outagamie County.
  - ◆ Completed interviews for the Network Analyst position.



# Wood County

## WISCONSIN

MAINTENANCE  
DEPARTMENT

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### **Maintenance Monthly Comments February 7, 2017**

Work continues on the new Data Center.

Met with IT staff regarding the Data Center project.

Integrity Fire conducted annual system inspections in the Courthouse and Jail.

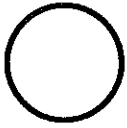
Investigated modifying the "Joint Use" sanitary sewer to bypass the existing lift station and convert to a gravity system. It was found that it would be best to rebuild the lift station as previously discussed with the Executive Committee.

Attended Wisconsin Counties Association Public Sector Construction Fundamentals Seminar in Stevens Point on January 23<sup>rd</sup>.

Attended Executive Committee meeting, Subcommittee on Wisconsin Rapids Annex River Block Building and Relocation of Courthouse Departments meetings, and weekly River Block progress meetings.

Attended Health and Human Services Committee meeting, discussing proposed design of office building for Marshfield.

Continuing to coordinate details for the River Block project.



## RESOLUTION#

Introduced by  
Page 1 of 1

Conservaton, Education & Economic Development and Executive Committees

ITEM#

1 - 1

DATE

February 21, 2017

Effective Date

Upon County Board  
Approval & Publication

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

LR

**INTENT & SYNOPSIS:** To seek County Board approval to amend the 2017 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) grant budget for unanticipated state aid monies and to appropriate those monies to the DATCP grant budget expenditures.

**FISCAL NOTE:** No cost to Wood County. The source of the funding is unanticipated revenue from the DATCP. The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
56122	DATCP Grant		\$19,800
43586-001	State Aid	\$19,800	

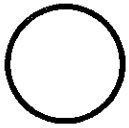
**WHEREAS,** the Land & Water Conservation Department shall receive additional grant funds in the amount of \$19,800 to disburse as incentive payments for participants that complete a certified nutrient management training program and submit a completed certified plan, which meets NRCS standard 590, and

**WHEREAS,** additional funds were not expected to be obtained and therefore were not included in the budgeted amount, and

**WHEREAS,** the \$19,800 will have no impact on the county tax levy and

**THEREFORE BE IT RESOLVED,** that the Wood County State Aid Land & Water Conservation Department account 43586-001 be amended to accept \$19,800 of state aid monies and appropriate those monies to the DATCP Grant budget expenditures for disbursing as incentive payments for participants that complete a certified nutrient management training program and submit a completed certified plan and

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



## RESOLUTION#

ITEM# 1-2

DATE February 21, 2017

Effective Date February 21, 2017

Introduced by Executive Committee  
Page 1 of 1

Committee

BLN

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

**INTENT & SYNOPSIS:** To approve changing the Systems Department title to Information Technology (IT)

**FISCAL NOTE:** No appropriations or funds are necessary for this resolution.

**WHEREAS,** the current recognized name of the Systems Department is Information Technology; and

**WHEREAS,** outside organizations do not recognize the Systems Department; and

**WHEREAS,** the name Information Technology better reflects the mission and duties of the department as a whole,

**THEREFORE BE IT RESOLVED** to change the name of the Systems Department to the Information Technology Department.

**BE IT FURTHER RESOLVED** that as modifications to the county ordinances and departmental policies and procedures take place that the new name of the Information Technology Department be updated in them.

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

## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 2

Committee

MFM

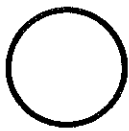
<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup>	Lost: <input type="checkbox"/>
2 <sup>nd</sup>	Tabled: <input type="checkbox"/>
No: <input type="checkbox"/> Yes: <input type="checkbox"/>	Absent: <input type="checkbox"/>
Number of votes required:	
<input checked="" type="checkbox"/> Majority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

**INTENT & SYNOPSIS:** To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2016:

**FISCAL NOTE:** Total committed and assigned governmental fund balance as of December 31, 2016 was originally projected to be \$3,429,392 is amended to \$3,433,336 which includes two additional items in Land Conservation:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Vacant			
9	Winch, W			
10	Henkel, H			
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			

		Actual 12/31/15	Projected 12/31/16
Account	Account Name		
<b>General Fund</b>			
<b>Committed</b>			
51316	Victim Witness Task Force	4,722	5,097
51433	Labor Relations	49,118	49,118
51440	Elections	191,582	186,997
51451	Voice-Over IP	51,767	47,767
51711	Register of Deeds-Redaction	99,822	69,909
51931	Property & Liability Insurance	130,332	194,809
52131	Indian Law Enforcement	73,154	67,559
52712	Electronic Monitoring	223,697	190,113
52721	Jail Surcharge	234,425	225,928
52130	Police Radio	5,439	5,439
52616	Building Numbering	6,776	7,476
52601	Dispatch	-0-	147,580
54710	Veteran's Relief	3,998	5,127
54730	Veteran's Relief Donations	2,569	3,169
56315	Census Redistricting	4,500	4,500
55660	UW Extension Projects	34,655	61,407
55661	Farm Technology Days	63,000	43,000
59210	Land Conservation Permits & Fees	18,392	9,648
54122	Health Department WIC	6,021	6,021
54128	Health Grants	38,397	36,635
54130	Health Dental Sealants	72,487	72,488
<b>Total Committed</b>		<b>1,314,853</b>	<b>1,439,787</b>
<b>Additional</b>			
56121-001	Land Conservation HSHW		2,944
56121-002	Land Conservation FEDS		1,000
<b>Total Committed-Revised</b>		<b>1,314,853</b>	<b>1,443,731</b>
<b>Assigned</b>			
<b>Subsequent Year Budget</b>		<b>583,283</b>	<b>-0-</b>
<b>Total General Fund</b>		<b>1,898,136</b>	<b>1,443,731</b>



DATE \_\_\_\_\_

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

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

Introduced by Executive Committee  
Page 2 of 2

Committee

Account Name	Actual 12/31/15	Projected 12/31/16
Other Governmental Funds Assigned		
County Highways	733,276	716,758
Human Services Fund (before deferral of revenues)	1,034,172	199,989
ADRC	81,008	81,008
Parks and Forestry	903,792	660,835
Land Records and Private Sewage	173,197	140,634
Land Conservation	31,335	31,719
Transportation and Economic Development	-0-	50,195
Sheriff and corrections	108,467	108,467
Total Other Governmental	3,065,247	1,989,605
Total Governmental Funds Committed and Assigned (Revised)	4,963,383	3,433,336

WHEREAS governmental financial reporting rules require governments to report governmental fund balances in their various components of liquidity, and

WHEREAS one component of fund balance is that portion that is constrained by limitations that the County imposes upon itself, and

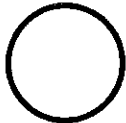
WHEREAS these commitments and assignments involve the reserve of resources resulting from unexpended revenues or other appropriations intended for specific future expenditures, and

WHEREAS the reporting rules require that these limitations be imposed and approved at the County's highest level of decision making (i.e. County Board of Supervisors), and

WHEREAS each of the above elements of committed and assigned fund balance have been detailed in the 2016 and 2017 budgets as "carryover/nonlapsing" balances, and

WHEREAS the County Board of Supervisors approved the projected December 31, 2016 committed and assigned funds with a resolution dated December 20, 2016 that didn't include the Land Conservation HSHW committed funds of \$2,944 or the Land Conservation FEDS committed funds of \$1,000,

THEREFORE BE IT RESOLVED that the above revised list of functions have their balances shown as "committed and assigned" for the financial statements dated December 31, 2016.



## RESOLUTION#

Introduced by  
Page 1 of 1

Executive Committee

ITEM# 1-4

DATE February 21, 2017

Effective Date Upon Passage

BLN

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

**INTENT & SYNOPSIS:** To create one full-time (1.0 FTE) Maintenance Technician position.

**FISCAL NOTE:** Anticipated wages and benefits at Grade 4, depending upon qualifications, up to Step 6:

Wages:	\$35,152.00
Fringes (Includes health and life insurances):	\$22,503.00
<b>Total:</b>	<b>\$57,655.00</b>

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	VACANT			
9	Winch, W			
10	Henkel, H			
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			

Source of wages and fringes: Maintenance Fund

**WHEREAS**, the Wood County Maintenance Department has a need for an additional Maintenance Technician in order to preventatively maintain and care for the aging facilities and equipment that belong to the County; and,

**WHEREAS**, Wood County recently purchased the River Block building, with approximately 75,000 square feet of floor space and a substantial amount of equipment that will need to be maintained; and,

**WHEREAS**, the Wood County Maintenance Department recognizes the benefit of preventative maintenance to reduce equipment failure, downtime, and interruption of County services; and,

**WHEREAS**, the Executive Committee supports the Maintenance Manager's position that an additional staff member is needed to maintain the assets under the Department's care;

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to go on record in directing the Maintenance Department and Executive Committee to create the position of Maintenance Technician as set forth on the attached position description effective immediately:

Position of 1 full-time (1 FTE) Maintenance Technician  
 Pay Grade: 4  
 Hours: 2,080 annually  
 FLSA status: Non-exempt  
 Department: Maintenance



WOOD CO MAINTENANCE DEPARTMENT  
COST OF NEW POSITION

		Rate	Cost
<u>Wages</u>	<u>Object</u>		
Grade		4	
Step		6	
Pay Rate		\$ 16.90	
Hours	101	2,080	35,152.00
<u>Fringes &amp; Other Pay</u>			
Clothing Allowance	111		
Overtime	115	-	-
FICA	120	7.65%	2,689.13
Health	130	\$ 15,764	15,764.00
OPEB	132	2.00%	703.04
Life Insurance	140	\$ 17.94	17.94
Retirement	151	6.80%	2,390.34
Workers Comp	160	2.67%	938.56
Total Wages & Fringes			22,503.00
<u>Other Costs</u>			
General Supplies	131		
Total Cost			<u>57,655.00</u>

**WOOD COUNTY****POSITION DESCRIPTION****MAINTENANCE TECHNICIAN**

Maintenance Department

**GENERAL FUNCTION**

Perform routine mechanical and maintenance duties necessary to keep the County Courthouse, grounds, facilities and all equipment functional, operating safely and in accordance with state and federal guidelines and established maintenance standards.

**REPORTS TO**

Maintenance Manager.

**SUPERVISES**

No supervisory responsibility.

**RESPONSIBILITIES****A. ESSENTIAL FUNCTIONS**

1. Operate heating, ventilation and air conditioning (HVAC) equipment and related systems; perform welding and metal fabrication; rebuild and repair circulation pumps, control valves and electric motors.
2. Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.
3. Perform plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains and grease traps, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
4. Perform a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts; construct or assemble furniture and other wood and metal structures.
5. Maintain the County computerized door management system, electrical security systems, electronic door openers and fire alarm systems. Install and terminate telephone and computer lines.

JOB CODE \_\_\_\_\_  
**Maintenance Technician 4**

6. Construct, rebuild and repair County equipment and facilities including various wood and metal structures, masonry work, equipment and furniture; prepare surfaces for painting and varnishing and apply surface coverings as required.
7. Grounds maintenance, including lawn mowing and snow removal. Keep the grounds neat in appearance and sidewalks clear of snow and ice, ensuring the safety of all County employees and the public.
8. Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.
9. Responsible to know and practice the Safety policies of the County. Perform all job tasks in a safe and prescribed manner. Assure compliance with applicable federal, State and local codes, regulations and requirements.

**B. OTHER JOB DUTIES**

1. Purchase supplies, equipment, and materials necessary to complete projects.
2. Follow preventative maintenance schedules to ensure efficient operation of the building systems and to prevent deterioration of the physical condition of the buildings on site and other County facilities.
3. Perform routine maintenance of County maintenance vehicles and small engines.
4. On call 24 hours a day.
5. Performs related work as required; and/or assigned.

**EXPERIENCE, TRAINING, QUALIFICATIONS**

High school diploma or equivalent and vocational/technical training in mechanical, plumbing and electrical systems repair; five (5) years building and building systems repair; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Working knowledge of welding and carpentry skills. Valid Wisconsin driver's license is required, and ability to maintain while employed with Wood County. Basic, everyday living skills are needed, as is the ability to understand and follow written and oral directions. Reading, writing, adding, subtracting, multiplication, and division of fractions is needed to read blueprints, and perform daily calculations on the job. Must complete "OSHA 10 hour" or higher level of safety training within six (6) months of date of hire.

Equipment used: truck (snow plow, trailer); tractor (snow plow, back blade, snow blower, broom, salt spreader); riding and push lawn mowers; weed trimmers; power tools (table saw, miter saw, jointer, band saw, pipe threader, drill press, grinder, etc.);

hand tools (hammer, wrenches, screwdrivers, etc.); measuring tools (micrometers, vernier calipers, voltage meters, rulers, etc.); chainsaw; any other tools or equipment necessary to fulfill job responsibilities.

**PHYSICAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS**

Over seventy-five percent (75%) of the time is spent standing, hearing, low lifting (tools); low carrying (tools) using near vision, and medium and high fingering; ability to differentiate colors. About fifty percent (50%) of the time is spent reaching, feeling, medium pushing/pulling (lawn mower, snow shovel), and low handling. Sitting, walking, talking, using far vision, medium lifting, and low fingering comprise about twenty-five percent (25%) of the employee's time. Activities done about ten percent (10%) of the time include kneeling, crouching, crawling, climbing (stairs), as well as going up or down ladders, scaffolding, machines, etc.), standing, walking, stooping, bending/twisting, low and medium carrying, medium lifting, and low and medium pushing/pulling. In unusual situations, stooping, balancing, high lifting, very high lifting, very high carrying, very high pushing/pulling, and medium handling are performed.

**ENVIRONMENTAL REQUIREMENTS OF THE ESSENTIAL FUNCTIONS**

Ability to work in extreme hot and cold temperatures, confined spaces and other hazardous environments.

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

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

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

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

\_\_\_\_\_  
Date

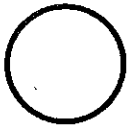
\_\_\_\_\_  
Date

JOB CODE \_\_\_\_  
**Maintenance Technician 4**

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

\_\_\_\_\_  
Date

02/2017



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 1

LAD

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	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>MMH</u> , Finance Dir.		

**INTENT & SYNOPSIS:** To authorize the entry into the attached Agreement with the City of Wisconsin Rapids for the exchange of property and the provision of parking for the River Block building.

**FISCAL NOTE:** The County would not be paying anything directly to the City for the acquisition of the parking lot but would be conveying to the City in exchange therefor the old Health Department property (the Annex) and contributing to the City up to \$35,000 in assistance to raze that building. The contribution amount would be determined and dealt with in the future and is not budgeted for at this time.

**WHEREAS,** the County Board approved Resolution #16-10-9 in October that authorized the exchange with the City of Wisconsin Rapids the County's Annex for the City's parking lot adjacent to the Elks Club, and

**WHEREAS,** the River Block subcommittee has worked with Mayor Vruwink and City officials in preparing the attached Agreement that essentially memorializes the authority conveyed in the October resolution but covers a bit more with respect to parking and finances such that a new resolution is appropriate.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to authorize the County Board Chairman and County Clerk to enter into the attached Agreement and to execute those documents necessary to implement same.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	vacant			
9	Winch, W			
10	Henkel, H			
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			

**Agreement Regarding the River Block Parking and County Annex Building**

The City of Wisconsin Rapids (City) and the County of Wood (County) for the reasons set forth herein agree to the terms set forth below.

Whereas, the City continues to move forward with the Triangle Redevelopment project within the area bordered by Baker Street, Market Street, and Jackson Street, and the County is desirous for the success of that project, and

Whereas, the County is interested in securing more parking to support the customers and staff of the River Block building and the City supports this endeavor, and

Whereas, the County owns the now vacated Annex building on Market Street and believes the structure is not worth maintaining or renovating and the City is in need of the property on which the Annex lies for its Triangle Redevelopment project, and

Whereas, the City owns three parcels of land (the Elks lot) bordering Jackson Street and to the northeast of city hall upon which exists a dilapidated parking lot which the City would be interested in having improved and to be available for public use and the County is willing to improve and maintain said parking lot for the use of its employees and customers during business hours and the public at other times, and

Whereas, the City and County have discussed ways that each could support the interests and efforts of the other.

Now, therefore, the City and County agree as follows:

- The County will convey the Annex property (Tax ID # 3408150) to the City for \$1.
- The County will contribute towards the cost of the demolition of the Annex building, not to exceed \$35,000, when invoiced by the City after the demolition takes place. This will likely not occur until such time as the adjoining property is acquired and razed concurrently to reduce costs.
- The County's contribution toward the demolition of the Annex building is subject to the Triangle Redevelopment project being realized within 5 years of demolition of the Annex building.
- The City will convey the Elks lot (Tax ID #s 3402520, 3402521 and 3402525) to the County at a cost of \$1. The County will upgrade the parking lot within 12 months of conveyance and shall be responsible for all maintenance of the lot. The lot will be made available for non-business-hour parking for Elks patrons and the public, subject to reasonable limitations. At such time when the County vacates the River Block building, the City will have the option to execute a reversionary clause which would convey the Elks lot back to the City for \$1.

- The City will by May 1, 2017, designate 30 spaces for County employee use within the City Hall parking lot. This obligation of the City will run until the County vacates the River Block building. The spaces will be considered permit parking with the cost to be the same as the city charges to lease similar spaces to the public, with the location of the parking spaces to be determined by the City.
- The City will consider providing permit parking within the Dixon parking lot, across the street from City Hall, to the County under the current policy with the understanding that the permits may be revoked upon a 60-day notice.
- The City will consider an ordinance to reduce the parking time limits at the 4 spaces immediately in front of the River Block's south side from 2 hours to 30 minutes. The parties may jointly agree to modify this in the future.
- The City will consider, upon application by the County, the vacation of Avon Street from Market to Fifth Street North.
- The City agrees to consider pedestrian enhancements to Market Street as part of the Triangle Development project.

Either party may cause this agreement to be recorded in the Register of Deeds' Office.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017.

For the County of Wood

For the City of Wisconsin Rapids

\_\_\_\_\_  
Lance Pliml, County Board Chairman

\_\_\_\_\_  
Zachary J. Vruwink, Mayor

\_\_\_\_\_  
Cynthia Cepress, County Clerk

\_\_\_\_\_  
Paul Przybelski, City Clerk

This agreement is entered into pursuant to Wood County Board Resolution # \_\_\_\_\_.

This agreement is entered into pursuant to City of Wisconsin Rapids Resolution # \_\_\_\_\_.



## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** January 12, 2017

**PLACE:** Centralia Center, FSET Conference Room – Wisconsin Rapids Mall Complex

**PRESENT:** Donna Rozar, Tom Buttke, Jessica Vicente, Marion Hokamp, Adam Fischer, Bill Clendenning, Dennis Polach, Lori Slattery-Smith, R.N.

**EXCUSED:** Jeffrey Koszczuk, D.O.

**ALSO PRESENT** (for all or part of the meeting): Lance Pliml (County Board Chair), Warren Kraft (Human Resources), Jonathan Anderson (Gannett Publishing)

**1) Call to Order**

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

**2) Quorum**

A quorum was declared.

**3) Public Comments**

There were no members of the public present to provide public comment.

**4) Closed Session**

The Chair stated there was no reason to go into closed session under this provision.

**5) Return to Open Session**

No longer a necessary agenda item.

**6) Closed Session**

Motion (Hokamp/Buttke) to convene into closed session pursuant to s.19.85(1)(e) Wis. Stat. to consider negotiating a severance package with an employee overseen by the Committee. Rozar: Aye, Fischer: Aye, Hokamp: Aye, Buttke: Aye, Clendenning: Aye, Polach: Aye, Slattery-Smith: Aye, Vicente: Aye. Motion carried. The Committee went into closed session at 5:01p.m. Those present in the closed session were all the above Committee members listed as present as well as Lance Pliml and Warren Kraft.

Discussion was held on the subject matter as per the published agenda.

**7) Return to Open Session**

Motion (Fischer/Polach) to return to open session at 6:05 p.m. Rozar: Aye, Fischer: Aye, Hokamp: Aye, Buttke: Aye, Clendenning: Aye, Polach: Aye, Slattery-Smith: Aye, Vicente: Aye. Motion carried.

**8) Consideration of an employment agreement**

Motion (Clendenning/Buttke) to give the HR Director authority to proceed with the settlement agreement as discussed in closed session. Rozar: Aye, Fischer: Aye, Hokamp: Aye, Buttke: Aye, Clendenning: Aye, Polach: Aye, Slattery-Smith: Aye, Vicente: Aye. Motion carried.

**9) Adjourn**

Motion (Vicente/Polach) to adjourn. All Ayes. Motion carried. Meeting adjourned at 6:07 p.m.

Minutes take by Committee Chair.

Minutes subject to Committee approval

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Donna Rozar, Chair  
Health and Human Services Committee

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** January 26, 2017

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

**PRESENT:** Donna Rozar, Adam Fischer, Marion Hokamp, Dennis Polach, Bill Clendenning, Tom Buttke, Jessica Vicente, Jeffrey Koszczuk, D.O., Lori Slattery-Smith R.N. (via phone)

**EXCUSED:** Jordon Bruce

**ALSO PRESENT** (for all or part of the meeting): Brandon Vruwink (Human Services); Sue Kunferman, Kathy Alft, Nancy Eggleston (Health Department); Rock Larson (Veteran Services); Reuben Van Tassel (Maintenance Manager); Lanny Parker (Director, Mary's Place Boarding House); Mike Feirer and Dave LaFontaine (County Board Supervisors); Carey Weister (citizen)

**1) Call to Order**

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

**2) Quorum**

The Chair declared a quorum present.

**3) Public Comments**

- Carey Weister asked for more information about the competency programming request and hopes a town hall meeting is scheduled to seek input from the public before any decision is made by this Committee.

**4) Presentation on redesigned proposal by Dan and Chris Helwig from Design Unlimited regarding a possible Human Services Building in Marshfield**

Chris Helwig described basic life cycle information and potential cost comparisons of different materials and systems. A detailed analysis of materials and systems can be provided for further discussion after a decision is made in terms of the project's direction. The Committee addressed the question of needing a Human Services building, as compared to leasing space for Cornerstone and placement of offices in the Wood County Annex & Health Center. Motion (Clendenning/Buttke) to send a recommendation of this concept for construction of a building on county-owned property to the February Executive Committee. Eight ayes, one opposed (Fischer opposed – expressed concern with taxpayer dollar). Motion carried.

**5) Consent Agenda**

Meeting minutes were pulled along with HUMAN SERVICES, EDGEWATER, and HEALTH narratives and vouchers. Motion (Fischer/Buttke) to approve the consent agenda. All ayes. Motion carried.

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

- MINUTES: Supervisor Clendenning asked for correction of the minutes regarding the motion to go into closed session, stating he did not abstain for entering into closed session.
- EDGEWATER NARRATIVE: Supervisor Polach asked what action will be taken for unbudgeted equipment failure. Jordon will be asked to bring this back as an agenda item next month. Supervisor Clendenning questioned FTE reduction of staff restructuring. Chair Rozar and Brandon Vruwink provided an explanation with the change.
- HEALTH NARRATIVE: Lori Slattery-Smith and Supervisor Clendenning both asked what TNC refers to. Nancy described the work performed for the Transient Non-Community (TNC) program.
- HUMAN SERVICES NARRATIVE: Supervisor Fischer asked for clarification of how the Department is beginning to evaluate current placement process to determine if we are meeting the needs of the children and families served. Brandon described the practice of placing in least restrictive environment options first, and described challenges involved with decisions made. This will also be a future agenda item.
- EDGEWATER VOUCHERS: Supervisor Polach questioned contracted service costs for housekeeping and therapy services. Chair Rozar explained that to contract for these services was a decision made historically to reduce costs (contracting vs employee).
- HEALTH VOUCHERS: Supervisor Polach questioned the payment to Marshfield Clinic. Sue Kunferman and Kathy Alft explained this is an Americorp program and funded with Mental Health Coalition funds.
- HUMAN SERVICES VOUCHERS: Supervisor Clendenning questioned high expense for purchase of gas cards. Brandon Vruwink responded how this provides assistance to the multi-county FSET coalition. Brandon also responded to vendor question from Supervisor Fischer (What is the Allendale Association?) and Supervisor Polach (What is CW Solutions?).

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

Financial statements and quarterly reports were reviewed with specific questions answered by appropriate Department Heads.

**8) Healthy People Wood County Kick-Off Event, January 31, 2017 in Wisconsin Rapids WI**

Chair Rozar announced the Health Department's launch of Healthy People Wood County, Community Health Improvement Plan. The event will be held at Hotel Mead in Wisconsin Rapids on January 31<sup>st</sup> 9am-1pm. Committee members are encouraged to attend. Motion (Buttke/Vicente) to authorize attendance of Committee members. All ayes. Motion carried.

- 9) **Review of Edgewater Haven Administrator's job description and discussion of process to fill vacancy**  
The job description for this position was reviewed by Jordan Bruce and Human Resources. No significant changes were made. Options for recruitment were discussed. There was agreement to begin the recruitment process immediately upon notice of vacancy.
- 10) **Resolution for the dissolution of Community Care Connections of Wisconsin (formerly Community Care of Central Wisconsin)**  
Chair Rozar explained the intent of the resolution to authorize the dissolution of the Community Care Connections of Wisconsin, a Long-Term Care District, as the assets and responsibilities of this Managed Care Organization were transferred to a non-profit corporation. Motion (Clendenning/Fischer) to support the resolution as presented and forward to the County Board for approval. All ayes. Motion carried.
- 11) **Human Services Psychiatric recruitment and compensation**  
Brandon Vruwink provided a brief update with the recruitment process and sought input from Committee members for an appropriate compensation package.
- [Lori Slattery-Smith excused]
- 12) **Health Department Strategic Plan presentation**  
Sue Kunferman provided an update with the strategic planning goals and strategies. Supervisor Clendenning commended the Health Department for their Strategic Plan, stating more departments should have these plans.
- 13) **Health Department revised retail food license fees**  
Nancy Eggleston described changes with retail food license fees and shared licensing data from neighboring counties or those of comparable size. Motion (Buttke/Fischer) to increase the retail food license fees. All ayes. Motion carried.
- 14) **Health Department out-of-state travel request to attend the NWA 2017 Annual Education and Training Conference in Philadelphia PA, March 31-April 2, 2017 with all expenses paid with grant funds**  
Sue Kunferman shared conference details and learning objectives and noted this attendance is mandatory training as part of the grant funding award. Motion (Fischer/ Koszczuk) to authorize attendance to the NWA 2017 Annual Education and Training Conference in Philadelphia PA with all expenses paid with grant funds. All ayes. Motion carried.
- 15) **Update regarding relocation of departments to the River Block Building and in the Courthouse**  
Construction work at the River Block building is on schedule and under budget. Relocation construction at the Courthouse is going well and is on schedule.
- 16) **Legislative Issue Updates**  
Department heads provided updates regarding issues pertaining to their departments.
- 17) **Items for Future Agenda**  
The Chair noted items for future agendas.
- 18) **Next Meeting(s)**  
• February 23, 2017, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards
- 19) **Closed Session**  
Motion (Fischer/ Koszczuk) to go into closed session pursuant to 19.85(1)(c) Wis. Stats. to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; for the purpose of conducting a Department Head evaluation. Rozar: Aye, Fischer: Aye, Clendenning: Aye, Polach: Aye, Hokamp: Aye, Buttke: Aye, Koszczuk: Aye, Vicente: Aye. Motion carried. The Committee went into closed session at 8:12 p.m.
- 20) **Open Session**  
Motion (Koszczuk/Hokamp) to return to open session at 8:49p.m. All ayes. Motion carried.
- 21) **Adjourn**  
The Chair declared the meeting adjourned at 8:50 p.m.

Minutes taken by Kathy Alft and reviewed by Marion Hokamp, secretary.

Minutes subject to Committee approval

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Marion Hokamp, Secretary  
Health and Human Services Committee

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, January 9, 2017 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Peter Rotter.

Denis Burgess took roll call:

Present	Absent	Staff
Rotter	Degner (ex)	Diane
Woller	McDonald	Pam
Rozar	Mueller	Tony
Kieper		
Mach		
Burgess		
Nikolai		
Robinson		
Yang		
Hass		
Sippel- via phone		

Minutes: A motion was made by Donna Rozar to approve the December minutes as presented. Second was made by Holly Kieper. Motion carried.

Membership: Donna Rozar reported she has been in discussion with Soup or Socks in Marshfield regarding their seat on our Board of Directors. They are hoping to appoint someone to our Board at their Thursday evening meeting.

Target Group Sector Nominating Committee: The committee met and reviewed the petition and signatures for Evan Cass. The committee signed the Concurrence and Referral form to approve Evan Cass as a representative on our Board of Directors. A motion was made by Patsy Woller to approve the committee's recommendation of Evan Cass. Second was made by Pat Nikolai. Motion carried.

Finance Committee: The committee reviewed December expenses and November financial statements. Pam distributed copies of the Balance sheet and Statement of Revenue and Expenses thru November 30, 2016. Pam reviewed the reports. A motion was made by Denis Burgess from the committee to approve December expenses and November financial statements. Motion carried.

Weatherization Report: Tony distributed the December, 2016 weatherization production report. Our goal for December was 21 units and we completed 17 units in December, however, our goal ytd thru December totaled 155 units and our actual completions thru December were 158 units. Our deferral rate for December was 50%. Peter Rotter asked if other agencies experienced similar deferral rates. Tony explained the differences in deferrals and sometimes the housing stock is different in other parts of the State such as in the City of Milwaukee where the program serves many apartment buildings. Tony also reported we are preparing for the Administrative review which is February 20<sup>th</sup> – 22<sup>nd</sup>.

Revolving Loan Fund-Community Foundation: Pam reported we received a \$5,000 donation from Incourage Community Foundation in Wisconsin Rapids to assist with small business loans.

CSBG Contract: Pam reported we received our CSBG contract for \$261,968. A motion was made by Donna Rozar to accept the 2017 CSBG Contract. Second was made by Steve Robinson. Motion carried.

COC Rapid Re-Housing Grant: Pam reported we received notice that we were not funded for the special grant project.

Holiday Projects: Pam reported between Marshfield and Wisconsin Rapids 29 households received food baskets, 14 families with 40 children received Christmas gifts from the Ho-Chunk nation, and 4 families were sponsored for food and gifts.

Next Meeting Date: Our next meeting will be February 13, 2017.

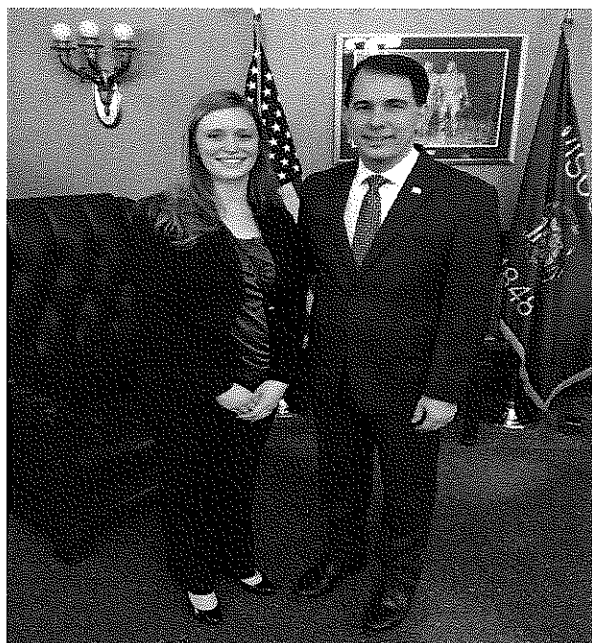
Adjourn: Peter Rotter declared the meeting adjourned at 6:40 pm.

## WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

January 16, 2017

### Director's Report by Brandon Vruwink

Wood County Human Services had two of our FSET Customers recognized during Governor Walker's State of the State speech on January 10<sup>th</sup>. This is the 2<sup>nd</sup> year in a row that customers that we have served through our FSET program were recognized by the Governor. Leon who was highlighted in the video that was shared at last month's meeting was one of the customers that were recognized. Leon planned to attend the speech and meet the Governor, but unfortunately due to poor road conditions made the safe decision to turn around.



*Pictured: Left to Right: Angela O'Day Wood County Human Services FSET Case Manager, Governor Scott Walker*

One of the significant challenges that our department continues to face is out of home care placements, particularly group home and residential placements. We are beginning to evaluate our current placement process to determine if we are meeting the needs of the children and families that we are serving. Through our commitment to a Trauma Informed practice, we need to ensure that we are utilizing all of the resources that are available before moving children to residential or group home placements. This will be a collaborative effort that will require patience and great effort.

**Personnel Update:** Elisabeth Ferdon has accepted the Family Services Division Administrator position; her first day with Wood County Human Services was January 9<sup>th</sup>. Kristi Duerr has accepted the Family Services Resource Unit Supervisor position. Kristi formerly worked as an Ongoing Social Worker; her first day in her new role was January 3<sup>rd</sup>.

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

Bridgeway and the Airport Avenue CBRF were both closed as of 12/31/16. All clients remaining at the two facilities were successfully transitioned to other living arrangements prior to the closure.

While we wait for our Bridgeway CBRF license, we will be completing all hiring for the program, training new staff and working on moving the Crisis Line to the Bridgeway location. The move date will be determined when we have the go ahead from Systems and Norwood that the location is ready so there is no down time for the Crisis Line.

Crisis/Legal Services, Wood County Sheriff's Department, Marshfield Police Department, and Wisconsin Rapids Police Department hosted Crisis Intervention Team (CIT) training for law enforcement officers on December 12-16, 2016. CIT is a comprehensive five-day, 40-hour training session designed to assist law enforcement officers and other first responders in recognizing and understanding the signs and symptoms of mental illness including depression, bipolar disorder, schizophrenia and anxiety disorders, as well as learning various options to facilitate *de-escalation* of a mental health consumer in crisis. The training was attended by 23 law enforcement officers from various law enforcement agencies throughout Wood County. Numerous Human Services Department staff assisted with the weeklong training including Katie Czys who took the lead on coordinating and planning the training; Katie Miloch and Adam Anderson presented QPR, assisted with hearing voices activity and were evaluators for the scenarios; Erin Arendt and Karie Koppa were evaluators for the scenarios; Ryan Schultz was tour guide on site visits; Jill Scheidegger, Amy Robinson, Denise Jeffers, Lacey Piekarski, Vicky Wilson, and Pam Ashbeck presented on area resources; Casey Parks, Ryan Schultz, Andy Gorski, Lauren Young, Rebecca Porter presented on Children and youth; Dawn Schmutzer, Tina Garnick, Jeannie Breen helped with registration, certificates, supplies, and copies; Mary Schlagenhaft helped with purchasing. Our staff and community partners worked closely together to make this important training a success.

In effort to continue to expand the availability of services in the Marshfield area, we will be adding an additional day of AODA treatment services at the Norwood outpatient clinic branch office beginning in March. Services will include an intensive outpatient group and a relapse prevention group. After this additional day is added our services at the branch office will include: Monday and Friday AODA clinician, Tuesday tele-psychiatry, Wednesday mental health/AODA therapist.

#### **Fiscal Services Update by Jo Timmerman**

Norwood: Fiscal staff are working with Crisis/Legal staff to set up General Ledger accounts for Bridgeway at Norwood. Additionally, we continue to assist with fiscal matters related to the reorganization of that unit.

Crisis Stabilization services provided on Bridgeway in 2015 resulted in additional WIMCR (Wisconsin Medicaid Cost Reporting) funding of \$35,400 for Norwood.

We have received a remittance advice from Forward Health dated 12/23/16 detailing the recoupment of TBI payments for 2015 and 2016 due to our rate reduction identified on the recent 2015 desk audit for that unit.

Community: We have received \$644,000 in WIMCR/CCS cost settlement payments for 2015. An additional \$104,000 will be paid through our state aid reporting system (CARS) later in the month or early in February.

Jo Timmerman and Mary Schlagenhaft will meet with the Finance Department along with the rest of the Accountant's Group on January 19<sup>th</sup> to review yearend timelines and audit documentation requirements.

Human Services Fiscal Division staff has all received their assignments and tentative timelines for completing yearend and audit work.

In the upcoming months there will be many cost reports and reconciliations due to the state. One of our first reports due on February 3<sup>rd</sup> will be the Independent Living Annual Report to DCF (Department of Children and Families).

Mary Schlagenhaft, Joanne Borski and Jo Timmerman will attend SPARC (System for Payments and Reports of Contracts) training on January 24<sup>th</sup>. The SPARC system is replacing the CORE reporting system for the Department of Children and Families.

TRIP (Tax Refund Intercept Program) registrations have been ongoing for delinquent accounts. Registrations began last July when \$692,000 was registered. The second of two required notification letters have been sent on an additional \$425,000 ready for registration.

### **Support Services Division Update by Jan Pelot**

Technology: We are working with IT on the upgrading of our scanning software through Vanguard Software. The upgrade which was scheduled to be completed by the end of 2016 but was delayed due to the installment of a new server the IT department installed after January 1, 2017.

Jan Pelot will provide training in the next month to IT staff on the Management capabilities of the dictation software Winscribe, this will allow IT staff to be backup or answer helpdesk requests.

Facilities: We continue to work closely with the Maintenance Department to ensure requirements are met in the River Block Building for compliance with Confidentiality laws and HIPAA regulations.

Active Shooter Training- Wood County Annex & Health Center: We have begun working with the Safety & Risk Department, Sheriff's Department, Marshfield Police Department, and Norwood Management to implement an Active Shooter safety plan, procedures and trainings to the staff located within the building.

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

Due to the Holidays, we have had little activity on the Psychiatry search. The recruitment company was sending out a revised email campaign to generate new leads and this was completed between Christmas and New Year's. Results from this effort should surface in the month of January. The DHS competency program has generated media inquiries which have all been accurately reported. DHS should have notification by the end of the first quarter of 2017 on whether they want to pursue this option. This will then be brought back to the HHS committee for consideration.

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

We have been in the process of preparing for the new year by interviewing new staff and starting the hiring process to continue in January in anticipation of new staff starting. The nursing department still is working on ways to recruit Mental Health Tech's, especially for shifts such as PM, which is a difficult shift to recruit for.

Dr. El-Awady has been covering the admissions unit and things so far are going well. We are seeing a lot of out of county patients. We continue to see a patient population that is very chronic, and



very intensive requiring longer lengths of stay's and intense staff services to the patient's. Staff will be participating in the beginning of the year some ongoing training in dealing with agitated and violent clients.

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

Dietary prepared the Christmas Tea for the Crossroads and TBI Units. Congregate meals for the month were 5,311. YTD for 2016 was 64,171 meals. YTD in 2015 was 63,231. We also had three cancelled days due to weather in 2016.

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

The installation of the camera system is mostly finished, with the mounting of one wall bracket and activating one camera remaining. Gappa has assured us that those items will be completed soon. Final payment has been made.

Roof repairs have been made to front lobby area and above Client Services area.

We continue to convert 1' x 4' fluorescent light fixtures to LED. Crossroads unit has been completed as well as the ramp lighting by CBRF and East Wing.

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

We are continuing to purge records. We are also working on a building wide record retention/storage plan to purge the current records storage area and better organize it.

#### **December 2016 Referrals for TBI Unit**

Date	From	Patient	Status	Additional Info
12/5/2016	St. Vincent- GB	male	pt declined	12/12 PA approved, pt dc home 12/9
12/6/2016	Mayo- Rochester MN	male	denied	insurance not willing to contract with Pathways
12/16/2016	Sacred Heart- Eau Claire	male	denied	not rehab candiate
12/20/2016	UW Madison	male	denied	Medicare & regular SNF for PT/OT due to new ostomy (Not BI)
12/20/2016	Select Medical	male	denied	no TBI coverage
12/27/2016	Sacred Heart- Eau Claire	male	denied	Not TBI- dementia with behaviors- LTC placement
12/27/2016	Ministry St. Joe's	male	denied	CVA needing SNF
12/30/2016	Sacred Heart- Eau Claire	male	denied	Medicare & not BI

## **Health Department Report**

**January 26, 2017**

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

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

- We have been busy working to fill vacant positions for our environmental health and Healthy Smiles expansions. We have an accepted offer from one Registered Sanitarian who is coming to us from Minnesota. We also have an accepted offer from a Dental Hygienist for our casual Healthy Smiles position.
- Planning for our move to River Block continues to go very well.
- I recently became the chair of the Wisconsin Public Health Association Public Affairs Committee. This will be a good opportunity for me to stay connected to policy issues of public health importance.

### **PERFORMANCE MANAGEMENT REPORT – TYLER ZASTAVA MPH, CHES**

End of year performance management data is being tabulated. I will be meeting with all program areas early this year to review performance measures and quality improvement projects for 2017. I am also working on revamping the department's performance management plan to align with the Results Based Accountability framework.

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

#### **Healthy People Wood County**

A partner survey has been created and will be sent out in February to all coalition members. The kick-off of the new Community Health Needs Assessment and Community Health Improvement Plan is being planned for January 31<sup>st</sup>. A website is also being created for the improvement plan and will be launched at this event.

#### **Brighter Futures Coalition**

Online Youth Risk Behavior Surveys (OYRBS) will be conducted in all Wood County public schools and Columbus Catholic School this January-February. Surveys are administered during the school day to 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grade students. The survey is meant to provide schools, parents, and community partners with an understanding of the student population's health risk behaviors, attitudes, perceptions, and protective factors so that relevant programs can be developed. Data reports are now available with 2016 survey results. An oral hygienist has been hired to expand Wood County Healthy Smiles. The school-based program will now provide sealants for 12-year molars beginning in south Wood County schools. A survey of home visiting providers in Wood County is being completed to assess current home visiting opportunities and identify gaps.

#### **Recreate Health Coalition**

In December, coalition member Amber France presented about the Wood County WIC program and the breastfeeding work being done through the Community Partnerships for Healthy Mothers and Children grant (CPHMC). In addition to the breastfeeding objective, coalition members continue to work on CPHMC grant objectives pertaining to healthy food promotion, retail, and community-clinical linkages. Coalition coordinators are researching best practices for coalition efficiencies and expansion. Additional Smart Meals have been added to the Wood County Smart Meals program. Businesses now include: Melody Gardens, Belvedere Supper Club, The Daily Grind, Nutz Deep, Patty's Café, Anchor Bay, Chat-R-Box, Shaw Lee, and Higher Grounds Bakery and Coffeehouse. Coalition members will continue to expand the Smart Meals program throughout Wood County. A new farmer's market website was created that displays all farmer markets and farm stands within Wood County. [www.woodcountymarket.com](http://www.woodcountymarket.com). Signage is being developed for Wood County grocers with implementation slated for the end of January/early February. In December, a group of individuals representing South Wood County Hunger Coalition and HPWC Recreate Health Coalition met to discuss and plan a kick-off event for the Community Food Center/Food Hub objective. This group plans to meet one more time in late January, with official launch slated for early to mid- March. Wisconsin Rapids Farm to School AmeriCorps members continue to work with Wood County farmers to pilot forward contracting practices in order to meet the volume and accessibility of local produce in Wood County schools.

#### **Mental Health Matters**

The coalition has begun mapping to determine which partners may be missing from the work. A survey was created and sent to existing coalition members. We worked with the Drug Task Force Prevention pillar to map out trainings for 2017. Training requests are coming in and we have been either coordinating or referring the request to the appropriate person(s). Work needs to be done with evaluations and follow up with those scheduling/attending trainings. We have met with Michelle Nelson to discuss a partnership to hold a mental health conference in Stevens Point with the suicide prevention coalition there. Question, Persuade, Refer (QPR) trainings are still being coordinated. Lunch n Learns focused on mental health are still being coordinated. Community dinners/presentations are being coordinated in partnership with the Drug Task Force Prevention Pillar. Compassion

Resilience and Honest, Open and Proud trainings are being coordinated with WISE (Wisconsin Initiative for Stigma Elimination). Trauma Informed Care work continues at the Health Department with a staff retreat being coordinated for Feb 9<sup>th</sup>. We send information to our partners at Marshfield Area Coalition for Youth (MACY) as we become aware of Mental Health and Alcohol & Other Drug Abuse resource updates for the resource guide. The resource guide was just updated in December and it is promoted to all groups that we come in contact with. The Love INC of South Wood County team tries to meet weekly or bi-weekly to move forward with engaging the faith community in solving the mental health and AODA issues of our community. Currently they are working to obtain their 501c3 status. They are also meeting with churches in the south Wood County area to present Love INC information to their leadership and the congregations. Meetings have been held with the north Wood County coalition members to get this going in Marshfield.

#### AOD Prevention Partnership Coalition

Planning is going into the Drug Free Communities Grant, which will help support this work. The Healthy People Wood County Drug Task Force is planning a community dinner to educate the community about drug endangered children. We are also pulling data together to create infographics and other fact sheets that can be given out at community events. Working together with Marshfield Area Coalition for Youth, we are developing a presentation to give to the community, developing a brochure for the community, looking at workplace drug free policies, and identifying workplaces who may want to work with our group and make changes to their policy, or adopt a policy. We will also be connecting with school personnel to identify ways in which our group can make an impact in their schools.

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

#### New Businesses

Firnstahl's Farm in Arpin was licensed to sell beef from the farm. A & B Processing was licensed in Rudolph. We also had a consultation regarding new bakeries potentially moving into Marshfield, Rudolph, and the Wisconsin Rapids Mall.

#### Complaints

A complaint came in regarding water supply issues at a Wisconsin Rapids Manufactured Home Community. The water is now back in service. A complaint was received from multiple tenants in a housing complex in Nekoosa regarding mold and humidity issues. We worked with a remediation company to help resolve the complaint. We received a call regarding a restroom out of order at a convenience store due to a lack of water. This was resolved. DHS contacted us regarding a construction worker complaint about asbestos. Greg accompanied Dave Schmidt of DHS on site to determine if the worksite contained asbestos. Sampling was done, but it appeared that the material in question was not asbestos, but there may have been lead paint that was being disturbed during the work. DHS will investigate further.

#### Environmental Health Program

We met with the Health Officers from Juneau and Adams County, as well as Sauk County Environmental Health personnel, to complete the transfer of the Transient Non-Community Water systems and Human Health Hazard complaints to Wood County. We also went over a list of Juneau and Adams County establishments that needed an explanation of where they were at from a regulatory standpoint. The Department of Agriculture, Trade and Consumer Protection will handle any work on licensed establishments in each county until April 1<sup>st</sup>, when Wood County begins work with new establishments. An Environmental Health Specialist has been hired to assist with the additional workload. Interviews continue for the additional inspector position and program support. We already received human health hazard complaints and one lead complaint from Juneau and Adams Counties that needed follow-up.

#### FDA Program Standards Grant

The Wood County Health Department was approved to receive a \$3000 grant to attend the FDA Regional Food Protection Seminar/NEHA Region IV Conference in Minneapolis in September. This training will help advance our compliance with Standard 2 of the FDA Program Standards. Thirty hours of food code training is required to comply with the standard, and very few training opportunities offer extensive food safety training. This conference is an excellent opportunity for staff members to obtain the continuing education they need to meet the Standard.

## **HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS**

### **Oral Health Program - Wendy Ruesch, RDH, CDHC**

Two oral screenings and fluoride treatments for all Wood County Head Start Centers have been completed. One more screening and fluoride treatment will be provided in April. The sealant program is currently working in South Wood County schools. Rhonda Bravick has been hired for the Oral Health Program Supervisor (Dental Hygienist) casual position. Sarah Krubsack, WIC Peer Counselor, will be trained and work temporarily in the casual Oral Health Screener (Dental Assistant) position until it is filled.

### **Community Partnerships for Healthy Mothers and Children Grant – Amber France**

Major highlights from the grant work this past month include:

- Pharmacies (Walgreens, Walmart, CVS, Daly Drug, and Copps) are distributing lactation consultant referral sheets to all breastfeeding mothers who are picking up a medication. The pharmacists are referring breastfeeding mothers to a lactation consultant to ensure mothers can maintain their milk supply while taking a medication.

## **COMMUNICABLE DISEASE TEAM REPORTS**

### **Communicable Disease Update – Alecia Pluess**

- During the month of December, there were 29 cases of chlamydia, 1 case of gonorrhea, and 3 cases of Hepatitis C investigated in Wood County.
- Also, during the month of December, 1 case of salmonella, 3 cases of Campylobacter, and 2 cases of E. Coli were investigated.
- There was 1 confirmed case and 3 suspect cases of Lyme disease investigated during the month of December. There was also a confirmed case of anaplasmosis.
- One confirmed case of pertussis was investigated during December. A reminder was sent to providers regarding Pertussis testing, treatment, and isolation guidelines. We are seeing an increase in pertussis testing by providers.
- Jean Rosekrans assisted with a potential Norovirus outbreak among staff in a nursing home, but the number of ill staff members did not constitute outbreak criteria as defined by the State Department of Health Services.
- Jean also presented on the topic of Bloodborne Pathogens at the Nekoosa library.
- Jean and Environmental Health staff completed an After Action Report for a Norovirus outbreak that occurred last year.
- Jean accompanied Environmental Health staff on a lead home visit in December to provide education to the family of a child with elevated blood lead levels.
- The Immunization Improvement Team met to develop goals and activities for 2017.

### **Emergency Preparedness – Tyler Zastava**

Public health across the state will be using a new 24/7 call out system called RAVE. The department has input staff contact information into the system and will be testing it in January. The Public Health Emergency Response plan updates are in progress for the new year and will be tweaked to align with the new recommended model plan from the state. The ultimate goal is for all Health Department plans to follow the same plan structure.

Fire/EMS personnel counts are being obtained from all Wood County Fire Departments to assure accurate numbers in the event medication/vaccine would be needed for those departments in an emergency.

## **FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS**

### **Wood County Task Force on Child Abuse Prevention – Erica Sherman**

The Task Force is hosting its annual 5K Run the Rapids to raise awareness of child abuse and community prevention programs. The event will be held on Saturday, April 8 in Wisconsin Rapids.

### **Family Health and Injury Prevention – Tyler Zastava**

The Family Health Injury Prevention team welcomes a new Public Health Nurse, Jeff Mancl, to the team.

#### Lactation – Amber France

The Wood County Health Department helped 41 new businesses in the Wisconsin Rapids area implement a policy on break time for nursing mothers. In 2017, the focus will be on helping Marshfield area businesses implement breastfeeding friendly policies.

#### WOMEN, INFANTS AND CHILDREN (WIC) REPORT – AMBER FRANCE, MS, MPH, IBCLC

The Wood County WIC program saw a significant increase in caseload with an additional 71 participants since October. The program is continuing to track data on where participants are being referred from, how they are applying, and what location and times work best for appointments and benefit issuance.

#### Caseload for 2016 (Contracted caseload 1327)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active	1309	1268	1309	1307	1286	1268	1264	1295	1279	1273	1313	1344
Participating	1438	1410	1425	1424	1395	1374	1387	1410	1406	1411	1424	1411

2

January 2016  
Health and Human Services Committee  
Edgewater Haven  
Jordon Bruce

In the month of December we had 16 admissions and 10 readmissions. Current census on the Behavior Wing is 9 residents. Census comparison to last year December:

December 2015 – 61 average census with 7 rehab  
December 2016 – 60 average census with 10 rehab

Admissions/Discharges Comparison:

December 2015 – Admissions 15/Discharges 9/Readmissions 5  
December 2016 – Admissions 16/Discharges 9/Readmissions 10

Staff restructuring was completed in December to ensure we are in line with our staffing that was approved for the 2017 budget which was a reduction of over 19 FTE's. Four employees were laid off, one was recalled, one was transferred to Norwood, one retired and one applied for another position in the county.

Construction on the 300 hall ramp began right away in 2017 to achieve a more gradual decline to improve safety for the residents.

One of our two reach in coolers broke. To replace the cooler would be \$2,500-\$3,500 depending on which model/brand we would choose. This leaves us with one reach in cooler and three freezers and one combo freezer/cooler. All of these units were purchased at the same time in 2005 and are all beyond the end of their useful life. I am suggesting the purchase of a walk in cooler with a walk in freezer inside. This would alleviate a lot of staff time and risk of injury with stocking and unstocking food deliveries that come. The walk in units are also more energy efficient and have a much longer life (30+ years). This equipment failure was unforeseen and not budgeted for. We are obtaining quotes for a new walk in model with installation and feel this could be done for less than \$30,000.

Marketing-December 2016

Edgewater continues onsite visits to referral sources as needed to assess potential admissions and provide information to those who have no facility of choice.

Social services continue frequent contact with area hospitals, hospice, assisted living, medical supply, home health and related agencies.

Edgewater will sponsor Aging and Disability Resource Center Bingo for March and September 2017.

Team meeting in February 2016 to review emergency protective placement process.

Edgewater sponsors a monthly Memory Café and weekly Veterans' Café in the community. Edgewater residents do attend.

The monthly ad in the Aging and Disability Resource Center newsletter has not been renewed for 2017.

Local church bulletin ads will not be renewed for 2017.

We have renewed our ad in the Aging and Disability Resource Center 2017 Wisconsin Rapids Area Resource Directory.

Edgewater Haven cookbooks are on sale for \$10.00.

Social services will be making follow up calls on all discharges and referrals that discharge elsewhere.

Telephone book ads will be renewed at the basic rates going forward.

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

**Meeting Date:** January 26, 2017

Caseload activity for December 13 new veterans served. The regular detailed caseload activity report we have been used to is no longer available as that software program has been discontinued. We are exploring different ways to track our production figures using alternate means.

**Activities:**

1. Completed as of January 19, 2016:
  - a. December 21 – President of CVSO Association of Wisconsin meets with Governor Walker to discuss appointment of new WDVA Secretary January 15 – Grant reimbursement paperwork due to Wisconsin Department of Veterans Affairs
  - b. January 10 – Wood county Veteran Service Commission meeting.
  - c. January 11 – Teleconference with Tomah VAMC and Heathnet Administrators of VA Choice program.
  - d. January 18 – Wisconsin Counties Association County Ambassador program day at the capital.
2. Near Future:
  - a. January 24 – American Legion Wood County Council meeting in Babcock.
  - b. January 26 – CVSO Association of WI Executive Committee meet and Conference Planning in Bayfield WI.
  - c. February 1- Presentation to Tomah VAMC Doctors (providers) on VA disability compensation

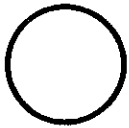
**Office updates:**

1. Wood County veteran hiring initiative: No progress in this reporting period.
2. Update on Wisconsin Department of Veterans Affairs (WDVA) Grants to Counties for improvement of services. This office has submitted the July-December reimbursement request in the amount of \$4,068.85 (first payment of State Fiscal year 2016-2017) We received \$8,817.37 for the January- June 2016 reimbursement period (second payment for state FY 2015-2016). For a total of \$12,886.22 or \$1,386.12 over anticipated revenues. We will have to discuss with finance department to see if we need to do a resolution to cover that. Several journal entries to move grant reimbursable items to the grant function were posted incorrectly and are being reversed. This cumbersome process was a topic discussed with our legislators during the WCA County Ambassador day as the CVSO Grant was one of their topics.
3. Tomah Veterans Health Administrations hospital's Chief of staff has asked myself and another CVSO of my choosing to brief their medical providers on the Veterans Benefit Administration's (VBA) Disability Compensation process. This will provide medical practitioners insight into the VBA process, timelines and reasoning so they can better understand what their patients are facing. Topics specifically requested are:
  - a. Advise providers to not give timelines as it relates to how long it will take to properly file a claim and the length of time to get a response.

- b. Discussion about letters that a Veteran may ask a provider to provide or sign as it relates to a medical condition. We want to deepen the understanding about why a Veteran would be asking for this.
  - c. A discussion about what a Veteran means when they are trying to get a claim for disability.
4. VA finalized the rule for presumptive service connection for certain disabilities associated with the drinking water at Marine CORPS base Camp Lejeune NC. Effective March 13, 2017 if a service member or reservist served on Camp Lejeune NC for 30 aggregate days between August 1, 1953 and December 31, 1987 and has been diagnosed with or died of one of these illnesses it is presumed to be service connected and they or their surviving dependents are entitled to compensation:
- a. Kidney cancer.
  - b. Liver cancer
  - c. Non-Hodgkin's lymphoma.
  - d. Adult leukemia
  - e. Multiple myeloma.
  - f. Parkinson's disease.
  - g. Aplastic anemia and other myelodysplastic syndromes.
  - h. Bladder cancer.

This office will be preparing a press release explaining this new presumptive category. That release will be sent to the local media outlets, and County Veterans organizations. In addition a search of our in house files and database will be screened for potential claims.





## RESOLUTION#

Introduced by Health & Human Services Committee  
Page 1 of 1

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup>	Lost: <input type="checkbox"/>
2 <sup>nd</sup>	Tabled: <input type="checkbox"/>
No: <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.	

LAD

**INTENT & SYNOPSIS:** To authorize the dissolution of the Community Care Connections of Wisconsin, a Long-Term Care District, as the assets and responsibilities of this Managed Care Organization were transferred to a non-profit corporation effective January 1, 2017.

**FISCAL NOTE:** None.

**WHEREAS,** Community Care Connections of Wisconsin ("CCCW") (formerly named Community Care of Central Wisconsin) is a long-term care district formed by Marathon, Portage and Wood counties by resolution pursuant to Wis. Stat. § 46.2895 for purposes of delivering services as a managed care organization (MCO) under the State of Wisconsin's Family Care program; and

**WHEREAS,** in 2016, the Wisconsin State Legislature enacted 2015 Wisconsin Act 215 authorizing long-term care districts to convert to private, nonprofit corporations; and

**WHEREAS,** in April 2016 CCCW's Board of Directors passed a resolution to jointly create a non-profit corporation and merge operations with two other long-term care districts, ContinuUs and Western Wisconsin Cares ("WWC"); and

**WHEREAS,** the non-profit corporation was created in August 2016 to succeed CCCW, ContinuUs and WWC following approval from the Department of Health Services (DHS); and

**WHEREAS,** in November 2016 DHS approved the transfer of the assets and liabilities of the three long-term care districts to the non-profit corporation and certified the corporation as an MCO effective January 1, 2017; and

**WHEREAS,** as of January 1, 2017, CCCW has no continuing business operations and undertakes no activities related to the purpose for which it was formed, which was to contract with DHS for the provision of Family Care services; and

**WHEREAS,** the final step of winding down CCCW's operations is the dissolution of the district, which requires joint action by CCCW's Board and the county boards that formed the district pursuant to Wis. Stat. § 46.2895(13); and

**WHEREAS,** this Resolution is intended to act as Wood County's official action authorizing the dissolution of CCCW; and

**WHEREAS,** the Secretary of DHS may rely on this Resolution as action on the part of Wood County authorizing dissolution of CCCW.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to authorize dissolution of CCCW, pursuant to Wis. Stat. § 46.2895(13).

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
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			

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, FEBRUARY 1, 2017  
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Kenneth Curry, Robert Ashbeck, Bill Leichtnam, and Harvey Peterson

Members Excused: Adam Fischer

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam Dekleyn, Jeff Brewbaker, and Heather Marquardt

Land & Water Conservation Staff: Shane Wucherpfennig, Tracy Arnold, and Lori Ruess

UW Extension Staff: Peter Manley and Matt Lippert

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Dist. #16 Supervisor Lance Pliml, Shannon Rohde, Central Wisconsin Windshed Partnership (CWWP), Scott Larson, Marshfield Area Chamber of Commerce (MACCI), Melissa Reichert, Heart of Wisconsin Chamber, Nancy Sii, and Adileen Sii,

1. **Call to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Public Comment.** None.
3. **Review Correspondence.**
  - a. A memo from Chairperson Henkel to the CEED Committee and Wood County Board regarding the WCA Agriculture, Environment & Land Use Steering Committee meeting.
  - b. A written statement from Adam Fischer with comments for agenda items #4 - Review Correspondence and #10c - Review and discuss former Wood County Transportation & Economic Development Mission.
4. **First place senior division speech – Adileen Sii – “The Resource Games: Forestry Management and Wisconsin’s Watersheds”**  
 Adileen Sii, First Place winner in the Wood County Speaking Contest - senior division delivered her speech titled “The Resource Games: Forestry Management and Wisconsin’s Watersheds.” The Committee and County Board Chairman commended her on her speech, wished her the best going forward, and thanked her for coming to the CEED meeting. She will compete at the area completion in Eagle River on February 10<sup>th</sup>.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the January 4, 2017 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Kim Keech, Jeff Brewbaker, Heather Marquardt, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Lori Ruess, Peter Manley, Matt Lippert, Sarah Siegel, Jodi Friday, Chris Viau, Kyli Brown and Jeremy Erickson.
  - a. Minutes of January 4, 2017 CEED - It was mentioned that the last names of the committee members were omitted in the motion/second to adjourn the January 4<sup>th</sup> meeting. Bill Leichtnam stated he had comments on 4a, 4b, 6d & 9. It was suggested that these concerns be discussed under agenda item #14.

*Motion by Kenneth Curry to approve the January 4, 2017 CEED minutes with the following amendment to the motion adjourning the meeting: (Motion by Bob Ashbeck to adjourn at 11:34 a.m. Second by Bill Leichtnam. Motion carried unanimously). Second by Harvey Petersen. Motion carried unanimously.*

- b. Department Bills. No questions or comments.
- c. Staff Activity Reports. No questions or comments.

*Motion by Robert Ashbeck to accept the bills and staff reports as presented from Planning & Zoning, Land & Water Conservation and UW Extension. Second by Kenneth Curry. Motion carried unanimously.*

**6. Risk and Injury Report.** Nothing new to report this month.

With no opposition, Chairperson Henkel moved up agenda items 8e, 10a, and 10b.

**7. Water Issues.**

- a. Update on the January 24<sup>th</sup> SE Wood County Groundwater Group meeting held in Nekoosa. Peter Manley gave an updated on the January 24<sup>th</sup> SE Wood County Groundwater Group meeting. The minutes have been completed and were sent to the CEED. A diverse group of people attended and discussion at the meeting was very good; will start concentrating on potential future actions.

Bill Leichtnam gave a summary on the meeting and presented a map of gradient and direction of groundwater flow. He noted there are concerns with nitrate levels in a Town of Saratoga monitoring well. The Town of Saratoga Board asked Extension to send a letter to landowners within one mile of this monitoring well informing them that private well testing is available. Overall, a lot has been accomplished at the last two meetings. He will bring recommendations from future meetings back to the CEED. Lengthy discussion followed.

**8. Land & Water Conservation Department**

- a. Windshed Program update. Shannon Rohde gave an update on the projects he is working on in the Windshed Partnership. The Windshed offers a full-service windbreak establishment and follow-up maintenance program. The maintenance program includes, mowing, hand weeding, and replacement of dead trees/shrubs for the first three years of establishment. 2016 was one of the busiest years with maintenance of weeding and mowing.
- b. Comment on counties options to manage farms. Shane Wucherpennig gave a summary of his perspective on an article written by Donna Gilson, DATCP Communication Specialist, titled "Counties Have Options to Manage Farms." He summarized how each category in the article pertains to the protection of ground and surface water, offered his opinion regarding whether additional authority is needed and provided recommendations as to whether a new ordinance is needed or changes in existing ordinances would be preferred. Lengthy discussion followed.

Following discussion, Bill Leichtnam asked Shane to reach out to the Saratoga Town Board for possible discussion on the Farmland Preservation Program and Ag Zoning. It was also suggested that Shane Wucherpennig and Jason Grueneberg, or representatives from their departments, give a presentation on agriculture zoning to the Towns Association.

- c. Towns Association February 17<sup>th</sup> agenda – invasive species. Shane Wucherpennig and John Eron will be giving a presentation to the Towns Association on wild parsnip, an invasive weed in Wood County. A resolution to put wild parsnip on the Wood County noxious weed list will be presented to the CEED in March.
- d. Update on Conservation Specialist position. Emily Salvinski was hired to fill the Conservation Specialist Position. Her first day of employment with Wood County was January 23, 2017.
- e. Nonmetallic Mining Reclamation Update. Tracy gave a PowerPoint presentation on a nonmetallic mining reclamation site. She went over steps that are taken throughout the reclamation process, covered the dos and don'ts in reclamation, and explained what she looks for before "signing off" on a reclaimed site.

Following the presentation it was suggested that the PowerPoint presentation be used for future education and training purposes.

- f. Consider resolution to amend the 2017 DATCP grant budget. Shane Wucherpennig presented a resolution to amend the 2017 DATCP grant budget for unanticipated revenues in the amount of \$19,800.

*Motion by Robert Ashbeck to approve and forward to County Board the resolution to amend the 2017 DATCP grant budget for unanticipated revenues in the amount of \$19,800. Second by Bill Leichtnam. Motion carried unanimously.*

**The Committee recessed for a short break at 11:50 a.m.**  
**The Committee reconvened at 11:55 a.m.**

## **9. Planning & Zoning**

- a. Update on Wood County Private Onsite Waste Treatment Maintenance Program. Jeff Brewbaker & Heather Marquardt gave an update on the number of sanitary permits issued in 2016 and presented a summary of POWTS maintenance and program fees in 2016. The staff was commended for their outstanding organizational skills which helps the success of the program.

An educational seminar for pumpers and plumbers is being planned for Tuesday, March 28, 2017 at the Hotel Mead.

- b. Approve increasing Department petty cash amount from \$50 to \$100. Jason Grueneberg requested permission to increase the Planning and Zoning Department petty cash from \$50 to \$100.

*Motion by Kenneth Curry to approve increasing the Planning & Zoning Department petty cash amount from \$50 to \$100 through the Wood County Finance Department accounting system. Second by Bill Leichtnam. Motion carried unanimously.*

## **10. Economic Development**

- a. Update from Heart of Wisconsin Chamber of Commerce Melissa Reichert gave a short presentation on the Heart of Wisconsin events and programs including; Techno Tour, Nekoosa Easter event, Cranberry Blossom Fest Craft Show, Heavy Metal Bus Tour, Lunch by the River, Rendezvous by the River, Gather by the Gazebo, Wisconsin Revolving Loan Fund and Small Business Saturday Promotions. For videos and more information go to [www.wisconsinrapidschamber.com](http://www.wisconsinrapidschamber.com)
- b. Update from Marshfield area Chamber of Commerce Scott Larsen gave an update on business and community related happenings in northern Wood County and covered programs, networking and school to career opportunities being offered. For videos and more information go to [www.marshfieldchamber.com](http://www.marshfieldchamber.com)
- c. Review and discuss former Wood County Transportation & Economic Development Mission. Jason Grueneberg encouraged CEED members to review the Economic Development Mission included in the CEED packet (page 29) and focus on what Wood County's role should be in regards to Economic Development. Further discussion will take place at a future meeting.
- d. Discuss Property Assessed Clean Energy (PACE) program. Jason Grueneberg gave a quick summary of the PACE program. PACE programs stimulate local economies by funding the upfront costs of energy efficiency, renewable energy, and water conservation upgrades for commercial & industrial building. Currently eleven counties in Wisconsin participate in the program. No risk to the County to be part of the program; need a County Board passed resolution to participate.

**11. Land Records**

- a. Consider appointment of Brian Spranger to the Wood County Land Information Council.  
Brief discussion on this appointment took place.

*Motion by Robert Ashbeck to appoint Brian Spranger to the Wood County Land Information Council and request County Board to confirm the appointment. Second by Kenneth Curry. Motion carried unanimously.*

**12. UW Extension**

- a. Farm Technology Days update. Matt Lippert gave an update on the Wood County host farms, planning progress, and some tour and commemorative toy changes being considered for the 2018 Farm Technology Days.

2019 Farm Technology Days will be hosted by Jefferson County.

**13. Schedule Next Meeting.**

The next regular CEED meeting is scheduled for Wednesday, March 1, 2017 – 9:00 a.m. - Room 115 of the Wood County Courthouse.

**14. Schedule any additional meetings if necessary.**

- a. The committee discussed the proper procedure for future CEED agendas. Chairperson Henkel encouraged any member of the CEED who cannot attend a meeting to read the packet material and submit comments to be considered under correspondence.
- b. Future agenda items:
- i. February 21, 2017 special CEED meeting, Room 317A, 9:00 a.m.
    - Consider resolution encouraging state legislature to make additional resources available to all counties for groundwater programming.
  - ii. March 1, 2017 CEED meeting, Room 115, 9:00 a.m.
    - Economic Development Mission
    - Update from REGI
    - Update from Marshfield Economic Development Board
    - Information on possible Central Sands high-capacity wells presentation.
    - Resolution adding wild parsnip to the Wood County noxious weed list.

**15. Adjourn.**

*Motion by Kenneth Curry to adjourn at 1:42 p.m. Second by Bill Leichtnam. Motion carried unanimously.*

Respectfully submitted,



Kenneth Curry, Secretary  
Minutes by Lori Ruess, Land & Water Conservation Department  
Review for submittal to County Board by Kenneth Curry (approved on February 7, 2017)

4

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Water Committee Meeting Minutes**  
**January 19, 2017**  
**Golden Sands Office, Stevens Point, WI**

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

**Attendance:** Everett Eckstein; Bob Ellis; Reesa Evans; Chris Hamerla; Ed Hernandez; Bill Lichtnam; Paul Pisellini; Al Rosenthal; Wally Sedlar; Joe Tomandl; Shane Wucherpennig.

**Minutes:** Some changes were made to the minutes of last meeting. Motion made and seconded approve minutes of the last meeting as modified. Motion carried unanimously.

**New Projects:** none.

**Project Updates:**

**Rosenthal** (Marquette) noted that not much new had been going on in Marquette since the last meeting.

**Hamerla** (Golden Sands) reported for both himself and Thorstenson. The grant request for continued funding for EWM biocontrol research was not funded. Thorstenson is looking for alternative financing options. GS is waiting to hear on the multi-county AIS grant application submitted to the WDNR in 12/16. EPA funding is available for multi-county nutrient management training. Thorstenson would like to put together a large project application for \$250,000-\$500,000. If counties are interested in being part of this application, they should contact her. Further information about their activities are available in the staff reports sent out before this meeting.

**Ellis** (Waupaca) discussed the "High Capacity Wells Fact Book" recently released by the Wisconsin Potato & Vegetable Growers Association (WPGVA) and a presentation he witnessed from that organization and by George Kraft of UWSP about groundwater and high-capacity wells. He is unconvinced that the "facts" in the publication are really facts, since they have little research cited, and feels that the presentation from the WPGVA was less-than-honest. Pisellini noted that the Adams County Board Chair wanted both sides presented, but the WPGVA cancelled its request, indicating it wasn't ready and wasn't sure when it would be.

**Leichtnam** (Wood) presented information about what coming legislation about groundwater he expected to be brought up soon in the Wisconsin legislature and the lobbying efforts of the WPVGA. Legislators Corey Mason & Mark Miller have introduced a Water Sustainability bill. Several conservation organizations have supported the bill. The bill is open for other sponsors until 2/20/17.

A significant discussion evolved among attendees about the proposed bills and groundwater issues. Ultimately no decision about supporting the Mason-Miller bill was made, and it was decided by consensus that it would be discussed at the full council meeting. Leichtnam expressed concern that if

action wasn't taken soon, it would be too late to go on record in support of this bill or those like it.

**Wucherpennig** (Wood) announced that a new person will start in his office next Monday. This person will be working on nutrient management monitoring and compliance, as well as some database and GIS projects. She has previously worked for Wood & Taylor counties. Wood County will hold another Healthy Soils workshop in March 2017. The county has some farmer-led grants from DATCP for training to allow farmers to write their own 590 (nutrient management) plans. Wood County is also partnering with Portage County on invasives, especially Wild Parsnip, which they believe should be listed as a state noxious weed.

**Hernandez** (Waushara) noted that all state and county cost-share funds for 2017 had been assigned, with a small waiting list as well. All 32 lake management plans have been delivered to the WDNR for review and possible approval, so he will be closing that grant and project out. Two lakes in his county are exploring hand-removals of aquatic invasives using something like Diver Assisted Suction Harvesting and/or snorkeling. Waushara County also has a farmer-led grant; its full-time agronomist works at certifying nutrient management, monitoring & follow-up for the plans. The only CAFO in the county recently had a second manure spill. The county has warned the CAFO that if another spill occurs, the county may cancel the county permit for its operation.

**Tomandl** (Taylor) reported that the goats had been brought back again in the fall and had basically eaten everything in sight. The county has been encouraging the testing of private well water, then mapping the results for the entire county. Stream monitoring finished its 3<sup>rd</sup> year looking at several aspects, including nutrient loading. The county tree sale is coming soon.

**Sedlar** (Adams) said that getting meaningful enforcement of violation of the manure storage ordinance in Adams County was problematic. He attended 7 court sessions on one violation, and the problem wasn't resolved until new owners came on board. He has an agreement with the Tri-Lakes Management District that 50 samples of soil from waterfront property on each lake will be taken and tested for levels of phosphorus and potassium. These results will be added to ditch testing and other water quality testing results. He has become part of a water quality group in the Tri-Lakes area that will also consider nitrogen. Due to a negative report from OSHA, some safety issues have had to be addressed on the Tri-Lakes dams. Work on them is almost completed.

**Evans** (at-large) indicated she is reviewing lake management plans for needed updates, updating the Adams County LWCD lakes website, and getting information together for reimbursement applications. She also noted that the 2<sup>nd</sup> Central Wisconsin Water Walk will occur on 9/17/17 in the Town of Rome in Adams County. There is a GoFundMe page for contributions for the water walk.

Respectfully submitted,

Reesa Evans  
Temporary Recording Secretary

# **Golden Sands Resource Conservation & Development Council, Inc.**

## **Forestry/Agriculture/Wildlife Committee Meeting Minutes**

**January 19, 2017**

**Golden Sands Office, Stevens Point WI**

**Call To Order:** Al Barden called the meeting to order at 10:00 a.m.

**Introductions:** Al Barden, Amy Thorstenson Denise Hilgart, Ed Miller, Merlin Becker, Ben Stanfly, Bill Clendenning, Hugh O'Donnell

**Minutes:** Minutes were read and approved

**New Projects:**

**Project Updates:**

*Bluebird Houses*-Need for lumber was discussed, A Bob Ellis is taking down a barn and is willing to donate lumber to the project, he needs to know where to go with the materials. He is also looking for someone to finish removing the barn because it is a very slow going. \*Called Cathy Guth 1/23/17 to get the ball rolling with the ALmond Bancroft Tech Ed teacher to get these houses done. He has been deployed, but she will make contact with the substitute. Hugh O'Donnell also sent some information for youth groups to get involved in the project by having bluebird trails and monitoring them.

*Demo Forest:* Update from Merlin: [News on two Demo Forest counties. The new woodland owners on Nancy Livingston property in Adams county agreed to be the Demo Forest just like Nancy did. The new owners, Richard and Cleo Hendricksen are the new landowners. Nancy has the demo sign she used in her shed. The DNR forester called me this morning, "Frank Kirsklishe? (920)-832-2746), and he was real supportive of having Steve Ring from Outagamie County be the Demo Forest. Steve still has some questions about people coming on the property?.] Joel needs to follow up with Merlin.

*Treeshelters:* Mike is updating website, CHris and Amy worked to get the updated pricing information. We are using Plantra again-with a full array of sizes to accommodate most tree plantings. We did miss the Wood county mailing, and we will do a better job of getting the newsletter out in the future.

*Neighborhood Gardens:* Have about \$900 in the account, and notices for renewal will go out in March for returning gardeners.

*Tech Services:* Rate increase to \$40/hr, Denise has an interest in writing grazing plans, will need training and mentoring. Collections are in progress.



*CWGCA:* Joel attended the meeting, working on promotional activities as a group.

*Woods & Wildlife:* Reevaluated Mike Beacom's contract, successfully got \$65,000 drawdown, working on setting up neutral meeting sites in each county.

*NRCS Grazing:* Closing old projects, not getting involved in the 2017 agreement because reimbursement is too low.

*Grassworks Grazing:* Working on soil health curriculum

*Powering Your Plate:* Interested in doing it again, we have some seed money to get us going. Joel was able to bill his time elsewhere to save money to complete this project. There was discussion about having a booth at the energy fair, but it is cost prohibitive.

*EAB:* 2016 is wrapping up, we are funded through 2017. Amy shared a plan, and is in the process of completing plans for Rib Mtn and Schofield, providing 2 pcs of information: tree type and wood lots. Outagamie county is a host site for a demonstration this year.

*Adjournment-*Ed Miller made a motion to adjourn, seconded by Merlin Becker. Meeting adjourned at 10:55.

Respectfully submitted,

Joel Kuehnhold

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Regular Business/Executive Committee Meeting Minutes**  
**January 19, 2017**  
**Golden Sands RC & D Office, Stevens Points, WI**

**Attendees:** Al Barden (Member-at-Large); Roger Bacon (Portage); Gary Beastro (Marathon); Merlin Becker (WWOA); Steve Bradley (Portage); Bill Clendenning (Wood); Everett Eckstein (Waushara); Bob Ellis (Waupaca); Reesa Evans (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands); Deb Jacubek (Farmer's Union); Bill Leichtnam (Wood); Ed Miller (Outagamie); Hugh O'Donnell (member-at-large); Paul Pisellini (Adams); Al Rosenthal (Marquette); Wally Sedlar (Adams); Ben Stanley (Taylor); Amy Thorstenson (Golden Sands); Joe Tomandl (Taylor); Shane Wucherpennig (Wood).

**CALL TO ORDER:** The meeting was called to order by President O'Donnell at 11:06 a.m.

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

**APPROVAL OF MINUTES:** Motion made by Clendenning, Barden by Rosenthal, to accept the minutes of the September 2016 meeting as written. Motion carried unanimously.

**TREASURER'S REPORT:** The treasurer's report for November and December of 2016 was passed round. Hilgart explained some of the entries, including a large reimbursement from the WDNR that was finally received. Motion made by Clendenning, seconded by Becker, to accept and file the treasurer's reports. Motion carried unanimously.

**OLD BUSINESS:**

**Wisconsin RC & D Update:** Barden reported the next meeting is Friday, January 27, 2017.

**3-Year Plan Steering Committee:** Thorstenson reported that Kuehnhold is waiting for the next class discussed previously to start. This should give him more information to work on the business plan.

**Joe P Memorial:** Thorstenson reviewed a couple of plans for the interpretive sign and made comments. The sign will likely be installed in spring 2017.

**MOA with NRCS:** The agreement is set to be signed at the State RC & D meeting on January 27, 2017. The temporary NRCS State Conservationist will be at the meeting to sign the agreement.

**Update on Groundwater Legislation:** Leichtnam reported on a recent presentation by a representative of the Wisconsin Potato & Vegetable Growers Association at the Portage County Board and their recent release called "High Capacity Well Facts." The presentation was not received well and the WPVGA has since withdrawn their requests to appear at other county boards. However, he expects the WPVGA to lobby heavily with state legislature and urge reintroduction of bills that would make the installation and continued operation of high-capacity wells basically without supervision or consideration of their impacts on water in the areas. He discussed a bill called the "water sustainability act" introduced by

Corey Mason & Mark Miller. This bill is supported by several conservation organizations, including the Wisconsin River Alliance, the Sierra Club, the Nature Conservancy, Friends of the Central Sands, Clean Water, the Wisconsin Wildlife Association, and Wisconsin Lakes. Considerable discussion was had. Ed Miller noted that the state RC & D would be taking up a resolution about groundwater at the meeting on January 27, 2017. Others noted additional meetings that will be discussing these issues, include the State Land & Water Conservation conference, the PACRS, and the Farmer's Union. Motion by Leitchnam, seconded by Beastron, to take the state resolution, any prior county resolutions, and the prior resolution of Golden Sands and prepare a resolution for Golden Sands addressing the issues, but not a specific legislation, that will be sent out by email and voted on by email before the March 2017 meeting. Individual vote was taken: Adams, yes; Marathon, yes; Marquette, yes; Outagamie, yes; Portage, abstain; Taylor, yes; Waupaca, yes; Waushara, yes; Wood, yes. No representatives were present from Green Lake, Juneau or Monroe counties. Corporate members, committee chairs, and members at large were then polled. Barden, yes; Evans, yes; Hernandez, yes; O'Donnell, yes; Farmer's Union, yes; and WWOA, yes. Motion carried with one abstention.

## **NEW BUSINESS**

**Financial Review:** Copies of the accountant's annual review through 12/31/15 were passed out. Hilgart explained the meaning of several entries. 2015 ended in the black after 2013 and 2014 had ended in the red. Thorstenson discussed some of the category changes she will be making to the accountant: (1) breaking out donations from contributions so that keeping track of donations will be easier; (2) adding in a section for the fee-for-service income; (3) breaking down the professional fees section to separate consultants for projects vs. those related to general overhead. She also explained the board-designated funds and their projected use. Thorstenson also passed out a graph showing income, expenses, and net since 2005.

**2017 Draft Budget:** This will be ready for the March meeting, as will the 2016 actuals.

**2017 Dues:** Invoices for the 2017 dues will be going out soon. Kuehnhold will also start making the rounds of county committees again to remind them of the services available through Golden Sands and their value.

**Other New Business:** Thorstenson noted that 2017 is the 45<sup>th</sup> Anniversary of Golden Sands RC & D. She is looking for ideas on ways to celebrate. She intends to prepare a photo coverage of achievements through the years for the Facebook and website pages.

## **COMMITTEE REPORTS:**

**Personnel/Finance Committee Report:** Evans reported on the meeting this morning. Hilgart reviewed the treasurer's report. There are reimbursements still outstanding. The accountants review for 2015 was passed out and explained. The 2017 budget proposal will be available for the March meeting, as well 2016 actuals. Thorstenson reviewed some proposals for the interpretive sign for the green space that will include information about the Piechowski memorial. Kuehnhold is still working with the consultant on marketing the fee-for-services and other activities. He meet with committees in all counties covered by Golden Sands in 2016. Dues statements for 2017 will be going out this month, with the recommended fee of \$1900 per county. 2016 was the first time that all 12 counties had paid something

towards dues. The quarterly newsletter will go out with the year-beginning appeal. Work is ongoing to make the website mobile-friendly.

**Forestry/Agriculture/Wildlife Committee Report:** Hilgart reported on today's meeting. More lumber is needed for birdhouses. Demo forest activity is ongoing. Tree shelters from Plantra will be available this year; information will go out about them to the counties with tree sales. There's \$900 in the gardens account. Notices to former users will go out by March to offer them space again at \$40 per plot. Some fees are still owed for completed grazing plans. A draw of \$65,000 was obtained on the Woods & Wildlife grant. Grassworks will still be concentrating on building healthy soil. Discussion was had about having a booth at the Energy Fair, but it was decided that the cost was too high. Thorstenson is wrapping up the Emerald Ash Borer plans for various clients in 2016. Funding has been received for 2017 for Rib Mountain, Scofield and workshops at Mosquito Hill.

**Water Committee Report:** Evans reported on today's water meeting. Most of the time was spent discussing the groundwater issues raised by Bob Ellis and Bill Leichtnam, including the "High Capacity Well Fact Book" put out by the WPVGA. Hamerla reported that the requested funding for continuing research on Eurasian Watermilfoil Biocontrol had not been granted, so Thorstenson is looking for alternatives that would allow research to continue. GS is waiting to hear if the Regional AIS grant application sent in December 2016 will be granted. Thorstenson is interested in looking into applying for a multi-county EPA grant for nutrient management of \$250,000-\$500,000. Wucherprennig noted there is a new employee starting in his office next Monday that will work with nutrient management monitoring & compliance, as well as perform some database & GIS work. Wood County is planning on having another Healthy Soils workshop in March 2017. The county has some grant for farmer-led councils from DATCP that cover several counties. Wood has partnered with Portage County to work on some invasives, especially Wild Parsnip, which they hope to get declared as a noxious weed. Hernandez said all of the state and county cost-share money had been assigned and there is a small waiting list in Waushara County. All 32 lake plans have been delivered to WDNR for review, so he will be winding up that project and grant. Two lakes in his county are looking into DASH or something similar using snorkelers. Waushara has a full-time agronomist that is working with the farmer-led grant to certify nutrient management plans and do follow-up. The CAFO in his county had its second spill, so the county has taken the position that if there is another spill, it may pull the county permit for its operation. Tomandl reported that the goats had been brought back and ate everything in sight. His county has been encouraging the testing of private wells. Results are then mapped on a county-wide map to show areas of concern. Stream monitoring for the 3<sup>rd</sup> year is finishing up considering nutrient loads. The tree sale is coming up. Sedlar outlined a problem in getting violation of the nutrient management ordinance in Adams County. He has made an agreement with the Tri-Lakes Management District to sample the soil of 50 lake-front properties on each lake for Phosphors and two other markers. A water quality group has been formed for the Tri-Lakes that he will be participating in. OSHA cited the county for several safety issues on the Tri-Lakes dams that he has been dealing with. Evans noted that she has been updating the department website, reviewing lake management plans, and working on reimbursement applications. The Wisconsin Lakes Conference will be held April 5-7, 2017, in Stevens Point. The Central Wisconsin Nature Foundation will hold its second Water Walk on 9/16/17. There is a goFundme page for it.

Motion made by Rosenthal, seconded by Miller, to approve reports. Motion carried unanimously.

**NEW PROJECTS:** none.

**STAFF/PROJECT UPDATES:** Written staff reports were sent out for Council members to review prior to the meeting.

**AGENCY/PARTNER REPORTS:** Jacubek passed around copies of the latest Wisconsin Farmers Union newspaper for people to take. The Farmers Union state convention will be held next weekend. On 2/28/17, there will be a Farmland Rural Lobby Day. It will discuss groundwater issues, as well as others.

**OTHER REPORTS:** None.

**NEXT MEETING:** Sedlar noted that the County Conservationist meeting in March conflicts with the scheduled Golden Sands meeting date on 3/15/17. After a short discussion, motion made by Evans, seconded by Barden, to move the Golden Sands meeting to 3/23/17. Motion carried unanimously.

**ADJOURNMENT:** The meeting was adjourned at 12:15 p.m. on motion by Eckstein, seconded by Barden.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**January 19, 2017**  
**Golden Sands Office, Stevens Point, WI**

**Call to Order:** Ed Hernandez called the meeting to order at 9:01 a.m.

**Attendance:** Al Barden; Reesa Evans; Ed Hernandez; Denise Hilgart; Ed Miller; Hugh O'Donnell; Amy Thorstenson. Cathy Guth and Deb Jakubek were not present. Bill Clendenning was also present.

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

**Closed Session:** Motion by Evans, seconded by O'Donnell to go into closed session. Closed session started at 9:03 a.m. Clendenning and Hilgart left the room.

Out of closed session at 9:12 a.m. Clendenning and Hilgart returned.

**Treasurer's Report:** Hilgart passed out the treasurer's report. The bill for the accountant review will appear on the next bill. The reimbursement of approximately \$70,000 from the WDNR was finally received. An advance on the Woods & Wildlife project was received of \$65,000. Otherwise transactions were pretty ordinary. Motion by Evans, seconded by O'Dinnekk to forward to the full council. Motion carried unanimously.

**Financial Procedures:**

**2015 Financial Review:** A summary of the accountant's review for the time ending 12/31/15 was passed out. GS finished 2015 in the black after ending in the red in 2013 and 2014. Hilgart reviewed and explained several of the pages of the report. Thorstenson outlined some changes she is going to request in the next report: (1) breaking out donations from contributions so that keeping track of donations will be easier; (2) adding in a section for the fee-for-service income; (3) breaking down the professional fees section to separate consultants for projects vs. those related to general overhead. After deducting the board-designated funds of \$67,850, the asset re \$263,361. Thorstenson also passed out a graph showing the changes in income and expenses since 2005. Her target goal is a gross income of \$600,000 per year.

**2017 Draft Budget:** This will be ready for the next meeting in March. The 2016 actuals will also be done by then.

**Joe Piechowski Memorial Fund:** Thorstenson reviewed some proposed designs for the interpretive sign and sent comments. The sign is still expected to be installed in spring 2017.

**Development and Fundraising:** Kuehnhold is working on a beginning-of-the-year appeal (was supposed to be end-of-the-year). He is still working with Mike Beacom later today about marketing the free-for-services offerings and other GS marketing needs. He has met with all county committees except in 2016 and will be starting a new round. It was suggested that he complete these appearances before June 2017, so that counties have information about services and costs to put into their budget planning

for 2018. Thorstenson noted that 2017 is the 45<sup>th</sup> anniversary for Golden Sands and suggested that this be part of the outreach in 2017.

**Staff & Membership:**

**Dues Update:** Nothing new since last time. Letters for 2017 dues will go this month. They will include a letter outlining services the county received. 2016 was the first time all 12 counties in Golden Sands paid some kind of dues. The recommended dues will remain at \$1900 per county.

**Council Purchases:** This was discussed earlier in the meeting.

**Insurance & Benefits:** Nothing new.

**Personnel Policy & Procedure Handbook:**

**Quarterly Newsletter:** This will go out with the beginning-of-the-year appeal.

**Communications/Marketing:** Kuehnhold is still working on making the GS website more phone-accessible.

**Other Business:** none.

**Adjournment:** The meeting was adjourned at 9:52 a.m. upon motion made by Barden, seconded by Miller.

Respectfully submitted,

Reesa Evans  
Secretary, Golden Sands RC & D



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

Thursday, December 1, 2016

Oconto Falls City Hall  
Oconto Falls, WI 54154

**MINUTES**

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

**ROLL CALL: Board Members:** Marion "Bud" Flood, Portage County; Paul Millan, Forest County; Brad Hamilton, Wood County; **Tourism & Economic Development Advisory Committee Members:** William Chaney, Forest County; Samantha Boucher, Oconto County; and Kari Zambon, Oneida County. **Board & Tourism & Economic Development Advisory Committee Members:** Mike Klimoski & Angie Close, Langlade County; Phil Idsvoog, Portage County; Ted Cushing, Oneida County; Arlyn Tober, Shawano County; Larry Neuens, Florence County; Greg Sekela, Oconto County. **EXCUSED: Board Members:** Marvin Anderson, Vilas County; Jim Winkler, Oneida County; and Lee Rymer, Oconto County; **Tourism & Economic Development Advisory Committee Member:** Charles Rayala, Vilas County; Sara Brish, Portage County; Melinda Otto, Forest County; and Matt McLean, Wood County; **Board & Tourism & Economic Development Advisory Committee Members:** Lance Pliml, Wood County; Ken Maule & Debbe Kinsey, Lincoln County; Lori Moore, Florence County; Cindy Burzinski, Vilas County. **STAFF:** Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representative. **OTHERS:** Jeff Anderson, Wisconsin Department of Tourism Regional Tourism Specialist.

**APPROVAL OF SEPTEMBER 29, 2016 JOINT MEETING MINUTES:** Motion by Flood, second by Cushing, to approve the joint meeting minutes from September as printed. Motion carried.



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**CHAIR'S REMARKS:** Chair Klimoski commented that the Wisconsin gun deer season just ended with varying results, depending on your location. The puzzling part is that there was a reduction in license sales, but there was a reported increase in the number of deer harvested.

**PROJECT DIRECTOR'S REPORT:** Bill Korrer explained the slightly different look the meeting agenda has and the reason for the change.

- a. Northwoods Rail Transit Commission: Five representatives from Genesee & Wyoming Railroad (G & W) met with three members of the Northwoods Regional Transit Commission on October 13. The Canadian National Railroad (CN) gave them a list of who the G & W could talk with regarding the line from Wausau to Ashland and Prentice to Rhinelander. Most of the interviews that G & W did were in Tomahawk, Prentice, Park Falls and Ashland. If G & W purchase or lease the line, it will be the fifteenth short line in the Midwest region for them. They operate a total of 109 short-lines in the U.S. and four in Canada. Worldwide they have another 121 short-line operations. CN has said the damage from this summer's heavy rainfall south of Ashland has caused over \$200 million in damage to the line. CN has filed a notice with the NTB to "suspend" operations. If service is suspended for one year it can then be put into the "out-of-service" classification for two years and then an "abandonment" certificate can be filed. G & W stated in the meeting that they think the cost to repair is closer to 1/8th of the \$200 million stated by CN. G & W staff said they want to have something into CN prior to January 2017. CN said that they had let other "suitors" know that they were allowing G & W to make an offer just in case another short-line might also be interested in negotiating for the purchase or lease of the lines mentioned above.
- b. Wisconsin Ag Tourism Association: Nothing new from WATA.

**FINANCIAL REPORT:** Bill Korrer distributed copies of the latest financial report to the members. There is currently an undesignated fund balance of \$10,271.19.

**MARKETING REPORT:**

- a. Consideration of 2017 Marketing Plan Budget: Angie Close explained the proposed 2017 marketing plan budget to the Board and Committee members. The dollar amount needed is \$10,230. Motion by Hamilton, second by Chaney, to allocate \$10,230 to be designated to be added to the existing "Promotions Budget" line item account; funds to come from the North Central ITBEC Project Funds Account. Motion carried.

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- b. 2017 Sports Shows Update: Angie Close and Samantha Boucher explained the 2017 sports show schedule to the members. The North Central ITBEC will again be attending the WBAY Camping & RV Show in Green Bay in January and the Milwaukee Journal Sentinel Sports Show in Milwaukee in March. These two shows have been excellent for promoting the ITBEC area. New for 2017 will be the Chicagoland Travel & Adventure Show in Chicago, on the third weekend of January. There are still openings available for people interested in working the booth. ITBEC does offer to pay mileage, at the federal reimbursement rate, for individuals working the booths at the different show. There is a sign up sheet available on the ITBEC Google Drive or you can contact members of the marketing team for assistance.
- c. Consideration of 2017 Promotions Plan: Angie Close and Samantha Boucher explained the 2017 promotions plan to the group. The 2017 plan is very similar to prior years, using a mix of traditional print advertising and electronic media. Angie and Samantha stressed that the 2017 plan should be considered a conceptual plan, not one that is rigid and carved in stone. The marketing team wants to retain the option of possibly changing internal marketing components while working with the approved budget dollar amount. Motion by Idsvoog, second by Hamilton, to approve the conceptional marketing plan and give the marketing team flexibility to modify it as they see fit while operating with the approved dollar amount. Motion carried.

**DISCUSSION OF BROADBAND ACCESS AND EXPANSION:** It was announced that there is a "Broadband Basics" boot camp covering the basics, scheduled in Wisconsin Rapids. Angie Close said she is planning to attend and can give an report at the next meeting.

**UPDATE - GOOD NEIGHBOR AUTHORITY:** Paul Millan said the program continues to be moving forward. Greg Sekela said that Oconto County had a 69 acre timber sale that went for \$100,000. They plan on another 79 acre offering by the end of the year.

**DEPARTMENT OF TOURISM UPDATE:** Jeff Anderson told the group that all indications are that it was a pretty good fall color season in Wisconsin. There was a *Walk With Walker* in St. Germain in October. The Annual Venison Feed in Tomahawk on Friday, November 18th, is sort of the kickoff for the gun deer season. Jeff reminded everybody that the 2017 Wisconsin Governor's Conference on Tourism will be March 12 - 14, 2017 in Milwaukee at the Potawatomi Hotel & Casino.

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**COUNTY ISSUES ROUNDTABLE DISCUSSION:** The question was raised regarding how counties are handling ATVs on roads. Responses varied from none being permitted at all, to town roads being opened, to county highways on a per case basis, to completely wide open - no prohibition at all.

**CONSIDERATION OF ITEMS FOR FUTURE AGENDA:** Broadband boot camp report.

**SET NEXT MEETING DATE:** The next meeting will be on January 26, 2017, starting at 10:00 a.m. in Oneida County, at the Hazelhurst Town Hall.

**ADJOURNMENT:** Motion by Cushing, second by Hamilton, to adjourn at 11:14 a.m. Motion carried.

**NORTH CENTRAL ITBEC  
ACCEPT \$5,000 FROM WCA FOR TRAVEL RELATED EXPENSES**

**ISSUE:** The Wisconsin Counties Association annually contributes \$5,000 to the North Central ITBEC (NC ITBEC) for travel expenses. These funds are used to reimburse members for direct expenses such as mileage, at the federal reimbursement rate, and meals incurred while attending NC ITBEC meetings. The North Central ITBEC Board has the authority to expand the reimbursement to include lodging and registration as necessary. North Central ITBEC travel related expenses are drawn from this account before using NC ITBEC Project Funds.

**RECOMMENDATION:** It is recommended that the North Central ITBEC Board accept \$5,000 from the WCA for travel expenses.

**NORTH CENTRAL ITBEC  
2017 TRAVEL EXPENSE OVERAGE**

ISSUE: The Wisconsin Counties Association has annually provided funds in the amount of \$5,000.00 to defray travel expenses for North Central ITBEC members. The North Central ITBEC continues to be a very active ITBEC with excellent member participation and member attendance at meetings and conferences. The North Central ITBEC is also one of the larger ITBECs geographically resulting in some substantial travel distances and the corresponding mileage reimbursement requests.

Because of the amounts of travel and conferences in prior years, it is anticipated that the North Central ITBEC will again totally exhaust the WCA travel allocation. WCA will reimburse members for all travel expenses incurred and possibly create a shortfall in the travel expense funds. Generally accepted accounting practices require transferring funds to cover any shortages.

For 2017, the Federal mileage reimbursement rate will be \$0.535 per mile.

RECOMMENDATION: It is recommended that \$1,100.00 be allocated for designation for any necessary reimbursement of travel expenses over the WCA travel allocation. Funds to come from the North Central ITBEC Project Funds Account.

**DESIGNATION OF FUNDS FOR  
ITBEC BOOTH AT THE WCA CONFERENCE MARKETPLACE**

**ISSUE:** The WCA Annual Conference is attended by hundreds of county supervisors each year. As part of the WCA Conference, there is a marketplace of various services and products available to assist counties in their numerous tasks. The four ITBECs have been offered booth space to further promote the regional partnership philosophy of the International Trade, Business, and Economic Development Councils and to showcase past projects. The cost of the booth space and a door prize would be divided among the ITBEC Councils. It is estimated that the cost will not exceed \$200 per ITBEC.

**RECOMMENDATION:** It is recommended that up to \$200 be allocated to be designated to pay for an equal share of ITBEC booth expenses at the 2017 WCA Conference Marketplace. Funds to come from the North Central ITBEC Project Funds Account.

## MEMO

TO: CEED committee; Wood County Board  
FROM: Hilde Henkel  
DATE: January 28, 2017  
RE: WCA Agriculture, Environment & Land Use Steering Committee

Sixteen county board supervisors from across the state met at the Mead Inn Friday. There are several new members, many with experience on town government and some county staff delegates. Committee chairman Larry Jepsen is chair of Polk County. After introductions, Ted Suave made a brief statement about the seaboard and land based testing of ballast water and the continuing concern about AIS.

The committee reviewed the recommendations from the WCA Shoreland Zoning Taskforce, which member Steve Rasmussen chaired, and which were approved by the WCA Board of Directors. Rasmussen detailed the process of bringing stakeholders to the table, and his hope that legislators will address some of the recommendation this session, including the height limitations and permitting which Dan Bahr emphasized would help bring clarity and certainty of zoning compliance to the owners, title insurers and lenders. There does not seem to be much support in Madison for the lake classification issue. Various members commented on concerns such as involving towns in the shoreland regulation discussion and changing Ordinary High Water Mark (OHWM) affecting setbacks, while a few were fine with NR 115 and no additional restrictions.

The main presentation from a panel of concerned groups related to oil pipeline expansion. Dr. Mark Borchardt (80 is Enough), Patrick Miles (Dane County), Kevin Kessler (Columbia County) and Elizabeth Ward (Sierra Club) spoke. In Wisconsin eminent domain authority for OIL pipelines is handled differently than other pipelines and the qualifying phrase has changed from "public use" to "public interest" to "public benefit," according to Borchardt, and the last change appears to have come thru a 999 motion (originally intended as a clean up motion, both majorities have used this more broadly in recent years). Miles emphasized that local zoning through CUPs can be a significant tool for positive outcomes allowing more public input and education. He urged insurance reviews by a specialist to ensure coverage gaps surrounding spill clean up are eliminated. A small farmer from Columbia County related his experience with Enbridge clearing land outside their easement and claimed the local reps intimidated him. A committee member with seven farms affected by Enbridge in the Delevan area said their experience with the company was completely positive.

IN the legislative update, Bahr said there was some interest in providing some changes in the telecommunication tower siting, which would tie setbacks to residential density, but no details on that right now. The committee will meet in March and July with several topics proposed for discussion at those meetings.

**Subject:** FW: Questions on Eminent Domain  
**Attachments:** Eminent DomainWLC (2).pdf; ATT00001.htm

**From:** Dan Bahr <[bahr@wicounties.org](mailto:bahr@wicounties.org)>  
**Date:** February 1, 2017 at 9:48:54 AM CST  
**To:** Amy Dias <[dias@wicounties.org](mailto:dias@wicounties.org)>  
**Subject:** Questions on Eminent Domain

WCA Ag, Environment, and Land Use Steering Committee Members,

The Wisconsin Counties Association has long made a diligent effort to ensure that points of view on each side of different issues are presented to its members. Recently, the Wisconsin Safe Energy Alliance (WISE) presented to the WCA Ag, Environment and Land Use Steering Committee. Some questions have been raised regarding particular statements in that presentation on the Enbridge Pipeline and the issue of Eminent Domain. Several of the WISE presenters made reference to changes in state eminent domain policy made in the final "999 motion" of the 2015-17 biennial state budget.

In 2016, the Wisconsin Legislative Council responded to questions from Rep. Adam Jarchow, regarding whether changes related to Eminent Domain were actually made in the budget's final "999 motion" or if they were made in the budget at all.

Please see the memo from the Wisconsin Legislative Council below:

For further explanation, WCA will invite a representative from the Wisconsin Legislative Council to address this topic and take your questions at our next meeting.

Thanks,

-Dan

Dan Bahr  
[bahr@wicounties.org](mailto:bahr@wicounties.org)





Correspondence

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## WISCONSIN LEGISLATIVE COUNCIL

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*Terry C. Anderson, Director*

TO: REPRESENTATIVE ADAM JARCHOW

FROM: Larry Konopacki, Principal Attorney

RE: Provisions in 2015 Act 55 Related to Oil Pipeline Companies

DATE: February 25, 2016

This memorandum provides brief answers to questions that you posed regarding the impact of the recently enacted state budget bill (2015 Act 55) on the eminent domain powers of companies that own and operate pipelines for carrying oil or related products in this state, and on state regulations applicable to these companies.

**1. Does Act 55 grant any new powers of eminent domain or condemnation authority to oil pipeline companies?**

No. Act 55 does allow an oil pipeline company that is authorized to use eminent domain authority to be organized as a different type of business other than a "corporation," but the Act did not expand the eminent domain authority of such companies.

**2. Does Act 55 change any of the state permitting requirements that oil pipeline companies must meet to site, construct, or operate a new or expanded oil pipeline?**

Act 55 did not change any state permitting requirements specific to oil pipelines. At the local level, the Act did prohibit towns and counties from imposing requirements that are expressly preempted by federal or state law as conditions for approving a conditional use permit for an oil pipeline, and prohibited them from imposing insurance requirements on an operator of an oil pipeline company if it carries specified insurance. There is some question as to whether towns or counties had either of these authorities prior to the Act.

Act 55 also made certain generally applicable changes to state regulations that may apply to particular oil pipeline projects, such as the changes to shoreland zoning and culvert permitting laws contained in the Act, but the Act did not contain any changes specifically applicable to oil pipeline companies.

If you have any questions, please feel free to contact me directly at the Legislative Council staff offices.

LAK:jal



Wood County  
WISCONSIN

LAND AND WATER CONSERVATION  
DEPARTMENT

*Shane A Wucherpennig*  
*Director*

**DATE:** February 1, 2017  
**TO:** Wood County CEED Committee  
**FROM:** Shane Wucherpennig - Director/County Conservationist  
**SUBJECT:** Summary of "Counties have options to manage farms"

Dear Members of the Wood County CEED Committee,

This correspondence is intended to provide you with a summary and my perspective on an article written by Donna Gilson, Communication Specialist, WI DATCP titled "Counties have options to manage farms". My correspondence contains the following:

1. A summary of the article by category as it pertains to the protection of ground and surface water;
2. An opinion regarding whether additional authority is needed?
3. A recommendation as to whether a new ordinance is needed or changes in existing ordinances would be preferred.

**1. Manure and Runoff Management Counties can:**

- Wood County has in effect an Animal Waste Storage, Nutrient Management & Groundwater Protection Ordinance referred to as ordinance #801. The first three bullet points are included in that ordinance. The fourth bullet point is addressed with NR 151 rules and WI State Standards and Prohibitions, which the LWCD has the authority to enforce and does so now. The fifth bullet point requires permits for irrigation, which we do not permit and regulate.
- My recommendation is we have a very good sound ordinance which does a great job protecting water quality, but some small changes are being looked at through the county wide recodification process this summer and we will be looking at some minor changes.

**2. Counties cannot:**

- Bullet point one the County currently does and exercises that authority.
- Bullet point two does not exceed state water quality standards because we do not have a county wide Livestock Siting Ordinance.
- My recommendation is that we are currently handling these items properly and no further action is required.

**3. Zoning and Livestock Facility siting counties can:**

- We currently do not have a county wide agricultural zoning ordinance with farmland preservation zones. Some townships have agricultural classifications, but it is not exclusive Ag. Zoning. The department currently has around a dozen FPP contracts, which give landowners eligibility to claim tax credits and they are then required to meet all the state's performance standards. With no county wide Ag. Zoning, individual Townships would have to pursue zoning.
- The second bullet to prohibit livestock facility expansion in an Ag. Zone is not feasible because the County or Townships are not zoned.
- The remaining eight bullets are all zoning issues which require County or Local zoning, which we do not have.
- My recommendation is what I have been doing and that is reaching out to Townships and discussing FPP and Ag. Zoning to provide farmers eligibility to the FPP tax credits. Town of Lincoln is currently moving forward on Ag. Zoning for this purpose and other neighboring townships may follow once they go through the process. Wood County gains by all these producers being required to meet all State Standards on their farms. That means improved water quality protection in those areas.

**4. Counties Cannot:**

- All the bullet points refer to restricting new and expanding livestock operations, which we currently cannot do without Zoning or a County ordinance adopting the State's Siting Law.
- My recommendation is not to restrict new and expanding livestock operation, because that is promoting Ag. Businesses to go out of business. If they do not expand they die. This is more of a Land Use Planning issue with individual Townships. Most operations work with conservation agencies to plan a proper expansion these days to meet state standards and protect our water resources on their own without regulation.

**5. Farmland Preservation Counties Can:**

- All the bullet points refer to FPP County Wide Zoning or Township Zoning ordinances, which we currently do not have.
- With our current FPP Contracts we perform compliance checks to ensure they are in compliance with State Standards.
- With Lincoln Township moving toward Ag. Zoning in the Township, They will have provisions to manage land use and may include restrictions on residential & commercial development in designated areas.
- My recommendation is to continue to work with other townships to see that the benefits of Ag. Zoning and Land Use Planning. By doing so we are protecting the water quality resources of those areas.

**6. Counties Cannot:**

- Implement FPP Zoning without a DATCP-approved FPP plan. We have a county wide FPP plan which I updated with the state in August of 2015.
- Require compliance with other conservation requirements other than what the state adopts. Wood County has no compliance requirements that the state hasn't approved.
- My recommendation is to continue to follow state guidelines and requirements.

In closing, I think we are on the right track toward continued protection of our Water Resources of Wood County. A lot of new conservation initiatives are being implemented and awareness is the first place to start. We are increasing awareness every day and the Ag. Community and the Citizen Community are both becoming more engaged for the protection of our water resources.



**Shane**

**Shane Wucherpennig**

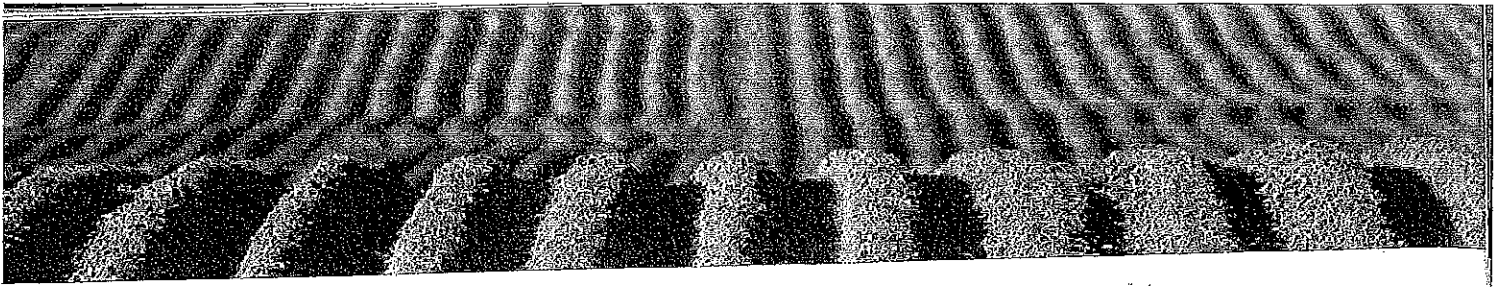
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# Counties Have Options to Manage Farms

—Donna Gilson, Communication Specialist, Wisconsin Department of Agriculture, Trade and Consumer Protection

**A**griculture is vital to Wisconsin's economy, and to most of our counties. Conflicting interests can sometimes put county officials in the middle of farm-nonfarm issues, but county officials can use ordinances to manage agriculture within counties' boundaries.

While farmland preservation and land and water conservation planning are required, counties can choose what ordinances they want to adopt — subject to some state restrictions.

As a starting point, counties can do nothing; counties are not required to zone for agriculture or to regulate farm operations. If they choose to zone, counties usually focus on livestock operations, but they can also manage land use on crop farms via the conservation compliance requirements of farmland preservation zoning.

Counties can add requirements to existing ordinances, and use referendums to adopt ordinances with more stringent provisions. Counties can regulate construction site erosion and storm water management. Counties can also restrict highway access points and impose road weight limits, seasonally or year-round, on roads that counties maintain.

Here is a rundown of what counties can and cannot do to manage agricultural activities.

## Manure and Runoff Management

### Counties can:

- Adopt or update manure storage ordinances that require permits for new or modified facilities, using USDA design and construction standards.

- Include nutrient management requirements in manure storage ordinances.
- Expand manure storage ordinances to require proper closure of unused facilities.
- Add provisions to control runoff from barnyards and feed storage.
- Require permits for manure irrigation based on recent recommendations.

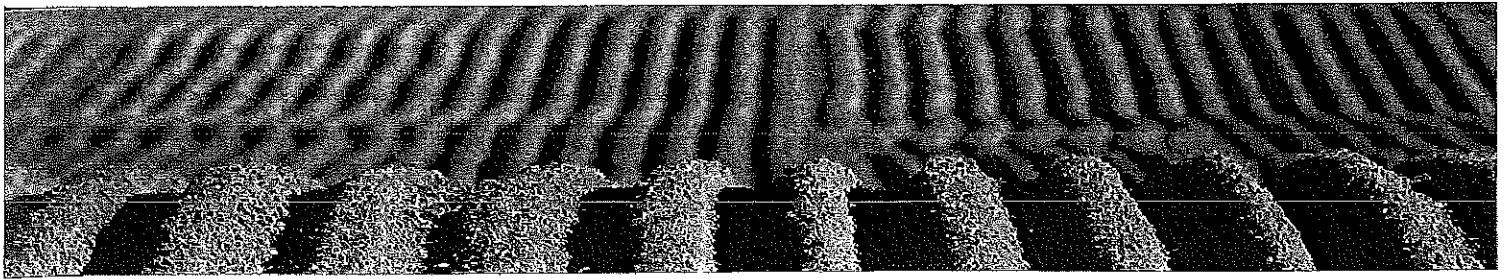
### Counties cannot:

- Require existing farms to comply with state standards and conservation practices, unless they provide cost-sharing. *They can, however, require farmers to complete nutrient management plans as part of manure storage permitting.*
- Adopt livestock siting standards that exceed state water quality standards, without Wisconsin Department of Natural Resources (DNR) or Department of Agriculture, Trade and Consumer Protection (DATCP) approval.

## Zoning and Livestock Facility Siting

### Counties can:

- Adopt agricultural zoning ordinances that establish one or more agricultural zoning districts. These may be farmland preservation zones that make landowners eligible to claim tax credits (see below).
- Prohibit new or expanding livestock facilities within a particular agriculture zone. *However, within agricultural zones, they can prohibit or limit these operations only for scientifically justifiable health and safety reasons. The county must offer at least one other zone that allows operations of any size.*



- Rezone agricultural districts to non-agricultural use, making existing farms non-conforming uses, and allowing the county to restrict their future expansion.
- Impose a temporary moratorium on new livestock operations to study and adopt new ordinances.
- Adopt a zoning or licensing ordinance to require local approval for new or expanding livestock operations with 500 or more animal units, and charge a fee up to \$1,000 to offset costs of reviewing and processing applications.
- Use siting permits or licenses to enforce state water quality standards for manure storage, runoff and nutrient management, and enforce an odor management standard.
- Use siting permits or licenses to enforce local standards based on public health and safety.
- Include an ordinance provision to inspect livestock premises, with written notice and owner's consent to enter, and charge an inspection fee.
- Address violations of livestock facility permits or licenses, including failure to add animals or begin building within two years of receiving local approval.
- Establish property line and road setbacks for farm structures, subject to limits in the state livestock siting law.

#### **Counties cannot:**

- Require permits for new and expanding livestock operations without adopting the state livestock siting law requirements.
- Exclude livestock operations from agricultural zoning districts without following state requirements.
- Monitor and regulate air quality, although the livestock siting law requires farms to comply with an odor standard.
- Adopt livestock siting standards that exceed state water quality standards without approval of DNR or DATCP.
- Adopt new siting ordinances to require permits for livestock facilities under 500 animal units.

### **Farmland Preservation**

#### **Counties can:**

- Adopt farmland preservation zoning ordinances consistent with their farmland preservation plan to promote agricultural growth, restrict non-agricultural uses, and limit land-use conflicts. *To make landowners eligible to claim farmland preservation tax credits, these ordinances must be certified by DATCP. Counties must also monitor participating farmers' conservation compliance.*
- Issue a notice of non-compliance for farmers who fail to meet conservation requirements, and secure compliance without offering cost-sharing.
- Add provisions to manage land use, including restrictions on residential development.

#### **Counties cannot:**

- Implement farmland preservation zoning without a DATCP-approved farmland preservation plan.
- Require compliance with conservation requirements other than those adopted by the state.

*For more information, visit these DATCP web pages: [https://datcp.wi.gov/Pages/Programs\\_Services/ManureStorageOrdinances.aspx](https://datcp.wi.gov/Pages/Programs_Services/ManureStorageOrdinances.aspx); <http://livestocksiting.wi.gov>; [https://datcp.wi.gov/Pages/Programs\\_Services/FPZoning.aspx](https://datcp.wi.gov/Pages/Programs_Services/FPZoning.aspx). If you have questions, contact Richard Castelnovo, [Richard.Castelnovo@wi.gov](mailto:Richard.Castelnovo@wi.gov), 608-224-4608.*



*Activities Report for Shane Wucherpennig January 2017*

- **January 4** – Attended CEED Meeting.
- **January 3** – Worked on No Till and cover crop acres for farmers in the Mill Creek Farmer Led Council.
- **January 5** – WI River Healthy Soil/Water Planning meeting.
- **January 6** – Met with Marlin Laidlaw, Nonmetallic Mine Operator to discuss reclamation & financial assurance.
- **January 9** – Worked on new hire activities for new Conservation Specialist position.
- **January 10** – Wood/Portage co. meeting on Wild Parsnip at Stevens Point Annex bldg.
- **January 11**– Worked on 2017 projects.
- **January 12**– Worked on No Till and cover crop acres in Snap-Plus Nutrient Management plans.
- **January 12** – WI River Healthy Soil/Water Planning meeting.
- **January 16** – Met John Eron, Andy Johnson from Marathon County to discuss the Mill Creek and Fenwood Creek Producer led groups & their progress.
- **January 19** – WI River Healthy Soil/Water Planning meeting.
- **January 19** – Attended RC& D meeting in Stevens Point.
- **January 23** – Held a Staff meeting.
- **January 23** – Worked with New Conservation Specialist Emily Salvinski on orientation and we visited three landowners in the afternoon.
- **January 24** – Attended Executive meeting.
- **January 24** – Attended Wood County Board.
- **January 24** – Attended SE Wood County Groundwater Group mgt. at the Nekoosa Library.
- **January 25** – More work with Conservation Specialist.
- **January 25** – Worked on Land use maps and lists to bring up at next SE Wood County Groundwater Group mgt.
- **January 26** – WI River Healthy Soil/Water Planning meeting.
- **January 26** – River Block update, meeting and tour with Exec. Planning committee.
- **January 27** – Met with Daryl Sternweis and builders to plan a rotary parlor on his farm.
- **January 30** – Health Coaching.
- **January 30** – Friends of Mill Creek Mgt. at Eau-Pleine Town Hall.
- **January 31** – Reviewed applications for 2017 Internship.

## *Activities Report for Tracy Arnold 01-2017*

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

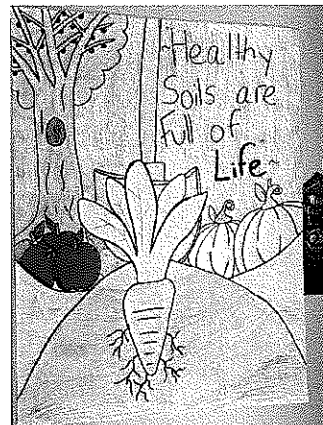
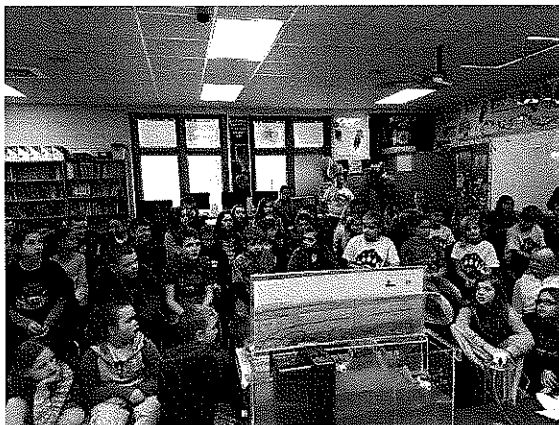
- Maintaining DNR database with current Wood County information
- Working with the 4 failed fences to get them back into compliance
- Finishing the 2016 Venison Donation program
- Notarized the Tritz's fence contact, sent to DNR for signatures, registered with Deeds
- Working on uploading all field appraisal data into the database and getting claims ready for landowners to sign.
- Met with Wayne Hall DNR to discuss who met shooting permit requirements
- Beginning to enroll landowners for the 2017 year
- Will start working on final reimbursement once all expenditures are entered on the county end
- Helping to coordinate the 1<sup>st</sup> WDACP roundtable with Brad Koele, DNR

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

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Processing checks and financial assurance as they come in
- Appointments with permit holders to discuss next year reclamation stages.
- Processing the permit fees and financial assurance as they come in.
- Sent out reminder emails to those that have not submitted required documentation and reminded them of due date.
- Attended a NMM roundtable in Waushara Co

### **Land and Water Conservation**

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Calibrated the Ott Flow Meter
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- Hosted the Wood County Speaking Contest, Adileen Sii will be representing Wood County at the Area competition
- Judged 160 posters for the Wood County Poster Contest. Returned posters to students, handed out awards and forwarding winning posters to the area competition.
- Asked about status of UWSP intern.
- Secretary of the North Central Land and Water Conservation Area Association
- Cleaned out work space for Emily Salvinski.
- Processed tree orders as they were submitted.
- Submitted final tree sale orders to nurseries.
- Lori started cross-training me on how to enter tree orders. Discussed developing a new system this summer to be more efficient.
- Taught the Earth Jar presentation to 65 5<sup>th</sup> graders at Grant Elementary.
- Taught the Groundwater model to 65 5<sup>th</sup> graders at Grant Elementary.



## **Activities Report for Adam Groshek – January 2017**

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

- ~Construction inspection, as-builts, and punch list walkthrough of approximately a 500,000 gallon above-ground SlurryStore manure storage structure and modified Vegetated Treatment Area (VTA) for leachate, minor alterations, and continuation of monitoring of Lee DeBoer's farm for prevention of manure overflow until permanent facility construction is finished.
- ~CREP state incentive check delivery to some of renewing contract landowners and assistance with staking out new CREP area boundaries.
- ~Wetland determination/investigation report and nutrient management plan for future additional earthen manure storage lagoon for Tom Hamus near Auburndale.
- ~Feed storage leachate calculations, manure storage calculations, future CAFO compliance research, and working with Marshfield's hired engineering firm to assess best options for cost-sharing money with the Schiferl farm to address issues with NOD discharges.
- ~Assisting Weiler Farms, LLC with his farmed wetlands in relation to a land sale.
- ~Arranging for cost share contract funds distribution for Lee DeBoer.
- ~Gathering the past 16 years of CREP GIS data and properly orientating in a new CREP GIS mapping system for better tracking, monitoring, and discussion. Assigning proper mapping projections to all old field areas, updating corner/edges of 200+ fields associated with 50+ CREP contracts in Wood County.
- ~GIS wetland indicator layer setup for the wetland determinations of all future construction projects in Wood County.
- ~Listening in on Basics of Agriculture Conservation webinars.
- ~Updating and configuring computer to ArcGIS 10.5 and AutoCAD Civil 3D to the 2017 version.
- ~Truck maintenance for both work trucks.
- ~Assistance with multiple landowners on tree sale and wildflower mix purchases.



### ***Activities Report for Lori Ruess – January 2017***

- Budget review and reconciliation.
- Answered phone and front desk questions.
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll.
- Vouchered incoming invoices and requested checks.
- Completed December sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges and vehicle maintenance/repair from Highway Dept. and forwarded to Finance.
- Participated in CREP conference call with DATCP.
- Completed and submitted to DATCP the 2016 Staff & Support reimbursement request in the amount of \$126,840.
- Completed reimbursement requests and submitted to DATCP for:
  - Brian & Jodi Otto
  - Tyler & Amanda Pankratz
  - Jerry & Kay Sternweis
  - Abraham Guzman
  - James & Joanne Coenen
- Completed partial reimbursement request #2 for Flying Dollar Cattle and submitted to DNR.
- Cross-training Tracy on tree & shrub order entry in access.
- Attended January 23<sup>rd</sup> LWCD staff meeting.
- Worked with Shane in completing a resolution to amend the 2017 DATCP budget for unanticipated revenue.
- Organized County Board and CEED packet information for County Clerk's office.
- Entering tree/shrub order forms as they come in and daily deposits.
- Logging 2017 Nonmetallic Mining permit fees and depositing as they come in.

## **Conservation, Education & Economic Development Committee Report**

### **February 2017**

#### **PETER MANLEY**

*Wood County UW-Extension, Community Resource Agent*

- I attended and processed paperwork related to the January 4 CEED meeting.
- Our county "Blueprint" group met on January 3 and began to form plans for an information strategy to promote the recreational uses of the Wisconsin River.
- I attended a training session with the state Employee Trust Fund, January 9.
- The Department Head meeting was cancelled for January 10, due to the low number of agenda items.
- I participated in a four-county emergency management exercise, January 10. I serve in the role of public information officer for these exercises.
- Call-in radio shows were conducted on January 24 and 26, and the topic was dealing with recent ice issues.
- I facilitated the second meeting of the South East Wood County Groundwater Group, January 24.
- I met with the Town of Rome Administrator, January 12, to help them with citizen input regarding the remodeling of their town hall.
- I met with my mentee, Kenzie Payne, to discuss her new role with the Potawatomi Nation.
- I attended a meeting of the Standards, Rank and Promotion Committee to act on a tenure portfolio, January 20. I am secretary of the SRP Committee.
- I am scheduled for surgery on January 30 and will be out of the office for up to a week.

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#### **MATT LIPPERT**

*Wood County UW-Extension, Agriculture Agent*

- Wisconsin Cranberry School, a joint-effort between the Wisconsin State Cranberry Growers Association and UW- Extension, was held at the Holiday Inn Convention Center in Stevens Point. The event includes a trade show, networking opportunities, industry update from some of the association and some of the national research and marketing committees, Pesticide Applicator Training offered by myself. Interactive clicker sessions that I am involved with and research updates from the University. About 400 people attend this conference.
- I met with the Wood County Farm Bureau Board
- I provided the activity, an interactive clicker session for the Marshfield FFA Alumni annual meeting.
- I attended the second session of the South East Wood County Ground Water Committee.
- I met with several farmers across the county who have dairy facility modernization interests. I recruited David Kammel from the UW-Biological Systems Engineering department to draw up farm facility plans for these producers.
- I met with the Market Animal Sale committee

- I provided a session for Master Gardeners working on achieving certification in Waushara County. Area agents and educators help each other with Master Gardening Certification programs by sharing expertise. My presentation was on soil.
- I interviewed with WDLB and WFHR regarding the past year and upcoming meetings.
- I determined the outstanding milk production awards for the Wood County Holstein Breeders and presented these recognitions at their annual banquet.
- I attended an Agronomy update for agriculture agents provided by UW specialists.
- I met with the Wisconsin Farm Technology Days Executive Committee.

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• **SARAH SEIGEL**

*Wood County UW-Extension, Family Living Educator*

- Completed my End of the Year Reporting for UW-Extension. December 28-29
- Talked on the radio (WDLB & WFHR) on January 3 and 5. My topic was New Year's Resolutions and Setting Goals. I discussed the importance of setting goals instead of focusing on New Year's Resolutions which often get broken.
- Participated in a Just in Time Parenting Newsletter Wisline. Wood and Fond du Lac County are part of a team with a UW-Extension State Specialist regarding evaluation of the new parenting newsletter which is being offered to Wood County families/parents. January 3
- Completed the Quarter 1 Wood County Family Living Bulletin which goes out to the Wood County Family Living List serv. January 5
- Listened to a UW-Extension Dean's Wisline with my office colleagues. The Wisline provided an update on what is taking place within UW-Extension. January 9
- Listened to a Small Savings Big Dreams Wisline on January 9. The workgroup is part of the Family Financial Security State Team and is a new program being offered in Wood County.
- Delivered Small Savings Big Dreams, Home Alone and Parenthetical flyers to Port Edwards, Marshfield and Wisconsin Rapids School Districts. January 10, 17 and 20.
- Attended the Wood County Lunch & Learn on January 11 at the Wood County courthouse. The Lunch & Learns are a partnership with the Wood County Health Department and Wood County Employee Wellness.
- Taught Healthy Lifestyles: Fast Food Choices at River Cities High School on January 12. Fast Food Choices is the third class of a series of classes which will be monthly with the River Cities students. The class is co-taught with Jodi Friday.
- Attended the North Central Region Family Living Meeting on January 19. The meeting was an opportunity for family living educators in the North Central Region to share programming and hear a presentation by the coalition coaching state specialist.
- Had a meeting with Health Department and Wood County Wellness regarding the Wood County Lunch & Learns which are available to Wood County employees and community. January 23
- Had a Financial Coaching appointment with a Wood County resident on January 23
- Taught Family Time Activities at the Nekoosa/Ho-Chunk Head Start Parenting Meeting on January 23. Parents participated in a variety of activities that promote spending time together as a family.

- Listened to a Dollars During Development Wisline on January 25. The workgroup is under the Family Financial Security State Team. The workgroup focuses on financial literacy for young children.
- Attended Literacy Night at the Boys & Girls Club on January 25. I provided education on Dollars During Development.
- Listened to a Focus on Family Living Wisline on January 26. The Wislines are once a month and focus on what is happening at the state and local level for Family Living.
- Attended a community steering meeting at the Wisconsin Rapids Job Center on January 26.
- Attended a parent night at Howe Elementary School on January 26. I provided education on Small Savings Big Dreams.
- Attended the Healthy People Wood County Event on January 31 at the Hotel Mead.
- I attended coalition meetings throughout the month for south Wood County Financial Stability, Homelessness coalition sub-committee, Hunger Coalition subcommittee, and south Wood County Hunger Coalition.

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## **JODI FRIDAY**

*Wood County UW-Extension, FoodWise Nutrition Educator*

- Taught lessons in Almond Bancroft. Taught three lessons to 5th grade and two lessons to 3rd grade, approximately 25 students for each lesson for a total of 125 teaching contacts.
- Taught six lessons to 3rd graders in Wisconsin Rapids schools, approximately 18 students per lesson for a total of 108 teaching contacts.
- Participated in Howe Elementary's Parent Night featuring a MyPlate jeopardy game.
- Participated in a United WE Can subcommittee meeting
- Met with WIC staff to discuss logistics for new lessons with WIC clientele in 2017.
- Worked with the South Wood County Emerging Pantry (SWEPS) clients on two occasions, helping 35+ clients' select fresh fruits and vegetables. Provided a sample of guava.
- Participated in the Mead Healthy Family Committee meeting
- Listened to the UWEX FoodWise wisline
- Taught one lesson at River Cities High School to approximately 8 students on fast food choices with Sarah Siegel.
- Participated in one Wood County Recreate Health (formerly Chronic Disease) Coalition meeting.
- Participated in a joint meeting between South Wood County Hunger Coalition and Wood County Recreate Health to plan a Spring kickoff meeting for a Community Food Center.
- Completed UW-Extension required Human Subjects Training (online 4 hours)
- Attended the Healthy People Wood County Community Health Improvement Plan Kickoff Event

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## **KYLI BROWN**

*Wood County UW-Extension, 4-H Program Advisor*

- Finalized my 2016 end of the year reporting to UW-Extension. Which includes impact statements and program development
- Continue to update and maintain the Wood County 4-H Facebook site. We are up to 633 fans.
- Leaders Association Meeting was held on Jan. 24th.

- Facilitated the PALS meeting on Jan. 24th
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.
- Facilitated the Farm Tech Day Youth meeting on Jan. 30th
- Attended the Master Gardner Meeting on Jan 30th to talk about the Farm Tech Day Youth Tent and MG involvement
- Home and Family Meeting on Jan 10
- Helped to plan and facilitate Project Discovery Day in Hewitt, Jan 14th

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## **CHRIS VIAU**

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

The following is an overview of Youth Development activities:

- 4-H Club and Program Management
  - VIP (volunteer orientation) Session- @ Project Discovery Day
    - 4 Adults Trained
  - Leadership Washington Focus Trip Planning and Logistics
    - Continue planning for 2017 trip
  - 4-H Area Animal Science Days Organizing Committee Meeting
    - Wood County to host June 21 @ Fairgrounds
    - Dairy, Livestock, Horse, and Small Animal educational and competitive judging events
    - Expect 200-300 youth/volunteers/parents to attend
  - 4-H Leaders Association Executive and Association Meetings
    - 2 meetings
    - Youth and Adults as Partners in Leadership workgroup meeting
      - Review current structure and recommend changes to engage youth as partners in leadership
- Central WI State Fair
  - Assist Fair office with Fair Software demo for Open Class
- Other
  - Radio @ WDLB and WFHR "What's Lethal to You" Distracted driving and Teen Drivers
  - North Central Region 4-H Conference Call
  - Begin 2017 Planning efforts
- Administrative
  - State and Regional Phone Conferences and Meeting
  - 4-H Youth Development Liaison Responsibilities- 25% FTE

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**JEREMY ERICKSON**

*Wood County UW-Extension, Horticulture Educator*

- Coordinate and facilitate Master Gardener beginning of year planning meetings
- Attend Marshfield Healthy Lifestyles Garden Committee meeting
- Attend the Wisconsin Local Food Network-Local Food Summit
- Teach 'Growing Microgreens' lesson to kids at 4-H Project Discovery Day
- Attend the New Colleague Orientation in Madison
- Attend the Altenburg Farm School presentation
- Plan and coordinate schedules for upcoming Master Gardener Training
- Facilitate Rapids Farm to School meeting
- Attend Master Gardener board meeting
- Attend Healthy People Wood County strategic planning session

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Adam DeKleyn, County Planner  
Justin Conner, GIS Specialist  
Jeff Brewbaker, Code Administrator  
Heather Marquardt, Code Technician  
Kim Keech, Admin Services 3

RE: Staff Report for February 1, 2017

**1. Administrative (Jason Grueneberg)**

- a. Staffing – The Administrative Services 3 and 6 job descriptions have been revised to better reflect current job responsibilities. The Administrative Services 3 position is now a pay grade 4, and the Administrative Services 6 position is now a 5. The Administrative Service 5 position was posted on Friday, January 20 and the deadline for applications is February 5.
- b. Office File Management – The Department recently acquired filing cabinets from the Veterans Service Office. The cabinets will replace older mismatched filing cabinets. Many files are being reviewed to determine if record retention laws require their continued storage or if they can be destroyed.
- c. Permit Processing – Staff is currently reviewing processes for issuing permits and finding ways to make it more efficient. In addition, many other office functions are being reviewed to improve the efficiency, reduce redundancy, and improve customer service.
- d. Centergy Regional Legislative Summit – On January 9 I attended the Centergy Regional Summit at CWA in Mosinee. The summit was well-attended by legislators as well as regional leaders, and topics of discussion ranged from how to fund transportation and infrastructure, future funding of education, workforce development, and growing the regional economy.
- e. Heart of Wisconsin Leadership Class – I am coordinating the heart of Wisconsin Leadership session on local government that will be held on February 2 at the Courthouse. This year I have staff that have graduated from the class to assist with the planning and day chair responsibilities. Many people including County staff and local elected leaders contribute their time to teaching these emerging community leaders, and I would like to thank all of them for their help and commitment to this effort.

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

- a. Marshfield Economic Development Board. On January 5 I attended the Marshfield Economic Development Board meeting. An update on the

progress of the Marshfield Comprehensive Plan was provided, an update on Wenzel Family Plaza fund raising, discussion on considering inspections of residential rentals, and a determination of how to fund a North Central CAP crowdfunding project that will help startup businesses was made.

- b. Central Wisconsin Economic Development Fund (CWED) – The CWED Executive Committee met on January 19. The Executive Committee reviewed loan modifications and evaluated the performance of the fund administrator.
- c. Joint meeting of MSTC and Incourage. On January 3 I participated in a meeting hosted by MSTC and Incourage to talk about economic development collaboration opportunities in the area, and discuss the status of the Tribune Building.
- d. Governor's Conference on Economic Development – From February 8 to 11 I will be attending the Governor's Conference on Economic Development in Milwaukee.

### 3. Planning (Adam DeKleyn)

- a. City of Nekoosa Comprehensive Outdoor Recreation Plan (CORP) Planning committee met to review draft history and background section of plan. Committee started preparing draft existing conditions analysis section. Beginning stages of assessing Nekoosa's existing outdoor recreation system have started.
- b. North Central WI Regional Planning Commission – The NCWRPC met on January 25. Introduced myself to commission members and regional planning staff. The commission adopted the Regional Comprehensive Economic Development Strategy. Election and legislative updates were presented by representatives of WCA.
- c. Wisconsin County Code Administrators (Central District) – WCCA met on January 13. Discussed updates on: shoreland zoning, floodplain zoning and POWTS.
- d. County Plat Review Officer – (4) CSM's submitted for review and approval. (3) CSM's approved and recorded. (1) CSM, (2) preliminary subdivision plats and (1) final subdivision plat are pending approval.

Updated CSM agency review letters and in the process of updating CSM submittal process, documents and record storage.

- e. Webinars – Joined Plan4Health for a webinar covering how to develop "Story Maps" for land use planning functions. Joined UW Extension for a webinar covering ethics and open government laws for planning.
- f. Town of Saratoga Manure Storage Ordinance – Reviewed draft ordinance to verify inconsistencies with existing P&Z ordinances do not arise.



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

- a. Emergency Mngt. Exercise – Participated in EPCRA Functional Exercise on 1/10.
- b. Parcel Mapping – Parcel editing as new deeds and CSMs arrive.
- c. NG 911 Strategic Planning – Participated in NextGen 911 Strategic Planning conference calls.
- d. WLIP - 2017 WLIP grant application was approved.
- e. Health Dept. Well Inspection Application – Health Dept. will be picking up inspection duties for water wells in Juneau and Adams Counties. Created online mapping application to allow inspectors to locate wells and summarize status.

#### **5. Code Administrator's (Jeff Brewbaker and Heather Marquardt)**

- a. Private Sewage Program, Permitting, Maintenance and Violations
  - i. (19) on-site investigations/inspections/compliances
  - ii. (3) septic system verification letters & failing system investigations
  - iii. (4) failing septic system orders, (0) holding tank maintenance violations & settlements
  - iv. (6) soil tests reviewed, (2) hydrograph reports reviewed, (0) interpretive soils report reviewed
  - v. (1) holding tank plan reviews, (1) conventional plan reviews, (0) mound plan review
  - vi. (3) sanitary permits reviewed
  - vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals servicing, (0) referrals invoices
  - viii. (0) sanitary system easements
  - ix. Answered phone calls, emails and met in office regarding permitting and inspection questions.
  - x. HM assisted clerical staff with the incoming sanitary triennial fee payments; by mail and at the counter. Answering questions and confusions regarding this fee by phone and at the counter, as well as responding to citizens with letters explaining the program & addressing conflicts with the payments.
- b. Floodplain Ordinance Investigations and Permitting
  - i. (5) site inspections, meetings or enforcement
  - ii. (1) permit issued, screening sites or Letter of Map Amendment (LOMA)
  - iii. (0) DNR Approved flood studies reviewed
  - iv. (0) Cranberry farm certification

- v. Answered questions from citizens regarding building in floodplain and shoreland areas.
- vi. Issued a floodplain permit for American Transmission Co. for power pole replacement in the Towns of Sigel, Seneca, Port Edwards

c. Shoreland Ordinance Investigations and Permitting

- i. (1) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (1) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations

d. Wisconsin County Code Administrators

On January 13, our office hosted the Central District Winter Meeting for WCCA. There was an hour long business meeting followed by a two hour training session conducted by our Employee Assistance Program. The meeting was held in the Wood County Courthouse. Attendees were present from Portage, Waushara, and Wood Counties.

On January 19, HM & JB participated in the Executive Board Meeting for the WCCA which was held in Wausau at the Marathon County planning and Zoning Dept.. Committee assignments and Appointments for 2017 were made. JB was appointed to the following committees: Nominating Committee, POWTS Committee, and NR116 Advisory Committee.

**6. POWTS Activity (Kim Keech)**

- a. Monthly Sanitary Permit Activity. There were 8 sanitary permits issued in December 2016 (2 new, 4 replacements and 2 privies) with revenues totaling \$2,000 and 3 sanitary permits issued in January 2017 (2 new and 1 replacement) with revenues totaling \$800.

There were 158 sanitary permits issued in 2016. For comparison purposes, following are totals from the previous five years: 2015 – 186, 2014 – 187, 2013 – 202, 2012 – 185 and 2011 – 207.

- b. 2016 Tax Refund Intercept Program (TRIP) To date, Wood County has received \$3,571.32 on seven outstanding cases. *No change from previous two months.*

c. Maintenance Notices

1. 2016

- 1. On April 26<sup>th</sup>, 2,711 notices were mailed by ODC to those owners who need to have their system serviced this year, with a due date of August 12<sup>th</sup>. Eighteen notices were also mailed

to owners who have an Aerobic Treatment Unit (ATU), which requires annual servicing.

2. On September 16<sup>th</sup>, 401 second notices were mailed to those owners who did not meet the August 12<sup>th</sup> deadline.
3. On November 7<sup>th</sup>, 84 owners were sent a letter from Wood Co Corp Counsel regarding failure to provide servicing documentation.
4. Possible small claims actions for 31 owners for failure to service is being reviewed.

d. Program Fee Notices

i. 2016

1. On November 7<sup>th</sup>, 4,532 program fee notices were mailed to those owners who need to pay their \$20 program fee this year, with a due date of December 2<sup>nd</sup>.
2. On December 2<sup>nd</sup>, 721 second program fee notices were mailed to those owners who did not meet the December 2<sup>nd</sup> deadline.
3. A letter from Wood Co Corp Counsel is being prepared regarding failure to pay the program fee for 201 owners.

e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2015 are available for viewing on the County's website [www.co.wood.wi.us/Departments/PZ](http://www.co.wood.wi.us/Departments/PZ).

f. Enforcement Activities Update. There is nothing new scheduled to date.

# WOOD COUNTY

## 2016 Sanitary Permit Totals (158 Permits Issued)

### STATUS BREAKDOWN

Systems for New Development – 60  
Replacement Systems/Tanks/Drainfields – 89  
Reconnect or Repair to Existing System – 9

### SYSTEM TYPE BREAKDOWN

Conventional – 51  
Holding Tanks – 36  
Mounds – 56  
White Knight – 0  
System-In-Fill – 3  
In-Ground Pressure – 3  
At-Grade – 1  
Biomicrobics – 1  
Non-Plumbing – 8

### NEW

Conventional – 20  
Holding Tanks – 11  
Mounds – 16  
White Knight – 0  
System-In-Fill – 2  
In-Ground Pressure – 3  
Non-Plumbing – 8

### REPLACEMENT

Conventional – 29  
Holding Tanks – 21  
Mounds – 36  
White Knight – 0  
System-In-Fill – 1  
In-Ground Pressure – 0  
At-Grade – 1  
Biomicrobics – 1

### RECONNECTIONS

Conventional – 2  
Holding Tanks – 4  
Mounds – 3  
White Knight – 0  
System-In-Fill – 0  
In-Ground Pressure – 0

## WOOD COUNTY



ITEM# 4- (

DATE February 21, 2017

## RESOLUTION#

Effective Date February 21, 2017

Introduced by Conservation, Education & Economic Development Committee  
Page 1 of 1

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

LAD

**INTENT & SYNOPSIS:** To encourage the state legislature to make additional resources available to all counties to plan and implement groundwater programming.

**FISCAL NOTE:** none.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	<u>Vacant</u>			
9	Winch, W			
10	Henkel, H			
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**, groundwater is a basic resource that citizens and businesses in the state rely upon and expect government to monitor and protect in such a way that we may all prosper, and

**WHEREAS**, negative implications to the citizens and businesses of the state from not having comprehensive groundwater programming available could be catastrophic, and

**WHEREAS**, there exists very little groundwater and drinking water information available on a statewide basis, and

**WHEREAS**, currently some counties are coordinating their own groundwater programs to test, monitor, and track groundwater quality while also educating well owners about the importance of clean drinking water and protecting their water sources from contamination, and

**WHEREAS**, there exists very few and limited funding sources for counties to plan and implement groundwater programming and educate and protect their citizens and groundwater sources, and

**WHEREAS**, potential for groundwater contamination continues to grow statewide, becoming an ever increasing threat with few additional resources available to mitigate this threat, and

**WHEREAS**, the Wisconsin Land + Water Conservation Association has encouraged all counties to pass this resolution supporting the funding of groundwater programs.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to encourage the state legislature to make available additional resources for all counties to plan and implement groundwater programming that will lead to better understanding, protection, and utilization of our groundwater and drinking water supplies.

**BE IT FURTHER RESOLVED** that a copy of this resolution be directed to the attention of the state legislators, the governor, the directors of WDNR and DATCP, and the Wisconsin Counties Association.

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: February 3, 2017  
 TIME: 10 a.m.  
 PLACE: Room 115 Wood County Courthouse  
 TIME ADJOURNED: 11:30 a.m.  
 MEMBERS PRESENT: Chairman Ed Wagner, Bill Clendenning, Bill Leichtnam, Ken Curry, Dave LaFontaine  
 OTHERS PRESENT: Peter Kastenholz, Warren Kraft, Dennis Polach, Amy Kaup, Cindy Joosten, Lance Pliml, Brent Vruwink

1. At 10 a.m., Chairman Wagner called the meeting to order.
2. Public comments. None.
3. Consent agenda items.
  - a. Moved by LaFontaine, seconded by Leichtnam, to approve the consent agenda, the minutes of the January 6, 2017, Committee meeting, and to approve the reports and payment of vouchers of Branch I, II, and III, Child Support, Clerk of Courts, Register of Deeds, Family Court Commissioner, Corporation Counsel, District Attorney, and Victim/Witness. 4 ayes; Clendenning voted no as he doesn't like consent agendas.
4. Action or discussion on items removed from consent agenda. Clerk of Courts Cindy Joosten advised that her department budget is over \$12,000 short on doctor evaluations expenses but she wants to wait until March to verify the exact shortage and then present a resolution in March to transfer funds to cover the shortfalls. Moved by Curry, seconded by LaFontaine, to approve the Clerk of Court's vouchers.  
  
 Discussion had on Corporation Counsel and Child Support monthly reports. The Committee expressed support for involvement in a likely state multi-county pilot jobs program. Vruwink will prepare letter for committee. Moved by Leichtnam, seconded by Clendenning, to have the chairperson approve and sign such a letter. All ayes.
5. Retainer Agreements for Family Court Commissioners John Kruse and Ken Gorski were reviewed. Moved by LaFontaine, seconded by Leichtnam, to approve the Retainer Agreements for John Kruse and Ken Gorski effective January 1, 2017. All ayes.
6. The notice of injury and claim of Martin Kloos was reviewed by the committee and will be forwarded to the County board.
7. There were no new animal claims against the County.
8. The Committee reviewed correspondence and legislative issues.
  - a. Corporation Counsel memo entitled "The Committee of the Whole" was approved by the Committee and will be submitted to the county board.

9. Discussion on supervisory redistricting. Legal memo of Corporation Counsel on when and how supervisory redistricting can take place was discussed. General discourse on how many supervisors are needed and what committees (new ones) would be useful.
10. County Board rules.
  - a. Discussion on a resolution on acquisition, use, and disposition of personal property. Moved by LaFontaine, seconded by Clendenning, to approve the resolution creating Rule 43 that provides guidance on the acquisition and disposition of personal property by county staff. All ayes.
11. Discussion on the employee rating system was postponed until the March meeting.
12. Agenda items for the March 2017, meeting:
  - Review ordinances 905, 907, and 913.
  - Review committee structures.
  - Employee rating system.
  - Corporation Counsel memorandum on open meeting caucuses.
13. The next committee meeting will be March 3, 2017, at 10 a.m.
14. Moved by LaFontaine, seconded by Curry, to adjourn. All ayes. Meeting adjourned at 11:30 a.m.

Minutes taken by Peter Kastenholz and approved by Ken Curry.

Kenneth Curry  
Kenneth Curry, Secretary (signed electronically)



# Wood County

## WISCONSIN

CHILD SUPPORT  
AGENCY

5

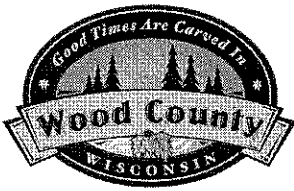
FEBRUARY 2017

### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- On January 23<sup>rd</sup> Emily Desorcy, Nicole Stelzer and I attended a re-entry simulation at Jackson Correction Institution. We learned first-hand the difficulties inmates face when they are released from prison.
- I have scheduled Trauma Informed Care training for all staff. The training will take place on April 28<sup>th</sup> at the Nepco Shelter.
- Supervisor Clendenning, Tiffany Ringer and I attended CAP day at the capitol on January 18<sup>th</sup>. We met with all of the Legislators that represent Wood County. We are asking for an increase in child support funding along with two other pieces of legislation.
- Shannon Lobner will be attending training in Rhinelander on January 27<sup>th</sup> to learn how to use the new financial reporting system. The system is called SPARC and it is what child support agencies will use to get reimbursement from the State.
- I will be attending a WCSEA meeting in Appleton on February 9<sup>th</sup>.
- The agency has started working on the agenda for the WCSEA Fall Conference we are hosting in October.
- We will be adding a comment link to our website so customers can offer feedback on the services we provide.
- I received the December Performance Numbers. The numbers remain strong and we are on pace to have another solid year.
- The current IV-D case count is 3,941.





# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
February 2017

5

1. Goals. Attached is an updated status report on the ordinance review project.

2. Federal Laws. Every job has its oddities and one such area for government attorneys are federal laws like HIPAA (and its update the Hi-Tech Act) and the ADA. These laws are complex and broad in scope and I never seem to know enough about them to avoid having to review portions of them prior to giving counsel related to them. Unlike state laws that cover open meetings and public records, guardianships and mental commitments that are more clearly defined, the federal laws reach all over the place and cause me concern at times in wondering if my research was comprehensive enough and if I have left my client in a position of potential liability. Since this is something I worry about, you, as my bosses, should be aware of it and give consideration to it in overseeing my work. I am not going anywhere with this right now, this is more of a heads up about an aspect of my job that I worry about and wanted to share with you.

3. Succession Planning. At a holiday get-together someone asked if I would be retiring anytime soon as I must be about 60 years old. I responded to the ... hmm.... individual... that I would be turning 57 in March and figured I had 6 plus years to go with the county if they would continue to have me that long. The longer I am in my position and observe my co-workers in their jobs the more I realize how important it is not to lose any more learned information than is necessary. To that end I have 5 different manuals that I have developed over the years in case someone has to suddenly step in for me. Lisa has a few she retains as well. I don't refer to my manuals as much as I used to but plan in a few years to give them a good overhaul so that my successor can learn from some of my mistakes. I only bring this up because if I were one of my bosses, it is the kind of information I would want to know.

4. Complaint Resolution Process. The county has had a complaint resolution process (CRP) in place for decades. It once served as a type of grievance procedure for the non-union that was just a weaker version of what was contained in the labor agreements. A part of Act 10 required such a CRP and set forth provisions that must be encompassed in it, so Human Resources (HR) spent a lot of time and effort in updating our CRP. One of the new provisions is that either party to the proceeding, the employee or the employer (HR), has the right to appeal the matter to the county board. We have our first such appeal that is going to that step in February and I am working with Paula Tracy and Lance Pliml in setting up the procedures for this and future appeals that make it to the board. At some point these procedures may be codified but right now it is really a 'live and learn' process, so I would encourage the committee in particular to give feedback after the February county board meeting as to what your thoughts are in regard to the process. Meanwhile, at this committee meeting, if there are questions you have in regard to the process we are employing the first time around, please let me know.

NOTICE OF INJURY AND CLAIM  
(APPENDIX Q)

5  
RECEIVED

JAN 26 2017

WOOD CO. CORP. COUNSEL

To: Wood County Clerk  
400 Market Street  
Wisconsin Rapids, WI 54494

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against Wood County.

THE INCIDENT

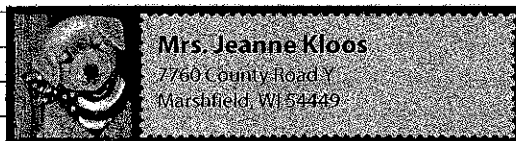
Date: 1-17-17

Time: 11:30 AM

Place: 7760 Hwy Y. Mfld  
HOME

The circumstances giving rise to my claim are as follows:

SNOW PLOWING GRADER WING.  
HIT MAIL BOX. BROKE PIPE & ELBOW.



The names of county personnel involved are: WOOD

The names of other witnesses are: CURT PRIEM 7750 Hwy. Y. Mfld, 54449.

THE CLAIM

I request the following relief: 1 1/2" 36" PIPE & ELBOW 18.99  
3.08  
LABOR 210.00  
\$32.07

Date: 1-24-17

Signature: Martin Kloos  
Print Name: MARTIN KLOOS  
Address: 7760 Hwy. Y.  
MARSHFIELD WI.  
54449

1/26/17 Copy to Corp Counsel, Rick Maynt, Hwy



# Wood County

## WISCONSIN

CORPORATION  
COUNSEL OFFICE

Peter A. Kastenholz  
CORPORATION COUNSEL

5

### MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: February 21, 2017

RE: The Committee of the Whole

Some local units of government have monthly committee of the whole meetings and some rarely do. Wood County falls into the latter category and so the Judicial and Legislative Committee thought it appropriate that some information be gathered on what the function of a committee of the whole (COW) is and how it operates.

According to *Robert's Rules of Order* there are three different types of a COW, the first being for large assemblies (100 or more members), the second being for medium size entities (50 – 100, also known as a quasi-committee of the whole), and the third being for smaller groups (under 50) which is sometimes called “Informal Consideration.” It is this third type that will primarily be discussed herein. Some of the attributes to such a COW are:

- Even though the COW consists of all of the members of the entire body in attendance, it is a committee in how it acts.
- The normal presiding officer chairs the COW for smaller, informal consideration type entities but in a large assembly a different member will be chosen to run the COW.
- The governmental body votes to go into a COW and upon majority vote passage does so then or at a future designated time. (It isn't unusual for a local unit of government to have a COW meeting on a monthly basis so that significant matters that exceed the bounds of any given committee are discussed at the same time by the entire elected body.)
- The motion to refer a matter to a COW or to enter a COW is debatable.
- The governing body (the county board) may decide in advance of the COW as to what will constitute a quorum for the COW if different than for that of the body itself.
- Members can speak to an issue an unlimited number of times, which is one of the primary purposes of addressing a matter as a COW. In lieu of referring an issue to a COW an assembly can waive the number of times a member may speak to an issue.
- Decisions made at the COW constitute recommendations to the parent body and require final action by the parent body. (That has been my experience working with governmental entities over the years but is an aberration from what *Robert's* suggests is the rule for the smaller, informal consideration groups.)
- There are slightly different rules for the three types of COW.

Wood County Board of Supervisors  
February 21, 2017  
Page 2 of 2

- A COW may not refer a matter to a committee and none of the three types of a COW contemplate anything other than the entire governmental body referring a matter to a COW; a committee of the body would not appear to have this power. *Robert's* doesn't contemplate a committee being in a position to have non-committee members but members of the larger governmental body incorporated into the committee's duties by the committee moving to become a COW.

In light of the various ways the three different types of COWs act, it is important for there to be adequate directions given to a COW in a motion referring a matter to a COW or moving for the body to proceed as a COW. Plans to use the COW process should be reviewed with the board's parliamentarian or corporation counsel in advance of doing so.

5

**Peter Kastenholz**

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**From:** Peter Kastenholz  
**Sent:** Monday, January 9, 2017 11:44 AM  
**To:** Ed Wagner  
**Cc:** Jason Grueneberg; lance1@charter.net; Cindy Cephress  
**Subject:** Supervisory Redistricting

Hi Ed. One of the matters brought up at the January J&L Comm. meeting that has been listed for further discussion at the committee's February meeting is the idea of revising the number of county board supervisory districts, presumably before the next decennial census results. The committee directed me to ascertain if this was legal and report back to the committee. After reviewing the statutory provisions set forth below, I have determined it would be legal for the county board to reduce the number of supervisory districts before the next decennial census results.

In relevant part, Wis. Stat. s. 59.10(3), which addresses supervisory redistricting for counties with a population of less than 500,000 residents, provides as follows:

**(3) Other counties. ....**

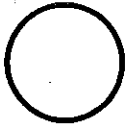
*(cm) Changes during decade; reduction in size.* 1. 'Number of supervisors; redistricting.' Except as provided in subd. 3., following the enactment of a decennial supervisory district plan under par. (b), the board may decrease the number of supervisors.

.....  
3. 'Limitation.' If the number of supervisors in a county is decreased by the board or by petition under this paragraph, no further action may be taken by the board or by petition under this paragraph in that county until after enactment of the next decennial supervisory district plan by the board under par. (b).

Since the county board last modified the number of supervisors in 2008, there hasn't been a reduction in supervisory districts since the last decennial census and therefore the law does allow for one such reduction prior to the next decennial census. There is no provision for the increase in the number of supervisory districts between decennial censuses.

I thought I would share this information with you, as the committee chair, before the meeting and also copy in Jason and Lance on the email so that they are aware of the discussion as they may be interested in participating in it at the committee's next meeting.

Thanks. Peter

**RESOLUTION#**

Introduced by Judicial & Legislative Committee  
 Page 1 of 1

LAD

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	Tabled:	<input type="checkbox"/>
No: _____	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>MPA</u> , Finance Dir.		

**INTENT & SYNOPSIS:** To adopt a county board rule that provides guidance on the acquisition and disposition of personal property by county staff.

**FISCAL NOTE:** None.

**WHEREAS,** there currently are no rules with respect to the acquisition of personal property by the county and only Emergency Management Surplus Property Procedures with respect to disposing of personal property, and

**WHEREAS,** it is important for both employees and county board supervisors to understand when and how personal property of the county may be acquired and disposed of, and

**WHEREAS,** the Judicial and Legislative Committee has considered the matter and drafted proposed County Board Rule #43 to read as follows:

Department heads are responsible for county-owned personal property used by their staff. Personal property means all furniture, fixtures and equipment that had an original value of \$50 or more but does not include consumables.

- A. Acquisition of personal property. Department heads and their staff, to the extent it is within their position description, have the authority to acquire personal property for departmental use if the necessary funds have been budgeted. Acquisition of personal property is subject to procedures established by the Purchasing Department and approved by its oversight committee.
- B. Use of personal property. As set forth in the Ethics Code and Employee Policy Handbook, within reason, personal use of county property is prohibited. This does not mean that all incidental use of county property is barred, instead employee supervisors or department heads must approve of such incidental uses.
- C. Disposition of personal property. When there is no longer a need to retain personal property, a department head or their authorized designee has the following options:
  1. If the personal property has little or no value (or the value of the property is exceeded by the cost of exercising one of the other options) it shall be properly recycled if appropriate, otherwise it may be placed in the garbage. A county employee may not retrieve items placed in the garbage or arrange for a third person to do so.
  2. If the personal property has sufficient value it may be:
    - a. Transferred to the Emergency Management Department for disposition pursuant to the policies of that department.
    - b. Turned over to a vendor for a credit on the acquisition of new personal property.
    - c. Transferred to a different county department.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to create County Board Rule #43, as set forth above.

2

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

**DAY & DATE:** Thursday, February 2, 2017  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave North,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 11:30 A.M.  
**MEMBERS PRESENT:** Chairman Al Breu, Secretary Marion Hokamp, Supervisor  
David LaFontaine, Supervisor Joseph Zurfluh  
**EXCUSED:** Supervisor Bill Winch  
**OTHERS PRESENT:** County Board Supervisors Dennis Polach, Bill Clendenning;  
Park and Forestry Director Chad Schooley; Forest  
Administrator Fritz Schubert; WDNR Forester Steve Grant;  
Amy Sue Vruwink from U.S. Representative Ron Kind's  
office; Highway Commissioner Douglas Passineau; Sandra  
Green Wood County Park & Forestry Office Supervisor

1. Call meeting to order. Meeting called to order by Supervisor Breu at 8:03 am.
2. Public comments. Supervisor Clendenning would like it stated that he thought the HIRC Committee made a mistake not granting permission for the Highway Commissioner permission to attend some training in Ohio. He thinks there should be a re-consideration of that decision made. Supervisor Clendenning's comment was noted.
3. Approve minutes of the January 5, 2017 Highway, Infrastructure, and Recreation Committee meeting(s).

**Motion to approve the minutes of the January 5, 2017 HIRC meeting by M. Hokamp and D. LaFontaine. All in favor. Motion carried.**

**PARKS:**

4. Parks Construction Supervisor report.
  - a. Current projects update.
  - b. Employee matters.

**Motion to approve the Parks Construction Supervisor report by J. Zurfluh and D. LaFontaine. All in favor. Motion Carried.**

5. Office Supervisor report.
  - a. Snowmobile/ATV Reports.
  - b. Snowmobile/ATV program funding resolutions.

**Motion to approve the Snowmobile and ATV program funding resolutions for maintenance by D. LaFontaine and M. Hokamp. All in favor. Motion carried.**

- c. 2017 Wood County Snowmobile Ride information. Sandra Green handed out information on this year's ride.

- d. Office Update.

**Motion to approve the Office Supervisor report by M. Hokamp and D. LaFontaine. All in favor. Motion carried.**

6. Park and Forestry Director report.
- a. Update on Powers Bluff Development Project. C. Schooley showed a Power Point presentation and provided information on this project to the committee. It was a good discussion with many questions. The committee and the parks department are both anxious to see this project coming together. The committee would like C. Schooley to send the presentation to each of them via e-mail.
  - b. Special Use Permits. None.
- Motion to approve the Park and Forestry Director report by D. LaFontaine and M. Hokamp. All in favor. Motion carried.**

**FORESTRY:**

7. Forest Administrator report.
- a. Timber Sale Update.
- Motion to approve the Forest Administrator's report by D. LaFontaine and J. Zurfluh. All in favor. Motion carried.**
8. Correspondence. None.
9. Approve payment of bills. **Motion to approve the bills by D. LaFontaine and J. Zurfluh. All in favor. Motion carried.**
10. Revenue report. **Motion to approve the Park and Forestry Revenue report by J. Zurfluh and D. LaFontaine. All in favor. Motion carried.**

**HIGHWAY:**

11. Discuss 2017 Highway Construction projects. Roland Hawk led this discussion.
12. Discuss employee pay progression plan. Discussion held.
13. Discuss and possibly approve recycled asphalt crushing bid. **Motion to approve the bid that is most advantageous to Wood County by M. Hokamp and D. LaFontaine. All in favor. Motion carried.**
14. Discuss crushing at Smith Pit. Discussion held.
15. Discuss removal of house at CTH T and CTH Y. Discussion held.
16. Frac Sand update.
17. Current projects update.
18. Approve payment of bills. **Motion to approve payment of Wood County Highway bills by D. LaFontaine and M. Hokamp. All in favor. Motion carried.**
19. Accounting Supervisor's Report.
- Motion to approve the Accounting Supervisor's report by D. LaFontaine and J. Zurfluh. All in favor. Motion carried.**
20. Correspondence. Highway provided information regarding the update to the conference room such as a Smart Board, bids on the windows in the back and the asphalt plant scale.
21. Next meeting date: March 2, 2017 at Wood County Highway Department, 555 17<sup>th</sup> Ave. North, Wisconsin Rapids, WI 54495
22. Motion to adjourn. **Motion to adjourn by D. LaFontaine and J. Zurfluh. All in favor. Motion carried.**

Electronically signed by, Marion Hokamp, Secretary

*Marion Hokamp*

Minutes taken by Sandra Green, Wood County Park & Forestry Office Supervisor



## **PARKS CONSTRUCTION SUPERVISOR REPORT**

February 2, 2017

By D. Quinnell

### CURRENT PROJECTS

- Construction of the Dexter shop is complete and we are building benches and shelves so we can move in.
- I am working on a plan for a new wood shed in South Park.
- I am working on a plan for an addition to the South Park shop. This addition will take the place of the old shop and the old shop will be sold or demolished for parking area at the end of North Beach road.

### MAINTENANCE OPERATIONS

- Snow removal, table repairs and dead tree cutting is under way for the winter in all parks.
- Powers Bluff is still open. The conditions are less than favorable but open. We will have 7 mid-week parties in February.

### EMPLOYEE MATTERS

### OTHER

- The White Beach project will have to be re-submitted.
- We are in the process of replacing our skid steer trailer with a larger one. The old one will be auctioned off. The new one is needed because of the extra weight we will carry with the new Forest Grinder.

**WOOD COUNTY PARK & FORESTRY**  
**OFFICE SUPERVISOR REPORT**

February 2, 2017

By: Sandra Green

**SNOWMOBILE:**

- The February meeting will be held on February 6, 2017. The clubs have submitted their billings for the first half and I have begun to enter that information into the new SNARS system.
- We had SNARS training on 1/25/17 from 7-9pm in the courthouse. The counties invited were Wood, Adams, Juneau and Portage. The training was led by Cathy Burrow from the State of WI DNR.
- Sent out news releases for the opening and closing of snowmobile trails and opening of Powers Bluff as well as placed that information on our Facebook page, our county website and updated our voice mail to reflect these openings.

**OFFICE:**

- Completed the Powers Bluff Development Project brochure and insert.
- I updated the Powers Bluff work schedule as needed for weekends and parties.
- Met with the Powers Bluff Concessionaire each week to exchange revenue and tickets.

## **Park and Forestry Director Report**

By Chad Schooley, Park and Forestry Director  
February 2, 2017  
HIRC meeting

- Sandy and I have completed the Powers Bluff Development Project brochure and donation form. Copies will be distributed at the meeting.
- Work has been completed by the contractors at the Dexter maintenance shop. Staff will be moving, and organizing supplies from the old shop, as time allows.
- January 26 meeting with Ho-Chunk Nation representative regarding Powers Bluff Development Project.
- January 31 annual tow line inspection from State of WI.
- February 1 WPRA Region 1 meeting in Marshfield.
- I have identified, and have begun applying for, 11 different foundation grants for the Powers Bluff Development Project. I have also been reaching out to possible donors within Wood County. I will give the committee an update during the meeting.

**January Events** – 6 shelter reservations, 3 tubing parties.

### **Special Use Permits**

**None received prior to the packets being sent out.**

# FOREST ADMINISTRATOR REPORT

February 2, 2017

By: F. Schubert

## Timber Sale Activity

### TIMBER SALE BALANCES AS OF 1-31-2017

JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED THIS MONTH	YEAR AWARDED
738	KRUGER FOREST		38,964.50	8,772.73	2015
725	SCHREINER	(1,551.50)	53,235.00	0.00	2015
751	FUTUREWOOD		35,027.30	7,392.22	2016
752	FUTUREWOOD		71,450.00	66,590.06	2016
753	FUTUREWOOD		20,900.00	3,267.88	2016
754	FUTUREWOOD	(9,503.87)	14,198.10	5,416.71	2016
<b>2017 Forestry Revenue:</b>		<b>\$82,322.64</b>			

### Timber Sale Activity (January)

**Jobs Started:** #716 Futurewood  
#717 Futurewood

**Jobs Continuing/Reactivated:** #739 Futurewood  
#752 Futurewood

**Jobs Gone Inactive:** #725 Schreiner Forestry

**Jobs Finished:** #754 Futurewood

## RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure & Recreation Committee

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

SMG

**INTENT & SYNOPSIS:** To become eligible for maintenance monies on the existing Wood County ATV (All Terrain Vehicle) trail, in designated area of T.22N.-R35E. Section 31 & 32 for the 2017-2018 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	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Vaaht			
9	Winch, W			
10	Henkel, H			
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 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 become a County Area.

**THEREFORE BE IT RESOLVED,** by the Wood County Board of Supervisors, that the Wood County Park & Forestry Department will maintain the existing Wood County ATV (All Terrain Vehicle) area in the Townships of Port Edwards and Cranmoor, T.22N.-R.5E., Section 31 & 32 for the 2017-2018 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 Park & Forestry Department be authorized to sign necessary maintenance agreements for the existing Wood County ATV (All Terrain Vehicle) area, in the designated Townships of Port Edwards and Cranmoor areas T.22N.-R.5E., Section 31 & 32 for the 2017-2018 season (pending reimbursement from the State ATV fund).

## RESOLUTION#

Introduced by  
Page 1 of 1

Highway Infrastructure & Recreation Committee

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup> _____	Lost: <input type="checkbox"/>
2 <sup>nd</sup> _____	Tabled: <input type="checkbox"/>
No: _____ Yes: _____	Absent: <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.	

SMG

**INTENT & SYNOPSIS:** To become eligible for snowmobile trail maintenance monies on the existing trails on County and private lands for the 2017-2018 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	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Vacant			
9	Winch, W			
10	Henkel, H			
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 \$67,925 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 become 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 2017-2018 season (pending reimbursement from the Snowmobile State Aid Program) for the enjoyment of the citizenry of Wood County and hereby authorize the Wood County Park and Forestry Department to act on behalf of Wood County to sign necessary maintenance agreements.

**AMENDED MINUTES**  
**Aging & Disability Resource Center of Central Wisconsin Board Meeting**  
**Location: 2600 Stewart Avenue, Suite 25 Wausau, WI 54401**  
**December 8, 2016**

**Board Members Present:** Doug Machon, Tim Buttke, Larry Lebal, Terri Sersch, Jim Hampton, Kirby Crosby, Julie Webb, Danielle Yuska, Jean Doty, Mike Feirer, Bob Reichelt, and Sharon Rybacki.

**Others present:** Alyssa Vruwink, Linda Weitz, Steve Prell, Bill Miller, and Joanne Leonard.

**Absent:** Joel Lewis, Joe Hoppa, and Vernon Cahak.

**1. Call to order:**

Meeting called to order by Chairperson Doug Machon at 9:08 a.m.

**2. Public comments:**

ADRC-CW Citizen Board Member Joe Hoppa submitted his formal resignation to the board of directors. Active recruiting for a new citizen board member representing populations with disabilities will begin. Former ADRC-CW board member Bill Miller and former ADRC-CW board chair Joanne Leonard were publically recognized by Doug Machon and the rest of the board for their service and contributions to the ADRC-CW.

**3. Approval of minutes:**

A motion made by Mike Feirer seconded by Tim Buttke to approve the minutes of the November 10, 2016 board meeting. Motion carried.

**4. Discussion/possible action: Report from Finance Committee**

Larry Lebal reported on the discussions of the finance committee. In the board packet the October 2016 financial report was attached but it did not include the budget adjustment that was approved at the November 2016 board meeting. That adjustment will be included in the November report, which will be distributed at the January 2017 board meeting.

Motion to accept the finance committee's report made by Bob Reichelt seconded by Danielle Yuska. No further discussion. Motion carried.

**5. Discussion/possible action: Recommending ADRC-CW advisory member appointments**

The newest ADRC-CW Advisory Committee applicants did not submit their applications in time for the December 2016 board meeting. Linda will present the applications at the January 2017 board meeting.

**6. Discussion/possible action: Decision on Marshfield Community Center project**

The ADRC-CW board directed Linda to "express to the City of Marshfield that the ADRC-CW Board of Directors is still interested in moving into the new community center, but the terms of the proposed draft lease are unacceptable and that the board would like to enter into formal, open negotiations" at the November 2016 ADRC-CW board meeting.

Linda attended the Marshfield Common Council's meeting on November 22, 2016 to be present for the council's agenda item to "Consider ADRC request to meet to negotiate terms

for leasing space in the community center” and reaffirm the ADRC-CW’s continued interest to relocate within the Marshfield Community Center and answer any questions from council members. After further discussion, the Marshfield City Council voted to not engage in formal lease negotiations with the ADRC-CW.

Doug Machon reported that the at this time, relocating the ADRC-CW’s Marshfield office within the new Marshfield Community Center no longer appears to be a viable option. Motion for Linda to draft a letter to the Marshfield City Council to express the ADRC-CW’s regret in the council’s decision and wish the council the best of luck with their initiative made by Kirby Crosby, seconded by Sharon Rybacki. Motion carried.

**7. Discussion/Possible action: 2017 Meeting Schedule**

The 2017 board meeting schedule was presented with the proposal of changing all board meeting start times to 9:30 a.m. Jim Hampton commented on the importance of the board members meeting on a rotational basis at each office, because it communicates that the board values all ADRC-CW employees. Motion to approve schedule and new meeting time made by Danielle Yuska, seconded by Jim Hampton. Motion carried.

**8. Discussion/possible action – Board Strategic planning – Review of 2013 plan – next steps**

Linda presented summary packet of the strategic planning process the ADRC-CW Board completed in 2013. The packet included a summary of the statements made during the 6-7 board meetings that were dedicated to the strategic planning process and pages 16-17 highlighted the two priority strategies that were chosen by the board. One initiative was to focus on providing better services for the disabled; the other was to prepare for county and state funding fluctuations. Linda commented that providing better services for our disabled customers will always be an ongoing initiative. Regarding funding fluctuations, at the time this priority was chosen, the ADRC-CW had just learned of a significant nutrition deficit. Since 2013, the organization has had very stable budgets.

Jim Hampton said the board should assess the chosen priorities’ accomplishments and revisit anything that was left unaddressed. He proposed that if the top two priorities’ objectives had been met then the board could focus on the remaining objectives from 2013.

Julie Webb voiced her support for obtaining outside facilitation and oversight during the review process. Tim Buttke asked if there was a cost associated with obtaining outside facilitation, Linda confirmed that there was not.

Sharon Rybacki said it would be important to also review the committees that were formed as a result of the strategic planning and review what the groups had accomplished and at what point did the committees disband.

Mike Feirer made a motion for Linda to contact the outside facilitators utilized during the 2013 strategic planning initiative and request 2017 availability. Motion seconded by Julie Webb. Motion carried.

**9. Executive Director’s Report:**

Linda reiterated her appreciation for the support provided by both past and present ADRC-CW board members and from Marathon County as they all worked together over the years to find a solution for the Wausau office’s space needs at North Central Health Care. For



expediency of the meeting, Linda highlighted significant items in the report. December 7, 2016 was the last day for the ADRC-CW's Medicare Part D open enrollment season, which is always a busy time for benefit specialists. Each year benefit specialists work hard to accommodate as many individual customers as they can. This year presented many unique circumstances as a lot of customers were asking ADRC-CW employees if Medicare was going to continue, due to upcoming political changes. The customers' questions reinforced the importance of the ADRC-CW in the community as a resource that can help anyone sort through the facts.

**10. Future Agenda Items & Location:**

Linda presented the processes and procedures pertaining to the annual executive director's performance review. Additional surveys were mailed out to ADRC-CW Advisory Committee members and given to all ADRC-CW employees on November 29, 2016. All surveys will be collected by the Marathon County Employee Resources department on December 20, 2016 for data compilation. The results will be sent to the ADRC-CW Board's Executive Committee for review, along with the executive director's self-assessment. Alyssa Vruwink distributed the performance review assessment surveys to the board members.

The next meeting will take place at the new ADRC-CW office in Wausau on January 12 at 9:30 a.m. Future agenda items include a review of the 2013 strategic planning committees' accomplishments.

**11. Adjournment:**

Motion to adjourn made by Kirby Crosby, seconded Terri Sersch. Motion carried and the meeting ended 11:00.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN  
ADRC-CW

Finance Committee Minutes  
Location: 2600 Stewart Ave, Suite 25 Wausau WI  
December 8<sup>th</sup>, 2016

**Finance Committee Members Present:** Larry Lebal, Terri Sersch, Jim Hampton, Tim Buttke

**Absent:**

**Others Present:** Steve Prell, Linda Weitz

**1. Call to Order:**

Meeting was called to order at 8:20 a.m. by Larry Lebal

**2. Public Comments:**

None

**3. Approval of Minutes:**

Motion by Jim Hampton, second by Terri Sersch to approve minutes from 11/10/16.

Carried. Motion by Tim Buttke, second by Terri Sersch to approve minutes from 11/17/16. Carried

**4. Review Monthly Fiscal Report:**

Committee reviewed the reports for October 2016. Steve explained that the Schmidt funds are part of the County Specific funds in Wood County and that they will carry over to 2017 as we do not plan to spend these funds in 2016. Steve also explained the beginning and ending fund balance information in the budget on the revenue and expense reports, where it comes from and asked that if an actual revenue or expense is posted there to let him know as it should not be.

**5. Review Monthly Disbursements:**

Committee reviewed the monthly disbursements. Linda discussed the Alzheimers grant and what those funds can be used for.

**6. Fiscal Policy Review:**

The committee reviewed the draft dated December 8, 2016 that was the result of the work done at the special meeting on November 17. Various suggestions were made - within the Budget Process section Steve and Linda will explain how the unit directors are involved in the budget process; suggestion was made to delete the section discussing definitions of expenditures and expense segments. There were other word changes in other sections of the draft. Steve will make the revisions discussed and provide the revised draft for the next meeting.

**7. Adjournment:**

Motion to adjourn made by Tim Buttke; seconded by Terri Sersch. Motion carried, meeting ended at 8:55.

**Marshfield Fairgrounds Commission**  
City Hall, Room 108, Marshfield, Wisconsin  
December 1, 2016 Meeting Minutes

- I. Called to order at 5:32 by Chairperson Mike Feirer.
- II. Roll Call:  
Present: Commissioners: Ken Curry, Bill Winch, Tom Buttke, Mike Feirer; Excused: Chris Jockheck & Bob Ashbeck; Also Present: Justin Casperson (Parks and Recreation Director), Adam Fischer (CWSF Manager), Mike Martin (Wood County Finance Director), Marilyn Cournoyer (4H Food Stand Building Committee Treasurer), Joe Behlen (Snyder 4H Food Stand Building Committee Secretary), and Gary Krause (Snyder 4H Food Stand Building Committee President)
- III. Approval of Minutes: Motion by Buttke, seconded by Winch to approve the September 8, 2016, meeting minutes. Motion Carried.
- IV. Fair Commission Report:
  - a. Financial Report – Mike Martin will touch base with Chris Jockheck about getting the checks to Mike's office in Wisconsin Rapids.
  - b. Pay Bills – none
- V. Central Wisconsin State Fair Report:  
Adam Fischer reported the CWSF officially closed the books on the 2016 Fair. The Fair finished the year with a positive balance, which is a first for the past seven or eight years. Adam would send out a profit/loss statement to the Commission. Adam also commented that the 15% collected from the vendors helped. Also, the Junior Fair and Animal Market Sale had a financially positive year. CWSF secured funds for the stage from the Wenzel family. Adam is working with the city on the bid documents. Meyer Building out of Dorchester is building the horse barn on the CWSF property.
- VI. Parks and Recreation Department:
  - a. Projects – Justin Casperson presented the projects approved by the Commission. He stated the next two major projects are the painting of the grandstands steel support structure and sealing of the grandstands concrete deck. See enclosed.
  - b. Property Usage – Justin Casperson shared his report to the Commission on the property usage. See enclosed.
  - c. Snyder 4H Agreement – Justin Casperson presented the Snyder 4H agreement. Much of the language remained the same as previous agreements. The Commission tabled any action on the Snyder 4H food stand until the City & County legal counsel along with the City insurance carrier review the lease. See enclosed.
- VII. Next Meeting: 5:30 pm, Thursday, February 2, 2017
- VIII. Adjournment: 6:28 pm

Respectfully Submitted by Justin Casperson

**DRAFT**

Subject to  
Approval

## MINUTES

McMillan Memorial Library  
Board of Trustees  
December 21, 2016

President Zacher called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

### ROLL CALL ATTENDANCE:

Present: Anne Zacher, Andrea Galvan, David Farmbrough, Colleen Dickmann, Susan Bovee, William Clendenning, William Jacobs, and Scott Kellogg.

Absent: Kevin Finbraaten.

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Rick Potter

CORRESPONDENCE: A letter was received from the Mead Witter Foundation noting their sponsorship in the amount of \$10,000 towards the 2017 concert series and National Theatre Live.

End of year gifts to the Library were also received from Robert and Pauline Walker, Ronald and Joan Klebs, and Kenneth and Patricia Bice.

**MINUTES: A motion to approve the Minutes of the November 16, 2016 Library Board meeting was made by Ms. Galvan, second by Ms. Bovee. Motion carried.**

**TREASURER'S REPORT:** Mr. Barnett presented the financial reports for December 2016. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

### DIRECTOR'S REPORT:

**Library Use and Events** –The 2016 series of National Theatre Live ended with Hamlet. The first NTL of 2017 will be Les Liaisons Dangereuse on January 23rd. International Games Day drew a large crowd (214). The Library will be closed December 24th-25th and open 9-5 on December 31st. We will be open as usual on January 2nd.

**Buildings and Grounds** – HVAC pump repairs will run \$2,000. New parking lot and flag lights were installed. Retrofit LED lamps for the Commons and Reading Room will be installed in January. New lounge chairs for the Commons are in place. We added three podium style microphones that are better suited for speakers. Shades for the McCourt Room, director's office, business office and the south facing windows in the Reading Room have been installed. The Library sent down payments for the sign and controls, which won't be completed until 2017. The Library received several items for the River Block. I have begun discussions with North Winds Renewable Energy concerning rooftop solar and with Schneider Electric about performance contracting. A joint meeting of Building & Grounds and Finance committees will be scheduled to hear presentations.

**Budget** - The Mead Witter Foundation has approved a \$10,000 grant to support the concert series and NTL. The Library will be carrying money into 2017 to pay for HVAC controls and the display sign, both of which were approved in 2016 but will not be completed until 2017. The City has authorized a 1% pay increase with a 1% lump sum payment for City Hall non-union staff and funding for a similar amount for our staff.

**Miscellaneous** - Nekoosa came live on LINKCat last week. The Town of Rome Library is closed for 6 weeks for an expansion project.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: **A motion to adjourn into closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering "employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility" was made by Dr. Dickmann, second by Ms. Bovee. Motion carried by roll call vote.**

**A motion to return to open session was made by Mr. Kellogg, second Mr. Jacobs. Motion carried.**

**A motion to approve a salary increase of 1% on base wages and a 1% lump sum amount, was made by Mr. Clendenning, second by Mr. Kellogg. Motion carried.**

**Motion to approve the 2017 Operating Fund Budget Revision was made by Dr. Dickmann, second by Ms. Bovee. Motion carried.**

President Zacher welcomed Mr. Potter who noted that as a lifetime Library patron he is here to listen and learn so he is able to support the Library in any way that he can. Mr. Potter is interested in the energy efficiency discussions and would like to be notified of future meetings.

Discussion on energy projects followed. Mr. Barnett will set up committee meetings.

**A motion to adjourn was made by Dr. Dickmann, second by Mr. Kellogg. Motion carried and the meeting adjourned at 4:52 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on January 18, 2017 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

**MINUTES**

McMillan Memorial Library  
Board of Trustees  
January 18, 2017

**DRAFT**

Subject to  
Approval

President Zacher called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Anne Zacher, Andrea Galvan, Kevin Finbraaten, Susan Bovee, William Clendenning, and Scott Kellogg.

Absent: David Farmbrough, William Jacobs, and Colleen Dickmann.

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

Others in attendance: Rick Potter

CORRESPONDENCE: The WRPS School Board has named McMillan Library as the recipient of the 2017 Friend of Education award.

MINUTES: **A motion to approve the Minutes of the December 21, 2017 Library Board meeting was made by Ms. Galvan, second by Mr. Kellogg. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for year end 2016 and January 2017. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Ms. Bovee. Motion carried.**

DIRECTOR'S REPORT:

**Library Use and Events** – The Media Studio continues to be busy with programs. Three additional VR stations have been added and we will be developing programming around them. Jennie has started taking books to check out at Lincoln. With the awarding of the Mead Witter grant, the Adult Concert series and the Spring National Theatre Live series can be announced. Our first concert is Ken and Brad Kolodner. For February, we have two programs on writing romance novels.

**Buildings and Grounds** – After discussion with Schneider Electric concerning performance contracting, both sides agreed we were not good candidates. Upon advice from Focus on Energy, I am getting proposals for a formal energy audit. Once I have those, I will schedule a Building & Grounds / Finance committee meeting to explore that and a solar proposal. The new display sign should be installed soon. New HVAC controls will arrive over the next month. A report on completed 2016 projects and proposed 2017 projects was presented and discussed.

**Budget** – Staff is taking a thorough look at the Endowment budget, to match expenditures with the Plan of Service. We will hear from the City about our final 2016 numbers in February.

**Miscellaneous** –The Library is taking a very active role in ArtiGras, with four film showings and *Amadeus*. The Library is digitizing issues of *Consolidated News*, which will become part of the Digital Public Library of America. A staff Christmas party was held last Friday and came in on budget. Board members are invited to the Chamber annual dinner.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: There were no items of New Business to bring before the Board.

**A motion to adjourn was made by Ms. Galvan, second by Mr. Kellogg. 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 February 15, 2017 at 4:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

**Draft  
MINUTES  
SCLS BOARD OF TRUSTEES  
December 22, 2016  
12:15 p.m.  
SCLS Headquarters**

**Present:** P. Behling, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, D. Heimstead, N. Long, K. Michaelis, M. Nelson, P. Nelson, R. Owens, A. Weier

**Also Present:** M. Van Pelt, K. Goeden

**Absent:**

**Excused:** J. Ashford, H. Bauman, N. Brien, J. Harrington, M. Hokamp, N. Hughes, L. Sipiorski

**Call to Order:** P. Cox, President, called the meeting to order at 12:17 p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

P. Cox noted J. Carter has resigned from the board. He represented Dane County. People interested in applying for his spot may apply at the following address.

<https://www.countyofdane.com/unified/forms/application.aspx>

**Minutes:** A motion was made to approve the November 18, 2016 minutes. Motion seconded and carried.

**Bills for Payment/Financial Statements:** P. Behling reviewed the bills for payment in the amount of \$74,121.74 and moved approval. P. Nelson seconded. Motion carried.

**Financial statements:** K. Goeden

**Presentation:** Corey Baumann, Coordinator of Delivery Services and member of the PLSR Delivery Work Group. You may view the power point here.

#### **Committee Reports**

- a. **Personnel:** K. Michaelis noted the Committee recommends approval of action item a. to provide a 2016 bonus to all SCLS staff.
- b. **Advocacy:** M. Nelson encouraged the board to attend WI Library Legislative Day February 21<sup>st</sup> at the Concourse Hotel in Madison.  
If a board member is interested in going to Washington D.C. for the National Legislative Day, please submit the application prior to the January Board meeting. The committee will announce the candidate chosen to attend at the January meeting.  
A. Weier has been appointed to the WLA L D & L committee.
- c. **Nomination Committee:** Candidates for 2017 offices
  - 1. President: K. Michaelis
  - 2. Vice President: M. Nelson
  - 3. Secretary: J. Ashford
  - 4. Treasurer: N. Long

**Please submit your choices for committees to Heidi Moe even if you want to stay on your current committee.**



## Action Items:

- a. Approval of 2016 bonuses for all SCLS staff: On behalf of the Personnel Committee, K. Michaelis moved approval of the recommendation to award 2016 bonuses for all SCLS staff. A. Weier seconded. Motion carried.
- b. Eliminate the cap on sick time accrual effective 1/1/2017: On behalf of the Budget/Finance/Personnel Committee, K. Michaelis moved approval of the recommendation to eliminate the cap on sick time accrual during active employment effective 1/1/2017. The cap would only apply to the amount retained at retirement. M. Furgal seconded. Motion carried.
- c. SCLS Purchasing Policy: R. Owens moved approval of the amended purchasing policy as presented. A. Weier seconded. Motion carried.
- d. Complete & submit survey for PLSR Work Groups' models.  
The board had an in-depth discussion regarding the future of public library systems in Wisconsin and their concerns. As a board they submitted the following comments to the PLSR survey under the General Comments option and did not single out a specific work group:

*Don't be tied to the past. Please be open to new ways of doing things. Take a holistic view. Keep the needs of the libraries priority one. The current structure and number of systems was not based on logic or efficiency – let the old ways go.*

*We are supportive of the goal to provide equal access to all system services for all libraries.*

*If we are standardizing services across the state, doesn't this mean some systems will have to offer fewer services to meet the lowest common denominator?*

*We value the local expertise housed in our public libraries.*

*Need to gain input directly from libraries and patrons – what do they want?*

**SCLS Foundation Report:** Because of the 1:30 pre-audit meeting with the Budget & Finance Committee– the Foundation meeting will start at 2 p.m. M. Van Pelt surveyed members to determine which member libraries have a 501c(3) and all but nine libraries do.

M. Van Pelt will check with the Foundation Board to see if they would like First Business Bank to speak at the All Directors March meeting regarding member libraries joining the Foundation.

**System Director's Report:** Jody Hoesly has been offered the position of Data Services Consultant.

**Administrative Council (AC) Report:** Met December 15. You may view the minutes here:  
<http://www.scls.info/committees/ac/index.html>

**Other Business:** None

**Information Sharing:** R. Owen requested an agenda item for next month; consideration of having a policy for living wage for SCLS employees. This will go to the Budget/Finance/ Personnel Committee.

The next board meeting will be held on January 26, 2017. The potluck lunch will begin at 11:30.

Meeting adjourned at 1:55 p.m.

Heidi Moe, Recorder

BOT/Minutes/12-21-2016

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF  
NOVEMBER 16, 2016

Chair Machon called the meeting to order at 5:15 p.m.

Present: Montgomery, Breu, Earll, Spiros, Feddick, and Machon. Rozar arrived at 5:20 p.m.

Absent: Meyer and Pliml.

Also present: Michelle Boernke, Associate Regional Dean; Brian Panzer, Building & Grounds Superintendent; Marcie Koziczowski, Commission Bookkeeper and representatives wanting to lease land for the construction of a cellphone tower.

Machon declared a quorum present.

There were no public comments.

Motion (Earll/Spiros) to receive and place on file the minutes of the September 15, 2016 regular meeting. Motion carried. (Minutes on file.)

Chair Machon distributed copies of the Amendment to Memorandum of Understanding dated August 17, 2016 in which the University Foundation agreed to guarantee payment for additional S.T.E.M. Building costs for the Compressed Air System.

Motion (Feddick/Breu) to receive and place on file the statement of accounts. Motion carried. (Statement of accounts on file.)

Motion (Rozar/Spiros) to receive and place on file the lists of bills. Motion carried. (List of bills on file.)

Brian Panzer presented his report. Motion (Feddick/Spiros) to receive and place on file the Building and Grounds Superintendent's report. Motion carried. (Report on file.)

Representatives wishing to lease land to construct a cell phone tower for Parallel distributed a boilerplate lease agreement and explained why the site is desired as a location and some of the details surrounding the construction. Some discussion followed regarding the amount of the rent to be paid, but no commitment was made by either party. Following numerous questions, there was a motion (Breu/Feddick) to approve going ahead with a preliminary design which would be located on the alternate site (just to the south of the "community garden" plots). Motion carried. The item will appear on the January agenda as an action item during closed session. (Draft lease on file.)

No vote was taken regarding the salary increase for the Commission bookkeeper. Koziczowski declined any increase.

Boernke reported on the October Safety Walk and that an L.T.E. employee had been hired to work on the needed moveable equipment for the S.T.E.M. building to be purchased by the State of Wisconsin.

Montgomery reported on the passing of Melvin Laird, Marshfield native and long-time campus patron. In 1998, Mr. Laird donated \$500,000 of which the interest was dedicated for Arts funding for events held in the Helen C. Laird Theater. Upon his death, the second half of the \$1 million endowment comes to the campus. Montgomery also reported on the resignation of Terry Classen.

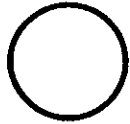
There was no Project Manager's report.

There was no other business.

The regular meeting dates for 2017 are: January 19, May 18, August 17, and November 16. All meetings will begin at 5:30 p.m. and held in Conference Room 101, unless noted.

Chair Machon declared the meeting adjourned at 6:35 p.m.

*Minutes taken for Gordon Earll, Secretary, by Marcie Koziczowski*



## RESOLUTION#

Introduced by County Board Chairman  
Page 1 of 1

CLC

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

INTENT & SYNOPSIS: To approve the Wood County Fire Warden list.

FISCAL NOTE: No fiscal impact

**WHEREAS**, in accordance with Section 26.12(3) and Section 26.14(3) of the Wisconsin Statutes, we recommend the following individuals to act as authorized Emergency Fire Wardens for prevention and suppression of forest fires in this County for the 2017 calendar year.

**Town of Grand Rapids and Saratoga**  
Melissa Hilsmeier

**T/Dexter, Hiles, Cranmoor**  
**And Remington**  
Scott Bloyd

**Town of Saratoga**  
Roger Peterson

**Town of Remington**  
Ray Gile

**Town of Grand Rapids**  
Jewell Ninneman  
Peggy Doughty

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Vacant			
9	Winch, W			
10	Henkel, H			
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			

**BE IT RESOLVED** that the above list of fire wardens is approved and the Chairman is authorized to sign the list.

RESOLUTION # 17-2-Introduced by: WOOD COUNTY BOARD OF SUPERVISORSRELATING TO THE LIFE AND PUBLIC SERVICE OF ALLEN H. KUMM

**WHEREAS**, Allen H. Kumm was born on May 23, 1929 and died on February 5, 2017, and

**WHEREAS**, Allen was born and raised in the rural Pittsville area and graduated from Pittsville High School. He worked at Consolidated Papers Incorporated for 44 years as a lab technician. Allen volunteered as a hunter safety instructor for over 40 years. He was a certified rifle and pistol instructor and self-defense instructor for the NRA for 8 years. He also taught snowmobile safety for 25 years. He was active with the Wood County Rescue squad and worked as a part-time Wood County Deputy. He was on the Wood County Board for 12 years. He served on the Emergency Management, Sheriff & Traffic, Public Property, Aging, Systems, Library, and Public Property Committees.

**WHEREAS**, Allen Kumm enjoyed the respect of his colleagues and service organizations

**NOW, THEREFORE, BE IT RESOLVED**, that the Wood County Board of Supervisors commend Allen Kumm's public service and express their sorrow at his passing and extend condolences to his family and friends.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be sent to his family.

**BE IT FURTHER RESOLVED**, that we stand in silence for one minute in respect to his passing.

**WOOD COUNTY BOARD OF SUPERVISORS**

_____	_____
_____	_____
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_____	_____
_____	_____

7/7/16

Mr. Vruwink,

On June 27, 2016, I was terminated from my job at Norwood Health Center. Enclosed, please find my appeal to this action.

On June 27, 2016, I informed Mr. Warren Kraft, Director of Wood County Human Resources, by email, of my intention to appeal my termination from Norwood and Wood County. On June 29, 2016, Mr. Kraft sent me an email telling me to direct my appeal to you. In an email sent to me on June 28, 2016, Mr. Kraft outlined the information that I need to include in my appeal.

Per his instructions, my appeal includes:

- the action I am appealing.
- the date of the action.
- who initiated the action the policy(s) violated.
- proposed resolution.
- supporting information.

This appeal is incomplete as I still have supporting information to condense in the areas of:

- Disciplinary Guidelines.
- Complaint Resolution Process.
- Safety/Security.
- Violence in the Workplace Prevention.
- Sick Days, and
- Vacation.

Mr. Kraft's message further stated that if my information is incomplete, I will be given additional time to provide the necessary information.

I would appreciate if you would keep me informed of the status of my appeal, because my last formal appeal died at step 3 in January of 2016, when my managers discontinued communicating with me.

Thank you,  
Jason Rodeghier



# Wood County WISCONSIN

C. HR  
HUMAN SERVICES  
DEPARTMENT

August 1, 2016

Mr. Jason Rodeghier  
2300 E. Becker Rd  
Marshfield WI, 54449

Mr. Rodeghier,

I have reviewed all of the written documentation you submitted. Further, I have considered all of the relevant information that you communicated during our face to face meeting on 7-28-16. Based upon policy I must make a decision strictly on the action that you are contesting. In this case, it is termination of your employment because of refusing a work assignment/Insubordination. My conclusion based upon all the information that you provided is that you did refuse a work assignment. This refusal is considered insubordination; therefore I uphold the decision to terminate your employment.

If you would like to appeal this decision please contact the Human Resources Department. You can reach Human Resources by calling 715-421-8457.

Sincerely,

Brandon Vruwink  
Director

Wood County Human Services Department





Warren Kraft  
Human Resources Director  
715-421-8457

DATE: 22 August 2016  
TO: Jason Rodeghier  
FROM: Warren Kraft  
Human Resources Director

SUBJECT: Appeal of Termination/June 27, 2016

Dear Mr. Rodeghier:

***This correspondence is being sent by email with a return receipt of delivery requested in order to determine compliance with the dates listed below.***

Thank you for meeting with me last Tuesday, August 16, to discuss your appeal of termination from Wood County employment. In essence, I understand that for various reasons satisfactory to yourself, you continue to deny unreasonably refusing the reassignment of work duties from the admissions unit to Crossroads.

It is my determination that the reasons underlying your termination, as an at-will employee of Wood County, are satisfactory. Therefore, I deny your appeal and affirm the termination of employment. Should you choose, your next step is outlined in the employee handbook as follows:

4. Appeal to Executive Committee: If either party is not satisfied with the response from the Human Resources Director, they may appeal the decision to the Executive Committee within ten (10) working days of delivery of the Human Resources Director's determination. The appeal must be submitted in writing to the Human Resources Department. The Executive Committee, along with any appropriate personnel, should meet to discuss the complaint at the next regularly scheduled Executive Committee meeting, but no sooner than ten (10) working days from receipt of the appeal. The Executive Committee shall give a written response within twenty (20) working days of the meeting.

Thank you very much.

---

**In the matter of:**

**Jason Rodeghier,  
Grievant,**

**And**

**Wood County,  
Employer**

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**DECISION**

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**Procedural Background**

A hearing on a grievance filed by Jason Rodeghier regarding his termination from employment with Wood County took place on November 29, 2016. Presenting the County's case was Warren Kraft, Director of Human Resources. Jason Rodeghier represented himself with the assistance of Kelly Rodeghier and Lisa Sinclair.

The following were sworn in as witnesses:

1. Jason Rodeghier
2. Debra Ackman

Jason Rodeghier and Wood County admitted the following documents as exhibits, which were referred to and testified to by the witnesses. Copies were provided to the respective parties.

1. Wood County Employee Policy Handbook
2. Excerpts from the Wood County Employee Policy Handbook
3. Email chain with supporting documentation
4. Email chain

5. Performance Improvement Plan
6. Emails
7. Report of Injury or Illness
8. Disciplinary Action Form
9. Typed notes
10. Email
11. Email
12. Typed notes, emails
13. Typed notes, job descriptions
14. Typed notes
15. Email chain
16. Email chain
17. Email
18. Email chain
19. Email chain
20. Job performance concerns
21. Job performance concerns

Mr. Rodeghier and Mr. Kraft were allowed to ask questions of the witnesses.

The parties agreed to provide final written arguments to the Hearing Officer by December 29, 2016. A decision to follow by January 29, 2017. The final written arguments were shared with the respective parties.

A written transcript of the hearing was provided by Verbatim Reporting.

#### **Standard of Review and Burden of Proof**

The grievance and hearing procedure is governed by Wood County Policy, step 6 relating to the hearing by an Impartial Hearing Officer.

(b) The Impartial Hearing Officer should decide if, or if not, the action which resulted in the complaint was a reasonable administration or application of policy, given the information known at the time of the action, (or that should have been known given a reasonable investigation by Wood County) and is consistent with similar previous administration of the specific policy.

(c) The employee is responsible to prove that the action resulting in the complaint was a violation of a specific Wood County policy, state or federal law, or in the case of workplace safety, a specific Wood County safety policy or state or federal published safety regulation.

The controlling standard does not allow the Impartial Hearing Officer to substitute their judgment for that of the County. The role is limited to determining whether or not the action taken was reasonable and within County policy.

The employee, in this case Mr. Rodeghier, has the burden of proof. Mr. Rodeghier must present evidence that the County has violated a specific County policy, state or federal law or that the County has been inconsistent with similar administration of a specific policy.

#### **Discussion of Facts Presented**

The testimony indicates that Mr. Rodeghier is a long term employee of Wood County (27 years). Mr. Rodeghier had previous experience in the Crossroads Unit. Mr. Rodeghier was instructed to report to the Crossroads Unit via email by Jordon Bruce, and Elizabeth Masanz. On June 22, 2016 Mr. Rodeghier clocked in at 6:30 a.m. and went to the Norwood Lobby.

Wood County's position is that he was instructed to report to Crossroads and he failed to do so. Copies of emails were submitted as Exhibits that clearly indicate Mr. Rodeghier was instructed to report to Crossroads.

Mr. Rodeghier's position is that he was not clearly instructed to report to Crossroads on the morning of the 22<sup>nd</sup> and that he had mitigating reasons not to report to Crossroads. Mr. Rodeghier also questions the validity of the investigation and questions timelines.

#### **Decision**

The evidence provided by Mr. Rodeghier is not sufficient to overturn the decision of Wood County.

Although Mr. Rodeghier implies that the County did not do a proper investigation, there is no evidence that the County did not complete a proper investigation. Because Mr. Rodeghier failed to report to Crossroads, there is only conjecture if the County would or would not have addressed Mr. Rodeghier's safety concerns.

Emails submitted as evidence clearly instruct Mr. Rodeghier to report to Crossroads on June 22, 2016. Mr. Rodeghier also read into the record a statement by Kristi "I told him that he was scheduled on Crossroads this morning; and if he doesn't go up there, I'm instructed to take his keys and badge..."

There was no evidence provided that indicates Wood County has not been consistent with their application of policy.

Therefore, the decision of Wood County to terminate Mr. Rodeghier is hereby upheld.

Dated this 11<sup>th</sup> day of January, 2017.



Debra Behringer, Impartial Hearing Officer



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

September 7, 2016

Mr. Jason Rodeghier  
2300 Becker Road  
Marshfield, WI 54449

Via Email only

Jason Rodeghier; jaskelrod2@yahoo.com

SUBJECT: Appeal of Termination/June 27, 2016  
Decision of Executive Committee/September 6, 2016

Dear Mr. Rodeghier:

*This correspondence is being sent by email with a return receipt of delivery requested in order to determine compliance with the dates listed below.*

The Wood County Executive Committee extends its appreciation for your presentation at its meeting yesterday. After reviewing the matter in its closed session meeting, the members reconvened in open session. The Committee voted to sustain the termination and directed me to advise you of its decision.

Please review to the Wood County Employee Policy Handbook, paragraph number 6, beginning on page 53, for further information. The electronic return receipt that I will receive upon delivery of this letter via email will set in motion any time requirements under that paragraph.

Thank you very much.

Sincerely

Warren P. Kraft  
Director of Human Resources

cc: Mr. Trent Miner, Chair  
Wood County Executive Committee

Impartial Hearing: November 29, 2016

Jason Rodeghier vs. Norwood Health Center: Summary of my Case

On June 27, 2016, Norwood administrator Jordan Bruce served me with a letter that terminated my 27 years of employment at Norwood Health Center. Following my termination, I immediately filed a complaint with Wood County via the 'Complaint Resolution Process' on the grounds that my employer's decision to terminate me violated policies of Wood County (**listed in the pages of EXHIBIT #2**, and detailed in the hearing transcript), and that my letter of termination was incorrect in stating that I had been insubordinate by refusing a work order from my supervisor.

My termination letter states that I was fired for the following reason:

*"Jason will be terminated for refusing his work assignment/insubordination."*

My termination letter accuses me of refusing an order from Kristi Seubert, RN of the Admissions Unit, to report to work on the Crossroads Unit the morning of June 22, 2016. Kristi was my supervisor at the time this incident occurred (0635).

My termination letter also states:

*"If you feel this action violates a Wood County or departmental policy or procedure or violates a state or federal guideline related to your work, you should consult the Complaint Resolution Process policy in the Employee Policy Handbook, or contact Human Resources."*

I have been engaged in Wood County's Complaint Resolution Process since June 27, 2016, which is the day I was terminated. On November 29, 2016, I presented my case to an Impartial Hearing Officer at the Wood County Courthouse in Wisconsin Rapids. My responsibility at this hearing is explained on pg.54 (step 6 c.) in the Wood County Employee Policy Handbook:

- c. *"The employee is responsible to prove that the action resulting in the complaint was a violation of a specific Wood County Policy, state or federal law, or in the case of workplace safety, a specific Wood County safety policy or state or federal published safety regulation."*

The Impartial Hearing that took place on November 29 was an extension of my continued efforts to contest, and appeal my employer's decision to terminate me from my job at Norwood Health Center. This work is a summary of my presentation at that hearing.

In this summary, I use the 21 exhibits that were submitted at that hearing, as well as the hearing transcript (which I received on December 23), to substantiate the fact that my employer terminated me in violation of specific Wood County policies of the Wood County Employee Policy Handbook, which I have listed in **EXHIBIT #2**.

I was fired because of my employers claim that I 'refused to comply with the proper order of an authorized supervisor' as is stated on pg.48 of the WCEPH. The hearing transcript contains my explanations of the details of the mitigating factors and circumstances that would have made an order for me to report to the Crossroads unit on the morning of June 22, unreasonable, unsafe, and therefore 'improper'. I contend that my employer was wrong to terminate me from my job at Norwood, especially given the information that was known to them at the time they made the decision to terminate me.

I. The Alleged Infraction.

A. **(EXHIBIT #8, pg. 1: code of conduct rule violated)**, indicates that I was terminated for "refusing to comply with the proper order of an authorized supervisor."

1. My employer claims that on the morning of June 22, 2016, I refused the order to report to Crossroads. According to my employer, the order was given to me by Kristi Seubert, RN, who would have been my supervisor on the morning of June 22.
2. This infraction took place at 0630 AM on June 22, 2016 in the Norwood front lobby.  
**EXHIBIT #12: pg. 2** contains the written testimony of Kristi Seubert, RN. Ms. Seubert writes: *"At 0630 he called the admissions unit from the lobby...I finished morning report. Amanda, Deb Ackman and I went to the lobby. He was sitting on the couch in the lobby."*
3. Kristi Seubert, RN, is the authorized supervisor in this case.  
**EXHIBIT #12, pg. 3** is the testimony of Liz (Gisvold) Masanz, who is the Norwood DON, and my Department Head. In the last 2 lines, Liz writes: *"Kristi told him he needed to go to the Crossroads unit...Kristi asked for his badge and keys and Amanda and her [Kristi] walked him out."*

II. I did not refuse the order of my supervisor, because my supervisor did not give me an order.

A. DON Liz asks the 2 nurses present that morning for written statements.

1. **EXHIBIT #12, pg. 2:** At the bottom of the page is an email that Liz sent to the 2 nurses who were present that morning. Liz sends this request on June 27, 2016 at 3:54 PM. Liz asks: *"Can you guys please email me your conversations from last thursday with Jason...anything you said and he said that morning. What did you say to him and what did he reply."*
  2. **EXHIBIT #12, pg. 2:** in the center of the page is Kristi's response. In her statement, Kristi indicates that she said 2 things to me in the lobby that morning:
    - a. *"I told him that he is scheduled on Crossroads this morning and if he doesn't go up there, I'm instructed to take his keys and badge."*
    - b. *"I told him that he was on suspension and Liz or Jordan will contact him sometime today."*
3. My employer did not provide this hearing with a written statement from the second nurse Amanda Brecht.

My termination letter says that I was fired for refusing to comply with "the order" of my supervisor. Kristi Seubert is the only person who spoke to me in the Norwood lobby the morning of June 22. Kristi Seubert, RN was my supervisor on June 22. Kristi Seubert, RN is the "authorized supervisor" in this case. Nowhere in her statement does Kristi indicate that she gave me an order, and nowhere in Kristi's statement does she indicate that I refused her order.



III. Inaccurate information is disseminated second and third-hand among my managers.

A. The DON's account...June 22 at 0645 (EXHIBIT #12, pg. 3): In the last paragraph on page 3, Liz writes what Amanda Brecht, RN told her on June 22 at 0645 (apx. 10 minutes after the 2 nurses escorted me from the building): *"I spoke with Amanda the second night nurse at 645 am; her and Kristi S went up to the lobby to speak with Jason. Kristi told him he needed to go to the Crossroads unit. Jason said nope. Kristi asked for his badge and keys and Amanda and her walked him out."*

B. The Norwood administrator's account...June 22 at 2:19 PM (EXHIBIT #11): Jordan sends the following message to HR Director Warren Kraft: *"0630 came and the two nurses came down and told Jason to report to Crossroads and he stated he would not go."*

C. The Wood County HR Director's account...from the hearing (Transcript pg. 17, 14-23). At the hearing, Mr Kraft described the incident: *"The next morning, on June 22, 2016, as instructed by Ms. Masanz, Ms. Seubert, accompanied by the second night nurse, Amanda Brecht, Bordendorfer, went to the lobby about 6:45 a.m. to speak with Mr. Rodeghier. Ms. Ackman was also present for this conversation. Ms. Seubert told him to report to Crossroads. According to Ms. Seubert, his response was, "Nope."*

D. My supervisor's account...submitted June 28 at 5:01 AM (EXHIBIT #12, pg. 2).

Kristi was my supervisor on the morning of June 22, and she is the only person who spoke to me in the lobby. The information in Kristi's statement is different than what Amanda:

*"He was very cooperative and polite...He thanked me,  
and all three of us walked him down to the punch clock by the sheriffs department and watched him leave."*

IV. Amanda's claim that Kristi gave me a direct work order is reflected in the statements of my managers.

A. The DON, Liz: *"Kristi told him that he needed to go to the Crossroads Unit."*

B. Norwood Administrator, Jordan: *"the two nurses came down and told Jason to report to Crossroads."*

C. The Wood County HR Director, Mr. Kraft: *"Ms. Seubert told him to report to Crossroads."*

V. Amanda's suggestion that I was defiant in refusing Kristi's order is reflected in the statements of my managers.

A. The DON, Liz: *"Jason said nope."*

B. Norwood Administrator Jordan: *"he stated he would not go."*

C. The Wood County HR Director, Mr. Kraft: *"his response was, "Nope."*

My employer apparently based their decision to fire me on a verbal report that Amanda allegedly gave to Liz after she and Kristi walked me out of the building. Because there is no written statement from Amanda, and because Amanda did not testify at the hearing, there is no way to confirm the accuracy of what she said to Liz that morning. The statements if my employer clearly indicate that the their information came from the same source—Amanda. Their statements also indicate that they used Amanda's second-hand report to justify their decision to fire me.

Why does the action that my employer took against me, seem to be based more on the **verbal** report that Amanda gave to Liz, than the **written** report that Kristi sent to Liz?

VI. My employer's decision to fire me was not based on all of the information that was known at the time, or that should have been know at the time.

- A. I was terminated by Norwood administrator Jordan Bruce at 1 p.m. on June 27, 2016: “
  - 1. *I will review the results of my investigation and your employment status with you on Monday, June 27, 2016 at 1pm.” (EXHIBIT #4, email No. 32).*
  - 2. My termination letter. (EXHIBIT #8).
- B. According to the DON's statement (EXHIBIT #12, pg. 3), Amanda's verbal 'report' was given at 0645 on June 22, 2016.
- C. Jordan discussed this incident with HR on June 23, 2016 (EXHIBIT #4, email No. 31).
- D. Jordan's investigation of this incident was complete by June 27, 2016. “I will review the results of my investigation and your employment status with you on Monday, June 27, 2016 at 1pm.” (EXHIBIT #4, email No. 32).
- E. Liz asked Kristi (my supervisor) for her statement on June 27 at 3:54 pm---which is three hours **after** I had been terminated (EXHIBIT #12, pg. 2).
- F. My managers did not receive Kristi's statement until June 28 at 5:01am---which is the day **after** they fired me.

Because Ms. Seubert's testimony is information that my employer had access to, Ms. Seubert's testimony should represent information that “should have been know at the time” my employer made the decision was made to fire me. **I will contend that firing me without considering all of the information that was available when my employer made their decision to fire me, is not a reasonable administration of Wood County policy.**

-My employer conducted, and concluded their investigation without using the testimony of my supervisor.

-My employer did ask my supervisor for her statement until after I had already been fired. Why would my employer bother to ask my supervisor for a statement after I had already been fired? My employer did not use Kristi's written statement in their investigation because they did not have Kristi's statement during their investigation.

I believe that the only reason Kristi and Amanda were asked for statements, was because my employer anticipated my appeal.

Explain: Jordan terminated me in a meeting on June 27. At the conclusion of this meeting, I told Jordan that I did not agree with his decision, and that I intended to appeal it. Before that meeting ended, I asked Jordan to explain the appeal process (since my two previous attempts to appeal my employer's decisions had been rejected). Dietary Manager Larry Burt was present at this meeting. His statement **page 3 of EXHIBIT #8, lines 14, 15**) confirms this conversation: "*Jason asked Jordan about an appeal process. Jordan informed Jason that his first step would be to contact Warren Kraft and Paula Tracy about this.*" This meeting ended at 2pm. Less than 2 hours later (at 3:54 pm), the Norwood DON (Liz) sends an email to Kristi and Amanda, the subject reads: ***please provide me statements.*** Liz's message asks: "*Can you guys please email me your conversations from last Thursday with Jason both any contact the night before and anything you said and he said that morning. What did you say to him and what did he reply.*"

### **Did my employer even conduct an investigation?**

**EXHIBIT #11** is a letter Jordan sent to Liz and Mr. Kraft on June 22 at 2:19 pm. The 6<sup>th</sup> line of this message says: "*We are waiting to proceed but I would feel termination is appropriate for insubordination.*" This message, sent just 7 hours after the incident, does not talk about collecting statements or gathering evidence or conducting investigations. He repeats what Amanda allegedly told Liz and then says termination is appropriate for insubordination.

The hearing transcript indicates that 'investigation' was mentioned 29 times. My employer referenced 'investigation' **twice**.

The other 27 (twenty-seven) references to 'investigation' are made by me, in discussions about how they relate to Wood County employees, to my situations, and to the policies of Wood County.

The fact that this transcript does not contain examples of my employer discussing an investigation, leads me to believe that no investigation took place, or if an investigation did take place, it was inadequate or incomplete. I believe that a reasonable investigation would not have concluded that termination was my employer's only option. **I will contend that one of the reasons my termination is not a reasonable application of Wood County Policy is because my employer did not conduct a thorough or responsible investigation.**

I do not understand the last line of Jordan's message in **EXHIBIT #11** when he says: "*I would like to close the loop on this and his harassment complaint.*"

I also do not understand the statement at the bottom of **EXHIBIT #11**, where Mr. Kraft says: "*For now, it seems like "stuff" is as close to being "in order" at least from our perspective.*"

- VI. Mitigating circumstances that made the order for me to report to Crossroads on June 22, 'improper'
- A. My unaddressed concerns about safety and vulnerability.
1. Jordan and Liz were aware that they were returning me to work with a female patient who accused me of sexually assaulting her the last time I worked Crossroads (**EXHIBIT #12, pg. 1**).
  2. Jordan and Liz did not tell me how I was supposed to handle recurrence
    - a. (**EXHIBIT #12, pg. 1, lines 20, 21**) Liz writes: "I reminded him that any patient can and may make an accusation; patients at this facility suffer from delusions, psychosis, and confusion.
    - b. They did not tell me how I was supposed to handle a situation similar to the one that caused me to be removed from Crossroads 3 years earlier (**EXHIBIT #12, pg. 1, lines 19-20**) Liz writes: "*Jason spoke of not being able to protect himself against further accusations from this patient.*"
  3. Jordan and Liz were aware that I would be vulnerable on Crossroads.
    - a. As the only male full-time staff on the day shift, there would be many situations where I would be alone (**transcript pg.14, 23-26**) Mr. Kraft: "*The unit requires two staff members to properly and safely serve the 16 residents on Crossroads.*" Just the breaks of my co-worker would cause me to be alone on this unit for at least one hour every day.
    - b. My "Performance Improvement Plan:" The plan that my employer wrote in order to 'make me aware of serious concerns regarding my job performance.' (**EXHIBIT #5, pg. 2, line 2**). It included a list of corrections that my employer said I had to make, or my employment would be terminated. (**EXHIBIT #5, pg. 2, line 2, 3**). I needed to talk to my employer about how these conditions were going to affect my ability to learn a new routine on a new unit, with new co-workers, but they never gave me the opportunity.
1. "Jason will have no incidents of being unavailable by his co-workers." (**EXHIBIT #5, pg. 2**)
  2. "Jason will have no reports of being unaccounted for by his co-workers." (**EXHIBIT #5, pg. 2**)
  3. "Jason will use assertive communication to develop trust with his co-workers." (**EXHIBIT #5, pg. 2**)
  - c. Another plan my supervisor wrote for my work. (**transcript pg. 128, 13-15**) Mr. Kraft: "*By way of reference, this is a document created by Stephany Andres.*" Stephanie Andres was the Head Nurse of the Admissions Unit, my day-shift supervisor, and one of the managers who I reported harassment and my hostile work environment, and petitioned to reconsider or rewrite these expectations

because I did not understand them, because they were making me vulnerable to harassment, and because they were making my work difficult.

1. *"Assess whether [Jason's] behavior endangers Jason and/or others."*  
(EXHIBIT #14, line 3)

2. *"Offer to help him find direct coping through engaging activity like walking on the unit to burn off some of the negative energy he feels."*  
(EXHIBIT #14, lines 4, 5)

3. *"Identify the problem as in control, or out of his immediate control, then problem solve what he feels is most likely to be an acceptable outcome."*  
(EXHIBIT #14, lines 6,7)

4. *"Offer a safe environment: his room or LLR to talk to vent his frustrations."*  
(EXHIBIT #14, line 9)

5. *"Evaluate and assist him in developing coping skills: acknowledge his feelings, identifying his feelings as frustration, anger, sadness, fear or as positive in motivating changes."* (EXHIBIT #14, lines 10,11)

6. *"Use activity to burn off his energy, work with him to list three things he is concerned with and outcomes for each."* (EXHIBIT #14, lines 12, 13)

7. *"Break down the trigger to identify what he has control of and what is reassuring rather than negative."* (EXHIBIT #14, line 15)

8. *"Accept the anger/frustration control isn't perfect but can be managed. Repeat physical burning off of energy as needed."* (EXHIBIT #14, lines 16,17)

4. Jordan and Liz were aware that I was concerned about returning to work Crossroads under such vulnerable conditions because they had failed to investigate or report the accusation that this patient made against me the last time I worked on Crossroads.  
(EXHIBIT #12, pg. 1, lines 16-25) and (EXHIBIT #3, pg. 4, line 17)

- a. Prior to my transfer, there was no discussion about how my concerns about my safety would affect my work, or my ability to work on Crossroads.
- b. Prior to my transfer, there was no discussion about how my feelings of vulnerability would affect my work, or my ability to work on Crossroads.
- c. Prior to my transfer, there was no discussion, no direction, no agreement, and no understanding between me and my employer about how I should handle unanticipated situations, or what would happen to me if situations occurred.
- d. Nothing was put into place to protect me from unsafe situations, either anticipated or unanticipated.

### Additional considerations

#### ⑩ More Inconsistencies and Inaccuracies.

-Mr. Kraft says: "According to Ms. Seubert, his response was, "Nope." (Transcript pg. 17, 14-23). Nowhere does Ms. Seubert indicate that I said "Nope."

-Mr. Kraft says Amanda went to the lobby at 0645, "...Ms. Seubert, accompanied by the second night nurse, Amanda Brecht, Bordendorfer, went to the lobby about 6:45 a.m. to speak with Mr. Rodeghier." (Transcript pg. 17, 14-23)  
Liz says she was talking to Amanda at 0645, "I spoke with Amanda the second night nurse at 645 am."

#### ⑩ I Was in the Lobby That Morning Because Jordan Had Told Me That He Would Meet With Me.

⑩ I Arrived at Work the Morning of June 22 expecting to Meet with the Administrator about my concerns about working on Crossroads. His message to me the previous afternoon said "*We can go over this tomorrow with you in person.*" **EXHIBIT #10**

#### ⑩ Not a "Proper" Order.

Wood County does not define insubordination as: 'refusing the order of a supervisor'. Their description specifically says: "refusing the proper order of an authorized supervisor." Wood County requires that an order be "proper," and that the supervisor giving the order be "authorize" Any order for me to report to Crossroads on the morning of June 22 would have not have been 'proper' given the mitigating circumstances that were known by my employer.

### I. WOOD COUNTY POLICY VIOLATIONS.

#### A. POSITION DESCRIPTIONS.

**EXHIBIT #13** includes 2 different job descriptions. The first I was given when I was transferred to Crossroads in 2011. The second I was given when I was transferred to Admissions in 2013. Transferring me back to Crossroads was another change in my job description. **EXHIBIT #2, page 1** is Wood County Policies about 'Position Descriptions'

1. **Pg. 1, a.** says: "*You should be very familiar with your individual position description.*" I was not familiar with the current Crossroads position because I was not given a description of a position on that unit. Ordering me to change positions without giving me an updated description of that position is an 'improper' order because it violates this Wood County Policy.
2. **Pg. 1, b.** says: "*If your position description is changed, the change will be discussed with you.*" In **EXHIBIT #10**, Jordan acknowledges that the change was not discussed with me: "*Unfortunately we haven't been able to discuss with you as you have been absent.*" Ordering me to change positions without first discussing it with me is an 'improper' order because it violates this Wood County Policy.

3. **Pg. 1, c.** says: *"If your position description is changed, you will be asked to sign the revised copy to document that the change was discussed with you."* At this hearing, my employer did not submit a revised and signed copy of my new job description as evidence, because they never met with me to discuss this position change or give me a revised copy to sign. The fact that my employer failed to have me sign a revised job description, indicates that their order for me to report to Crossroads is 'improper' because it violates this Wood County Policy.
4. **Pg. 1, d.** says: *"If you have any questions regarding your position description, you should discuss them with your supervisor."* Norwood managers knew that I had questions about this transfer and that I had been trying to meet with them to discuss those questions. Ordering me to change positions without allowing me the opportunity to ask those questions, is an 'improper' order because it violates this this Wood County Policy.

**B. SAFETY/SECURITY (EXHIBIT #2, pg. 2)**

1. *"If an employee feels that their work environment is not safe, the employee should contact their supervisor immediately."* This policy requires me to communicate any unsafe conditions that are beyond my ability or authority to correct. My managers were aware that I had concerns about my safety on the Crossroads unit. Whether real or perceived, they did not give me a reasonable opportunity to present or discuss my concerns.
2. *"Wood County is committed to provide a safe work environment for employees and customers."* Prior to June 22, Norwood managers knew that I had questions and concerns about my safety related to my return to work on Crossroads. Requiring me to report to that unit without allowing me allow me a reasonable opportunity to present those concerns, does not demonstrate commitment to a safe work environment for employees, and is therefore a violation of this Wood County policy.
3. *"The safety of Wood County employees and the public are of greatest importance."*
4. *"Safety will take precedence over shortcuts."*
5. *"Every attempt will be made to reduce the possibility of accidents or recurrence."*
6. *"Wood County will take appropriate actions to provide safe working conditions for its employees."*

**C. DISCIPLINARY GUIDELINES pg. 47, 48**

1. Supervisors have the responsibility to insure that the work expectations are clearly understood by employees.
2. Prior to taking disciplinary action, the supervisor should consider the following:

- a. Is the performance standard administered fairly and consistently?
- b. Were there any mitigating factors that prevented the employee from performing up to the expected standard (complying with that work assignment)?
- c. In light of the above questions, is the anticipated disciplinary action fair?

#### IV. DISCRIMINATION/HARASSMENT pg. 39, 40

- a. If any employee feels they, another employee, or a member of the public have been the victim of discrimination or harassment, they should immediately notify one of the following: supervisor...
- b. If a complaint is received, or if a situation is thought to exist which could be construed as harassment or discrimination, Wood County will take the necessary steps to investigate the situation in a sincere and timely manner.
- c. If harassment, inappropriate actions, or any other violation of Wood County policy, State or Federal statute by any person is determined to exist, Wood County will take the appropriate steps to correct the situation.
- d. If any member of management receives a complaint, or is aware of a situation that may constitute discrimination or harassment, they should immediately notify the Human Resources Director or Human Resources Administrator.
- e. It is the policy of Wood County to investigate all complaints of harassment or discrimination promptly.
- f. If the investigation confirms that harassment or discrimination has occurred, Wood County will take appropriate corrective action including, but not limited to, formal disciplinary action.
- g. The employee filing the complaint will be notified of the final determination prior to closure of the complaint.
- h. Employees found to have violated this policy will be subject up to and including termination of their employment.

In summary:

I asked Kristi where I was scheduled to work that day. When she told me Crossroads, I told her that I would be waiting in the lobby to meet with Jordan, and that both he and Liz were aware. Kristi then told me that she had been instructed to take my keys, and escort me from the building. I gave her my keys and badge as she had asked, and then she, Amanda, and Deb Ackman escorted me out. Curious and concerned about the events that morning, I sent Jordan an email message at 4:14 PM that afternoon asking if he would let me know what was happening (EXHIBIT #4, email No.30). Jordan told me that



he would be meeting with HR the following day, and that he would then contact me to discuss my employment status at Norwood (**EXHIBIT #4, email No.31**). The following day Jordan told me that I was "formally placed on suspension" for insubordination, and that he would review the results of his investigation with me, and my employment status, on Monday June 27 at 1 PM (**EXHIBIT #4, email No.32**). It was at this meeting I was told that I was terminated.

Both my supervisor and I were aware that I did not refuse her work order that morning, and that she did not give me a work order to refuse. Kristi told me that I was scheduled on Crossroads because I asked her. The Norwood and Wood County managers who made the decision to terminate me however (Jordan and Mr. Kraft), were not aware of these details because, according to the evidence in this case, the decision to terminate me was made without proper consideration of the mitigating circumstances, or proper consideration for all of the facts.

This summary is Respectfully Submitted on December 29, 2016.

Jason Rodeghier

STATE OF WISCONSIN

WOOD COUNTY

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BEFORE THE IMPARTIAL HEARING OFFICER

---

JASON RODEGHIER,

Complainant

-and-

WOOD COUNTY,

Employer

---

EMPLOYER'S BRIEF IN SUPPORT OF TERMINATION

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STATUS OF CASE

After his termination from employment for refusing to report to his work assignment, Jason Rodeghier ("Mr. Rodeghier") timely filed a complaint invoking the Wood County Complaint Resolution Process. Following several administrative denials, Mr. Rodeghier requested the matter be heard by an Impartial Hearing Officer ("IHO"). From a panel of five candidates, the party selected Debra Behringer, Administrative Coordinator, Waushara County, to hear his appeal.

A hearing was held in Wisconsin Rapids on November 29, 2016, during which time sworn testimony and exhibits were received into evidence. Brief oral closing statements were made. The hearing was transcribed. As requested by the IHO, this brief is submitted in support of Wood County ("Employer" or "County").

BRIEF FACTS OF THE CASE

A 27-year County employee at the Norwood Health Center ("Norwood") in Marshfield, Mr. Rodeghier was scheduled to be reassigned to work on the Crossroads Unit ("Crossroads") within Norwood. He was told to report, upon his return to work from approved leave, at 6:30 A.M. on Wednesday June 22, 2016. His exchange of emails with his supervisors confirmed his acknowledgement of the reassignment, to which he objected.

On June 22, rather than report to Crossroads, he clocked in at 6:30 A.M. and went to the Norwood lobby. He said he intended to wait until the Administrator arrived, sometime after 8:00 A.M. so he could discuss his objections to the transfer. As instructed by supervisors, two nurses

and Norwood's scheduler met Mr. Rodeghier in the lobby. He was told to report to Crossroads or the staff was to collect his badge and his key, and to escort him out of the facility. Mr. Rodeghier turned over his badge and key, clocked out and left Norwood.

The next day, Administrator Jordon Bruce ("Mr. Bruce") advised Mr. Rodeghier that he was suspended pending investigation into his insubordination for failing to report to work as assigned. Mr. Bruce secured statements from appropriate staff. He directed Mr. Rodeghier to report to Norwood on Monday, June 26 for the results of the investigation. The former employee was terminated, and this appeal ensued.

Further facts will be developed below.

#### ISSUE PRESENTED

Per the provisions of the Complaint Resolution Process of the Wood County Employee Policy Handbook ("Handbook") [Exhibit 1], the sole issue before the IHO is:

HAS MR. RODEGHIER SATISFACTORILY PROVEN THAT HIS TERMINATION WAS A VIOLATION OF WOOD COUNTY POLICY, OR OTHER STATE OR FEDERAL LAW?

#### POLICY IMPLICATED

Per page 48 of the Handbook, one of the reasons for disciplinary action is:

INSUBORDINATION OR REFUSAL TO COMPLY WITH THE PROPER ORDER OF AN AUTHORIZED SUPERVISOR.

#### DISCUSSION

Per the County Board of Supervisors' adoption of the Handbook in 2012, Wood County is an at-will employer. In its simplest terms, the doctrine means that an employee can be hired or terminated for any or no reason, so long as the reason for the employment action is not discriminatory nor a violation of state or federal law. Mr. Rodeghier never alleged that the reason for termination was based on discrimination or that it violated state or federal law. Secondly, the burden to prove his termination was a violation of Wood County policy rests with him. Mr. Rodeghier spent much time putting County policy on trial but never once identified a policy provision that justified his actions that led to termination. Therefore, even if the IHO could rule otherwise, because he failed to meet his burden of proof, his termination is to be upheld.

Until about three years ago, Mr. Rodeghier worked on Crossroads between 2003-2013 [Transcript, p. 27, line 2.], a ten-year period in which time he became very familiar with policy, procedure and routine on that unit. When a patient accused him of sexual misconduct, he was transferred to the Admissions Unit ("Admissions"). Though the allegation was unfounded [Transcript, p. 39.], he remained on Admissions. In late 2015, sometime prior to the six months

before his transfer back to Crossroads, his work performance began to suffer, sufficiently so that he was issued two Performance Improvement Plans ("Plan"). [Exhibit 20 dated December 2, 2015 and Exhibit 21 dated December 24, 2015.]

In the first one, the three issues for which he was cited, and the expected results, included:

**Issue:** Assertive communication in developing trust with coworkers.

**Expected Results:** Jason will demonstrate assertive communication with coworkers through techniques to support active listening and communicate back to his coworkers as situations occur. Resources available include using EAP services for techniques and practice for compliance. EAP is not mandatory at this time it is only recommended. You will be expected to keep current with these expectations going forward. Failure to meet these requirements will result in further disciplinary action.

**Issue:** Failure to communicate in a timely manner when not available on the unit (time off unit, or indisposed).

**Expected Results:** Jason will communicate with coworkers when he is unavailable or leaving the unit during his shift; effective immediately and going forward. Jason will have no reports of being unavailable or unaccounted for by his coworkers. Failure to meet the requirements of the policy will result in further disciplinary action.

**Issue:** Failure to follow security protocol and unit rules with regard to intervening in patient behaviors, demonstrating awareness of surroundings and response to changes in behaviors on the unit.

**Expected Results:** Jason will follow and respond per security protocol and follow up demonstrating awareness by responding to behaviors displayed or acted on in violation of unit policies and procedures, effective immediately and going forward. Jason will demonstrate and feedback will reflect no incidences of inattentive behavior. Failure to do so will result in further disciplinary action.

The Plan advised him that supervisory staff would meet bi-weekly with him to review and discuss his progress. The first meeting was December 9, 2015. The document further advised him that the document was not a guarantee of continued employment. Regardless of the results of his efforts, he remains an at-will employee (as per Policy provision.).

In the second Plan, issued on December 24, 2015, the three issues for which he was cited, and the expected results, included:

**Issue:** Accurate communication.

**Expected Results:** Jason will demonstrate accurate communication with coworkers through techniques to support active listening and communicate back to his coworkers as situations occur. The expectation is that we will receive limited reports (less than two (2) instances per month) of Jason demonstrating inaccurate communication/listening to his coworkers. [The balance of this paragraph repeated the reference to EAP services, that those were not yet mandatory, and that the expectation was effective immediately and going forward, and that failure would result in further discipline.]

**Issue:** Communication with co-workers on his whereabouts.

**Expected Results:** Jason will communicate with coworkers when he (is) unavailable for more than two (2) minutes. Jason is expected to let his coworkers know if he is with a patient in an area other than common areas in plain view that will take him away from the common areas for periods of time expected to be longer than two (2) minutes. Jason will have less than two (2) reports of being unaccounted for while on the Admissions Unit unless it is in the event of an emergency. Failure to meet the requirements of the policy will result in further disciplinary action.

**Issue:** Failure to follow security protocol with regard to intervening in patient behaviors, demonstrating awareness of surroundings and response to changes in behaviors on the unit.

**Expected Results:** Jason will demonstrate attentive behavior, follow and respond to security protocol and demonstrate awareness by responding to behaviors displayed or acted on in violation of unit policies and procedures. Jason will demonstrate attentive behavior will have no reports of failure to follow security protocol. Failure to do will result in further disciplinary action.

This document also indicated biweekly follow-up with the first meeting to take place on January 7, 2016, and that the Plan is not a guarantee of continued employment. "Regardless of the results of your efforts you remain an at will employee."

Each Plan concludes with a paragraph explaining the appeal process. In neither situation did Mr. Rodeghier file an appeal.

Two observations are appropriate here. First, it can reasonably be expected that a 27-year employee who has worked exclusively at Norwood with a wide variety of residents and coworkers should not have to be instructed to follow security protocols, or to be advised to develop appropriate communication with his coworkers about his whereabouts during his shift, or to be cautioned again being with a patient not in plain view for longer than two minutes.

Second, at the hearing, Mr. Rodeghier explained that the second Plan clarifies questions he had about the first Plan. But even though he testified that his supervisor went through these documents line-by-line, Mr. Rodeghier testified he still didn't understand. (An exchange of email January 4-6, 2016, between Messieurs Rodeghier and Bruce confirms a 90-minute meeting on December 23, 2015 to review and discuss the second Plan.) [Exhibit 19, p. 2.] For example, he does not understand what "unaccounted for" means or "unavailable by". [Transcript, pp. 46-50.] It is further interesting that, after Mr. Rodeghier reviewed the Plans in December 2015, a document [Exhibit 14] was created, by his supervisor Stephany Andres which outlined "Jason's plan for management of feelings (r)elated to frustration or anger, etc. (a loss of control over other circumstances.)" [Transcript, pp. 126-129, 159.] Though offered without explanation, the document succinctly identifies specific actions for Mr. Rodeghier to undertake in response to the work issues identified in the Plan. Thus, it is important to note: this selective "understanding" of his work expectations, or word-smithing, especially when it plays to his favor, is demonstrated later as he criticizes the reason for his termination: insubordination, or refusing to report as assigned. In his mind, it has to be one or the other, but cannot be both.

In the ensuing months, Mr. Rodeghier's ability to work on Admissions became a further issue. A decision to move him back to Crossroads was made. Summarized in an email from June 13, 2016 about the transfer discussion a week earlier, Mr. Bruce wrote:

"Jason, at no point during our discussion of your transfer to a different unit was anything other than your personal ability to deal with the stress from working on the Admissions unit. You stated that you felt you were unable to fulfill the requirements of your job on that unit because mentally you needed a break as it is a difficult unit to work. You did not state anything about relationships with your coworkers being the cause of this inability. Remember that this stemmed from you refusing mandation (the Center's employment policy of mandating employee to work overtime or to come in ahead of their shift to provide adequate staff coverage for its residents) and stating that you needed to take care of yourself and your family's best interests." [Exhibit 15, p. 3.]

Despite him sending a lengthy response objecting to the transfer, Mr. Bruce reminded him that he does not get to choose where he wishes to work. Further, Mr. Bruce identified another work performance issue in the making: his attendance record. While Mr. Rodeghier continued to object to the proposed transfer, even as he oft-stated he would "give my best efforts regardless of where I am assigned," [Exhibit 15, p. 4.] he was twice advised that he had six points against his attendance record and "one more absence or inappropriate call-in could result in termination." [Exhibit 16, p. 1.]

At this juncture, it is worth reviewing a time line of activities that led to Mr. Rodeghier's termination, as evidenced by the Exhibits admitted to this record:

1. June 6, 2016: in a face-to-face meeting with Mr. Bruce, he was advised that he was being transferred to Crossroads, effective upon his return to work from FMLA leave on Wednesday, June 22.

2. June 9, 2016: Mr. Rodeghier confirmed his statement made three days earlier that he would give his best efforts regardless of where he was assigned, but that he had no desire being reassigned to Crossroads.
3. June 13, 2016: Mr. Bruce reiterated his decision to transfer Mr. Rodeghier, and Mr. Rodeghier, responding that he remained disappointed with the decision, confirmed he would give his best efforts.
4. June 20, 2016: Mr. Rodeghier emailed the Director of Nursing, Liz Masanz, to ask where he was to report for work upon his return on June 22. (The message was also sent to Deb Ackman, who serves as Norwood's scheduler.)
5. June 21, 2016: Ms. Masanz replies to Mr. Rodeghier that he is to report to Crossroads on June 22.
6. June 21, 2016: Later in the day, Mr. Rodeghier advises Ms. Masanz that while he would report to Norwood, he would not go to Crossroads.
7. June 21, 2016: In a 4:41 P.M. email, about twenty minutes after Mr. Rodeghier's email to Ms. Masanz, Mr. Bruce reiterated the new work assignment and advised Mr. Rodeghier that his failure to report as directed could result in termination.
8. June 21, 2016: About 5:00 P.M., Mr. Rodeghier called Ms. Masanz to advise her that he would not report to Crossroads as directed. Rather, he would wait in Norwood's lobby until Mr. Bruce came into work, generally around 8:00 A.M. Ms. Masanz reminded him of his attendance issues that he was at the final written warning stage of the progressive discipline process and that one more attendance problem could lead to termination. Mr. Rodeghier reaffirmed that he would wait in the lobby.
9. June 21-22, 2016: During the overnight hours, Mr. Rodeghier called the night nurse, Kristi Seubert, to ask where he was to report the next morning. She confirmed that he was to report to Crossroads. He said he would wait in the lobby instead.
10. June 22, 2016: Mr. Rodeghier arrives at Norwood and after clocking in at 6:30 A.M., goes to the lobby to sit down. Ms. Seubert is accompanied to the lobby by the second overnight nurse Amanda (Brecht) Bodendorfer and Ms. Ackman. While the accounts of the ensuing conversation may differ in verbiage used, the essence was that if Mr. Rodeghier did not report to Crossroads as directed, he was to relinquish his name badge and key, and be escorted out of the building. He turned over the requested items, and while accompanied by the three women, he clocked out and left Norwood.

Insubordination may involve different factual scenarios, but is generally defined as a willful or intentional failure to obey a lawful and reasonable request of a supervisor. "*Defiant and Disrespectful*", by Keisha-Ann G. Gray, Human Resource Executive@ Online, 10-31-2011 [<http://www.hronline.com/HRE/view/story.jhtml?id=533342732>] The elements of insubordination commonly include: (1) a direct or implied order that was issued to an employee, (2) the employee received and understood the order and (3) the employee refused to obey the order either through a statement of refusal or nonperformance. *Id.* It is a well-established principle that employees, including those who hold executory or supervisory powers, have a duty to obey all reasonable instructions of the employer. (*Internal citation omitted*) Even if the instruction is given in bad faith, an employee may still have an obligation to perform and then, later, enter

into a grievance process. (*Internal citation omitted*) In other words, comply first, then complain later. This duty exists to ensure that employers can effectively run their businesses. *Id.* [In this situation, two employees must be on Crossroads at all times to serve its population.]

Mr. Rodeghier admits that Ms. Seubert is an "authorized" supervisor who can give such a directive to him. [Transcript, pages 84-85, lines 24-2.] Thus, if not complied with, the refusal to follow such direction subjects the employee to an allegation of insubordination. Therefore, there is no Wood County policy infraction as he attempts to otherwise allege.

Ms. Ackman testified there were financial impacts to the County as a result of his refusal to report as directed and additional impacts to two employees. [Transcript, pp. 171, et seq.] One of the night shift employees, Gayla Fredette, was held over beyond her normal eight-hour shift to ensure that there were the required two staff people on Crossroads. Ms. Ackman testified that Ms. Fredette worked until 10:45 A.M. (an additional 4.25 hours) until replaced by Beyer who was mandated to come in at 10:45 A.M. (otherwise not scheduled to report until 3:00 P.M. when the afternoon shift begins, hence working an additional 4.25 hours.) [Transcript, p. 178.] Each receives overtime pay for the hours worked in excess of an eight-hour shift at 1.5 times their regular hourly rate.

It is instructive to repeat this Q&A with Mr. Rodeghier at the hearing:

- Q. If I'm remembering your testimony correctly, at one point, you told us here in this room that even on the morning of June 22, you did not know where you were supposed to report?
- A. I had not been given any formal indication of where to work. I came to work with -- I asked -- Deb said that I was on the schedule for -- [Transcript, p 141, lines 1-7.]

Clearly, Mr. Rodeghier's refusal to report as directed is insubordination regardless of how he may attempt to mince words. His actions, had not the night nurse remained on the unit, jeopardized the care provided the residents of Crossroads. No amount of word-smithing can justify such actions.

However, Mr. Rodeghier seeks to place blame for his actions and their consequences, onto Norwood management for allegedly not following policy governing transfers. He ignores that he had served ten years on Crossroads before his transfer to Admissions [Transcript, p. 27, line 2.], so he cannot argue that he does not have significant familiarity with the position requirements and the routines of the unit. [Transcript, p. 134, lines 20-25, for example.] Additionally, he ignores that Admissions' coworkers have been floated to work on Crossroads further negating his insistence on pursuing his version of job familiarity. During his testimony, he argued that he never went through any orientation ahead of the proposed transfer to Crossroads [Exhibit 13d.], principally because he was on leave up to the effective date of the transfer. Likewise, his admitted failure to report to the unit on June 22, 2016, presented no opportunity for him to begin his orientation. [Transcript, p. 140, lines 17-20.]



Secondly, Mr. Rodeghier argues there were safety issues "My questions were related to safety and vulnerability of myself, other staff who worked that unit, and the 16 residents who live there." [Transcript, p. 38 line 3-6.] He referenced the resident, who three years earlier alleged a sexual incident that was deemed unfounded, still remains on the unit. However, he conveniently ignores that over the course of the ensuing three years, his workers on that unit continued to provide service to this resident and the others; and, there is no testimony of any other similar incidents.

Additionally, he ignores that he filed two work-related injury reports [Exhibit 7] arising from his duties on Admissions, the first time in his 27-year career that he did so. [Transcript, p 70, lines 7-8; also pp. 153-154, lines 25-6.] He never testified or produced any Exhibits that would be indicative of work-related injuries from his ten years on Crossroads or his prior service on the Stepping Stones, "an intermediate care facility for the mentally retarded, closed in 2001". [Transcript, pp. 155-156.] Arguably, he was in more physical danger, if his testimony is at all credible as evidenced by the two injury reports, by remaining in Admissions.

Thus, he fails to sufficiently develop safety concerns as a justifiable excuse for his failure to report as directed.

Thirdly, he argues that he was subject to harassment from his coworkers on Admissions, complaints of which were never followed through. It is counterintuitive to argue that, given all the angst of his then-current work assignment [see Bruce email, 06-13-2016 @ 9:28 A.M., Exhibit 4, p. 4.], he is somehow justified in refusing the directive to work on another unit, getting away from such alleged harassment. He also alleges harassment by the front lobby receptionist, but he himself admitted that he took personal steps to minimize interaction and not be subject to further harassment. [Transcript, pp. 103-104.]

Fourthly, he argues that the failure of Norwood administration to timely investigate the allegation of sexual misconduct is justification for his refusal to report to Crossroads. Irrespective of any state citation that may have been given, by his own testimony, the incident was investigated and he was cleared. The argument is an attempt to deflect attention from the real case-in-point: he was repeatedly directed to report to Crossroads, he knew and acknowledged that he was to report to Crossroads; he was advised that if he failed to report, he was subject to termination; and, he did not report, thus jeopardizing the safety of the residents on the unit.

When all is said, and done, Mr. Rodeghier hangs his case on a single sentence in Mr. Bruce's June 21 email as sufficient rational to disobey the directive to report to Crossroads. In it, but referencing Mr. Rodeghier's attendance issues because his recent absences were not yet FMLA approved, Mr. Bruce wrote, "We can go over this tomorrow with you in person." [Highlighted in yellow and underlined in red, by Mr. Rodeghier in Exhibit 4, p. 22.] Mr. Rodeghier also attempted to mischaracterize the statement in his testimony by implying that it was Mr. Bruce who told him to sit and wait in the lobby for his arrival on June 22, 2016. [Transcript, pp. 120-121.] Admitting that he performed no duties of a CNA on Admissions or Psych Tech on Crossroads, [Transcript, p. 163, lines 18-22] Mr. Rodeghier apparently intended to sit in the lobby, do no work while getting paid by Wood County, until Mr. Bruce arrived at

Norwood. It was totally appropriate to relieve him of his duties and place him on unpaid suspension while investigation ensued.

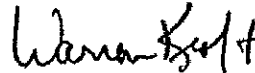
## CONCLUSION

As an at-will employee of Wood County, Mr. Rodeghier does not get to choose his work assignments, especially when there is no argument that he is not qualified for the reassignment. Despite his multiple requests to confirm where he was to report for work on June 22, 2016, Mr. Rodeghier knew his new assignment. When he failed to report to the Crossroads Unit, his actions required two employees to cover his shift in order to maintain the two staff member level required. His efforts to justify his insubordination do not overcome the simple fact that he was lawfully directed by appropriate supervisors to work on the Crossroads Unit.

Therefore, the County respectfully requests that the Impartial Hearing Officer uphold this termination and dismiss this appeal.

Dated this 28th day of December, 2016.

Respectfully submitted,



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Warren Kraft, Director  
Wood County Human Resources

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