

EXECUTIVE COMMITTEE

DATE: Tuesday, May 2, 2017
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse, Room 114

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Monthly letter of comments from department heads
 - (c) Approval of departments vouchers – County Board, Human Resources, Risk Management, Finance, Treasurer, Clerk, Information Technology, Maintenance and Purchasing.
4. Review items, if any, pulled from consent agenda
5. Do away with Housing Loan Committee
6. Options for payroll department – Presentation by Wipfli
7. **Maintenance**
 - (a) Review letter of comments
 - (b) Update on River Block Construction and Courthouse Remodeling
8. **Safety & Risk Management**
 - (a) Review letter of comments
9. **Information Technology**
 - (a) Review letter of comments
10. **Wellness**
 - (a) Wellness Updates
11. **Treasurer**
 - (a) Review letter of comments
 - (b) Acceptance of Quit Claim Resolution
12. **Finance**
 - (a) Contract with Sequoia-Cost Allocation audit
 - (b) Correspondence
 - Budget and actual reports for 4 months ended April 30, 2017
 - Year-to-date capital project fund expenditures (State Trust Fund Loans)
13. **Human Resources (HR)**
 - (a) Health insurance update and reserve fund review.
 - (b) Review of vision insurance premiums.
 - (c) Review Finance Director position description.
 - (d) Review draft of Request for Proposals for market review of Compensation Plan.
 - (e) Review memo relating to pay increase recommendation for “red-circled” employees.
14. Consider any agenda items for next meeting.
15. Set next regular committee meeting date.
16. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, April 4, 2017
TIME: 9:00 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

OTHERS PRESENT (for part of all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Heather Gehrt, Terry Stelzer, Chad Schooley, Shane Wucherpennig, Sue Kunferman, Brandon Vruwink, Jordan Bruce, Jo Timmerman, Judge Todd Wolf, Steve Kreuser, Lori Heideman, Dennis Polach, Bill Winch, Warren Kraft, Bob Moore (ICM)

The meeting was called to order by Chairman Wagner.

Public Comment – No public comments

Consent Agenda

Motion (Feirer/Rozar) to approve the consent agenda minus pages 22 and 23. Motion carried unanimously.

Clendenning requested that pages 22 and 23 of the packet be pulled for review from the consent agenda. He believed that the letter of comments from each department should identify the person(s) responsible for writing the report similar to HR's report. Discussion was held regarding this concern. Since it is the department heads that report to the Committee, it is safe to assume they are the ones submitting the reports. Clarification on the process of updating and reviewing the Employee Policy Handbook was given. Kraft stated he will collect feedback from department heads and employees, and bring any revisions to the Executive Committee for approval during the 3rd quarter. Ultimately, changes will be approved by County Board through a resolution. Also discussed was the compensation review being conducted specifically for the IT Department. Kraft stated the review is being done at the request of that Department, and that other departments can request similar reviews if they so choose.

Motion (Feirer/Henkel) to approve pages 22 and 23 of the consent agenda. Motion carried unanimously.

Rozar nominated Hilde Henkel as Vice-Chair of the Executive Committee to replace Wagner. There being no further nominations.

Motion (Pliml/Breu) to close nominations and elect Hilde Henkel as Vice-Chair of the Executive Committee with a unanimous ballot. Motion carried.

Maintenance Manager Van Tassel reviewed his Letter of Comments.

Van Tassel gave an update on the River Block and Courthouse construction projects. The River Block project is on schedule and within budget. Park & Forestry and the Health Department are set to move the week of April 24th.

Demolition of the new Dispatch Center in the Courthouse is almost complete. Lori Heideman believes there will not be enough room in the new area and is requesting that Phase 2 of the Dispatch remodel be implemented now. Concern was also expressed about the noise Phase 2 would produce to do at a later time. Phase 2 incorporates the County Board Chairman's and Wellness offices into the space. Van Tassel explained that moving ahead with Phase 2 now would eliminate extra work down the road with having to build temporary walls to alleviate disruption to the dispatchers in order to do demolition. Rozar requested the added cost amount of moving ahead with Phase 2 now. Van Tassel estimates an additional \$5,000 to \$15,000 would be needed but also stated the project is coming in under budget so far.

Motion (Clendenning/Rozar) to proceed with Phase 2 of the Dispatch Center remodel now. Motion carried unanimously.

Funding for River Block moving expenses for the departments relocating to the building was discussed. While Health Department budgeted for their own move, the remaining departments did not. Parks, Land & Water Conservation and Human Services have all gotten estimates from Rapp's Moving for an approximate total of \$19,600. Kaup has contacted Rapp's for an estimate in moving computer equipment but has not gotten a final number yet. She anticipates her staff could work with Rapp's to get IT equipment moved, but does not want to overcommit her staff. It was the consensus of the Committee that moving expenses be paid for out of the Maintenance budget.

Judge Wolf joined the meeting for the discussion regarding disposition of the Airport Avenue CBRF. Wolf stated he has had discussions with outside entities, specifically the Department of Corrections, regarding alternatives for running the CBRF to house drug court participants as the Oxford House is not an adequate substitute. The Human Services Department can no longer fund the CBRF. The Crisis Intervention program that was housed in the CBRF has been relocated to Norwood. Consensus of the Committee is to allow Judge Wolf some time to see if another agency can rent the CBRF from the County to create a structured housing environment for drug court participants.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments, noting that there were no lost time or restricted duty injuries in the 1st quarter.

IT Director Kaup informed the Committee that the River Block microwave link and back connections are up and running and have been tested. They are beginning to rack equipment in the new Data Center. Kaup briefly spoke of a potential computer hack that took place on March 24th. IT is working with the State to determine if it was in fact a true hack of the system.

Wellness Coordinator Fandre presented his update. He stated the 2nd quarter is done and the 3rd quarter is now underway. First quarter incentive payouts have been completed. The Wellness Committee is now focusing on why employees are choosing not to participate in the Wellness program. Discussion is being held on whether or not program participation could affect insurance premiums.

Treasurer Gehrt reviewed the Department's Letter of Comments. She raised concern about how money will be handled at River Block, specifically transporting it to the Courthouse for deposit. Gehrt inquired as to whether it would be feasible to have a centralized lock box at River Block that the departments could put deposits in, and the Treasurer or Deputy Treasurer could retrieve the deposits and transport them to the Courthouse for processing. Jo Timmerman gave an overview on how Human Services handles money within their Department. Van Tassel was instructed to look into purchasing a drop safe for River Block.

Gehrt presented a resolution to sell a tax deeded property in the City of Wisconsin Rapids.

Motion (Rozar/Feirer) to approve the resolution to sell a tax deeded property in the City of Wisconsin Rapids. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Discussion was held regarding a Tax Deed Policy presented by Gehrt.

Motion (Clendenning/Henkel) to approve the Tax Deed Policy as presented. Motion carried unanimously.

Gehrt presented and reviewed a policy regarding application of real estate tax payments received.

Motion (Rozar/Feirer) to approve the Application of Real Estate Tax Payments Received Policy as presented. Motion carried unanimously.

Investment Advisor Bob Moore of ICM (Institutional Capital Management) gave his annual presentation on the Wood County Market & Portfolio Review. Moore stated that Wood County's portfolios are in great shape and the County currently has a Bloomberg grading of A++.

Break at 11:05 a.m. Meeting reconvened at 11:12 a.m.

Finance Director Martin presented a resolution to amend the 2017 budget for Edgewater Haven Dietary function to fund the purchase of a walk-in cooler/freezer.

Motion (Feirer/Rozar) to approve the resolution to amend the 2017 Edgewater Haven Dietary budget to fund the purchase of a walk-in cooler/freezer. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Discussion was held regarding 2016 transfers to Edgewater and Human Services. Edgewater currently needs a transfer of \$455,000 to bring them back to the same working capital they had at the end of 2015. Human Services currently needs a transfer of \$2,000. The County has a goal to maintain 15% of budgeted governmental expenditures plus the levy subsidies to the enterprise funds in cash reserves. Any reserves in excess of the 15% can be used to fund revenue shortfalls.

Motion (Rozar/Breu) to put \$225,000 into the Human Services Risk Reserve Fund from the overage of capital. Breu: yes; Clendenning: no; Feirer: yes; Henkel: yes; Pliml: yes; Rozar: yes; Wagner: no. Motion carried.

Finance Department correspondence was discussed as outlined on the agenda. The Finance Department along with the County Clerk requested the first draw down on the State Trust Fund Loans. Capital Improvement Requests have gone out to all the departments. Wagner stated the Executive Committee will devote one or two special meetings specifically focused on the CIP.

Human Resources (HR)

Warren Kraft reported he has been working with Paula Tracy and Mike Martin to revamp the job description for the Finance Director position. Once the job description is approved by the Executive Committee, the vacancy will be posted for recruitment. Mike Martin discussed the succession plan he has been implementing the last several years. Furthermore, he explained he has been mentoring the current Deputy Finance Director as part of that succession plan. Discussion was held regarding allowing for some overlap for training purposes before Martin retires and also, what the appropriate timing would be for filling the position.

Motion (Clendenning/Rozar) to begin recruitment for the Finance Director position in July, with the HR Director, EC Chair and Vice-Chair reviewing the first round of applications once received. Motion carried.

Kraft gave an update on projected health insurance increases for 2018. A chart of the health insurance fund reserves was handed out and reviewed. This will be an ongoing agenda item as the year moves toward the 2018 budget discussion.

Agenda items for the next regular meeting (Tuesday, May 2, 2017 at 8:30 a.m.): disposition of the Airport Avenue CBR; moving the payroll function to the Finance Department versus the function remaining in Human Resources; a review of all County owned properties; review of the Finance Director job description; and health insurance updates.

Motion (Henkel/Rozar) to adjourn the Executive Committee meeting at 12:31 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

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



Wood County

WISCONSIN

MAINTENANCE
DEPARTMENT

Maintenance Monthly Comments From the Desk of Reuben Van Tassel

May 2, 2017

The River Block building passed State inspection on April 21st and the Park & Forestry and Health Departments began moving in the week of April 24th.

Work continues on the Data Center and a lot of progress is being made on the Dispatch Center.

Met with IT staff regarding the Data Center project.

A representative from Gappa worked with Jason in IT and Brenda and Reuben in the Maintenance Department to get the access card system for River Block up and running. Brenda is in the process of issuing new ID cards for the employees moving to River Block.

Reuben attended the Employee Feedback meeting on April 11th.

An update on River Block and Courthouse remodeling was presented at the April 18th County Board meeting.

Reuben was interviewed by Karen Madden from the Daily Tribune at the River Block building on April 20th.

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



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – April 2017

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

- Working on MSDS Online to enter all Wood County Safety Data Sheets into the system.
- 2017 Professional Liability Insurance policy renewal complete.

Lost Time/ Restricted Duty/Medical Injuries: 3

- 04/12/2017 – Norwood HC – Employee sustained a contusion to the head when the lid of an open recycle bin came down. 1 day lost time.
- 04/18/2017 – Norwood HC – Employee sustained a strain to the left knee from a slip and fall on stairway. Lost time injury.
- 04/05/2017 – Highway – Employee sustained a strain to the right wrist from pounding metal sign bases onto pavement to remove dirt. Changing work method to prevent injury. Medical only.

First Aid Injuries: 4

- 03/24/2017 – Corrections – Employee sustained strains to the knee and shoulder from a combative individual.
- 03/24/2017 – Corrections – Employee sustained strains to the arm and ankle from a combative individual.
- 04/05/2017 – Norwood HC – Employee sustained contusions to right hip and elbow when a ladder locking arm failed causing a fall. Ladder removed from service.
- 04/11/2017 – Parks – Employee sustained a left ankle strain after stepping into open hole in concrete base.

Property/Vehicle Damage Claims: 2

- 04/17/2017 – Parks – Damage to rear of truck after backing into a light pole. Estimated damage \$3122.70
- 04/19/2017 – Sheriff's – Damage to squad from backing into vehicle while exiting a parking spot. Estimated damage \$1297.59

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

- 03/22/2017 – Highway – Resident windshield damage claims. Asking \$263.75 for new windshield. Will deny claim.

Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases/ EEOC: 1 New

- Engen vs. Wood County Highway. Trial scheduled in May.
- Nelson vs. Wood County Human Services. Summary Judgment awarded to Wood County.
- Waite retaliation claim.
- Rodeghier wrongful termination and discrimination claim filed with EEOC. WCMIC is denying coverage. Will turn over to Wood County Corporate Counsel for claim response.

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

MSDS Online - Initiation of this program is ongoing. With over 2,200 chemicals it will take most of the year to complete this project.

In April I made two recommendations to prevent injury recurrence to Wood County departments.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

April, 2017

- ◆ 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 assessment data is uploaded on a regular basis by Treasurer Department staff. Open records requests are being fulfilled using the GCS data.
- ◆ The TimeStar, electronic time card and time tracking, system installation on our web and database servers has begun. The implementation schedule is set and spans from April to August 2017. The schedule includes extensive administration training sessions for IT and HR staff, supervisor training, hardware clock placement, hardware clock training, and 8 weeks of parallel testing. IT will provide general user training as quickly as possible. Training is scheduled to begin in May; parallel testing is scheduled for June and July, with a tentative GO LIVE date in early August. 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. Zoning permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. Sanitary permit entry into the web based system is complete. The real property data import to use the new GCS real property database is complete.
- ◆ The second Wellness Incentive timecard import into the HRMS payroll software was completed and successful. This import replaces 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 for October 2017.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is complete. Replacement system creation and implementation of these systems begins as we plan to decommission the SCO Unix server early in 2017.
- ◆ Responded to a potential Cybersecurity Event. On Friday, March 24th, the IT department was contacted and notified of a potential computer that was compromised. IT staff immediately responded to prevent any further data being compromised. IT staff is working with the State Cyber Response Team to continue to investigate the alleged hack. All measures and precautions are being taken to figure out what happened and verify it was not a breach of security on the County network. The Sheriff's department has assisted by obtaining a forensic image of the computer in question. This will allow IT staff and the Cyber Response team to investigate the computer without worry of modifying any files on the computer and ensure the integrity of the computer image in the event there was a compromise.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Attended demo for Office Ally. This is a clearinghouse that Human Services will be using for sending electronic claims that come out of TCM.
- ◆ During April two upgrades were applied to TCM, Human Services Client Management software. These upgrade added features and resolved issues that existed in the previous versions.
- ◆ The moving of Departments to Riverblock began. Parks & Forestry were moved April 21st and finished on April 24th, Health Department's move started April 19th and continued through April 24th. IT staff that was in space that will be the future home of Dispatch moved to the Parks & Forestry vacated space on April 26th. Upcoming Moves: Land & Water Conservation May 2-3rd, and Human Services Fiscal May 22nd.
- ◆ Supported Maintenance department with various IT related River Block pre-occupancy requirements.
- ◆ Resumed work on extending the Park Reservations system to support shelter reservations as well as adding numerous requested features such as new payment & refunding options.
- ◆ Purchased and began using Siteimprove to improve the quality of the public website and ensure the best compliance possible with ADA (Americans with Disabilities Act) and other accessibility rules.
- ◆ Built a new virtual windows server to support the Live Scan fingerprint application in the Sheriff's Department. The server is now in Production
- ◆ Installed Wireless Access Points in Riverblock.
- ◆ Completed the network and phone configuration for RiverBlock.
- ◆ Terminated cables at Norwood. Installed phone in Crisis, prepared network wiring for connection of new medication dispenser.
- ◆ Prepare networked vaccine refrigerator/freezer monitor/notification device for installation at River Block upon occupancy of Health Department.
- ◆ Trained new County Board member on iPad.
- ◆ Looked into solutions for documents that require signatures in Human Services.
- ◆ Troubleshooting continues on the TCM printing issues. Staff has narrowed it down to an issue with one of the TCM Servers. Network staff built a new server from scratch and is working with Programming staff to get the TCM server software installed.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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- ◆ 567 helpdesk requests were created in March, with staff completing 535 tickets leaving 274 open requests. These numbers represent service requests from departments throughout the County.
 - ◆ Planning for the IT Department move and Shared Data Center build is ongoing. Great progress on the Shared Data Center has been made. Server racks are in place and the containment was installed the last week in April. By Mid-May Dispatch and IT equipment will begin to be moved into the new Shared Data Center.
 - ◆ Planning is being completed for wiring and equipment in the new Dispatch & IT areas.
 - ◆ Attended the Multi-County Project Managers meeting in Outagamie.
 - ◆ Working with HR Director on Wellness Incentives.
 - ◆ Worked with CIS support to get all of the 911 calls to map on the mapping for Dispatch and Squad Cars. Now they can see where the officers are along with where the 911 call is coming in at.
 - ◆ Applied 2017 1st quarter update to HRMS system.
 - ◆ Updated TraCS Transfer (internal CIS interface built by IT) to auto archive older files. This will increase performance of the tool.
 - ◆ Attended Employee Feedback meeting with positive results from the last meeting.
 - ◆ Upgraded the HR/Payroll system to the latest version of the software - HRMS 2016. This will help with some of the errors that HR was getting when using the system.

Comments from the County Clerk
May 2017 Executive Committee Meeting

I can't thank my great staff enough for their dedication while I've been gone. Everything ran smoothly and I've even joked that I kind of felt unneeded! It's good to be back.

Starting at the beginning of the year, I changed the agreements with the municipalities in regards to our responsibilities for WisVote. Previously my office took on all of the WisVote work for all but 4 of the 24 Wood County municipalities. Due to law changes and tighter timelines for entering information in this state election administration system, I've turned over a portion of this responsibility to the municipal clerks. On a scale of 1 to 10, I'd say it was received at about a 3 level. This system is new to the clerks and they've been used to us doing all of the work. By giving them control over their own voters, they will have the information that they need at their fingertips whenever they need it. As I suspected, the feedback from most clerks has been quite positive. It is a very user friendly system and there is easily accessed training video and ready support from the Elections Commission for any questions.

The statistics that my staff has been putting in the monthly comments lately have been well received, so here are some more for you.

April 4, 2017 Spring Election Turnout

- County percentage total 18.47%
- Highest turnout – Village of Port Edwards – 47.40% (multiple contested positions)
- Second highest – Town of Richfield – 38.43% (multiple contested positions)
- Lowest turnout – Town of Saratoga – 10.40%

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Multiple positions with no candidate filing –

- Town of Arpin Treasurer
- Village of Arpin Trustee
- Village of Auburndale Trustee (2 out of 3 positions)
- Village of Hewitt President
- Village of Hewitt Trustee
- Village of Rudolph Treasurer
- City of Nekoosa Alderperson
- City of Pittsville Alderperson

Statistics from November 8, 2016 Election (last one to be published)

Age of Poll Workers

	16-17	18-25	26-40	41-60	61-70	71+
State	779	981	1826	8158	15543	12717
Wood Co.	1	7	17	57	150	109

Wood County Employee Wellness Update

May 2nd, 2017 Submitted: Adam Fandre

2016-2017 Employee Wellness Program

New Hire Orientation- Continue to promote and encourage new hires to participate in the upcoming Wellness year. New hires starting after quarter 1 must complete biometric screenings within 30 days of orientation, health assessment within 60 days of orientation, and health coaching within 90 days of orientation to be eligible for the cash incentive.

Portal Updates-

253 employees received quarter 2 payout

147 employees have registered for quarter 3 Work Out Watch activity

Wellness Committee Updates-

- 2016-2017 Wellness Program Planning and Promotion.
- No smoking/tobacco signs have been given to Reuben Van Tassel to post on River Block building.
- Will work with Reuben Van Tassel to post no smoking/tobacco signs around courthouse and vinyl lettering on entrance doors.
- Discussion of quarter 3 wellness challenge, activities, and deadlines.
- Discussion/constructive feedback of targeted wellness survey for Norwood and Edgewater to find out why employees do not participate in wellness.
- New champs are willing to take on more than just their department. Revisited list of champs in each department and spread responsibility equally.
- Brainstormed ideas of how to get new and past champs more well-known amongst coworkers.
- Discussion of incentivizing parking further away at River Block
- Committee members re-signed contracts

Wellness Board Updates-

- Discussion regarding how to mitigate a substantial, potential increase in 2018 health insurance premiums.
- Dialogue of restructuring the way cash incentives are being paid, with an increased first quarter incentive to encourage biometric and HRA participation.
- Discussion took place regarding 2017 influenza clinics for Wood County health insurance participants. Jordon Bruce stated he could order the vaccine at a reasonable rate and county staff can administer the vaccine at Norwood and Edgewater Haven. Sue stated the Health Department could assist with administration at River Block and the Courthouse.
- The "Eligibility to participate in employee wellness programming and receive incentives" policy was reviewed. It was decided that steps 1, 2, and 3 must be done in order to receive the incentive. Another change was that spouses may participate in wellness programs but are only eligible for 1st quarter incentive.

Coordinator Monthly Updates-

- Wrapped-up quarter 2 Wellness Challenge and sent/delivered incentives to winners.
- Sent list of payouts to Human Resources.
- New office location tentatively set for 3rd floor of River Block.
- Spoke at Highway Department of upcoming wellness activities and deadlines.
- Finalized quarter 3 wellness challenge communication and emailed out.
- Sent out Work Out Watch activity for quarter 3.
- Crafted monthly Lunch & Learn quizzes for portal and hard-copies for Parks and Forestry.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees not moving to River Block.
- Meeting with department heads to discuss ergonomic assessment results and recommendations.
- Performing follow-up health coaching at the various Wood County locations.
- Helping with portal support.

Wellness Activities-Going on Now

Work out Watch - Quarter 3: Employees have the opportunity to earn 500 wellness points just by sticking to their physical fitness goal for the quarter. In order to claim these points they must complete and submit a "Work Out Watch Form" to the Wellness coordinator by each quarter deadline. Must have goal created and approved by the Wellness Coordinator by: Quarter 2-January 15th, Quarter 3-April 15th, Quarter 4-July 15th. Employees complete a self- review form of their goal and submit to the Coordinator at the end of each quarter to determine employee wellness points awarded.

Follow-up Health Coaching Session – Quarter 3: This includes a scheduled appointment with an Aspirus Health Coach to review health goals set in January after the screenings. This activity is worth 250 points for quarter three and/or four. The Aspirus Health Coach will mark this activity as complete and you will automatically receive your points.

Stress Less, Breathe More – Quarter 3 Wellness Challenge: This is a 6-week challenge aimed at employees who are looking to manage their stress their stress more efficiently. During this challenge, participants will learn to understand, relieve, and better manage their stress. They will also learn techniques to cope with lifestyle stress related topics that include stress education, mindfulness, physical activity, nutrition, time management, and finances.

Enclosures:

March 9th 2017 Wellness Board Meeting Minutes

April 24th 2017 Wellness Committee Meeting Minutes

Wood County Employee Wellness Board Meeting Minutes

Thursday, March 9 2017

Wood County Health Department, EOC Room

Board members present: Amy Kaup (arrived at 2:24 p.m.), Donna Rozar, Dawn Schmutzer, Warren Kraft (HR Director—ex-officio), Jordan Bruce, Sue Kunferman

Excused:

Also present: Amanda Handrahan (Aspirus Business Health), Adam Fandre (Wellness Coordinator), Melissa Kovacevich and Angela Zausch (Horton Group), Lisa Keller (arrived at 2:24 p.m.)

Sue Kunferman called the meeting to order at 1:06 p.m.

Introductions took place around the table.

Public comments: none

Motion (Schmutzer/Bruce) to receive and place on file the minutes from the December 8th meeting as presented. All ayes. Motion carried.

Melissa Kovacevich introduced Angela Zausch who will assume Wellness Coordinator responsibilities for the Horton Group to work with Wood County. She has expertise and experience in worksite wellness and is often referred to as the “Wellness guru”. The Board welcomed Angela to her new position and looks forward to working with her. Melissa reported that she is still working on getting the historical data requested at the last meeting. She also distributed an EEOC update regarding Wellness Programs (notice on file). The notice discusses “protections from disclosure of medical information” for employers regarding health information collected with worksite wellness programs for the protection of that employee information. Also shared with the Board was the fact that WPS has no new aggregate information to share at this time.

There was general discussion of concern about the presentation by the Horton Group to the Executive Committee regarding health insurance utilization and the forecasting of 2018 health insurance premiums. It was emphasized that the information presented was preliminary data with much discussion required prior to the setting the 2018 health insurance premium rate. Discussion took place regarding how to mitigate a substantial, potential increase in that rate. This discussion will continue at the next Wellness Board meeting.

Amanda Handrahan presented data regarding participation for the 2015-2016 wellness year. This data included employees receiving incentives per quarter (did not include spouses) and employee engagement.

Furthermore, she presented data concerning the 2016-17 wellness program goals. Current participation rates for employees is 52% and for eligible spouses, 23%. These figures are below set goals. Have until June 30, 2017 to work on meeting goals. Adam reported that new champs have been recruited and has hope that this will affect participation rates. General discussion on incentives and thoughts on increasing participation was held. A survey on why individuals are not participating and being pro-active with outreach were 2 suggestions provided. Participation at Edgewater Haven and Norwood was discussed. The Wellness Committee will put this on their agenda and discuss options to increase participation. Having a competition between departments could be something to try.

Aspirus is working through the reports from the HRA and biometric screening participation. Some new ways of looking at the data are being developed. That data will be presented to the Board upon completion.

263 employees and 59 spouses have participated in health coaching. The coaching sessions have been completed for now.

Further, extensive discussion took place on health insurance premium incentives. There was also discussion on restructuring the way cash incentives are being paid, with an increased first quarter incentive to encourage biometric and HRA participation. Prizes and bonuses were also discussed. Changes in the way cash incentives are being paid out must be positive and of benefit to the employee. The timing of a restructuring is critical. This discussion needs to take place along with the Executive Committee discussion of the 2018 health insurance premiums. What that looks like will influence potential incentives. Budget neutrality is of concern with any restructuring of cash incentives.

A discussion took place regarding 2017 influenza clinics for Wood County health insurance participants. Jordon stated he could order the vaccine at a reasonable rate and county staff can administer the vaccine at Norwood and Edgewater Haven. Sue stated the Health Department could assist with administration at River Block and the Courthouse. Vaccine administration will take place in conjunction with fall Health Fairs. Details will be worked out with the departments involved.

The "Eligibility to participate in employee wellness programming and receive incentives" policy was reviewed. It was decided that steps 1, 2, and 3 must be done in order to receive the incentive. Another change was that spouses may participate in wellness programs but are only eligible for 1st quarter incentive. Motion (Schmutzer/Kaup) to approve the policy with the edits made. (Policy on file) All ayes. Motion passed.

Department report card survey results were distributed. The Wellness Committee will review these results and make suggestions for next steps. The results will also be shared with Department Heads with the elimination of the column that provides the number of individuals who participated by department.

No Wellness Committee or general employee wellness updates are available at this time.

Next meeting: May 11th at 12:30 p.m. at the Edgewater Haven conference room, Port Edwards

The Chair declared the meeting adjourned at 3:48 p.m.

Respectfully submitted,

Donna M. Rozar

Donna Rozar, secretary (electronically signed)

Minutes in draft form until approved at the next Wood County Wellness Board meeting

Name of Meeting: Wellness Committee Meeting**Location:** Courthouse RM 115**Date:** 04/24/2017**Time Called to Order:** 1:30PM**Time Adjourned:****Call in Number:** *8408**Members Present/Call in**Adam F, Dawn S, Lynn B, Brad M, Jodi P, Ryan Soyk, Dani Wickersham
(replacing Ryan Schultz)**Members Absent:** Kristi E, Amber F, Lisa K, Tara F, Maria L, Lacey P, Ryan Schultz, Sandy G, Caity C, Janet K**Next Meeting:**

- Date: 3rd Tuesday of each Month, May 16, 2017
- Time: 1:30pm
- Location: TBA
- Call in #: TBA

Recording Professional
Dawn Schmutzer

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
Featured Wellness Champs/Members	<ul style="list-style-type: none"> • Complete champ questionnaire • Increase awareness to departments of champs 	Adam will send out a questionnaire for all Champs to complete; picture submitted too. Due 4/28 to Adam.	New champs
Re-signing of contracts	<ul style="list-style-type: none"> • Review expectations 	Adam will update wording, break out Champs vs Committee members. Roles, Responsibilities and Commitments will be defined for each. Forms will be resigned annually. Due 5/15 to Adam.	All except new champs
No Smoking/Tobacco Signs/Vinyl signage	<ul style="list-style-type: none"> • Adam is working with Reuben to get vinyl stickers for doors • Adam/Reuben will walk around courthouse grounds and determine where to put signs 	Discussed the need for vinyl on the doors if there are metal signs. Consensus is that these are another step into where we are headed. Adam will work with Reuben on getting Tobacco Free Campus vinyl on doors at Courthouse, River Block, Highway, Edgewater and Norwood. Reuben found metal signs; Adam will do walk around and find proper placement.	Adam
Wellness Survey for Norwood/Edgewater	<ul style="list-style-type: none"> • Survey created • Link will be sent via email by Adam • Hard copies distributed by champs • Subway incentive? 	Survey was completed 4/21. Adam will send out electronically this week. Location with highest percentage of surveys completed will get a Subway party.	Adam/Lisa/Maria/Tara
How to Get Wellness Word Out & Increase Participation	<ul style="list-style-type: none"> • Identified locations whose participation rates are lowest, will try to reach out to these areas. • Update on department interactions (who talked to who) 	Keep updating bulletin boards with Wellness activities. Champs can be announced with simple games like word searches, a Where's Waldo (put their name here) in a collage of faces, or a Poker Run of virtual cards with new Champs faces on them.	All
Tasks After Move to River Block	<ul style="list-style-type: none"> • Who's covering which departments 	All looks good.	Adam/All

River Block	<ul style="list-style-type: none"> Wellness activity for parking? Any others? 	Adam discussed ways to incentivize the people who park farthest away from River Block. Hard to make a comparable benefit for those who are allowed to park closer to their building of employment. Adam could randomly go through the Elks lot and select a few vehicles to give prizes to. Or maybe designate 6 or so spaces as wellness incentive spots. Discussed incorporating a walking/steps challenge: Walk Around Wood County theme.	All
Wellness Activities	Quarter 3 (April 1st–June 30th)	Q3 coaching is happening. Sign up on the portal.	Adam/All
Q3 Wellness Challenge	<ul style="list-style-type: none"> Tentative roll-out date 	Stress Challenge registration opens 5/1, challenge begins 5/8.	Adam

TREASURER'S REPORT

05-02-2017

By: H. Gehrt

- The Real Property Lister and I went to Adams County on April 3 for "A Day With your County Surveyor" to learn more about the Public Land Survey System (PLSS) as we sit on the Land Information Council.
- Attended Executive Committee meeting on April 4.
- Attended the Judicial and Legislative Meeting on April 7 with a resolution opposing the assessment of big box stores like empty run down stores.
- Attended County Board on April 18.
- Paid out the lottery credit to all municipalities (except Wisconsin Rapids who pays the county) and all school districts.
- Those municipalities that submitted delinquent personal property chargebacks from 2015 were paid out.
- Published 238 parcels for 2013 delinquent taxes in the newspaper. They have until October to pay or we will begin the tax deeding process.
- Sent letters to 23 homeowners informing them that they have 90 days to pay their 2012 delinquent taxes in full or their property will be tax deeded.
- I am currently working with a taxpayer who had a previous agreement for back taxes that wasn't beneficial to anyone. Taxes are owed from 2004-2011 on one parcel and 2007-2011 on a different parcel. I hope to come to an agreement soon that is beneficial to all parties involved.

3b-1

Executive Committee
Monthly Comments on Agenda Items
Finance Department – Mike Martin
Tuesday, May 2, 2017

Comments on Agenda Items

12a. Discussion of Finance Director Position Description-GFOA Code of Professional Ethics

I wish to request a revision to the draft of the Finance Director position description that the Committee will be considering at this meeting.

The last bullet point under “Essential Duties and Responsibilities” is a new element developed by Human Resources. I suggested that this item seemed out of place in a job description and seemed better suited to an element of the “Wood County Employee Policy Handbook”. I also pointed out that the fourth paragraph under “Language Ability and Interpersonal Communications” was there in the previous version of the position description and was more the standard that I have seen in almost any other position description.

If the Committee wishes to make a stronger statement on the conduct of the position, I suggest including or referring to the GFOA Code of Professional Ethics which I have included in the packet. There is a framed copy of this document hanging in the Finance Department.

12b. Contract with Sequoia-Cost Allocation Plan

The County has used Sequoia Consulting Group to prepare out cost allocation plan since 2005 with no increase in fees since that time. Sequoia has prepared the cost allocation plan for \$7,506 each year. The fees charges by the previous vendor were \$8,830 for 2004. There has been a verbal agreement with Sequoia since the beginning.

Sequoia is proposing a written contract for 2017 while maintaining the same fee of \$7,506. The agreement is for 5 years with an increase of 1% for year 2 with no increase for year 3 and a 3% increase in year 4 with no increase for year 5. There is an option for 2 additional years.

The contract provides for termination of the contract with a 30 day notice.

I am recommending that I sign the contract with Sequoia.

36-2

12c. 2016 audit-payroll issues

Wipfli begins/began the audit for 2016 on Monday, May 1st. The majority of the validation of the financials has gone well with the exception of balance sheet accounts related to payroll. There are many accounts that still have variances, with the most significant variance in the amount that we owed the Wisconsin Retirement System at 12/31/16.

12d. Correspondence

- 1) Budget and actual reports for 4 months ended April 30, 2016
- 2) Year-to-date State Trust Fund loan drawdowns and expenditures



Wood County

WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

March 28, 2017

To: Ed Wagner, Donna Rozar, Hilde Henkel, Al Breu, Mike Feirer, Bill Clendenning and Lance Pliml

From: Warren Kraft, Director of Human Resources

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

General Highlights:

- Worked with the Executive Committee chairperson, the Finance Director and the IT Director regarding the proper home for payroll functions and developed survey of responding cities and counties for Executive Committee review.
- Continued to work with Finance Department to resolve reconciliation issues. When auditing employee benefit withholdings, discovered that the County-as-Employer share of vision premiums had not be charged back to the departments, as is done with health insurance premiums. **(A memorandum is attached for Executive Committee review and possible decision as part of the regular HR agenda to treat this voluntary benefit similar to all other voluntary, non-health insurance benefits.)**
- Continued participation in recruitment activities for the Edgewater Haven Administrator position and follow-up under direction of Health and Human Services Committee.
- Participated in April 11th Employee Feedback Group meeting, the minutes of which have been circulated to “All Outlook Users” and “State E-mail Employees”. Topics included:
 - A review of the Wellness Survey, which had been shared last month with the Executive Committee.
 - A discussion about the holiday schedule (specifically Christmas and New Year’s).
 - A review of health insurance matters, which had been shared last month with the Executive Committee.
 - An update to the River Block and Courthouse remodeling and relocation projects by Reuben Van Tassel, who also addressed any maintenance concerns.
 - A discussion about the use of State/Federal Family Medical Leave, Catastrophic Sick Leave and general Leaves of Absence.
 - A discussion about “red-circled” employees whose salaries have been frozen as the Wood County Compensation Plan catches up to them. **(A memorandum is attached for Executive Committee discussion and possible decision as part of the regular HR agenda.)**
 - A general discussion about the roles of the Group members.
 - Sharing news and information from the departments represented.

- Work with Norwood Health Center administration regarding the elimination of the 8/80 exemption from FLSA overtime rules for certain nursing staff to accommodate a changeover to 12-hour shifts.
- Met with a supervisor to review an employee's attendance issues and explore possible resolution.
- Along with Paula, worked with the respective department administrative staff regarding consolidation of two part-time positions into one full-time position in the respective department. The County Board approved one such resolution at its last meeting.
- With the Human Resources team, attended and presented to the Highway Department employees' spring training program.
- A former employee, whose job termination appeal to the County Board was denied, has filed complaints with the state Equal Rights Division and are automatically filed with the federal Equal Employment Opportunity Commission. He alleges discrimination based on ethnicity and religion. In consultation with Corporation Counsel and Risk Manager, the matter is referred to the County's insurance company for follow-up.
- Received official notification that the state has dismissed a discrimination claim from a former employee, for which the Committee had been previously advised. The federal claim is pending and handled by outside counsel.
- Continued work with representatives of The Horton Group to review 2018 health insurance and other employer-sponsored benefits for 2018, including monthly teleconference.
- Worked with a Wellness Board member regarding incentive reviews to be presented to the May Wellness Board for further discussion.
- Concluded information collection for the biennial actuarial study of post-employment health liability (GASB-45 report) for Finance Department and sent draft to Finance for review. Continued to work with Finance Department regarding calculations of Health Fund Reserve. Continued to work with Treasurer regarding routine monitoring of health insurance fund checkbook.
- Continued to compile information received from other public sector IT Departments for internal staff compensation review.
- Drafted request-for-proposals to conduct market review of Wood County Compensation Plan. **(The draft will be presented by the chairperson for Committee review and possible decision as part of the Committee's regular agenda.)**
- Attended the 2017 Spring Local Government Seminar, sponsored by Ruder Ware of Wausau. Topics included: Enforcement of employment laws at the state and federal level, proposed changes impacting local government in the proposed 2017-19 state budget, changes to the Unemployment Compensation law; and, review of recent decisions concerning the Open Meetings and Public Records laws, regarding reasonable accommodations of employees under the Americans with Disabilities Act and the Wisconsin Fair Employment Act; and, regarding due process protections for public employees.

Administrative – Paula Tracy

- Researched and completed Personnel Activity Reports (PARs) for each HR staff member and forwarded to the Finance Department as required.
- With the Human Resources team, attended and presented to the Highway Department employees' spring training program.

- Along with Warren, worked with the respective department administrative staff regarding consolidation of two part-time positions into one full-time position in the respective department. Assisted in drafting the resolution wording.
- Met with a supervisor to discuss the recruitment and retention policy.
- Explained the annual reclassification appeal process with several employees.
- Participated in discussion with vendors regarding electronic filing software.
- Added final revisions to the job description for the Finance Director position.
- Revised several other job descriptions in anticipation of recruitment.
- Responded to email surveys from fellow colleagues relating to various positions, policies and procedures.
- Conducted three exit interviews this month.

Payroll and Benefits – Jodi Pingel

- Continuing to work with the vendor 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.
 - Working with a new Support Technician.
- HRMS data entry, enrollment updates and audits as well as system clean-up continues:
 - Created earning/deduction code for WRS Adjustments.
 - Internal audit uncovered that the employer portion of the vision premium was not being allocated to departments.
 - Created earning/deduction code and G/L accounts for employer vision contribution.
 - Upgrade HRMS to version 2016 and install Employee Self Service.
 - Begin set-up and configuration.
- Processing Family Medical Leave requests.
- Updates for Sheriff Deputies' WRS annual reconciliation.
- Beginning stages of database creation for tracking medical enrollments for 1095C forms.
- Working with Finance on understanding processes and reconciling payroll expense, liability and clearing accounts.
- 2017 Quarter 1 Tax Reporting.
- March WRS Remittance.
- Non-Discrimination Assessment with TASC.
- Updated New Hire Orientation PowerPoint.
- Organized and videotaped a Teladoc/Express Scripts presentation by our WPS representative, Tim Ottosen. Worked with IT to get the video uploaded and link available for all employees through the HR intranet.
- Update employee records to reflect beneficiary for life insurance.
 - Sent requests to employees who are enrolled in the life benefit with no beneficiary designation.
- By request of the HR Director, accomplishments within the last year, see page 5 and 6.

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.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Refilled	Clerk of Courts	Clerk/Typist	Filled
Refilled	Edgewater	CNA (2 PT, 3 Casual)	Recruitment by Edgewater
Refilled	Edgewater	Recreational Therapist Aide (Casual)	Recruitment by Edgewater
Refilled	Edgewater	Dietary Aide (1 PT, 3 Casual)	Recruitment by Edgewater
Refilled	Edgewater	Administrator	Continuing Recruitment
Refilled	Health	Health Promotion & Comm Spec (2)	References/Background
Refilled	Highway	Mechanic	Interviewing 4/18 & 4/19
Refilled	Highway	LTE Truck Operators (2)	Offers Pending
Refilled	Human Services	Support & Service Coordinator	Offer Pending
New	Human Services	Employment & Training Manager	Filled
Refilled	Human Services	Bus Driver – Casual	Filled
Refilled	Human Services	AODA Counselor	2 nd Interviews scheduled
New	Human Services	Community Resources Manager	Deadline 4/30/17
Refilled	Human Services	Secretary	Deadline 4/30/17
Refilled	Human Services	CCS/CSP Service Facilitators (2)	Offers Pending
Refilled	Norwood	LPN (Casual)	Recruitment by Norwood
Refilled	Norwood	Discharge Case Manager	Recruitment by Norwood
Refilled	Norwood	Dietary Aide (2 PT, 1 Casual)	Recruitment by Norwood
Refilled	Norwood	RN (1 FT, 2 PT)	Recruitment by Norwood
Refilled	Norwood	CNA (1 FT, 2 PT, 5 Casual)	Recruitment by Norwood
Refilled	Parks	Summer Help (LTE II) – 4	Interviewing May 2017
Refilled	Planning & Zoning	Administrative Services 4	Filled
Refilled	Sheriff	Cook (Part-time) - 2	Interviewing
Refilled	Sheriff	Secretary (Casual)	Deadline 4/25/17

Administrative Services – Kelli Quinnell

- Obtained quotes from two electronic filing software companies: Laserfiche and IMS-21.
- Contacted both internal and external references for Laserfiche and IMS-21 software companies.
- Completed HR quarterly newsletter for Q2 – posted to employee intranet and sent email to all Wood County employees indicating that it was available for viewing.
- Processed April 13, 2017 payroll. As the back-up to payroll, this was an important step to ensure that in the absence of the Payroll & Benefits Coordinator, payroll can be processed.
- Attended Employee Feedback Meeting on April 11, 2017. Created minutes from the meeting and sent them to all Wood County employees on April 19, 2017.
- Attended Teladoc/Express Scripts presentation on April 18, 2017.

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

HR Benefits/Payroll

Benefit Items Completed

1. Benefit Guide
2. New Hire Orientation PPT and Packet
3. FMLA Process/Forms update
4. Website – update forms, links, etc.
5. ACH set-up for Vision, EBC/COBRA
6. WRS Annual Reconciliation
7. Medical/Dental/Vision – pay one month ahead
8. Monthly WRS Remittance
9. Annual WRS Reconciliation
10. Monthly Unemployment Charges (Voucher/Dynamics, Email Dept Accountants)
11. FMLA – Update forms and process including tracking hours and documentation in HRMS
12. Non-Discrimination Assessment for TASC
13. Teledoc/Express Scripts presentation and video link on intranet
14. Quarterly – convert sick time hours to CSLA
15. Reconciling benefit invoices monthly and by check date
16. Aligning Dispatch vacation accrual with county policy (Met w/employees to explain change in process.)
17. Aligning Highway vacation accrual with county policy (Awarded on anniversary date instead of July.)
18. Life Insurance audit – Some employees not following percentage rules (grandfathered). Discovered that ADD cost was not being charged to employee. Added to premium middle of year 2016.
19. Created Emergency Contact form and updated for all active employees (obtain in new hire orientation)
20. Created benefit plan in HRMS for Deferred Compensation (Nationwide)
21. Updated benefit election form for open enrollment
22. Annual Boston Mutual Whole life meeting organization and enrollment for payroll deductions
23. Updated new hire and term forms that HR uses for documentation
24. Converted Code of Ethics from handout to PowerPoint presentation for New Hire Orientation
25. Add Beneficiary listing for all employees enrolled in life insurance, audit completed 4/20/17
26. Health Fund Checking Account verification
27. TASC Account verification
28. WRS Training on administration of the retirement plan
29. ACA 1095C Reporting
30. Retiree Life Insurance letters-annually
31. Per Diem hour tracking for employees WRS eligibility (Humane Officer, Coroner, etc.)
32. Wellness Champ
33. Vacation payouts for terminated/retired employees
34. PEHP Plan administration
35. Updated Qualifying Event form
36. Updated benefit enrollment process to include verification of dependents
37. Organized Generations Lunch and Learn for Wellness
38. FMLA Administration – send letters, forms, track hours

39. EAP – quarterly employee count
40. EBC/COBRA Remittance – deposit form sent to Finance
41. Labor Law Clinic
42. FLSA reports

Payroll/HRMS Items Completed

1. WRS audit and paybacks (Employees not enrolled when eligible)
2. Vision employer deduction code/calculation/GL Accounts
3. New Wellness Code (flat amount) – no hours associated with the code for tracking purposes
4. Norwood Project Codes Updated/Created and G/L Accounts created
5. WRS Make-up Code for adjustments
6. WRS Report, updated with verification based on annual percentage (IT)
7. Real Time Vacation Accrual
8. Maximum Accrual limit errors fixed
9. Kelly Hours tracked in HRMS – Added to paystub
10. Comp Time Earned Report (Run during payroll so Employees do not have a negative dollar value for earned hours)
11. Updated Beneficiary for all employees with AIG life insurance – letters sent 4/19/17
12. Wellness Incentive payout import (eliminated manual entry in timecards)
13. Forward specific reporting information to departments (Finance – Employee Counts, Edgewater-PBJ, etc.)
14. Electronic notifications for Payroll Reports – Supervisors and Vendors
15. Updated Workers Compensation earning/deduction codes in HRMS
16. Created new Wellness earning code to reflect a flat dollar value versus hourly rate
17. Created new Paid Leave earning code
18. Created new Tuition Reimbursement earning code
19. Garnishment percentage deduction corrected – was taking off of gross pay, changed to net pay
20. Testing processes in HRMS test environment
21. Labor allocation (earning distribution) and Reusable timecard set-up
22. Quarter and Year End Tax Reporting including PCORI Fees
23. Annual W2s and Corrected W2s
24. Sick Time Accrual did not account for Leap Year and added an additional week of time for active employees
25. Removed carryover dates which were creating errors
26. Updated accrual codes with a unlimited maximum accrual to eliminate errors when processing payroll
27. Sheriff Department uniform allowance
28. Sheriff Department Holiday pay (once annually)
29. Observed payroll clerks process for consistency and verification when moving to TimeStar
30. Updated shift differential pay for Dispatch
31. Created electronic timecard for Sheriff's Department
32. Initiated direct contract with Sage related to HRMS support services

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: APRIL 2017

For the range of vouchers: 19170292 - 19170392 50120255 - 50120258

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19170292	ACE HARDWARE	WATER SOFTENER SALT	03/23/2017	\$377.37	P
19170293	CURRENT TECHNOLOGIES INC	COURTHOUSE ELECTRICAL UPDATES	03/13/2017	\$10,474.57	P
19170294	CURRENT TECHNOLOGIES INC	DATA CENTER ELECTRICAL WORK	03/20/2017	\$2,150.96	P
19170295	CURRENT TECHNOLOGIES INC	TRANSFORMER ELECICAL	03/22/2017	\$10,638.99	P
19170296	ERON & GEE/HERMAN'S PLUMBING & HEATING	RB DRAIN CLEANING	03/21/2017	\$3,179.00	P
19170297	ERON & GEE/HERMAN'S PLUMBING & HEATING	JOINT USE LIFT STATION REPAIR	03/21/2017	\$9,695.00	P
19170298	G & K SERVICES	MAT CLEANING HUMAN SERVICES	03/29/2017	\$131.55	P
19170299	GAPPA SECURITY SOLUTIONS	RB KEYS & RETAINERS	03/22/2017	\$1,138.90	P
19170300	GAPPA SECURITY SOLUTIONS	RB DOOR HARDWARE	03/22/2017	\$20,056.53	P
19170301	GENERAL PARTS	DISHWASHER REPAIR - JAIL	03/20/2017	\$269.00	P
19170302	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING COURTHOUSE	03/21/2017	\$840.00	P
19170303	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING RIVER BLOCK	03/21/2017	\$525.00	P
19170304	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING HUMAN SERVICES	03/21/2017	\$140.00	P
19170305	ORKIN PEST CONTROL	PEST CONTROL HUMAN SERVICES	03/24/2017	\$138.77	P
19170306	REIGEL PLUMBING & HEATING	ADAMS CBRF BATHTUB REPAIR	03/22/2017	\$246.40	P
19170307	S & S AUTO SALES	SPARE TRAILER TIRE	03/29/2017	\$150.00	P
19170308	WISCONSIN VALLEY BUILDING PRODUCTS	BLADES	03/24/2017	\$71.70	P
19170309	WOOD TRUST BANK	CH EXIT SIGNS,TRK REPAIR,SHOP	03/20/2017	\$330.63	P
19170310	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	04/03/2017	\$5,151.85	P
19170311	DECKER SUPPLY CO	RB PARKING LOT SIGNAGE	03/28/2017	\$221.31	P
19170312	G & K SERVICES	MAT CLEANING COURTHOUSE	04/05/2017	\$389.29	P
19170313	GAPPA SECURITY SOLUTIONS	KEYS	03/29/2017	\$13.55	P
19170314	GOTTA GO RENTALS	SERVICE PORTA POTTY-JOINT USE	03/29/2017	\$37.80	P
19170315	GRAINGER (Maintenance)	CABLE TIES	03/30/2017	\$41.65	P
19170316	LIBERTY CLEANERS INC	CLEANING CH, JAIL & HUMAN SVCS	03/22/2017	\$9,403.49	P
19170317	MENARDS-MARSHFIELD	SUPPLIES - PEACH AVE CBRF	03/28/2017	\$9.72	P
19170318	MENARDS-MARSHFIELD	SUPPLIES - PEACH AVE CBRF	03/28/2017	\$58.72	P
19170319	MIRON CONSTRUCTION CO INC	RB CONSTRUCTION - 3RD PAYMENT	03/28/2017	\$945,764.99	P
19170320	RON'S REFRIGERATION & AC INC	CH REMODEL - CRANE RENTAL	04/04/2017	\$260.00	P
19170321	SHERWIN-WILLIAMS CO THE	RB PAINT	03/30/2017	\$143.60	P
19170322	SHERWIN-WILLIAMS CO THE	PAINT	04/03/2017	\$27.71	P
19170323	SPARKS SEPTIC TANK CLEANING	CLEAN GREASE TRAP IN JAIL	03/21/2017	\$125.00	P
19170324	TAPCO INC	RB PARKING LOT SIGN HARDWARE	04/05/2017	\$449.60	P
19170325	VIKING ELECTRIC SUPPLY	CREDIT-CH REMODEL ELEC SUPPLIE	03/23/2017	(\$162.27)	P
19170326	VIKING ELECTRIC SUPPLY	CREDIT-DATA CTR ELEC SUPPLIES	03/23/2017	(\$152.83)	P
19170327	VIKING ELECTRIC SUPPLY	CREDIT-DATA CTR ELEC SUPPLIES	03/23/2017	(\$127.85)	P
19170328	VIKING ELECTRIC SUPPLY	DATA CENTER ELEC SUPPLIES	03/27/2017	\$285.34	P
19170329	VIKING ELECTRIC SUPPLY	CREDIT-DATA CTR ELEC SUPPLIES	03/28/2017	(\$285.34)	P
19170330	VIKING ELECTRIC SUPPLY	CH REMODEL ELEC SUPPLIES	03/31/2017	\$1,525.84	P

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: APRIL 2017

For the range of vouchers: 19170292 - 19170392 50120255 - 50120258

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19170331	VIKING ELECTRIC SUPPLY	DISPATCH ELECTRICAL SUPPLIES	03/31/2017	\$5.48	P
19170332	VIKING ELECTRIC SUPPLY	DISPATCH ELECTRICAL SUPPLIES	03/31/2017	\$99.65	P
19170333	VIKING ELECTRIC SUPPLY	DISPATCH ELECTRICAL SUPPLIES	04/04/2017	\$942.81	P
19170334	VIKING ELECTRIC SUPPLY	DISPATCH ELECTRICAL SUPPLIES	04/05/2017	\$28.78	P
19170335	WASTE MANAGEMENT	WASTE DISPOSAL HUMAN SERVICES	03/27/2017	\$217.02	P
19170336	WASTE MANAGEMENT	WASTE DISPOSAL COURTHOUSE	03/27/2017	\$862.56	P
19170337	WASTE MANAGEMENT	WASTE DISPOSAL JOINT USE	03/27/2017	\$70.48	P
19170338	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	03/28/2017	\$1,094.60	P
19170339	WATER WORKS & LIGHTING COMM	ELEC SERVICE COURTHOUSE	03/28/2017	\$10,409.72	P
19170340	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	03/28/2017	\$162.17	P
19170341	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	03/28/2017	\$71.66	P
19170342	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	03/28/2017	\$50.31	P
19170343	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	03/28/2017	\$10.30	P
19170344	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	03/28/2017	\$377.94	P
19170345	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	03/28/2017	\$120.77	P
19170346	WE ENERGIES	GAS SERVICE JAIL	03/29/2017	\$707.27	P
19170347	WE ENERGIES	GAS SERVICE COMMUNICATIONS	03/29/2017	\$300.41	P
19170348	WE ENERGIES	GAS SERVICE COURTHOUSE	03/29/2017	\$4,052.82	P
19170349	WE ENERGIES	GAS SERVICE JOINT USE BLDG	03/29/2017	\$379.44	P
19170350	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	03/30/2017	\$138.58	P
19170351	WE ENERGIES	GAS SERVICE HUMAN SERVICES	03/29/2017	\$198.90	P
19170352	WE ENERGIES	GAS SERVICE AIRPORT AVE CBRF	03/28/2017	\$58.93	P
19170353	CITY OF WISCONSIN RAPIDS	3402450 3RD AVE SPECIAL ASSESS	03/13/2017	\$2,720.08	P
19170354	COMPLETE CONTROL	DATA CENTER REMODEL	03/31/2017	\$677.51	P
19170355	UNITED STATIC CONTROL PRODUCTS INC	DISPATCH REMODEL - FLOORING	04/07/2017	\$18,122.51	P
19170356	VIKING ELECTRIC SUPPLY	CH REMODEL ELEC SUPPLIES	04/06/2017	\$63.37	P
19170357	VIKING ELECTRIC SUPPLY	DISPATCH ELECTRICAL SUPPLIES	04/11/2017	\$15.63	P
19170358	VIKING ELECTRIC SUPPLY	DISPATCH ELECTRICAL SUPPLIES	04/11/2017	\$95.46	P
19170359	VIKING ELECTRIC SUPPLY	DISPATCH ELECTRICAL SUPPLIES	04/12/2017	\$795.01	P
19170360	DIAMOND BUSINESS GRAPHICS	PRINTING	04/18/2017	\$88.85	P
19170361	NASSCO INC	PARKS SUPPLIES	04/18/2017	\$789.81	P
19170362	ADVANCED DISPOSAL	DISPOSAL FEES-DISPATCH/RB	03/31/2017	\$1,167.20	P
19170363	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	04/17/2017	\$40.00	P
19170364	G & K SERVICES	MAT CLEANING HUMAN SERVICES	04/12/2017	\$131.55	P
19170365	G & K SERVICES	MAT CLEANING COURTHOUSE	04/19/2017	\$534.29	P
19170366	GAPPA SECURITY SOLUTIONS	RB DOOR HARDWARE	04/10/2017	\$1,389.50	P
19170367	GAPPA SECURITY SOLUTIONS	RB CARD ACCESS SYSTEM	04/17/2017	\$10,501.86	P
19170368	HOME DEPOT CREDIT SERV (Maintenance)	SHOP, DISPATCH, RB, 12TH ST	04/05/2017	\$646.36	P
19170369	MENARDS - PLOVER	DISPATCH REMODEL - LIGHTS	04/17/2017	\$1,093.44	P
19170370	MENARDS - PLOVER	CREDIT-DISPATCH REMODEL LIGHTS	04/07/2017	(\$397.92)	P

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: APRIL 2017

For the range of vouchers: 19170292 - 19170392 50120255 - 50120258

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19170371	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	04/19/2017	\$30.00	P
19170372	STATE OF WISCONSIN	RIVER BLOCK BOILER PERMITS	04/11/2017	\$100.00	P
19170373	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	04/11/2017	\$91.87	P
19170374	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	04/12/2017	\$60.19	P
19170375	WATER WORKS & LIGHTING COMM	ELEC SERVICE BAKER LOT	04/12/2017	\$42.28	P
19170376	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	04/12/2017	\$380.89	P
19170377	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	04/12/2017	\$2,998.27	P
19170378	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE ANNEX	04/12/2017	\$48.81	P
19170379	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	04/12/2017	\$1,133.10	P
19170380	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	04/12/2017	\$6.81	P
19170381	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	04/12/2017	\$70.25	P
19170382	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	04/12/2017	\$32.25	P
19170383	AIRGAS NORTH CENTRAL	SAFETY SUPPLIES	04/25/2017	\$51.10	
19170384	HEINZEN PRINTING	PRINTING	04/25/2017	\$310.00	
19170385	INDIANHEAD SPECIALTY CO	STAMPS AND SUPPLIES	04/25/2017	\$124.35	
19170386	MIDLAND PAPER	PAPER SUPPLIES	04/25/2017	\$1,953.96	
19170387	OFFICEMAX INCORPORATED	OFFICE SUPPLIES	04/25/2017	\$574.59	
19170388	OFFICEMAX INCORPORATED	OFFICE SUPPLIES	04/25/2017	(\$116.60)	
19170389	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	04/25/2017	\$6,183.77	
19170390	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/25/2017	\$1,043.69	
19170391	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/25/2017	\$1,295.93	
19170392	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/25/2017	(\$145.69)	
50120255	MIDLAND PAPER		04/10/2017	\$592.86	P
50120256	MIDLAND PAPER		04/11/2017	\$554.40	P
50120257	MIDLAND PAPER		04/18/2017	\$204.15	P
50120258	STAPLES ADVANTAGE		04/18/2017	\$53.46	P

Grand Total:**\$1,100,245.34**Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
APRIL 2017

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
ALL THE BELOW WERE PAID BY AEGIS (TPA)			
PREPAID	WORK COMP CLAIM	PER ORDER	\$351.54
PREPAID	PLOVER CHIROPRACTIC CENTER	WC MED REIMBURSE	\$333.14
PREPAID	ERIC C. PEASE	ATTORNEY FEES	\$87.82
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$179.74
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$144.63
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$157.82
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$58.88
PREPAID	WORK COMP CLAIM	PER ORDER	\$351.54
PREPAID	ASPIRUS WAUSAU HOSPITAL	WC MED REIMBURSE	\$151.00
PREPAID	ASPIRUS OUTPATIENT THERAPIES	WC MED REIMBURSE	\$1,211.14
PREPAID	OTHOPEADIC CENTERS OF WISCONSIN	WC MED REIMBURSE	\$329.00
PREPAID	ERIC C. PEASE	ATTORNEY FEES	\$87.52
PREPAID	WORK COMP CLAIM	PER ORDER	\$351.54
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$3,000.00
PREPAID	ERX PLUS LLC	WC MED REIMBURSE	\$705.67
PREPAID	OTHOPEADIC CENTERS OF WISCONSIN	WC MED REIMBURSE	\$185.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$172.00
PREPAID	ASPIRUS WAUSAU HOSPITAL	WC MED REIMBURSE	\$7.99
PREPAID	ERIC C. PEASE	ATTORNEY FEES	\$87.82
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$19.01
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$591.40
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$221.16
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$198.90
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$232.01
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$245.80
PREPAID	WORK COMP CLAIM	PER ORDER	\$351.54
PREPAID	ASPIRUS OUTPATIENT THERAPIES	WC MED REIMBURSE	\$270.99
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$398.25
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$179.65
PREPAID	PLOVER CHIROPRACTIC CENTER	WC MED REIMBURSE	\$323.43
PREPAID	ERIC C. PEASE	ATTORNEY FEES	\$87.82
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$178.29
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$113.96
PREPAID	WALKABOUT ORTHOTICS	WC MED REIMBURSE	\$326.96
PREPAID	WORK COMP CLAIM	PER ORDER	\$351.54
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$298.65
PREPAID	THE ALARIS GROUP	WC MED REIMBURSE	\$222.15
PREPAID	ERIC C. PEASE	ATTORNEY FEES	\$87.82
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$567.38
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$245.80
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	-\$82.45
TOTAL			\$13,994.57

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
39B - DEATH BENEFIT

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
APRIL 2017

#1

CHAIRMAN

Committee Report

County of Wood

Report of claims for: Risk Management

For the period of: April 2017

For the range of vouchers: 23170008 - 23170011

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23170008	HOOGESTEGER CHARLES	REIMBURSEMENT SAFETY SUPPLIES	04/10/2017	\$358.70	P
23170009	BLUE STONE PRODUCTS INC	VESTS	04/18/2017	\$930.00	P
23170010	PROASSURANCE CASUALTY COMPANY	PROF LIABILITY INSURANCE	04/18/2017	\$7,082.00	P
23170011	DWD BUREAU OF FINACE	2016 WORK COMP SURCHARGE	04/18/2017	\$200.00	P
Grand Total:				\$8,570.70	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COUNTY BOARD
March 2017 vouchers

REPORT ON CLAIMS
Paid April 2017

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$264,507.53
CB	Robert Ashbeck	March Per Diem	\$ 300.00
CB	Allen Breu	March Per Diem	\$ 465.00
CB	William Clendenning	March Per Diem	\$ 795.00
CB	Ken Curry	March Per Diem	\$ 200.00
CB	Michael Feirer	March and April Per Diem	\$ 730.00
CB	Adam Fischer	March Per Diem	\$ 450.00
CB	Brad Hamilton	March Per Diem	\$ 250.00
CB	Hilde Henkel	March Per Diem	\$ 365.00
CB	Marion Hokamp	March Per Diem	\$ 470.00
CB	Brad Kremer	March Per Diem	\$ 200.00
CB	David La Fontaine	March Per Diem	\$ 300.00
CB	Bill Leichtnam	March Per Diem	\$ 450.00
CB	Doug Machon	March Per Diem	\$ 200.00
CB	Lance Pliml	March Per Diem	\$ 600.00
CB	Dennis Polach	March and April Per Diem	\$ 800.00
CB	Donna Rozar	March Per Diem	\$ 520.00
CB	Ed Wagner	March Per Diem	\$ 610.00
CB	William Winch	March Per Diem	\$ 400.00
CB	Joe Zurfluh	March Per Diem	\$ 300.00
CB	David Barth	April Per Diem	\$ 50.00
CB	Jane Maciejewski	Jan and April Per Diem	\$ 100.00
CB	Northwoods Laser & Embroidery	Miner Plaque	\$ 68.25
TOTAL			\$272,912.53

Chairman

Executive Committee

County of Wood

Report of claims for: County Clerk

For the period of: April 2017

For the range of vouchers: 06170111 - 06170143

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06170111	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD for Cty Brd Mtg 3 21 2017	03/30/2017	\$20.00	P
06170112	LANGTON DENNIS	March Deliveries	03/31/2017	\$218.50	P
06170113	PITTSVILLE RECORD THE	Election Ad - Spring Election	04/03/2017	\$630.00	P
06170114	ELECTION SYSTEMS & SOFTWARE	Ballots - 4/4/17 Election	04/03/2017	\$7,911.29	P
06170115	HOKS DAVID E	Board of Canvass 4/4/17 Elec	04/07/2017	\$40.00	P
06170116	UNITED MAILING SERVICE	MAIL FEES MARCH 1-31 2017	04/10/2017	\$1,058.77	P
06170117	CENTURYLINK	Various Dept. Phone Chgs.	04/11/2017	\$83.19	P
06170118	WISTAX	10-1 yr. subscriptions - EC/JL	04/12/2017	\$139.70	P
06170119	OFFICE ENTERPRISES	Ink Tank - Postage Machine	04/17/2017	\$517.85	P
06170120	WISCONSIN MEDIA	VAR ADS GANNETT MARCH 2017	04/18/2017	\$1,693.79	P
06170121	FRONTIER COMMUNICATIONS	Various Dept Phone Chgs MFLD	04/24/2017	\$128.34	P
06170122	ASHBECK ROBERT	R ASHBECK MARCH 17 MILEAGE	04/25/2017	\$66.34	P
06170123	BARTH DAVID	D BARTH APRIL 17 MILEAGE	04/25/2017	\$18.73	P
06170124	BREU ALLEN	A BREU MARCH 17 MILEAGE	04/25/2017	\$101.65	P
06170125	CLENDENNING WILLIAM	W CLENDENNING MARCH 17 MILEAGE	04/25/2017	\$358.99	P
06170126	CURRY KENNETH	K CURRY MARCH 17 MILEAGE	04/25/2017	\$3.75	P
06170127	FEIRER MICHAEL	M FEIRER MAR AND APRIL 17 MILE	04/25/2017	\$250.38	P
06170128	FISCHER ADAM	A FISCHER MARCH 17 MILEAGE	04/25/2017	\$157.83	P
06170129	HAMILTON BRAD R	B HAMILTON MARCH 17 MILEAGE	04/25/2017	\$7.49	P
06170130	HENKEL HILDE	H HENKEL MARCH 17 MILEAGE	04/25/2017	\$38.52	P
06170131	HOKAMP MARION	M HOKAMP MARCH 17 MILEAGE	04/25/2017	\$92.02	P
06170132	KREMER BRAD	B KREMER MARCH 17 MILEAGE	04/25/2017	\$26.75	P
06170133	LAFONTAINE DAVID	D LA FONTAINE MAR 17 MILEAGE	04/25/2017	\$108.61	P
06170134	LEICHTNAM BILL	B LEICHTNAM MAR 17 MILEAGE	04/25/2017	\$237.01	P
06170135	MACHON DOUG	D MACHON MARCH 17 MILEAGE	04/25/2017	\$27.82	P
06170136	MACIEJEWSKI JANE	J MACIEJEWSKI JAN ANDMAR 17 MI	04/25/2017	\$27.82	P
06170137	PLIML LANCE	L PLIML MARCH 17 MILEAGE	04/25/2017	\$169.06	P
06170138	POLACH DENNIS	D POLACH MAR AND APRIL 17 MILE	04/25/2017	\$109.94	P
06170139	ROZAR DONNA	D ROZAR MARCH 17 MILEAGE	04/25/2017	\$201.70	P
06170140	SCHMIDT LINDA	L SCHMIDT JAN 17 MILEAGE	04/25/2017	\$6.42	P
06170141	WAGNER ED	E WAGNER MARCH 17 MILEAGE	04/25/2017	\$376.64	P
06170142	WINCH WILLIAM	W WINCH MARCH 17 MILEAGE	04/25/2017	\$70.62	P
06170143	ZURFLUH JOSEPH SR	J ZURFLUH MARCH 17 MILEAGE	04/25/2017	\$50.83	P

Grand Total:**\$14,950.35**

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: April 2017

For the range of vouchers: 06170111 - 06170143

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: APRIL 2017

For the range of vouchers: 27170107 - 27170150

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27170107	INSIGHT PUBLIC SECTOR INC	PROOF OF CONCEPT	03/21/2017	\$1,749.58	P
27170108	SITEIMPROVE INC	SITEIMPROVE SOFTWARE PURCHASE	03/24/2017	\$2,938.36	P
27170109	TESSCO	RB MICROWAVE CONNECTION	03/17/2017	\$208.24	P
27170110	SOLARUS	PHONE CHGS ACCT 00063942-1	04/01/2017	\$13,926.14	P
27170111	SOLARUS	PHONE CHGS ACCT 00077856-5	04/01/2017	\$297.42	P
27170112	SOLARUS	PHONE CHGS ACCT 00061009-7	04/01/2017	\$74.99	P
27170113	SOLARUS	PHONE CHGS ACCT 00002442-8	04/01/2017	\$8.99	P
27170114	SOLARUS	PHONE CHGS ACCT 00111161-9	04/08/2017	\$20.00	P
27170115	US CELLULAR	CELL PHONE CHGS ACCT 277407322	03/16/2017	\$1,832.09	P
27170116	US CELLULAR	CELL PHONE CHGS ACCT 851710598	03/16/2017	\$416.02	P
27170117	US CELLULAR	CELL PHONE CHGS ACCT 217293182	03/20/2017	\$690.30	P
27170118	US CELLULAR	CELL PHONE CHGS ACCT 203391922	03/20/2017	\$103.76	P
27170119	US CELLULAR	CELL PHONE CHGS ACCT 203538532	03/20/2017	\$874.35	P
27170120	CDW GOVERNMENT INC	HS PRIVACY SCREEN	03/30/2017	\$120.48	P
27170121	CDW GOVERNMENT INC	VISTPOINT RENEWAL	03/31/2017	\$2,295.00	P
27170122	ELECTROLINE INC	DATA CENTER EQUIPMENT	03/24/2017	\$83,210.50	P
27170123	ELECTROLINE INC	DATA CENTER EQUIPMENT	03/28/2017	\$5,032.80	P
27170124	FRONTIER COMMUNICATIONS	PHONE CHARGES	03/22/2017	\$542.00	P
27170125	FRONTIER COMMUNICATIONS	PHONE CHARGES	03/22/2017	\$1,111.30	P
27170126	NEWEGG INC	FLASH DRIVES	03/14/2017	\$146.59	P
27170127	NEWEGG INC	HS HEADSET CORD	03/16/2017	\$12.00	P
27170128	NEWEGG INC	HS HEADSET	03/16/2017	\$59.99	P
27170129	NEWEGG INC	HS DICTATION HEADSETS	03/28/2017	\$131.96	P
27170130	NEWEGG INC	DP2DVI CABLES	04/03/2017	\$51.14	P
27170131	SERGEANT LABORATORIES INC	ARISTOTLE LICENSES	03/31/2017	\$1,120.32	P
27170132	CDW GOVERNMENT INC	ANALOG PHONE FOR HWY	03/20/2017	\$36.75	P
27170133	CDW GOVERNMENT INC	WASHABLE KEYBOARDS FOR HWY	04/04/2017	\$68.94	P
27170134	CDW GOVERNMENT INC	UPS BACKUP SYSTEM	04/04/2017	\$4,600.00	P
27170135	INGLENET BUSINESS SOLUTIONS	TIP STUDIO	03/27/2017	\$709.00	P
27170136	INSIGHT PUBLIC SECTOR INC	GATEWAY UPGRADE	03/24/2017	\$7,718.80	P
27170137	INSIGHT PUBLIC SECTOR INC	GATEWAY UPGRADE	03/27/2017	\$8,855.00	P
27170138	INSIGHT PUBLIC SECTOR INC	SMARTNET MAINTENANCE	03/29/2017	\$2,137.74	P
27170139	INSIGHT PUBLIC SECTOR INC	PC REPLACEMENT FEB 2017	04/05/2017	\$7,236.36	P
27170140	SCHREIBER DAVID	MILEAGE/MATERIAL REIMBURSEMENT	03/31/2017	\$0.00	P
27170140R	SCHREIBER DAVID	MILEAGE/MATERIAL REIMBURSEMENT	03/31/2017	\$123.62	P
27170141	CDW GOVERNMENT INC	DAVES POWER CORD	04/10/2017	\$13.17	P
27170142	CDW GOVERNMENT INC	K MILOCH PRIVACY SCREEN	04/12/2017	\$47.61	P
27170143	CDW GOVERNMENT INC	CREDIT MEMO	04/12/2017	(\$1.32)	P
27170144	ELECTROLINE INC	DISPATCH RAISED FLOOR	04/05/2017	\$11,625.00	P

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: APRIL 2017

For the range of vouchers: 27170107 - 27170150

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27170145	ELECTROLINE INC	DATA CENTER EQUIPMENT	04/07/2017	\$27,279.00	P
27170146	ELECTROLINE INC	DISPATCH WORKSTATIONS	04/11/2017	\$40,431.00	P
27170147	ELECTROLINE INC	DATA CENTER EQUIPMENT	04/13/2017	\$6,039.36	P
27170148	NEWEGG INC	WIRELESS HEADSETS	04/12/2017	\$505.35	P
27170149	NEWEGG INC	WIRELESS HEADSETS	04/12/2017	\$100.35	P
27170150	NEWEGG INC	BUSINESS CARDS	04/13/2017	\$11.78	P
Grand Total:				\$234,511.83	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report
County of Wood

SC-2

Report of claims for: Wellness

For the period of: April 2017

For the range of vouchers: 34170006 - 34170099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34170006	ASPIRUS OCCUPATIONAL HEALTH	Wood Cty Wellness	04/03/2017	\$620.00	P
Grand Total:				\$620.00	

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

County of Wood

Report of claims for: TREASURER

For the period of: APRIL 2017

For the range of vouchers: 28170077 - 28170103

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28170077	CITY OF MARSHFIELD	MARCH SPECIAL CHARGES	04/06/2017	\$2,344.74	P
28170078	CITY OF NEKOOSA TREASURER	MARCH SPECIAL CHARGES	04/06/2017	\$3,005.47	P
28170079	CITY OF WISCONSIN RAPIDS	MARCH SPECIAL CHGS & ASMTS	04/06/2017	\$1,079.08	P
28170080	GOETZ ABSTRACT & TITLE INC	(5) TITLE REPORTS	04/06/2017	\$401.00	P
28170081	MARTI NANCY J	PLSS FORUM MILEAGE	04/06/2017	\$56.71	P
28170082	MIDWEST TITLE	TAX OVERPAYMENT REFUND	04/06/2017	\$41.28	P
28170083	SCHOLZE SCOTT OR JACKIE	TAX OVERPAYMENT REFUND	04/06/2017	\$36.04	P
28170084	STATE OF WISCONSIN TREASURER	QTR 1 PROBATE & BIRTH FEES	04/06/2017	\$32,739.92	P
28170085	TOWN OF PORT EDWARDS	MARCH SPECIAL CHARGES	04/06/2017	\$1,232.87	P
28170086	TOWN OF SARATOGA	MARCH SPECIAL CHARGES	04/06/2017	\$4,641.77	P
28170087	TOWN OF CAMERON	MARCH SPECIAL CHARGES	04/06/2017	\$212.73	P
28170088	TOWN OF GRAND RAPIDS	MARCH SPECIAL CHARGES	04/06/2017	\$3,040.55	P
28170089	TOWN OF LINCOLN	MARCH SPECIAL CHARGES	04/06/2017	\$425.46	P
28170090	TOWN OF MARSHFIELD	MARCH SPECIAL CHARGES	04/06/2017	\$212.73	P
28170091	TOWN OF MILLADORE	MARCH SPECIAL CHARGES	04/06/2017	\$731.94	P
28170092	TOWN OF RICHFIELD	MARCH SPECIAL CHARGES	04/06/2017	\$3,521.07	P
28170093	TOWN OF ROCK TREAS LISA M WALLIS	MARCH SPECIAL CHARGES	04/06/2017	\$1,102.38	P
28170094	VILLAGE OF VESPER	MARCH SPECIAL CHARGES	04/06/2017	\$331.70	P
28170095	VILLAGE OF PORT EDWARDS TREAS	MARCH SPECIAL CHARGES	04/06/2017	\$906.40	P
28170096	VILLAGE OF PORT EDWARDS TREAS	SPECIALS ON TAX DEED SALE	04/06/2017	\$1,439.36	P
28170097	WI DEPT OF ADMINISTRATION	MARCH WI LAND INFO	04/06/2017	\$6,090.00	P
28170098	AUSTIN TERRY	TAX OVERPAYMENT REFUND	04/18/2017	\$21.84	P
28170099	CITY OF NEKOOSA TREASURER	MARCH SPECIAL CHARGES	04/18/2017	\$2,907.71	P
28170100	STATE OF WISCONSIN TREASURER	MARCH CLERK OF COURT REVENUES	04/18/2017	\$193,880.38	P
28170101	VILLAGE OF PORT EDWARDS TREAS	MARCH SPECIAL CHARGES	04/18/2017	\$796.40	P
28170102	WASRUD JAMEY	TAX OVERPAYMENT REFUND	04/18/2017	\$355.47	P
28170103	WOODTRUST BANK	MONTHLY SERVICE FEES	04/18/2017	\$840.67	P

Grand Total:

\$262,395.67

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: APRIL 2017

For the range of vouchers: 28170077 - 28170103

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: Finance

For the period of: April 2017

For the range of vouchers: 14170016 - 14170099

30-1

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14170016	LESTER PUBLIC LIBRARY OF ROME	2017 70% Reimbursement	03/08/2017	\$2,564.00	P
14170017	MARTIN MICHAEL F	SAM Registration Reimb 3yr	04/06/2017	\$1,200.00	P
14170018	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	2nd Qtr 217 Tax Levy	04/13/2017	\$49,569.50	P
14170019	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	Reimburs 2016 Schmidt Endowmen	04/20/2017	\$299.76	P
Grand Total:				\$53,633.26	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: HUMAN RESOURCES

For the period of: APRIL 2017

For the range of vouchers: 17170087 - 17170112

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17170087	US DEPARTMENT OF EDUCATION	Garnishment [REDACTED] 03/30/17	03/30/2017	\$229.99	P
17170088	HARRING MARK STANDING CHAPTER 13 TRUSTEE	Garnishment [REDACTED] 03/30/17	03/30/2017	\$114.47	P
17170089	GREAT LAKES HIGHER EDUCATION CORP	Gnshmt [REDACTED] 033017	03/30/2017	\$693.05	P
17170090	AMT	Garnishment [REDACTED] 03/30/17	03/30/2017	\$203.00	P
17170091	ALLIANCE COLLECTION AGENCIES	Garnishment [REDACTED] 03/30/17	03/30/2017	\$219.91	P
17170092	UNITED STATES LIFE INS CO THE	LTD 03/30/17	03/30/2017	\$1,414.55	P
17170093	BOSTON MUTUAL	Whole Life 03/30/17	03/30/2017	\$1,854.44	P
17170094	UNITED STATES LIFE INS CO THE	Term Life 03/30/17	03/30/2017	\$3,440.11	P
17170095	WOODTRUST BANK NA	VISA CHARGES - MAR 2017	03/20/2017	\$124.95	P
17170096	UNITED STATES LIFE INS CO THE	AIG LTD 041317	04/13/2017	\$1,452.85	P
17170097	UNITED STATES LIFE INS CO THE	AIG Life 041317	04/13/2017	\$3,497.24	P
17170098	BOSTON MUTUAL	Whole Life 041317	04/13/2017	\$1,781.08	P
17170099	AMT	Garnishment [REDACTED] 041317	04/13/2017	\$203.00	P
17170100	HARRING MARK STANDING CHAPTER 13 TRUSTEE	Garnishment [REDACTED] 041317	04/13/2017	\$114.47	P
17170101	ALLIANCE COLLECTION AGENCIES	Garnishment [REDACTED] 041317	04/13/2017	\$213.74	P
17170102	GREAT LAKES HIGHER EDUCATION CORP	Gmnt [REDACTED] 04131	04/13/2017	\$471.55	P
17170103	US DEPARTMENT OF EDUCATION	Garnishment [REDACTED] 041317	04/13/2017	\$229.99	P
17170104	WI DEPT OF WORKFORCE DEVELOPMENT	Unemployment March 17	04/13/2017	\$6,574.34	P
17170105	ASPIRUS BUSINESS HEALTH RIVERVIEW	DRUG & ALCOHOL TESTING	04/03/2017	\$161.00	P
17170106	ASPIRUS OCCUP HEALTH	DRUG & ALCOHOL TESTING	04/03/2017	\$92.00	P
17170107	HORTON GROUP INC THE	HEALTH INS CONSULT - APR 2017	04/04/2017	\$2,083.33	P
17170108	KRAFT WARREN P.	MEETING & TRAVEL JAN-MAR 2017	03/31/2017	\$282.48	P
17170109	MARSHFIELD LABORATORIES	DRUG & ALCOHOL TESTING	03/31/2017	\$519.00	P
17170110	NORTHWOODS LASER & EMBROIDERY	SERVICE PLAQUES	04/17/2017	\$183.75	P
17170111	US HEALTH WORKS MEDICAL GROUP PC	MRO SERVICES	03/29/2017	\$55.00	P
17170112	TRACY PAULA J	MEETING & TRAVEL- JAN-MAR 2017	04/07/2017	\$292.00	P
Grand Total:				\$26,501.29	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



CWED Member

April 5, 2017

Re: Loan Committees

Municipalities that joined CWED did so to achieve some common goals in economic development and the loan funds they managed. The CWED By-laws and Policy and Procedures manual was written collectively with members' input that came from their experience and compassion for the fund to support a higher level of economic development than the members could achieve individually.

When CWED was established it consisted of a Board of Directors, Advisory committee, Finance committee, and Local/Regional committees. According to the By-Laws the Board of Directors has one representative from each of its member municipalities and meets a minimum of once per quarter. To provide quicker responses and a deeper awareness of nuances unique to communities within the diverse territory of CWED, the Local/Regional committees met as needed for funding requests and changes to existing loans.

The lessons learned in the process to "defederalize" the CWED portfolio have provided insight on HUD's position on three-party agreements, local control, and board make up. Throughout the past two years CWED has worked diligently to find a solution, through DOA, that worked for HUD and allowed CWED to complete the "defederalization" process. CWED was able to break apart the three-party agreements that HUD identified. Additionally, the Board met more often to take action on all matters relating to CWED loans that included loans that would previously have been acted upon by Local/Regional committees.

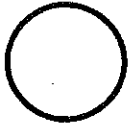
The flow of Board meetings has been smooth and decisions on loan requests have been made under careful consideration of the details outlined in the proposal. Representation and/or input from the municipality involved was always an option and welcomed. The Board of Directors have been comfortable voting on all loan requests and have appreciated gaining first-hand knowledge of loans in its portfolio as it relates to performance, risk, and budget decisions for the portfolio.

The Board recently reviewed a suggestion by the Advisory committee to eliminate Local/Regional committees and allow the Board to continue taking action on all loan requests. The Board approved this suggested change at its meeting on December 14, 2016. The Board also recognizes that some of these Local/Regional committees have already been dissolved. Municipalities with existing Local/Regional committees will need to determine the purpose of the committee moving forward or dissolve the committee at their choice. While the CWED Board will take action on loan requests going forward, its Members and Alternates understand the commitment Local/Regional members have to the fund to their specific communities. Input will be continued to be welcome from each municipality.

If you have any questions or concerns please contact me.

Sincerely,

Michael Ostrowski
CWED Board President



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

ITEM#

DATE May 16, 2017

Effective Date May 16, 2017

Committee

HLG

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

INTENT & SYNOPSIS: Accept and sign off on the quit claim deed of a 1.27 acre parcel located in the Town of Saratoga from a private individual.

FISCAL NOTE: Small savings by avoiding the tax deeding process.

WHEREAS, a private landowner who owns a 1.27-acre parcel in the Town of Saratoga has indicated a desire to gift said parcel to Wood County, and,

WHEREAS, said parcel under the ownership of Keith Adams is located in Section 11, Township 21 North, Range 6 East being part of the SE ¼ NW ¼ described as follows: Commencing at the SE corner of said SE ¼ NW ¼ thence W 639.49' for the Point of Beginning, thence N 935.68', thence W 33', thence N 102.71' more or less, thence W 33', thence S to the S line of the SE ¼ NW ¼, thence E 66' to the Point of Beginning, and,

WHEREAS, said parcel has delinquent taxes from 2010 to present owing on it and is up for tax deed, and,

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

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors authorizes and directs the County Clerk to accept the above referenced property and execute the necessary documents to accomplish the transfer.

		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	Kremer, B			
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			

126-1/1

**AGREEMENT TO PROVIDE
PROFESSIONAL CONSULTING SERVICES
TO WOOD COUNTY, WISCONSIN**

THIS AGREEMENT, entered into this _____ day of _____, 2017, and effective immediately by and between **Sequoia Consulting Group** (hereinafter called the "Consultant") and the **County of Wood**, State of Wisconsin (hereinafter called the "County").

WITNESSETH THAT

WHEREAS, the County has programs which it operates with Federal funding, and

WHEREAS, the County supports these programs with central services paid from County appropriated funds, and

WHEREAS, the United States government and the State of Wisconsin may pay a fair share of these costs if supported by an approved cost allocation plan, and

WHEREAS, the Consultant is staffed with personnel knowledgeable and experienced in the requirements of developing and negotiating such governmental cost allocation plans, and

WHEREAS, the County desires to engage the Consultant to assist in developing a plan which conforms to Federal requirements, and will be approved by their representative,

NOW THEREFORE, the parties hereto mutually agree as follows:

1. **Employment of Consultant** - The County agrees to engage the Consultant and the Consultant hereby agrees to perform the following services.

2. **Scope of Services** - The Consultant shall do, perform, and carry out in a good and professional manner the following services:

A. Development of a central services cost allocation plan, which identifies the various costs incurred by the County to support and administer Federal and State programs. This plan will contain a determination of the allowable costs of providing each supporting service, such as purchasing, legal counsel, disbursement processing, etc. and will be effective for a **five (5) year agreement to prepare the central services cost allocation plan based on year-end financial data for 2016, 2017, 2018, 2019, and 2020, with work to be preformed during 2017, 2018, 2019, 2020, and 2021.**

Additionally, the agreement includes two optional years at the County's discretion to prepare the central services cost allocation plan based on year-end financial data for 2021 and 2022, with work to be performed during 2022 and 2023.

B. Negotiation of the completed cost allocation plan with the representatives of the federal cognizant agency or its designee if required. If the cost allocation plan requires negotiation, a negotiation agreement must be issued by the cognizant agency before any compensation is due the Consultant.

C. Assistance in preparing the claims to the State for recovery of funds due the County from the Federal and State of Wisconsin governments. Consultant will also monitor the progress of

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claims through the State to ensure the County receives recoveries due it. Said monitoring is accomplished when the State provides Consultant with a "Remittance Notice" which details reimbursement amounts to each participating county. Consultant will review "Remittance Notice" to verify amount claimed was basis for State remittance.

3. **Time of Performance** - The services to be performed hereunder by the Consultant shall be undertaken and completed in such sequence as to assure their expeditious completion and carry out the purposes of the agreement.

4. **Compensation** - The County agrees to pay the Consultant for all services required herein, which shall include reimbursement for expenses incurred a sum not to exceed as for follows for each fiscal year:

- FY2016 plan performed in CY2017: Seven Thousand, Five Hundred and Six Dollars (\$7,506)
- FY2017 plan performed in CY2018: Seven Thousand, Seven Hundred and Thirty Dollars (\$7,730)
- FY2018 plan performed in CY2019: Seven Thousand, Seven Hundred and Thirty Dollars (\$7,730)
- FY2019 plan performed in CY2020: Seven Thousand, Nine Hundred and Sixty Dollars (\$7,960)
- FY2020 plan performed in CY2021: Seven Thousand, Nine Hundred and Sixty Dollars (\$7,960)

At the County's discretion, it also agrees to pay the Consultant for all services required herein, for two option years as follows:

- FY2021 plan performed in CY2022: Eight Thousand, Two Hundred Dollars (\$8,200)
- FY2022 plan performed in CY2023: Eight Thousand, Two Hundred Dollars (\$8,200)

Consultant agrees to complete the project and all services provided herein for said sum.

5. **Method of Payment** - Payment will be made by the County to the Consultant upon submission and acceptance of the completed Cost Allocation Plan.

6. **Changes** - The County may, from time to time, require changes in the scope of the services of the Consultant to be performed hereunder. Such changes, which are mutually agreed upon by and between the County and the Consultant, shall be incorporated in written amendment to this agreement.

7. **Services and Materials to be Furnished by the County** - The County shall furnish the Consultant with all available necessary information, data, and materials pertinent to the execution of this agreement. The County shall cooperate with the Consultant in carrying out the work herein, and shall provide adequate staff for liaison with the Consultant and other agencies of County government.

8. **Termination of Agreement without Fault** - The County shall have the right to terminate this agreement without fault on the part of the Consultant, by giving written notice to the Consultant, of such termination and specifying the effective date thereof, at least thirty (30) business days before the effective date of such termination. If this agreement is so terminated, the County shall pay for the hours actually worked until the termination and the actual out-of-pocket expenses incurred by the Consultant, which may be reimbursable under this Agreement. The County shall not be responsible for any hours worked or expenses incurred that are outside the scope of services requested by the County or in the event of termination for cause, which are directly related to the cause of this termination. Upon receipt of the notice of termination, the Consultant shall only incur such additional hours and expenses as are necessary for the termination

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of the agreement and which the County agrees upon in writing. The Consultant shall, on or before the effective date of termination, provide to the County all work products generated pursuant to this agreement. Provided, however, nothing contained in this paragraph is intended to nor shall it be construed to require Consultant to provide any of its copyrighted properties. The County further agrees that the Consultant shall have no liability for the County's subsequent use of incomplete materials provided pursuant to the terms of this paragraph.

8.a. **Special Termination**. The County may, at its option, cancel any year of the plan preparation by giving the Consultant notice by December 15, of the year on which the plan will be based. For example, the County may cancel the work to be done in 2018 based on 2017 data by giving the Consultant written notice on or before December 15, 2017.

9. **Information and Reports** - The Consultant shall, at such time and in such form as the County may require, furnish such periodic reports concerning the status of the project, such statements, certificates, approvals, and copies of proposed and executed plans and claims and other information relative to the project as may be requested by the County. The Consultant shall furnish the County, upon request with copies of all documents and other materials prepared or developed in relation with or as part of the project. Working papers prepared in conjunction with the cost allocation plan may be turned over to the County for safekeeping.

10. **Records and Inspections** - The Consultant shall maintain full and accurate records with respect to all matters covered under this agreement. The County shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities.

11. **Accomplishment of Project** - The Consultant shall commence, carry on, and complete the project with all practicable dispatch, in a sound economical and efficient manner, in accordance with the provisions thereof and all applicable laws. In accomplishing the project, the Consultant shall take such steps as are appropriate to insure that the work involved is properly coordinated with related work being carried on in the County.

12. **Provisions Concerning Certain Waivers** - Subject to applicable law, any right or remedy with the County under this contract may be waived in writing by the County by a formal waiver, if, in the judgment of the County, this contract, as so modified, will still conform to the terms and requirements of pertinent laws.

13. **Matters to be Disregarded** - The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.

14. **Completeness of Contract** - This contract and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind any of the parties hereto.

15. **County Not Obligated to Third Parties**. The County shall not be obligated or liable hereunder to any party other than the Consultant.

16. **When Rights and Remedies Not Waived** - In no event shall the making by the County of any payment to the Consultant constitute or be construed as a waiver by the County of any breach of covenant, or any default which may then exist, on the part of the Consultant, and the making of such payment by the County while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the County in respect to such breach or default.

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17. **Personnel** - The Consultant represents that he has or will secure at his own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of or have any contractual relationship with the County. All of the services required hereunder will be performed by the Consultant or under his supervision, and all personnel engaged in the work shall be fully qualified to perform such services.

18. **Consultant Liability If Audited** - The Consultant will assume that all financial and statistical information provided to the Consultant by the County, its employees or representatives is accurate and complete. Any subsequent disallowance of funds is the sole responsibility of the County. The Consultant will, however, provide assistance to the County should an audit be undertaken of County indirect costs.

19. **Notices** - Any notice, bills, invoices, or reports required by this agreement shall be sufficient if sent by the parties hereto in the United States mail, postage paid, to the addresses noted below:

WOOD COUNTY
Office of the Finance Director
Wood County Courthouse
400 Market Street
Wisconsin Rapids, WI 54494

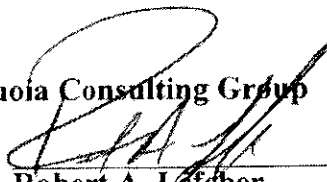
CONSULTANT
SEQUOIA CONSULTING GROUP, INC.
Robert A. Lefebber
504 Wild Plum Drive
DeForest, WI 53532

IN WITNESS WHEREOF, the County and the Consultant have executed this agreement as of the date first written above.

WOOD COUNTY

By: _____
(County Official)

Attest: _____

Sequoia Consulting Group
By:  _____
Robert A. Lefebber
Director

System: 4/26/2017 4:52:16 PM
User Date: 4/26/2017

County of Wood
TRANSACTION INQUIRY REPORT
Payables Management

Page: 1
User ID: MMARTIN

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Vendor ID: SEQ001 SEQUOIA CONSULTING GROUP

Ranges: From: To:
Document Number First Last
Document Date First Last
Type Invoice Invoice

Sorted By: Type/Document Number Include: Work, Open, History

* Voided

Origin	Document Number	IC	Type	Doc Date	Original Amount	Unapplied Amount
Voucher/Payment Number	Due Date	Disc Date	Transaction Description	Currency ID		
History 14070033	2006COSTPLAN 7/15/2007	NO	INV	7/15/2007	\$7,506.00 2006 Indirect Cost Plan	\$0.00
History 14060030	WI-04-001 7/28/2006	NO	INV	7/28/2006	\$7,506.00 2005 Indirect Cost Plan Svcs	\$0.00
History 14140054	WI-04-001 2014 10/13/2014	NO	INV	10/13/2014	\$7,506.00 Indirect Cost Plan 2013	\$0.00
History 14120049	WI-04-001-2012 8/17/2012	NO	INV	8/17/2012	\$7,506.00 2011 Indirect Cost Allocation	\$0.00
History 14130038	WI-04-001-2013 8/19/2013	NO	INV	8/19/2013	\$7,506.00 Indirect Cost Plan 2012	\$0.00
History 14160041	WI-04-00107132016 7/13/2016	NO	INV	7/13/2016	\$7,506.00 2015 Indirect Cost Allocation	\$0.00
History 14150043	WI-04-0012014 9/25/2015	NO	INV	9/25/2015	\$7,506.00 2014 Indirect Cost Plan	\$0.00
History 14110047	WI-04-002 7/28/2011	NO	INV	7/28/2011	\$7,506.00 2010 INDIRECT COST AUDIT	\$0.00
History 14050401	WI04001 10/19/2005	NO	INV	10/19/2005	\$7,506.00 2004 Indirect Cost Alloc Plan	\$0.00
History 14080058	WI04001 2008 8/23/2008	NO	INV	8/23/2008	\$7,506.00 2007 Indirect Cost Alloc Plan	\$0.00
History 14090056	WI04001 2009 6/11/2009	NO	INV	6/11/2009	\$7,506.00 2008 Indirect Cost Plan	\$0.00
History 14100054	WI040012010 7/14/2010	NO	INV	7/14/2010	\$7,506.00 2009 Indirect Cost Plan Svcs	\$0.00

Total Documents: 12

System: 4/26/2017 4:56:39 PM
User Date: 4/26/2017

County of Wood
TRANSACTION INQUIRY REPORT
Payables Management

Page: 1
User ID: MMARTIN

126-2/2

Vendor ID: MAX004 MAXIMUS INC

Ranges: From: To:
Document Number First Last
Document Date First Last
Type Invoice Invoice

Sorted By: Type/Document Number Include: Work, Open, History

* Voided

Origin	Document Number	IC	Type	Doc Date	Original Amount	Unapplied Amount
Voucher/Payment Number		Due Date		Disc Date	Transaction Description	Currency ID
History	001	NO	INV	10/1/2003	\$160.00	\$0.00
17030495			10/1/2003		PROFESSIONAL SERVICES	
History	1	NO	INV	3/1/2000	\$2,583.00	\$0.00
14000042			3/1/2000		Prof acctg svcs cost plan	
History	1001515-001	NO	INV	3/1/2003	\$2,817.00	\$0.00
14030028			3/1/2003		Indirect Cost Plan-Preliminary	
History	1001515-002	NO	INV	7/22/2003	\$5,633.00	\$0.00
14030040			7/22/2003		2002 Cost Allocation Plan	
History	1001516-001	NO	INV	2/27/2004	\$2,943.00	\$0.00
14040017			2/27/2004		Cost Allocation Plan-1st Inst	
History	1001516-002	NO	INV	7/16/2004	\$5,887.00	\$0.00
14040461			7/16/2004		FY 2003 Cost Allocation Plan	
History	1015364-01	NO	INV	5/31/2003	\$165.00	\$0.00
23030043			5/31/2003		POSITION EVALUATION	
History	1015364-02	NO	INV	9/30/2003	\$165.00	\$0.00
12031037			9/30/2003		PROFESSIONAL SERVICES	
History	110010-1008625-001	NO	INV	6/4/2002	\$160.00	\$0.00
17020373			6/4/2002		PROFESSIONAL SERVICES	
History	15	NO	INV	3/1/2001	\$2,583.00	\$0.00
14010025			3/1/2001		Cost Allocation Plan	
History	15-1001514-002	NO	INV	7/18/2002	\$5,393.00	\$0.00
14020050			7/18/2002		Cost Allocation Plan	
History	15-CA98	NO	INV	8/18/1999	\$5,167.00	\$0.00
14990092			8/18/1999		COST ALLOC PLAN 2000	
History	15-WOODCA00-2	NO	INV	10/4/2001	\$5,167.00	\$0.00
14010605			10/4/2001		Cost Allocation Plan-Final	
History	15-ZWOODCO00-1	NO	INV	11/1/2000	\$135.00	\$0.00
17000650			11/1/2000			
History	15-WOODCA01-1	NO	INV	3/1/2002	\$2,697.00	\$0.00
14020021			3/1/2002		Partail billing Ind Cost Plan	
History	15W0098-01	NO	INV	2/25/1999	\$2,583.00	\$0.00
14990031			2/25/1999		99 COST ALLOC PLAN	
History	15ZWOODCO	NO	INV	12/26/2001	\$141.00	\$0.00
27010442			12/26/2001		EVALUATION OF POSITION	

} \$ 8,830

4/26/2017

12d-1/

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Sunday, April 30, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$8,295,312.00	\$24,886,360.00	(\$16,591,048.00)	(66.67%)
41150 Forest Cropland/Managed Forest Land	4,413.93	20,000.00	(15,586.07)	(77.93%)
41220 General Sales and Retailers' Discount	50.11	180.00	(129.89)	(72.16%)
41221 County Sales Tax	940,406.88	5,330,606.00	(4,390,199.12)	(82.36%)
41230 Real Estate Transfer Fees	27,602.76	85,000.00	(57,397.24)	(67.53%)
41800 Interest and Penalties on Taxes	140,100.57	378,000.00	(237,899.43)	(62.94%)
41910 Payments in Lieu of Taxes	18,094.24	13,350.00	4,744.24	35.54%
Total Taxes	9,425,980.49	30,713,496.00	(21,287,515.51)	(69.31%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,250.00	(1,250.00)	(100.00%)
43410 State Aid-Shared Revenue		3,059,556.00	(3,059,556.00)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		75,372.00	(75,372.00)	(100.00%)
43512 State Aid-Courts	138,913.81	378,464.00	(239,550.19)	(63.30%)
43514 State Aid-Court Support Services		57,000.00	(57,000.00)	(100.00%)
43516 State Aid-Modernization Grants	9,752.00	59,752.00	(50,000.00)	(83.68%)
43521 State Aid - Law Enforcement	17,775.22	131,500.00	(113,724.78)	(86.48%)
43523 State Aid-Other Law Enforcement	18,027.00	18,000.00	27.00	0.15%
43528 State Aid-Emergency Government		89,250.00	(89,250.00)	(100.00%)
43531 State Aid-Transportation	455,780.85	1,674,335.00	(1,218,554.15)	(72.78%)
43549 State Aid-Private Sewage		25,000.00	(25,000.00)	(100.00%)
43551 State Aid-Health Immunization	5,472.04	67,843.00	(62,370.96)	(91.93%)
43554 State Aid-Health WIC Program	19,210.00	345,858.00	(326,648.00)	(94.45%)
43557 State Aid-Health Consolidated Grant	2,046.00	69,879.00	(67,833.00)	(97.07%)
43560 State Aid-Grants		62,477.00	(62,477.00)	(100.00%)
43561 State Aids	2,417,140.67	10,875,471.00	(8,458,330.33)	(77.77%)
43567 State Aid-Transportation	191,936.00	203,436.00	(11,500.00)	(5.65%)
43568 State Aid-Child Support		912,617.00	(912,617.00)	(100.00%)
43571 State Aid-UW Extension	1,344.00	6,000.00	(4,656.00)	(77.60%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		67,925.00	(67,925.00)	(100.00%)
43576 State Aid-Parks		69,330.00	(69,330.00)	(100.00%)
43581 State Aid-Forestry	43,825.60	45,858.00	(2,032.40)	(4.43%)
43586 State Aid-Land Conservation		285,878.00	(285,878.00)	(100.00%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,277.19	3,280.00	(2.81)	(0.09%)
Total Intergovernmental	3,324,500.38	18,903,987.00	(15,579,486.62)	(82.41%)
Licenses and Permits				
44100 Business and Occupational Licenses	5,585.00	170,000.00	(164,415.00)	(96.71%)
44101 Utility Permits	200.00	1,050.00	(850.00)	(80.95%)
44102 Driveway Permits	200.00	860.00	(660.00)	(76.74%)
44200 DNR & ML Fees	1,912.89	22,500.00	(20,587.11)	(91.50%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits		1,025.00	(1,025.00)	(100.00%)
44300 Sanitary Permit Fees	12,325.00	45,000.00	(32,675.00)	(72.61%)
44410 County Planner Document Sales		154,658.00	(154,658.00)	(100.00%)
44411 County Planner Plat Review Fees	760.00	1,650.00	(890.00)	(53.94%)
44413 Shoreland zoning Fees & Permits	3,075.00	3,850.00	(775.00)	(20.13%)
44415 HT Database Annual Fee	4,360.00	75,000.00	(70,640.00)	(94.19%)
Total Licenses and Permits	28,417.89	476,593.00	(448,175.11)	(94.04%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	1,888.74	1,700.00	188.74	11.10%
45115 County Share of Occupational Driver	40.00	200.00	(160.00)	(80.00%)
45120 County Share of State Fines and Forfeitures	41,618.95	159,000.00	(117,381.05)	(73.82%)
45123 County Parks Violation Fee	299.83	750.00	(450.17)	(60.02%)
45130 County Forfeitures Revenue	30,906.57	120,000.00	(89,093.43)	(74.24%)
45191 Private Sewage Fines	5,975.12	20,000.00	(14,024.88)	(70.12%)
Total Fines, Forfeits and Penalties	80,729.21	301,650.00	(220,920.79)	(73.24%)
Public Charges for Services				
46110 County Clerk-Passport Fees	9,500.00	20,000.00	(10,500.00)	(52.50%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Sunday, April 30, 2017

	Actual	2017 Budget	Variance	Variance %
46121 Treasurer Fees-Redemption Notices	1,884.62	2,500.00	(615.38)	(24.62%)
46122 Property Conversion Charges		100.00	(100.00)	(100.00%)
46130 Register of Deeds-Fees	102,489.55	309,000.00	(206,510.45)	(66.83%)
46135 Land Record-Fees	27,968.00	91,248.00	(63,280.00)	(69.35%)
46140 Court Fees	53,814.02	175,000.00	(121,185.98)	(69.25%)
46141 Court Fees and Costs-Marriage Counseling	2,147.67	15,000.00	(12,852.33)	(85.68%)
46142 Court/Juvenile	5,121.59	25,000.00	(19,878.41)	(79.51%)
46143 Other Professional Reimbursements	5,331.55	12,890.00	(7,558.45)	(58.64%)
46144 Circuit Court Branch I	8,026.29	28,600.00	(20,573.71)	(71.94%)
46146 Circuit Court Branch III	4,250.00	4,835.00	(585.00)	(12.10%)
46191 Public Charges-Clerk	1,260.00	8,000.00	(6,740.00)	(84.25%)
46192 Public Chgs-Temp Licenses	2,461.10	7,000.00	(4,538.90)	(64.84%)
46194 County Clerk Copy Fees	28.00	410.00	(382.00)	(93.17%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	396,774.74	1,372,400.00	(975,625.26)	(71.09%)
46210 Sheriff-Public Charges	250.00	500.00	(250.00)	(50.00%)
46211 Sheriff Revenue-Civil Process Fees	22,880.00	60,000.00	(37,120.00)	(61.87%)
46212 Sheriff Cost Reimbursement/Witness Fees	14,195.23	53,000.00	(38,804.77)	(73.22%)
46214 Reserve Deputy Revenue	232.00	12,000.00	(11,768.00)	(98.07%)
46215 Sheriff Escort Service	9,764.40	30,000.00	(20,235.60)	(67.45%)
46216 Restitution	253.00	600.00	(347.00)	(57.83%)
46217 OWI Restitution	549.04	1,500.00	(950.96)	(63.40%)
46221 Public Chgs-Coroner Cremation	17,200.00	66,000.00	(48,800.00)	(73.94%)
46230 Death Certificates	5,700.00	15,000.00	(9,300.00)	(62.00%)
46241 Jail Surcharge	10,092.25	42,000.00	(31,907.75)	(75.97%)
46242 Huber/Electronic Monitoring	52,015.41	262,044.00	(210,028.59)	(80.15%)
46243 Inmate Booking/Processing Fee	6,325.50	23,000.00	(16,674.50)	(72.50%)
46244 Other County Transports	6,527.55	22,000.00	(15,472.45)	(70.33%)
46245 Jail Stay Fee	17,219.00	44,895.00	(27,676.00)	(61.65%)
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabalization	22,863.37	755,350.00	(732,486.63)	(96.97%)
46520 Institutional Care-Private Pay	315,200.70	1,470,975.00	(1,155,774.30)	(78.57%)
46521 Institutional Care-Other Pay	1,970.00	6,800.00	(4,830.00)	(71.03%)
46525 Public Chgs- Medicare	627,596.31	3,394,973.00	(2,767,376.69)	(81.51%)
46526 Public Chgs- Medicaid	1,073,286.27	5,236,812.00	(4,163,525.73)	(79.50%)
46527 Public Chgs-Veterans EW	711.76	64,747.00	(64,035.24)	(98.90%)
46530 Public Chgs-Private Pay	1,183,972.61	5,873,370.00	(4,689,397.39)	(79.84%)
46531 Public Chgs- Private Insurance	358,825.71	1,239,799.00	(880,973.29)	(71.06%)
46532 Public Chgs-County Responsible	73,974.67	230,716.00	(156,741.33)	(67.94%)
46533 Public Chgs-NW Mental Health Inpatient	19,257.40	262,581.00	(243,323.60)	(92.67%)
46534 Public Chgs-NW Mental Health Inpatient	190,175.95	1,698,900.00	(1,508,724.05)	(88.81%)
46536 Third Party Awards & Settlements		224,087.00	(224,087.00)	(100.00%)
46537 Contractual Adjustment	(429,380.85)	(4,583,724.00)	4,154,343.15	(90.63%)
46590 Provision for Bad Debts-Edgewater	(3,000.00)	(12,000.00)	9,000.00	(75.00%)
46621 Child Support-Genetic Tests	675.00	4,500.00	(3,825.00)	(85.00%)
46622 Child Support-Application Fees		70.00	(70.00)	(100.00%)
46623 Child Support-Filing Fees	10.00	200.00	(190.00)	(95.00%)
46624 Child Support-Service Fees	3,663.47	14,000.00	(10,336.53)	(73.83%)
46625 Child Support-Extradition Charges	91.68	500.00	(408.32)	(81.66%)
46721 Public Chgs-Parks	111,778.68	475,000.00	(363,221.32)	(76.47%)
46772 UW-Extension Project Revenue	3,382.06	4,100.00	(717.94)	(17.51%)
46813 County Forest Revenue	142,467.89	385,000.00	(242,532.11)	(63.00%)
46825 Land Conservation Fees & Sales	55,885.19	68,745.00	(12,859.81)	(18.71%)
46826 Private Sewage Charges	300.00	3,000.00	(2,700.00)	(90.00%)
Total Public Charges for Services	4,537,968.38	19,550,623.00	(15,012,654.62)	(76.79%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	143,675.48	564,877.00	(421,201.52)	(74.57%)
47230 State Charges	370,064.62	1,343,223.00	(973,158.38)	(72.45%)
47231 State Charges-Highway	68,622.54	250,030.00	(181,407.46)	(72.55%)
47232 State Charges-Machinery	757,421.17	2,186,893.00	(1,429,471.83)	(85.37%)
47250 Intergovernmental Transfer Program Rev		589,760.00	(589,760.00)	(100.00%)
47300 Local Gov Chgs	91,731.23	494,154.00	(402,422.77)	(81.44%)
47310 Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)
47320 Local Gov Chgs-Public Safety	9,964.20	32,000.00	(22,035.80)	(68.86%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
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	Actual	2017 Budget	Variance	Variance %
47330 Local Gov Chgs-Transp	200,642.38	1,075,471.00	(874,828.62)	(81.34%)
47332 Local Gov Chgs-Roads		377,467.00	(377,467.00)	(100.00%)
47350 Local Gov Chgs-Hlth & Human Svcs	21,960.50	21,050.00	910.50	4.33%
47360 Local Gov Chgs-Other Governments		6,996.00	(6,996.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)		3,500.00	(3,500.00)	(100.00%)
47392 Local Gov Chgs-BNI (Staff)		1,250.00	(1,250.00)	(100.00%)
47393 Local Gov Chgs-Work Relief	1,380.00	3,500.00	(2,120.00)	(60.57%)
47395 Local Gov Chgs-EM Vehicles	1,775.36	4,500.00	(2,724.64)	(60.55%)
47396 Local Gov Chgs-EM Equipment	607.50	800.00	(192.50)	(24.06%)
Total Charges to Other Governments	1,667,844.98	6,977,471.00	(5,309,626.02)	(76.10%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	2,816,220.18	9,351,977.00	(6,535,756.82)	(69.89%)
47411 Dept Charges-Purchasing	5,443.65	2,000.00	3,443.65	172.18%
47412 Dept Charges-Insurance	420,183.63	486,200.00	(66,016.37)	(13.58%)
47413 Dept Charges-Gen Govt	344,237.83	997,500.00	(653,262.17)	(65.49%)
47415 Dept Charges-Systems	166,724.41	285,170.00	(118,445.59)	(41.54%)
47421 Dept Charges-Public Safety	2,206.17	27,000.00	(24,793.83)	(91.83%)
47430 Dept Charges-Bldg Rent	291,736.21	872,364.00	(580,627.79)	(66.56%)
47432 Dept Charges-Rent Unified	236.00	704.00	(468.00)	(66.48%)
47435 Dept Charges-Sheriff Lockup Rent	5,332.00	16,000.00	(10,668.00)	(66.68%)
47436 Dept Charges-CBRF Rent	10,000.00	30,000.00	(20,000.00)	(66.67%)
47438 Dept Charges-Riverblock Rent	118,764.00	562,320.00	(443,556.00)	(78.88%)
47440 Dept Charges		3,298.00	(3,298.00)	(100.00%)
47460 Dept Charges-Drug Court	18,250.00	40,000.00	(21,750.00)	(54.38%)
47470 Dept Charges-Highway	14,290.86	3,615,000.00	(3,600,709.14)	(99.60%)
Total Interdepartmental Charges	4,213,624.94	16,289,533.00	(12,075,908.06)	(74.13%)
Total Intergovernmental Charges for Services	5,881,469.92	23,267,004.00	(17,385,534.08)	(74.72%)
Miscellaneous				
48100 Interest	5.03	220.00	(214.97)	(97.71%)
48110 Interest-Capital Projects	6.88	1,395.00	(1,388.12)	(99.51%)
48113 Unrealized Gain/Loss on Investment	5,947.66	40,000.00	(34,052.34)	(85.13%)
48114 Interest-Investment	14,009.30	86,000.00	(71,990.70)	(83.71%)
48115 Interest-General Investment	15,100.16	25,000.00	(9,899.84)	(39.60%)
48116 Interest-Section 125 & Health	37.13	1,003.00	(965.87)	(96.30%)
48117 Interest-Clerk of Courts	74.47	300.00	(225.53)	(75.18%)
48200 Rental Income	38,982.92	140,124.00	(101,141.08)	(72.18%)
48201 Rental Income- CSP/CCS	16,800.00	50,400.00	(33,600.00)	(66.67%)
48300 Gain/Loss-Sale of Property	20,634.79	55,500.00	(34,865.21)	(62.82%)
48301 Occupational Therapy Misc Rev		100.00	(100.00)	(100.00%)
48320 Gain/Loss-Sale of Surplus Property	171.20	500.00	(328.80)	(65.76%)
48340 Gain/Loss-Sale of Salvage and Waste	1,877.75	6,700.00	(4,822.25)	(71.97%)
48440 Insurance Recoveries-Other	45,858.44	412,000.00	(366,141.56)	(88.87%)
48500 Donations	2,111,623.85	397,050.00	1,714,573.85	431.83%
48501 Donations-Designated Projects	480.00		480.00	0.00%
48502 Donations-Veterans Loan Repayment	1,090.00		1,090.00	0.00%
48503 Donations-Services ATV Club		6,000.00	(6,000.00)	(100.00%)
48540 Donations & Contributions	117,553.13	85,402.00	32,151.13	37.65%
48830 Recovery of PYBD & Contractual Adj	9,969.14	32,000.00	(22,030.86)	(68.85%)
48860 Revenue from Meals	3,623.39	16,900.00	(13,276.61)	(78.56%)
48880 Food Vending Machine Income	696.00	4,500.00	(3,804.00)	(84.53%)
48900 Other Miscellaneous Revenue	8,687.34	46,895.00	(38,207.66)	(81.47%)
48901 Other/Miscellaneous Revenue	882.48		882.48	0.00%
48910 Vending/Cafeteria Revenue	3,068.14	7,400.00	(4,331.86)	(58.54%)
48920 Vending Machine Revenue	1,155.93	9,000.00	(7,844.07)	(87.16%)
48940 Canteen Income		500.00	(500.00)	(100.00%)
48960 FSP Parental Fees	171.00	1,200.00	(1,029.00)	(85.75%)
48970 Rental Income- NHC, Health Annex	5,769.68	17,309.00	(11,539.32)	(66.67%)
48980 Misc/Other Workshop Revenue	36.52	2,500.00	(2,463.48)	(98.54%)
48990 Other Operating Income	646.86	3,100.00	(2,453.14)	(79.13%)
48991 Copier Revenue	468.00	2,000.00	(1,532.00)	(76.60%)
Total Miscellaneous	2,425,427.19	1,450,998.00	974,429.19	67.16%
Other Financing Sources				
49110 Proceeds from Long-Term Debt	1,000,000.00	1,846,999.00	(846,999.00)	(45.86%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
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	Actual	2017 Budget	Variance	Variance %
49210 Transfer from General Fund		188,969.00	(188,969.00)	(100.00%)
49220 Transfer from Special Revenue		5,356,535.00	(5,356,535.00)	(100.00%)
49270 Transfer from Internal Service		266,256.00	(266,256.00)	(100.00%)
Total Other Financing Sources	1,000,000.00	7,658,759.00	(6,658,759.00)	(86.94%)
TOTAL REVENUES	26,704,493.46	102,323,110.00	(75,618,616.54)	(73.90%)

EXPENDITURES**General Government**

51120 Committees & Commissions	59,432.17	170,246.00	110,813.83	65.09%
51212 Circuit Court Branch I	112,586.23	382,751.00	270,164.77	70.58%
51213 Circuit Court Branch II	32,177.44	117,844.00	85,666.56	72.69%
51214 Circuit Court Branch III	36,088.86	120,051.00	83,962.14	69.94%
51215 Drug Court	60,254.03	211,835.00	151,580.97	71.56%
51217 Clerk of Courts-Divorce Mediation	2,250.00	20,000.00	17,750.00	88.75%
51220 Family Court Commissioner	23,424.11	103,480.00	80,055.89	77.36%
51221 Clerk of Courts	353,872.36	1,308,163.00	954,290.64	72.95%
51231 Coroner	33,582.92	132,769.00	99,186.08	74.71%
51310 District Attorney	71,526.01	281,899.00	210,372.99	74.63%
51315 Victim Witness Program	41,281.73	147,819.00	106,537.27	72.07%
51316 Task Force	54.80	900.00	845.20	93.91%
51320 Corporation Counsel	62,258.66	226,995.00	164,736.34	72.57%
51330 Child Support	269,470.53	990,221.00	720,750.47	72.79%
51420 County Clerk	93,105.30	322,026.00	228,920.70	71.09%
51424 County Clerk-Postage Meter	3,105.85	14,300.00	11,194.15	78.28%
51430 Health Benefit Payments	3,018,759.90	10,900,069.00	7,881,309.10	72.31%
51431 Health-Wellness	84,013.69	266,256.00	182,242.31	68.45%
51433 Human Resources-Labor Relations		28,200.00	28,200.00	100.00%
51435 Human Resources-Personnel	129,592.78	501,754.00	372,161.22	74.17%
51436 Human Resources-Programs	198.72	5,000.00	4,801.28	96.03%
51440 County Clerk-Elections	36,332.76	51,884.00	15,551.24	29.97%
51450 Data Processing	382,989.39	1,344,214.00	961,224.61	71.51%
51451 Voice over IP	36,875.22	127,000.00	90,124.78	70.96%
51452 PC Replacement	29,517.30	142,000.00	112,482.70	79.21%
51453 Co Clerk-Inform & Commun	3,925.70	18,500.00	14,574.30	78.78%
51510 Finance	78,451.59	285,095.00	206,643.41	72.48%
51520 Treasurer	123,623.82	429,486.00	305,862.18	71.22%
51550 Purchasing	14,089.27	54,454.00	40,364.73	74.13%
51590 Contingency		419,870.00	419,870.00	100.00%
51611 Bldg Maint-Courthouse and Jail	252,830.96	747,101.00	494,270.04	66.16%
51620 Bldg Maint-Courthouse Annex	949.56	2,306.00	1,356.44	58.82%
51630 Bldg Maint-Unified Svcs Building	19,627.89	51,946.00	32,318.11	62.21%
51640 Bldg Maint-Joint Use Building	13,863.15	63,049.00	49,185.85	78.01%
51650 Bldg Maint-Sheriff Lockup	1,995.11	9,111.00	7,115.89	78.10%
51660 Bldg Maint-CBRF's	4,516.80	41,826.00	37,309.20	89.20%
51670 Bldg Maint-River Block	35,611.95	562,320.00	526,708.05	93.67%
51710 Register of Deeds	134,727.84	404,716.00	269,988.16	66.71%
51711 Register of Deeds-Redaction	16,099.94	30,987.00	14,887.06	48.04%
51931 Property and Liability Insurance	173,478.04	612,622.00	439,143.96	71.68%
51933 Workers Comp Insurance	21,185.12	485,578.00	464,392.88	95.64%
51934 Sick Leave Conversion	64,884.72	500,000.00	435,115.28	87.02%
Total General Government	5,932,612.22	22,636,643.00	16,704,030.78	73.79%

Public Safety

52110 Sheriff-Administration	798,663.97	2,481,864.00	1,683,200.03	67.82%
52130 Radio Engineer	46,596.25	223,835.00	177,238.75	79.18%
52131 Sheriff-Indian Law Enforce	5,085.29	33,137.00	28,051.71	84.65%
52140 Sheriff-Traffic Police	766,602.16	3,019,764.00	2,253,161.84	74.61%
52150 Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510 Emer Mgmt-SARA Title III	9,319.50	50,132.00	40,812.50	81.41%
52520 Emergency Management	79,021.87	239,799.00	160,777.13	67.05%
52601 Dispatch	592,937.25	1,849,095.00	1,256,157.75	67.93%
52530 Emer Mgmt-Bldg Numbering	360.00	1,500.00	1,140.00	76.00%
52540 Emer Mgmt-Work Relief	65,743.92	174,661.00	108,917.08	62.36%
52710 Sheriff-Jail	629,167.46	2,432,886.00	1,803,718.54	74.14%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
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	Actual	2017 Budget	Variance	Variance %
52712 Sheriff-Electronic Monitoring	21,027.00	123,188.00	102,161.00	82.93%
52713 Sheriff-PT Transp/Safekeeper	257,917.55	1,066,215.00	808,297.45	75.81%
52721 Sheriff-Jail Surcharge	37,623.53	214,090.00	176,466.47	82.43%
Total Public Safety	3,310,065.75	11,911,166.00	8,601,100.25	72.21%
Public Works-Highway				
53110 Hwy-Administration	88,308.86	284,066.00	195,757.14	68.91%
53120 Hwy-Engineer	69,096.19	208,238.00	139,141.81	66.82%
53191 Hwy-Other Administration	79,272.60	254,310.00	175,037.40	68.83%
53192 Hwy-Other Administration-Radio	18.48	50.00	31.52	63.04%
53193 Hwy-Other Administration	77,155.00	77,155.00		0.00%
53210 Hwy-Employee Taxes & Benefits	(774,868.36)		774,868.36	0.00%
53220 Hwy-Field Tools	(14,106.95)	12,778.00	26,884.95	210.40%
53230 Hwy-Shop Operations	100,276.62	254,382.00	154,105.38	60.58%
53232 Hwy-Fuel Handling	2,527.88	9,600.00	7,072.12	73.67%
53240 Hwy-Machinery Operations	321,548.63	1,880,470.00	1,558,921.37	82.90%
53260 Hwy-Bituminous Ops	27,965.09	172,903.00	144,937.91	83.83%
53262 Hwy-Bituminous Ops	1,959.70	49,123.00	47,163.30	96.01%
53266 Hwy-Bituminous Ops	1,766.56	3,322,094.00	3,320,327.44	99.95%
53270 Hwy-Buildings & Grounds	20,000.00	52,350.00	32,350.00	61.80%
53271 Hwy-Bldgs & Grounds-Wis Rapids	53,440.59	89,400.00	35,959.41	40.22%
53273 Hwy-Bldgs & Grounds-Marshfield	11,498.78	11,640.00	141.22	1.21%
53274 Hwy-Bldgs & Grounds-Pittsville	6,856.54	7,825.00	968.46	12.38%
53275 Hwy-Bldgs & Grounds-Salt Shed	2,451.46	320.00	(2,131.46)	(666.08%)
53281 Hwy-Acquistion of Capital Assets	180,475.00		(180,475.00)	0.00%
53310 Hwy-Maintenance CTHS	2,038.25	7,325.00	5,286.75	72.17%
53311 Hwy-Maint CTHS Patrol Sectn	445,357.47	1,103,784.00	658,426.53	59.65%
53312 Hwy-Snow Remov	707,138.09	934,885.00	227,746.91	24.36%
53313 Hwy-Maintenance Gang	21,979.02	135,691.00	113,711.98	83.80%
53314 Hwy-Maint Gang-Materials	1,235.00	865.00	(370.00)	(42.77%)
53315 Hwy-Maint Gang		765.00	765.00	100.00%
53320 Hwy-Maint STHS	582,994.53	1,327,258.00	744,263.47	56.08%
53323 Hwy-Maint STHS PBM		15,965.00	15,965.00	100.00%
53330 Hwy-Local Roads	199,055.15	1,054,383.00	855,327.85	81.12%
53340 Hwy-County-Aid Road Construction		444,502.00	444,502.00	100.00%
53341 Hwy-County-Aid Bridge Construction	6,051.44	200,000.00	193,948.56	96.97%
53490 Hwy-State & Local Other Services	93,641.23	485,636.00	391,994.77	80.72%
Total Public Works-Highway	2,315,132.85	12,397,763.00	10,082,630.15	81.33%
Health and Human Services				
54121 Health-Public Health	511,576.60	1,965,149.00	1,453,572.40	73.97%
54122 Health-WIC Program	87,418.61	345,858.00	258,439.39	74.72%
54128 Health-Public Health Grants	24,647.00	78,890.00	54,243.00	68.76%
54129 Humane Officer	5,957.59	30,764.00	24,806.41	80.63%
54130 Health-Dental Sealants	37,804.82	114,485.00	76,680.18	66.98%
54210 Edgewater-Nursing	1,112,520.60	4,199,014.00	3,086,493.40	73.51%
54211 Edgewater-Housekeeping	37,116.49	155,400.00	118,283.51	76.12%
54212 Edgewater-Dietary	184,243.16	796,159.00	611,915.84	76.86%
54213 Edgewater-Laundry	39,071.09	146,073.00	107,001.91	73.25%
54214 Edgewater-Maintenance	103,420.70	401,929.00	298,508.30	74.27%
54217 Edgewater-Activities	43,716.98	181,959.00	138,242.02	75.97%
54218 Edgewater-Social Services	38,815.78	140,152.00	101,336.22	72.30%
54219 Edgewater-Administration	230,615.36	652,662.00	422,046.64	64.67%
54315 Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54316 Mental Institutions State Charge		424.00	424.00	100.00%
54317 Human Services Crisis Stabilization	87,117.83	388,863.00	301,745.17	77.60%
54324 Norwood-SNF-CMI	256,937.25	928,828.00	671,890.75	72.34%
54325 Norwood SNF TBI	227,098.96	864,870.00	637,771.04	73.74%
54326 Norwood-Inpatient	891,062.35	3,512,791.00	2,621,728.65	74.63%
54330 Norwood Nursing Administration	74,443.44	218,758.00	144,314.56	65.97%
54350 Norwood-Dietary	267,365.95	975,655.00	708,289.05	72.60%
54351 Norwood-Plant Ops & Maint	177,531.32	680,489.00	502,957.68	73.91%
54363 Norwood-Medical Records	52,547.29	190,765.00	138,217.71	72.45%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Sunday, April 30, 2017

	Actual	2017 Budget	Variance	Variance %
54365 Norwood-Administration	258,791.22	1,199,775.00	940,983.78	78.43%
54401 Human Services-Child Welfare	917,377.58	3,745,101.00	2,827,723.42	75.50%
54405 Human Services-Youth Aids	841,417.44	3,031,172.00	2,189,754.56	72.24%
54410 Human Services-Child Care	34,357.00	140,564.00	106,207.00	75.56%
54413 Human Services-Transportation	101,585.83	429,270.00	327,684.17	76.34%
54420 Human Services-ESS	351,686.69	1,223,127.00	871,440.31	71.25%
54425 Human Services-FSET	645,831.25	2,061,246.00	1,415,414.75	68.67%
54430 Human Services-FSET 50/50	22,145.65	590,180.00	568,034.35	96.25%
54435 Human Services-LIEAP	32,324.49	123,351.00	91,026.51	73.79%
54440 Human Services-Birth to Three	126,912.36	445,739.00	318,826.64	71.53%
54445 Human Services-Family Support	70,135.54	371,669.00	301,533.46	81.13%
54450 Human Services-Childrens Waivers	55,186.78	204,866.00	149,679.22	73.06%
54455 Human Services-CSP	147,386.71	542,324.00	394,937.29	72.82%
54460 Human Services-OPC MH	292,693.03	1,307,679.00	1,014,985.97	77.62%
54465 Human Services-CCS	436,267.39	1,629,561.00	1,193,293.61	73.23%
54470 Human Services-Crisis Legal Svc	187,922.61	692,722.00	504,799.39	72.87%
54475 Human Services-MH Contr COP	162,759.29	1,555,300.00	1,392,540.71	89.54%
54480 Human Services-OPC AODA	134,852.73	483,066.00	348,213.27	72.08%
54485 Human Services-OPC Day Treatment	20,991.22	76,128.00	55,136.78	72.43%
54495 Human Services-AODA Contract	5,297.00	104,900.00	99,603.00	94.95%
54500 Human Services-Administration	874,080.96	3,088,243.00	2,214,162.04	71.70%
54611 Aging-Committee on Aging	39,294.71	198,278.00	158,983.29	80.18%
54674 Aging-Trust Fund Schmidt	74.94		(74.94)	0.00%
54710 Veterans-Veterans Relief	1,770.44	4,161.00	2,390.56	57.45%
54720 Veterans-Veterans Service Officer	86,144.52	314,448.00	228,303.48	72.60%
54730 Veterans Relief Donations		300.00	300.00	100.00%
54740 Veterans-Care of Veterans Graves	265.00	2,865.00	2,600.00	90.75%
54750 Veterans-WDVA Grant	523.15	11,300.00	10,776.85	95.37%
Total Health and Human Services	10,339,104.70	40,574,772.00	30,235,667.30	74.52%
Culture, Recreation and Education				
55112 County Aid to Libraries	453,651.50	887,103.00	433,451.50	48.86%
55210 County Parks	420,136.87	1,597,796.00	1,177,659.13	73.71%
55441 Maintenance Snowmobile Trails	27,552.64	67,925.00	40,372.36	59.44%
55442 ATV Maintenance	924.82	12,715.00	11,790.18	92.73%
55460 Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620 UW-Extension	201,390.90	510,670.00	309,279.10	60.56%
55630 UW-Extension Center-Marshfield	23,863.50	47,727.00	23,863.50	50.00%
55650 UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660 UW-Extension Projects	2,291.20	27,700.00	25,408.80	91.73%
55661 UW-Ext Farm Technology Days		43,000.00	43,000.00	100.00%
Total Culture, Recreation and Education:	1,186,811.43	3,251,636.00	2,064,824.57	63.50%
Conservation and Development				
56111 State Forestry Roads		4,000.00	4,000.00	100.00%
56121 Land Conservation	65,814.97	224,183.00	158,368.03	70.64%
56122 DATCP Grant	47,045.81	238,334.00	191,288.19	80.26%
56123 Wildlife Damage Abatement	11,576.60	58,832.00	47,255.40	80.32%
56125 Non-Metalic Mining Reclamation	7,889.36	36,771.00	28,881.64	78.54%
56127 Don Aron Memorial Fund	12,744.34	25,000.00	12,255.66	49.02%
56310 County Planner	87,264.80	362,464.00	275,199.20	75.92%
56320 Land Record	51,540.29	225,164.00	173,623.71	77.11%
56340 Surveyor	19,616.32	44,750.00	25,133.68	56.16%
56730 Transp & ED-Airport Aid		15,000.00	15,000.00	100.00%
56740 Payment in Lieu of Tax		77,345.00	77,345.00	100.00%
56750 Transp & Economic Develop	75,877.25	109,110.00	33,232.75	30.46%
56780 CDBG-ED	5,149.92	40,000.00	34,850.08	87.13%
56911 State Wildlife Habitat		2,000.00	2,000.00	100.00%
56913 Park & Forestry Capital Proj	3,660.00	313,660.00	310,000.00	98.83%
56943 Private Sewage System	54,016.86	235,070.00	181,053.14	77.02%
Total Conservation and Development	442,196.52	2,011,683.00	1,569,486.48	78.02%
Capital Outlay				
57120 Cap Projects-Gen Government	383,502.53	925,000.00	541,497.47	58.54%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Sunday, April 30, 2017

	Actual	2017 Budget	Variance	Variance %
57140 Cap Projects-Gen Gov Land	2,297,319.66	3,250,000.00	952,680.34	29.31%
57210 Cap Projects-Communications	201,850.40	542,850.00	340,999.60	62.82%
57310 Highway Capital Projects	21,596.55	4,730,000.00	4,708,403.45	99.54%
57410 Cap Projects-Human Services	26,814.73	237,150.00	210,335.27	88.69%
57510 Cap Projects-Rec & Ed Bldg Impr		15,000.00	15,000.00	100.00%
57610 Cap Projects-Cons & Dev-Vehicles	30,000.00	30,000.00		0.00%
57640 UW Remodeling/Construction	1,778,428.30		(1,778,428.30)	0.00%
57940 Depreciation & Amortization	66,653.79		(66,653.79)	0.00%
Total Capital Outlay	<u>4,806,165.96</u>	<u>9,730,000.00</u>	<u>4,923,834.04</u>	<u>50.60%</u>
Debt Service				
58110 Debt Service Principal-Gen Gov		460,000.00	460,000.00	100.00%
58140 Debt Service Principal-Highway	9,450.00	1,908,900.00	1,899,450.00	99.50%
58210 Debt Service Interest-General Gov	34,067.15	72,155.00	38,087.85	52.79%
58240 Debt Service Interest-Highway	169,844.31	343,574.00	173,729.69	50.57%
Total Debt Service	<u>213,361.46</u>	<u>2,784,629.00</u>	<u>2,571,267.54</u>	<u>92.34%</u>
Other Financing Uses				
59210 Transfers to General Fund		5,796,479.00	5,796,479.00	100.00%
59220 Transfer to Special Revenue		15,281.00	15,281.00	100.00%
59270 Transfer to Internal Service		(158,843.00)	(158,843.00)	100.00%
Total Other Financing Uses		<u>5,652,917.00</u>	<u>5,652,917.00</u>	<u>100.00%</u>
TOTAL EXPENDITURES	<u>28,545,450.89</u>	<u>110,951,209.00</u>	<u>82,405,758.11</u>	<u>74.27%</u>
NET INCOME (LOSS) *	<u>(1,840,957.43)</u>	<u>(8,628,099.00)</u>	<u>6,787,141.57</u>	<u>(78.66%)</u>

System: 4/26/2017
User Date: 4/26/2017

County of Wood
TRIAL BALANCE SUMMARY BUDGET VS ACTUAL FOR 2017
General Ledger

Page: 1
User ID: MMARTIN

Ranges: From:
Date: 1/1/2017
Account: 401- -

-100-

To:
12/31/2017
401- - -199-

Account	Description	Current Balance	Revised Budget	Budget Remaining	Description
401-1403-49110-100-000	Debt Proceeds-STFL 01	(\$500,000.00)	(\$750,000.00)	(\$250,000.00)	Remaining drawdown of loan
401-1403-57120-119-822	Capital Projects-Gen Gov Bldg	\$39,277.47	\$100,000.00	\$60,722.53	General Courthouse remodeling
401-1403-57120-127-814	Capital Projects-Gen Gov Comp Eq	\$241,016.22	\$275,000.00	\$33,983.78	Data Center Equipment
401-1403-57120-127-822	Capital Projects-Gen Gov Bldg	\$44,266.49	\$150,000.00	\$105,733.51	Data Center & IT remodeling
401-1403-57210-108-814	Capital Projects-Pub Safety-Compu	\$52,056.00	\$100,000.00	\$47,944.00	Dispatch workstations
401-1403-57210-108-822	Capital Projects-Pub Safety Bldg	\$21,886.25	\$125,000.00	\$103,113.75	Dispatch remodel
Grand Totals (Surplus)/Deficit		(\$101,497.57)	\$0.00	\$101,497.57	

System: 4/26/2017
User Date: 4/26/2017

County of Wood
TRIAL BALANCE SUMMARY BUDGET VS ACTUAL FOR 2017
General Ledger

Page: 1
User ID: MMARTIN

Ranges: From:
Date: 1/1/2017
Account: 401- -
Sorted By: FUND

To:
12/31/2017
401- - -299-

Account	Description	Current Balance	Revised Budget	Budget Remaining	Description
401-1403-49110-200-000	Debt Proceeds STFL 02	(\$500,000.00)	(\$1,000,000.00)	(\$500,000.00)	Remaining drawdown of loan
401-1403-57120-227-811	Capital Projects-Gen Gov Furnitur	\$0.00	\$107,000.00	\$107,000.00	IT Furniture
401-1403-57120-227-814	Capital Projects-Gen Gov-Computer	\$3,600.00	\$293,000.00	\$289,400.00	IT Equipment
401-1403-57210-208-814	Capital Projects-Pub Safety-Compu	\$127,130.00	\$284,775.00	\$157,645.00	6 Dispatch Stations
401-1403-57210-213-813	Capital Projects-Pub Safety-Vehic	\$0.00	\$24,000.00	\$24,000.00	Emergency Mgmtm van
401-1403-57210-213-814	Capital Projects-Pub Safety-Compu	\$0.00	\$9,075.00	\$9,075.00	Radio Engineer-replacement batteries
401-1403-57410-212-811	Capital Projects-Hlth & HS-Furnit	\$0.00	\$10,000.00	\$10,000.00	Edgewater resident furniture
401-1403-57410-212-822	Capital Projects-Hlth & HS-Buildi	\$18,621.40	\$97,500.00	\$78,878.60	Edgewater building improvements
401-1403-57410-220-819	Capital Projects-Hlth & HS-Oth Eq	\$8,193.33	\$79,650.00	\$71,456.67	Norwood Dietary & Maint Equipment
401-1403-57410-220-823	Capital Projects-Hlth & HS-Bldg I	\$0.00	\$50,000.00	\$50,000.00	Norwood roof
401-1403-57510-299-823	Capital Projects-Rec & Ed-Bldg Im	\$0.00	\$15,000.00	\$15,000.00	UW Marshfield fire release doors
401-1403-57610-218-813	Capital Projects-Cons & Dev-Vehic	\$30,000.00	\$30,000.00	\$0.00	Land Conservation truck
Grand Totals (Surplus)/Deficit		(\$312,455.27)	\$0.00	\$312,455.27	



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

MEMORANDUM

TO: Executive Committee

FROM: Warren Kraft
Director of Human Resources

DATE: May 2, 2017

RE: Vision Insurance Premiums

Since 2015, as part of its voluntary benefits package for its employees, Wood County offers a stand-alone vision insurance policy. Originally provided as part of the health insurance, limited benefits were available but cost the County an estimated \$49,500 in claims cost per year.

Upon recommendation of the then-Human Resources Director, the Executive Committee approved the separate policy, but with an employer share of the premium. (This is an exception to the County's provision of other voluntary, non-health insurance benefits, where the employee pays the full monthly premium with no employer contribution.) At the time, she estimated the net savings at \$18,000 per year.

As of March 2017, there are 418 employees who take vision insurance. The employer share of this per-payroll cost is about \$1,050. Below is the cost sharing of the biweekly premium:

Coverage	Employer Cost	Employee Cost
Single	\$1.27	\$1.73
Employee + Spouse	\$1.94	\$3.16
Employee + Children	\$2.03	\$3.37
Family	\$3.97	\$4.13

During an audit of accounts, the Payroll & Benefits Coordinator discovered that the Employer share was not being charged back to the departments but was funded exclusively by a Human Resources budget line item. After notifying the departments accordingly, the charge back is now in place, recognizing that the departments had not been able to budget this expense for 2017.

Which raised the question: Should Wood County help fund this voluntary benefit when it does not fund other voluntary, non-health insurance benefits? (The two exceptions are a Basic Life Insurance coverage for each eligible employee which is \$0.69 per pay period and which is also included in the contract with the Wood County Deputy Sheriffs' Association.) When the stand-alone vision policy was first offered, the employer subsidy was viewed as an enticement to employees, and still save about \$18,000.

As the 2018 budget process approaches, it is requested that the Executive Committee revisit this question and guide the departments accordingly.

Thank you very much.

Wood County Position Description

Name:		Department:	Finance
Position Title:	Finance Director	Pay Grade:	17
Reports To:	Chairperson-Executive Committee	Job Code:	1001
Date:	March 2017	FLSA:	E

Purpose of Position

This position is responsible for the development, implementation, and administration of the policies, procedures, and systems necessary to support the financial management of all county departments. The Finance Director shall also serve as County Auditor as set forth in Wisconsin ss. 59.47. Position duties are performed under the direction of the Executive Committee.

Essential Duties and Responsibilities

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

- Establish, direct, and maintain County-wide accounting and reporting systems pursuant to Government Accounting Standards Board (GASB) rules and generally accepted accounting principles (GAAP) and that the County's financial operations conform to pertinent regulations, standards and guidelines, and the timely recording of County fiscal transactions.
- Institute county-wide uniform policies in financial procedures, fiscal reporting, accounting methods, budget preparation and debt administration by researching, analyzing and implementing GASB and GAAP standards.
- Design, implement and enforce internal controls over financial reporting and compliance with laws, statutes, contracts and grants to safeguard the County's assets.
- Prepare for and coordinate the external independent audit, review draft reports prior to finalizing the audit, prepare written response to audit findings and oversee implementation of necessary corrective action to address audit findings.
- Advise the Executive Committee with development of annual County budget, including developing timeframes and budget forms, analyzing/reviewing County departments' budgets for accuracy, assisting departments with budget preparation, preparing non-finance department budgets as needed and making recommendations. Make presentations to the Executive Committee and County Board related to budget provisions, financial assumptions and projections as required, including the publication of the budget summary.
- Monitor department budgets for compliance and bring significant variations to the attention of the department head, oversight committee and to the Executive Committee, as appropriate.

- Develop and maintain annual and long-term debt management plan that is in accordance with federal, state and county regulations and that provides a consistent source of funds for capital improvements.
- Assist and direct the preparation of the Comprehensive Annual Financial Report (CAFR). The CAFR must meet the standards of the GASB and the Governmental Financial Officers Association (GFOA).
- Assure accurate and timely preparation of monthly, annual and other routine or special purpose reports and communication. Propose adjustments to the County records as necessary to ensure the accuracy of the data that forms the basis for county reporting and budgeting.
- Propose adjustments to the County records as necessary to ensure the accuracy of the data that forms the basis for county reporting and budgeting.
- Provide advice, counsel and direction to all department heads and staff to the extent necessary to ensure effective administration and implementation of approved fiscal policies, plans and programs.
- Coordinate the development and reports the annual five-year Capital Improvement Plan (CIP).
- Plan, organize and oversee the preparation of the annual cost allocation program.
- Perform the statutory duties of the County Auditor, as set forth in Section 59.47, of the Wisconsin Statutes.
- Direct internal audits as appropriate or as requested by the Executive Committee.
- Prepare Finance Department portion of the Executive Committee meeting agenda and attend the Executive Committee and County Board meetings. May attend any other Committee meetings as requested.
- Supervise department office operations and personnel functions including hiring, promotion, and disciplinary process. Maintain work standards. Prioritize, assign and review tasks and projects. Evaluate personnel work performance.
- In this public service position, employee is required to be courteous, cooperative and respectful at all times with the public and clients. Also establish and maintain a courteous, cooperative and respectful working relationship with other employees, supervisors and public officials.



Additional Tasks and Responsibilities

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

- Communicate with various outside sources regarding financial matters concerning the County.
- Research financial issues as it relates to any impact on County operations, policies and procedures.

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Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Accounting from an accredited college or university required.
- Master's degree in Business, Finance, Certified Public Accountant or related field, or Certified Public Finance Officer preferred.
- A minimum of five (5) to seven (7) years of progressively responsible governmental accounting experience or auditing and reporting governmental activities.
- A minimum of three (3) years of supervisory experience.
- Proven proficiency and expertise in using Excel spreadsheets and computerized financial record keeping or accounting systems experience.
- Any combination of education and experience which provides the required knowledge, skills and abilities may be considered.

Additional Information

- Extensive knowledge of accounting, budgeting and auditing principles (including GASB rules and GAAP standards) and methods in their application to a government accounting system.
- Extensive knowledge of and experience with budget preparation and procedures for a multi-department organization.
- Knowledge of the best practices approved by the GFOA and ability to apply best practices to the County's operations.
- Knowledge of County programs, funding sources and specific regulations, governing expenditures and revenues.
- Knowledge of the budget cycles and statutory requirements of preparing the County's annual budget documents.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to modify existing policies, strategies and/or methods to meet unusual conditions within the context of existing management principles. Ability to analyze and categorize data and information, to determine consequences and identify and select alternatives. Ability to gather, analyze, evaluate and prepare clear and concise reports or recommendations. Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to manage multiple projects and prioritize multiple tasks and demands.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to set work priorities and persuade, motivate, convince and train others, as well as evaluate the work of assigned staff. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as vouchers, receipts, budgets, financial statements and reports, statutes, resolutions, ordinances, accounting manuals, contracts, non-routine correspondence and accounting methods.

(X) Ability to establish and maintain effective working relations with employees, government officials, co-workers, outside agencies and general public.

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Ability to communicate orally and in writing with County department heads, County Supervisors, outside auditors, the general public and news media representatives. Ability to analyze, evaluate and present complex financial information clearly and concisely.

Ability to develop, interpret and implement local policies and procedures, written instructions, general correspondence, Federal, State and local regulations.

Mathematical Ability

Ability to perform complex mathematical calculations.

Ability to prepare, recommend and monitor annual capital and operating budget.

Judgment and Situational Reasoning Ability

Ability to perform functions such as supervising, leading, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Ability to define problems and deal with a variety of situations.

Physical Requirements

Ability to operate a variety of office equipment including computer, telephone, fax machine, calculator/adding machine and photocopier.

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

Ability to recognize and identify similarities or differences between characteristics of colors and shapes, associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration.

Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, kneeling, climbing/balancing, lifting, carrying, pushing and pulling.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses a limited risk of injury.

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

Finance Director

1001

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

Employee's Signature

Supervisor's Signature

Date

Date

Reviewed and approved by the Human
Resources Department

Date

Government Finance Officers Association

Code of Professional Ethics

The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for the public benefit.

To further these objectives, all government finance officers are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance.

I. Personal Standards

Government finance officers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of governing officials, other public officials, employees, and of the public.

- They shall devote their time, skills and energies to their office both independently and in cooperation with other professionals.
- They shall abide by approved professional practices and recommended standards.

II. Responsibility as Public Officials

Government finance officers shall recognize and be accountable for their responsibilities as officials in the public sector.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance and counsel.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
- They shall uphold both the letter and the spirit of the constitution, legislation and regulations governing their actions and report violations of the law to the appropriate authorities.

III. Professional Development

Government finance officers shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those seeking to enter the field of government finance. Finance officers shall promote excellence in the public service.

IV. Professional Integrity-Information

Government finance officers shall demonstrate professional integrity in the issuance and management of information.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.
- They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their office.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of state or local government policy.

V. Professional Integrity-Relationships

Government finance officers shall act with honor, integrity and virtue in all professional relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the government they serve, within the confines of this Code of Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities and integrity of their colleagues and other public officials with whom they work and associate.
- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practices.

VI. Conflict of Interests

Government finance officers shall actively avoid the appearance of or the fact of conflicting interests.

- They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties.
- They shall not use public property or resources for personal or political gain.

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Download Code of Professional Ethics

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Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

MEMORANDUM

TO: Members of the Executive Committee

FROM: Warren Kraft
Director of Human Resources

DATE: May 2, 2017

RE: Pay Increase Recommendation for "Red-circled" Employees

During the Employee Feedback Group meeting on April 11, 2017, the Human Resources Department was requested to again review the possibility of providing a pay increase to those employees whose pay has been frozen since the adoption of the Wood County Pay Plan ("red-circled" since 2013). Red-circled is defined as any employee who is not eligible for pay for performance and who is at or above the maximum step of their salary grade. As across-the-board increases are approved, the Pay Plan will catch up to the "red-circled" employee's rate of pay; at that time, employee will then receive a scheduled pay increase. In 2016, there were 23 "red-circled" employees. This year, due to reclassifications, annual budgeted across-the-board adjustments to the compensation table, and one retirement, there are now 12 such employees in 2017.

Last year, ahead of discussing this matter with the Executive Committee at its September meeting, I reviewed this matter with the department heads, the overwhelming majority of whom endorsed the concept for the following as a means for Wood County to recognize these employees for their continued service. One respondent, who had nine employees in this category last year, suggested that it was not necessary. The Committee decided not to further entertain this idea, but invited me to revisit this question during pre-2018 budget preparation.

On the next page is a table which shows the following: the employee's department, the annual hours (whether based on a 40 hour work week or 38.75 hour work week), the 2017 Step 11 Hourly Rate for that employee. The next three columns show what the Step 11 rate would be if the County approved an across-the-board pay increase at the indicated percentages. (This is not a proposal for the 2018 budget discussions but offered merely as an example.) Under the general category of "Affected Employees", the columns reflect the individual employees' current rate and what the hourly rate and annual cost would be assuming certain percentage increases. (again offered as examples.) Please note that the estimated annual pay increase does not include fringe benefits calculations (Social Security, WRS, and the like.)

-Over-

I would ask the Committee to consider a 1.5% pay increase for these employees. Last year, I recommended a one percent (1%) increase for those employees, whose hourly rate is above the Step 11 rate for the employee's pay grade, pending adoption of the same one percent (1%) across-the-board increase that was ultimately adopted in the 2017 budget. If this request is not approved and the County approves a 1.5% pay increase for all employees, only one "red-circled" employee in Department 1630 will receive a pay raise next year, of five cents per hour. Assuming no changes made to the plan, the remaining employees would continue to wait for increases.

Thank you very much.

2017 Red-Circled Employees

Pay Plan Data						Affected Employees							
Dept	Annual Hours	2017 Step 11 Hourly Rate	1%	1.50%	2.00%	Grade	Current Rate	Assuming 1% Increase		Assuming 1.5% Increase		Assuming 2% Increase	
								Hourly	Annual	Hourly	Annual	Hourly	Annual
1630	2080	\$ 21.12	\$ 21.33	\$ 21.44	\$ 21.54	5	\$ 22.01	\$ 22.23	\$457.81	\$ 22.34	\$686.71	\$ 22.45	\$915.62
1630	2080	\$ 21.12	\$ 21.33	\$ 21.44	\$ 21.54	5	\$ 21.39	\$ 21.60	\$444.91	\$ 21.71	\$667.37	\$ 21.82	\$889.82
2050	2080	\$ 13.86	\$ 14.00	\$ 14.07	\$ 14.14	1	\$ 14.54	\$ 14.69	\$302.43	\$ 14.76	\$453.65	\$ 14.83	\$604.86
2050	2080	\$ 13.86	\$ 14.00	\$ 14.07	\$ 14.14	1	\$ 14.54	\$ 14.69	\$302.43	\$ 14.76	\$453.65	\$ 14.83	\$604.86
2050	2080	\$ 15.40	\$ 15.55	\$ 15.63	\$ 15.71	2	\$ 15.74	\$ 15.90	\$327.39	\$ 15.98	\$491.09	\$ 16.05	\$654.78
2050	2080	\$ 15.40	\$ 15.55	\$ 15.63	\$ 15.71	2	\$ 15.74	\$ 15.90	\$327.39	\$ 15.98	\$491.09	\$ 16.05	\$654.78
2050	2080	\$ 15.40	\$ 15.55	\$ 15.63	\$ 15.71	2	\$ 15.74	\$ 15.90	\$327.39	\$ 15.98	\$491.09	\$ 16.05	\$654.78
2050	2080	\$ 15.40	\$ 15.55	\$ 15.63	\$ 15.71	2	\$ 15.74	\$ 15.90	\$327.39	\$ 15.98	\$491.09	\$ 16.05	\$654.78
2506	2080	\$ 15.40	\$ 15.55	\$ 15.63	\$ 15.71	2	\$ 17.24	\$ 17.41	\$358.59	\$ 17.50	\$537.89	\$ 17.58	\$717.18
4013	2080	\$ 13.86	\$ 14.00	\$ 14.07	\$ 14.14	1	\$ 14.87	\$ 15.02	\$309.30	\$ 15.09	\$463.94	\$ 15.17	\$618.59
4099	2015	\$ 17.11	\$ 17.28	\$ 17.37	\$ 17.45	3	\$ 17.66	\$ 17.84	\$355.85	\$ 17.92	\$533.77	\$ 18.01	\$711.70
4099	2015	\$ 17.11	\$ 17.28	\$ 17.37	\$ 17.45	3	\$ 17.66	\$ 17.84	\$355.85	\$ 17.92	\$533.77	\$ 18.01	\$711.70
Total Annual Cost before "roll-ups"									\$4,196.74		\$6,295.11		\$8,393.48