

**AGENDA FOR JUNE 18, 2019 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Hahn

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

CDBG Housing Committee – 2 yr. term – Supervisor Hahn

CDBG Housing Committee – 1 year term – Supervisor Breu

Wildlife Area Advisory Committee – 3-year term – Scott McAuley, Mike Wipfli, & Leo
Kiedrowski

Renewable & Sustainable Committee – term ends April 2020 – Supervisors Hahn &
Leichtnam

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

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

SPECIAL ORDER OF BUSINESS

Presentation on Justice Coordinator Position

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

SET DATE FOR NEXT COUNTY BOARD MEETING – July 16, 2019

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

May 21, 2019 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on May 21, 2019.

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

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

Excused was Holbrook.

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

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

Motion by Fischer/LaFontaine to approve the following appointments: Heather Wellach, RN – Health & Human Services Committee; Laura Francis – CDBG Housing Committee; and Mitch Waite as interim member to the Veterans Service Commission. Motion carried by voice vote.

There were no public comments.

Referrals were noted.

Committee minutes presented: Executive, Wellness Board

RESOLUTION 19-5-1

Introduced by: Public Safety Committee & Executive Committee

INTENT & SYNOPSIS: To provide for unanticipated revenue from the Department of Justice (DOJ), Byrne Memorial Justice Assistance Grant Program available through the US Department of Justice and supplemented by funds derived from the State of Wisconsin budget through penalty assessment fees.

FISCAL NOTE: The costs to be funded in the 2019 budget are in lines 101-2501-52110-000-115 (Overtime – Sheriff Administration). The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52110	Sheriff Administration		\$91,326
43521	State Traffic Aids	\$91,326	

Motion by Hamilton/Feirer to adopt Resolution 19-5-1. Motion carried unanimously. Excused was Holbrook.

Chairman Machon asked to take the next 4 resolutions together as one vote. No objections were heard.

RESOLUTION 19-5-2

Introduced by: Executive Committee

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

FISCAL NOTE:	Offered Amount	\$17,000.00
	R.E. Taxes	(15,634.12)
	Tax Deed Expense	(645.52)
	<u>Special Charges</u>	<u>(720.36)</u>
	GAIN OR LOSS	\$0

Motion by Breu/Fischer to adopt Resolution 19-5-2. Motion carried unanimously. Excused was Holbrook.

RESOLUTION 19-5-3

Introduced by: Executive Committee

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

FISCAL NOTE: Paid Amount: \$3,518.28

Motion by Breu/Fischer to adopt Resolution 19-5-3. Motion carried unanimously. Excused was Holbrook.

RESOLUTION 19-5-4

Introduced by: Executive Committee

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

FISCAL NOTE: Paid Amount: \$15,064.82

Motion by Breu/Fischer to adopt Resolution 19-5-4. Motion carried. Excused was Holbrook.

RESOLUTION 19-5-5

Introduced by: Executive Committee

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

FISCAL NOTE:	Offered Amount	\$500.00
	Easement Payments	2,630.00
	R.E. Taxes	(41,193.89)
	<u>Tax Deed Expense</u>	<u>(1,588.19)</u>
	LOSS	\$39,652.08

Motion by Breu/Fischer to adopt Resolution 19-5-5. Motion carried unanimously. Excused was Holbrook.

RESOLUTION 19-5-6

Introduced by: Executive Committee

INTENT & SYNOPSIS: To align the wages for certain positions identified as being substantially below market and adjust the wage grades of those positions to place Wood County in the best situation to recruit and retain talented employees.

FISCAL NOTE: To Transfer \$18,739 from Human Resources budget (51436) and \$2,851 from the available funds in contingency (51590) to Sheriff (52710) and Edgewater (54219). At the time of this request the funds available in contingency are \$304,465.13. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
52710	Sheriff-Jail		\$16,545
54219	Edgewater-Administration		\$5,045
51435	Human Resources Programs	\$18,739	
51590	Contingency	\$2,851	
		\$21,590	\$21,590

Motion by Clendenning/Breu to adopt Resolution 19-5-6. Motion carried unanimously. Excused was Holbrook.

Committee minutes presented: Health & Human Services, Public Safety, Central Records, Conservation, Education, & Economic Development, Golden Sands Resources, Conservation, & Resource Development.

RESOLUTION 19-5-7

Introduced by: Conservation, Education, & Economic Development

INTENT & SYNOPSIS: Approve several zoning map amendments to the Town of Grand Rapids Zoning Map.

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

Motion by Hamilton/Leichtnam to adopt Resolution 19-5-7. Motion carried unanimously. Excused was Holbrook

Committee minutes presented: Judicial & Legislative

RESOLUTION 19-5-8

Introduced by: Judicial & Legislative

INTENT & SYNOPSIS: : To authorize out-of-state travel for two Child Support employees to attend the National Child Support Enforcement Association Leadership Symposium, August 11-14, 2019 in Minneapolis, Minnesota.

FISCAL NOTE: The cost for meals, parking, lodging and mileage is approximately \$1800.00. The registration costs of \$998.00 are being paid by the Wisconsin Child Support Enforcement Association through scholarships. The expenses are eligible for federal reimbursement so the cost to the county will be approximately \$612.00.

Motion by Hamilton/Breu to adopt Resolution 19-5-8. Motion carried. Voting no was Winch. Excused was Holbrook.

Committee minutes presented: Highway Infrastructure & Recreation

RESOLUTION 19-5-9

Introduced by: Highway Infrastructure & Recreation and Judicial & Legislative Committees

INTENT & SYNOPSIS: To encourage the modification of state law to clarify that revenues generated by forfeitures for overweight vehicles are to be paid to the highway department responsible for maintaining the road upon which the violation took place.

FISCAL NOTE: The forfeitures at issue vary significantly from year to year and from jurisdiction to jurisdiction but the reader can anticipate about \$50,000 going to the Wood County Highway Department annually to pay for road repairs.

Motion by Brey/Hamilton to adopt Resolution 19-5-9. Motion unanimously. Excused was Holbrook.

RESOLUTION 19-5-10

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To become eligible for project development & maintenance grant funding from the State of WI DNR ATV Trail Aid Program for the following projects:

- ATV Intensive Use Area Parking Lot & Ramp Improvements - \$33,000
- Hazelnut Trail Maintenance (1.5 miles) - \$432
- County Line Trail Maintenance (3 miles) - \$864
- East Hazelnut Trail Maintenance (3.8 miles) - \$2660
- Kimball Connector Trail Maintenance (1 mile) - \$700
- Purchase of new signs for new miles - \$15,500
- Wood County Forest Hay Creek Trail (4 miles) - \$407,005
- TOTAL: \$460,161.00

FISCAL NOTE: If awarded from the State of WI DNR, there would be no cost to Wood County--Total reimbursement from State ATV Aid account #55442.

Motion by Feirer/Hamilton to adopt Resolution 19-5-10. Motion carried unanimously. Excused was Holbrook.

RESOLUTION 19-5-11

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To become eligible for snowmobile trail development and maintenance monies for proposed trails and bridges on County and private lands for the 2019-2020 snowmobile season.

FISCAL NOTE: No cost to Wood County--Total reimbursement from State Snowmobile Aid account #55441.

Motion by Fischer/Zaleski to adopt Resolution 19-5-11. Motion carried unanimously. Excused was Holbrook.

ORDINANCE 19-5-12

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To rescind and recreate Wood County Ordinance #403, Highway Access by ATV and UTV Operators.

FISCAL NOTE: None

Motion by Fischer/Feirer to adopt Ordinance 19-5-12. Motion carried unanimously. Excused was Holbrook.

Committee minutes presented: Central Wisconsin State Fair Board of Directors, McMillan Memorial Library Board of Trustees, South Central Library System Board of Trustees, Wood County Library Board, University Commission.

RESOLUTION 19-5-13

INTENT & SYNOPSIS: Relating to the Life and Public Service of Ruth Moody

Motion by Hamilton/Zurfluh to adopt Resolution 19-5-13. Motion carried by voice vote. The board and assembly stood in a moment of silence in respect of the passing of former Supervisor Ruth Moody.

Chairman Machon recessed the meeting at 10:00 a.m. and reconvened the meeting at 10:07 a.m.

SPECIAL ORDER OF BUSINESS WCA OUTREACH MANAGER, JOHN HOCHKAMMER

Mr. Hochkammer presented a very thorough presentation of county government authority, administrative structure options, and the roles and responsibilities of county board members. He presented the differences and various functions of each structure and reviewed the counties with those structures in place. Questions and answers followed.

Motion by LaFontaine/Breu to adjourn. Motion carried at 11:41 a.m. Next scheduled county board meeting is June 18, 2019.

Trent Miner
County Clerk

REFERRALS FOR JUNE 18, 2019 – COUNTY BOARD

- None



EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Monday, May 20, 2019

TIME: 8:00 a.m.

PLACE: Room 114, Wood County Courthouse

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

OTHERS PRESENT (for part or all of meeting): Marla Cummings, Nicole Gessert, Reuben Van Tassel, Brandon Vruwink, Jordan Bruce, Roland Hawk, John Peckham, Chad Schooley, Amy Kaup, Craig Lambert, Tina Groshek, Steve Kreuser, Lori Heideman, Erik Engel, Jason Grueneberg, Justin Conner, Shane Wucherpennig, Randy Dorshorst, Scott Brehm.

Chair Machon called the meeting to order.

Public Comment – There were no public comments.

Discuss 2020 CIP

Land & Water Conservation – Shane Wucherpennig presented the 2020 request which was left in and unchanged.

Planning & Zoning – Jason Grueneberg and Justin Conner presented the 2020 request which was left in and unchanged.

Communications – Erik Engel presented the 2020 request. Request for Radio System Master Oscillators was eliminated. All other 2020 requests were included unchanged.

Emergency Management – Steve Kreuser presented the 2020 request. Kreuser indicated the EOC items amount was modified. All other 2020 requests were included unchanged.

Sheriff and Corrections – Randy Dorshorst presented the 2020 request which was left in and unchanged.

Maintenance - Reuben Van Tassel presented the 2020 requests. After some discussion the requests for South Courthouse Parking Lot and, Secure Sheriff Parking Lot were eliminated. Craig Lambert spoke on behalf of the District Attorney 3rd Floor remodel. All other 2020 requests were included unchanged.

County Clerk – Trent Miner presented the 2020 request which was left in and unchanged.

Finance – Marla Cummings presented the 2020 request. The amount for the Automate Fixed Assets was modified.

Information Technology – Amy Kaup presented the 2020 requests. After some discussion, the request for the County Wireless Environment Upgrade was eliminated. All other 2020 requests were included unchanged.

Break at 9:44 a.m. Meeting reconvened at 9:54 a.m.

UWSP-Marshfield – Supervisor Rozar presented the 2020 request which was left in and unchanged. Rozar requested that the 2019 Greenhouse project be carried over to 2020.

Edgewater – Jordan Bruce presented a revised list for the 2020 requests which eliminated all previous requests except the 300 South Reno, Dura Therm System, and Meal Delivery Carts. The revised list also indicated revised amounts.

Human Services – Brandon Vruwink presented the 2020 requests which were left in and unchanged.

Norwood – Jordan Bruce presented the 2020 requests which were left in and unchanged.

Highway – Roland Hawk presented the 2020 requests which were left in and unchanged.

Parks & Forestry – Chad Schooley presented the 2020 requests and indicated the ATV Trail Development amount was modified. All other requests were included unchanged.

Chairman Machon adjourned the meeting at 10:55 a.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

All minutes taken and prepared by Nicole Gessert and reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, May 21, 2019
TIME: 8:30 a.m.
PLACE: Wood County Courthouse, Room 317A
PRESENT: Doug Machon, Donna Rozar, Bill Winch, Ken Curry, Bill Clendenning, Adam Fischer, Dennis Polach
OTHERS PRESENT (for part or all of the meeting): Kelli Quinnell, Kim McGrath, Heather Gehrt, Jason Grueneberg, Quentin Ellis, Marla Cummings, Patrick Gatterman (Northward Peddle & Paddle)

The meeting was called to order by Chair Machon at 8:30 a.m.

Public Comment – None

Human Resources Director McGrath presented a resolution to address positions identified as being below market. The positions were identified during the 2018 market review. McGrath explained the total cost of addressing these positions is about \$63,000. The affected departments came up with the majority of the money needed with a \$21,590 balance. HR had \$18,739 from its budget, leaving \$2,851 needed from contingency. Supervisor Clendenning stated the resolution was well-written.

Motion (Rozar/Clendenning) to approve the resolution to address positions identified as being below market and send it to County Board. Motion carried unanimously.

Treasurer Gehrt presented a resolution for the sale of tax deeded property located at 711 East Grand in Wisconsin Rapids (former Shammy Car Wash). She explained that while the sale results in a loss to the County, the property soon needs work that would result in additional costs. Patrick Gatterman of Northward Peddle & Paddle presented his plan for the property. Discussion ensued.

Motion (Rozar/Curry) to approve the resolution for the sale of tax deeded property. Motion carried unanimously.

Finance Director Cummings explained that out of the five RFPs received in regards to the financial advisor, the Committee decided at the last meeting to only interview three. One of the firms, Ehlers, not invited for an interview asked to be reconsidered when contacted about the decision of the Committee. The other firm not invited to present did not request reconsideration.

Motion (Rozar/Curry) to add a fourth financial advisor firm for an interview by the Committee. Motion carried. Voting no: Fischer (due to the lack of transparency), and Clendenning (does not want a negative perception)

Chair Machon declared the meeting adjourned at 8:50 a.m.

Submitted and signed electronically,

Donna Rozar

Donna Rozar

Secretary

Minutes taken and prepared by Kelli Quinnell. All minutes reviewed by the Executive Committee secretary.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Thursday, May 23, 2019
TIME: 9:00 a.m.
PLACE: Wood County River Block-Conference Room 308
Wisconsin Rapids, WI

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

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Heather Gehrt, Marla Cummings, Jodi Lubeck, Justin Fischer-Baird, Brad Viegut-Baird, Kristin Hanson-PFM, Dave Anderson-PFM, Michele Wibeg-PMA, Brian Della-PMA, Sean Lentz-Ehlers, Brian Reilly-Ehlers

The meeting was called to order by Chair Machon.

Public Comment – None

Motion (Fischer/Rozar) to go into closed session at 9:00 a.m. pursuant to Wis. Stats §19.85(1)(e), to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically: Presentations from Prospective Financial Advisors.

Roll call vote: Clendenning: yes; Curry: yes; Fischer: yes; Machon: yes; Polach: yes; Rozar: yes. Winch: yes. Motion Carried.

Closed session minutes kept on file.

Motion (Fischer/Rozar) to return to open session at 11:36 a.m. All ayes. Motion carried.

The Chair adjourned the meeting at 11:37 a.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna M. Rozar
Secretary

Minutes taken and prepared by Nicole Gessert. All minutes reviewed by the Executive Committee (EC) secretary. Minutes in draft form until approved at the next EC meeting.

EXECUTIVE COMMITTEE MEETING MINUTES

1

DATE: Tuesday, June 4, 2019
TIME: 8:00 a.m.
PLACE: Wood County River Block – Auditorium, Room 206
Wisconsin Rapids, WI
PRESENT: Doug Machon, Bill Clendenning, Ken Curry, Dennis Polach,
Donna Rozar, Adam Fischer, Bill Winch
OTHERS PRESENT (for part or all of the meeting): See attached list.

The meeting was called to order by Chair Machon.

Public Comment – None.

Consent Agenda:

Supervisor Fischer requested page 21 be removed for discussion from the consent agenda. Supervisor Curry requested page 28, Supervisor Clendenning requested pages 31 thru 33, and Supervisor Winch requested pages 27, 36, 39, 41, 43, 45, and 47.

Motion (Rozar/Curry) to approve the consent agenda, excluding the requested items removed for discussion. Motion carried unanimously.

Fischer requested clarification regarding Director McGrath's letter of comments regarding questions related to the RFP for a comprehensive wage plan review. McGrath indicated she has had 6 responses and will have a presentation for the Committee in July.

Clendenning requested clarification regarding the No Show Procedure for the Wellness Program. Discussion ensued. Director McGrath indicated Wellness is drafting a policy that will be discussed at the next Wellness Board Meeting and presented to the Executive Committee (EC) when approved.

Facilities Manager Van Tassel answered Supervisor Curry's question regarding the acronym for the National Renewable Energy Laboratory (NREHL).

Answers to the pages Supervisor Winch requested be removed for discussion follow:

Page 27 regarding a new form for the Coroner. Director Kaup indicated this form was an online form to replace a previous paper form.

Page 36 regarding the Dynamics software maintenance. "Why doesn't our IT Department handle the software maintenance?" Director Kaup indicated the fee includes necessary software updates provided by the software vendor.

Page 39 regarding numerous phone charges. "Is it necessary to have both landlines and cell phones?" Kaup indicated it is up to the individual departments, but it would not likely be efficient if they only had one or the other.

Page 41 regarding the Liberty Cleaners charge. "What amount is specific to the Jail?" Van Tassel indicated this is broken down in the billing, but he will inquire about the specifics of the bill.

Page 43 regarding two separate charges to Eron & Gee for valves. "Are these two separate valves?" Van Tassel answered "yes".

Page 45 regarding all the Power Surge damages. "Will these charges be reimbursed by insurance?" Van Tassel stated they will after the \$25,000 deductible is met. This deductible is budgeted annually. Clendenning questioned

whether Consolidated Water Power Co. is responsible for any portion. Van Tassel replied Corporation Counsel Kastenholz reviewed the contract and they are not.

Page 45 regarding the County Mutual charge. "Is this now paid in full?" Safety/Risk Manager Stelzer was not present but Finance Director Cummings indicated she believes it is.

Page 47 questioning April Specials. Treasurer Gehrt indicated these are the charges for delinquent tax properties.

Motion (Rozar/Curry) to approve the removed items from the Consent Agenda. Motion carried unanimously.

Committee reviewed 2 applications for Renewable & Sustainable Grants and Lean Process Initiative Grants. Discussion ensued.

Motion (Curry/Fischer) to award the Renewable & Sustainable Grant to the Maintenance Department for LED Lighting upgrade and to extend the deadline until September 2019 for the Lean Process Initiative Grant and carry-over the current application for consideration. Motion carried unanimously.

Jason Grueneberg of Planning & Zoning presented updated documents regarding the Renewable & Sustainable Committee structure. Discussion ensued.

Motion (Rozar/Clendenning) to accept option 1 for the Renewable & Sustainable Committee structure. Motion carried unanimously.

Van Tassel presented initial draft information from a broad analysis from NREHL for Solar options on 4 County properties. Discussion ensued. Van Tassel will bring back more information when this analysis is finalized.

Nancy Turyk presented information from the 3rd phase of the survey regarding the County Strategic Plan. The response rate was 47.3%, which was higher than the average response rate and statistically significant. Turyk and Supervisor Rozar will meet again to prioritize the responses from the current survey for the 4th, and last survey.

Treasurer Gehrt presented 2 resolutions to accept offers of sale of tax deed property.

Motion (Fischer/Rozar) to accept the resolutions to accept offers of sale of tax deed property. Motion carried unanimously.

Finance Director Cummings presented the initial resolution authorizing the issuance of general obligation promissory notes in the amount not to exceed \$6,000,000 for Highway Projects and Capital Improvement Projects.

Motion (Rozar/Clendenning) to accept the initial resolution authorizing the issuance of general obligation promissory notes in the amount not to exceed \$6,000,000 for Highway and Capital Improvement Projects. Motion carried unanimously.

Cummings stated she is planning on meeting, along with the Chair, with the new Financial Advisor to discuss funding options for CIP. Discussion ensued. Machon noted CIP discussion are ongoing as part of the preparations for the budget process.

Machon stated he would like feedback from the Committee regarding the budget parameters letter. Discussion ensued. It was determined that a special Executive Committee meeting will be set for Thursday, June 20th, at 8 a.m. to discuss the budget parameters letter.

Break at 9:28 a.m. Reconvened at 9:33 a.m.

HR Director McGrath introduced Tim Deaton of the Horton Group to present on the Health Insurance and renewal projections. He presented information to the Committee on updated claims data and the savings that are projected for the switch to Anthem as the third party administrator. He also presented the performance guarantees Anthem will put in place for the County. Discussion ensued.

Supervisor Clendenning excused at 9:40 a.m.

Mr. Deaton will be providing updated projections including May claims data to McGrath later this week. McGrath will email the updated projections to Committee members. Mr. Deaton will return for the July Committee meeting to provide final projections and plan design options for a final decision regarding 2020 health insurance premiums. Supervisor Rozar requested that McGrath include a summary of the health fund balance to the Committee each month going forward.

McGrath presented a resolution to correct the function listed in resolution 19-5-6.

Motion (Rozar/Fischer) to approve the resolution to correct resolution 19-5-6. Motion carried unanimously.

McGrath presented a resolution to approve the Employee Policy Handbook. McGrath explained the only change made since the last draft the Committee saw was to change the wording of the vacation accrual section to make it clearer. McGrath stated she will be distributing an email to all County Board Supervisors ahead of the next County Board meeting detailing the changes made from the current Handbook to the revised Handbook.

Motion (Rozar/Fischer) to approve the resolution for the Employee Policy Handbook. Motion carried unanimously.

Machon reminded the Committee that the Wood County ATV/UTV Trail and Route System Ribbon Cutting Ceremony is scheduled for June 5, 2019 at Ho-Chunk Gaming, Nekoosa. Doors open at 4:30 p.m. with the ceremony beginning at 5:00 p.m.

There will be a special meeting on June 20th to discuss budget parameters.

The next regularly scheduled Committee meeting is Tuesday, July 9th at North Wood County Park. Machon reminded the Committee there is no internet at the North Wood County Park Shelter; therefore, Committee members will need to either download the packet on their iPad or print it prior to the meeting.

The Chair declared the meeting adjourned at 10:07 a.m.

Respectfully submitted and signed electronically,

Donna M. Rozar

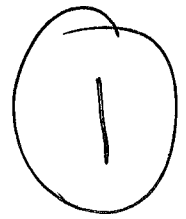
Donna M. Rozar
Secretary

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

Executive Committee Meeting

June 4, 2019

[illegible]



Wood County Employee Wellness Board Meeting Minutes

Tuesday, May 7, 2019

Wood County Courthouse, IT Conference Room
400 Market Street, Suite 205, Wisconsin Rapids

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Kim McGrath (HR Director—ex-officio), Sue Kunferman, Jordon Bruce

Excused: Angela Zausch (Horton Group)

Also present: (for part or all of the meeting) Adam Fandre (Wellness Coordinator), Amanda Handrahan (Aspirus), Shawn Becker, Caitlin Carmachy, Bill Clendenning

1. Chair Kunferman called the meeting to order at 1:02 p.m.
2. **Introductions:** around the room
3. **Public comments:** None
4. Motion (Kaup/Bruce) to receive and place on file the minutes from the February 19, 2019 meeting. All ayes. Motion carried.
5. **Flu Vaccine Clinic Logistics**
General discussion lead by Jordan Bruce on the logistics of clinics in the fall. The vaccine has been ordered and logistics of serving the employees in Wood County buildings are being formalized.
6. **Discussion regarding sit/stand desk requests by departments**
Request from DA's office has been resolved. No other requests currently.
7. **Update on biometrics, HRA, and health coaching**
This process is going well. 566 employees have completed biometrics, 558 have completed the HRA questionnaire, and 167 have completed coaching. 500 individuals have registered or completed health coaching.
8. **Review of missed deadline situations**
Discussion part of agenda #9
9. **Discussion regarding formal appeal process**
This agenda item was discussed at the beginning of the meeting to accommodate public members present who presented their cases for having missed deadlines. Board discussion followed those comments. 6 individuals missed the deadlines to be eligible for the insurance premium discount. No exceptions have been made in the past. 1 individual missed a date

because of the weather but had other chances to meet the deadline. Discussion ensued regarding the need for a policy. Comments made regarding the pros and cons of deadlines and grace periods. Motion (Rozar/Bruce) to develop an appeal process policy draft to be considered at the next meeting. This policy will address missing deadlines. After approved by this Board, the policy will be forwarded to the Executive Committee for consideration and approval.

10. Review Financials

Budget on track with no concerns currently.

11. Review from The Horton Group

Kim reported the Executive Committee (EC) requested RFPs for 3rd party administrators. Those RFPs were presented to the EC and a motion was made to change 3rd party administration to Anthem from WPS. Implementation of this change will occur over the coming months.

12. Update from Wellness Committee

Adam reported the Committee is active and going well. There is a planning focus with the Committee, and they are open to constructive feedback to their functioning.

13. General Employee Wellness updates

There was discussion of a JAMA article forwarded to Board members regarding workplace wellness programs and their effectiveness.

14. Future Agenda Items—as previously discussed.

15. Set Next Meeting date—June 18, 2019, 1:00 – 2:30 p.m., IT Conference Room, Courthouse

16. The Chair declared the meeting adjourned at 2:24 p.m.

Submitted and electronically signed,

Donna M. Rozar

Donna Rozar, secretary

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

1

Administrative Coordinator Report

1. Met with Department Heads concerning River Block power surge.
2. Attended Eighth Street Corridor Project Event by UWSP students.
3. Met with Ho Chunk to discuss Economic Development collaboration possibilities.
4. Attended Marshfield CVB Banquet.
5. Attended Central Wisconsin Economic Research Bureau event.
6. Attended Mid-State Ribbon Cutting Ceremony for solar powered recharging station for E.C.s.
7. Met with Noresco representatives and Reuben regarding efficiency audits.
8. Radio interview with WFHR.
9. Met with and spoke at Pickerel Congregate Dining site.
10. Met with city officials and others concerning bike path signage.
11. Attended Grand Rapids Town Board meeting.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – June 2019

- As soon as the spring election process is completed, our office goes to work in getting the annual directory updated and to print. We had that process done about a month ahead of previous years and they were all distributed by the middle of May. As so often happens, about 4 hours after we sent it to the printer, a village trustee resigned, so it was already outdated before ink hit the paper.
- The 4-year voter registration maintenance post cards will soon be sent out by the Wisconsin Elections Commission. This is the process where a post card is sent to voters who have not voted in the past 4 years to inquire of their status. They have the opportunity to return that post card to have their registration remain active. Many times, the voter has moved, and those postcards are returned, undeliverable, to the municipal clerks. It is the responsibility of municipal clerks to track and document those post cards in the statewide election system, WisVote. Because we will have 4 new municipal clerks that probably have not been able to complete the multiple hour training required to access the system, and 1 municipality with no clerk, our office will be assisting them in making sure this process is completed.
- As mentioned a few months ago, we are reconfiguring our back room to enable us to increase our storage for election related materials. A part of that process involved going through old county board packets and other “vintage” material. Before we can dispose of it, we have to provide statutory notice to the Wisconsin Historical Society. They made 2 site visits to ascertain what information we had and what they would be interested in. They did end up taking a number of items with them to house in their archives. We were able to repurpose two large vertical file cabinets from our back room and give to the Veterans Service Office for their use. I commandeered an unused rack that was not being used in the Maintenance Department and purchased an additional one that will suit our storage needs more appropriately than the vertical file cabinets.
- Work will continue on our election system upgrade. I will be signing the proposal later in June to get the ball rolling so everyone is ready to go with the new system for the Spring Primary in February.
- It seems early to be talking about election night reporting for the Presidential election in November of 2020, but we have already gotten inquiries from polling firms, universities, and news outlets about the nature of how we report and at what intervals, so they are able to gear up for their election night reporting. So far, all of these inquiries have been via email and online survey.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

June 4, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

Departmental Activities

Project completion for the following:

1. The audit went well there were no surprises or problems. I want to thank everyone who contributed and worked hard in preparing for 2018 yearend and audit. It is nice to work with such great staff who are dedicated and work as a team.
2. We conducted interviews of Financial Advisory Services Firms and selected one
3. Municipal Financial Report (Form A) was submitted on May 14, 2019

Ongoing projects:

1. Conducted interviews for the Deputy Finance Director position
2. Budget Software with a target release date of July 5, 2019
3. Cost Report Audit set for June 5th and 6th 2019
4. Comprehensive Annual Financial Report (CAFR) target release date June 15, 2019
5. Strategic Planning for the Finance Department target date of September 1, 2019
6. Laserfiche set up for accounts payable target date of November 30, 2019
7. Encumbrances and workflow target date of January 1, 2020
8. Fixed Asset Module target date of March 1, 2020
9. Chart of Accounts and Vendor clean up an ongoing process
10. Employee portal for check viewing target date of July 1, 2019

Meetings, Webinars and Conferences

1. Weekly Status Call with the Budgeting Software Vendor
2. Attended Oversight Committee meeting
3. Budget Software Training
4. Monthly meeting with Wood County's Fiscal Staff
5. CIP meeting with County Board Chair, Department Heads and Oversight Committee Chairs
6. Department Head meeting
7. Meet with IT and HR on the Employee Self Service Portal
8. Met with Fiscal Service Manager and Human Services Director on yearend transfers
9. Meeting on Riverblock Power Outage

Budget to Actual Income Statement for the 5 months ending May 31, 2019.

5/29/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, May 31, 2019

	Actual	2019 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$11,210,242.10	\$26,904,581.00	(\$15,694,338.90)	(58.33%)
41150 Forest Cropland/Managed Forest Land	56,133.91	25,000.00	31,133.91	124.54%
41220 General Sales and Retailers' Discount	67.90		67.90	0.00%
41221 County Sales Tax	1,349,869.49	5,800,000.00	(4,450,130.51)	(76.73%)
41230 Real Estate Transfer Fees	36,497.16	120,000.00	(83,502.84)	(69.59%)
41800 Interest and Penalties on Taxes	132,168.95	410,000.00	(277,831.05)	(67.76%)
41910 Payments in Lieu of Taxes	18,398.73	18,500.00	(101.27)	(0.55%)
Total Taxes	12,803,378.24	33,278,081.00	(20,474,702.76)	(61.53%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue		3,059,556.00	(3,059,556.00)	(100.00%)
43430 State Aid-Other State Shared Revenues		291,141.00	(291,141.00)	(100.00%)
43511 State Aid-Victim Witness		73,300.00	(73,300.00)	(100.00%)
43512 State Aid-Courts	177,344.58	377,350.00	(200,005.42)	(53.00%)
43514 State Aid-Court Support Services		58,400.00	(58,400.00)	(100.00%)
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	80,462.05	212,326.00	(131,863.95)	(62.10%)
43523 State Aid-Other Law Enforcement	18,089.00	18,000.00	89.00	0.49%
43528 State Aid-Emergency Government	1,250.47	93,250.00	(91,999.53)	(98.66%)
43531 State Aid-Transportation	548,606.26	2,096,592.00	(1,547,985.74)	(73.83%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	11,603.53	77,978.00	(66,374.47)	(85.12%)
43554 State Aid-Health WIC Program	50,403.00	360,000.00	(309,597.00)	(86.00%)
43557 State Aid-Health Consolidated Contract	11,592.00	68,766.00	(55,174.00)	(82.64%)
43560 State Aid-Grants	7,384.00	66,391.00	(59,007.00)	(88.88%)
43561 State Aids	3,187,668.33	12,352,657.00	(9,164,988.67)	(74.19%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	239,833.08	938,661.00	(698,827.92)	(74.45%)
43571 State Aid-UW Extension	1,344.00	11,500.00	(10,156.00)	(88.31%)
43572 State Aid-ATV Maintenance		6,715.00	(6,715.00)	(100.00%)
43574 State Aid-Snowmobile Trail Maint		75,006.81	(75,006.81)	(100.00%)
43576 State Aid-Parks		162,500.00	(162,500.00)	(100.00%)
43581 State Aid-Forestry	48,407.18	49,090.00	(682.82)	(1.39%)
43586 State Aid-Land Conservation	44,750.79	407,487.00	(362,736.21)	(89.02%)
43640 State Aid-Co Share Managed Forest Lands		20,000.00	(20,000.00)	(100.00%)
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	4,686,920.35	21,167,550.81	(16,480,630.46)	(77.86%)
Licenses and Permits				
44100 Business and Occupational Licenses	23,040.07	350,000.00	(326,959.93)	(93.42%)
44101 Utility Permits	1,475.02	1,050.00	425.02	40.48%
44102 Driveway Permits	340.00	860.00	(520.00)	(60.47%)
44200 DNR & ML Fees	12,266.51	54,250.00	(41,983.49)	(77.39%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	75.00	1,025.00	(950.00)	(92.68%)
44300 Sanitary Permit Fees	13,575.00	60,253.00	(46,678.00)	(77.47%)
44411 County Planner Plat Review Fees	600.00	7,500.00	(6,900.00)	(92.00%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	1,953.78	15,675.00	(13,721.22)	(87.54%)
44415 HT Database Annual Fee	3,340.00	90,560.00	(87,220.00)	(96.31%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	56,830.38	582,923.00	(526,092.62)	(90.25%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	670.87	1,700.00	(1,029.13)	(60.54%)
45115 County Share of Occupational Driver	120.00	200.00	(80.00)	(40.00%)
45120 County Share of State Fines and Forfeitures	47,905.73	152,000.00	(104,094.27)	(68.48%)
45123 County Parks Violation Fee		750.00	(750.00)	(100.00%)
45130 County Forfeitures Revenue	32,859.66	92,000.00	(59,140.34)	(64.28%)
45191 Private Sewage Fines	9,447.40	15,000.00	(5,552.60)	(37.02%)
Total Fines, Forfeits and Penalties	91,003.66	261,650.00	(170,646.34)	(65.22%)
Public Charges for Services				
46110 County Clerk-Passport Fees	15,245.00	20,000.00	(4,755.00)	(23.78%)
46121 Treasurer Fees-Redemption Notices	5,078.43	4,000.00	1,078.43	26.96%

5/29/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, May 31, 2019

		2019		
	Actual	Budget	Variance	Variance %
46122	Property Conversion Charges	1,000.00	(1,000.00)	(100.00%)
46130	Register of Deeds-Fees	91,623.05	309,000.00	(217,376.95) (70.35%)
46131	Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00) (100.00%)
46135	Land Record-Fees	23,080.00	92,880.00	(69,800.00) (75.15%)
46140	Court Fees	55,919.30	170,000.00	(114,080.70) (67.11%)
46141	Court Fees and Costs-Marriage Counseling	2,055.00	12,700.00	(10,645.00) (83.82%)
46142	Court/Juvenile	12,438.26	22,000.00	(9,561.74) (43.46%)
46143	Other Professional Reimbursements	6,176.18	14,750.00	(8,573.82) (58.13%)
46144	Circuit Court Branch I	10,795.54	28,600.00	(17,804.46) (62.25%)
46146	Circuit Court Branch III	4,768.00	7,500.00	(2,732.00) (36.43%)
46191	Public Charges-Clerk	1,880.00	7,600.00	(5,720.00) (75.26%)
46192	Public Chgs-Temp Licenses	3,145.90	7,000.00	(3,854.10) (55.06%)
46194	County Clerk Copy Fees	67.50	275.00	(207.50) (75.45%)
46195	Public Chgs-Map & Data Sales		100.00	(100.00) (100.00%)
46196	Public Chgs-Human Resources	683,572.01	1,500,767.00	(817,194.99) (54.45%)
46210	Sheriff-Public Charges	100.49	350.00	(249.51) (71.29%)
46211	Sheriff Revenue-Civil Process Fees	28,505.76	60,000.00	(31,494.24) (52.49%)
46212	Sheriff Cost Reimbursement/Witness Fees	20,822.95	53,000.00	(32,177.05) (60.71%)
46214	Reserve Deputy Revenue	520.00	12,000.00	(11,480.00) (95.67%)
46215	Sheriff Escort Service	14,800.27	30,000.00	(15,199.73) (50.67%)
46216	Restitution	1,886.17	200.00	1,686.17 843.09%
46217	OWI Restitution	497.09	1,800.00	(1,302.91) (72.38%)
46221	Public Chgs-Coroner Cremation	21,900.00	60,000.00	(38,100.00) (63.50%)
46230	Death Certificates	6,400.00	15,000.00	(8,600.00) (57.33%)
46241	Jail Surcharge	10,289.90	35,000.00	(24,710.10) (70.60%)
46242	Huber/Electronic Monitoring	83,562.34	347,678.00	(264,115.66) (75.97%)
46243	Inmate Booking/Processing Fee	6,837.51	18,000.00	(11,162.49) (62.01%)
46244	Other County Transports	4,525.84	22,000.00	(17,474.16) (79.43%)
46245	Jail Stay Fee	15,125.82	41,975.00	(26,849.18) (63.96%)
46291	Public Chgs-ID Cards		100.00	(100.00) (100.00%)
46310	Public Chgs-Frac Sand	163,912.16		163,912.16 0.00%
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00) (100.00%)
46510	Public Chgs-Crisis Stabilization	161,416.49	509,837.00	(348,420.51) (68.34%)
46520	Institutional Care-Private Pay	320,265.96	1,380,056.00	(1,059,790.04) (76.79%)
46521	Institutional Care-Other Pay	136.00	5,500.00	(5,364.00) (97.53%)
46525	Public Chgs- Medicare	884,304.13	2,156,613.00	(1,272,308.87) (59.00%)
46526	Public Chgs- Medicaid	1,327,714.33	6,227,595.00	(4,899,880.67) (78.68%)
46527	Public Chgs-Veterans EW	1,407.12		1,407.12 0.00%
46530	Public Charges	1,706,377.99	5,893,278.00	(4,186,900.01) (71.05%)
46531	Public Chgs- Private Insurance	325,475.38	923,369.00	(597,893.62) (64.75%)
46532	Public Chgs-County Responsible	38,807.71	202,819.00	(164,011.29) (80.87%)
46533	Public Chgs-NW Mental Health Inpatient	84,944.43	529,195.00	(444,250.57) (83.95%)
46534	Public Chgs-NW Mental Health Inpatient	444,459.04	1,823,383.00	(1,378,923.96) (75.62%)
46536	Third Party Awards & Settlements		404,946.00	(404,946.00) (100.00%)
46537	Contractual Adjustment	(1,043,003.23)	(4,430,479.00)	3,387,475.77 (76.46%)
46590	Provision for Bad Debts-Edgewater	(30,666.64)	(92,000.00)	61,333.36 (66.67%)
46621	Child Support-Genetic Tests	1,955.86	4,300.00	(2,344.14) (54.51%)
46623	Child Support-Filing Fees	80.00	200.00	(120.00) (60.00%)
46624	Child Support-Service Fees	3,937.47	12,000.00	(8,062.53) (67.19%)
46625	Child Support-Extradition Charges		500.00	(500.00) (100.00%)
46721	Public Chgs-Parks	130,130.72	550,000.00	(419,869.28) (76.34%)
46772	UW-Extension Project Revenue	357.20	3,050.00	(2,692.80) (88.29%)
46813	County Forest Revenue	150,486.88	385,000.00	(234,513.12) (60.91%)
46825	Land Conservation Fees & Sales	56,357.00	68,185.00	(11,828.00) (17.35%)
46826	Private Sewage Charges	360.00	19,150.00	(18,790.00) (98.12%)
	Total Public Charges for Services	5,860,834.31	19,503,072.00	(13,642,237.69) (69.95%)
Intergovernmental Charges for Services				
47210	Intergovernmental Charges	172,774.18	570,700.00	(397,925.82) (69.73%)
47230	State Charges	800,856.42	1,433,100.00	(632,243.58) (44.12%)
47231	State Charges-Highway	142,907.81	232,838.00	(89,930.19) (38.62%)
47232	State Charges-Machinery		2,090,226.00	(2,090,226.00) (100.00%)
47250	Intergovernmental Transfer Program Rev		618,800.00	(618,800.00) (100.00%)
47300	Local Gov Chgs	2 129,738.30	561,660.00	(431,921.70) (76.90%)
47320	Local Gov Chgs-Public Safety	14,960.58	30,000.00	(15,039.42) (50.13%)
47330	Local Gov Chgs-Transp	241,848.85	1,207,485.00	(965,636.15) (79.97%)

5/29/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, May 31, 2019

		2019		
	Actual	Budget	Variance	Variance %
47332 Local Gov Chgs-Roads		403,360.00	(403,360.00)	(100.00%)
47333 Local Gov Chgs-Bridges	(23,142.30)	27,440.00	(50,582.30)	(184.34%)
47350 Local Gov Chgs-Hlth & Human Svcs	18,355.50	66,858.00	(48,502.50)	(72.55%)
47351 Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)		2,500.00	(2,500.00)	(100.00%)
47392 Local Gov Chgs-BNI (Staff)		850.00	(850.00)	(100.00%)
47393 Local Gov Chgs-Work Relief	840.00	14,200.00	(13,360.00)	(94.08%)
47395 Local Gov Chgs-EM Vehicles	1,111.24	5,000.00	(3,888.76)	(77.78%)
47396 Local Gov Chgs-EM Equipment	162.50	800.00	(637.50)	(79.69%)
Total Charges to Other Governments	1,500,413.08	7,270,817.00	(5,770,403.92)	(79.36%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	4,630,182.00	10,813,388.00	(6,183,206.00)	(57.18%)
47411 Dept Charges-Purchasing	14,973.97	38,200.00	(23,226.03)	(60.80%)
47412 Dept Charges-Insurance	207,671.00	498,408.00	(290,737.00)	(58.33%)
47413 Dept Charges-Gen Govt	501,164.48	1,128,105.00	(626,940.52)	(55.57%)
47415 Dept Charges-Systems	107,765.34	318,245.00	(210,479.66)	(66.14%)
47421 Dept Charges-Public Safety	14,528.98	21,500.00	(6,971.02)	(32.42%)
47430 Dept Charges-Bldg Rent	371,829.60	926,936.00	(555,106.40)	(59.89%)
47435 Dept Charges-Sheriff Lockup Rent	6,666.65	16,000.00	(9,333.35)	(58.33%)
47438 Dept Charges-Riverblock Rent	248,101.00	597,276.00	(349,175.00)	(58.46%)
47440 Dept Charges	3,178.00	3,400.00	(222.00)	(6.53%)
47460 Dept Charges-Drug Court	17,000.00	73,000.00	(56,000.00)	(76.71%)
47470 Dept Charges-Highway	25,072.67	1,783,420.00	(1,758,347.33)	(98.59%)
Total Interdepartmental Charges	6,148,133.69	16,217,878.00	(10,069,744.31)	(62.09%)
Total Intergovernmental Charges for Services	7,648,546.77	23,488,695.00	(15,840,148.23)	(67.44%)
Miscellaneous				
48000 Miscellaneous	336.10		336.10	0.00%
48100 Interest	30.83	20.00	10.83	54.15%
48110 Interest-Capital Projects	1.18	10.00	(8.82)	(88.20%)
48113 Unrealized Gain/Loss on Investment	56,512.58	(24,500.00)	81,012.58	(330.66%)
48114 Interest-Investment	85,344.76	124,812.00	(39,467.24)	(31.62%)
48115 Interest-General Investment	83,170.10	30,000.00	53,170.10	177.23%
48116 Interest-Section 125 & Health	309.88	378.00	(68.12)	(18.02%)
48117 Interest-Clerk of Courts	81.16	400.00	(318.84)	(79.71%)
48200 Rental Income	53,779.98	138,196.00	(84,416.02)	(61.08%)
48300 Gain/Loss-Sale of Property	(44,170.80)	152,000.00	(196,170.80)	(129.06%)
48320 Gain/Loss-Sale of Surplus Property	851.00	500.00	351.00	70.20%
48340 Gain/Loss-Sale of Salvage and Waste	1,343.95	6,700.00	(5,356.05)	(79.94%)
48440 Insurance Recoveries-Other	283,059.92	1,404,240.00	(1,121,180.08)	(79.84%)
48500 Donations	184,985.27	127,550.00	57,435.27	45.03%
48502 Donations-Veterans Loan Repayment	4,290.92		4,290.92	0.00%
48503 Donations-Services ATV Club		6,000.00	(6,000.00)	(100.00%)
48540 Donations & Contributions	27,819.89	45,000.00	(17,180.11)	(38.18%)
48830 Recovery of PYBD & Contractual Adj	19,420.62	46,500.00	(27,079.38)	(58.24%)
48860 Revenue from Meals	4,506.40	21,000.00	(16,493.60)	(78.54%)
48880 Food Vending Machine Income	811.00	4,500.00	(3,689.00)	(81.98%)
48900 Other Miscellaneous Revenue	61,329.98	37,450.00	23,879.98	63.76%
48901 Other/Miscellaneous Revenue	4,829.81	1,500.00	3,329.81	221.99%
48910 Vending/Cafeteria Revenue	2,748.62	8,700.00	(5,951.38)	(68.41%)
48920 Vending Machine Revenue	1,367.02	4,200.00	(2,832.98)	(67.45%)
48940 Canteen Income		500.00	(500.00)	(100.00%)
48970 Rental Income- NHC, Health Annex	7,295.00	17,508.00	(10,213.00)	(58.33%)
48980 Misc/Other Workshop Revenue		100.00	(100.00)	(100.00%)
48990 Other Operating Income	960.52	1,984.00	(1,023.48)	(51.59%)
48991 Copier Revenue	544.75	1,800.00	(1,255.25)	(69.74%)
Total Miscellaneous	841,560.44	2,157,048.00	(1,315,487.56)	(60.99%)
Other Financing Sources				
49110 Proceeds from Long-Term Debt	2,126.00	59,486.00	(57,360.00)	(96.43%)
49210 Transfer from General Fund		310,000.00	(310,000.00)	(100.00%)
49220 Transfer from Special Revenue	1,349,869.49	5,800,000.00	(4,450,130.51)	(76.73%)
49270 Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
Total Other Financing Sources	1,351,995.49	6,546,753.00	(5,194,757.51)	(79.35%)
TOTAL REVENUES	33,341,069.64	106,985,772.81	(73,644,703.17)	(68.84%)

5/29/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, May 31, 2019

	Actual	2019 Budget	Variance	Variance %
EXPENDITURES				
General Government				
51120 Committees & Commissions	87,872.21	216,928.00	129,055.79	59.49%
51212 Circuit Court Branch I	165,099.01	412,441.00	247,341.99	59.97%
51213 Circuit Court Branch II	45,160.48	122,773.00	77,612.52	63.22%
51214 Circuit Court Branch III	61,152.50	130,614.00	69,461.50	53.18%
51215 Drug Court	76,564.59	216,187.00	139,622.41	64.58%
51217 Clerk of Courts-Divorce Mediation	6,650.00	25,000.00	18,350.00	73.40%
51220 Family Court Commissioner	21,666.64	65,000.00	43,333.36	66.67%
51221 Clerk of Courts	494,491.74	1,344,176.00	849,684.26	63.21%
51231 Coroner	53,847.51	160,607.00	106,759.49	66.47%
51310 District Attorney	113,806.04	322,279.00	208,472.96	64.69%
51315 Victim Witness Program	58,611.59	152,796.00	94,184.41	61.64%
51320 Corporation Counsel	110,675.54	310,643.00	199,967.46	64.37%
51330 Child Support	388,397.97	1,049,541.00	661,143.03	62.99%
51420 County Clerk	109,474.01	302,827.00	193,352.99	63.85%
51424 County Clerk-Postage Meter	4,742.25	14,000.00	9,257.75	66.13%
51430 Health Benefit Payments	4,475,888.27	13,210,172.00	8,734,283.73	66.12%
51431 Health-Wellness	136,727.52	377,267.00	240,539.48	63.76%
51433 Human Resources-Labor Relations	3,878.00	30,000.00	26,122.00	87.07%
51435 Human Resources-Personnel	148,809.10	415,754.00	266,944.90	64.21%
51436 Human Resources-Programs	198.72	24,739.00	24,540.28	99.20%
51440 County Clerk-Elections	29,357.12	50,953.00	21,595.88	42.38%
51450 Data Processing	691,449.85	1,776,746.00	1,085,296.15	61.08%
51451 Voice over IP	66,970.04	147,300.00	80,329.96	54.53%
51452 PC Replacement	44,406.90	176,500.00	132,093.10	74.84%
51453 Co Clerk-Inform & Commun	4,698.05	18,500.00	13,801.95	74.61%
51510 Finance	237,223.14	467,934.00	230,710.86	49.30%
51520 Treasurer	168,004.09	453,189.00	285,184.91	62.93%
51550 Purchasing	22,021.32	53,006.00	30,984.68	58.46%
51590 Contingency		304,465.13	304,465.13	100.00%
51591 Efficiency		25,000.00	25,000.00	100.00%
51592 Initiatives		25,000.00	25,000.00	100.00%
51611 Bldg Maint-Courthouse and Jail	421,624.79	1,227,675.00	806,050.21	65.66%
51630 Bldg Maint-Unified Svcs Building	4,208.69	10,022.00	5,813.31	58.01%
51640 Bldg Maint-Joint Use Building	3,145.84	12,272.00	9,126.16	74.37%
51650 Bldg Maint-Sheriff Lockup	1,682.82	5,472.00	3,789.18	69.25%
51660 Bldg Maint-CBRF's		3,450.00	3,450.00	100.00%
51670 Bldg Maint-River Block	144,502.63	597,276.00	452,773.37	75.81%
51710 Register of Deeds	207,950.90	463,224.00	255,273.10	55.11%
51931 Property and Liability Insurance	520,828.05	613,429.00	92,600.95	15.10%
51933 Workers Comp Insurance	113,406.75	488,268.00	374,861.25	76.77%
51934 Sick Leave Conversion	63,975.81	500,000.00	436,024.19	87.20%
Total General Government	9,309,170.48	26,323,425.13	17,014,254.65	64.64%
Public Safety				
52110 Sheriff-Administration	988,367.34	2,753,446.00	1,765,078.66	64.10%
52130 Radio Engineer	64,580.35	231,544.00	166,963.65	72.11%
52131 Sheriff-Indian Law Enforce	8,122.10	34,541.00	26,418.90	76.49%
52140 Sheriff-Traffic Police	1,140,706.66	3,172,419.00	2,031,712.34	64.04%
52150 Sheriff-Civil Svc Comm	175.00	1,000.00	825.00	82.50%
52220 Emer Mgmt-Fire Suppression		143,164.00	143,164.00	100.00%
52510 Emer Mgmt-SARA Title III	14,476.14	52,807.00	38,330.86	72.59%
52520 Emergency Management	105,859.03	290,606.00	184,746.97	63.57%
52601 Dispatch	687,431.44	1,801,711.00	1,114,279.56	61.85%
52530 Emer Mgmt-Bldg Numbering	234.00	3,000.00	2,766.00	92.20%
52540 Emer Mgmt-Work Relief	67,599.92	185,677.00	118,077.08	63.59%
52710 Sheriff-Jail	1,015,558.54	2,725,304.00	1,709,745.46	62.74%
52712 Sheriff-Electronic Monitoring	55,240.50	221,737.00	166,496.50	75.09%
52713 Sheriff-PT Transp/Safekeeper	481,009.05	1,388,247.00	907,237.95	65.35%
52721 Sheriff-Jail Surcharge		100,000.00	100,000.00	100.00%
Total Public Safety	4,629,360.07	13,105,203.00	8,475,842.93	64.68%
Public Works Highway				
53110 Hwy-Administration	126,345.86	334,628.00	208,282.14	62.24%
53120 Hwy-Engineer	76,507.24	232,838.00	156,330.76	67.14%

5/29/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, May 31, 2019

		2019			
	Actual	Budget	Variance	Variance %	
53191	Hwy-Other Administration	134,522.28	323,806.00	189,283.72	58.46%
53210	Hwy-Employee Taxes & Benefits	(641,253.90)		641,253.90	0.00%
53220	Hwy-Field Tools	(4,484.76)	13,400.00	17,884.76	133.47%
53230	Hwy-Shop Operations	131,753.22	331,129.00	199,375.78	60.21%
53232	Hwy-Fuel Handling	(12,428.27)	12,100.00	24,528.27	202.71%
53240	Hwy-Machinery Operations	(585,979.60)	2,173,434.00	2,759,413.60	126.96%
53260	Hwy-Bituminous Ops	32,083.78	230,902.00	198,818.22	86.11%
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01	74.39%
53266	Hwy-Bituminous Ops	54,277.84	1,762,924.00	1,708,646.16	96.92%
53270	Hwy-Buildings & Grounds	86,619.01	181,436.00	94,816.99	52.26%
53290	Hwy-Salt Brine Operations	8,672.40		(8,672.40)	0.00%
53291	Hwy-Salt Brine Operations	(1,068.85)		1,068.85	0.00%
53281	Hwy-Acquistion of Capital Assets	127,360.25		(127,360.25)	0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311	Hwy-Maint CTHS Patrol Sectn	453,336.09	1,701,201.00	1,247,864.91	73.35%
53312	Hwy-Snow Remov	1,044,359.00	947,088.00	(97,271.00)	(10.27%)
53313	Hwy-Maintenance Gang	37,928.51	107,015.00	69,086.49	64.56%
53314	Hwy-Maint Gang-Materials	1,610.00		(1,610.00)	0.00%
53320	Hwy-Maint STHS	840,760.03	1,386,445.00	545,684.97	39.36%
53330	Hwy-Local Roads	261,252.84	1,190,217.00	928,964.16	78.05%
53340	Hwy-County-Aid Road Construction		440,617.00	440,617.00	100.00%
53341	Hwy-County-Aid Bridge Construction		200,422.00	200,422.00	100.00%
53490	Hwy-State & Local Other Services	116,861.04	555,842.00	438,980.96	78.98%
	Total Public Works-Highway	2,319,611.00	12,248,116.00	9,928,505.00	81.06%
	Health and Human Services				
54121	Health-Public Health	668,410.37	1,808,272.00	1,139,861.63	63.04%
54122	Health-WIC Program	144,590.29	359,800.00	215,209.71	59.81%
54128	Health-Public Health Grants	32,054.61	67,205.00	35,150.39	52.30%
54129	Humane Officer	16,358.88	35,485.00	19,126.12	53.90%
54130	Health-Dental Sealants	49,044.34	114,654.00	65,609.66	57.22%
54132	Adams-Juneau Sanitation	118,244.69	307,487.00	189,242.31	61.54%
54210	Edgewater-Nursing	1,504,184.84	4,320,403.00	2,816,218.16	65.18%
54211	Edgewater-Housekeeping	53,011.95	130,363.00	77,351.05	59.34%
54212	Edgewater-Dietary	266,751.55	742,634.00	475,882.45	64.08%
54213	Edgewater-Laundry	21,826.54	54,322.00	32,495.46	59.82%
54214	Edgewater-Maintenance	128,645.47	428,717.87	300,072.40	69.99%
54217	Edgewater-Activities	66,671.97	184,131.00	117,459.03	63.79%
54218	Edgewater-Social Services	60,120.01	152,037.00	91,916.99	60.46%
54219	Edgewater-Administration	273,609.33	720,970.00	447,360.67	62.05%
54220	Wood Haven TBI	1,701.60	896,983.00	896,281.40	99.81%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317	Human Services Crisis Stabilization	109,522.00	291,153.00	181,631.00	62.38%
54324	Norwood-SNF-CMI	415,117.59	1,146,558.00	731,440.41	63.79%
54325	Norwood SNF TBI	286,895.11	728,974.00	442,078.89	60.64%
54326	Norwood-Inpatient	1,241,431.55	3,524,103.00	2,282,671.45	64.77%
54350	Norwood-Dietary	451,853.77	1,129,370.00	677,516.23	59.99%
54351	Norwood-Plant Ops & Maint	238,942.64	675,913.00	436,970.36	64.65%
54363	Norwood-Medical Records	101,257.22	261,726.00	160,468.78	61.31%
54365	Norwood-Administration	475,658.97	1,199,527.00	723,868.03	60.35%
54401	Human Services-Child Welfare	1,338,682.57	3,822,418.00	2,483,735.43	64.98%
54405	Human Services-Youth Aids	1,018,017.88	3,343,095.00	2,325,077.12	69.55%
54410	Human Services-Child Care	49,605.09	159,188.00	109,582.91	68.84%
54413	Human Services-Transportation	122,351.59	449,566.00	327,214.41	72.78%
54420	Human Services-ESS	568,101.89	1,466,547.00	898,445.11	61.26%
54425	Human Services-FSET	1,038,710.63	3,176,589.00	2,137,878.37	67.30%
54435	Human Services-LIEAP	43,454.84	120,256.00	76,801.16	63.86%
54440	Human Services-Birth to Three	198,418.08	545,393.00	346,974.92	63.62%
54445	Human Services-Childrens COP	30,077.88	181,750.00	151,672.12	83.45%
54450	Human Services-Childrens Waivers	136,499.74	350,302.00	213,802.26	61.03%
54455	Human Services-CSP	218,503.93	590,056.00	371,552.07	62.97%
54460	Human Services-OPC MH	5 425,202.04	1,516,881.00	1,091,678.96	71.97%
54465	Human Services-CCS	768,620.55	2,284,175.00	1,515,554.45	66.35%
54470	Human Services-Crisis Legal Svc	376,842.48	979,664.00	602,821.52	61.53%

5/29/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Friday, May 31, 2019

		2019		
		Actual	Budget	Variance
				Variance %
54475	Human Services-MH Contr COP	108,471.03	1,393,677.00	1,285,205.97
54480	Human Services-OPC AODA	165,704.19	428,196.00	262,491.81
54485	Human Services-OPC Day Treatment	31,703.42	84,601.00	52,897.58
54495	Human Services-AODA Contract	13,812.00	126,100.00	112,288.00
54500	Human Services-Administration	1,215,318.96	3,508,916.00	2,293,597.04
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	5,393.19	5,411.00	17.81
54720	Veterans-Veterans Service Officer	130,409.88	344,334.00	213,924.12
54730	Veterans Relief Donations	255.92	300.00	44.08
54740	Veterans-Care of Veterans Graves	240.00	2,865.00	2,625.00
54750	Veterans-WDVA Grant	2,644.47	11,058.00	8,413.53
	Total Health and Human Services	14,732,947.54	44,398,903.87	29,665,956.33
	Culture, Recreation and Education			
55112	County Aid to Libraries	498,976.07	977,893.00	478,916.93
55210	County Parks	555,686.15	1,679,377.00	1,123,690.85
55441	Maintenance Snowmobile Trails	18,041.20	88,591.81	70,550.61
55442	ATV Maintenance	1,062.78	11,370.00	10,307.22
55460	Marshfield Fairgrounds	25,000.00	25,000.00	0.00%
55620	UW-Extension	221,767.91	522,198.00	300,430.09
55630	UW-Extension Center-Marshfield	23,936.00	47,872.00	23,936.00
55650	UW-Extension Junior Fair	32,000.00	32,000.00	0.00%
55660	UW-Extension Projects	237.78	17,700.00	17,462.22
	Total Culture, Recreation and Education	1,376,707.89	3,402,001.81	2,025,293.92
	Conservation and Development			
56111	State Forestry Roads		7,000.00	7,000.00
56121	Land Conservation	110,482.24	285,452.00	174,969.76
56122	DATCP Grant	84,031.41	314,582.00	230,550.59
56123	Wildlife Damage Abatement	8,706.19	61,019.00	52,312.81
56125	Non-Metallic Mining Reclamation	22,493.24	40,288.00	17,794.76
56126	MDV	116.82	1,390.00	1,273.18
56128	Mill Creek	2,858.32	22,000.00	19,141.68
56310	County Planner	150,621.05	387,027.00	236,405.95
56320	Land Record	36,961.46	246,750.00	209,788.54
56340	Surveyor	7,535.64	44,304.00	36,768.36
56730	Transp & ED-Airport Aid		13,384.00	13,384.00
56740	Payment in Lieu of Tax		77,345.00	77,345.00
56750	Transp & Economic Develop	83,144.15	145,191.00	62,046.85
56780	CDBG-ED	33,666.45	35,000.00	1,333.55
56911	State Wildlife Habitat		2,500.00	2,500.00
56913	Park & Forestry Capital Proj	19,153.95	359,330.00	340,176.05
56943	Private Sewage System	66,681.84	261,793.00	195,111.16
	Total Conservation and Development	626,452.76	2,304,355.00	1,677,902.24
	Capital Outlay			
57120	Cap Projects-Gen Government	244,407.08	375,000.00	130,592.92
57121	Cap Projects-Parks	12,391.61	75,300.00	62,908.39
57213	Cap Projects-Emergency Management		249,000.00	249,000.00
57216	Cap Projects-Computer Software		15,337.00	15,337.00
57310	Highway Capital Projects	257,806.12	2,313,082.00	2,055,275.88
57410	Cap Projects-Human Services	7,176.39		(7,176.39)
57412	Cap Projects-Edgewater	90,632.88	169,000.00	78,367.12
57420	Cap Projects-Norwood	175,688.20	357,477.00	181,788.80
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00	0.00%
57640	UW Remodeling/Construction	322.50	70,500.00	70,177.50
57930	Depreciation & Amortization	5,857.18		(5,857.18)
57940	Depreciation & Amortization	73,508.20		(73,508.20)
	Total Capital Outlay	901,790.16	3,658,696.00	2,756,905.84
	Debt Service			
58140	Debt Service Principal-Highway		3,400,000.00	3,400,000.00
58240	Debt Service Interest-Highway	278,002.92	568,620.00	290,617.08
	Total Debt Service	278,002.92	3,968,620.00	3,690,617.08
	Other Financing Uses			

5/29/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Friday, May 31, 2019

	Actual	2019 Budget	Variance	Variance %
59210 Transfers to General Fund	1,349,869.49	6,487,267.00	5,137,397.51	79.19%
59270 Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
Total Other Financing Uses	1,349,869.49	6,300,255.00	4,950,385.51	78.57%
TOTAL EXPENDITURES	35,523,912.31	115,709,575.81	80,185,663.50	69.30%
NET INCOME (LOSS)	(2,182,842.67)	(8,723,803.00)	6,540,960.33	(74.98%)



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

May 31, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	May 2019	2019 Year-to-Date
Applications Received	168	787
Positions Filled	17	79
Promotions/Transfers	3	17
New Hire Orientations	5	35
Terminations, Voluntary	14	50
Terminations, Involuntary	0	4
Retirements	0	4
Exit Interviews	6	22

Human Resources Narrative

1. General Highlights - Kim McGrath

- a) Attended the Executive Committee meeting on May 7th where the HR-related topics discussed included a Health Insurance presentation, discussion of the Facilities Manager job description, Employee Policy Handbook draft, and a Wage Plan discussion.
- b) Attended the Wellness Board Meeting on May 7th.
- c) Attended the Employee Self-Service demo with the IT and Finance Directors on May 9th. HR and Finance were invited to test the system prior to its official implementation. The ESS system is intended to allow employee's electronic access to their payroll and benefit information.
- d) Attended the Department Head meeting on May 15th. Discussed the market review wage proposal, Civil Rights Training, and Employee Policy Handbook updates.
- e) Attended Executive Committee and County Board on May 21st where the market review wage resolution was approved.
- f) Attended and facilitated the Employee Feedback Meeting on May 22nd.
- g) Planned for and attended a former employee's continuation of an Unemployment Hearing on May 23rd.
- h) Attended the Wisconsin Local Government Leadership Academy Unit on "Effective Decision Making" on May 23rd.
- i) Attended the Health & Human Services Committee meeting on May 23rd.
- j) Met with Sheriff Becker, Chief Deputy Dorshorst, Corp Counsel Kastenholz, and Jodi Pingel on May 28th to begin preparations for the June 10th initial meeting to open discussions with WPPA on contract negotiations.

- k) Attended the monthly call with The Horton Group on May 28th. Tim Deaton provided an update on the performance guarantees set forth by Anthem and we discussed our proposed plan for the June Executive Committee meeting. Tim will plan on attending the June and July Executive Committee meetings.
- l) Finalized the Employee Policy Handbook draft and prepared a resolution for its approval, effective July 1st.
- m) Together with the Human Resources Coordinator, continued developing the training guide and presentation materials for the new Supervisory Performance Evaluation Form. Managers will be invited to attend on-site sessions in June.
- n) Fielded questions from several consultants related to the Classification and Compensation Study RFP for a comprehensive wage plan review. Responses are due back by June 3rd.
- o) Received and responded to open records requests.
- p) Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
- q) Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

2. **Benefits & HRIS Administrator - Jodi Pingel**

- a) Processed Family Medical Leave requests.
- b) Processed Benefit Elections/Qualifying Events and enrolled in benefits via vendor websites and updated mailing addresses, if applicable.
- c) Processed terminations included cancelling insurance benefits with vendors, COBRA notification, report final earnings and hours to WRS, PEHP, etc. Prepared payout sheets for terminated employees and suspend accruals.
- d) Conducted Exit Interviews with four employees.
- e) Prepared May 2019 COBRA Remittance.
- f) Processed June 2019 TASC Admin Fees and June 2019 WPS Billing Statements/Bill Summary.
- g) Reviewed completed Beneficiary Designation Forms and processed updates.
- h) Printed and collated folders for New Hire Orientation and updated New Hire Orientation PPT
- i) Facilitated benefit portion of New Hire Orientations on April 29th, May 13th, May 20th
- j) Reconciled April 2019 invoices for health, dental, vision, life, and disability.
- k) Prepared April 2019 Turnover Report details.
- l) Processed mailing address updates.
- m) Processed Nationwide election changes.
- n) Taught CPR Initial Courses for Parks Department.
- o) Provided data to the Finance Department for Audit.
- p) Completed a benefit verification form for a current employee and completed PLSA form for a previous employee.
- q) Completed Group Size Questionnaire for WPS.
- r) Attended CWSHRM "Blurred Lines: How to Reduce Legal Exposure by Navigating the Changing Boundaries of Gender on May 9th.
- s) Attended the Executive Committee Meeting on May 7th.
- t) Worked with IT to create a Training section on the HR Intranet.
- u) Completed and sent data for the 2019 Western & Central Wisconsin Wage Survey.
- v) Assisted HR Director in calculating the cost comparison for under market positions.
- w) Received and reviewed the completed GASB/OPEB Valuation Report.
- x) Completed Employee Count for EAP charges.
- y) Updated HR Bulletin Board with Training and Benefit Information.
- z) Received and Reviewed EAP Utilization Report for 2019 Quarter 1.
- aa) Assisted employees with miscellaneous requests.
- bb) Attended a meeting to review the Employee Self Service Module created by IT.
- cc) Worked with Jessica Schroeder from Aegis to conduct mandatory Civil Rights Trainings at multiple locations.
- dd) Entered attendance/completion of Civil Rights Training in HRMS.

3. Human Resource Generalist - Angel Butler-Meddaugh

- a) Posted seven open positions on Cyber Recruiter, Job Net, Indeed, Wood County Employment Opportunities and any other position specific websites.
- b) Worked with Department Heads and Supervisors to develop interview questions and coordinate interviews as needed.
- c) Completed nine caregiver background checks with the Department of Justice and State of Wisconsin. Forwarded results to supervisors for review.
- d) Replied to three requests from other counties requesting information on various topics.
- e) Conducted six exit interviews with outgoing employees. Sent memos to Department Heads and HR Director for review.
- f) Set-up and reconfigured users in Cyber Recruiter.
- g) Sent the 30-day new hire feedback survey out to six new employees.
- h) Completed references, background check (if applicable) and degree verification (if applicable) for: Edgewater Administrator, Program Coordinator, CST Coordinator, Receptionist/Secretary, Residential Aide, Casual Bus Driver, Crisis Interventionist, Seasonal Maintenance Workers, LTE Truck Operators, Highway Summer Help, Environmental Health Assistant and Deputy Finance Director. Some offers have been extended and accepted. Closed recruitment files.
- i) Assisted Benefit Administrator with wage survey.
- j) Completed four required training activities through the Safety Department.
- k) Scheduled post-offer pre-employment (POPE) drug tests for multiple new hires.

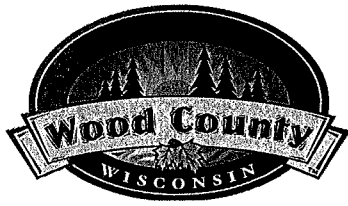
The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Dispatch	Dispatcher	References/Background
Replacement	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Edgewater	Maintenance Technician	Filled
Replacement	Finance	Deputy Finance Director	References/Background
Replacement	Health	Environmental Hlth Asst/Specialist	Deadline 5/12/19
New	Health	Environmental Hlth Tech (LTE)	Filled
New	Health	Program Coordinator (LTE)	Filled
Replacement	Highway	Summer Help	References/Filled
Replacement	Highway	Truck Operators – LTE's	References/Filled
Replacement	Human Services	Social Worker (Fam Services) -3	Deadline 6/9/19
Replacement	Human Services	FSET Case Manager	Deadline 5/27/19
Replacement	Human Services	Receptionist/Secretary	References
Replacement	Human Services	CST Coordinator	References
Replacement	Human Services	Economic Support Supervisor	Filled
Replacement	Human Services	Residential Aides (Casual)	References
Replacement	Land Cons.	Consvtm Program Coordinator	Interviewing 6/4/19
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Parks	Seasonal Mtn Worker (LTE II)	Filled
Replacement	Parks	Camp Ranger	Filled
New	Sheriff	Part-Time Corrections Officers	Backgrounds
Replacement	Sheriff	Corrections Officers	Deadline 6/9/19

4. Human Resources Coordinator - Kelli Quinnell

- a) Began creating a Power Point to be utilized in training supervisors on the Supervisory Evaluation Form. Trainings will take place in late June.
- b) Continued work on scanning employee files into Laserfiche.
- c) Coordinated interviews for the Health Department in regards to the LTE Environmental Health Assistant and the Environmental Health Technician positions.
- d) Completed multiple questionnaires for Unemployment Insurance.
- e) Participated in an Unemployment Appeal Hearing with the HR Director and the impacted department on May 23rd.
- f) Along with the HR Director, conducted and participated in the quarterly Employee Feedback Group meeting on May 22nd.
- g) Assisted the HR Director in preparing the new wage scale with Pay Grades 19 and 20 added.
- h) Assisted IT with checking information contained in ESS for accuracy.
- i) Assisted employees and supervisors with questions regarding the Salary Grade Review process that is concluding at the end of this month. All Salary Grade Reviews are due to Human Resources by the end of the day on May 31st.
- j) Assisted multiple new LTE/Summer Help employees with completing employment paperwork.
- k) Continued work on a new employee newsletter with the goal of the first issue being distributed by June 30th.
- l) Reconciled and paid the April 2019 Unemployment Insurance invoice.
- m) Received a refund of POPE Drug Test charges from Marshfield labs and refunded the affected departments. One more refund should be received from Aspirus in regards to this issue and then it will be resolved.
- n) Facilitated portions of New Hire Orientation on May 6th, 13th, 20th, and 28th.
- o) Attended the May 7th Executive Committee Meeting. Recorded and prepared the HR minutes.
- p) Attended the May 21st Executive Committee Meeting. Recorded and prepared the minutes.
- q) Entered multiple HR vouchers for payment.
- r) Responded to requests for information from other municipalities.
- s) Completed multiple verification of employment requests.
- t) Scheduled POPE Drug Tests for multiple new hires.
- u) Assisted multiple employees with benefit and policy related questions.

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



Wood County WISCONSIN

INFORMATION TECHNOLOGY

May 2019

1. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
2. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Software preparation begins for the Norwood TBI unit move to Edgewater. Investigation and discussion with the Matrix vendor and facility directors for increased security continues and implementation for Matrix access site restriction is tentatively planned for early June.
3. System discovery is scheduled for June regarding a solution to Norwood and Edgewater needs for facility infection reporting.
4. Initial Discovery continues for the Treasurer's Office for a project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.
5. The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by users to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application.
6. Scheduling system discovery will be discussed within the next few weeks regarding a permit management solution for various departments, specifically the Highway department.
7. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. These changes include supporting modifications of the Human Resource policy manual, implementing new org level codes that interface with the payroll and financial software, and addressing time punching issues. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities.
8. Work on the Planning and Zoning Sanitary Permit system continues. Development of the sanitary service module continues. This module will allow service providers to enter pumping, maintenance and inspection data directly into the County permit system.
9. Discovery phase is complete for Fidar Technologies AVID software implementation for the Register of Deeds Office. Implementation is set for early 2020.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
10. System discovery, research, and documentation regarding multiple departmental use of Quicken software is complete. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
 11. Programmer Analysts continued training on new software development technologies, including ASP.NET Core, MVC, Razor Pages, C# programming language, Entity Framework Core, and others. These new technologies will help IT develop custom programs more efficiently, and enable us to migrate our existing programs to more modern platforms.
 12. Continued creating forms for Crisis Intervention in Frevvo software and working with Frevvo on server issues.
 13. Researched and implemented remote access software that allows IT staff to connect to devices outside of the County Network. This tool will improve our technical support of requestors outside of the County network by allowing us to remote into their machines and see exactly what is displaying on their computer.
 14. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. We are currently working on integration between our Dynamics GP accounting software and the capital budget portion of Questica.
 15. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing program. The new program has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on data exports and mail merges for results letters.
 16. Continued work with the Parks and Forestry Department on the Park Reservations system. The goal is to implement features needed during the 2019 and 2020 camping season. This summer, IT will work with Parks and Forestry to evaluate continuing with the in-house system versus purchasing a commercial off-the-shelf software package.
 17. Set up TraCS Accident Export to Carfax. The Sheriff's department is working with Carfax regarding car accidents and we now have an integration between our law records system and Carfax.
 18. Coordinated and configured CIS, Countywide Law Enforcement system, to bring the Wisconsin Rapids Fire Department on board with our systems. Dispatch is now able to see where Rapids Fire Department apparatus are so they can more efficiently dispatch them to 911 incidents.
 19. Met with HR and Finance to demo the new in-house developed Employee Self Service, ESS, system from IT. IT is close to having the first version of the system go live for all employees. This system allows employees to access their own data like pay stubs, online.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
20. IT continues to focus on security and better tracking of County network user accounts. A new Outside Provider form was created and distributed to Departments that utilize outside providers who need access to the County network.
 21. IT staff has invested a lot of time into the paging system at the Wood County Annex & Health Center. Currently paging is not broadcasting through the phone system, only the paging speakers. IT has engaged Engineering on Demand (EoD), Singlewire (the paging system manufacturer), and Cisco (the phone and network hardware equipment manufacturer). According to EoD and Singlewire, it appears that everything is working but nothing is delivered to the phones. Efforts to remedy the problem continue at the highest priority.
 22. Worked with Courthouse Maintenance staff after the River Block Power event to identify damaged telemetry equipment. IT also setup Out Patient Clinic reception at the Courthouse so they could continue to receive and place calls until staff could return to River Block.
 23. Setup SignUP Genius, an online event signup solution, for County Departments to use. This software will allow County Departments to easily coordinate sign up events. HR is currently using this solution so that County staff can sign up for mandatory Civil Rights Training.
 24. Worked on-site with Frontier Communications to restore phone service to the Norwood Facility. In May there were two phone outages as a result of issues with Frontier phone lines.
 25. Continue to receive many requests for service to change service codes or hours on notes in the TCM system that is used by Human Services. This is due to providers who sign off without confirming data. Once the provider signs, the service is ready for charging. After the service is charged the system, TCM, only allows IT to be able to make the correction. These continued data entry errors cause extra work for IT and for HS billing clerk.
 26. Obtained quote for communication link upgrade at North Park. Estimated costs were reduced by using existing park Maintenance resources. Upgrade planned for 2020 budget.
 27. IT's Business Continuity project for the Wood County Annex & Health Center continues. Installation of cable trays, fire stops and optical cable for the project is complete. Technical assistance from Norwood Maintenance staff helped reduce overall costs. Equipment grounding has been upgraded to comply with current best practices in lightning suppression. The communication link between the tower and IT's business continuity room began the last week of May. Network hardware for this project was ordered and received. Hardware will be configured and placed in early June.
 28. Continue to configure new Video Conferencing Units. In an effort to reduce cost, a new model is being deployed. We are working with the vendor to successfully integrate these units with the County phone system.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

29. Active Directory (AD), a vital network service that provides authentication and user information, continues to be updated by IT staff. AD is integrated with several other software packages utilized throughout the County.
30. In anticipation of a 25% increase to device cost as a result of tariffs, IT has placed the remaining 2019 computer orders.
31. Working with Highway & Sheriff's Departments to provide information and cost regarding installing audio/visual equipment at their locations. This would allow staff to monitor activity and view important information in common areas at these facilities.
32. Created a new form for the coroner.
33. Continue to employ two interns to assist IT staff in meeting the daily needs and requests from the Departments we support. The additional staff has allowed IT staff to begin new projects sooner than expected.
34. For the month of April, 523 helpdesk requests were created, with staff completing 530 tickets and leaving 164 open requests. These numbers represent service requests from departments throughout the County.
35. Work in preparation for the Exchange upgrade project continues. We have decommissioned the Domain Controller roles from FS-Courthouse, our final 2003 domain controller. We have now upgraded the domain functional level to 2016 R2. This upgrade includes a domain account recycle bin which allows for speedy recovery should an account be accidentally deleted. Network staff is working to add new domain controllers at Norwood, Edgewater, Highway Department and a secondary controller at the Courthouse. This will allow us to bring our domain functional level to 2016 which is needed for the upgrade to Exchange 2019. As part of these upgrades, we are also changing how domain controllers replicate with one another because the current method is deprecated in Server 2019.
36. Programmers presented at the annual GIPAW (Governmental Information Processing Association of Wisconsin) spring conference. These presentations are designed to share technical knowledge and experience with other governmental agencies in Wisconsin. This year's presentation focused on the latest web development technologies that Wood County IT programmers employ to create new custom in-house software and websites. Topics include ASP.net Core, MVC, Razor, Bootstrap, and jQuery plugins.
37. IT Director attended Pittsville High School Awards Night to present a student with a \$1,250 GIPAW Scholarship. Since Wood County is a member of GIPAW, any high school or college student that lives or goes to school within Wood County is eligible to apply for a scholarship.



Wood County

WISCONSIN

MAINTENANCE DEPARTMENT

Reuben Van Tassel

Monthly Letter of Comments May 2019

1. River Block Power Surge

On Monday, May 6th, around 10:30 am, there was a significant power surge that damaged multiple building systems at our River Block facility. The damage was first evidenced by the fire alarm activating due to some equipment that overheated and began to melt down. The building was evacuated and remained closed for the remainder of the day while we determined the extent of the damage. Through multiple discussions with the utility provider, the Fire Department, and other contractors, we found it would be safe to re-occupy River Block the following day in order to avoid further down time and loss of Department services.

Through the great effort and patience of many County employees, we were able to resume operations despite many inconveniences. Items damaged by the power surge included: elevator controls, HVAC system, lighting control system, security cameras, and fire alarm.

Although most of the damaged systems were brought back to a functional status in a short amount of time, there will be a delay in total restoration of some systems due to manufacturing and shipping times.

2. Ongoing Projects and Planning

- a. Courthouse Security – The security office, equipment calibration, and operator orientation have all been completed.
- b. Emergency Management Office – Interior office framing has begun, as well as some of the HVAC updates that are taking place as a part of the project.
- c. NREL – We received preliminary results from the analysis conducted by NREL; I will share more information with the Committee at the June meeting.
- d. 2020 Capital Projects – I am continuing to review our upcoming facility needs in order to provide the Committee with more information for budget planning.
- e. Jail Sewer Line Inspection – We are continuing to televise and inspect the Jail sewer lines. We discovered some of the lines were failing last year and we will need to determine how extensive line repair and/or replacement will be.

3. Miscellaneous

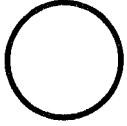
- a. Attended: County Board, Executive, Judicial & Legislative, Public Safety and Department Head meetings.
- b. Participated in Wisconsin Facility Managers Association annual conference.

TREASURER'S REPORT

06-04-2019

By: H. Gehrt

1. Attended UWGB Master Academy Courses: Thinking on Your Feet & Handling Difficult People in Oshkosh on May 1.
2. Put out signs and took remaining pictures of properties on May 2.
3. Attended Executive Committee meeting on May 7.
4. Had a meet and greet with our new accounts banking representative from WoodTrust Bank on May 14.
5. Attended Department Head meeting on May 15.
6. Met with Finance Director to discuss purchase card draft policy on May 15.
7. Attended District Meeting for my association in Eau Claire on May 16.
8. Attended Executive Committee meeting on May 21.
9. Attended County Board meeting on May 21.
10. Attended Executive Committee meeting to interview Financial Advisors on May 23.
11. Attended bi-monthly telephone call for the Wisconsin County Leadership Academy on May 23.
12. Opened bids for tax deed sealed property sale on May 28.
13. From the suggestion of the Risk Management Director, had a respirator test at the hospital to be cleared to wear a respirator when going into tax deed properties that are taken back by the County on May 29.
14. Participated in the Marshfield Area Dairy Breakfast by volunteering on May 31.
15. I am waiting for Board of Reviews for each municipality to be completed to see whom I need to send out the Agricultural Land Conversion Charges to. These are fees/charges that the landowner pays for taking their land out of agriculture and converting its usage to something else.



ITEM#

1-1

DATE

June 18, 2019

Effective Date

Upon passage and
publication**RESOLUTION#**Introduced by Executive Committee
Page 1 of 1

Committee

BLN

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

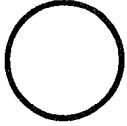
INTENT & SYNOPSIS: Initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed \$6,000,000 for Highway Projects and Capital Improvement Projects

FISCAL NOTE: Proceeds from general obligation promissory notes not to exceed \$6,000,000 designated as follows:

Highway Projects - \$2,300,000
Capital Improvement - \$3,700,000

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

BE IT RESOLVED, by the County Board of Supervisors of Wood County, Wisconsin that there shall be issued, pursuant to Section 67.12(12), Wisconsin Statutes, general obligation promissory notes in an amount not to exceed \$6,000,000 for the public purpose of financing highway projects and capital improvement projects. There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on such notes.



RESOLUTION#

ITEM#

1-2

DATE

June 18, 2019

Effective Date

Upon passage and
publication

Introduced by

Executive Committee

Page 1 of 1

Motion:Adopted: ☐1stLost: ☐2ndTabled: ☐No: ☐Yes: ☐Absent: ☐

Number of votes required:

☐

Majority

☒

Two-thirds

Reviewed by: PAK, Corp CounselReviewed by: MAC, Finance Dir.

INTENT & SYNOPSIS: To amend the 2019 budget to include monies that were amended in Resolution 19-5-6 from the wrong function for the market review wage adjustments.

FISCAL NOTE: No additional cost to Wood County. The monies were amended from the wrong function in Resolution 19-5-6.

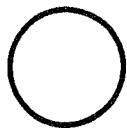
Account	Account Name	Debit	Credit
51435	Human Resources		\$18,739
51436	Human Resources Programs	\$18,739	

WHEREAS, the budget resolution 19-5-6 named an incorrect function of 51435,

THEREFORE BE IT RESOLVED, to amend the budget in 2019 (51436) by adding monies to the function of (51435) Human Resources from budget resolution 19-5-6,

BE IT FURTHER RESOLVED, that the County Clerk shall publish a class one notice of this resolution within ten days.

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



RESOLUTION#

Introduced by

EXECUTIVE COMMITTEE

Page 1 of 1

Committee

CAK

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

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

FISCAL NOTE:

Offered Amount	\$4,200.00
R.E. Taxes	(2,420.56)
Tax Deed Expense	(324.18)
Special Charges	(919.40)

GAIN	\$535.86
-------------	-----------------

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

WHEREAS, during the sealed bid process no offer was received on the below mentioned property, and,**WHEREAS**, an open bid process was held and this was the best offer received on the below mentioned property, and,**WHEREAS**, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:**THEREFORE BE IT RESOLVED**, that the following offer be accepted**City of Pittsville**

31-00046AB Lot 2 of WCCSM No. 9471 (recorded in Volume 33 of Survey Maps at Page 171 as Document No. 2012R06123) being part of Lot 3 of the Subdivision of the SE ¼ of the NE ¼ of Section 27, Township 23 North, Range 3 East, according to the Sargents Plat of the City of Pittsville, Wood County, Wisconsin.

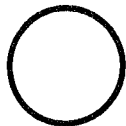
OFFERED AMOUNT

\$4,200.00

APPRAISED AMOUNT

\$10,000.00

Property is located at 8181 High St, City of Pittsville.



RESOLUTION#

Introduced by

Executive Committee

Page 1 of 4

Committee

CAK

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

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

FISCAL NOTE:	Offered Amount	\$111,859.00
	R.E. Taxes	(30,743.48)
	Publication fees	(931.50)
	Tax Deed fees	(1,764.76)
	Special Charges	(2,549.60)

GAIN	\$75,869.66
-------------	--------------------

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

WHEREAS, a sealed bid process was held and these were the best offers received on the below mentioned properties, and,**WHEREAS**, it is beneficial for Wood County to sell tax deeded property so as to obtain deficient tax revenues and to place the property back on the tax roll:**THEREFORE BE IT RESOLVED**, that the following offers be acceptedTown of Cameron

03-00072A A parcel of land in the NW 1/4 of the NW 1/4 of Section 29, Township 25 North, Range 3 East, described as follows: Commencing at a point 233.3' E of the NW corner of said Section and 33' S of the center line of State Trunk Hwy Ten, run thence Southerly on an angle of 88° 53' from the S line of said highway 457', thence Easterly on an angle with said line of 90° 191.45', thence N parallel with the West line 453.5' to the NE corner of said tract, thence W along the South line of State Truck Hwy Ten, 191.45' to the point of the beginning containing two acres of land, And commencing at a point on the East line of Hwy 13 and 10, 56.55' E, and 234' S of the NW

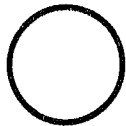
corner of Section 29, Township 25 North, Range 3 East; run thence E at right angles to hwy, 168.25'; thence S and parallel with hwy 258.9'; thence W 168.25' to the East line of the hwy; thence N along the East line of hwy 258.9' to the point of beginning, containing 1 acre more or less, excepting the N 10' thereof previously conveyed to Lester L. Wickershiem and Rita Wickershiem, husband and wife, as joint tenants, by Quit Claim Deed in Volume 277 of Deeds, at page 441, Wood County Records, And commencing at an iron pipe on the East line of Hwy 13 and 10, 56.55' E and 234' S of the N corner of Section 29, Township 25 North, Range 3 East; thence E at right angles to the hwy 168.25' to a wooden stake which is the point of beginning; thence continue E at right angles to the hwy, 10.3' to an iron pipe; thence Southerly at a counterclockwise angle of 90° 33' to said line 258' to an iron pipe; thence Westerly at a counterclockwise angle of 92°, 47' to said line 12.45' to an iron pipe; thence Northerly at a counterclockwise angle 86° 40' to said line 258.9' more or less to the point of beginning, all in the NW 1/4 of the NW 1/4 of Section 29, Township 25 North, Range 3 East, Wood County, Wisconsin. The above lands all being in the Town of Cameron, Wood County, Wisconsin. Excepting from the above lands Lot 1 of WCCSM #4500 (recorded in Volume 15 of Survey Maps at Page 300). Further excepting from the above all lands used, deeded or platted for hwy purposes. And further excepting Lot 1 of WCCSM #9657 (recorded in Volume 34 of Survey Maps at Page 157.)

MINIMUM BID

\$40,000.00

OFFER

\$40,300.00

Town of Grand Rapids

07-00714 That part of the SW 1/4 of the SW 1/4 of Section 24, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin, described as follows: beginning at the SE corner of said 40 acre tract, run thence North 320' on the East line of said 40 to a point on the North line of Lake Drive Highway, run thence West 6.4' more or less on the North line of said Lake Drive Highway to a point which is the SW corner of Lot 1 of Fisher's Pineview Subdivision, Town of Grand Rapids, Wood County, Wisconsin, according to the recorded plat thereof, run thence North 60' on the West line of said Lot 1 and parallel with the East line of said SW 1/4 of the SW 1/4 for the starting point of the land hereby described, run thence South on the line last described herein 60' to the said point on the North line of Lake Drive Highway, run thence West on the North line of said Lake Drive Highway 100', run thence in a Northeasterly direction in a straight line to the starting point of the land hereby described, describing hereby a triangular tract 60' North and South on the East line, and 100' East and West on the South line thereof.

MINIMUM BID

\$100.00

OFFER

\$100.00

Property is vacant lot on Wazeecha Ave, Town of Grand Rapids.

Town of Grand Rapids

07-01529 Lot 1 of Fisher's Pineview Subdivision, Town of Grand Rapids, Wood County, Wisconsin.

MINIMUM BID

\$2,000.00

OFFER

\$2,000.00

Property is vacant lot on Wazeecha Ave., Town of Grand Rapids.

Town of Milladore

12-00512A Lot 1 of WCCSM No. 9539 (recorded in Volume 34 of Survey Maps at Page 39 as Document No. 2012R12480) being part of the SW 1/4 of the SW 1/4 of Section 32, Township 25 North, Range 5 East, Town of Milladore, Wood County, Wisconsin.

MINIMUM BID

\$3,500.00

OFFER

\$7,000.00

Property is located at 9740 Brookside Rd, Town of Milladore.

Town of Saratoga

18-00869C Lot 1 of WCCSM No. 5720 (recorded in Volume 20 of Survey Maps at Page 20 as Document No. 776502) being part of the NW 1/4 of the NW 1/4 of Section 23, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin.

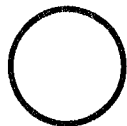
MINIMUM BID

\$25,000.00

OFFER

\$42,001.00

Property is located at 11253 County Rd Z, Town of Saratoga.



RESOLUTION# _____

Introduced by _____

Page 3 of 4

Committee _____

Town of Saratoga

18-01588 Lot 25 of Town of Saratoga's Assessor's Plat No. 1, Town of Saratoga, Wood County, Wisconsin.

MINIMUM BID

\$2,500.00

OFFER

\$2,705.00

Property is located at 1168 Pixler Court, Town of Saratoga.

Town of Sigel

21-00588A Lot 1 of WCCSM No. 3223 (recorded in Volume 11 of Survey Maps at Page 223) being part of the North ½ of the SW fractional ¼ of Section 30, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

MINIMUM BID

\$2,500.00

OFFER

\$2,601.00

Property is located at 4865 State Highway 73, Town of Sigel.

Town of Sigel

21-00588C Lot 2 of WCCSM No. 4427 (recorded in Volume 15 of Survey Maps at Page 227) said lot being part of the NW ¼ of the SW fractional ¼ of Section 30, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

MINIMUM BID

\$1,000.00

OFFER

\$1,101.00

Property is vacant lot west of 4865 State Highway 73, Town of Sigel.

Town of Sigel

21-00590A Lot 2 of WCCSM No. 3223 (recorded in Volume 11 of Survey Maps at Page 223) being part of the North ½ of the SW fractional ¼ of Section 30, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

MINIMUM BID

\$300.00

OFFER

\$401.00

Property is located at 4857 State Highway 73, Town of Sigel.

City of Wisconsin Rapids

34-04165 The North 85 feet of Block 7 of Boles and Blesener Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

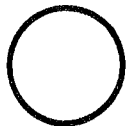
MINIMUM BID

\$2,500.00

OFFER

\$2,650.00

Property is vacant land on 24th Ave S, City of Wisconsin Rapids.



RESOLUTION#

ITEM#

DATE

Effective Date:

Introduced by

Page 4 of 4

Committee

City of Wisconsin Rapids

34-11099 Lot 57, East Side Annex Assessor's Plat No. 41, City of Wisconsin Rapids, Wood County, Wisconsin.

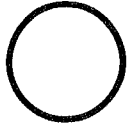
MINIMUM BID

\$10,000.00

OFFER

\$11,000.00

Property is located at 2030 Elm St, City of Wisconsin Rapids.



RESOLUTION#

Introduced by

Executive Committee

Page 1 of 1

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

INTENT & SYNOPSIS: To approve the policies contained in the revised *Wood County Employee Policy Handbook*, effective July 1, 2019, superseding all previous policies contained therein.

FISCAL NOTE: None. Printing of the Handbooks is budgeted for in the Human Resources 2019 budget.

SOURCE OF MONEY: Human Resources 2019 budget

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

WHEREAS, it is both appropriate and a good business practice for Wood County to maintain an approved set of policies relating to wages, hours, and working conditions; and

WHEREAS, it is also a good business practice to make the policies readily available to employees in the form of a handbook; and

WHEREAS, these policies need to be periodically reviewed and modified to ensure that they continue to be current with the business needs of Wood County and remain fair and equitable to all affected employees; and

WHEREAS, the Human Resources Department, department heads, and the Executive Committee have completed an extensive review of the policies contained in the current employee handbook and the Executive Committee has reviewed and approved the policies as modified; and

WHEREAS, those revised policies have been made available for review by the Wood County Board of Supervisors; and

WHEREAS, the Executive Committee has recommended approval of the revised policies dated July 1, 2019;

NOW THEREFORE BE IT RESOLVED that the Wood County Board of Supervisors hereby approves the policies contained in the revised *Wood County Employee Policy Handbook*, effective July 1, 2019 to supersede all previous policies contained therein or elsewhere; and

BE IT FURTHER RESOLVED that authority is delegated to the Executive Committee to periodically review, modify, and update the *Wood County Employee Policy Handbook*.



Employee Policy Handbook



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FOREWORD

This *Wood County Employee Policy Handbook* (Handbook) is designed to promote consistent human resources management throughout Wood County. This Handbook is intended to give information to Wood County employees about the main features of our employment policies, procedures, guidelines, benefits and other general information. It does not, and is not intended to, cover these matters in detail or serve as any type of contract. The Wood County Board of Supervisors retains the right to change these and any existing policies, when it is deemed to be in the best interest of Wood County. An employee may be adversely impacted by changes in this Handbook. Wood County facilities or departments may make policies that address the particular interests of that facility or department, provided the policy does not conflict with policies contained or discussed in this Handbook. Deviations from these policies must be approved by the Executive Committee in advance of their implementation.

Some policies herein may be superseded by a union contract or Civil Service Ordinance, and are subject to Wood County Board Rules. This Handbook is effective July 1, 2019, and supersedes all previous Wood County Policy Handbooks or policies discussed in this Handbook.

The policies and procedures of Wood County are continually being reviewed and revised to ensure they stay current with the needs of the employees and Wood County. To find out if there have been any changes since this Handbook was published, please consult with the Human Resources Department. A current version of the Handbook will be available on the Employee Intranet.

Should any part of this Handbook be ruled obsolete or invalid, the balance of the document will remain in effect.

This Handbook shall govern human resources administration for all employees and departments of Wood County except:

- Members of the Wood County Board of Supervisors.
- Elected Wood County officials.
- Members of boards, commissions, committees, and judges.
- Persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the Wood County Board of Supervisors, a committee thereof, or the Wood County Board Chairperson.
- Contracted or leased individuals.
- Employees covered by a collective bargaining agreement shall be governed by that Agreement. This Handbook shall govern represented employees to the extent that the issues at hand are not addressed by the respective labor agreement. Where a union contract has language dealing with any subject covered in this Handbook, the contract will be considered as the full rights of the employees in that bargaining unit and this Handbook will not extend those rights beyond the contractual language.

EQUAL OPPORTUNITY POLICY

Wood County will conduct business in compliance with the equal opportunity policy and standards of the Wisconsin Department of Workforce Development, Department of Health Services, Department of Family Services, and all applicable state and federal statutes and regulations relating to non-discrimination in employment and service delivery.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment, or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employer's premises, or any other characteristic protected by law. All employees are expected to support goals and programmatic activities relating to non-discrimination in employment.

No otherwise qualified applicant for service or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin or ancestry, sex, religion, age, political belief or affiliation, disability or association with a person with a disability. This policy covers eligibility for the access to service delivery and treatment in all of the programs and activities.

To assist us in complying with all applicable equal opportunity rules, regulations, and guidelines, the Human Resources Director has been appointed as Equal Opportunity Coordinator. Employees are encouraged to discuss any perceived discrimination concerns in employment or service delivery with the Human Resources Director.

The Human Resources Director may be reached Monday through Friday, from 8:00 a.m. through 4:30 p.m., at 715-421-8457.

AMERICANS WITH DISABILITIES ACT (ADA)

Wood County is committed to providing equal opportunity to all qualified persons in all aspects of employment. This extends to our current employees and applicants for positions with Wood County. As part of this commitment, we intend to fully comply with the guidelines established by the ADA and its amendments. A qualified person is an individual who meets the skills, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the job.

Any person who suffers from a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is covered by the ADA. If the condition restricts their ability to perform some aspects of their job, or the job for which they are applying, Wood County will provide or allow reasonable accommodation to enable the person to perform the necessary tasks.

If an employee believes they may need accommodation in accordance with this policy, they should contact both their immediate supervisor and the Human Resources Department to discuss what reasonable accommodations may be necessary. Applicants needing accommodation should notify the Human Resources Department at any time during the application or interview process to discuss necessary accommodations. When a request for accommodation is made, Human Resources, together with the department, will initiate an interactive process to determine what reasonable accommodations may be made.

Any employee or applicant who feels they have not received full and fair consideration under this policy should meet with the Human Resources Director to discuss their complaint.

WOOD COUNTY DEPARTMENT POLICIES

Wood County has a number of policies that have been approved either by the Wood County Board of Supervisors or by an Oversight Committee. These policies set the overriding principles of Wood County operations and cannot be changed without action by the approval authority.

The "approval authority" is the highest body to formally approve the policy or the body that has the delegated authority to approve deviations from the policy.

Departments have the responsibility to set policies related to their specific operations. They may also set procedures, guidelines, or work rules related to their operations. Policies tend to be broad; procedures or guidelines tend to be more specific, and typically work rules are the most specific, but the terms may be used interchangeably. Departmental policies should not conflict with Wood County policies; however, departments may request approval to deviate from Wood County policy. Any deviation from a Wood County policy requires approval of the approval authority. A department may also set a procedure or work rule on how a Wood County policy will be administered.

PERSONNEL POLICY PRINCIPLES

Wood County policies should be fair, respectful of employees, consistently applied, and there should be clear expectations set forth in the policy and the administration of the policy. Policies are necessary for a well-run operation. Both employees and management need to know what the guidelines are and what to do in a given situation. Wood County intends to follow its policies in all situations. However, if an employee believes they have a situation that warrants a deviation from a specific policy, they are encouraged to discuss it with their supervisor as soon as practical.

To ensure that our policies are well written, Wood County considers the following criteria:

Fairness

The guidelines should apply the same to all employees in a given situation. That does not mean that every department will administer everything exactly the same, but the basic principle of the guidelines should apply to all departments. (An example of this is that some departments might have a different starting time, but all employees should be expected to be at their workstation at their designated start time.)

Respectful of employees

Policies or guidelines are written with the understanding that the majority of our employees want to come to work and do a good job. Written policies are provided to help employees understand how situations are expected to be handled.

Consistently applied

Policies should be administered consistently. "Consistently" means that the basic principles of the policy should remain constant from case to case without regard to personal feelings, friendships, or any discriminatory factors. However, good policy administration also requires that the employees and their individual or unique circumstances be considered to make sure the administration of the policy is also fair.

Clear expectations

Employees have the right to be aware of a policy and how it will be administered up front. Employees also have the responsibility to learn the policy and ask questions if they are unclear about a policy. Management has the responsibility to make the policies available to the employees in a reasonable manner. The purpose of this Handbook is to make our Employee Policies available to all employees. We will notify all employees of any policy changes or new policies. Employees are encouraged to check the Wood County Employee Intranet to make sure they are aware of the most recent revisions to Wood County policies. Employees are encouraged to consult with their supervisor or Human Resources on any questions they may have related to Wood County policies.

CODE OF CONDUCT

Wood County is committed to conducting its business ethically and with honesty, integrity, and respect for all. In all situations, Wood County strives to comply with applicable laws, rules, and regulations. Wood County is committed to acting honorably and professionally and treating all employees, elected officials, vendors, clients, patients, and members of the public with courtesy and respect. Compliance with the Code of Conduct (the Code) is an expectation and a condition of employment.

Conducting County Business

Wood County conducts all of its business with integrity and professionalism. Employees are expected to communicate clearly, respectfully, and professionally in their interactions. All individuals are treated fairly and equitably. Our reputation as a County is a valuable asset and one that each and every employee has a part in upholding. We continuously challenge ourselves, our teams, and our departments to improve.

Acting with Professionalism

Wood County values each and every employee as an important member of our organization. The goal is for every employee to be treated with fairness, courtesy, and respect. Wood County values open and honest communication. We encourage employees to raise work-related questions and concerns as they arise in a well-thought out and respectful manner. Employees are expected to act honorably which includes:

- Never to attack each other's character, appearance, beliefs, or values.
- Respect each other's differences; it is acceptable to "agree to disagree".
- Be polite, helpful, and friendly.
- Avoid gossiping, misrepresenting, and/or spreading rumors about any individual, including peers, managers, vendors, clients, patients, and other members of the public.
- Speak at a respectful volume and tone; it is never acceptable to yell, shout, scream, or use profanity in any business conversation or setting.
- Allow others the opportunity to share their opinion in the same respectful manner.
- Be prompt and punctual in any commitments.

Wood County is an Equal Opportunity Employer and we provide equal treatment for all applicants and employees. We will not tolerate discrimination based on age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, use or non-use of lawful products off the employer's premises, or any other characteristic protected by law. (See Wood County's "Equal Opportunity" Policy for more information.) We follow these principles in all areas of employment including recruitment, hiring, training, promotion, compensation and benefit eligibility, transfers, and employment status.

Wood County is committed to providing employees a safe workplace, free from unlawful discrimination and threats of violence. Any such behavior or threat should be reported immediately. Managers who receive such information should contact Human Resources. (See Wood County's "Discrimination/Harassment" Policy and "Safety/Security" Policy for more information.)

Compliance with Legal Regulations

Wood County employees are expected to act in a manner that upholds the intent of all local, state, and federal laws in all County business and interactions. Violations of such laws have potentially serious consequences, both for Wood County and for individuals. If questions or concerns arise, it is important to seek guidance immediately.

Conflicts of Interest

A conflict of interest may occur if an employee's personal, social, financial, or political activities interfere, or potentially interfere, with the responsibilities of their position at Wood County. Employees should seek advice before proceeding with a situation that is or could be perceived as a conflict of interest. (See Wood County's "Conflict of Interest" Policy for more information.)

We recognize these situations may arise without any willful action on the employee's behalf and that changes in circumstances may occur at any time. Employees who become aware of a potential conflict of interest should disclose the situation immediately to their supervisor or Department Head.

Protect Wood County's Assets and Reputation

Wood County expends considerable resources to develop assets to use for its business, including:

- Physical assets- our facilities, equipment, vehicles, technology, and communication systems,
- Information Security- internal and external communication and digital and hard copy documentation, and
- Reputation- the name and reputation of Wood County.

Employees are expected to follow applicable security, use, and safety procedures to protect Wood County's assets from theft, loss, damage, or misuse. Wood County assets are only to be used for business purposes. Employees are expected to uphold the reputation of Wood County whenever representing the County.

Reporting Concerns

All employees are responsible for reading, understanding, and following the Code. Any violations of the Code are subject to disciplinary action, up to and including termination of employment. Any violation of the law may also be subject to civil and criminal penalties.

Employees are encouraged to ask questions, raise concerns, and/or report potential and actual violations to their immediate supervisor, Department Head, or the Human Resources Director. Wood County takes all reports seriously, investigates all matters thoroughly, and will take appropriate action.

No Retaliation

Wood County does not tolerate retaliation against employees for making good faith reports of possible violations of the law or Wood County policies, including this Code. Employees who retaliate, attempt to retaliate, or commit any other similar misconduct will be disciplined.

I. EMPLOYMENT

EMPLOYMENT FORMS

At the time of hire, employees complete tax withholding forms, insurance forms, proof of employability documents, and any other necessary forms regarding employment with Wood County. All responses on these forms, or any other forms required and completed throughout the course of employment, are expected to be complete, factual, and honest. Any attempt to mislead or conceal relevant information, or give a false or incorrect answer to any requested information related to an employee's application, qualifications, benefit eligibility or other employment related questions, may result in Wood County terminating the employment relationship without prior warning or notice.

EMPLOYEE PERSONNEL FILE

Important employment related documents are kept in a central file known as an employee's "personnel file". An example of the type of information that is kept includes the employment application, insurance enrollment forms, annual performance evaluations, disciplinary actions, and any relevant employment test scores. The personnel file is maintained in the Human Resources Department or in a secure area at Wood County Annex and Health Center (Norwood Health Center) or Edgewater Haven, depending on what facility the employee is employed. Employees have the right to review their file during normal business hours, but on unpaid time. If an employee wishes to do so, they should inform their supervisor or the Human Resources Department in writing and arrangements will be made as soon as practical, but no later than seven (7) business days from the date of the request, for the employee to review the non-confidential parts of their personnel file. A representative from the Human Resources Department will explain how the file is arranged and what contents are confidential. Employees are able to supplement any papers in the file with a written statement if they choose. Employees may request a copy of the non-confidential documents in their own personnel file for a fee, with written notice to Human Resources.

PERSONAL INFORMATION

If an employee has a change to any of their personal information, such as address or telephone number, the Human Resources Department should be informed in writing as soon as possible. The most recent address provided to the Human Resources Department will be considered the employee's "address of record". It is important that this information is kept current so that Wood County can ensure proper delivery of work-related mail or messages. This information will only be used by Wood County for business purposes and will not be given to anyone for any other purpose without the employee's written consent, or as required by law or union contract.

INTRODUCTORY PERIOD

Newly Hired Employees

A newly hired employee must complete an introductory period of six (6) months. During this time, each employee should receive appropriate "on-the-job" training, together with information on the operation of the department and Wood County. The introductory period provides the employee with an opportunity to learn the new position and gives management the ability to assess if the employee has the skills and aptitude to successfully perform the job. During the introductory period, Wood County may end employment without notice. Completion of the introductory period does not waive the "at-will employment" status discussed in this Handbook. Under certain circumstances, a supervisor may extend the introductory period with approval of the Human Resources Director.

Promoted Employees

An employee who is promoted or transferred to another position, will serve a thirty (30) working day introductory period in the new position.

EMPLOYEE STATUS

Full-time

An employee who is regularly scheduled between thirty-eight and three-quarters (38.75) and forty (40) hours per week is considered full-time (2,015 or 2,080 hours per year).

Part-time

An employee who is regularly scheduled for less than thirty-eight and three-quarter (38.75) hours per week is considered part-time. Employees who are regularly scheduled for twenty (20) or more hours per week are eligible to receive Wood County benefits (sick days, vacation, and holidays) on a pro-rated basis.

Casual

An employee that holds a position budgeted for fewer than twenty (20) hours per week is considered casual and not eligible for Wood County benefits. Effective July 1, 2011, employees who are employed more than 1,200 hours in any continuous twelve (12) month period, are eligible for Wisconsin Retirement System (WRS) participation.

Temporary/Seasonal

An employee who fills a position that is of limited duration or is for a specified period of time, is considered to be a casual employee. The wage rate for a temporary/seasonal position shall be subject to approval of the Human Resources Director or the Executive Committee.

Contract/Leased/Agency Employees

Persons contracted to perform specific tasks through an agency, or paid as an independent contractor, are not considered Wood County employees and may be used on a specific need basis with approval of the Human Resources Director or the Executive Committee. They receive no pay or benefits from Wood County and should be used only as long as a specific need exists. A formal contract is necessary to ensure that the relationship is not interpreted as employer/employee.

Exempt/Non-Exempt Status

This status is defined by state and federal regulations and is based on a number of criteria such as, but not limited to, job duties and supervisory responsibilities. The primary difference is how overtime and compensatory time is handled.

Temporary Increase In Duties

Occasionally, employees may be assigned to perform a job in a higher salary grade than their regular position. If the assignment is short-term, no adjustment to the employee's wage will be made. However, if the assignment is for a significant period of time (as described below), and the employee assumes the full duties of the higher position, the following guidelines will apply:

1. **Non-exempt employees** who are temporarily assigned to a position with a minimum pay rate which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days, and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head.
2. **Exempt employees** who are temporarily assigned to a position which is higher than his/her current rate, shall be paid his/her current rate for ten (10) working days and then shall be paid at either 1.05 or 1.10 times his/her current hourly rate thereafter. The rate of increase is dependent on the requirements of the position and is at the discretion of the Department Head. In the event the position being covered is a Department Head role, the oversight committee determines the rate of increase.
3. The temporary increase in pay requires approval of the Department Head and the Human Resources Director. No temporary assignment shall exceed six (6) months unless permission is obtained in advance from the Executive Committee.

PAYCHECKS AND TIMECARDS

The payroll period is two (2) weeks beginning on a Sunday and ending on a Saturday. All Wood County employees are required to participate in the mandatory direct deposit program. Employees receive a pay statement, and funds are directly deposited on the Thursday after the end of the payroll period. Questions related to an employee's pay should be discussed with the employee's supervisor. If the question is still not resolved, contact the Payroll Administrator.

Employees are required to complete a timecard each pay period. The timecard should be approved by both the employee and the supervisor at the end of the pay period. Questions regarding the completion of time cards should be directed to the supervisor or the Payroll Administrator.

Falsely recording time, altering or tampering with timecards, or punching or recording on another employee's timecard is a serious offense and may result in termination. Employees may not work before or after their scheduled work period, unless such time is authorized in advance by their immediate supervisor.

LENGTH OF SERVICE

Length of service is defined as the amount of continuous employment since an employee's most recent hire date. That hire date is considered an employee's "anniversary date". Some Wood County benefits, such as vacation, are based on an employee's length of service with Wood County. An employee's length of service ends when the employment relationship ends. If an employee terminates employment with Wood County and is rehired at a later date, the employee's hire date starts over with no accrued length of service. In some cases, an employee may not accrue service credit while on a leave of absence. Employees would be notified of those cases in advance and would return with an "adjusted" length of service date.

Full or part-time employees transferring from one Wood County position to another full or part-time Wood County position will retain their anniversary date and length of service rights.

Length of service for employees wishing to transfer between a non-union and union position will be subject to negotiations between Wood County and the union, if applicable.

WORKFORCE REDUCTION OR LAYOFF

A workforce reduction, commonly called a "layoff", is a method of reducing the number of employees on a permanent, temporary, or emergency basis. Layoffs are usually used to reduce the cost of operating a business. If Wood County needs to reduce costs by layoff, management will meet with employees to ensure that they understand their rights and responsibilities. Employees to be laid off will be given as much notice as practical prior to the effective date of the layoff.

Permanent Layoff

If a permanent reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs, and past performance evaluations. Length of service with Wood County will be considered as a secondary factor in the determination of who will be laid off. Employees rated as "satisfactory" or above on their most recent evaluation will be considered to have demonstrated the required skills of the position unless there is more recent documentation to the contrary. Skill needs are defined in the position description. Permanent layoffs must be approved by the Executive Committee.

Employees being permanently laid off will be given at least seven (7) calendar days' notice, and will be offered out placement assistance.

Emergency Layoff

The Wood County Board Chairperson has the authority to direct an emergency layoff for all Wood County employees. A Department Head may implement an emergency layoff if an unforeseen circumstance arises, causing the employee's work to be unnecessary, impractical or unsafe to perform. Emergency layoffs should not extend beyond five (5) workdays and are unpaid, but employees will continue to maintain their Wood County benefits. Time off will be considered as time worked for calculation of future benefits. Employees may choose to be paid accrued vacation or compensatory time instead of taking the layoff. In the case of an emergency layoff that extends beyond five (5) days, the Department Head should consult with Human Resources to enact Temporary Layoff procedures.

Layoff Notification

Employees being placed on permanent or temporary layoff status will receive written notification of the effective date of the layoff, their benefit rights, their recall rights and how to file for unemployment compensation. A copy of the layoff notification will be kept in the employee's personnel file. The Human Resources Department and the Department Head will be available to answer questions employees may have at the time of the layoff.

TRAINING

In today's world, training is an on-going process. This is especially true in the workplace. Both the technology and the skills we use in performing our jobs are constantly changing. To continually stay proficient in our positions, employees have a need to continually learn. The two (2) main types of training an employee may encounter are discussed below.

On-the-Job Training

This method of training is used to help a new employee learn how to perform their job. It consists of explaining what needs to be done, showing the new employee how to do it, having the new employee perform the task, and then monitoring their performance. Most on-the-job training is done right where the work is performed. The supervisor is responsible to ensure that employees receive the proper on-the-job training. Questions related to job training should be discussed with the supervisor.

Skills Training

This type of training is designed to help an employee learn a specific skill, or skills, that is related to their job. This type of training is usually done in a classroom setting and may be done internally or externally. An example of this type of training may be attendance at a conference or seminar. If a supervisor feels there are additional job-related skills that an employee should learn, it will be discussed with the employee individually. If there is an additional job-related skill that an employee would like to learn, the request should be made directly to the supervisor. There is no guarantee of skills training being provided upon employee request.

MANAGEMENT RIGHTS

Wood County reserves certain rights of management including, but not limited to: direct all operations of government; hire, promote, transfer, assign, retain and terminate employees; establish and enforce work rules and determine work schedules; suspend, demote, discharge, and take other disciplinary action against employees; relieve employees from their duties because of lack of work or for other reasons; maintain the efficiency of government operations; introduce new or improved methods; change existing methods; contract out for goods or services; determine the methods, means and personnel by which such operations are to be conducted; take whatever action may be necessary to carry out the functions of government in situations of emergency; and take whatever action is necessary to comply with state or federal laws. It is our intention to abide by all applicable state and federal guidelines, statutes, and regulations in exercising the actions listed above.

AT-WILL EMPLOYMENT

Employment with Wood County is governed by the common law doctrine of “at-will” employment. This means that both the employee and Wood County have the right to end the employment relationship at any time with or without cause. No employee or agent of Wood County has the authority to imply, negotiate, agree to, or sign a contract of employment regarding wages, hours, or conditions of employment for a stated period of time except the Executive Committee or Wood County Board of Supervisors.

POSITION DESCRIPTIONS

Each job in Wood County has a position description, or job description, on file in the Human Resources Department. The position description shows the title of the job, department, salary grade, basic purpose of the job, key or essential duties of the position, required qualifications, and educational/physical requirements of the job. At the time of hire, the position description document will be presented to the employee. The employee will sign the current version of the position description and it will be kept in the employee’s personnel file. Employees should be very familiar with their individual position description. If an employee is considering applying for another position in Wood County, the position description is a valuable and informational resource. Employees may review any position description by contacting the Human Resources Department.

The position description is a general document, but in no way is intended to be a full or final list of duties. Other duties may occasionally be added or deleted. If a position description is changed, the change will be discussed with the employee, who will be asked to sign the revised copy to document that the change was discussed. Employees are encouraged to contact their supervisor or Human Resources with any questions regarding their position description.

EMPLOYMENT OF RELATIVES

Wood County must ensure that all decisions made in the course of Wood County business are free of bias. Wood County does not have a policy of total restriction of employment of relatives. Typically, it is a decision between two (2) persons if they wish to be employed in the same organization, provided it does not conflict with appropriate management of Wood County. Therefore, employment of relatives is permitted within Wood County, provided the relationship does not interfere, nor appear to interfere, with appropriate management of Wood County or its activities.

In business decisions, it is imperative to make fair and consistent decisions free of bias due to family relationships. This is especially true in making personnel related decisions. If a family or personal relationship exists between a supervisor and an employee, both the decisions that affect the employee and the supervisor making the decision, may be viewed by others as biased. If this happens, the efficiency of a department or its creditability may suffer.

Nothing in this policy is intended to supersede the Wood County Board Rules or the Wood County Code of Ethics. For more information, employees should refer to those documents.

Guidelines

To avoid conflict of interests, whether real or perceived, no person may hold a position where there is a direct or indirect reporting relationship with a spouse, parent, child, sibling, grandchild or other similar family relationship. “Similar family relationships” include, but are not restricted to “in-law”, “step”, “partner” or “significant other” relationships. An “indirect reporting relationship” is when a decision made by a person may affect the wages, hours of work, work assignments or other conditions of employment.

No employee may hold a position where there is a direct or indirect approval relationship of financial transactions of a spouse, parent, child, sibling or other similar family relationships.

This policy may affect a person's eligibility to be hired into, transfer into, or be employed in a specific department. In cases where a violation of this policy exists or develops, preference will be given to the employee with the longest service in the department. The Executive Committee has final review authority regarding this policy.

While Wood County does not intend to unduly restrict personal relationships that have no effect on Wood County, any relationship between Wood County employees or a relationship between a Wood County employee and another person that, real or perceived, disrupts Wood County's business, causes a conflict of interest or jeopardizes the public image of Wood County, will be considered to be a violation of this policy.

JOB VACANCIES AND CAREER ADVANCEMENT

Wood County encourages employees to continually find ways to improve their careers. This may be defined in several ways: more responsibility, more income, another shift, or a different type of work. The following are several ways of achieving this.

All regular exempt and non-exempt job vacancies are posted on the Wood County website, and may be advertised on other applicable websites, for a standard of two weeks. A list of vacancies is also placed on the employment bulletin board outside the Human Resources Department and forwarded to the Department of Workforce Development. Current Wood County employees who wish to be considered for a vacancy should apply for the position on the Wood County website. All employment applications, and any other supporting documentation, will be reviewed and, if qualified, applicants may be scheduled for an interview. The selection of the person to fill the vacancy will be made based on skill, ability, experience, and other job related criteria.

Reassignment of duties or caseloads between persons within the same department and job title is not considered a vacancy or position opening. These types of changes are normal departmental duties and do not require a vacancy announcement.

Employees who may be interested in a future vacancy with Wood County may want to learn about the requirements and duties of the position and then prepare for an opening before it occurs. Wood County must hire the best qualified applicant based on a number of factors, and while being a current Wood County employee may factor into the overall decision, it does not guarantee that the employee will be awarded the position.

TUITION ASSISTANCE PROGRAM

The Tuition Assistance Program is designed to provide financial assistance to full-time employees who voluntarily enroll in educational courses that are of benefit to Wood County as an employer, to help the employee prepare for future positions or career advancement within Wood County, for which there is a reasonable expectation that the individual could qualify. (Refer to "Employee Status" section for the definition of full time.) Subject to funding availability, this program is completely voluntary and does not create any employee rights or Wood County obligations. To qualify, an employee must have worked full-time for Wood County for at least thirty-six (36) consecutive and continuous months and have a rating of "satisfactory" or better on his/her most recent performance evaluation. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid, or provide proof of ineligibility, before applying for benefits under this Program.

Approval

For each semester that a qualifying employee seeks reimbursement, the employee shall complete an application on forms provided by the Human Resources Department. As part of the application process, the employee understands that he/she agrees to sign a promissory note covering the amount of tuition reimbursement, which will require repayment of any reimbursement under this Program if the employee does not remain employed in a full-time capacity with Wood County for 36 months following the date of reimbursement. Before each semester, the employee shall consult with, and receive prior approval from, the Department Head before commencing any course work to be eligible for consideration for

reimbursement under this Program. The Department Head shall recommend approval to the Department's oversight committee. If the Department Head does not approve of the request, the employee is not eligible for reimbursement.

The oversight committee shall retain final authority to grant or deny approval to begin any coursework covered under this policy, and to grant or deny reimbursement. Approval for reimbursement for one semester does not automatically guarantee future approval(s).

There are no appeal rights from any decision of the Department Head or the oversight committee under this Program.

Amount of Assistance

Wood County shall establish a single fund, from which reimbursement requests will be considered for payment. The annual amount will be established in the annual budget. For the course(s) taken each semester, Wood County will reimburse fifty percent (50%) the tuition costs only, up to a maximum \$1,500 per semester.

All courses must be successfully completed before reimbursement may occur. After the employee has successfully completed the class(es), an official grade report or transcript must be submitted to the Department Head. Reimbursement is based on the final grade for the course, at least "C" or above or "pass" if the course is graded "pass/fail". (If the employee has taken multiple courses, the reimbursement is based on the average of grades received for the courses taken during that semester.) Proof of tuition payment from the school is required for reimbursement. This Program does not provide reimbursement for books, student fees, personal expenses, and other non-tuition costs.

The actual amount of reimbursement is subject to the availability of funds. Prior approval by the oversight committee does not guarantee reimbursement if the annual budget allocation is exhausted.

An employee may request, and may be approved for, up to two semesters per calendar year. The maximum amount an employee may be reimbursed is \$3,000 per calendar year, per employee.

Educational Leave

Subject to department needs and requirements, an employee may receive approved unpaid educational leave without the requirement to exhaust one's other paid time off benefits, as provided elsewhere in this Handbook. However, the employee may substitute compensatory time and/or vacation with the approval of the Department Head. An employee who takes an approved educational leave shall not lose his/her rights of length of service in relation to vacation or sick leave accruals; however, these benefits will not accrue while the employee is on leave. An employee on approved educational leave shall have the option of paying insurance premiums so as to remain a part of Wood County's health, dental, vision, and life insurance plans. The employee will pay the entire premium. If a premium is not timely paid, that will be treated as a discontinuance of that benefit and COBRA rights, as may apply, will be implemented.

Agreement for Continued Employment

By accepting tuition reimbursement under this Program and as part of the application process, the employee is agreeing to continue employment with Wood County for a period of no less than 36 continuous months in a full-time position following the date of the most recent reimbursement. Employees who do not complete 36 months of continuous full-time service following reimbursement will be required to repay the full reimbursement amount. The employee agrees to sign a promissory note, on a form provided as part of the application process, for this purpose.

If an employee resigns his/her position for any reason (including retirement) or is terminated before an approved course is complete, or if the employee voluntarily reduces employment to less than full-time, eligibility for reimbursement ends immediately. If the employee has already been reimbursed, but has not met the requirement for 36 months of continuous full-time service, Wood County will withhold the previously reimbursed amount from the employee's final paycheck(s). If that is not possible, Wood County will make reasonable efforts to collect the debt.

Tax Status

The rules of this Program are governed by the Internal Revenue Code. As such, certain reimbursements may be subject to income taxes or other withholdings, depending on the employee's particular situation. All reimbursements are processed on a pre-tax basis, regardless of whether they are subject to taxes or other withholdings or not. The payment of any taxes or other withholdings that may be due remains exclusively the responsibility of the employee. The rules of this Program may be modified at any time without notice to keep the program in compliance with the Internal Revenue Code.

GARNISHMENTS AND INCOME ASSIGNMENTS

Employees who are subject to a legal garnishment, and/or income assignment, may have a fee deducted from their paycheck to cover administrative charges in accordance with state or federal law.

II. WORK SCHEDULES AND PAY

PAY PLAN AND DEDUCTIONS

Wood County uses a two (2) week payroll cycle and employees are paid every two (2) weeks. For security and confidentiality reasons, pay statements will not be issued to anyone other than the employee without written authorization from the employee.

Certain payroll deductions and/or withholdings are mandated by law. These include:

1. **FICA (Social Security Tax):** The Federal Insurance Contribution Act (FICA) requires that a percentage of gross wages be deducted from paychecks each pay period. In addition, employer contributions to the fund equal or exceed what the employee contributes each year.
2. **Federal Income Tax Withholding:** Federal law requires that a portion of employee's wages be withheld for taxes. The amount deducted is based upon the amount of earnings and the number of dependents claimed as deductions. An annual statement of earnings and taxes withheld, IRS form W-2, will be provided to each employee by January 31, or the deadline determined by the IRS, for the preceding calendar year.
3. **State Income Tax Withholding:** In Wisconsin, state law also requires that a portion of wages be withheld for taxes. Like federal withholding, the amount deducted is based on earnings and the number of dependents claimed.

Some payroll deductions are for individual benefit options. These include, but are not limited to, the programs or options shown below. For more information regarding these plans, please contact the Human Resources Department or the plan documents.

1. **Wisconsin Retirement System (WRS):** WRS is the state mandated retirement plan that covers most state and county employees. The percentage contribution that is required by the employer and employee is set by state law and may change annually. For more information regarding this benefit, see the "Benefits" section of this Handbook or contact the WRS office at their toll-free number, 877-533-5020.
2. **Individually selected benefits:** Deferred Compensation or to establish a Flexible Spending Account.
3. **Insurance premiums:** Benefit premiums are based on the insurance plan(s) selected and the level of coverage. Premium amounts, communicated annually by Human Resources, are deducted from the employee's gross wages.

Employees are compensated on a bi-weekly, per pay period basis. Pay is based on the timecard information that has been completed, submitted, and approved. If an employee feels an error has been made on their pay statement, they should discuss it with their supervisor, the payroll representative at their facility, or the Payroll Administrator.

ATTENDANCE

Regular attendance is expected of all employees. Regular attendance includes arriving on time, taking breaks at the proper time and working until the end of the designated shift. If an employee is absent from work, it can cause a hardship for the rest of the department. An unsatisfactory attendance record may result in disciplinary action, up to and including termination. We understand that occasionally it is necessary for employees to be unexpectedly absent because of an illness or other unforeseen emergencies. Employees must inform their supervisor as soon as practical if they are unable to report to work. The supervisor has the right to know the basic reason for the absence and the anticipated return date. In some cases, including but not limited to, an absence of three (3) days or more, or contagious disease, the supervisor may require medical certification confirming the employee is able to return to work.

If an employee's attendance record is unsatisfactory, the supervisor will take appropriate disciplinary action, up to and including termination of employment. Failure to report for work for three (3) consecutive workdays without notification will be considered voluntary termination of employment.

As a public sector employer responsible directly to the taxpayers, principles of public accountability require Wood County to mandate all employees, including those covered by the Fair Labor Standards Act (non-exempt employees) and those excluded from its coverage (exempt employees), that employees be docked pay for any amount of time not worked, except when paid leave is requested and available as a defined benefit. All Wood County employees, except for elected officials, are subject to the attendance requirements detailed above.

OVERTIME/COMPENSATORY TIME

Exempt Employees

An exempt employee required to work more than eight (8) hours per day shall receive compensatory time on a "straight time" basis (hour for hour), for any time worked over eight (8) hours per day. To qualify for compensatory time off, the work must involve a specific project or meeting that cannot be performed during normal work hours. Paid time off is not counted as hours worked for compensatory time purposes. Accrued compensatory time may be taken with approval of the supervisor. An exempt employee may accumulate up to eighty (80) hours of compensatory time. No compensatory time may be accrued beyond eighty (80) hours and no accrued compensatory time will be paid out, either at the time it is accrued or at termination. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

Non-exempt Employees

A non-exempt employee who works more than forty (40) hours in one (1) week will receive overtime pay, at the rate of one and one-half (1½) hours for every one (1) hour worked in excess of forty (40) hours. If there is a mutual agreement between the employee and the supervisor, the employee may take the overtime as "compensatory time earned" at the rate of one and one-half (1½) hours for each one (1) hour of overtime worked. To qualify for overtime or compensatory time off, the employee must have approval from their direct supervisor to work any additional hours beyond their normal or regular schedule.

Paid time off is not counted as hours worked for overtime/compensatory time purposes. The employee should attempt to schedule compensatory time off so it does not unduly disrupt the operations of the department, and with approval of the supervisor. A non-exempt employee may accumulate up to eighty (80) hours of compensatory time. Overtime hours worked after an accumulation of eighty (80) hours of compensatory time will be paid at the appropriate overtime rate. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head. Accrued compensatory time will be paid out at the time of termination for non-exempt employees.

For some 24/7 departments and facilities, compensatory time may be computed on any hours worked in excess of eighty (80) hours in a pay period.

Part-time Employees

Part-time non-exempt employees must work over forty (40) hours a week to qualify for overtime pay or compensatory time off. Part-time exempt employees earn compensatory time off after eight (8) hours worked in a day. Work outside of a part-time employee's "normally scheduled work week" does not automatically qualify for overtime pay or compensatory time earned. Overtime pay/compensatory time earned will be calculated based on the rates in the exempt/non-exempt employee guidelines.

Compensatory Time Off Records

To ensure the accuracy of our payroll and attendance records, all compensatory time (both worked/earned and taken off) must be recorded on the timecard. Employees should talk to their supervisor, or contact Human Resources, with questions regarding compensatory time.

JURY DUTY/WITNESS PAY

Jury Duty

If an employee is called to serve jury duty, they will continue to receive their regular pay based on the number of hours they are regularly scheduled on the days they are required to miss work, for no more than thirty (30) days in one (1) calendar year. To be eligible for this compensation, employees will need to return the completed jury duty form, and any compensation, not including mileage, issued from the Clerk of Courts office. To be eligible for this compensation, the employee will provide verification of jury service to their supervisor.

Witness Pay

If an employee is subpoenaed as a witness by Wood County, or in relation to their Wood County duties, they will continue to receive their regular pay based on the number of hours they are regularly scheduled to work, on the days they are required to miss work. To be eligible for this compensation, the employee will provide a copy of the subpoena to their supervisor.

Return to Work

If an employee is excused from jury duty, or as a witness, on a particular day, the employee will be expected to return to work, provided there are two (2) or more hours remaining in the workday.

WAGE PLAN

Wood County has established a wage plan for all positions that maintains a fair rate of pay for all full-time and part-time positions. The wage rate for a position is compared to both the internal comparable positions and to comparable positions outside of Wood County employment. "Comparable positions" are other jobs that perform similar types of work and require similar basic skills. Each job is evaluated based on a number of factors and then assigned a salary "Grade". Each salary grade has eleven (11) total steps.

Salary Increases

The actual wage rates for each salary grade are evaluated and wage increases (typically referred to as "cost of living adjustment" or COLA) are approved, as appropriate, by the Wood County Board of Supervisors.

Step Increases

There are eleven (11) steps, or salaries, for each job grade with the normal starting salary being Step 1. Step 6 is considered the "control point". The control point is the market average wage for that type of work. Employees will normally progress one step per year to Step 11 based on years of service and satisfactory performance. Employees are typically hired at Step 1 and, with a satisfactory annual review, will move up one step annually on January 1st. For more detailed information regarding step increases, employees should contact their supervisor or Human Resources.

Merit Pay

Employees who are eligible to receive a "merit" increase may progress past Step 11. Merit increases are awarded based on the employee's performance over the past year and on the amount of money budgeted for merit increases each year.

Annual Salary Grade Appeals

Every year there is a thirty (30) day window for employees to request a review of their position. If the duties or responsibilities of a position have significantly changed, the employee may request to have their position reevaluated. To do this, the employee shall submit a completed appeal form to their supervisor by the deadline set forth by Human Resources, along with a completed Job Description Questionnaire (JDQ) showing the changes from the previous JDQ. Appeal forms are available from Human Resources. If the supervisor and Department Head support the appeal, the Department Head shall forward it to Human Resources by the deadline communicated. Human Resources will forward the appeal for review. The Executive Committee will review the recommendations regarding the appeal and make a final decision if the appeal will be approved, denied or referred for further consideration. The employee will be informed of

the review results. If the wage grade is changed as a result of an appeal, the change will be effective on January 1st of the following year.

New Position Reviews

A new position will require a job description which is reviewed and ranked by the Department Head and Human Resources. One year after the position has been operational, a formal JDQ may be submitted for ranking based on any changes that may have occurred during that first year in the role. Recommendations for any adjustments based on evaluation may be implemented by Human Resources without further review or approval.

Market Reviews

A position that is found to be below the competitive market rate based on available market survey information, in conjunction with a history of at least 12 months of unsuccessful recruitment or retention due to market rates, will be reviewed by the Executive Committee upon the recommendation of Human Resources. This may include positions that are already in a pay grade, or positions that are seasonal, limited term employment, or casual. If the position is found to be below market to the detriment of Wood County's efforts to recruit or retain critical staffing, the Executive Committee may approve a pay grade adjustment for the position. Positions moved based on market reviews will be noted as such in the Wood County Pay Structure Plan, and will be reviewed the following year to ensure the move remains appropriate to the market.

RECRUITMENT AND RETENTION

The purpose of this policy is to provide departments with the necessary tools to be able to recruit and retain quality employees in an ever-changing job market while working within Wood County's current pay plan structure.

Employee Recruitment Guidelines

Departments have the ability to hire new employees up to Step 6. Departments also have the ability to negotiate up to two (2) weeks of vacation for new hires. If a department needs to offer Step 7 or above, the Department Head will work with the Human Resources Director to review and finalize the offer. If the Department Head and Human Resources Director are unable to come to an agreement on an offer, the hiring department's oversight committee will make the final offer decision.

Employee Retention Guidelines

Department Heads have the ability to advance employees who are identified as working above average to skip one step per year higher on the pay scale, up to Step 6.

Wage Plan Review

In order to stay competitive, the wage plan should be reviewed by the Executive Committee every two years to ensure its effectiveness and verify the plan has kept up with current market values.

LUNCH PERIODS AND BREAKS

Employees will receive a thirty (30) minute, forty-five (45) minute, or one (1) hour lunch period as determined by their supervisor or the Department Head. Where possible, Wood County offices are to remain open during the lunch hour and employees shall stagger their lunch periods to accommodate this schedule.

Normally, each employee should be scheduled for a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon during the normal workday based on the ability of the department to relieve the employee from their work duties. Breaks not taken are lost. Breaks cannot be accumulated and/or used to extend lunch periods or to shorten the workday, unless approved by the supervisor for an approved wellness activity as permitted by the Employee Wellness Policy. Break times should be established by the supervisor or Department Head.

Part-time employees may receive breaks based on their daily work schedule. Part-time employees scheduled to work less than four (4) hours would not normally be scheduled for any breaks. Part-time employees working between four (4) and eight (8) hours in any day, may be scheduled for fifteen (15) minute breaks and a lunch break.

In some cases, departments, shifts, or specific positions may be required to have a different lunch or break schedule. In those cases, the Department Head has the authority to approve the adjusted break times subject to approval by the Human Resources Director. Short term adjustments of break times due to work needs do not require prior approval of the Human Resources Director. Lunch breaks of thirty (30) minutes or longer will not be paid time.

III. POLICIES AND PROCEDURES

CONFIDENTIALITY

In the course of employment, employees may have access to confidential Wood County or personal information. All employees have a strict and legal responsibility to protect the confidentiality of this information. This may include information concerning Wood County's practices, employee records, client information, court records, and so forth. Failure to properly protect confidential information may result in legal action against the employee and/or Wood County. Any violation of this policy may subject the employee to discipline, up to and including termination of employment. Questions regarding the confidentiality of information or of an employee's responsibilities related to confidentiality should be discussed with the direct supervisor or Corporation Counsel at the earliest possible time.

Open Records Requests. As a governmental agency we are subject to "Open Records" laws. This means that anyone may request specific information in writing, and in most cases, we are required to provide them with the information in a timely manner. However, in some cases the information requested should not be released, or there may be several things that must be done before the information can be released. When any request for information is received, whether the person calls it an "Open Records" request or not, the employee in receipt of the request should discuss it with their supervisor or Corporation Counsel prior to providing the information.

FITNESS FOR DUTY

For health, safety, and protection reasons, all employees are expected to be mentally and physically ready for work when they report to work. If for any reason an employee feels they are not able to report for work, they should notify their supervisor according to the department policy, but at least prior to the start of the shift.

If a supervisor, or any member of management, feels that an employee is unable to mentally or physically perform their duties in a safe manner, the employee may be required to submit to an examination by a qualified person to determine fitness for duty. This includes, but is not restricted to, a qualified medical practitioner or drug and/or alcohol testing. If the provider determines the employee is able to perform their duties, the employee will be paid for all missed work hours. If the provider determines that the employee is not fit for duty, any time missed after the determination will not be paid and the employee may receive disciplinary action up to and including termination of employment. Failure to submit to mandatory fitness for duty testing will be considered voluntary termination.

Wood County maintains a mandatory drug testing procedure which is available for review in the Human Resources Department. Some positions, including any position requiring a Commercial Driver's License (CDL), are subject to random drug/alcohol testing, due to the nature of their duties or state and federal laws.

An employee's off-duty physical or mental condition is a private issue, unless it affects or impairs their ability to perform their duties in a satisfactory manner. In that case, Wood County may take corrective action or provide accommodation, where appropriate.

PERFORMANCE EVALUATIONS

Employees should know what performance is expected from them and how their supervisor views their performance. This is usually done on an informal basis through frequent interactions between the employee and supervisor in normal business conversations. However, there is a benefit to having a formal performance evaluation completed annually. Each year, supervisors will meet with their employees to discuss how they view the employee's performance compared to the expectations of the job. During this discussion, a Performance Evaluation form will be completed. Employees should review all ratings and written comments, and if they choose, may add or attach their own comments to the form.

After the original has been signed, a copy should be provided to the employee and the original forwarded to the Human Resources Department to be placed in the employee's personnel file.

The performance evaluation form is divided into several performance factors. This allows for discussion of specific areas or competencies related to the employee's job. A rating of "satisfactory" indicates that the employee is performing that skill or competency at the level expected. To obtain a rating of "satisfactory", the employee should be able to handle their duties on a daily and weekly basis with minimal instruction or assistance.

Performance evaluations are important because they provide an opportunity for discussion. It allows an open discussion between the employee and the supervisor about performance expectations, giving recognition, challenges and concerns, and setting goals for the next year. The employee has the ability to share their desire to learn additional skills or duties. The supervisor can provide insight on where the employee exceeds expectations, meets expectations, and where they can improve on current skills. Evaluations may be done mid-year if there is a significant reason to do so. Performance evaluations should also be done at the end of any introductory period, or if the employee transfers to another Wood County position.

If an employee receives a rating of less than satisfactory in any category or competency, the supervisor will provide clear expectations regarding the level of performance needed and required to obtain a satisfactory rating. The employee may be placed on a Performance Improvement Plan (PIP), which is intended to provide greater transparency and communication between the employee and the supervisor during a specified period of time. The PIP includes a formal document and process that is intended to help the employee by providing detailed areas of concern, clear and written expectations for success, and regular feedback and communication with their supervisor. A copy of the PIP will be placed in the employee's personnel file.

Performance evaluations are intended to be a candid dialog between the employee's supervisor and the employee on how well the employee is doing in meeting their specific job expectations. The supervisors rating should be based on clear job expectations and all employees in a job classification should be evaluated on similar factors and levels of expectations. Hopefully both the supervisor and employee agree on the ratings, however, that may not always be the case. If an employee feels their evaluation does not accurately reflect their performance and one or more factors are rated below satisfactory, the employee has the option to submit a written statement to be attached to and filed with the evaluation form.

TERMINATION OF EMPLOYMENT

Voluntary Termination

Attendance at work is critical to assist in a smooth transition as an employee prepares to leave Wood County employment. Any employee who voluntarily resigns is expected to provide at least fourteen (14) calendar days advance written notice to his/her immediate supervisor. This notice should include the effective date and reason for resignation. It is expected that the employee will continue to work during this fourteen (14) day period. However, should Wood County choose for any reason, other than misconduct, to release the employee sooner, the employee will be paid for their remaining time up to the anticipated last day of work, but not to exceed two (2) weeks. Unless released from duty prior to the effective date of resignation, the last day the employee physically reported for work will be the last date of employment.

During the last two (2) weeks of employment, the employee is expected to work all scheduled hours. Good faith use of preapproved vacation, or illness related sick time is allowed, if approved by the supervisor, following the usual departmental procedures. Any use of unpaid time or accrued compensatory time requires prior Department Head approval. Employees will be paid for earned and accrued vacation. Non-exempt employees are paid for any accrued compensatory time that they have not taken. The last day of work will be the last day the employee reported for work. Paid leave benefits, paid time off or holidays do not extend the final date of employment.

In some professional positions, a thirty (30) day notice is requested to ensure an efficient and smooth transition of duties. However, in all cases, providing the most notice possible is advantageous for all parties involved.

Involuntary Termination

Employees who are terminated involuntarily will be paid for earned and accrued vacation. Non-exempt employees will be paid for any accrued compensatory time that they have not taken.

Retirement

Wood County funds an excellent retirement plan for employees through the Wisconsin Retirement System (WRS). When nearing retirement, employees should contact both the Benefits Administrator in the Human Resources Department, and WRS (toll free number 877-533-5020) to discuss their individual situation and retirement options. Once an employee has decided on a retirement date, written notice should be provided to the supervisor with as much notice as possible, but at least fourteen (14) calendar days' notice.

Exit Interviews

An exit interview may be conducted for anyone who leaves Wood County employment. This exit interview is held to obtain open and honest opinions from the exiting employee on their experience while working for Wood County. The insight provided may lead to improvements. At the exit interview, Human Resources will also provide complete information on any employee benefits that are applicable.

REQUEST FOR EMPLOYMENT REFERENCE CHECKS

Wood County will respond to factual questions regarding an employee's work performance or attendance, provided the individual requesting the information has a need to know and Wood County is supplied with a satisfactory and current release of information signed by the employee. Normally the request for information is directed to the Human Resources Department, but occasionally the request is directed to the person's former supervisor. Any requests for an employment related reference check, or verification of employment, should be referred to the supervisor, Department Head, or the Human Resources Department.

Occasionally supervisors are asked to be a "personal reference". Unfortunately, any answer given by a member of management is considered to be a professional reference, not a personal one, even if it is not on work time. Therefore, supervisors need to be very careful on how they handle such requests. If a supervisor has a concern with providing a reference, they should contact Human Resources.

EMERGENCY FACILITY CLOSURES

Although it does not happen frequently, there may be some circumstances under which the Wood County Courthouse, Wood County offices, or a Wood County department would be ordered closed. In those cases, employees would be notified by an announcement on local radio stations. Additional notification may be given on local TV stations or personal notification to employees. The ultimate decision to close Wood County offices rests with the Wood County Board Chairperson. Any emergency closure will be considered an "emergency layoff" and will be handled in accordance with that policy. In case of a county-wide closing, the Wood County Clerk's office staff is responsible for notifying the media.

Inclement weather may make it impossible for some employees to report to work, or require employees to leave work before the end of normal office hours, or require employees to remain at work for the next shift. The decision to report to work during inclement weather, or to remain at work, is an individual decision based on a number of individual factors. We urge all employees to seriously consider their own safety, the safety of their family, as well as the needs of Wood County in these situations. If an employee is unable to report to work, or will need to leave early due to inclement weather, they should notify their supervisor as soon as possible. Employees may request that this time off be charged to unused vacation, compensatory time, or they may take the time unpaid. Sick leave may not be used.

LEAVES OF ABSENCE

Wood County may authorize a leave of absence (leave) for an employee for a select number of reasons. The employee's rights, responsibilities, and benefits under various types of leave are discussed below. Wood County reserves the right to verify the need for the leave.

Family Medical Leaves

Wood County understands that occasionally employees may need to miss work due to a family medical crisis. We intend to abide by the state and federal laws that apply to when and how Family and Medical Leave Act (FMLA) requests are granted. These rules cover how many hours a person must work prior to the absence to qualify for a leave, who is covered by FMLA, and what conditions qualify for a leave. If an employee anticipates an absence due to the birth or adoption of a child, a serious medical condition for themselves or a family member, or a military family or caregiver leave, the employee must obtain a "Family Medical Leave Request Form" from the Human Resources Department (also available on the Human Resources Employee Intranet) or the facility business office, to determine if the employee would qualify for an FMLA leave. Completed forms must be returned to Human Resources thirty (30) days prior to the start date of the leave. If an unforeseeable illness occurs, the completed form must be returned to Human Resources no later than three (3) days after returning to work. Employees should contact the Benefits Administrator in the Human Resources Department with any questions.

If Wood County determines that an absence qualifies for FMLA leave, a leave will be granted even if the employee has not requested one. This is done to ensure that we fully comply with both the state and federal laws. Employees granted a Federal FMLA leave will be required to use any accrued benefit time (including sick time, vacation time, compensatory time, and floating holidays) starting the first day of the FMLA leave. Employees granted State FMLA leave may choose to use any accrued benefit time starting the first day of the FMLA leave, but are not required to substitute paid leave. If an employee is granted both State and Federal FMLA leaves, they will run concurrently. In this case, the employee has the option to use paid time or not for the combined state/federal portion of the leave. Once the state portion of the leave runs out, the employee will be required to use accrued benefit time if they have any, unless the employee has filed a short or long-term disability claim.

The following is a brief overview of the qualifying number of hours worked and amount of FMLA available to employees. It is only intended to summarize appropriate FMLA Laws and employees should direct specific questions to the Benefits Administrator.

FMLA OVERVIEW

Leave Reason	Type of Leave	Qualifying Hours	Amount of Leave Available	Pay Status (4)
Birth or Adoption of a Child	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 6 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time
Personal Illness or Injury	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 2 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time
Family Illness or Injury	State	Employed 52 weeks & 1,000 total hours (1) in last 12 months (3)	Up to 2 weeks	Employee may use paid time
	Federal	Employed 1 year & worked 1,250 hours (2) in last 12 months (3)	Up to 12 weeks	Employee must use paid time.

Maximum Time In a Year	State Federal	Total 8 weeks Total of 12 weeks
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- (1) Calculated as hours worked including holidays, sick, comp, and vacation time.
- (2) Calculated as only hours actually worked.
- (3) Based on 52 calendar weeks prior to the first requested date of the leave.
- (4) Where State and Federal Leaves run concurrently, the state benefits will apply until those benefits are exhausted.

Personal Leaves

Employees may be granted personal leaves to resolve urgent personal issues. A personal leave is not intended to be a medical leave, however if an employee does not qualify for FMLA or has exhausted all FMLA leave, they are able to request leave under this policy. Such leave is not intended to be used as unpaid vacation time off.

- Unpaid leaves may be granted only after an employee has used all accrued paid time (vacation, compensatory time, floating holiday, sick, etc.).
- The Department Head may grant an unpaid leave of up to thirty (30) days.
- The department's oversight committee may grant a leave of three (3) months or less.
- The Executive Committee may grant a leave of up to six (6) months.
- The total time away from work for a personal leave should not exceed six (6) months.
- Personal leaves should be requested through the "Leave of Absence Request Form".

Political Leave

The Wood County Board of Supervisors may grant a leave of absence to any employee assuming a county elected office for the period of time up to one (1) term of that elected office. The leave will commence on the day of swearing in and run to the last day of the term. Such political offices shall be those as set forth and designated by Wisconsin Law or the United States Constitution, and such positions must constitute a full-time endeavor. A political leave of absence may not be available for all positions. Employees interested in seeking a political leave of absence should consult with Human Resources with any questions. Political leaves should be requested through the "Leave of Absence Request Form".

Education Leave

A leave of absence up to twelve (12) consecutive months may be granted for attendance at a college, university, vocational-technical, or similar accredited school, as part of an approved Career Advancement Program, if approved by the Department Head and the employee's oversight committee. Education leaves should be requested through the "Leave of Absence Request Form".

Military Leave

Wood County promotes the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in the United States Armed Forces. Military service is defined as active duty, initial active duty for training purposes, and/or active and inactive military training duty. Requests for military leave should be submitted in writing, accompanied by the order to report to active duty, to the supervisor who will review it with the Human Resources Department. Employees must notify their supervisor of the need for a military leave of absence as soon as the Order(s) are published, or the Inactive Duty Training schedule is available.

General Conditions of All Leaves

- Unpaid leave status will be effective from the date immediately after the expiration of paid time (sick days, vacation, etc.) or FMLA, whichever is longer, and until the date the employee is able to return to work, or the maximum approved leave time expires. Intermittent leave time or partial day leaves shall not be granted without prior approval of the Human Resources Department.
- Unpaid leaves should be requested and approved in writing. Employees should complete the "Leave of Absence Request Form" form or a FMLA leave request form, if the leave is for medical reasons. The completed form should be submitted to Human Resources as soon as possible, but no later than during the first week of absence. Wood County may require medical or other verification of the need for the leave. Wood County may also require periodic verification of the need for the leave.

- Employees are expected to return from leave as soon as possible, regardless of the expiration date of the leave. If the employee is unable to return to work on the first regularly scheduled work day after the leave expires, the supervisor must be notified as soon as possible, but no later than the start of the scheduled work shift.
- Leaves are not to be used for other employment or purposes other than the reason given at the time the leave was granted.
- Wood County will attempt to keep the position open until the employee returns from the unpaid leave status. However, if business conditions warrant, the position may be filled on either a permanent or temporary basis at Wood County's discretion and in accordance with federal and state law.
- Continuation of any insurance benefits are explained in the "Insurance" section of this Handbook or in the Wood County Benefits Guide. However, the employee is responsible to ensure that benefits are maintained and provisions have been made for the premiums to be paid.
- Leaves for medical reasons, FMLA, or military service will be considered as "time worked" for length of service purposes. Personal, political, or educational leaves longer than a total of thirty (30) days will not be considered as time worked for time-off accrual purposes unless prior approval has been received from the Human Resources Director or Executive Committee.
- The benefits described in this section do not change the at-will employment relationship with Wood County.

DISCRIMINATION/HARASSMENT

Wood County is an equal opportunity employer and as such is committed to maintaining a workplace free of discrimination against any protected group. Wood County will support both the spirit and intent of all state and federal statutes relating to affirmative action and specifically, sexual harassment. In keeping with this commitment, Wood County will not tolerate discrimination, sexual harassment, or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy and all state and federal statutes relating to affirmative action. If any employee feels they, another employee, or a member of the public have been the victim of discrimination or harassment they should immediately notify one of the following: supervisor, Department Head, Human Resources Director, or Corporation Counsel. If a complaint is received, or if a situation is thought to exist which could be construed as harassment or discrimination, Wood County will take the necessary steps to investigate the situation in a sincere and timely manner. If harassment, inappropriate actions, or any other violation of Wood County policy, state or federal statute by any person is determined to exist, Wood County will take the appropriate steps to correct the situation.

Sexual Harassment/Discrimination

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, as a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, or name calling, or communications containing any of the above.

Designated Contact Persons

Any employee who believes they have been subject to discrimination including sexual harassment, should immediately report the matter to their supervisor, Department Head, or to the Human Resources Director. If for any reason, the complainant is uncomfortable reporting the action to any of these representatives, they may report it to the Corporation Counsel. If any member of management receives a complaint, or is aware of a situation that may constitute discrimination or harassment, they should immediately notify the Human Resources Director.

Investigation/Resolution of a Complaint

It is the policy of Wood County to investigate all complaints of harassment or discrimination promptly. Wood County will, to the extent possible, maintain the confidentiality of those involved in the complaint and investigation. If the investigation confirms that harassment or discrimination has occurred, Wood County will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint may or may not be notified of the final determination prior to closure of the complaint. Wood County forbids intimidation of or retaliation against anyone for reporting harassment or discrimination or otherwise assisting in the investigation of the complaint.

Employees found to have violated this policy will be subject to disciplinary action up to and including termination of their employment.

OTHER EMPLOYMENT

Wood County employees are generally not able to hold another regular position with Wood County that requires compensation. This does not preclude employees from holding temporary assignments in addition to their regular duties. There may be instances in which it would be beneficial to both Wood County and the employee to hold two separate positions. This would be allowable if the affected departments are amenable on the joint scheduling, the employee has interest in, is qualified for, and is selected to hold dual positions, and the dual employment arrangement has the approval of the affected Department Head(s) and Human Resources.

Wood County employees are allowed to hold a job outside of Wood County employment provided the other job does not distract, discredit, or interfere with his/her employment with Wood County. If the other employer is a vendor of Wood County, or the employee is considering working for a vendor of Wood County, the employee is encouraged to disclose the employment relationship with the Department Head and Human Resources to ensure the situation does not present a conflict of interest or violate state ethics laws.

Volunteer Work

Employees may volunteer to help on a Wood County related project as long as the project does not relate to the type of work they normally perform for Wood County. Questions regarding volunteer work should be directed to the employee's Department Head or Human Resources.

TOBACCO USE POLICY

Wood County is committed to providing healthy, clean and productive workplaces for our employees and those who visit these places. In support of our commitment to a culture of health, we have adopted this policy prohibiting the use of tobacco products in Wood County buildings and structures, on Wood County property and grounds and in all Wood County vehicles and equipment, except in designated areas.

"Wood County buildings and structures" includes any building or structure owned or leased by Wood County and any real property or grounds owned or leased by Wood County. This excludes all Wood County Park and Forestry Properties.

"Wood County vehicles and equipment" is any vehicle or equipment owned, rented or leased by Wood County.

"Tobacco products" includes cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, cheroots, stogies, periques, smoking tobacco, cavendish, plug and twist tobacco, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

It is prohibited for anyone to use tobacco products in or on Wood County buildings and structures, on Wood County property, or in or while operating Wood County vehicles or equipment, except in designated areas. Every attempt will be made to assure designated areas are 25 feet from any door, other entrance, or window. Employees are prohibited from

smoking during working hours, except during a break or lunch period.

Department Heads with primary responsibility for operations performed on that site are delegated responsibility to ensure compliance with this policy.

UNEMPLOYMENT COMPENSATION

Wisconsin Unemployment Compensation laws cover employees of Wood County. Employees who lose their job, or have a reduction in work hours, may have a legal right to file for Unemployment Compensation through the State of Wisconsin Unemployment Insurance. The state laws will then determine if or how much benefits the employee will receive. Wood County does not determine eligibility for unemployment benefits. All questions regarding unemployment claims should be directed to the State of Wisconsin Department of Workforce Development, Unemployment Insurance Division.

WORKERS' COMPENSATION

Wisconsin Workers' Compensation laws cover employees of Wood County. If an employee is injured while performing the duties of their job, they have a legal right to file for Workers' Compensation benefits through the Wood County Safety/Risk Management Department. All questions regarding Workers' Compensation claims should be directed to the Safety/Risk Manager.

If injured on the job, no matter how insignificant, if medical attention is sought, the employee must immediately notify their supervisor (or another member of management) that a work related injury has occurred. Failure to report an injury in a timely matter may cause the original injury to become worse and may also result in disciplinary action. No employee will suffer any retaliatory action as a result of filing a Workers' Compensation claim. Questions regarding Workers' Compensation should be directed to the supervisor or the Safety/Risk Manager.

TRAVEL

Wood County will reimburse employees for actual necessary and reasonable itemized travel costs incurred while on authorized Wood County business, other than to a location that is considered as the employee's normal work site. Wood County may specify the mode of travel used to ensure that travel costs are reasonable. Commuting expense between an employee's residence and their normal place of employment is not reimbursable. All travel must be pre-authorized by the supervisor or Department Head in order to be eligible for reimbursement. Employees may receive mileage reimbursement based on the IRS rate for all authorized travel in a personal automobile. A completed and approved travel expense form is required before reimbursement will be made. Wood County Board Rules specify how travel must be approved. Receipts are required for air, train, or rental car travel, hotel and motels, conference registration and other items, as stated in the Wood County Board Rules.

Expenses for meals and reasonable tips do not require a receipt, but are limited to the amount set by the Wood County Board Rules, which, as of April 19, 2016 are:

	Morning Meal (Breakfast)	Noon Meal (Lunch)	Evening Meal (Dinner)
Amount Not to Exceed	\$8.00	\$12.00	\$18.00
Reimbursement Eligibility	Leave before 6:00 a.m.	Leave before 10:30 a.m., Return after 1:30 p.m.	Return after 6:00 p.m.

Employees attending a conference, seminar, or event where a meal, or meals, are provided as part of the registration or attendance fee are not eligible for an additional meal reimbursement under this policy for the meals that are provided.

ACCOMMODATIONS FOR MOTHERS OF NEWBORN CHILDREN

Wood County recognizes that natural breastfeeding of infants is an excellent method of providing the infant with a healthy start on their development. To facilitate the breastfeeding process, Wood County will take appropriate measures to

facilitate breastfeeding and expression of milk by mothers of newborns less than one year of age. Because each case may be different, Wood County encourages the mother to discuss her particular needs with her supervisor or with a representative of the Health Department.

- Wood County will designate an appropriate and private lactation room for mothers to use for breastfeeding or to express milk. If the mother prefers she may use her private office area.
- Wood County will make other reasonable accommodations to provide a comfortable and private environment for the mother to breastfeed or express milk, when access to a lactation room is not practical because of the work environment or duties.
- The Wood County Health Department will provide information to mothers regarding breastfeeding or expression of milk.
- Mothers may use paid break times and/or unpaid lunch breaks for breastfeeding or expression of milk. If the designated break times are not adequate, or the scheduled break time does not meet the needs of the mother, she should discuss scheduling options with her supervisor. If the normal break time is not adequate, the mother may use compensatory time, vacation time, or approved unpaid time off in the smallest increment of an hour normally approved for that department. Sick time would not be an option.
- Scheduling of the lactation room is the responsibility of the mother(s) using the room.
- Employees will be expected to provide their own equipment and refrigeration as needed.
- Mothers needing special accommodations should discuss it with their supervisor, a representative of the Health Department, or Human Resources.
- The department may also make accommodations for the mother to breastfeed the newborn.

LOST AND FOUND ITEMS

Wood County feels that whenever practical, personal items should be returned to their rightful owner. Any perception that a Wood County employee acquired an item at the expense of a private party, would create a negative public image and is potentially an ethics violation. Any lost items that are recovered by Wood County employees must be retained for a reasonable period of time, giving the proper owner an opportunity to reclaim the item. If the owner does not reclaim the item in a reasonable period of time, the item will be donated to a charitable organization, sold at a periodic public sale, or disposed of in the trash. No Wood County employee, family member, or member of the general public may take ownership of a retrieved item for any reason except by purchase at auction on personal time.

Guidelines

- Any item that is found should be taken to the designated "lost and found" area for that facility.
- Any employee finding, or given a lost item should deliver it to the appropriate lost and found area as soon as practical in keeping with their normal duties. Any attempt to transport a lost and found item off Wood County premises other than to the lost and found area will be interpreted as an attempt to take ownership of the item in violation of this policy. Such action may result in disciplinary action up to, and including, termination of the person's employment.

The designated area for the Courthouse is the Emergency Management department. The designated area for the River Block building is the main reception desk at the first floor entrance.

RIGHT TO SEARCH POLICY

In an effort to ensure safe, secure, and cost effective operations of Wood County, Wood County and its representatives have the right to search any and all employees while on, or in, any Wood County controlled building or grounds, or while performing duties associated with their work. This includes, but is not limited to, the person's clothing, vehicles, workplace, handbag, locker, electronic or telephone communications or activities, and other items under that person's control, or used in performance of their work or used while at work. Such searches should be conducted in a reasonable manner, and may be with or without cause, prior notice, or suspicion. Wood County will strive to maintain an atmosphere of respect for all parties if a search is administered. A request to search a person's property, garments or workplace is not to be interpreted as an accusation of any sort. Any results of a search may be used in disciplinary

actions or referred to legal authorities for other action. All searches shall be performed in a legal manner in keeping with appropriate state and federal guidelines. Failure of an employee to submit to a search will result in disciplinary action up to, and including, termination of the person's employment with Wood County.

Employees, including full-time, part-time, casual, temporary, contracted employees, and volunteers, are not to bring any personal items, equipment or similar items to work or the workplace with any expectation of privacy. They are not to use any locker spaces, storage containers, closets, or similar areas with any expectation of privacy. Employees are restricted from using any private or personal locks or similar devices to secure items or areas without prior approval of the Department Head, and if approved, the employee must furnish a key or combination to their supervisor with the understanding that such area may be opened at any time without prior notice to the employee.

Personal vehicles may be parked on a daily basis in Wood County parking lots or areas. This benefit is optional to the employee and does not create any form of responsibility for Wood County. Vehicles are subject to search per this policy, based upon reasonable suspicion. Employees are exempted from the requirement to furnish the Department Head with a key or combination to personal vehicles.

All searches should be performed in a discreet manner and the employees' rights and dignity should be considered prior to, during, and after the search. A request to search a person's property, garments, or workplace is not to be interpreted as an accusation of any sort.

All persons being searched have the right to a witness, and they should be informed that the search may lead to further discipline or legal actions. A search will not be unreasonably delayed until a specific witness is available. If the requested witness is not reasonably available, the person will need to select another witness.

Employees may request to have a qualified third party perform the search. The employee does not have the right to select the individual who will be performing the search. The third party would not reveal any confidential or personal information resulting from the search that was not in violation of Wood County or facility policy, but would confirm if there was or was not a violation of Wood County or facility policy. All law officers are considered to be properly trained to conduct searches.

Searches may include, but are not limited to, the person, any lockers, or other spaces used by the individual, work areas or workspace, work equipment, electronic communications, handbags, parcels, vehicles, clothing or similar items or areas. Search of electronic activities or communications does not require prior notice, the employee's presence or a witness, pursuant to Wood County policy.

All searches of Wood County employees will be considered as paid work time for the person being searched and witnesses. No minor person shall be searched without notification to the parent or legal guardian or prior approval.

TELEWORK POLICY

Teleworking, or telecommuting, is the concept of working from home or another remote location. As Wood County is committed to conducting its business to best serve the needs of our citizens, customers, clients, patients, and members of the public, teleworking is generally not available for Wood County positions. However, there may be times when it is necessary and beneficial for an employee to work remotely and therefore this option may be available, only at the direction and approval of the Department Head.

If an employee is approved for telework, it must be on a temporary or limited short-term basis. No position at Wood County is eligible for full-time remote work. Wood County has the right to refuse an employee's request for telework as well as the right to terminate a telework agreement at any time.

Any employee who is given authorization to work from home must comply with an IT-approved remote access methodology and have appropriate systems access privileges to the Wood County network to ensure that their connection is secure. Employees must maintain a heightened sense of security when working remotely so that the

security and confidentiality of Wood County systems and network is never in a position to be compromised. Any questions or concerns about remote connectivity security should be directed to the IT Department.

The employee's compensation, benefits, work status, and work responsibilities will not change as a result of teleworking. The employee must accurately report all hours worked remotely on their timecard. Failure to accurately report hours is a violation of this policy.

The employee must have a dedicated workspace at their remote or home location for safe placement of equipment to be used while teleworking. It is the responsibility of the employee to maintain this workspace in a safe condition, free from hazards to the employee and equipment. Wood County will not reimburse an employee for any internet or communication charges incurred at their personal residence for this purpose.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

WELLNESS POLICY

Wood County recognizes that in order for employees to be effective in their roles, they need to be physically, mentally, emotionally, and spiritually healthy. To that end, we will make every effort to support employees in achieving their wellness goals. During work hours, one means of providing that support is to allow employees to use their lunch and other breaks collectively to work toward their wellness goals.

Objectives

1. To provide a culture of wellness where employees feel supported and empowered to work toward their individual wellness goals.
2. To contribute to a workforce that is healthy, present, and productive.
3. To provide flexibility during work hours to maximize well-being.

Employees who wish to combine their breaks for wellness activities should request to meet with their supervisor to discuss the feasibility of doing so. Adequate coverage must be assured. If feasible, the supervisor may approve an employee to combine their breaks with their lunch to allow a longer period of time, not to exceed the normal daily combined break time. Breaks cannot be used to delay start times or for early release.

IV. PERSONAL CONDUCT AND DISCIPLINE

DISCIPLINARY GUIDELINES

Wood County employees are expected to follow established work rules, policies and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of their department and Wood County as a whole. Supervisors have the responsibility to ensure that work expectations are clearly understood by their employees, and that they have had adequate opportunity to learn the required skills and duties. In the majority of cases, Wood County employees meet or exceed these expectations. However, when employees fail to perform to the expected level, their supervisor will be responsible to take corrective action. If the first corrective action does not resolve the problem, the supervisor should take progressively more severe disciplinary action until the problem is resolved.

Supervisors administering corrective discipline should document the performance issue to be corrected and each step of the disciplinary process. Copies of disciplinary actions will be provided to the employee, and will be kept in the employee's personnel file. Demotions and terminations must be approved by the Human Resources Director, or their designee, before such actions are taken. In the event that dismissal is anticipated and the Human Resources Director, or their designee, cannot be reached, the employee shall be suspended by the person in charge of the department at that time, pending review.

The disciplinary process typically starts with a warning, either verbal or written. However, in serious cases it may be necessary to take a higher level of disciplinary action including termination of a person's employment immediately. In all cases, employees are considered to be at-will employees. Nothing in this, or any other Wood County policy, negates the employment at-will status.

Causes for Disciplinary Action

The following non-exclusive examples will be grounds for disciplinary action ranging from a warning to immediate discharge:

- Dishonesty or falsification of records.
- Possession of alcoholic beverages or illegal drugs on Wood County premises or while performing Wood County business. This includes off-duty use of alcoholic beverages or drugs that affect a person's job performance.
- Unauthorized use, theft, abuse or destruction of Wood County equipment, property, or supplies.
- Insubordination or refusal to comply with the proper order of an authorized supervisor.
- Violation of, or refusal to comply with, pertinent laws or regulations.
- Conduct that impairs the efficiency of Wood County services and/or impairs, or is perceived to impair, the ethical operation of Wood County.
- Habitual tardiness, unauthorized or excessive absence, or abuse of sick leave.
- Use of official position or authority for personal or political profit or advantage.
- Disregard for, or violations of work rules or procedures, safety rules or regulations.
- Possession of any weapon or dangerous item that is in violation of Wood County, or department policy, or state law while at work or on duty.
- Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.

Progressive Disciplinary Action

The following are progressive disciplinary actions that may be taken if an employee's performance needs to be corrected. In most cases, the first step of discipline should be a Verbal or Written Warning with appropriate documentation.

- Verbal Warning (documented)
- Written Warning
- Final Written Warning or Suspension
- Termination of employment

Depending on the nature of the violation, Wood County reserves the right to escalate any action taken, up to and including termination. Further, if an employee is placed on a Performance Improvement Plan and fails to complete the plan in the specified period of time, their employment may be terminated with or without progressive disciplinary action.

The Disciplinary Action Form is available from the Human Resources Department, or on the Employee Intranet, for use in documenting discipline at any stage. If any supervisor has a question on if, or how to take disciplinary action, they should discuss it with the Human Resources Director, or their designee.

GRIEVANCE PROCEDURE PROCESS

Wood County will strive to treat all employees equitably and fairly within established Wood County and department policies, procedures, and state or federal guidelines affecting the workplace. If an employee does not feel that they have received fair treatment within the established policies, procedures, or state and federal guidelines, they have the right to discuss the matter with representatives of Wood County, and/or to request formal consideration of their complaint under this policy.

This grievance procedure is established pursuant to Section 66.0509(1m), Wisconsin Statutes. Eligible employees shall use the procedure to resolve qualifying disputes regarding covered employee termination, discipline or workplace safety issues.

This policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice.

The grievance procedure is intended to resolve complaints about application or administration of existing Wood County policies and not intended as a mechanism to change an existing policy. This process is not intended to hear complaints regarding application of issues related to health, disability, wellness, or other insurances. No retaliatory action will be taken against any employee for proper and good faith use of this process or participation in the processing of a complaint. Time spent in preparation of a complaint is not considered a work activity and should be done on the employee's time, not paid time.

Administration

The Human Resources Director will supervise and administer the grievance procedure process. Supervisors and Department Heads should keep the Human Resources Director informed of all complaints in progress.

Definitions

The following definitions shall apply to this grievance procedure:

- A. "Employee" for purposes of a grievance of Discipline and Termination (as defined in this grievance procedure) means a regular full-time employee or a part-time employee who has worked one thousand two hundred hours (1200) for the County in the year preceding the event which is being grieved. "Employee" does not include, without limitation, any of the following: elected officials, other part-time employees, temporary employees, seasonal employees, contract employees, limited term employees, contractors or their respective employees, employees covered by a collective bargaining agreement which contains a grievance procedure covering Discipline or Termination (as defined in this grievance procedure) or any employees, officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statutes.
- B. "Employee" for purposes of Workplace Safety (as defined in this procedure) means any employee of the County.

- C. "Discipline" is defined as any of the following adverse employment actions: disciplinary suspension of employment, disciplinary reduction in base pay; and disciplinary reduction in rank or demotion with a reduction in pay. "Discipline" does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.
- D. "Termination" is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough or workforce reduction or termination arising from disability.
- E. "Working day" means a day when the Wood County Courthouse is open for business.
- F. "Workplace safety" means any condition of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. Workplace Safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

Grievance Procedure for Discipline and Termination

1. **Appeal to Department Head:** A grievance may only be filed by the Employee who is the subject of the Discipline or Termination. An Employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance (either in letter format or on the approved grievance form available in Human Resources) to the Department Head within ten (10) working days of the event giving rise to the grievance.

A meeting will be held to discuss the complaint at a mutually agreeable time between the Department Head and the employee. The Department Head shall give an answer to the complaint, in writing; within ten (10) working days from the date the meeting was held to discuss the complaint.

2. **Appeal to Human Resources Director:** If the employee is not satisfied with the Department Head's response, they may present a written grievance to the Human Resources Director within ten (10) working days of the date of delivery of the Department Head's response.

A meeting will be held to discuss the complaint at a mutually agreeable time between the Human Resources Director and the employee. Within ten (10) working days of the meeting, the Human Resources Director will issue a written response to the grievance which may include, without limitation, the following: the terms and conditions of any agreements to resolve the grievance; findings and recommendations regarding the disposition of the grievance.

Within five (5) working days from receipt of the County's response to the grievance, the Employee may request a hearing before the impartial hearing officer. A written request shall be submitted to the Human Resources Department. Failure to submit a written request for hearing within five (5) working days of the County's response shall constitute an abandonment of the grievance.

Failure of the County to respond within the time periods set forth in this Policy shall not be deemed as an approval of the grievance.

3. **Hearing Procedure:** The impartial hearing officer will be selected by mutual agreement from a list maintained by the Human Resources Department. Once a hearing date is scheduled it may be adjourned only upon written

request by the Employee or the County to the impartial hearing officer and a finding by the impartial hearing officer that there is "good cause" for an adjournment. The decision of the impartial hearing officer regarding a request for adjournment shall be final, binding and not subject to any appeal.

The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents relating to the Discipline/Termination which they intend to introduce no less than three (3) working days before the hearing.

The parties shall provide a copy of the witness list and documents to the impartial hearing officer. Each party may file a pre-hearing statement of no more than three (3) type written single space pages outlining their respective positions.

The hearing before the impartial hearing officer will be digitally recorded or transcribed. The digital recording and/or transcript of the hearing shall be maintained by the County for one (1) year following the completion of the hearing after which time it may be destroyed. The hearing shall be closed to the public.

The Employee may be represented by an attorney at the hearing. Neither party shall be responsible for the attorneys' fees of the other party.

The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. The Employee may call one or more County witnesses in the Employee's case and question the County witnesses. At the close of the Employee's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless extended by the impartial hearing officer.

The impartial hearing officer shall not be bound by the statutory rules of evidence. The impartial hearing officer shall have the discretion to admit all evidence that the impartial hearing officer determines is relevant and shall exclude immaterial, irrelevant or unduly repetitious testimony or evidence. During the hearing, the impartial hearing officer may ask questions as the impartial hearing deems necessary. Any defects in the proceedings that do not substantially affect the rights of the parties shall be disregarded by the hearing officer. Notwithstanding the foregoing, the impartial hearing officer may not base any finding or conclusion based solely on hearsay evidence.

After the Employee and the County have finished introducing evidence, the impartial hearing officer shall close the record. The parties shall have no right to file briefs or position statements. The IHO will be requested to issue a decision stating if the issue is an appropriate application of existing policy or not, within thirty (30) working days of a hearing.

Decision Standards

The Employee bears the burden of proof by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate the Employee did not have a rational basis. If the Employee does not meet his or her burden of proof, the impartial hearing officer shall deny the grievance.

The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain: a description of the grievance, statement of issues under review, and the officer's findings and conclusions.

If the grievance is approved, the impartial hearing officer may recommend, without limitation, the following: reinstatement; a lesser adverse employment action including, suspension of employment, reduction in base pay, demotion, oral or written reprimand or performance improvement plan; documentation of officer's findings placed in an employment file; restitution of pay and lost benefits.

Grievance Procedure for Workplace Safety

1. **Report of an Unsafe Condition:** An employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the employee's Department Head and the Human Resources Director in writing. A grievance may only be filed by an "Employee." The Employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.
2. **Investigation Procedure:** Upon receiving a written report of an alleged Workplace Safety violation from an Employee, the County shall have ten (10) working days in which to investigate the condition and advise the employee in writing of the County's findings and recommendations.

If the County advises the employee in writing within ten (10) working days that it is taking corrective action to address the workplace safety issue as may be required by law, an Employee may not initiate a Workplace Safety grievance.

An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance the office of the County Human Resources Director. Upon receipt of the grievance, the County shall have ten (10) working days to provide a written response to the Employee. Failure to timely file a grievance with the Office of the Human Resources Director within ten (10) working days of the County's response shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

3. **Hearing Procedure:** An employee shall have five (5) working days from receipt of the County's response to file a written request with the Human Resources Director for a hearing before the impartial hearing officer. Failure to submit a request for a hearing shall constitute an abandonment of the grievance.

The same hearing procedure shall be utilized as set forth in the Discipline/Termination Hearing Procedure of this Policy.

Decision Standards

The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the impartial hearing officer shall uphold the grievance.

The impartial hearing officer shall issue a written decision within ten (10) business days of the close of evidence. The decision of the impartial hearing officer shall, at a minimum, contain: a description of the alleged unsafe condition and the County's response; the standard of review; the provisions of Wis. Admin. Code Chap. SPS 332 that are implicated by the Workplace Safety grievance; the officer's findings of fact and conclusions.

If the grievance is sustained, then the impartial hearing officer may recommend that the County take corrective action to address the Workplace Safety violation. The impartial hearing officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

Wood County Board Review

1. **File of An Appeal:** An appeal of the impartial hearing officer's decision may be filed by the Employee or by the Wood County Executive Committee.

An appeal may be initiated to the County Board by filing a written appeal with the Corporation Counsel within ten (10) working days of the date of the impartial hearing officer's decision. Failure to file a written

appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.

A timely request for appeal shall be forwarded to the County Board Chairperson along with a copy of hearing record including the transcript of the hearing (if available) and any exhibits introduced at the grievance hearing. The Chairperson shall direct the Wood County Clerk to place the matter on the next Wood County Board meeting agenda, but not sooner than ten (10) working days from receipt of the appeal.

2. **Standard of Review:** The County Board's review shall be limited to the decision made by the hearing officer and therefore, the Board will not accept additional testimony, evidence, written or oral arguments or otherwise conduct a hearing of any sort in relation to an appeal. The Board shall not overturn or otherwise modify the impartial hearing officer's decision unless, upon two-thirds (2/3) vote of the members present and eligible, the decision is found to be arbitrary, oppressive or unreasonable and represented the will of the impartial hearing officer and not its judgment.

The Wood County Board Chairperson will direct the Wood County Clerk to inform both parties of the Wood County Board's decision within ten (10) working days of the Wood County Board's consideration of the matter. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

Employee Representation

Employees may be accompanied by a representative of their choice at any level of the complaint procedure after the appeal to the Department Head, provided the employee notifies Wood County at least twenty-four (24) hours ahead of the meeting that the representative will attend and who the representative will be. The representative is allowed to help the employee present their complaint, but the employee is responsible to initiate actions related to the processing of the appeal. Any representation on behalf of the employee is at the employee's expense.

PERSONAL USE OF WOOD COUNTY EQUIPMENT

Wood County does not allow personal use of Wood County equipment. Employees assigned Wood County equipment for business purposes may be permitted to keep equipment overnight depending on department policy and procedure. Employees failing to return Wood County property may be charged for the items not returned in a timely matter.

PERSONAL COMMUNICATIONS

Mail/Phone Calls/Electronic Communications

Employees are not allowed to use Wood County phone lines, mail systems or any form of electronic communications for personal use, without prior approval of their supervisor. The reason for this policy is that these systems are paid for by Wood County, and are intended for Wood County business only. Use of these systems for purposes other than Wood County business increases the cost of Wood County operations and may conflict with employee's responsibilities to Wood County and your job. Employees are further prohibited from using their workplace to send or receive personal deliveries or mail. Personal use of personal communication devices, such as cell phones and/or smart phones, during work time may be allowable on a very limited and intermittent basis with Department Head approval.

Urgent Personal Messages

We recognize that occasionally employees may need to take an urgent call or message during work time, either on Wood County equipment or on personal devices. Employees are encouraged to attend the urgent situation, be as brief as possible, and return to their duties as soon as possible. If an employee needs to make a personal phone call during business hours, the same rules apply, and the employee should inform their supervisor prior to making the call. If violations of this policy cause department disruptions or problems, the supervisor may take corrective actions.

Visual Image Devices Prohibited

To ensure the privacy of our employees and customers, avoid disruption in the workplace, and protect the confidentiality of certain information, the use of any photographic equipment or device to take pictures in any Wood County facility is expressly prohibited without specific approval of the Department Head, Human Resources Director, or Corporation Counsel.

Use of Electronic Recording Devices

No conversation, communications, or similar activities may be recorded without prior notice to all parties involved in the communications. Exceptions may be approved by the Wood County Sheriff or designee for investigative purposes. Employees do not have any right to record any conversations or meetings without prior and specific approval of their supervisor and the parties involved.

COMPUTER USAGE

Wood County provides its employees with computer equipment including hardware, software, files, and manuals. This policy covers usage of the aforementioned computer equipment for work-related purposes. Personal use of Wood County computers or similar equipment may interfere with a person's ability to perform their duties and is not authorized.

All computer software and hardware is to be installed by or authorized by the IT Department. All computer documents, including e-mail, may be subject to inspection by Wood County. Most employee-deleted files can be recovered, including e-mail, even if not sent. No computer equipment shall be removed from Wood County premises without express permission from the employee's Department Head. Permission can only be granted for the purposes of Wood County business.

Employees must not allow another person to work under their login. Employees must always logoff when away from their terminal or computer, unless in a secured area.

Employees are prohibited from:

- Using Wood County-owned computer hardware, software and internet access accounts for personal use.
- Copying software, data files, etc., owned by or licensed to Wood County, for personal use.
- Installing or copying personally owned or licensed files or programs to Wood County-owned computer equipment.

In addition to the policy above, any use that is deemed to be offensive or harassing, per Wood County policy will be subject to disciplinary action.

CONFLICT OF INTEREST/CODE OF ETHICS

All Wood County business should be conducted with the best interests of Wood County in mind and free of personal interests. Occasionally situations arise where an employee may have a personal interest in the outcome of a decision or action. In such cases, a "conflict of interest" may exist and the employee should get advice before proceeding any further with the issue. If that personal interest causes the employee to take or influence an action, or make or influence a decision to benefit themselves, a family member, or a friend, a conflict of interest and possibly a violation of the Wood County Code of Ethics may exist.

The following excerpt from the Wood County Code of Ethics should serve as general guidelines regarding conflict of interest:

"No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official

duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose privileged information gained in the course of, or by reason of, his/her official position or activities."

Code of Ethics

The entire Wood County Code of Ethics, and any updates, is incorporated herein, by reference. Copies of the Wood County Code of Ethics are available through the Wood County Clerk's office. The Ethics Committee has the authority to investigate and determine if a violation of the Wood County Code of Ethics has occurred. Employees are encouraged to ask questions, raise concerns, and/or report potential and actual violations to their immediate supervisor, Department Head, or the Corporation Counsel.

Gifts and Gratuities

To ensure that there is no actual or perceived breach of the Wood County Code of Ethics, good business practices, or any conflict of interest, no employee is allowed to accept gifts or gratuities from vendors, Wood County residents, or others, except as permitted in the Wood County Code of Ethics. Questions regarding this policy can be directed to an employee's supervisor, Department Head, or the Corporation Counsel.

PERSONAL ATTIRE

In almost every Wood County job we interact with the public. The appearance of all employees is important to project a positive public image to the citizens we serve. Without unduly restricting individual tastes, it is the policy of Wood County to require personal cleanliness, good grooming, and appropriate attire while employees are on duty. It is the responsibility of the employee to dress appropriately for the job. Appropriate attire is determined by the type of work being performed and the people the position interacts with. Appropriate attire may change from day-to-day based on a number of factors. Each Department Head is responsible to establish what attire, jewelry, or manner of dress is appropriate for each situation. However, all clothing or accessories should be free of signs, slogans, insignias, or the like, that present a negative public image or may be offensive to other groups or individuals.

SOLICITATION/DISTRIBUTION OF MATERIALS

During work time employees are expected to concentrate on performing their assigned duties. Any interruptions or distractions cause a loss of time and may result in less than satisfactory performance. Solicitation and/or distribution of any materials, by an employee, to another employee, is prohibited while either employee is on their working time or in working areas. Solicitation or distribution of any materials by non-employees is not allowed to an employee, if the employee is on work time or in working areas. Furthermore, in the interest of employee safety and well-being, the distribution of materials of any kind shall not be permitted at any time in working areas of the Courthouse or other Wood County facilities, without the express permission of the Human Resources Department.

Wood County time should not be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for community based charitable fund raising activities may be solicited on Wood County property, with the advance permission of the Human Resources Department.

SAFETY/SECURITY

Wood County is committed to providing a safe work environment for employees and customers.

Workplace Safety

Wood County will take appropriate actions to provide safe working conditions for its employees. To do this, Wood County and our employees must both be aware of conditions in all work areas that can produce injuries. Employees are expected to perform their duties in line with established safety procedures, correct any unsafe conditions they see, and

inform their supervisor or the Safety/Risk Manager immediately of any unsafe situation beyond the employee's ability or authority to correct. Wood County establishes the following overall safety policy statements:

- Wood County intends to comply with all applicable safety regulations.
- The safety of Wood County employees and the public are of greatest importance.
- Safety will take precedence over shortcuts.
- Every attempt will be made to reduce the possibility of accidents or recurrence.
- All employees are expected to follow established rules of safety and use safety equipment and Personal Protective Equipment (PPE) that has been provided.

If an employee feels that their work environment is not safe, the employee should contact their supervisor or the Safety/Risk Manager immediately. Persons violating this policy or violating established safety procedures or practices, will be subject to disciplinary action, including but not limited to, termination of their employment.

For further information consult the Safety/Risk Manager or the Wood County Safety and Risk Management Website.

Facility Security

Wood County will take appropriate actions to provide secure facilities for our employees. Employees must be aware of the security protocols and procedures in place at the facility/facilities which they are assigned. Employees are expected to access only the areas of facilities that they are authorized to access. Employees are to report any suspicious activities or persons to management immediately.

Employees are provided with the applicable keys and/or access cards they need to enter Wood County facilities and/or departments to which they are assigned to perform the duties of their position. Keys and access cards are to remain in the employees possession for the duration of time they are employed by Wood County. Keys and access cards are never to be shared, lent/borrowed, or intentionally damaged/destroyed. If a Wood County key or access card is lost, stolen, damaged, or destroyed employees must report the item to their supervisor or the Maintenance Department immediately. Keys and access cards must be returned to Wood County at the time of employment separation. There may be a replacement fee imposed to the employee if a key or access card is lost, stolen, damaged, or destroyed. Questions regarding keys and access cards should be directed to the Maintenance Department.

Employees are issued a name badge at the time of hire. Some name badges are also the employee's access card, as described in the paragraph above. Employees are encouraged to wear their name badge at all times in which they are performing work as a Wood County employee.

VIOLENCE IN THE WORKPLACE PREVENTION

Wood County is committed to providing a safe work environment free from the risk of violence for our employees and customers.

Wood County will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any Wood County owned or leased facility or any Wood County sponsored activity. Violence/threats include, but are not limited to striking another, pushing, kicking, throwing things, abusing/destroying property, physical threats of violence, stalking, or harassment. Such action by or directed at Wood County employees, clients, or visitors will lead to disciplinary and possible legal action. Wood County will take immediate corrective action in the case of a threat of violence. Employees are responsible to immediately report anything they feel is physically threatening towards themselves or another person or Wood County Property.

Employees are restricted from possessing any weapon or dangerous item that is in violation of Wood County or department policy, or state or federal law while at work, or on duty. Employees need to be aware of Wood County's restrictions on carrying concealed weapons and are responsible to abide by those restrictions. Any employee who

becomes aware of a violation of Wood County's restrictions regarding carrying weapons should immediately report it to their supervisor or another member of the management team.

INTERNET AND SOCIAL MEDIA USAGE

It is generally accepted that anything posted on or transmitted over the internet is open to the general public as information and may be retained there indefinitely. Therefore, greater care should be taken when using the internet than may normally be necessary for written or verbal communications. The responsibility for such care rests with the original poster of the information or communication, and any person who reuses or forwards such information or communications.

Personal use of the internet or social media during work time is a violation of this and other Wood County policies. Individual departments may authorize employees to access social medial sites for work related reasons during work hours. The parameters of such authorizations are a departmental responsibility and must comply with the Wood County Social Media Policy, available on the Employee Intranet.

Personal use of the internet during non-working hours from personal equipment, or a personal computer is not restricted unless it conflicts with this or other Wood County policies.

Employees using the internet or any form of social media must ensure that they do not represent themselves as speaking for Wood County or as a representative of Wood County, unless they are authorized to do so. Any personal views or opinions expressed by employees related to Wood County, its facilities, operations, policies, initiatives, activities, or past or present employees must be clearly identified as personal opinions and not those of Wood County. Even if the poster does not identify themselves as an employee of Wood County, simple silence on not representing Wood County is not sufficient; a clear statement that the information or opinion is the poster's personal view and not that of Wood County is required.

No information related to Wood County may be posted that violates the "Health Insurance Portability and Accountability Act" (HIPAA), proprietary information, copyright or other confidential or protected information, or in any other way violates state or federal laws.

Employees are required to abide by the "Terms of Service" of any media they are using, and are restricted from using a false identity to avoid compliance with this or other Wood County policies.

Copyright infringement is also strictly prohibited. Wood County's Copyright Liability Prevention Policy can be located on the Employee Intranet.

Employees violating this policy may be subject to disciplinary action based on the severity of the violation, up to and including, possible termination of their employment. Specific disciplinary action will be based on a number of factors including, but not limited to, the assumed knowledge or expertise of the poster in relation to the topic of the communication.

V. BENEFITS

BENEFIT ELIGIBILITY

Employees classified as “full-time” qualify for the maximum level of benefits available under Wood County’s benefit programs. Those individual benefits are discussed in this Handbook.

Part-time employees are eligible for pro-rated benefits if their position is budgeted to work an average of at least twenty (20) hours per week in that (calendar) year.

Annual Budgeted Hours	Average Hours Per Week	FTE
2015-2080	38.75-40	100%
1872	34-38.5	90%
1664	30-33	80%
1456	26-29	70%
1248	22-25	60%
1040	20-21	50%

Full or-part time employees whose scheduled work hours are reduced on a permanent basis will have their benefit eligibility level reduced effective on the first day of the month after the reduction in hours occurs.

Full or part-time employees whose hours are increased on a “non-voluntary basis” for at least three (3) calendar months will have their benefit level increased effective on the first day of the month after the increase in hours occurs.

Full or part-time employees whose hours are increased or decreased will maintain their current vacation and sick day balance, but will receive future allocations at the accrual level associated with their new position status.

For this policy, the term “calendar month” means from the first day to the last day of the month, not 30 or 31 consecutive days.

Casual employees do not qualify for Wood County benefits.

County Employee to Elected Official

In the event a Wood County employee should be appointed or elected to a Wood County elected office, the employee will be treated as a terminated employee for accrued benefit purposes. Benefits such as health, dental, and life insurance shall continue as if the person was a classified, active employee. Elected officials shall contribute to the Wisconsin Retirement System, at the rate established annually by the Department of Employee Trust Fund for each applicable employment category. Vacation and sick leave will no longer accrue. Any vacation earned prior to becoming an elected official will be paid out at the current rate of pay. Sick leave accrued shall be forfeited

BEREAVEMENT LEAVE/PAY

We understand that the loss of a family member or close friend is a sad and stressful time. We want to assist our employees to take care of personal business as best we can, therefore, Wood County has the following types of bereavement leave:

Spouse or Dependent Children

An employee may be allowed up to five (5) workdays with pay to mourn the loss of their spouse or dependent child (less than 26 years of age).

Immediate Family

An employee may be allowed up to three (3) workdays with pay to mourn the loss of their child (26 years or older), parent, stepparent, stepchild, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepbrother, stepsister, and grandparents-in-law.

Extended Family

An employee may be allowed up to one (1) workday with pay to mourn the loss of their aunt, uncle, niece, or nephew.

Coworker

An employee may be allowed to take up to one-half (1/2) day, or four (4) hours, whichever is less, with pay to attend the funeral of a fellow coworker subject to the discretion of the Department Head.

General Bereavement Guidelines

This policy is intended to provide time for mourning, arranging and/or attending the funeral or memorial service, and taking care of any family and legal matters related to the loss. Wood County may require the employee to furnish proof of death and their relationship to the deceased. If an employee needs additional time off due to related family matters, they may use accrued time or apply for a personal leave of absence.

Because of the changing nature and definition of a “family member”, bereavement leave may be extended to other family relations or any person with which the employee has a legal “loco-parentis” relationship. In such cases, the Department Head should discuss the specifics of the request with the Human Resources Director, prior to approval.

The employee will be allowed to use compensatory hours, vacation, or unpaid time off, if it does not impair the efficient operations of the department, to attend the funeral of a friend or a relative not included above.

Part-time employees will receive paid time off for the hours they would have regularly worked during the applicable bereavement leave period.

DEFERRED COMPENSATION

In addition to the Wisconsin Retirement System (WRS) plan, Wood County employees are eligible to defer wages to a legally qualified tax sheltered savings plan that has been approved for payroll deduction by the Wood County Board of Supervisors. This plan allows employees to invest some of their earnings for future use. To learn more about this program, contact the Human Resources Department or the Deferred Compensation representative, toll free number 877-677-3678.

FLEXIBLE SPENDING ACCOUNT

Wood County provides employees the opportunity to participate in a flexible spending program (IRS Section 125), which allows certain medical and/or childcare expenses to be paid in pre-tax dollars. The program is subject to annual review. Details are available through the Human Resources Department.

HOLIDAYS

Wood County will provide ten (10) paid holidays each calendar year, as follows:

New Year's Day	Thanksgiving Day
Friday before Easter	Friday after Thanksgiving
Memorial Day	Last workday immediately preceding Christmas Day
Independence Day	Christmas Day
Labor Day	Last workday immediately preceding New Years Day

Holiday pay is awarded based on employment type not scheduled work hours. Facilities with 24-hour operations, or non-

standard shift schedules may have different holidays or scheduling provisions. Any holiday falling on Saturday shall be celebrated on the preceding Friday, and any holiday falling on Sunday shall be celebrated on Monday. To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday, and the first regularly scheduled workday following the holiday, unless the employee is on approved paid time off.

Holiday Pay

A non-exempt employee required to work on a scheduled holiday, shall be paid holiday pay plus time and one-half (1½) for actual hours worked on the day the holiday is celebrated. If mutually agreed between the employee and supervisor, the employee may receive one (1) compensatory day instead of holiday pay.

INSURANCE

Wood County offers our employees plan options with different levels of benefits and premiums. Employees are encouraged to learn about all available health insurance options and then select the option that best fits their situation.

The Wood County Health Insurance Plan is a self-funded comprehensive major medical insurance plan offered to all regular full-time and appropriate part-time employees. Upon hire, insurance coverage becomes effective beginning the first day of the month following sixty (60) days of employment for non-exempt employees and the first of the month following date of hire for exempt employees. Coverage will cease on the last day of the month that the individual was actively at work prior to termination of their employment or retirement.

Insurance Plan Enrollment

Wood County offers two (2) different levels of benefits: Single or Family. Employees can sign up for their preferred coverage option no later than three (3) weeks after their first date of employment. Failure to sign up during that time-frame will result in the employee considered as a late enrollee, and requiring “proof of insurability” related to a Qualifying Event. Employees are encouraged to contact the Benefits Administrator with any questions.

Annually, there is an “open enrollment” period. During open enrollment, benefit eligible employees are able to make changes to their benefit elections including health, vision, and dental insurance, flexible spending enrollment, and life and disability insurance. Employees will be notified of the open enrollment period in writing, and will have an opportunity to attend an informational open enrollment meeting to learn of the changes in plans and premiums and to allow employees the ability to make an informed decision that best meets their needs and the need of their family.

Premiums

Wood County will pay a portion of the premium for medical insurance for full-time employees, or a prorated percentage for part-time employees. Participation in the Wood County Wellness Program and completion of the three (3) core activities qualify employees for the Wellness Incentive Premium Discount.

Insurance Benefit While on Approved Leave of Absence

Employees who are on an approved, unpaid leave of absence may continue their insurance coverage provided they pay fifty percent (50%) of the full premium to the Human Resources Department, by the tenth of each month. Employees are allowed to participate in this program for a maximum of six (6) months. Upon their return to work, at the time they have returned for the same duration of the leave of absence, the employee will be reimbursed for the Wood County share of the insurance premium paid while on leave. Employees will continue to pay their regular premium contribution while on an approved FMLA leave.

Continuation of Health Insurance Benefits Upon Retirement

Employees retiring from Wood County employment who meet the retirement criteria as defined by WRS are eligible to continue on the Wood County Health Plan at the defined retiree rates (subject to change annually). Retirees can remain on this plan until they become Medicare eligible. Employees who retire without meeting the WRS retirement eligibility criteria may be able to remain enrolled in the Wood County Health Insurance Plan under the Federal Consolidated Omnibus Reconciliation Act (COBRA). For more information see the information below.

Continuation of Health, Dental, Vision Insurance After Termination of Employment

COBRA gives employees certain rights to carry their health insurances forward when they leave an employer. The main COBRA benefit is that an employee can normally remain on their current health insurance plan, provided they pay the full premium plus administrative costs. Employees will receive information on their COBRA rights upon termination of employment.

Dental Insurance

Dental insurance is offered to Wood County employees on a voluntary basis. Employees are responsible for the entire dental insurance premium.

Vision Insurance

Vision insurance is offered to Wood County employees on a voluntary basis. The premium is subsidized by Wood County.

GROUP TERM LIFE INSURANCE

Life insurance can be a major benefit for families. To help our employees, Wood County offers a group term life insurance plan. Wood County will pay fifty percent (50%) of the premium cost of the plan for full-time, part-time 80% and part-time 90% employees. Employees may enroll in this plan by returning a completed enrollment form to the Benefits Administrator in the Human Resources Department by the end of the fifth month of employment (one (1) month prior to the end of the introductory period as a new employee). The plan is effective the first of the month after 180 days of employment. Late enrollees may be required to submit evidence of insurability.

Employees may also enroll in a supplemental life insurance plan to cover themselves, their spouse and dependents under the age of twenty-six (26). For more information, contact the Benefits Administrator.

POST EMPLOYMENT HEALTH PLAN (PEHP)

Employees hired prior to January 1, 2019 are eligible to take part in this program. The PEHP program offers an excellent plan to help employees fund their health, dental, vision, and disability insurance premiums after retirement. The PEHP plan allows employees who have completed fifteen (15) consecutive years of service, and who qualify for WRS retirement benefits, to deposit up to one hundred (100) unused sick days in a personal fund to pay future health, dental, vision, or disability insurance premiums. Employees who have completed ten (10) consecutive years of service are eligible for the PEHP program if they are age 65 or older and qualify for WRS retirement benefits at the time of separation. Employees who have their employment involuntarily terminated due to actions significantly against the best interests of Wood County or for significant violation of an existing policy will not be entitled to enrollment in the PEHP plan. Wood County Elected Officials are not eligible to participate in this program.

Eligible employees are automatically enrolled in this program and their sick days are converted to a cash fund the day of retirement. Starting the first day of retirement, or any time after that, eligible participants may withdraw funds from the account to reimburse the actual costs of health, dental, vision or disability plans of their choice. Eligible employees will be given more information regarding their specific account by the Benefits Administrator during the exit interview.

RETIREMENT

Each pay period, Wood County will contribute, at a minimum, the legally required amount to the Wisconsin Retirement System (WRS) fund for eligible employees. An employee, who works in excess of 1,200 hours in a twelve (12) month period of time, is normally eligible for participation in the WRS program. In addition to the Employer's normal share of the contribution, employees may be required to contribute to the WRS fund.

For more information please contact the WRS at etf.wi.gov.

SICK DAYS

We understand that occasionally a serious health condition of an employee or their immediate family may cause missed time at work. Wood County provides regular full and part-time employees with up to twelve (12) sick days per year to use in those cases.

1. Sick days may be used when an employee must be absent from work because of:
 - Illness or injury of the employee.
 - Serious illness or injury of an employee's immediate family where the immediate family member requires the constant care and attention of the employee. Immediate family for sick day purposes includes spouse, child, parent, and stepparent.
 - Contact with or exposure to a contagious disease causing the employee's presence to be a risk to fellow workers.
 - Validated reasonable medical or dental attention that cannot be scheduled during non-working hours
2. Each employee (except casuals) shall receive one (1) day of credit for each full calendar month actually worked. Number of hours accrued are based on employment type not hours actually worked.
3. Sick days shall accrue to a maximum of one hundred (100) days.
4. Wood County may require an employee to submit a medical statement to verify the need for sick days. The Department Head or Human Resources may require an employee to provide a medical release to return to work.
5. Sick days shall be granted in no less than one-quarter (1/4) hour units.
6. If using sick time for a partial day, the total amount of sick time and regular hours worked must equal the number of budgeted hours. Sick time may only be used to cover regularly scheduled hours, up to a maximum of the employee's daily or weekly budgeted hours.
7. A full-time employee in his/her introductory period shall accrue sick days during the first six (6) months of service, but shall only be allowed to use three (3) sick days during those first six (6) months.
8. Employees who were hired before January 1, 2019 and have at least 15 years of consecutive service, and meet the other criteria, may have up to one hundred (100) accrued sick days deposited in the Wood County PEHP plan.
9. Unused sick days are lost upon resignation, termination, or death of an employee.
10. An employee will not be paid sick days for any illness or injury which arises from non-Wood County employment or as a result of contracted work.
11. An employee receiving Workers Compensation or Short or Long-Term Disability payments from a Wood County Third Party Administrator will not be allowed to receive sick day payments concurrently.
12. Catastrophic Sick Days Account (CSLA): After an employee has reached the maximum accumulation of one hundred (100) sick days, any additional sick days accumulated thereafter shall be placed in an individual CSLA. Sick days in the CSLA may only be used when an employee is absent from work because of illness or injury and the employee's regular sick days have been exhausted. Upon resignation, termination, or death of an employee, CSLA shall be forfeited.
13. Part-time employees who work over twenty (20) hours per week will be eligible for a pro-rated sick days benefit based on total hours of sick days for a full-time employee. Part-time employees working under twenty (20) hours per week, temporary employees, or seasonal employees will not be eligible for paid sick days. Such employees should be informed of their ineligibility at time of employment.

SOCIAL SECURITY

The Social Security (FICA) Plan is established and administered by the Federal government to fund the Social Security program. Both Wood County and the employee make contributions to this fund. Employees can see their contributions on their paycheck.

VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to attend to personal affairs. Wood County encourages employees to have a work-life balance and use vacation hours to enjoy time away from work. Employees qualify for and accrue vacation based on their employment type and length of service with Wood County.

Vacation Accrual

Eligible employees begin accruing vacation immediately upon hire. Vacation accruals are earned bi-weekly. Vacation accrual rates are based on the employee's Full Time Equivalent (FTE) as budgeted by their department.

The annual award rates are set forth in the table below. This is the total number of hours of vacation that an employee will earn over the course of the year for their respective years of service.

FTE	0-4 years	5-9 years	10-14 years	15-24 years	25+ years
100%	80.0	120.0	160.0	200.0	240.0
97%	77.5	116.3	155.0	193.8	232.6
90%	72.0	108.0	144.0	180.0	216.0
80%	64.0	96.0	128.0	160.0	192.0
70%	56.0	84.0	112.0	140.0	168.0
60%	48.0	72.0	96.0	120.0	144.0
50%	40.0	60.0	80.0	100.0	120.0

The bi-weekly accrual rates corresponding to the employee's current year of employment are set forth in the table below. The day of the employee's anniversary marks the beginning of the next employment year for the employee. Therefore, an employee will begin accruing at the higher rate for five years on their fourth anniversary, the higher 10 year rate on their ninth anniversary, and so forth.

FTE	0-3 years	4-8 years	9-13 years	14-23 years	24+ years
100%	3.06639288	4.59958932	6.13278576	7.66598220	9.19917864
97%	2.97056810	4.45776865	5.94113621	7.42833676	8.91553730
90%	2.75975359	4.13963039	5.51950719	6.89938398	8.27926078
80%	2.45311431	3.67967146	4.90622861	6.13278576	7.35934292
70%	2.14647502	3.21971253	4.29295003	5.36618754	6.43942505
60%	1.83983573	2.75975359	3.67967146	4.59958932	5.51950719
50%	1.53319644	2.29979466	3.06639288	3.83299110	4.59958932

Employees will continue to accrue vacation hours until the maximum accumulation of hours is earned, which is two (2) weeks over the annual awarded hours.

Sheriff's Department employees who are covered under the Deputies contract will accrue vacation time based on the language in the current and applicable union contract.

Part-time employees who are budgeted to work over twenty (20) hours per week will be eligible for pro-rated vacation benefits based on total hours of vacation for a full-time employee. Part-time employees working under twenty (20) hours per week, casual employees, temporary employees, and seasonal employees are ineligible for vacation benefits.

Vacation accruals are suspended during any approved, unpaid leave of absence, excluding leaves approved under the Family and Medical Leave Act (FMLA).

Vacation Scheduling

Each department is responsible to approve or deny vacation requests within that department using the scheduling system that works best for the department. Employees are encouraged to meet with their supervisor for an explanation of how scheduling works in the department. Wood County reserves the right to adjust vacation schedules based upon work load variations.

Vacation Pay

Employees will be paid at their normal rate of pay and normal number of scheduled hours for each vacation day/week. If an employee's vacation is interrupted by a death in the family that qualifies for Bereavement Leave, the employee should discuss with their supervisor if they wish to reschedule the affected vacation days.

All paid vacation time must be exhausted before unpaid time off is approved.

Vacation Donation

Wood County employees will be allowed to donate earned vacation days to other Wood County employees, who are on approved Leaves of Absence (LOA) and who have exhausted all their available benefit time. Donated time will be paid to employees at the same schedule as the employee normally works. Donated time does not extend the LOA, or qualifications for benefits. Other benefit time will not accrue during such days; accruals will be suspended. Employees must complete the "Vacation Donation Form" to donate hours to either a specific individual employee or to the Banked Hours Account. For more information, contact the Human Resources Department.

Termination of Employment

In the event of resignation, or retirement, or death of an employee, any vacation earned and unused will be paid out on the employee's final paycheck.

VOLUNTARY EMPLOYEE ASSISTANCE PROGRAM

As our world becomes more complex, personal and family problems increase and also become more complicated. These problems, whether emotional, marital, family related, alcohol and drug or psychological, affect more families every day. Wood County wants to ensure that help is available to assist employees in dealing with these types of problems. Therefore, we offer an Employee Assistance Program (EAP) that is available to all Wood County employees and their families. The EAP provides free problem assessment, referral, and/or follow-up consultation. They can also help find other resources, if necessary, to help employees deal with any issues or problems, including support groups or community programs.

Participation in the program is voluntary and all contacts with the EAP are confidential. Counselors are available 24 hours a day. EAP can be contacted at:

Ascension Employee Assistance Program

Phone: 715-344-6379 or 1-800-540-3758

Email: eap@ascension.org

Website: ascensionWIEAP.org



ACKNOWLEDGEMENT OF RECEIPT

I, _____, acknowledge receipt of the revised "Wood County Employee Policy Handbook" dated **July 1, 2019**. Wood County reserves the right to amend, change or delete any or all of these policies with or without prior notice. I understand that any questions, which may arise from the contents of this Handbook, can be clarified by contacting the Human Resources Department.

This "Acknowledgement of Receipt", the attached Handbook and policies and procedures contained therein, are not intended to, nor do they, constitute any contract of employment, or imply a contract of employment obligating either the employee or Wood County, except as specified in those policies and procedures.

Signature

Date

Name (Printed)

Department

HEALTH AND HUMAN SERVICES COMMITTEE

2

DATE: May 23, 2019

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

PRESENT: Donna Rozar, Al Breu, Adam Fischer, Jessica Vicente, Tom Buttke, Steven Kulick MD, Heather Wellach RN

EXCUSED: Marion Hokamp, Mark Holbrook, Sue Kunferman, Jordon Bruce, Rock Larson

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Mary Solheim, Jo Timmerman (Human Services); Kathy Alft (Health Department); Bill Clendenning (County Board Supervisor); Doug Machon (County Board Chair); Kim McGrath via phone (Human Resources)

1) Call to Order

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

2) Quorum

Rozar declared a quorum.

3) Public Comments

- The Chair announced that Tom Buttke was recognized as United Way's Volunteer of the Year. The Committee congratulated him for the award and sang "Happy Birthday" to him.

4) Consent Agenda

Human Services narrative page 10 pulled. Motion (Vicente/Breu) to approve the consent agenda. All ayes. Motion carried.

5) Discussion and consideration of items removed from consent agenda

- HUMAN SERVICES – Supervisor Fischer asked for clarification on what caused decline in bed count in the Positive Alternatives Group Home. Brandon Vruwink provided an explanation.
- Motion (Fischer/Buttke) to approve the Human Services narrative page 10. All ayes. Motion carried.

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

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

7) Update on the lease at Marshfield City Hall Plaza for Cornerstone programs

Brandon Vruwink reported the lease for the Cornerstone space in the Plaza has been signed and work on build-out will begin in the next several weeks with anticipated move in October.

8) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

9) Closed Session

Motion (Breu/Kulick) to convene into closed session pursuant to Wis. Stat. 19.85(1)(g) Wis. Stats. to confer with counsel on a pending ERD/EEOC case. Rozar: Aye, Fischer: Aye, Breu: Aye, Wellach: Aye, Buttke: Aye, Vicente: Aye, Kulick: Aye. Motion carried. The Committee went into closed session at 5:12 p.m.

10) Open Session

Motion (Buttke/Vicente) to return to open session at 5:36 p.m. All ayes. Motion carried.

11) Items for Future Agenda

The Chair noted items for future agendas.

12) Next Meeting(s)

- June 27, 2019, 5:00 pm, Edgewater Haven, Administration Building, Conference Room 110 - Port Edwards

13) Adjourn

Rozar declared the meeting adjourned at 5:37 p.m.

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

Minutes subject to Committee approval

Adam Fischer, Secretary
Health and Human Services Committee

2

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, April 8, 2019 at the Marathon County United Way office in Wausau. The meeting was called to order at 6:00 pm by President Donna Rozar. Guests included Haven's Assistant Executive Director, Kim West.

Jennifer Lemmer, Secretary/Treasurer took roll:

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

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

Membership: Donna asked if there were any questions regarding anything in the Board Orientation manual. There were none.

Finance Committee: Pam reviewed the Balance sheet noting our 2018 pension which has been paid out in March. Pam reviewed the Statement of Revenues and Expenses and discussed the Pension accruals for 2019 as well as the In-kind expenses which are reported quarterly. Jennifer Lemmer, Secretary/Treasurer, made the recommendation from the Committee to approve the year to date financial statements. Motion carried.

WIPFLI Audit Presentation: Stephanie Cavadeas, a Partner with WIPFLI, presented the 2018 summary audit report. Steve Robinson asked what made up the programs in the Statement of Functional expenses. Pam explained it's similar to how we set up our budget by programs. Energy expenses are the weatherization and emergency furnace programs, Job & Skills is a combination of our Skills and AmeriCorps training and education programs. All other housing programs are combined in Housing & Homeless such as emergency rental assistance and transitional housing programs. Donna Rozar asked if we should adopt a formal Liquidity policy. Stephanie explained the purpose of a policy and that it was never a bad idea to have one.

2018 Annual Audit: A motion was made by Timothy Panfil to accept the 2018 agency audit report. Second was made by Lenore Breit. Motion carried.

CSBG Annual Report- Diane reviewed the CSBG Year-end annual report which was included in your Board packet. Diane discussed each program category and described the support CSBG gives to other programs to allow us to provide services we could not otherwise provide. Diane discussed no longer operating the Job & Business Development program. A total of 18,080 persons were served. A Motion was made by Deb McDonald to approve the 2018 CSBG Annual report. Second was made by Norbert Ashbeck. Motion carried.

Weatherization Report: Tony distributed the March weatherization production report. 91 audits were completed in March and 46 (50%) were deferrals. 49 units were completed in March as well as 19 baseload units. YTD July thru March we have completed 331 units and 135 baseload units.

Quality Assurance Review- Tony explained the AR process. There was no need for an admin review conference call so we received our letter and there is one bidding issue they want us to complete and we have agreed we will complete their process prior to the start of the new contract.

Marshfield United Way-Diane reported we have been awarded \$32,500 for our homeless program. This is the same amount we received in the last contract, however, last year there were additional funds that could be accessed and there are not in the new contract year.

United Way of Marathon County- Diane reported we have been awarded \$186,500 in our Emergency housing and homeless prevention program and \$50,000 for the food program which is operated by our partners such as food pantries.

EHH Housing Grant- Diane discussed the partner funding and rapid re-housing and prevention funding. There is slightly less funding available for the new contract year.

Next Meeting Date: Our annual meeting will be June 17, 2019.

Adjourn: Donna Rozar declared the meeting adjourned at 6:57 pm.

Health Department Report

May 23, 2019

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

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- We continue significant work on water quality issues. Land and Water Conservation had a water testing event in Wood County the week of May 13. Juneau County is also doing a water testing event a couple weekends in June. This is certainly taxing our capacity to analyze all of the samples and continue to deal with the Armenia and Port Edwards contamination issues while still getting all of the regular environmental health work done. We are bringing on a limited term employee to assist through the summer months with this work. This is being funded by grant and lab revenue.
- We had our Public Health Accreditation site visit on April 4 and are still awaiting feedback from the National Public Health Accreditation Board.
- Our two statewide public health associations are pushing hard for Medicaid Expansion. If any of the committee members have thoughts on this and would like to give me your feedback, please feel free to send me an email or give me a call. I'm interested in your support or opposition and rationale for either if you are willing to share.
- I'm working on digging into Public Health 3.0 to see if we should pivot our foundational efforts away from national accreditation to Public Health 3.0. Public health is what we do together as a society to ensure the conditions in which everyone can be healthy. Although many sectors play key roles, governmental public health is an essential component. Recent stressors on public health are driving many local governments to pioneer a new Public Health 3.0 model in which leaders serve as Chief Health Strategists, partnering across multiple sectors and leveraging data and resources to address social, environmental, and economic conditions that affect health and health equity. In 2016, the US Department of Health and Human Services launched the Public Health 3.0 initiative and hosted listening sessions across the country. Local leaders and community members shared successes and provided insight on actions that would ensure a more supportive policy and resource environment to spread and scale this model. To solve the fundamental challenges of population health, we must address the full range of factors that influence a person's overall health and well-being. Education, safe environments, housing, transportation, economic development, access to healthy foods — these are the major social determinants of health, comprising the conditions in which people are born, live, work, and age. Fortunately, we are already working to improve health by influencing these determinants in a positive way.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

AOD Prevention Partnership

The Wood County Drug Task Force continues to meet every month and is structured with 5 pillars (harm reduction, prevention/education, law enforcement, workplace, and treatment) to focus on prescription drug abuse, heroin use, and methamphetamine use. They met April 10th and had a presentation by Sarah Reed with Wisconsin Initiative for Stigma Elimination (WISE). Sarah covered the different types of stigma that exist, including internalized stigma (something you have always believed to be true), public stigma (from people you interact with), and structural stigma (incorporated into laws, rules, and regulations that shape our culture). WISE is working on training storytellers to help people make connections with one another and give a face and personality to the disease/disorder/illness, which in turn builds empathy among the audience.

The pillars had the following report outs:

- **Prevention/Education:** There will be an e-cigarette presentation in Eau Claire and Wausau at the end of May
- **Law Enforcement:** There was a prescription drug take-back event on April 27th
- **Harm Reduction:** There will be one more naloxone opioid overdose prevention training held in May through the State Targeted Response to the Opioid Crisis funding
- **Workplace:** Working on putting together a success summit for employers who have successfully hired offenders

The Wisconsin Rapids Area Middle School (WRAMS) Student Services Committee requested a *Hidden in Plain Sight* presentation to parents as part of a series of parent outreach sessions in 2019. Healthy People Wood County presenters teamed up with the Central Wisconsin Tobacco Free Coalition to bring awareness to new and popular tobacco products including electronic vaping devices, as well as providing the *Hidden in Plain Sight* display to bring awareness to signs parents and other adults should watch for if they suspect substance use.

Hidden in Plain Sight was also presented to staff and volunteers at Shirley's House of Hope in Marshfield. Marshfield Police Department provided a drug trends presentation followed by a tour of the *Hidden in Plain Sight* bedroom to recognize signs that could indicate substance use.

Six Wood County law enforcement agencies participated in the prescription drug take-back event April 27th. Healthy People Wood County supported a collaborative event between Grand Rapids Police Department, Wisconsin Rapids Police Department, and Wood County Sheriff's Department which took place at Pick 'n Save, Wisconsin Rapids location. The event brought in 108 pounds of unused, unwanted, or expired medications that could otherwise have fallen into the wrong hands. We do not yet have results for all participating Wood County agencies. These events take place twice a year, with Wisconsin (population 5.814 million) regularly coming in 3rd among states for the highest amount of medications collected and disposed of, behind states such as California (population 39.56 million) and Texas (population 28.7 million). This could be viewed as a positive accomplishment- and is regarding the initiatives surrounding prescription drug disposal- but can also be seen negatively if this is any indication of how many medications are being prescribed. Wisconsin's Prescription Drug Monitoring Program (PDMP), which has been operational since 2013, has been a useful tool to combat the ongoing prescription drug abuse epidemic. From 2015 to 2018, there has been a 29% decline or 1.5 million fewer prescriptions of opioids written.

Brighter Futures

Brighter Futures wrapped up the Get Yourself Tested (GYT) campaign. Planned Parenthood confirmed that 49 people went to be tested and, among those, 38 were female. The numbers were not what we were hoping, so an evaluation on how to improve will be conducted. To promote the GYT campaign, a segment on WFHR was done to educate those in Wood County about STD's and the importance of being tested.

Research continues for data and academic research on the importance of implementing an evidence-based family home visiting model. The data will be added to the document, which will be shared with the Community Health Endowment Fund (CHEF) team.

Recreate Health and Brighter Futures leaders joined together to work with four UW-Eau Claire Marshfield Campus nursing students to research housing in Wisconsin Rapids, specifically around a landlord licensing and registration process. With help, the students completed a survey that was distributed via door knocking and social media. The survey will continue to be distributed even after the students' project wraps up.

A Community Health Assessment (CHA) survey was created and is currently being distributed on social media; however initial outreach will be done in the coming week. A social media push of the CHA increased the number of likes on the HPWC Facebook page, which is helping us reach our communication goals for the year.

Mental Health Matters

In the month of April, Mental Health Matters hosted two Question, Persuade, Refer (QPR) trainings in Wood County. The first training was held at the Crossview Church in Wisconsin Rapids. There were 38 people trained, most of whom knew somebody who either attempted and/or died by suicide. The second training was held at UWSP-Marshfield Campus for an entry-level sociology class. There were 18 students in attendance who were trained as QPR gatekeepers. The training at UWSP-Marshfield is a continuation of a partnership between the Wood County QPR trainers and the school.

During April, David was asked to speak at Assumption High School to parents of students on the effects of excessive screen time and mental health. David fielded questions after the parents sat through a screening of *Screenagers*, which is a documentary on the topic.

The following week after speaking at Assumption, David attended the monthly Clubhouse Advisory Board meeting to provide updates from the coalition and identify where he can provide support. The River Cities Clubhouse asked David if \$300 in coalition funds could be allocated for the *We Are* events in Wisconsin Rapids and Marshfield. The requested monies will be used for advertising and food for the events.

Later in the month, David attended the Mental Health-Based School Consortium meeting in Marshfield. The goal of the consortium is to bring providers into public schools to provide services to students based on their insurance type. The goal is to have the consortium roll out in Marshfield Public Schools during the fall semester of the 2019 school year. The hope is to expand the consortium to the rest of the Wood County after a few years once the consortium is implemented.

On the last day of the month, David attended a data training in Rhinelander that was hosted by the state. The topic of the training was how to diversify qualitative data sources to promote health equity. David is hoping to utilize principles provided during the training for future work around community engagement efforts and future Community Health Assessments.

Recreate Health

The farmers market will be open Thursdays and Saturdays from 8:00 AM – 2:00 PM starting June 6th through October 26th. Lunch by the River will be joining the market 11:00 AM – 1:00 PM from June 6th to August 29th. Veterans Memorial Park will be under construction for a good part of the summer, leading to their temporary move for 2019. We are excited for the collaboration and increased foot traffic. The market team has notified area businesses and those who have permitted parking impacted by the road closure of 1st Ave from West Grand Avenue to Chase Street. New this year, the market will be able to accept Food Share EBT (electronic benefits transfer), credit, and debit cards. All of these payments will be accessible through a market token program – visitors will swipe their respective card and receive market tokens in increments of \$1.00 for their total amount. Credit and debit users will be charged a small \$1.00 fee to swipe their cards to cover the cost of the transaction.

River Riders Bike Share bikes are out for the season! The bikes are located at McMillan Memorial Library, Quality Foods West Grand, Veterans Memorial Park, Wisconsin Rapids Municipal Zoo, Lake Wazeecha – White Sands Beach, and Mid-State Technical College. All locations were chosen through community surveying and past bike share program success. Bikes are available through a phone app for annual, student memberships, or pay-as-you-go. Memberships range \$15-\$20 for the year – the first two hours of your trip are always free and the third hour and any hour after you are charged \$1.00/hour. New this year, there is also a special ACCESS membership that will make bikes available for 12 hours before being charged \$1.00/hour. These unique access membership codes will be given out to clients at targeted organizations that served those who experience income barriers.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

COMMUNICABLE DISEASE TEAM REPORTS

Tuberculosis Update – Jean Rosekrans & Alecia Pluess

Two patients continue with medication for latent tuberculosis infection; a public health nurse assists with medication administration and monitoring.

Communicable Disease Update – Jean Rosekrans & Alecia Pluess

- During the month of April, Wood County had 24 cases of chlamydia and 1 case of gonorrhea reported. A presentation was done for participants in the Human Services Day Treatment Program on the topics of Hepatitis C and sexually transmitted infections.
- Also during April, two cases of E. coli, one case of cryptosporidiosis, three cases of campylobacter, and one case of shigellosis were reported. One long-term care facility reported gastrointestinal symptoms among residents. The “Recommendations for Prevention and Control of Acute Gastroenteritis Outbreaks in Wisconsin Long-Term Care Facilities” booklet was reviewed with their management and a line list was started. The facility declined testing through the Wisconsin State Lab of Hygiene.
- Influenza activity has been decreasing, but remains at an elevated level. The Centers for Disease Control stated that the current flu season is the longest in a decade. There were eight cases of influenza-associated hospitalizations reported during April.
- Jean and Melony Johnson attended the Statewide TB Summit in Verona on April 4th.
- The health department saw an increase in calls from providers and residents concerned with measles outbreaks in the United States and questions on vaccinations. Current recommendations on vaccination were shared with providers and callers. More educational outreach via social media is planned for May.
- We worked with four UW Eau Claire nursing students this semester on a Hepatitis C Risk Reduction/Syringe Exchange project.

Lead Update – Jean Rosekrans & Alecia Pluess

Jean and Environmental Health staff went on two home visits for children with elevated blood lead levels.

FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

Maternal Child Health – Erica Sherman

2018 data has been compiled for maternal-child health home visiting and injury prevention programs. We received 306 referrals in 2018 for maternal-child health follow-up. This is slightly lower than the past few years. Additional home visiting data is available upon request. The child passenger safety technicians completed 138 car seat checks and provided 78 car seats to families in need. Through the Cribs for Kids program, 17 Pack N Plays were provided to families unable to afford a safe place for their infant to sleep.

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

- Pittsville WIC Open House to promote the new WIC location took place on April 26th with 20 attendees.
- WIC partnered with Head Start and completed lead testing in April for Head Start enrollment.
- WIC collaboration with UW-Stevens Point is in the planning stages. WIC projects are planned to be included in the curriculum of three different required classes for the UW-Stevens Point's Dietetics major starting in spring 2020.

Caseload for 2019 (Contracted caseload 1485)

	Dec 2018	Jan 2019	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Active (Initial)	1382	1373	1324	1362	1343							
Active (final)	1414	1376	1338	1378								
Participating	1412	1376	1328	1374	1357							

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

May 15, 2019

Director's Report by Brandon Vruwink

Wood County Human Services held our Foster Care Summer Picnic on Tuesday, May 14 at North Wood County Park. As the Human Services Director, this is one of my favorite events. It provides an opportunity to interact with Foster Parents that do so much for children in our community. Being able to see children smile and play together is truly rewarding. I cannot express the amount of gratitude I have for each one of our Foster Parents. Without their commitment, we could not provide the level of care needed for children in Wood County.

We have reduced our contract with Positive Alternatives Group home from an average monthly bed count of six to an average count of four. This reduction will reduce our contract for the remainder of the year by about \$105,000. We were able to reduce this contract because utilization has continued to decline over the past year.

Wood County Human Services was awarded a certificate of excellence from the State of Wisconsin Department of Children and Families. This award was presented to our Child Care eligibility team for meeting and exceeding performance standards in the Wisconsin Shares Child Care Subsidy Program. I very much appreciate the commitment of our Child Care Team in providing quality services to the residents of Wood County.

I am pleased to announce Wood County Human Services has signed a lease to move our Cornerstone office to the second floor at City Hall Plaza. The lease will go into effect on November 1, 2019. Between now and October 1, 2019, the new owners will be working to "build-out" the space to meet the needs of our team and customers. Over the next two months, a committee will be formed to work through the logistics associated with moving to City Hall Plaza. Thank you to the Health and Human Services Committee for supporting efforts to relocate our team to City Hall Plaza.

Administrative Services Update by Jo Timmerman

Norwood: Census on the Admissions Unit for April averaged 10.34. The 01-01-19 through 04-30-19 average census was 10.16. The budgeted average census on this unit for 2019 is 9.00. Census on the Crossroads (locked) unit for April was 14.77. The 01-01-19 through 04-30-19 average census was 15.10, with an average 2019 budgeted census of 15.80. The new Crossroads 2 (Pathways unlocked) unit had an average census for April was 8.47. The 01-01-19 through 04-30-19 average census was 6.90. The average annual census budgeted for this unit for 2019 is 8.52; this average is the result of a phasing in of residents on the unit beginning with an average of six for the months of January through June. The period July through December is assuming increases that reach 12.5 by November and December, thus bringing the annual average census to 8.52.

Additional projects worked on by staff are:

- 2018 Medicare and Medicaid cost reports
- Norwood's Accountant worked through the fixed asset project that brought those back onto Norwood's books as a result of reverting Norwood's fund from a special revenue fund back to an enterprise fund
- Attended Agency All-Staff meetings

Edgewater: The average daily census for April for the nursing home unit was 53.40. The 01-01-19 through 04-30-19 was 54.25. The budgeted average census on this unit for 2019 is 60.

Additional projects worked on by staff are:

- Processed 70 resident and patient billings for services for a total of \$342,780
- 2018 Cost reports – Medicare and Medicaid
- Attended internal budget meetings – Edgewater
- Attended agency All-Staff meetings

Community: Projects worked on by staff are:

- Held a feedback discussion group for Administrative Services Division staff for HER (Electronic Health Records) program demonstrations
- Work with Accounts Receivable Supervisor to co-facilitate the OPC Unit Meeting for Administrative Services Division
- Provided coverage for two Marshfield Reception staff experiencing FMLA and one additional staff member also out for one week due to illness
- Coordinated Support Services coverage for all locations for multiple vacation/sick/CTO, unit meetings, All staff and Real Colors trainings
- Attend Wisconsin Rapids All Staff meeting
- Attend BLT Committee meeting
- Attend Monday's Fiscal manager's meeting
- Conducted Accounting Clerk Interviews with managers' group from Administrative Services Division
- Corresponded with Positive Alternatives to investigate and log a data breach ;held discussion with Family Services Division Administrator
- Worked with Behavioral Health Division and OPC Support staff to coordinate schedule changes and training for psychiatry
- Verify OPC notes for all appointments thru 4/12/19
- Update Behavior Health and Long Term Care brochure
- Updated Cornerstone secretary/transcriptionist job description
- Updated Marshfield discussion group on security suggestions from dispatch/law enforcement to encourage nixle.com
- Conducted bi-weekly supervision meetings with all support staff either by phone or in person
- Filled in for division vacancy
- Filed annual 942 expense report with state
- Filed annual HSRR Revenue report with state
- Filed 2018 Mental Health Block Grant report with State
- Worked on 2018 Substance Abuse Block Grant
- Worked on 2018 SAPSIS report
- Assisted Crisis/Legal Program Manager with Crisis QI Grant/Funding
- Reviewed Employee JDQ
- Worked with Behavioral Health managers to problem solve CRS documentation issues
- Interviewed and Hired replacement Accounting Clerk
- Attended Software Demonstration
- Attended Monthly CLTS teleconference
- Attended County Accountants' Meeting
- Attended EW bi-monthly budget meeting

- Worked on Wisconsin Human Services SIM Survey
- Attended IA Meeting to discuss IHSS program
- Met with CR program manager to discuss and provide recommendations for Energy program Budget
- Worked on Audit document tie outs
- Reconciled 2018 PS funding with state
- Reviewed and Filed seven monthly expense reports with Staff and State
- Compiled YTD Budget reports and projection of 2019 expenses with : Behavioral Health Division, Child Welfare, CR and CLTS Division
- Compiled Monthly Manager Reports for DHS Community and distributed
- Recorded all State revenues for March
- Recorded March Community Revenues
- Determined and Recorded March Community Contractual Adjustments
- Various Journal Entries
- Supervised Staff with ongoing Department duties

Edgewater Haven Update by Jordon Bruce

In the month of April we had 5 admissions and 2 readmissions. Current Memory Care census is 11 residents. Census comparison to last year:

April 2018 – 56.17 average census with 6.46 rehab

April 2019 – 53.40 average census with 3.16 rehab

Admissions/Discharges Comparison:

April 2018 – Admissions 21/Discharges 12/Readmissions 3

April 2019 – Admissions 5/Discharges 7/Readmissions 2

We have given notice to switch our therapy provider. Our new therapy provider, PRN Therapy, will transition and start on July 1, 2019, replacing Greenfield Therapy as our provider. We are looking forward to this change to help maximize our reimbursement potential and also grow our business.

We have been recruiting CNAs to help fill openings we have had on our PM shift which has had an impact on our census. We have had a couple work related injuries and resignations which has led to these openings. We sent out over 2,700 CNA postcards specifically recruiting for our PM shift which will help reduce the overtime we are currently experiencing to help cover these open shifts. Our next priority will be getting the TBI application turned into the state for approval this month.

We did have our Annual Survey in the beginning of May and it was another great, quality survey. We received two low-level cites that did not have the potential for any harm and these have already been corrected. This great survey will help ensure we retain our 5-Star ranking with CMS.

Interviews have continued as we search for a permanent Administrator for Edgewater Haven with more scheduled in mid-May.

Employment & Training Update by Lacey Piekarski

FSET: In April 2019, we began outreach at two new alternative high schools in our region, serving youth receiving FoodShare benefits ages 16 and older, primarily focusing on high school diploma

obtainment, employment search assistance and driver's education. With an emphasis on driver's education assistance, we have also connected with CAP Services Work 'n Wheels vehicle purchase program to learn and share relevant information to our customers, as well as reviewing the FSET one-time vehicle repair option whenever possible.

Please see the results of our customer satisfaction survey that was completed in March:

Did you get what you wanted out of the enrollment?		
Yes	53	89.83%
No	1	1.69%
No Response	5	8.47%

Do you have a clear understanding of what FSET is?		
Yes	59	100.00%
No	0	0.00%
No Response	0	0.00%

Do you have a clear understanding of what you are going to work on prior to your next FSET appointment?		
Yes	58	98.31%
No	1	1.69%
No Response	0	0.00%

Do you have the tools you need to complete your tasks before your next appointment?		
Yes	57	96.61%
No	2	3.39%
No Response	0	0.00%

Please rate your overall experience of today's enrollment.		
Strongly Satisfied	39	66.10%
Satisfied	19	32.20%
Neutral	1	1.69%
Dissatisfied	0	0.00%
Strongly Dissatisfied	0	0.00%

We are very pleased with our results, but will continue to work towards an increasing our satisfaction rates.

Personnel Updates: Wood County Human Services is excited to welcome Lauren Gilbertson as our newest FSET Case Manager, starting 05/20/19, serving our Wood County – Wisconsin Rapids and Adams County caseloads.

Independent Living Program: Our Independent Living Program regional Youth Advisory Council (YAC) has been tasked with creating a visual collage to represent the youth of our 9-county region. This will be on display at the "Hands Around the Capitol event" on May 22.

Brighter Futures Initiative – LEO (Life Ecology Organization) Program: Our Brighter Futures Initiative – LEO Program began facilitating the very first cohort sessions, offering two cohorts at Lincoln High School. Approximately 25 youth are attending both sessions. The sessions will be completed over an eight-week period. We continue additional outreach efforts including presenting to the Wood County Human Service Department All Staff meetings in April.

With the development of our program, we had the opportunity to request additional funding from the Department of Children & Families. Fortunately, we were approved for funding which will allow us to hire an additional case manager. We are excited to welcome Kathryn Draper on June 10! Kathryn will serve our North Wood County youth population while Kathleen MacLeay continues LEO Program facilitation in South Wood and higher educational institutions.

Family Services Division Update by Beth Ferdon

The Family Services Division continues to be actively engaged in serving the families within our community. The need is always great for what we do, but we continue to work to meet the demand. We have welcomed or will soon welcome some new and passionate staff into the division, including David Peterson as a Family Resource Coordinator, Kailee Cedergren as a Youth Justice Social Worker, and Angela Welch as an Initial Assessment Social Worker. We further wished Tim McNaughton, a Youth Justice Social Worker, well in his retirement in April. We also successfully transitioned our 0.6 FTE Ongoing Social Worker position to a 0.97 position, of which 0.37 will be devoted to the FSET program.

May is National Foster Care Month. This presents a great opportunity for us to acknowledge foster parents, family members, volunteers, and other members of the community who help children and youth in foster care to find permanent homes and connections. Foster care plays a vital role in helping families in need at critical points in their lives. This year's theme prioritizes foster care as a service to families. On May 14, 2019, we held our annual Foster Care Appreciation Picnic. This provided an opportunity for us to come together with foster parents and children to connect through food, socialization, activities, and recognition. Later this month, Director Brandon Vruwink and Deputy Director Mary Solheim will hold Foster Care Listening Sessions in both Wisconsin Rapids as well as Marshfield.

Norwood Health Center Update by Jordon Bruce

Our main focus has been trying to fill our open positions at Norwood. We have RN openings that we have struggled to fill which has resulted in overtime and filling these hours with LPNs. We are currently using one agency RN to help us through as we have recently sent our RN postcards to over 6,000 RN's living in the 544xx zip code. We have seen a few applicants from this mailing and are processing these. I continue to split my time between Norwood and Edgewater Haven as we continue the search for a permanent Administrator for Edgewater.

Norwood Nursing Department by Liz Masanz

The Admissions unit April average patient days were 10.87. We have sent out recruitment cards for RN's and have a prn travel nurse starting this next month to fill the night shift gap. Nikki is doing well on admissions with the OT groups and we have two hired Activity Assistants working the weekends.

Pathway unit census has been 8.47. Several of those patients have been transfers from the hospital unit that otherwise would have gone to Clark County or Trempealeau County.

The Crossroads unit has 14.77. The construction remodel is going well. They are working on the second set of bathrooms and painting is complete. We have had a few newer patients on the unit.

Liz is working with the Activity Director to make the Activities program more patient centered and age appropriate and we are looking into a grant possibility for Art as therapy.

Norwood Maintenance Department by Lee Ackerman

Work is nearly finished on the second set of bathrooms on the Crossroads Renovation project. The tile is being installed and should be done in the next week or two. This leaves only two bathrooms left to renovate and, finally, the flooring can be installed in the main areas.

The first portion of the HVAC Digital Control upgrades has begun, focusing on the AC-7 fan, which serves the Medical Records space. The next step will be updating the control panel that operates the boilers. This panel was installed in 2000 when a change was made to higher efficiency modular boilers, but is now in need of alterations to work with the newer operating system being adopted in Wood County buildings. The next step will be installing that new software system at Norwood and training Maintenance staff on its operation. This updated system is promised to be rich in options, including the ability to send alerts remotely to maintenance staff cell phones, helping us identify failures sooner.

The last portion of the HVAC upgrades will address controls on the Kitchen hood vent and Laundry exhaust fans. These require plan approval from DHS prior to commencing, due to the role they play in fire protection. These changes will allow us to ramp down these fans in low usage times, saving a significant cost in heating/cooling.

I have been working closely with the contractor hired by the IT Department to install wire racks throughout the lower level. This system will carry future wire runs in an orderly manner. The ongoing challenge has been fitting the racks in areas with low head room. So far we have been able to problem-solve acceptable solutions.

I have enrolled in a Building Operators Certification training that is offered annually and designed for the building maintenance trade. The emphasis of the 8-day training is on improving building energy efficiency. There are two sessions scheduled per month from May through August. I am seeking Focus on Energy incentives to offset the cost.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of April totaled 10,832. Revenues for April totaled \$49,476. YTD meals are 37,842 and YTD revenue is \$172,774. There have been 11 cancelled days of meals due to weather this year.

Norwood Health Information Department by Jerin Turner

Going through old binders of census information and stats such as patient days and average length of stay and scanning the documents onto the L-Drive to eliminate the paper and the binders from storage in medical records. Designed a master spreadsheet for QAPI that all departments can use and view on the share drive. This will help us understand each department's role in QAPI better. Going to start having QAPI meetings monthly to report on projects and performance improvement for the facility.

Youth Mentor Program Update by Mary Solheim & Karriann Teresinski

Wood County Human Services is very excited to announce the creation of the Youth Mentor Program is well underway. Ms. Karriann Teresinski joined our team on April 1, 2019. Since then, Karriann has taken a blank slate and created something we feel proud of. More specifically, a formal referral and orientation process has been created for the program. The orientation is setup to include a warm transition with the youth's referring social work, what the youth can expect, an agreement outlining their commitments, a schedule, a tree of support, and a pre-program survey to evaluate where the youth is in terms of five measurable characteristics; self-efficacy, desire for learning, motivation, higher achievement, resiliency, and support. The program is youth-centered and encourages mentees to dream and to think big about who they are and what they want their future to look like. The program goal is to create a safe space for mentees to find their purpose while learning along the way. With a one year commitment, we hope this program can be a supportive, neutral, and encouraging experience which allows both large and small personal transformations to take place in youth who have likely been in need of a consistent, healthy connection for some time, if not their entire lives.

There is also more to come which includes putting together a 'Support Team' card, a program brochure, a personal bio of our mentor case manager, volunteer opportunities/connections in the community, program welcome bags (bookmark, simple journal, kinetic sand, calendar, calendar stickers, candy, card), and a crisis plan. The program is currently accepting referrals and ready to begin working with our first youth mentees within the next couple of weeks.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: May 23, 2019

Caseload activity for April - 14 new veterans served. During the month of April, we completed/submitted 240 federal forms to include:

- 22 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 4 Appeal – Higher level review, Notice of Disagreement (appeal)
- 24 new claims for disability compensation
- 1 new claim for pension
- 0 new claim for surviving spouse benefits (DIC or surviving spouse pension)
- 10 new applications for VA Healthcare
- 23 appointment of Claimants Representative (POA for American Legion, VFW, DAV etc.)
- 12 burial and marker applications

Activities:

1. Completed as of May 16th:
 - a. April 24 – WDVA Secretary's CVSO Town Hall meeting in Wausau.
 - b. April 25 – CCS Coordination Committee meeting.
 - c. May 7 – Testimony on AB 150 relating to care of veterans graves Assembly committee on Local Government.
 - d. May 15 – Department head meeting
 - e. May 16 – Interview on WFHR radio station to promote Marshfield Veterans Expo.
2. Near Future:
 - a. May 20 – Interview on WDLB radio station to promote Marshfield Veterans Expo.
 - b. May 22 – Veterans Benefit Expo in Marshfield.
 - c. May 23 – CVSO Association testimony on AB 88 relating to disabled veterans and surviving spouses property tax credit. Assembly Ways and Means committee.
 - d. May 24 – Wood County Veterans Memorial ceremony (11 a.m.).

Office updates:

1. Wood County veteran hiring initiative: Veterans preference and Disabled Veterans preference given to applicant for Assistant CVSO. No progress in this reporting period for countywide positions.
2. Staffing – for the past four weeks the department has been short one Veterans Representative. This 25% reduction has caused some delays in response time on phone calls and the scheduling of appointments. Too many cases are pending completion and follow up. The individual is projected to return to duty prior to the May 23 meeting.
3. VA Error corrected. In late February an area veteran contacted our office about the Disabled Veteran and Surviving Spouses property Tax Credit as they were going to purchase a home in Wisconsin Rapids. We had not worked with this veteran since their discharge. In reviewing their VA record to confirm eligibility for the tax credit which requires the veteran be 100% disabled due to service an error was identified. The veteran was living in Texas at the time of the rating in 2009 and the VA and their local Veterans Representative failed to apply a special monthly compensation rule to the claim. We claimed a clear and unmistakable error (cue) meaning the VA had all the required evidence at the time of the

rating. This week the veteran received a correction retroactive deposit in the amount of \$32,543.80 and will see a monthly increase in compensation of \$364. The family closed on the house at the end of April and will receive the property tax credit.

4. Marshfield Expo update. To date we have over 30 Federal, State, County and regional service providers ready to assist the veterans and their families attending this event.

Minutes of the Wood County Public Safety Committee

3

DATE: April 15, 2019

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

EXCUSED:

NOT

PRESENT:

OTHERS Sarah Christensen, Kelli Trzinski, Steve Kreuser, Scott Brehm, Ted Ashbeck,

PRESENT: Randy Dorshorst, Erik Engel, Doug Machon, Reuben Van Tassel, Lori Heideman,
Nanci Olson, John Cain, Peter Kastenholz

LOCATION: Wood County Courthouse

1. Call to Order:

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

2. Review minutes of March 11, 2019:

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

1. Public Comments:

No Public Comments.

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

May 13, 2019

9:00 a.m.

Wood County Rescue Garage

5. Communications Department:

a. Communications March 2019 Claims:

The Committee reviewed the Communications March 2019 claims.

b. Communications Report:

The Committee reviewed the Communications report.

c. CIP

Erik presented his Capital Improvement Plan for the next couple of years. Erik explained what the items are and what they are used for.

Motion by Feirer, second by Winch to approve the CIP of the Communications Department and to move it on to the Executive Committee. Motion carried unanimously.

6. Emergency Management Department

a. Emergency Management March 2019 Claims:

The Committee reviewed the Emergency Management March 2019 claims.

b. Emergency Management Activity Report:

The committee reviewed the Emergency Management report. Steve answered questions regarding the spills at Domtar.

c. Soliciting Funds for the Command Post

Steve discussed soliciting funds for the Command Post trailer. Talked about where we would solicit the funds from.

Motion by Feirer, second by Zurfluh to approve the solicitation of funds to purchase a new Command Post trailer. Motion carried unanimously.

7. Dispatch Department:

a. March 2019 Claims:

The Committee reviewed the Dispatch March 2019 Claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report. Lori talked about the static issues in Dispatch. Rueben explained the anti-static measures that were taken when the new area was constructed. Talked about grounding and some ideas on how to try to help stop the problem.

c. Phones:

Lori talked about the timeline of the 911 outages. She requests that she be able to send bills incurred by the Department from other vendors when the problem was Solarus' all along, to Solarus for payment. She states that Peter advised her to pay the bills but to write a letter to Solarus asking to be reimbursed. Supervisor Zurfluh asks if it would be advisable to set up a meeting with Solarus, Lori, Erik and the PSC Chairman. They are going to send a letter first.

Motion by Zurfluh, second by Polach to send a letter to Solarus requesting payment of the two bills. Motion carried unanimously.

d. CIP:

Lori states that dispatch currently has no backup center designated. Talked about setting up 3 stations at Norwood. Discussed what that would include and what equipment is needed. They cannot use the previous tower equipment as it is outdated. Supervisor Winch asks if there is room available at Norwood, and there is. Supervisor Zurfluh asks that Lori make an itemized list of equipment that would be needed and the cost of that equipment. Bring that and the CIP back to the May meeting. This is to be tabled until the next meeting.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

b. March 2019 Claims:

The Committee reviewed the Coroner March 2019 claims.

9. Sheriff's Department:

a. Correspondences:

No correspondences this meeting.

b. Wood County Rescue:

The Committee reviewed the Wood County Rescue report.

c. Crime Stoppers:

The Committee reviewed the Crime Stoppers report.

d. K-9 Project:

No report this meeting.

e. March 2019 Claims:

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

f. Drug Task Force Grant Resolution:

Motion by Feirer, second by Zurfluh to provide for unanticipated revenue from the DOJ, Byrne Memorial Justice Assistance Grant Program available through the US Department of Justice and supplemented by funds derived from the State of Wisconsin budget through penalty assessment fees. Motion carried unanimously.

g. Hiring Process:

The hiring process is still ongoing. The applicants have taken their written and physical fitness tests. The next step will be the applicants interviewing with the Civil Service Commission.

h. Promotions:

Kalvin Dorshorst was promoted to Patrol Lieutenant on the night shift to replace the vacancy from Lt. Zurfluh's promotion.

Sheriff Becker promoted Deputy Scott Drew and Deputy Matthew Susa to Patrol Sergeants.

i. Snowmobile Patrol:

The Committee reviewed the Snowmobile Patrol report.

j. Jail Items:

- i. **Inmate Daily Population:** Set a record high for 2019 on Monday, April 15, 2019 of 264 inmates.
- ii. **Overtime:** see report
- iii. **EMP:** see report
- iv. **Safekeeper Housing:** see report
- v. **Kitchen Report:** see report
- vi. **Space Needs in Jail:** Chief Deputy Dorshorst stated the Sheriff's Department will need to start looking for more housing in other counties due to the high population of inmates and overcrowding in the Jail.
- vii. **Discuss New Jail:** John Kane from Venture Architects spoke to the committee on how to go about building a new jail or add on to the existing facility.

10. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report.

b. March 2019 Claims:

The Committee reviewed the Humane Officer March 2019 claims.

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

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

12. Agenda Items for Next Meeting:

None

13. Adjourn

Meeting adjourned by Vice Chair Polach at 10:57 a.m.

Minutes taken by Wood County Sheriff's Department.

Signed Electronically by Jason Zaleski

Jason Zaleski, Secretary
Public Safety Committee

Minutes of the Wood County Public Safety Committee

DATE: May 13, 2019

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

EXCUSED:

NOT

PRESENT:

OTHERS Sarah Christensen, Kelli Trzinski, Steve Kreuser, Scott Brehm, Ted Ashbeck,

PRESENT: Randy Dorshorst, Erik Engel, Reuben Van Tassel, Nanci Olson, Quentin Ellis,
Shawn Becker, Bill Clendenning

LOCATION: Wood County Rescue Garage

1. Call to Order:

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

2. Review minutes of April 15, 2019:

Motion by Feirer, second by Zaleski to approve the minutes of the April 15, 2019 meeting as presented. Motion carried unanimously.

3. Public Comments:

No Public Comments.

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

June 17, 2019

9:00 a.m.

Wood County Courthouse

5. Communications Department:

a. Communications April 2019 Claims:

The Committee reviewed the Communications April 2019 claims.

b. Communications Report:

The Committee reviewed the Communications report.

c. Job Description

Erik talked about the changes he would like made to his job description. He would like to see the position title changed to Communications & Cyber Director. Change the job classification to Communications Director. Change the Reports to to the Public Safety Committee. In the

Purpose of Position section, change The work is performed under the direction of the Public Safety Committee. Finally, under Essential Duties, change the eighth bullet point to Prepare annual budget instead of assist with preparing. The Committee discussed the changes. Supervisor Zurfluh talked about the titles and such with the Previous Director until the Communications Department was absorbed by Emergency Management. Supervisor Clendenning pointed out that there would be different requirements for a Director than a Coordinator.

Motion by Feirer, second by Winch that the title of this position be changed to Communications & Cyber Director and that the job classification title also be changed to Communications Director. Motion carried unanimously.

Motion by Feirer, second by Zurfluh that the “reports to” be changed to Public Safety Committee. Motion carried unanimously.

Motion by Feirer, second by Zaleski to change the wording of the eighth bullet point to prepare the budget. Motion carried unanimously.

6. Emergency Management Department

a. Emergency Management April 2019 Claims:

The Committee reviewed the Emergency Management April 2019 claims.

b. Emergency Management Activity Report:

The committee reviewed the Emergency Management report.

Motion by Zaleski, second by Winch to accept the Emergency Management Report. Motion carried unanimously.

7. Dispatch Department:

a. April 2019 Claims:

The Committee reviewed the Dispatch April 2019 Claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report. Supervisor Zurfluh inquired about Lori's meeting with Peter and the letter that was sent to Solarus requesting reimbursement of payments made to fix phones that were not needed, as it was a Solarus problem. Erik stated that Lori has not heard from them as of yet.

c. Phones:

Erik discussed some of the phone issues in Marshfield and what caused them. Talked about the problem being Frontier's and how the service ticket was coded wrong resulting in a delay in them coming out to fix the problem. This caused the phone issues to last longer than they should have.

d. CIP:

Erik talked about the numbers for the equipment and space in Norwood. Answered questions on the rent cost. Half would be paid by dispatch and half by IT.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

b. April 2019 Claims:

The Committee reviewed the Coroner April 2019 claims.

9. Sheriff's Department:

a. Correspondences:

Sheriff Becker talked about the Wellness Program and an ongoing homicide investigation.

b. Wood County Rescue:

The Committee reviewed the Wood County Rescue report.

Sheriff Becker thanked Bill Clendenning and Dennis Polach for coming to the open house held on May 7, 2019.

Sheriff Becker stated Rescue is working with Pittsville Fire Department on more training. He also stated Rescue would be helping in June with the Marshfield parade.

c. Crime Stoppers:

The Committee reviewed the Crime Stoppers report.

Sheriff Becker told the Committee that a budgeted \$750.00 donation was given to Crime Stoppers from the Sheriff's Department.

d. K-9 Project:

No report this meeting.

Sheriff Becker told the Committee that a budgeted \$750.00 donation was given to the K-9 project from the Sheriff's Department.

Sheriff Becker talked about the ACACIA foundation and raising money for new dogs. He also spoke about the possibility of countywide participation from local departments with the foundation.

e. April 2019 Claims:

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

f. Hiring Process:

Sheriff Becker stated the list from the Civil Service Commission was certified and Captain Ellis sent out packets for interviews on May 29, 2019. He stated they are looking to hire three deputies.

g. Promotions:

Sheriff Becker stated three Patrol Sergeants will be promoted sometime in June and he hopes to have the Security Lieutenant position hired by July 1, 2019.

h. Snowmobile Patrol:

No report this meeting.

i. Jail Items:

- i. **Inmate Daily Population:** see report
- ii. **Overtime:** see report
- iii. **EMP:** see report
- iv. **Safekeeper Housing Numbers:** see report
- v. **Kitchen Report:** see report
- vi. **Maintenance:** see letter and photos provided by Captain Ashbeck. Rueben Van Tassel talked about the priority of fixing the laundry area in the jail.
- vii. **Safekeeper Housing:** see report

viii. **Jail Inspection:** see report. Vice Chair Dennis Polach thanked Captain Ashbeck on a job well done with the jail inspection.

ix. **New Jail:** see letter from Venture Architects.

Motion by Feirer, second by Zurfluh to accept the proposal for \$24,950.00 from Venture Architects to do study on new law enforcement center/jail and forward on to the Executive Committee with proposal.

10. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report.

b. April 2019 Claims:

The Committee reviewed the Humane Officer April 2019 claims.

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

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

12. Agenda Items for Next Meeting:

None

13. Adjourn

Meeting adjourned by Vice Chair Polach at 11:04 a.m.

Minutes taken by Wood County Sheriff's Department.

Signed Electronically by Jason Zaleski

Jason Zaleski, Secretary
Public Safety Committee

CIVIL SERVICE COMMISSION MEETING
April 29, 2019
Wood County Courthouse - Room 115
Time: 1:00 PM

Members Present: Mike Meyers, Chairman
Marvin Kohlbeck
Lee Kauth
Diane Lieber
Lee Garrels

- 1. Call meeting to order.**
- 2. Public comments.**
- 3. Election of Officers.**
 - i. Mike Meyers elected Chairman**
 - ii. Diane Lieber elected Secretary**
- 4. Motion to go into Closed Session pursuant to Wis. Stats 19.85(1) to review status of present list with personnel of Wood County Sheriff's Department.**
- 5. Motion to return to open session.**
- 6. Any other business that is properly brought before this Committee.**
- 7. Adjourn**

CIVIL SERVICE COMMISSION MEETING
April 30, 2019
Wood County Courthouse - Room 115
Time: 1:00P

Members Present: Mike Meyers, Chairman
Lee Garrels
Marv Kohlbeck
Lee Kauth
Diane Lieber

- 1. Chairman Meyers called meeting to order at 1:00 PM**
- 2. Motion by Kauth, second by Lieber to go into Closed Session pursuant to Wis Stats 19.85(1)©. Roll call vote taken; all ayes.**
- 3. Candidates for the Wood County Sheriff's Department Eligibility List were interviewed.**
- 4. Motion by Kauth, second by Kohlbeck to return to Open Session. Roll call vote taken with all ayes.**
- 5. There were no public comments.**
- 6. Motion to adjourn by Lieber 3:00P, second by Garrels. Motion carried.**

CIVIL SERVICE COMMISSION MEETING
May 1, 2019
Wood County Courthouse - Room 115
Time: 1:00P

Members Present: Mike Meyers, Chairman
Lee Garrels
Marv Kohlbeck
Lee Kauth
Diane Lieber

1. Chairman Meyers called meeting to order at 1:00 PM
2. Motion by Kohlbeck, second by Kauth to go into Closed Session pursuant to Wis Stats 19.85(1)©. Roll call vote taken; all ayes.
3. Candidates for the Wood County Sheriff's Department Eligibility List were interviewed.
4. Motion by Lieber, second by Meyers to return to Open Session. Roll call vote taken with all ayes.
5. There were no public comments.
6. Motion to adjourn by Garrels at 3:30P, second by Lieber. Motion carried.

**CIVIL SERVICE COMMISSION MEETING
May 8, 2019
Wood County Courthouse - Room 115
Time: 7:00 PM**

**Members Present: Mike Meyers, Chairman
Lee Garrels
Marv Kohlbeck
Lee Kauth
Diane Lieber**

- 1. Chairman Meyers called meeting to order at 7:00 PM**
- 2. Motion by Kohlbeck, second by Kauth to go into Closed Session pursuant to Wis Stats 19.85(1)©. Roll call vote taken; all ayes.**
- 3. Candidates for the Wood County Sheriff's Department Eligibility List were interviewed. This was the last interviews to take place.**
- 4. Committee then reviewed the interview notes and established a final list of candidates. This will be forwarded to the Wood County Sheriff for their review.**
- 5. Motion by Lieber, second by Meyers to return to Open Session. Roll call vote taken with all ayes.**
- 6. There were no public comments.**
- 7. Motion to adjourn by Garrels at 9:00P, second by Lieber. Motion carried.**



Wood County

WISCONSIN

OFFICE OF CORONER

SCOTT D. BREHM

DATE: June 5, 2019
TO: Wood County Public Safety Committee
FROM: Scott D. Brehm, Wood County Coroner
SUBJECT: Monthly Activity Report

3

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

Deaths in Wood County	86
Falls/Sudden/Suspicious Deaths Investigated	22
Traffic Fatalities.....	0
Suicides.....	0
Drownings.....	0
Fire Fatalities.....	0
Homicides.....	0
Suspected Overdoses.....	0
Death Certificates Signed.....	21
Cremation Permits Signed.....	64
Autopsies Performed.....	1
Disinterments.....	0

Remarks:

Respectfully Submitted,

Scott D. Brehm
Wood County Coroner

Dept. Head Humane Officer Nanci Olson
April 7th – April 20th, 2019

4-12; WR6161 Welfare check on thin, aggressive dog @ 400 block of 11th Avenue North WR 16

4-2; Report Writing

4-12, 14, 15; WR6176 Animal welfare check, sanitation concerns @ 430 11th Avenue North WR 16, 16, 16

4-12; WC4994 Dog bite follow-up 92

4-13; WR6376 Welfare check on 15+ cats, sanitation concerns @ 2800 block of 3rd Avenue South WR 18

4-13; NK887 Dog bite follow-up 0

4-14, 16; WC1474 Welfare check, issue an Order of Abatement @ Milladore. 62, 62

4-13; WC964 Improper confinement-open case 38

4-15; Public Safety Meeting. 12

4-15; PE432 Open case regarding aggressive dogs, improper confinement. 22

4-16, 17; WR6376 Cats were removed and sent to the Humane Society, where the owner agreed to surrender them. , 18, 22

4-16, 17, 18, 19; WC5931 Mistreatment, possibly causing death. Open Case. 31,31,31,31

4-17, 18, 20 WC6107 Two large huskies and two puppies left outside in a small portable cage. Puppies were not in good health, also wet, cold and shivering, they were removed via impoundment form and taken to the Humane Society & later the owner surrendered them. 10, 22, 10

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

4/7/2019 THROUGH 4/20/2019

APPROVED BY: Public Safety Committee

[illegible]

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

Mileage: 101-3901-54129-000-331

(Mileage Check)

Department Head Humane Officer Nanci Olson
April 21 – May 4 2019

4-21 Reports

4-21, 5-2; WC1474 Welfare check-issue an Order of Abatement @ Milladore. 62, 62

4-22, 23; WR8109 Dog causing injury to another dog @ 2000 block of 1st Street WR 16, 16

4-23, 28, 30; WC6413 Concern of non-compliance of animal carcasses, mistreatment, improper shelter-open case. 70, 70, 70

4-24, 27; WC6694 Concern of non-compliance of animal carcasses of cattle, mistreatment of dog-open case. 18, 18

4-24, 25, 5-2; WC5931 Mistreatment causing death-open case 31,31,0

4-25,27; PE619 Dog bite-child was bit by a service dog, owner has communication issues so the manager of the assistant living home helped with quarantine and rabies checks @ 100 block of Market Street, Port Edwards. 18, 0

4-26; WR8634 Cat bite-owner was bit by her elderly cat when she was giving it medication @ 1000 block of Dewy Street, WR 14

4-26, 5-1; WC5685 Multiple cats, sanitation concerns @ 4000 block of County Rd Q. 34, 34

4-28; WC6107 Mistreatment of two large huskies and two puppies-follow-up. 22

5-3, 4 WC3918 Welfare check on horses @ 8000 County Road Rd T, Township of Richfield-open case. 64, 64

5-3; WR6376 Follow-up on several cats removed from property 2200 block of 3rd Avenue South WR 18

5-4; WR9261 Dog bite @ 400 block of 14th Street North when a postal worker was bit. WR 14

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

4/21/2019 THROUGH 5/4/2019

APPROVED BY: Public Safety Committee

[illegible]

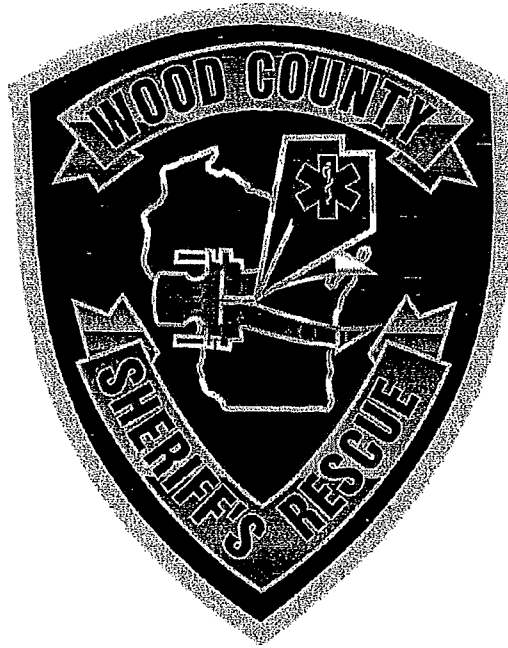
(Mileage Check)

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

Mileage: 101-3901-54129-000-331

2019

3



April Monthly Report

Wood County Sheriff's Rescue

Within this report:

1. Business Meeting

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

2. April Call and Truck Hours

Summary of members hours with and without the truck.

3. April Attendance, Training Summary and Training Logs

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

4. Calls Attended (with and without the truck)

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

5. Call Summary & Run Reports

Summary of calls for the month. Includes run reports for each call, completed by the member who responded with Rescue 3.

6. Special Events Summary & Special Events Forms

Summary of special events for the month. Includes a special events form for each call, completed by one of the members present at the event.

Wood County Sheriff's Rescue Business Meeting

Date: Tuesday, April 2nd, 2019

Meeting Brought to Order by Dave Westfall at 7:06 PM

Motion to Adjourn Meeting made by Chris Stoflet, second by Jamie Vilbaum at 7:43 PM.

Attendance

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

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

Secretary's Report: Month of March meeting was printed out and available. Motion made to accept minutes as printed by Chris Stoflet, second by Jaron Bernette.

Treasurer's Report: No changes.

Director, Mike Wiberg: Nothing.

President, Dave Westfall: When on a call, make sure to be wearing steel toe boots, all jump gear (pants and jacket), safety vest, helmet. Make sure to be on WOSAR when using radio.

Vice President, Brandon Franz: Nothing.

Secretary, Ann Burger: Make sure to be completing run reports. Three run reports need to be done. March Monthly Report will be completed tonight.

Training Officer, Chris Stoflet: Nothing.

Medical Officer, Jordan Herman: Make sure to get CPR cards into Wiberg.

Technicians in Charge

ATV Trailer, Casey Mike: Left turn signal not working. Trailer wiring was completed by Cody. Cody will look at turn signal wiring as well.

Marine 1, and Wave Runners, Josh Habeck: Marine 1 – red and white interior lights cannot be used at the same time because it will short out the fuse.

Water Rescue- Diving and Swift Water, Cody Blakeslee: Cody now has gear and can dive if needed.

Squad Room, Rescue Garage, and Supply Room, Ann Burger: Squad room needs to be vacuumed. Try to get carpet shampooed before open house in May.

Public Relation, Promos, Fundraisers, and Demo's, Dave Westfall: 56 tickets sold, 10 already spoken for. Rest of tickets will be divided tonight. We will be checking in weekly to see how ticket sales are going. 25 tickets to each member, \$500 to be due at May business meeting.

Recruitment, Membership, Uniform and Equipment, Jordan Herman: New members: Rylie Potter and Gordy Timm. 2nd Interview was held for Christopher Austin.

Project Lifesaver and Search & Rescue, Josh Habeck: Everything looks good. Going to be adding spare batteries to boxes once weather stays warm.

Activities, Cat Pidgeon: Open House on May 7th (May Business Meeting). See Events for more activities.

Vehicles

Rescue 3: Nothing.

Rescue 4: Looking into getting new running boards.

Rescue 5: Battery charger for plug in back – make sure to unplug both front and back prior to taking it out of the garage.

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

Old Business:

I am Responding – waiting to get more information.

Work on getting added to MABIS cards. Address at upcoming Fire Chief's meeting.

New Business:

Fundraising options: quarter raffle, Rafters game.

Events:

Grand Rapids Easter Egg Hunt – April 20th

Run The Rapids – April 27th

Mock Crash @ LHS – May 2019??

EVOC – May 4th

Marshfield Dairy Fest – June 1st

Rapids Parade – June ??

Pittsville Parade – July 4th

State Water Ski Show – July 17-21st

Corvette's of the North Car Cruise – August 3rd

Wazeecha Water Races – August 4th

Run With The Cops – October 3rd

2019

April Call and Truck Hours

	CALL	TRUCK
Mike Wiberg	12	33
David Westfall	59.5	39.25
Catherine Pidgeon	33	6
Casey Mike	0	0
Ann Burger	109	9
Chris Stoflet	84	28.25
Brandon Franz	132	60.5
Mandy Adamski	24	76.25
Jordan Herman	3	105.5
Cole O'Neil	24	55.25
Jamie Vilbaum	40	75.25
Dakota Blakeslee	27	105.5
Josh Habeck	12	67.25
Jaron Bernette	152	0
Joshua Alexander	108	0
Gordy Timm	30	0
Rylie Potter	144	0

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

2019

April Attendance

DATE	4/2/2019	4/9/2019	4/16/2019	4/23/2019	4/30/2019
TRAINING	Business Meeting	Work Night	Work Night	Extrication	Work Night
Mike Wiberg	X	E	X	X	X
David Westfall	X	X	X	X	X
Cat Pidgeon	X	X	E	X	X
Casey Mike	E	E	E	E	E
Ann Burger	X	X	X	X	X
Chris Stoflet	X	X	X	X	E
Brandon Franz	X	X	X	X	X
Mandy Adamski	X	X	E	E	X
Jordan Herman	X	X	X	X	X
Cole O'Neil	X	X	E	X	X
Jamie Vilbaum	X	X	X	X	X
Dakota Blakeslee	X	X	X	X	X
Josh Habeck	X	X	E	X	X
Jaron Bernette	X	X	X	X	X
Joshua Alexander	X	X	E	X	X
Gordy Tinn	X	E	X	X	E
Rylie Potter	X	X	X	X	X

X = Member present for training

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

A = Member is no longer on squad

B = Before member was on squad

April Training Descriptions

Date	Type	Description
2-Apr	Business Meeting	Business Meeting
9-Apr	Work Night	Emptied, swept, and power washed garage floor. Vacuumed and carpet scrubbed squad room floor. Organized squad room, specifically desk and secretary area. Cleaned and buffed extrication tools.
16-Apr	Work Night	Reviewed bylaws and policies with all members.
23-Apr	Extrication	Car on its passenger side. Stabilized with stabilization bars. Members cut A, B, C & D posts and pulled down roof to perform "Noah's Ark". Reviewed door removal and dash roll with new members.
30-Apr	Work Night	Raked and cleaned extrication area behind garage. Did monthly checks to prepare for open house next week.

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Business Meeting

Length of training: _____ Date: 4/2/19

Brief Description:

Nick Brockman Resigned

MEMBERS	YES	NO	MEMBERS	YES	NO
Mike Wiberg	X		Cole O'Neil	X	
Dave Westfall	X		Jamie Vilbaum	X	
Cat Pidgeon	X		Nick Brockman		
Casey Mike		X	Dakota Blakeslee	X	
Ann Burger	X		Josh Habeck	X	
Chris Stoflet	X		Jaron Bernette	X	
Rob Mateer			Josh Alexander	X	
Brandon Franz	X		Gordy Timm	X	
Mandy Adamski	X		Rylie Potter	X	
Jordan Herman	X				

Comments:

New members: Gordy Timm & Rylie Potter

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: WORK Night

Length of training: _____ Date: 4/9/19

Brief Description:

Emptied, swept & powerwashed garage floor
Vacuumed & carpet scrubbed squad room floor
Organized squad room
Cleaned and buffed extrication tools

MEMBERS	YES	NO	MEMBERS	YES	NO
Mike Wiberg		X	Cole O'Neil	X	
Dave Westfall	X		Jamie Vilbaum	X	
Cat Pidgeon	X		Nick Brockman	X	
Casey Mike		X	Dakota Blakeslee	X	
Ann Burger	X		Josh Habeck	X	
Chris Stoflet	X		Jaron Bernette	X	
Rob Mateer	X		Josh Alexander	X	
Brandon Franz	X		Gordy Timm		X
Mandy Adamski	X		Rylie Potter	X	
Jordan Herman	X				

Comments:

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Went over Bylaws and Policies

Length of training: 2 hrs Date 4-16-19

Brief Description
Went over Bylaws and Policies

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg	X		Josh Habeck		X
Dave Westfall	X		Jaron Bernette	X	
Cat Pidgeon		X	Joshua Alexander		X
Casey Mike		X	Gordy Timm	X	
Ann Burger	X		Rylie Potter	X	
Chris Stoflet	X				
Robert Mateer		X			
Brandon Franz	X				
Mandy Adamski		X			
Jordan Herman	X				
Cole O'Neil		X			
Jamie Vilbaum	X				
Nick Brookman		X			
Dakota Blakeslee	X				

Comments:

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Stabilizing + Cut car on car side

Length of training: 2 hrs Date 4-23-19

Brief Description

had a car on it side and went over stabilizing and
then cut A B C D posts and laged roof on the ground and
then went over with new members on how to cut door off
and did a dash roll went well

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg	X		Josh Habeck	X	
Dave Westfall	X		Jaron Bernette	X	
Cat Pidgeon	X		Joshua Alexander	X	
Casey Mike		X	Rylie Potter	X	
Ann Burger	X		Tim Gordy	X	
Chris Stoflet	X				
Robert Mateer					
Brandon Franz	X				
Mandy Adamski		X			
Jordan Herman	X				
Cole O'Neil	X				
Jamie Vilbaum	X				
Nick Broderman					
Dakota Blakeslee	X				

Comments:

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Cleaning Extrication Pad

Length of training: _____ Date 4/30/19

Brief Description

Raked up garbage and cleaned up
pad/sandy area where we do extrication

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg	X		Josh Haback	X	
Dave Westfall	X		Jaron Bernette	X	
Cat Pidgeon	X		Joshua Alexander	X	
Casey Mike		X	Gordy Timm	X	X
Ann Burger	X		Rylie Potter	X	
Chris Stoflet		X			
Robert Mateer					
Brandon Franz	X				
Mandy Adamski	X				
Jordan Herman	X				
Cole O'Neil	X				
Jamie Vilbaum	X				
Nick Brookman					
Dakota Blakeslee	X				

Comments:

Gordy Timm Had to work
Chris had kids soccer practice

2019

April Calls Attended & Calls with Truck

#	Name	R3	R4	R5	Calls On	Total
L-01	Mike Wiberg					0
L-02	David Westfall					0
L-03	Cat Pidgeon				1	1
L-04	Casey Mike					0
L-05	Ann Burger				2	2
L-06	Chris Stoflet					0
L-07	Brandon Franz	1				1
L-08	Mandy Adamski				1	1
L-09	Jordan Herman	1			1	2
L-10	Cole O'Neil					0
L-11	Jamie Vilbaum	2				2
L-12	Dakota Blakeslee					0
L-13	Josh Habeck	1				1
L-14	Jaron Bernette					0
L-15	Joshua Alexander				2	2
L-16	Gordy Timm					0
L-17	Rylie Potter				1	1
	Out of Service					0

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

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

Call #	23	24	25	26	27
Date	4/9/19	4/11/19	4/20/19	4/27/19	4/30/19
Time	15:52	16:42	9:34	7:41	8:21
Day of Week	Tuesday	Thursday	Saturday	Saturday	Tuesday
Township	Lincoln	Port Edwards	Grand Rapids	Wisconsin Rapids	Vesper
Location	11426 WREN ROAD	960 SENECA ROAD	500 32ND STREET NORTH	220 3RD AVE SOUTH	CTH F & CTH HH
Call Type	Traffic Control	10-50 w/ Injuries	Special Event	Special Event	10-50 w/ Injuries
Medical/ Extrication	No	No	No	No	Medical
Ambulance		WRFD Ambulance			United Ambulance
EMR		Port Edwards EMR			
Fire		Port Edwards FD			Vesper Fire
Tools/ Equipment Used		Stop/slow signs			Stop/slow signs
Notes	Traffic control for Packer Tailgate Party at Marshfield Country Club		Show and Tell at Grand Rapids Easter Egg Hunt @ MSTC	Traffic Control and Show & Tell at Run the Rapids 5k	

Wood County Rescue Run Sheet

Date: 4/9/19 **Complaint #** WCSR 2019-23 **Day of Week:** Tuesday
Location: 11426 WREN ROAD, TOWN OF LINCOLN **Who had R3:** J. Herman
Paged: 15:52 **Enroute:** _____ **On Scene:** _____
Available: _____ **10:22'd** _____ **by:** _____

Reason Paged: ☐ 10-50 W/injuries ☐ 10-50 w/unknown injuries ☐ Water Rescue ☐ Project Lifesaver
 ☐ Snowmobile/ATV ☐ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request
 ☐ Demo: _____ **Total Hrs.** _____
 ☒ Other: Traffic for Special Event **Total Hrs.** 2 hrs

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

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

Scene Description:

Helped with traffic for Packers Tailgate Party at Marshfield Country Club

Extrication Required

☒ No ☐ Yes (procedure described on narrative form)

Tools used:

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

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

☐ Yes ☒ No (procedure described on narrative form)

Ambulance Service

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

First Responder

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

Fire Department

☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Blron ☐ Nekoosa

Rescue Members Present

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

J. Herman	T				

Rescue Command: _____

Report completed by: J. Herman

Signature: _____ **Date:** _____

Wood County Rescue Run Sheet

Date: 4/11/2019

Complaint # WCSR 2019-24

Day of Week: Thursday

Location: 960 Seneca Rd

Who had R3: J. Vilbaum

Paged: 16:42

Enroute: 16:44

On Scene: 16:51

Available: 17:18

10:22'd

by:

Reason Paged:

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

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

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

Scene Description:

Arrived On scene with rescue 3, noticed a car in the ditch

Extrication Required

☒ No ☐ Yes (procedure described on narrative form)

Tools used:

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

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

☐ Yes ☐ No (procedure described on narrative form)

Ambulance Service

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

First Responder

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

Fire Department

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

Rescue Members Present

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

J. Vilbaum					
A. Burger					
J. Alexander					

Rescue Command: J. Vilbaum

Report completed by: J. Vilbaum

Signature: _____

Date: _____

Wood County Sheriff's Rescue Narrative Form

Complaint # WCSR 2019-24

At approximately 16:42 on 4/11/19 I jamie Vilbaum was paged to a 1 vehicle 10-50 with injuries. When I arrived on scene, I was told to shut down Seneca Rd to all traffic. I then shut it down untill the scene was secure.

Wood County Rescue Run Sheet

Date: 4/20/2019 **Complaint #** WCSR 2019-25 **Day of Week:** Saturday
Location: 500 32ND STREET NORTH **Who had R3:** B. Franz
Paged: 9:34 **Enroute:** _____ **On Scene:** 9:34
Available: 10:55 **10:22'd** _____ **by:** _____

Reason Paged: ☐ 10-50 W/Injuries ☐ 10-50 w/unknown Injuries ☐ Water Rescue ☐ Project Lifesaver
 ☐ Snowmobile/ATV ☐ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request
 ☐ Demo: _____ Total Hrs. _____
 ☒ Other: Special Event Total Hrs. 1.5

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

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

Scene Description:

Grand Rapids Easter Egg Hunt at MSTC. Show and tell with Rescue 3 prior to event.

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

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

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

☐ Yes ☒ No (procedure described on narrative form)

Ambulance Service

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

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

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

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

C. Pidgeon	O				
J. Alexander	O				
B. Franz	O				
R. Potter	O				

Rescue Command: _____

Report completed by: B. Franz

Signature: _____ **Date:** _____

Wood County Rescue Run Sheet

Date: 4/27/19

Complaint # WOSR 2019-26

Day of Week: Saturday

Location: Centralia Center

Who had R3: J. Habeck

Paged: 7:41

Enroute: _____

On Scene: _____

Available: 11:01

10:22'd

by: _____

Reason Paged:

☐ 10-50 W/injuries

☐ 10-50 w/unknown injuries

☐ Water Rescue

☐ Project Lifesaver

☐ Snowmobile/ATV

☐ Traffic/Scene Containment

☐ Missing Person

☐ Mutual Aid Request

☐ Demo:

Total Hrs. _____

☒ Other:

Run the Rapids 5k

Total Hrs. _____

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

☐ Rescue 2

☒ Rescue 3

☒ Rescue 4

☐ Rescue 5

☐ ATV

☐ ATV Trailer

☐ Generator

☐ Marine 1

☐ Inflatable

☐ Waverunners

Scene Description:

Rescue 3 was at the Start/Finish and Rescue 4 was at the turn around

Extrication Required

☒ No

☐ Yes

(procedure described on narrative form)

Tools used:

☐ Spreader

☐ Cutters

☐ Ram

☐ Sawsall

☐ Portable Pump

☐ Chain Saw

☐ Cold Water Suit

☐ Rope

☐ Air Bags

☐ Oil Dry

☐ Winch

☒ Traffic Cones

☐ A.E.D

☐ Scene Lights/Tower Lights

☐ Long Board

☐ C-Collar

☐ KED

☐ Oxygen

☐ Spider Straps

☐ Stops Signs

☐ Stokes Basket

☐ Mini Cutters

☐ Ram Extension

☐ Broom

☐ Glass Master

☐ Cribbing

☐ Stabilization Bars

☐ Other:

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

☐ Yes

☒ No

(procedure described on narrative form)

Ambulance Service

United

☐ 350

☐ 351

☐ 352

☐ 353

Nekoosa

☐ 337

☐ 338

☐ 339

WI Rapids

☐ Med 1

☐ Med 2

☐ Med 3

☐ Med 4

☐ Squad 1

Spirit

☐ Air

☐ Ground

MedEvac

☐ Air

☐ Ground

LifeLink III

☐ Air

☐ Other:

First Responder

☐ Grand Rapids

☐ Port Edwards

☐ Vesper

☐ Rudolph

☐ Rome

☐ Armenia

☐ Biron

☐ Saratoga

☐ Grant

Fire Department

☐ Grand Rapids

☐ Port Edwards

☐ Vesper

☐ Rudolph

☐ Rome

☐ Armenia

☐ Biron

☐ Nekoosa

Rescue Members Present

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

J. Habeck					
M. Adamski					
J. Herman					
D. Blakeslee					

Rescue Command:

J. Habeck

Report completed by:

Signature:

Date:

Wood County Rescue Run Sheet

Date: 4/30/2019

Complaint # WCSR 2019-27

Day of Week: Tuesday

Location: CTH F/CTH HH

Who had R3: J. Vilbaum

Paged: 8:21

Enroute: 8:21

On Scene: 8:26

Available: 9:48

10:22'd

by: _____

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

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

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

Scene Description:

I arrived on scene at approximately 8:26. When I arrived, I noticed one vehicle in the ditch, on in the middle of the roadway.

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

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

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

☒ Yes ☐ No (procedure described on narrative form)

Ambulance Service

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

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

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

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

Rescue Members Present		(At Meeting)		
J. Vilbaum	E			
A. Burger	T			

Rescue Command: A. Burger

Report completed by: J. Vilbaum

Signature: _____ Date: _____

Wood County Sheriff's Rescue Narrative Form

Complaint # WCSR 2019-27

I, Jamie Vilbaum, arrived on scene with Rescue 3 at approximately 8:26 on April 30, 2019. When I arrived, I noticed Vesper Fire on scene and approached the fire chief to ask where he would like assistance. I assisted in stabilization of the vehicle until the door was removed. Once the extrication was complete, Ann and I helped assist in removing the patient from the vehicle. Ann held C-Spine while I assisted in boarding. Once removed, I started clean up of the roadway until the vehicles were removed.

Special Event Summary

Page 1

Date	4/20/19	4/22/19	4/27/19		
Day of Week	Saturday	Monday	Saturday		
Event	Grand Rapids Easter Egg Hunt	New Car Technology Class	Run the Rapids 5K		
Host	Grand Rapids Volunteer Fire Department	Pittsville Fire Department	Wood County Task Force on Child Abuse		
Location	Mid-State Technical College	Pittsville Fire Department	Centralla Center		
Vehicle Used	Rescue 3	Rescue 5	Rescue 3 & Rescue 4		
Tools/Equipment Used	n/a	n/a	n/a		
Event Description	Show and tell with Rescue 3 before easter egg hunt	Instrutor from Stevens Point FD informed class about different types of new care technology	Resuce 3 remained at start/finish line. Rescue 4 was stationned at turn around.		

Wood County Sheriff's Rescue

Special Event Form

Event: Grand Rapids Easter Egg Hunt

Host: Grand Rapids Volunteer Fire Department

Date: 4/20/2019

Event Description:

Show and tell prior to event.

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

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

Rescue Members Present

Name:	Role:
Cat Pidgeon	
Riley Potter	
Josh Alexander	
Brandon Franz	Rescue 3

Wood County Sheriff's Rescue Special Event Form

Event: New Car Technology Class

Host: Mid-State Technical College

Date: 4/22/2019

Event Description:

Instructor from Stevens Point FD informing class about importance of air bag locations, lithium ion batteries, hybrid and electric cars. Also, informed about the safety of working around these new cars.

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

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

Rescue Members Present

[illegible]

Wood County Sheriff's Rescue Special Event Form

Event: Run The Rapids 5K

Host: Wood County Task Force on Child Abuse

Date: 4/27/19

Event Description:

Rescue 3 stayed at the start/finish line during the race. Rescue 4 was stationed at the race turn around.

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

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

Rescue Members Present

[illegible]



Wood County

WISCONSIN

SHERIFF'S
DEPARTMENT

Shawn Becker
SHERIFF

May 6th, 2019

Sheriff Becker:

During the month of April the Crime Stoppers program received 23 tips that were forwarded to the appropriate agencies for follow-up.

We did not have a monthly meeting. Our next meeting is scheduled for 5/21/19.

Sgt. Scott Drew

WOOD COUNTY JAIL & SAFE KEEPER
January - June 2019
DAILY POPULATION BREAK DOWN BY LOCATION

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	106	73	0	72	71	25	96	63	23	103	78	25	107	75	24	0	0	0
2	106	73	0	69	75	25	86	73	25	99	74	26	106	67	24			
3	103	70	15	77	75	25	89	73	25	101	75	26	97	70	24			
4	92	68	15	83	75	25	92	73	25	99	78	24	94	73	25			
5	85	67	25	81	74	25	90	72	25	101	78	24	96	73	25			
6	88	67	25	90	71	25	94	72	25	98	75	25	102	73	25			
7	93	67	25	88	73	23	92	77	25	104	75	25						
8	83	71	25	83	77	25	98	76	25	105	75	25						
9	78	68	25	83	76	25	96	76	25	105	73	25						
10	93	66	25	85	76	25	95	76	25	115	74	24						
11	88	71	22	85	76	25	98	76	25	117	74	25						
12	94	71	24	90	73	25	92	78	25	114	72	25						
13	96	71	24	87	75	25	92	79	25	110	76	25						
14	98	71	24	90	74	26	97	75	25	113	75	25						
15	88	69	24	91	74	24	93	78	25	118	74	25						
16	85	71	25	97	73	24	101	77	25	109	72	24						
17	80	71	24	97	73	24	106	77	25	108	69	25						
18	75	74	24	97	73	24	108	77	25	107	72	24						
19	72	74	24	96	72	24	101	77	25	104	73	25						
20	71	74	24	96	72	25	102	74	25	103	73	25						
21	73	74	24	95	70	25	103	73	25	107	73	25						
22	64	72	24	98	66	25	104	73	25	111	73	25						
23	63	72	24	92	72	25	101	76	25	112	71	24						
24	61	78	25	95	72	25	105	76	25	109	71	24						
25	66	78	25	95	72	25	106	76	25	112	70	25						
26	73	77	25	93	70	24	105	74	24	103	75	26						
27	82	77	25	98	67	24	94	75	24	101	76	26						
28	81	77	25	93	66	25	101	73	25	106	76	24						
29	75	76	25				94	77	25	108	76	24						
30	77	69	25				95	78	25	104	76	24						
31	74	71	25				100	78	25									
WOOD	82.68			89.14			97.61			106.87			100.33			0.00		
WPSO	71.87			72.61			75.10			74.07			71.83			0.00		
ADSO	22.29			24.71			24.87			24.80			24.50			0.00		
TOTAL	218.81			231.04			245.55			252.87			245.33			0.00		

MONTH	High	Low
January	106	61
February	98	72
March	108	86
April	117	98
May	0	0
June	0	0

WOOD COUNTY JAIL & SAFE KEEPER

July - December 2019

DAILY POPULATION BREAK DOWN BY LOCATION

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

2019 Safe Keeper Averages		
WOOD Co Jail	95.33	108
WAUPACA Co	73.09	75
ADAMS Co	24.24	25
Total Population	238.72	232

WOOD COUNTY JAIL

January - June 2019

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	223	73	43	210	96	42	231	86	49	248	103	42	255	99	49	0	0	0
2	223	73	43	211	100	42	235	98	51	241	100	42	244	91	47			
3	218	70	44	218	100	41	237	98	50	245	101	43	238	94	47			
4	222	83	46	223	100	40	239	98	49	246	102	45	242	95	50			
5	225	92	47	221	99	41	238	97	51	248	102	45	244	98	50			
6	227	92	47	228	96	42	242	97	51	247	100	49	249	98	49			
7	232	92	47	228	96	44	246	102	52	253	104	49						
8	223	96	44	231	102	46	251	101	52	253	100	48						
9	214	93	43	231	101	47	250	101	53	252	98	49						
10	226	91	42	232	101	46	249	101	53	260	98	47						
11	221	93	40	232	101	46	253	101	53	262	99	46						
12	229	95	40	234	98	46	244	103	49	258	97	47						
13	231	95	40	233	100	46	246	104	50	258	101	47						
14	232	95	39	236	100	46	247	100	50	259	100	46						
15	222	93	41	235	98	46	245	103	49	264	99	46						
16	223	89	39	240	97	46	249	102	46	252	96	47						
17	221	93	40	237	97	44	254	102	46	250	94	48						
18	215	95	40	241	97	43	256	102	46	250	96	47						
19	213	98	40	236	96	44	251	102	48	249	98	47						
20	209	98	39	237	96	44	249	99	48	246	98	45						
21	207	98	38	239	95	46	248	98	47	250	98	45						
22	208	98	37	235	91	45	247	98	45	254	98	45						
23	198	96	38	233	97	44	248	101	46	255	95	48						
24	203	103	39	236	97	44	251	101	45	255	95	51						
25	209	103	40	235	97	43	251	101	44	257	95	50						
26	216	102	41	233	94	46	248	98	45	255	101	51						
27	225	102	41	234	91	45	239	99	46	253	102	50						
28	224	102	41	230	91	46	243	98	44	256	100	50						
29	217	101	41				239	102	43	256	100	48						
30	214	94	43				241	103	43	254	100	49						
31	213	96	43				245	103	42									
WCJail	218.81			231.04			245.55			252.87			245.33			0.00		
Shipped	93.35			97.29			99.97			99.00			95.83			0.00		
EMP	41.48			44.32			47.94			47.07			48.67			0.00		
Avg Length of Stay (Days)	30.30			27.00			23.60			26.60			0.00			0.00		

WOOD COUNTY JAIL

July - December 2019

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
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25																		
26																		
27																		
28																		
29																		
30																		
31																		
WCJail	0.00			0.00			0.00			0.00			0.00			0.00		
Shipped	0.00			0.00			0.00			0.00			0.00			0.00		
EMP	0.00			0.00			0.00			0.00			0.00			0.00		
Avg Length of Stay (Days)	0.00			0.00			0.00			0.00			0.00			0.00		

2019 Yearly Averages

Total	238.7
Safekeeper	97.09
EMP	45.9
LENGTH of STAY	26.9

SK Total
WP 75
AD 25
SK 100

Color indicates low population 198 01/23/19

Color indicates high population	264	04/15/19
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SAFE KEEPER DIFFERENCE 2019

MONTH	BED DAYS	WOOD CTY COSTS \$28.84/DAY	OUT OF COUNTY COSTS Including Wages/mileage \$41.30/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2018 TOTAL AMOUNT
January	2894	\$83,462.96	\$119,522.20	\$36,059.24	\$36,059.24	\$16,957.25
February	2724	\$78,560.16	\$112,501.20	\$33,941.04	\$70,000.28	\$15,210.50
March	3099	\$89,375.16	\$127,988.70	\$38,613.54	\$108,613.82	\$16,733.00
April	2970	\$85,654.80	\$122,661.00	\$37,006.20	\$145,620.02	\$16,334.25
May	575	\$16,583.00	\$23,747.50	\$7,164.50	\$152,784.52	\$17,102.75
June	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$16,203.75
July	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$16,936.00
August	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$17,291.25
September	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$15,957.25
October	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$15,754.25
November	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$16,406.75
December	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$16,305.25
TOTAL	12262	\$353,636.08	\$506,420.60	\$152,784.52		\$197,192.25

\$28.84
\$41.30

OVERTIME BREAKDOWN 2019 (HRS.)						
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL
January	0.00	0.00	36.00	119.00	2.00	157.00
February	0.00	3.00	0.00	121.75	16.00	140.75
March	0.00	2.25	0.00	106.50	15.25	124.00
April	24.00	35.50	0.00	35.00	31.50	126.00
May	0.00	1.50	0.00	0.00	13.00	14.50
June	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	24.00	42.25	36.00	382.25	77.75	562.25

OVERTIME BREAKDOWN 2018 (HRS.)						
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL
January	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00

Electronic Monitoring 2019 Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2019 Total Amount	2018 Total Amount
January	41.48	\$37,676.28	\$37,676.28	\$76,372.23
February	44.32	\$36,360.13	\$74,036.41	\$145,047.66
March	47.94	\$43,543.90	\$117,580.31	\$232,307.17
April	47.07	\$41,374.53	\$158,954.84	\$313,895.41
May	0	\$0.00	\$158,954.84	\$383,767.53
June	0	\$0.00	\$158,954.84	\$451,510.59
July	0	\$0.00	\$158,954.84	\$527,059.59
August	0	\$0.00	\$158,954.84	\$602,867.30
September	0	\$0.00	\$158,954.84	\$673,263.89
October	0	\$0.00	\$158,954.84	\$746,474.78
November	0	\$0.00	\$158,954.84	\$820,508.27
December	0	\$0.00	\$158,954.84	\$891,267.51
TOTAL	0.00	\$158,954.84	\$158,954.84	\$891,267.51

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



SAFEKEEPER HOUSING

2019

MONTH	Other Facilitiy	Other Facility	ADAMS	WAUPACA	MONTH TOTAL	2019 YTD TOTAL	2018 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$109,250.00	\$82,125.00
FEBRUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$218,500.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$327,750.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$437,000.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
TOTALS	\$0.00	\$0.00	\$108,500.00	\$328,500.00	\$437,000.00		\$985,500.00

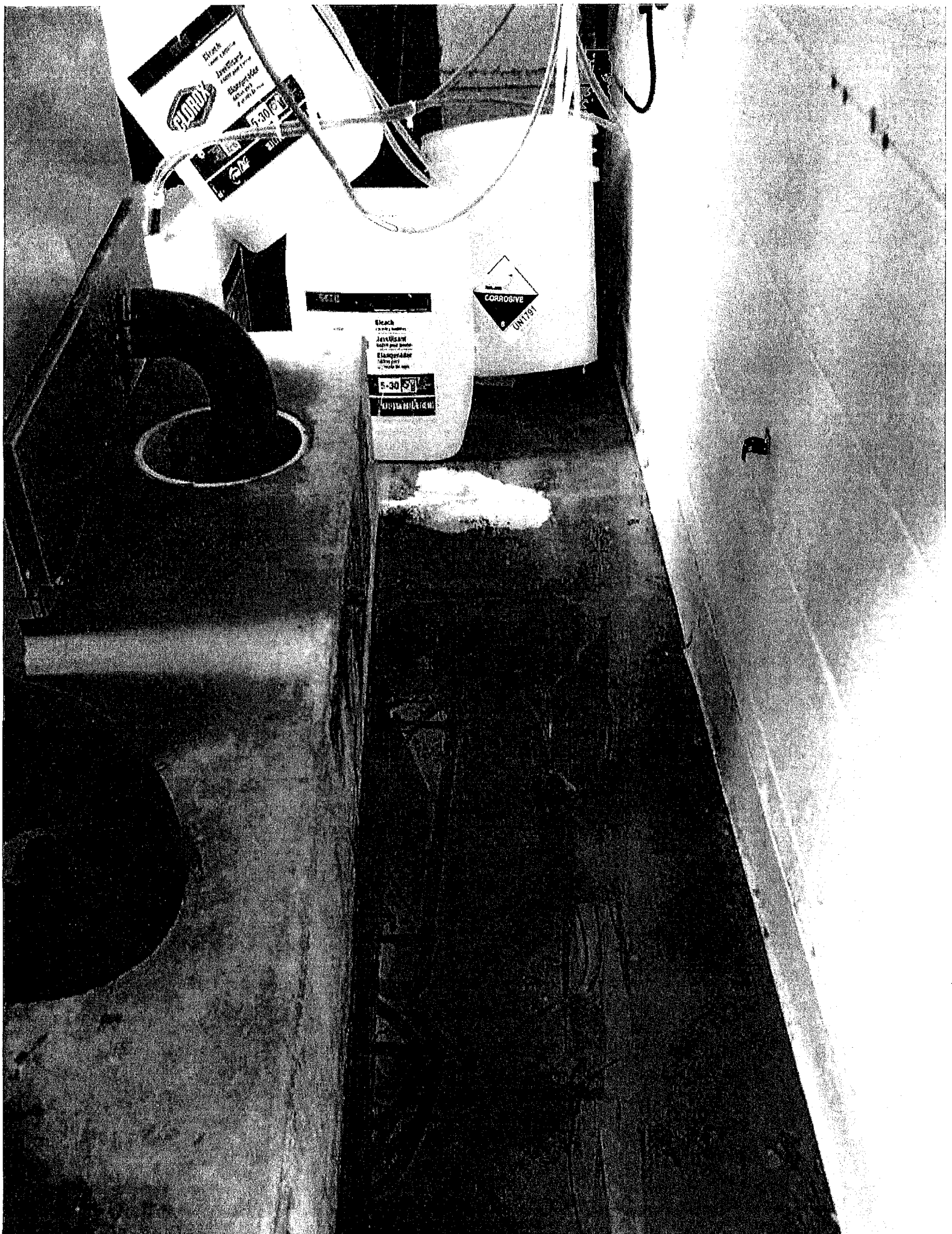
2019 ia a 100 averge
Waupaca \$36.00 per bed day (75)
Adams \$35.00 per bed day (25)

Wood County Sheriff's Department Kitchen Report 2019						
MONTH	Breakfast	Dinner	Lunch	Sack	Total meals	Food Cost plus Labor
January	2883	2756	2685	467	8791	\$20,546.90
February	2637	2619	2473	483	8212	\$20,605.13
March	2934	2865	2750	342	8891	\$20,343.31
April	3167	2986	2291	459	8903	\$21,197.31
May	0	0	0	0	0	\$0.00
June	0	0	0	0	0	\$0.00
July	0	0	0	0	0	\$0.00
August	0	0	0	0	0	\$0.00
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
TOTAL	11621	11226	10199	1751	34797	\$82,692.65

Cost per meal **\$2.38**

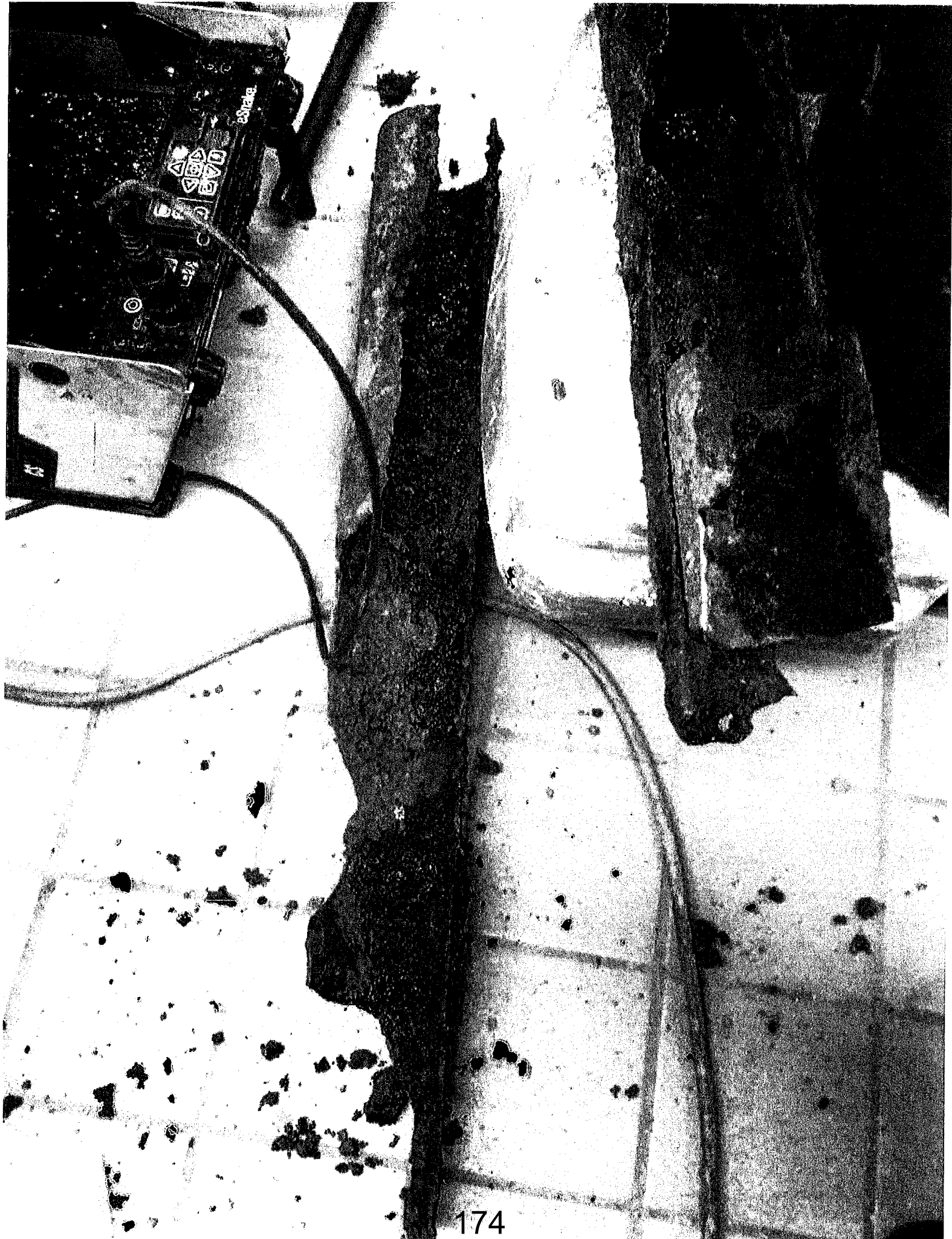
Cost per day **\$7.13**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
Cost per Day	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36
	2018	2019	2020	2021	2022
Food & Labor	\$258,580.43	\$82,692.65	\$0.00	\$0.00	\$0.00
Number of Meals	120,952	34,797	0	0	0
Cost per Meal	\$2.14	\$2.38	#DIV/0!	#DIV/0!	#DIV/0!
Cost per Day	\$6.41	\$7.13	#DIV/0!	#DIV/0!	#DIV/0!













WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

To: Sheriff Shawn Becker
From: Capt. Theodore C. Ashbeck Jr.
Date: May 3, 2019
RE: Plumbing issue in Wood County Jail

Sheriff Becker,

On April 6, 2018, Wood County started a plumbing remodel project in the Wood County Jail kitchen. This project was not a scheduled project but in response to a sewer leak into the Sheriff's Department evidence room. At the time, I met with Wood County Maintenance Director Reuben Van Tassel and Steve's Plumbing (contractor at the time for the leak) reference the sewer issues occurring inside the Wood County Jail Laundry room. It was determined that the priority was to get the kitchen operational and then we would address the issue with the laundry room.

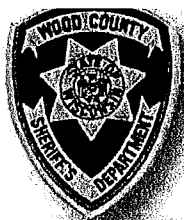
Over the course of the kitchen project, we discovered (see attached kitchen photos) the sewer pipes were beyond their useful life. Attempts to resolve the issue with limited disruption; however, we ended up cutting open the floor, removing the pipes and re-plumbed the space. When they were re-establishing service to the kitchen by tying into the existing sewer pipes back into the jail they discovered the plumbing issue continued into the facility. They connected the pipes and advised further inspection would be required to determine the condition, as they would not guarantee the connection. Reuben Van Tassel and I have met about exploring the problem further.

Since the kitchen repair was completed, the sewer drains in the Jail Laundry have steadily declined. The sewer pipes receiving water from the washers, overflows on the floor every time we run the machines. We have cleaned the drains (power snake and chemicals) multiple times but it does not help for long. We stagger the use of the washers to limit the water discharge but this has added 2 hours per day to finish the laundry. The water has caused the floor tiles to break loose and we believe the standing water in this area is causing issues with the kitchen dry storage.

Reuben Van Tassel and I are working out plans to have the sewer lines explored (by camera) to determine the extent of the problem, how soon we have to act and how much of this sewer line need to be replaced. The preliminary exploration process will present some disruption of scheduled operations, but we will remain operational. I will keep you and Chief Deputy Dorshorst apprised of any developments from this project.

Sincerely,

Captain Theodore C. Ashbeck Jr.
Wood County Jail Administrator



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

To: Sheriff Shawn Becker
From: Capt. Theodore C. Ashbeck Jr.
Date: April 30th, 2019
RE: Out of County Safe keeper cost and availability options

Sheriff Becker,

On April 11th 2019, I met with Chief Deputy Dorshorst reference to the inmate population in the Wood County Jail. Once we started shipping safe keepers to Adams County, the first week in January 2019, the jail population in house dropped to an average of 83 inmates. This brought the average daily population (ADP) below the state recommended 80% of capacity (108 inmate) and allowed the Wood County Jail to comply with DOC 350.03 reported in the 2018 Jail Inspection conducted by the Wisconsin Department of Office of Detention Facilities.

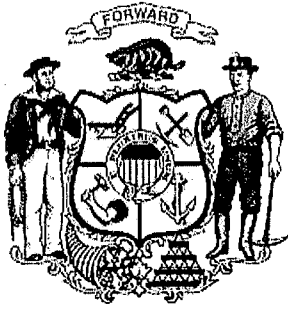
Since that time the in house inmate population has risen steadily (February 89 average, March 98 average & April 107 average) to where we implemented the use of boat beds. On April 15 2019, the Wood County Jail had 264 inmates in our custody, but our overall daily population was 241 inmates. Our all-time high was set August 15 2018, at 265 inmates and we ended 2018 with a yearly average population of 225. Our contract with Adams County allowed us to ship 25 males, but with the increase in population we're once again out of compliance with DOC 350.06(6)(c).

Chief Deputy Dorshorst requested that I start contacting other facilities to check on availability for additional safe keepers and the associated costs (see attached safe keeper report) per day. There are facilities accepting out of county contracts and the cost per inmate per day varies from \$38.00 to \$60.00. As you can see only Taylor County and Winnebago County are able to house the number of inmates Wood County requires (25 to 30 inmates) to address the overcrowding.

Sincerely,

Captain Theodore C. Ashbeck Jr.
Wood County Jail Administrator

OUT OF COUNTY HOUSING							To House	30
COUNTIES CONTACTED	ACCEPTING SAFE KEEPERS	COST PER INMATE PER DAY	MALE	FEMALE	COST PER YEAR based on agency availability	TRANSPORT COSTS		
	YES / NO		YES / NO = black out	YES / NO = black out		MILES	1 FULL TIME	2 PART TIME
Columbia Co.	YES	\$50.00	8		\$146,000.00	153.00	\$133.35	\$126.54
Green Lake Co.	No reply	\$0.00	No reply	No reply	No reply	157.26	\$135.87	\$129.06
Jackson Co.	No reply	\$0.00	No reply	No reply	No reply	117.50	\$112.72	\$105.91
Juneau Co.	YES	\$38.00		5	\$69,350.00	113.48	\$109.98	\$103.16
Langlade Co.	YES	\$41.00	5		\$74,825.00	154.66	\$134.32	\$127.52
Lincoln Co.	YES	\$35.00	25	10	\$383,250.00	146.56	\$129.54	\$122.73
Marquette Co.	YES	\$45.00	5	12	\$279,225.00	129.24	\$119.30	\$112.49
Monroe Co.	NO	\$0.00				143.04	\$127.46	\$120.65
Outagamie Co.	No reply	\$0.00	No reply	No reply	No reply	162.06	\$138.71	\$131.90
Sauk Co.	NO	\$0.00				145.92	\$129.16	\$122.35
Taylor Co.	YES	\$45.00	35	35	\$492,750.00	136.52	\$123.60	\$116.79
Waupaca Co.	Not accepting more	\$0.00				82.66	\$91.74	\$84.93
Waushara Co.	NO	\$0.00				329.34	\$90.85	\$84.04
Winnebago Co.	YES	\$45.00	25	15	\$492,750.00	158.48	\$136.60	\$129.78



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Office of Detention Facilities

March 26, 2019

Sheriff Shawn Becker
Wood County Sheriff's Department
400 Market Street
Wisconsin Rapids, WI 54495

RE: 2018 Jail Inspection

Dear Sheriff Becker:

Pursuant to Wisconsin Statute 301.37(3), an inspection of the Wood County Jail was conducted on November 15, 2018. The inspection compared the facility to the Department of Corrections Administrative Code Chapter DOC 350, applicable state statutes, and best correctional practices. The process included a review of records, dialogue with staff and inmates, and a walkthrough of the jail to assess the safety, sanitation, adequacy, and fitness of the facility. This correspondence will summarize the findings of the inspection.

SUMMARY OF THE FACILITY

The Wood County Jail has a maximum rated capacity of 132 adult inmates, and this was verified on the date of the inspection. On the date of the inspection there were 100 inmates at the facility, 75 in contract beds, and 51 individuals on electronic monitoring.

Inmate housing areas consist of the following, and all beds were verified on the day of the inspection.

A Block – 5 single cells, **B Block** – 5 single cells, **C Block** – 5 single cells, **D Block** – 5 single cells, **E Block** – 5 single cells, **F Block** – 5 single cells, **G Block (Dorm)** – 8 beds, **H Block (Dorm)** – 8 beds, **J Block (Dorm)** – 9 beds, **K Block** – 2 single cells, **L Block (Dorm)** – 4 beds, **N Block (Dorm)** – 12 beds, **P Block (Dorm)** – 12 beds, **R Block (Dorm)** – 12 beds, **S Block (Dorm)** – 12 beds, **T Block (Dorm)** – 4 beds, **X Block** – 2 single cells, **Y Block** – 3 single cells, **Z Block** – 2 single cells, **Huber M** – 12 beds

Total = 132 beds

INMATE RESOURCES

- **Support Groups** – AA/NA weekly, domestic violence counseling
- **Religious Services** – Nondenominational religious services weekly; scheduled religious individual consultations as requested
- **Visitation** – Inmates are generally allowed to receive one 45-minute visit per week. Visits are conducted through a non-contact booth.
- **Commissary** – Canteen can be ordered weekly by eligible inmates.
- **Recreation** – Recreation is limited to dayroom activities and the outdoor recreation area (weather permitting and there are available staff).
- **Reading Materials** – Inmates are afforded access to reading materials weekly.
- **Schooling** – Volunteer provided one-on-one tutoring for reading, math and science
- **Life Skills Programming** – Life Changes, Family, Anger Management, Windows to Work

IMPROVEMENTS/CHANGES FOLLOWING THE 2017 INSPECTION

- Partnership with Three Bridges to Recovery for inmates with heroin dependence issues.
- Addition of a full-time qualified mental health professional (QMHP) to help address the mental health concerns of the inmate population.
- Upgraded video equipment storage, replaced DVR fans to improve performance, and added two new cameras.
- Added emergency lighting in jail facility hallways, Huber and booking area.
- Cross-training with patrol division has occurred in reference to procedures and requirements of DOC 350.
- Kitchen plumbing was replaced due to pipe failure.
- Upgraded all shower heads and related equipment to reduce possible tie-off points for inmates who have suicidal thoughts.
- Added wellness check pads to all the holding cells to ensure each cell is equipped for all situations. Additionally, the old wellness pads are assigned to be used in F Block to accommodate the increased number of inmates on suicide watches.
- Received quotes for removing bars from individual cells on the north end of the jail.
- Updated policies and procedures for Lexipol.
- Mental health has been working with PDC Orenda Center in Marshfield to establish a Victim Service and Advocacy for Domestic Violence and Sexual Assault Victims. Two group sessions will be held in the jail for females who are victims of sexual assault. Classes would be an hour long and limited to eight individuals in each group. The group will focus on coping skills and doing some therapeutic work. This began on November 10, 2018.
- Phone cards purchased in the lobby kiosk are no longer given to inmates. PIN numbers are now provided to inmates, as it was discovered the cards were being compromised and contraband hidden in the cards by individuals purchasing the cards on the outside.
- Representative assigned to Wood County Drug Court to assist Wood County in processing and identification of inmates in need of services or additional supervision.
- Wood County signed a contract to start holding 25 inmates (Safe Keepers) in the Adams County Jail beginning on January 1, 2019.

CURRENT GOALS AND INITIATIVES

- Remove the bars in the north end cell blocks.
- Start photocopying all inmate mail and delivering them the photocopy to reduce the amount of contraband (drugs) getting in the facility.
- Add electrical options for all holding cells to accommodate medical equipment.
- Upgrade all lighting to LED, starting with the hallways.
- Video court to be held in Safe Keeper facilities to link with Wood County Court System.
- Tablets communication and inmate accounts linked through WIFI.
- Video visitation and email for inmate population.
- Tablets added to each block for inmates to communicate and have access to the law library from their cell.
- Add Kiosk system to the lobby to allow family access to inmates.

SUMMARY OF INSPECTION

The annual jail inspection consisted of meeting with Wood County administrative staff, security staff and healthcare personnel. The site visit included a review of records, dialogue with staff and inmates, and a walkthrough of the jail to assess the safety, sanitation, adequacy and fitness of the facility.

Safety inspections and procedures continue to be completed as required: daily, weekly, monthly and annually. Weekly cell searches are completed by jail staff, and all searches are properly documented. The inmate climate was mixed on the day of the inspection. Numerous inmates reported they were appreciative of the programming that is provided for them, while other inmates reported that there was not enough programming. Inmates further reported that jail staff treat inmates respectfully and are helpful.

The following items are in need of attention to ensure the facility is clean and in a healthful conditions as outlined in Wisconsin Statute 302.37: *The sheriff or other keeper of a jail shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners and shall cause the clothing of each prisoner to be properly laundered.*

- C Block shower constantly dripping according to inmates on the day of the inspection; staff was notified.
- C Block Cell 1 hot water did not work on the day of the inspection; staff was notified.
- D Block Cell 5 hot water did not work on sink on the day of the inspection; staff was notified.
- D Block shower had tile missing on the day of the inspection; staff was notified.
- E Block Cell 3 water on sink stays on when utilized; staff was notified.
- F Block Cell 1 water on sink stays on when utilized; staff was notified.
- X Block Cell 2 cold water did not work on sink on day of the inspection; staff was notified.
- G Block shower needs attention. On the day of the inspection there was a buildup of soap scum and mildew.

- G Block walls were covered with graffiti on the day of the inspection; this needs to be addressed.
- H Block right sink did not drain properly on the day of the inspection; staff was notified.
- J Block shower had tile missing on the day of the inspection; staff was notified.
- S Block shower had tile missing on the day of the inspection; staff was notified.
- T Block toilet button was leaking on the day of the inspection; staff was notified.
- Laundry room had missing tile on the floor on the day of the inspection; staff was notified.

VIOLATIONS

- **DOC 350.03(6)** defines what a dayroom is and how it can be used. Contrary to the code, numerous inmates were observed sleeping on a dayroom floor in a boat on the day of the inspection. Moreover, DOC 350.06(6)(c) requires *a detention strength bed shall be provided for each occupant of a dormitory.*
- **DOC 350.15(5)** *A health appraisal that is to be completed within 14 days after arrival at the facility unless a health appraisal has been completed by health care staff within the previous 90 days.* A random review of completed health appraisals during the course of this inspection found that not all health appraisals are completed within the required 14 day allotted time frame.
- **DOC 350.16(7)** *Medication administered or delivered to an inmate shall be documented, including who prescribed the medication, who administered or delivered the medication, and the date and time of administration or delivery.* On the day of the inspection, a random sample of medication administration records (MARs) was reviewed, and numerous records were missing required information.
- **DOC 350.18** *The jail shall have a system providing for well-being checks of inmates. Policies and procedures shall provide that all inmates are personally observed by jail security staff at staggered intervals not to exceed the following: (a) 60 minutes (b) 15 minutes for inmates housed on suicide watch.* Observation logs reviewed found areas where the timeframe is past the timeframe allowed between checks; specifically inmates placed on suicide watch.

RECOMMENDATIONS

- Address maintenance issues noted above.
- Address Administrative Code 350 violations noted above.

STATEMENT OF APPROVAL

The Wood County Jail is approved by the Department of Corrections for the secure detention of adult offenders with the maximum rated capacity of 132. This approval is contingent on correction of the noted violations and continued compliance with all applicable state statutes and administrative codes.

If you have any questions regarding the inspection results summarized in this letter or to request assistance regarding correctional matters, please contact our office.

I wish to thank you, Jail Administrator Ashbeck, and the remainder of the jail officers on duty on the day of the inspection for the assistance provided during the inspection. I appreciate all of your efforts preparing for the inspection. Jail Administrator Ashbeck is recognized for the detailed assembly of documents requested prior to my arrival. Thank You!

Sincerely,

A handwritten signature in cursive script that reads "Heidi Mellenberger".

Heidi Mellenberger
Detention Facilities Specialist

Cc: Ted Ashbeck, Jail Administrator
Melissa Roberts, Director of ODF
File

May 7, 2019

Randal Dorshorst, Chief Deputy
Wood County Sheriff's Department
400 Market Street
Wisconsin Rapids, WI 54494

RE: WOOD COUNTY
Law Enforcement Center Study

Dear Randy:

Thank you for the opportunity to discuss your proposed Law Enforcement Center Study with me this week.

In 2005, Venture Architects completed a Master Plan Study for Wood County's Downtown Campus, including an assessment of the existing Jail and Sheriff's Department. Based on discussions with you and results from our recent presentation to the County's Public Safety Committee, Venture Architects is pleased to submit this proposal for Professional Services to complete a Study for a new Law Enforcement Center for Wood County.

Our proposed Study includes the following services:

FACILITY ASSESSMENT

- Identify deferred existing Jail maintenance items
- Review Wisconsin Jail Code to identify any physical plant code deficiencies
- Provide a high level overview of PREA deficiencies

SPACE PROGRAM

- Identify who is in Jail today
- What have inmate trends been and how will they be in the future
- Identify number of future beds and types of beds
- Identify Jail and Jail support space needs
- Identify Sheriff's Office space needs

MASTER PLAN DIAGRAM

- Develop a generic site plan diagram to be used in evaluating potential sites

BUDGET

- Develop a Construction Budget
- Develop a Project Budget
- Identify inflation factors for future years

May 6, 2019

Wood County
Law Enforcement Center Study

Page 2 of 2

ONSITE MEETINGS

- Two meetings with Sheriff and staff
- One interim presentation to the Public Safety Committee
- One final presentation to the Public Safety Committee
- One final presentation to the Wood County Board

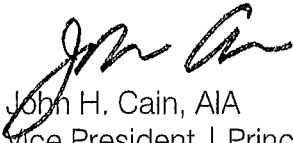
Our fee to complete this Study is \$24,950¹

These terms being acceptable, please sign this contract and forward to our office.

Thank you for giving us this opportunity to again work with you and Wood County.

Sincerely,

VENTURE ARCHITECTS



John H. Cain, AIA
Vice President | Principal | Justice Design Director

JHC/kg

APPROVED BY:
WOOD COUNTY

APPROVED BY:
VENTURE ARCHITECTS

Signature

Signature

Printed or Typed Name

John H. Cain

Printed or Typed Name

Title

Vice President | Principal | Justice Design Director

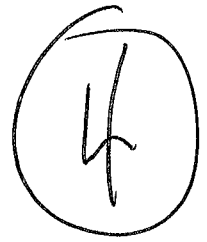
Title

Date Signed

Date Signed

¹ Fee includes all normal reimbursable expenses.

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
TUESDAY, APRIL 16TH, 2019
WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI



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

Staff Present:

Planning & Zoning Staff: Jason Grueneberg & Victoria Wilson

Others Present: Jake Hahn (District 8 Supervisor), Angel Whitehead (HOW-President), Bill Clendenning (District 15 Supervisor), Dennis Polach (District 14 Supervisor), Nancy Turyk (UW Extension), Rick Bakovka (REGI), Scott Larson (Marshfield Chamber of Commerce)

Members Excused: Harvey Peterson

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 1:01 p.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **Consent Agenda.**
 - a. Review/approve minutes from previous committee meetings. Jason stated that last month the committee requested that Dennis Lawrence come to this meeting to discuss membership in North Central Wisconsin Regional Planning Commission. Jason did call to schedule this but Dennis is out of town this week. He will schedule Dennis to be on the agenda for next month. The other request was to have someone from another county that is on the board of directors for NCWRPC. Jason is hoping to have a report on the agenda next month to outline the resources, staff and budget for economic development from other counties.
 - b. Review monthly letter of comment. Dave L made a motion to approve the consent agenda. Second by Mark H. All ayes. Motion carried.
4. **Public Comments.**
 - Bob mentioned an article he saw in the Portage County Gazette regarding creation of a TID district. <https://stevenspoint.news/2019/04/02/planning-commission-approves-creation-of-tid-district/>. (Copy link into browser to view full article)
5. **Review and discussion of Committee's thought on what economic "success" looks like.**
 - Jason spoke on the comments submitted by the committee members regarding what economic "success" looks like. The comments were needed for submission with the REDI grant application. These comments are also a starting point for us to look at some of the strengths and challenges we face in economic development in our county and start a discussion for the future of ED as well. Jason asked for thoughts on the comments, such as anything that stood out or any commonalities. Bill L. said jobs and roads stood out to him. Chairperson Curry stated he felt that the comments are about what he expected. People seem satisfied with our area. Bill L. said some of the underlying themes seem to be keeping younger people in the area and attracting other young people to the area. Infrastructure also came up. Dave asked about the reference to legislature. Mark clarified that he was referring to State legislature. Mark feels that we need to be thinking about ED 20 to 30 years down the road rather than discussion about right now, as it will not get us far. The question was raised as to what the county's role is in some of the topics that were identified. Discussion followed. A great deal of the discussion centered on what the CVBs and Chambers' roles are in promotion, development and marketing of the county.

6. Discussion on grant opportunity for countywide tourism and marketing.

- Jason indicated that he has been approached by an entity to consider a match for \$30,000 for a countywide marketing and tourism plan. He would like to gauge the committee's interest in this match opportunity. The entity would like to know by June or July. If the committee was not interested, the entity would allocate the funds elsewhere. Options for the matching funds would be from the contingency fund or next year's budget if the committee would like to be involved. Bill L. and Dave expressed interest. Mark would like to know more details about this. Jason can provide more information if the committee is interested, at the next meeting. Chairperson Curry stated the consensus is that the committee will look at this. Jason will have this as an agenda item for next month's meeting.

7. Update on Rural Economic Development Initiative Grant application and discussion of other opportunities to complete a countywide economic development strategy.

- The REDI Grant application was submitted on time. We should know by the end of the month how successful it was. If the REDI grant is not approved we will need to look at other options for strategic planning resources for economic development. Some of these include the NCWRPC and private consultants. The other question is, if there is a cost and we decide to go forward with this in 2019, where does the funding come from. This will likely be on next month's agenda.

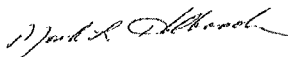
8. SolSmart Update.

- Nancy provided an update on the SolSmart initiative. This program is funded through the US Department of Energy. They are providing guidance. There are two pieces to this project. The SolSmart part requires that we go through ordinances to eliminate regulatory barriers and cumbersome permitting processes. The other piece is educational. The Executive Committee is talking about forming an energy team. Jason has given the Executive Committee a couple of models to start with to form an energy/renewable team. They may be taking action on that at the next Executive Committee meeting. Nancy said to visit the Wood County Planning & Zoning webpage if interested in hearing more about renewables.
www.co.wood.wi.us/Departments/UWEX/Energy.aspx
- Rick Bakovka asked when the committee intends to act on the funds that the county allocates to economic development partners. He asked if the partners are able to come and request those funds at this time. Jason stated the partners would more than likely need more time to complete their projects. The committee has outlined in the past that they would like a one-page report on the progress of the partner's project before releasing the funds. It was decided by Chairperson Curry that this would be discussed at a future meeting.
- The next scheduled meeting is Tuesday, May 21, 2019.

9. Adjourn.

- Ken Curry declared the meeting adjourned at 3:05 p.m.

Respectfully submitted,



Mark L. Holbrook, Secretary

Minutes by Victoria Wilson, Planning & Zoning Office

Review for submittal to County Board by Mark L. Holbrook (approved on May ____, 2019 @ a.m.)

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 TUESDAY, MAY 21, 2019
 WOOD COUNTY COURTHOUSE, ROOM #317A, WISCONSIN RAPIDS WI

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

Members Excused: Mark Holbrook

Staff Present:

Land & Water Conservation Staff: Shane Wucherpennig, Lori Ruess.

Others Present: Dist. #15 Supervisor Bill Clendenning.

1. **Call to Order.** Chair Curry called the CEED meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chair Curry declared a quorum.
3. **Public Comment.** None.
4. **Review Correspondence.** Shane Wucherpennig stated he received a letter from the Farm Technology Days Executive Committee informing the Land and Water Conservation Department that the Grant Selection Committee is designating funding in the amount of \$2,000 for the conservation roller crimper. Wucherpennig submitted a grant request for \$7,500 but due to the large number of grant requests, they were not able to fully fund the request.
5. **Review and Approve Letter to Town Chairs Regarding Wood County's Efforts Addressing Water Quality Issues.** Shane Wucherpennig presented the amended letter to Town Chairs regarding Wood County's efforts addressing water quality issues. Following review the CEED had additional corrections/revision. Bill Leichtnam suggested sending the letter to a wider range including Village Presidents and City Mayors. Discussion ensued.

Motion by Bill Leichtnam that upon correction of the letter, it be to send to Town Chairs and Village Presidents throughout Wood County.

Discussion ensued. Bill Clendenning mentioned he thought it would be a good idea to include City Mayors. Bill Leichtnam amended his motion to include City Mayors.

Motion by Bill Leichtnam/Dave LaFontaine that upon correction of the letter, it be to send to Town Chairs, Village Presidents and City Mayors throughout Wood County. Motion carried unanimously.

6. **Open Bids Received and Approve Low Bid for Basing Cost-Share on the Otter Creek Farms Waste Storage Facility Expansion Project.** Shane Wucherpennig explained the Otter Creek Farm Waste Storage Facility Expansion Project is being re-bid, as it was not completed in 2018. The bids received late last year included cold weather concrete.

Chair Curry opened the two bids received. Bids were as follows:

Rich Weiler Construction - \$ 51,932.00

Dennis Krause – Advance Concrete - \$ 66,196.51

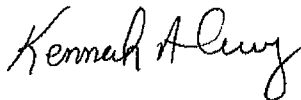
Motion by Dave LaFontaine/Harvey Petersen to accept the bid that is most advantageous to the County for the purpose of basing cost-share, following verification by LWCD staff that bids are complete and accurate. (Rich Weiler Construction - \$51,932.00) Motion carried unanimously.

7. **Discuss storage garage MOU between LWCD and Highway Infrastructure & Recreation Committee.** Shane Wucherpennig mentioned that the Wood County Land & Water Conservation Department (LWCD) entered into a MOU with the Wood County Highway Department in 2016 for use and maintenance of the forestry garage. The LWCD recently purchased a 10-foot no-till drill and when it was delivered found out it was approximately 4 inches too wide to store in the garage, due to the existing garage door opening. Shane is exploring options and had some contractors look at modifying the opening. He also talked with Supervisor Adam Fischer to get on the HIRC agenda and Supervisor Fischer suggested he bring it to CEED for approval first.

Motion by Chair Kenneth Curry/Harvey Petersen to allow Shane Wucherpennig to approach the HIRC concerning the storage garage MOU and the issue with the garage door opening. Motion carried unanimously.

8. **Schedule any additional meetings if necessary.** The next meetings which are already scheduled are:
- a. Special CEED meeting (Economic Development) – today - May 21, 2019 at 1:00 p.m.
 - b. June regular CEED meeting - Wednesday, June 5, 2019 at 9:00 a.m. in Room 115 of the Wood County Courthouse.
 - c. The July regular CEED meeting - Wednesday, July 3, 2019 at 9:00 a.m.
9. **Adjourn.** Chair Kenneth Curry declared the meeting adjourned at 9:17 a.m.

Respectfully submitted,



Kenneth Curry, Acting Secretary
Minutes by Lori Ruess, Land & Water Conservation Department
Review for submittal to County Board by Kenneth Curry (approved on May 24, 2019)

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
TUESDAY, May 21st, 2019
WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Robert Ashbeck, Dave LaFontaine, Bill Leichtnam.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg & Victoria Wilson

Others Present: Dennis Lawrence (North Central Wisconsin Regional Planning Commission), Terry Whipple (Juneau County Economic Development Corporation), Josh Miller (City of Marshfield), Jake Hahn (District 8 Supervisor), Angel Whitehead (HOW-President), Dennis Polach (District 14 Supervisor), Rick Bakovka (REGI), Scott Larson (Marshfield Chamber of Commerce),

Members Excused: Mark Holbrook & Harvey Peterson

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 1:00 p.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **Approve Minutes.**
4. **Consent Agenda.**
 - a. Review/approve minutes from previous committee meetings. Motion by Dave LaFontaine, second by Bill Leichtnam. Motion carried.
 - b. Review monthly letter of comment. Jason clarified that the business he was referring to under "Business Development" was the business that purchased the Shammy car wash building. He also reminded everyone of the upcoming ATV trail ribbon cutting on June 5th at 4:30 p.m. All are welcome. Ken Curry declared the consent agenda approved.
5. **Public Comments.**
 - None/Introductions
6. **Discussion on North Central Wisconsin Regional Planning Commission membership with Dennis Lawrence, Executive Director.**
 - Chairman Curry referred to the letter requesting Wood County become members of NCWRPC. Dennis gave an overview of when the NCWRPC started and what its function is. NCWRPC serves the Wisconsin River Corridor, which includes ten counties. Those counties are Adams, Forest, Juneau, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood Counties. The NCWRPC has five basic functions that they serve. #1 is the Economic Development function, which provides grant assistance to communities. #2 is Land Use related planning which includes outdoor recreation plans, comprehensive plans, farmland preservation plans, housing studies, and etcetera. #3 is a strong program in the transportation area that provides assistance in doing road ratings and some corridor studies. #4 provides GIS database management. They can help smaller communities that do not have their own GIS system. #5 is called intergovernmental cooperation, which is getting the ten counties together on a regular basis to talk about common issues and look at different approaches from a regional perspective to provide assistance. Jason asked Dennis to give an overview of the process NCWRPC uses with counties when they are a member, to establish a work program for the year. NCWRPC tries to help everyone they can. The big county projects are identified first and given priority. From there they identify the work

program for member counties, they work on those and then whatever hours are left, they provide assistance to the local municipalities on their projects. Jason asked Dennis to speak about their funding model. Dennis stated their goal is not to charge anyone anything beyond the membership fee. If additional funding is needed for a project, they try to get grant funding to cover those costs. If a county requests more meetings or more assistance, they may have to pay an additional cost. Dennis also touched on how the county would become eligible for federal funding should they become a member. Further discussion of the benefits of membership ensued with examples from Rick Bakovka and Terry Whipple. Chairman Curry indicated that this would be a budget issue for 2020. It was decided that a budget discussion would be an agenda item in the near future. ED partners gave an overview of how membership with NCWRPC could be beneficial. Terry Whipple spoke about Juneau County's economic development structure. JCEDC is a private, non-profit organization. 80% of their funding comes from the county, the remainder comes from memberships.

7. Report and consideration of 2019 fund release for Marshfield Area Chamber of Commerce and Industry (MACCI).

- Scott Larson gave a presentation on Marshfield Area Chamber of Commerce and Industry. Motion by Dave LaFontaine to release full grant funding of \$19,500.00. Second by Bill Leichtnam. Motion carried.

8. Report and consideration of 2019 fund release for Marshfield Residential Housing Incentive.

- Josh Miller gave a presentation on Marshfield Residential Housing Incentive. Motion by Dave LaFontaine to release full grant funding of \$31,250.00. Second by Bob Ashbeck. Motion carried.

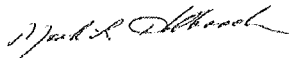
9. Report and consideration of 2019 fund release for Marshfield Economic Development Board.

- Josh Miller gave a presentation on Marshfield Economic Development Board. Motion by Dave LaFontaine to release full grant funding of \$30,500. Second by Bill Leichtnam. Motion carried.

10. Update on REDI Grant application and discussion of other opportunities to complete a countywide economic development strategy.

- Jason indicated that the USDA has reached out to him to let him know the result of the grant application will be made known on June 6th. Further discussion on ED strategies was postponed at this time.
- Next scheduled meeting is Tuesday June 18th at 1:00 p.m.
- Ken Curry declared the meeting adjourned at 2:52 p.m.

Respectfully submitted,



Mark L. Holbrook, Secretary

Minutes by Victoria Wilson, Planning & Zoning Office

Review for submittal to County Board by Mark L. Holbrook (approved on May____ th, 2019 @____ a.m.)

MINUTES
CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, JUNE 5, 2019
WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS, WI

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

Staff Present:

Land & Water Conservation Staff: Shane Wucherpennig

Planning & Zoning Staff: Jason Grueneberg, Jeff Brewbaker, Adam DeKleyn, Kim Keech, Stevana Skinner

UW Extension Staff: Jason Hausler, Karli Tomsyck, Nancy Turyk

Others Present: Supervisor Bill Clendenning, Chair Doug Machon, Supervisor Dennis Polach, Roy Diver (NRCS)

1. **Call meeting to order.** Chairperson Curry called the CEED meeting to order at 9:00am.

2. **Declaration of Quorum.** Chairperson Curry declared a quorum.

3. **Public Comments (*brief comments/statement regarding committee business*)**
None.

4. **Review Correspondence.**

Shane Wucherpennig shared copies of an informational handout regarding AB 148. Shane requested this document from Katrina Shankland to compare AB 21 and AB 148 for discussion during a later agenda item.

Jason Hausler passed out copies of Extension's 2018 Annual Report. This document will be shared at the July County Board meeting as well.

5. **Consent Agenda.** The Consent Agenda included the following items: 1) minutes of the May 1, 2019 and May 21, 2019 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Shane Wucherpennig, Adam Groshek, Emily Salvinski, Lori Ruess, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Matt Lippert, Laura Huber, Janell Wehr, Jackie Carattini, Nancy Turyk and Kelly Hammond.

a. **Approve minutes of previous meeting.** No additions or corrections needed.

b. **Approve bills.** No additions or corrections needed.

c. **Receive staff activity reports.** No additions or corrections needed.

Motion by Dave LaFontaine to approve and accept the May 2019 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Mark Holbrook Motion carried unanimously.

6. **Risk and Injury Report.** None.

7. **Land & Water Conservation Department**

a. NRCS Report and Update – Roy Diver

NRCS is the Natural Resource Conservation Service. Roy Diver, District Conservationist, shared an update with the committee. The Environmental Quality Incentives Program has 122 practices in Wood County and throughout the state. Roy's report noted for 2019 17 new contracts have been preapproved for the program, totaling over \$120,000 for a variety of conservation practices. Discussion followed.

Shane Wucherpennig stated NRCS and Land & Water Conservation (LWC) are very similar agencies concerning soil health promotion and less tillage. Shane asked Roy if he has seen an increase for cover crops and/or no-tills. Roy confirmed applications for cover crops have been especially popular, while no-till applications have been less frequent.

Bill Leichtnam asked about applicant demographics. Roy responded all applications are voluntary but they often are from repeat customers. Applications come from a wide range of practices. Roy noted the applicant must be an agriculture producer of some kind. The amount of money granted depends on the practice.

Roy shared there will be a meeting in July with Fish and Wildlife Service and Land & Water Conservation to determine if remaining unfunded applications can receive funding.

b. Discuss Health Department LTE providing some hours to LWCD

The Health Department brought on a LTE to focus on water quality testing in Port Edwards/Armenia and has reached out to Shane to see if Land & Water Conservation has a need to utilize part of the position and funding available to help staff it.

Shane shared the countywide nitrate testing participation has been lower than satisfactory. He would like to see the program further promoted and continued to get a better distribution throughout the county. Shane will give a report on results at next month's meeting. This position could promote nitrate sampling, collect samples, contact landowners and staff a collection station after hours. Shane's goal is to make the committee aware of the opportunity and that LWC is interested in pursuing it. Discussion followed. Chair Curry determined the budget needs to be worked out and no motion is needed at this time.

c. Staff Update

Shane shared Tracy Arnold accepted a position in Portage County. She is willing to continue Conservation Education in Wood County. Shane noted Tracy would do the beetle release for purple loosestrife, rusty crayfish, etc. until the position is refilled. Shane hopes that the new coordinator will partner with Tracy as historically Wood and Portage counties have worked together.

The deadline for applications was May 17th. 23 people applied. Shane narrowed down 6 applicants for interviews and conducted them on Monday June 3rd and Tuesday June 4th. After interviews, it is now down to 4 candidates. Shane noted his goal is to coordinate second interviews in the next week and hopes to have the candidate start by the end of June or mid-July.

d. Discuss AB 148.

Shane shared a handout comparison of AB 21 and AB 148 from Katrina Shankland. Ken Curry noted the original bill was endorsed by full County Board. Ken explained the two bills are on the same topic but use different methods. Bill Leichtnam shared a comparison chart he created. Bill feels AB 148 goes a different direction and does not look at DNR to administer programs but instead looks at department of health services. Bill Leichtnam expressed concern that the bill does not help people between the ages of 3-65. Lengthy discussion followed.

Chair Curry determined it is up to the committee to decide on action. AB 21 has already been endorsed by CEED and County Board. Bill Leichtnam's comparison document includes information on who supports which bill. Bill shared this information with the committee.

Motion by Bill Leichtnam for CEED committee to take no action on Senate Bill 137. Second by Mark Holbrook. Motion carried unanimously.

e. Discuss creation of nitrate workgroup

Bill Leichtnam stated the closest nitrate workgroup is in Rock County. Their group is a 5-year effort, which started 1 year ago. Rock County has sandy soil and large farms; very similar to the situation in Southern Wood and Northern Juneau counties. Bill commented we could let the Rock County group work and not re-create the wheel, but some effort is needed in Wood and Juneau counties. Bill stated it is important we keep thinking about water problems and what we are going to do long-term.

Dave LaFontaine suggested a motion to ask UW-Extension to work with UW-Madison on related studies. Mark Holbrook and Bill Leichtnam agreed. Bill stated Rock County is a 5-person group of experts. Ken Curry looked at Rock County's meeting minutes and stated they are considered a groundwater quality initiative workgroup. Ken suggested if something is going to be done with nitrates, it might not be best for supervisors to participate as validity could be questioned. Discussion followed.

Shane Wucherpennig shared Portage County passed a resolution requesting the UW System look at UW recommendations for nitrogen applications because recommendations exceed crop uptake and promote an excessive application rate. Jason Hausler confirmed the Portage County resolution passed in March 2019. He mentioned the resolution talks about agriculture laws, golf courses, green spaces, etc. It has come down to the educator level of UW-Extension and they are looking at how it works long term and how to get producer buy-in. Mark Holbrook recommends the same UW-Extension/UW-Madison set-up in Wood County. Jason will follow up on where things stand in Portage County.

Dave LaFontaine requested Jason find out if there is any research being done by UW-Madison on nitrate levels above 30ppm. Jason agreed to reach out to contacts at UW-Madison and report findings at the July meeting.

e. Committee Reports

i. Update on Citizen's Groundwater Committee meeting.

Bill Leichtnam shared minutes from the May 20th meeting. Jason Fuller was the guest speaker and shared the benefits of composting. Bill welcomed the committee to look through Jason's section of the meeting minutes and potentially invite him back to speak with the group. Discussion followed.

Nancy Eggleston will be speaking for the Speaker Vos Water Quality Task Force meeting on June 12th at Mauston High School from 1-3:30pm. Public comment will be after 3:30pm.

The next meeting is June 17th at the Riverblock building. Bill invites everyone to attend.

ii. Health Committee report.

Nancy Eggleston shared an update. 159 well samples have been collected; 7 of which are unsafe. 169 self-tests from additional AGC sampling in Armenia/Port Edwards have come in; 35 of which are unsafe. The highest were 47.75 and 43.2 mg/liter. Confirmatory testing will be completed over the next 2 days for self-test samples over 10 mg/liter of nitrates. Discussion followed.

The Armenia Growers Coalition has agreed to participate in a groundwater study with the DNR. Nancy confirmed this will include Port Edwards. Discussion followed.

Nancy stated the next steps are confirmatory tests and then retesting of the remaining wells. Nancy also shared Ho-Chunk has agreed to collect samples at their Whitetail Crossing location.

They will hold overnight on Sundays and the Health Department will pick-up on Mondays and do analysis.

Mark Holbrook requested a break at 10:35am. Chair Curry called the meeting back in session at 10:42am.

8. Planning

a. Discussion on SolSmart and sustainable renewable initiatives in Wood County

Jason Grueneberg and Nancy Turyk provided an overview of current activities. Nancy stated that SolSmart involves the Department of Energy certifying the municipality as being solar ready. The first part of the process is to get ordinances and permitting process in order. The second part of SolSmart is a checklist of activities the county needs to complete in order to achieve the designation. Wood County has chosen to seek gold level designation and is about 10 points away from the 200 point total. Educational outreach is one of the checklist activities. Nancy has worked with IT to develop a website related to energy efficient and renewables.

Individual municipalities can go through the designation process. Nancy shared Wisconsin Rapids received the designation a while ago and Marshfield is currently in the process.

Another piece of Wood County's participation is with NREL (National Renewable Energy Laboratories). This entails selecting up to 5 sites in the municipality to be evaluated for solar from economic and technical perspectives. Reuben Van Tassel has identified 4 sites for Wood County and preliminary information is coming back. Currently the return on investment is being calculated. Jason Grueneberg mentioned the SolSmart designation is about reviewing local ordinances to streamline the permitting process.

Jason shared County Board initiated 2 grant programs that departments can apply for: lean process initiative and sustainable renewable grant. Executive Committee has reviewed and approved some grants; including Maintenance's application for lighting. No applications were received for the lean process grant so the deadline has been extended to September 30th.

Creation of a Sustainable and Renewable committee is being discussed; it has been determined a 5 member committee will include 2 Supervisors, Maintenance Department Head, Extension Agent and Health Department Director. The upcoming committee will review future grant applications and determine funding. They will meet quarterly, be a conduit for County ideas on sustainable/renewable projects and connect with SolSmart designation. Chair Doug Machon commented it is important for Wood County to get ahead of the curve on solar energy. Discussion followed.

b. Discussion/action on Planning & Zoning Department Fee Schedule

(Minutes for agenda item by Kim Keech, Planning & Zoning Office)

Jason Gruenberg explained that reviewing the fee schedule started last year around budget time. The budget direction given to the committees and departments of a 1% cut really motivated the department to look at the fee schedule to make changes to try to meet that directive. Most of the department cost is in staffing. County Board and Executive Committee established staffing costs through the wage plan and determining the cost of living increase each year. Directives like this are challenging for the department unless you look at the fee schedule.

Jason Grueneberg reminded the committee that the Private Sewage budget is a non-levied non-lapsing account. No levy funds used to fund the program with all funding coming from permit fees and violations. This makes the Private Sewage budget self-funded. Land Records is a non-levied non-lapsing account. Funds provided by the statewide Wisconsin Land Information Program and generated by documents recorded in the Register of Deeds. Planning Budget heavily levied so only Floodplain and Shoreland permits cover a small portion of the costs. Private Sewage and Land Records budgets preference is to keep non-levied non-lapsing, which means that non-lapsing extra funds in those budgets automatically carried over to the next year used for expenses. CIP funding is

not requested often from the county since Private Sewage and Land Records budgets are seasonally structured this way.

Other items to consider:

1. Fees somewhat aligned to region and state averages.
2. Fee schedule kept simple.
3. Fees proposing do not cover full staff costs.
4. New fees proposed to cover new programs and services not charged in the past.
5. Some fees remain the same or eliminated.
6. Fees structured to be in place 8-10 years.
7. In recent years, expenses have increase and revenue has remained flat.
8. Staff procedures made easier for the public such as the elimination of the Private Sewage Maintenance Agreements no longer recorded with Register of Deeds.
9. Triennial POWTS Program Fee - Do you want the people who use the services to cover the cost versus all taxpayers?
10. Need committee action and support on proposed fee changes.

Adam DeKleyn briefed the committee on the current fee and proposed fee changes for the #701 Land Subdivision Ordinance. Adam DeKleyn shared that the County Surveyor says that the proposed fees aligned with other counties.

<u>#701 Land Subdivision Ordinance</u>	<u>Current</u>	<u>Proposed</u>
Preliminary Plat (preliminary review of 5 or more lots)	\$75.00	\$500.00
Final Plat (final review of 5 or more lots)	\$35.00	\$250.00
Certified Survey Map (review of 4 or less lots)	\$30-\$50	\$150.00
Condo Plat	\$75.00	\$350.00
Variance	\$0	\$125.00 New Fee

*Motion by Kenneth Curry to approve #701 Land Subdivision Ordinance Fee as proposed. Second by Mark Holbrook.
Motion carried unanimously.*

Jeff Brewbaker explained the current fee and proposed fee changes for #702 Private Sewage System Ordinance.

<u>#702 Private Sewage System Ordinance</u>	<u>Current</u>	<u>Proposed</u>
Conventional	\$300.00	\$450.00
Holding Tank	\$400.00	\$650.00
Alternative Systems (pressure systems)	\$400.00	\$650.00
Systems-In-Fill	\$400.00	\$650.00
Tank Replacement (all systems)	\$225.00	\$375.00
Drainfield Repair	\$225.00	\$375.00
Modification to State Plans	\$225.00	\$ 85.00
Reconnections (all systems)	\$150.00	\$250.00
Non-Plumbing (Privies/Self-contained)	\$150.00	\$250.00
Public Buildings		Eliminate
current: Normal fee plus \$1.60/100 gallons over 1500 gallon septic tank capacity.		
Transfers/revisions/renewals	\$ 25.00	\$100.00

Return inspections/field inspections	\$ 35.00	\$100.00
Groundwater monitoring	\$ 50.00	\$ 50.00
Water Meter (5/8")	\$115.00	\$120.00
Water Meter (3/4")	\$165.00	\$150.00
Holding Tank Plan Review Fee	\$ 60.00	\$ 60.00
Low Flow Holding Tank Waiver Application Fee	\$ 50.00	\$ 50.00
Low Flow Holding Tank Annual Fee	\$200.00	\$200.00
Pressurized Status Plan Review Fee	\$0	\$250.00 New Fee
Triennial POWTS Program Fee	\$ 20.00	\$ 25.00
Wis. Fund Grant Application Fee	\$150.00	\$150.00 No Change
or 10% of the grant award, whichever is less.		
Double Permit Fee (site activity prior to sanitary permit)		No Change

Motion by Bill Leichtnam to approve #702 Private Sewage System Ordinance Fee as proposed. Second by Kenneth Curry. Motion carried unanimously.

Jeff Brewbaker shared the current fee and proposed fee changes for #703 Floodplain Ordinance.

<u>#703 Floodplain Ordinance</u>	<u>Current</u>	<u>Proposed</u>
Floodplain Zoning Permit Fee (includes structures)	\$ 50.00	\$300.00
Structural Building Permit Fee (included in Floodplain Permit)		Eliminate
Board of Adjustment	\$350.00	\$700.00
Permit Renewal	\$0	\$ 50.00 New Fee
Flooded Ag District Cranberry Farm Certification	\$0	\$400.00 New Fee

Motion by Mark Holbrook to approve #703 Floodplain Ordinance Fee as proposed. Second by Bill Leichtnam. Motion carried 4-1. Robert Ashbeck opposed the Flooded Ag District Cranberry Farm Certification.

Jeff Brewbaker explained the current fee and proposed fee changes for #704 Shoreland Zoning Ordinance.

<u>#704 Shoreland Zoning Ordinance</u>	<u>Current</u>	<u>Proposed</u>
Shoreland Zoning Permit	\$25-\$75	
0' to 300' setback from Ordinary High Watermark		\$300.00
301' to 1000' setback from Ordinary High Watermark		\$100.00
Special Exception Permit	\$25-\$100	\$300.00
Board of Adjustment Public Hearing		
(1) Special Exception Request	\$350.00	\$700.00
(2) Variance Request	\$350.00	\$700.00
(3) Administrative Appeal	\$350.00	\$700.00
Permit Renewal	\$15.00	\$ 50.00

Motion by Mark Holbrook to approve #704 Shoreland Zoning Ordinance Fee as proposed. Second by Kenneth Curry. Motion carried 4-1. Robert Ashbeck opposed the Board of Adjustment Public Hearing fees and would like to know the state averages.

Jason Grueneberg shared the current fee and proposed fee changes for the maps/mapping services/photocopies services.

<u>Maps/Mapping Services/Photocopies</u>	<u>Current</u>	<u>Proposed</u>
Photocopies	\$0 1-4 pages, ≥5 \$.25/page plus tax	No changes
Mapping		
(1) Custom mapping	\$31.50/hour	\$42.50/hour
(2) Plots (B-, C-, D- or E-size)	\$7.50 each	\$10.00 each
(3) Print/copy (black & color)	\$0	\$0 1 st copy, , ≥2 \$1/copy
(4) Black & White Laser Print/copy	\$0 1-2 copies, ≥3 \$1/copy	Eliminate
(5) Color print/copy	\$0 1 st copy, ≥2 \$2.50/copy	Eliminate
(6) CD	\$6.00 each	Eliminate
(7) Digital image e-mailed (same as custom mapping)		Eliminate

Motion by Kenneth Curry to approve the Fee Structure for Maps/Mapping Services/Photocopies with the fee revision on print/copy (black & color) as proposed. Second by Dave LaFontaine. Motion carried unanimously.

Jason Grueneberg explained the new proposed #708 Private Water System Ordinance program and fee structure. The new proposed Sewer Service Area/Water Quality Management Review fee shared with committee.

<u>#708 Private Water System Ordinance</u>	<u>Current</u>	<u>New Proposed Program</u>
County Well Delegation Site Fee (Level 1 & 5)	\$0.00	\$125.00
County Well Delegation Transfer Fee	\$0.00	\$ 35.00
<u>Sewer Service Area/Water Quality Management Review</u>	<u>Current</u>	<u>Proposed</u>
WQM Review – 208 Compliance Letter/Review	\$0.00	\$100.00 New Fee
Type 1 Amendment	\$0.00	\$500.00 New Fee

Motion by Kenneth Curry to approve #708 Private Water System Ordinance Fee and Sewer Service Area/Water Quality Management Review Fee as proposed. Second by Mark Holbrook. Motion carried unanimously.

9. UW Extension

a. General Office Update

Jason Hausler shared the Extension Area 7 colleague meeting was held May 7th. Dave LaFontaine attended and found it beneficial and was impressed with the group's expertise.

Extension went through a Civil Rights review on April 17th. There will be a staff meeting on June 20th to look at next steps as a team, based on the state auditor's report/feedback.

Jason provided an update on Extension's role in the fair and a document that was recently sent out by both organizations.

Hiring for the FoodWise Nutrition Educator will happen this fall.

b. Agriculture Education Position Update

Jason provided information during the May meeting regarding Matt Lippert sharing services with Clark County. As of now, this is on hold. The external partner is still interested but Extension is not in a

position to share the role yet because of budget unknowns. Shifts in county lines staffing will be on hold until the state budget is approved.

c. Natural Resources Educator Conversation

Jason Hausler announced an external partner has expressed interest/agreed to fund 50% of a fulltime Natural Resources Educator position. Jason shared a sample description example from Washburn County that could help Wood County moving forward. The position would focus on water resources with some forestry and could help move things like the nitrate work group forward for example. Jason reviewed the position description handouts with the committee. Discussion followed.

Jason explained the 50% position would be dedicated solely to Wood County but it is difficult to market and find applicants for a half time position. The fulltime position would be shared with the external partner and would focus on Wood County as well as surrounding counties.

Motion Bill Leichtnam to pursue a fulltime Natural Resources Educator Position with additional external funding. Second by Dave LaFontaine. Motion carried unanimously.

d. 2020 Extension Contract Discussion

Jason shared an update on the 2019 year to date budget tracker for the Extension Office. Some budgetary information was discussed during agenda item 12 C.

e. WACEC/WEXA Discussion and Possible Motion of Action

Wisconsin Associated County Extension Committees (WACEC) is being dissolved and Wisconsin Extension Association (WEXA) is forming. Bylaws of WACEC note individual members have to dissolve the organization. With support of 80% of current members, WACEC can be dissolved. Jason shared a recap of the informational webinar and noted nothing organizationally or funding related will change. Jason handed out signature pages for each committee member to sign in support of the dissolution.

Motion by Dave LaFontaine to approve support the transfer of WACEC to the creation of WEXA. Second by Ken Curry. Motion carried unanimously.

10. Schedule next regular committee meeting.

The next regular CEED meeting is scheduled for Wednesday, July 3, 2019 at 9:00am at Wood County Courthouse in Conference Room #114.

11. Agenda items for next meeting

- Extension Report on UW-Madison research on nitrates above 30ppm
- Proposal for well designation program to be administered by Planning & Zoning

12. Schedule any additional meetings if necessary

A special CEED meeting is scheduled for Tuesday, June 18, 2019 @ 1:00pm on Economic Development.

13. Adjourn. Chair Curry declared the meeting adjourned at 1:30pm.

H

Golden Sands Resource, Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
May 16, 2019
Golden Sands Office, Stevens Point, WI

Call to Order: Al Barden called the meeting to order at 9:08 a.m.

Attendees: Al Barden (Member-at-Large); Gary Beastrom (Marathon); Joshua Benes (Golden Sands RC&D Staff); Jodi Buchanan (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Denise Hilgart (Golden Sands RC&D Staff); Ed Miller (Outagamie); Amy Thorstenson (Golden Sands RC&D Staff). Bill Clendenning (Wood) was also present.

Introduction: Benes introduced Jodi Buchanan as the new Administrative Assistant.

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

Into Closed Session: Motion made by Evans, seconded by Miller, to go into closed session at 9:09 a.m. Motion carried unanimously. Clendenning, Buchanan, and Hilgart leave the room.

Out of Close Session: Motion made by Evans, seconded by Beastrom, to go out of closed session at 9:11 a.m. Motion carried unanimously. Clendenning, Buchanan and Hilgart return to the room.

Treasurer's Report: Hilgart passed out the most recent treasurer's report. Payroll costs have increased because of summer hires and all four NRCS positions. The additional \$5000 approved at the last meeting was put into the endowment fund. Hilgart is still compiling credit card reports since use is up by the new hires. \$10,169 was added to the SPIF account. No use of the contingency fund. Motion by Evans, seconded by Beastrom, to forward to the full council. Motion carried unanimously.

Financial Procedures:

Bank Merger: The current bank used by Golden Sands RC&D, Huntington, is merging with Associated Bank in Wisconsin. Hilgart will research any changed conditions from the merger and also other banks to help decide the best bank for GS to use.

Endowment Funds: A sheet passed out showed that the endowment fund grew by \$1195.22 in the first quarter of 2019. In the future, endowment fund information will be included on the treasurer's report.

Per Diem: Recently, an employee attending a training was faced with hotel costs over the current limit of \$90 per night. Two issues arose from this situation: should the difference between the set rate and the rate paid be deducted from the employee's paycheck and should the per diem amount and policy be changed? The current policy allows for over the \$90 per night if there is pre-approval by the Executive Director or the Personnel/Finance Committee. Consensus opinion was that the difference would not be deducted from the employee's paycheck this time. However, employees will be made aware in writing that they have a responsibility to find out the

total amount for an upcoming hotel cost and seek pre-approval if the cost will be over \$90/night. This will be part of the information they received annually about benefits. It was decided to leave the policy for pre-approval as it is until the time the manual will be revised.

Fundraising Plan & LCC Meetings: Benes reported that he has been working with Bob Walker on a “sell” sheet to be placed in the highlights packet that would outline services available from Golden Sands RC&D and some success stories. There is a rough draft completed, but final tweaks are still necessary.

Contact has been made with all the Golden Sands RC&D counties updating LCCs and County Conservationists on the work being done in their counties. Only Marathon and Portage are left for these updates, and they should occur in June.

Staff and Membership:

Dues: Considerable discussion was had about the current dues rate of \$1900 per year. Only 5 counties of the 12 Golden Sands RC&D counties have paid the full amount this year. Three counties have paid nothing as of now, but Benes will send reminders.

Motion made by Evans, seconded by Miller, to keep the dues at the current \$1900 per year, but to have an annual review each March to determine if an alternate amount is appropriate. Motion carried unanimously.

Personnel Reviews: Benes and Thorstenson will determine if further personnel reviews are to be scheduled, especially for the employees working at NRCS offices.

Council Purchases:

New Video: The career-ready intern completed a rough draft of a new video for GS. Benes intends to provide final edits and additions within the next few weeks so that it is available for full council review at the July meeting. Since the only video of an actual council meeting is about 6 years old, he is hoping that the council today will allow Buchanan to do some short filming of the meeting so it can be added to the video.

Digital Phone System: Benes passed out information about how the Grasshopper Digital System is likely to save money for phone services. This service allows employees to make Golden Sands RC&D calls on their own phones with the business phone number, rather than having to return to the office to make such calls. He proposes that an additional cell phone or two be made available for employees to use if their own cell phones aren’t available and that employees using their own cell phones get a \$100 annual stipend to help offset their personal cell phone wear and tear. After the additional cell phones are purchased, this should save Golden Sands RC&D several hundred dollars annually for phone services.

Motion made by Evans, seconded by Beastron, to approve plan as presented. Motion carried unanimously.

Rent: Office rent will go up to \$900 per month as of 7/1/2019 when Golden Sands RC&D has to start paying for the back office space.

Insurance & Benefits:

Liability: It is not clear whether Golden Sands RC&D needs to continue carrying its own liability insurance or whether that available through the state RC&D is sufficient. Hilgart and Thorstenson will seek more information so that a decision can be made at the July Golden Sands RC&D meeting.

Personnel Policy & Procedure Handbook:

Newsletter: A spring newsletter went out on 4/25. Thorstenson and Benes would like to make it monthly if possible.

Website: Nothing new to report.

Other Business: One employee would like to refuse the benefits package. By consensus, it was decided that this can be done by the employee signing a waiver of benefits form. Approval for paying the state RC&D dues was given. These were contained in the 2019 budget. After discussion it was decided to hold off on paying the National RC&D dues until further research can be done to determine whether there are any significant pluses to Golden Sands RC&D.

Adjournment: The meeting was adjourned at 10:15 a.m. upon motion made by Beastron, seconded by Evans.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

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Golden Sands Resource, Conservation & Development Council, Inc.
Water Committee Meeting
May 16th, 2019
Golden Sands Office, Stevens Point, WI

Attendance: Bill Leichtnam (Wood); Ed Hernandez (Waushara); Kason Morley (Adams); Anna Cisar (Golden Sands RC&D Staff); Chris Hamerla (Golden Sands RC&D Staff); Al Rosenthal (Marquette); Joe Tomandl (Taylor); Paul Pisellini (Adams); Ed Miller (Outagamie) Reesa Evans (Member-at-Large)

Call to Order: Rosenthal called the meeting to order at 10:00 a.m.

Introductions: Roundtable introductions where given.

Minutes: Minutes from the March 21, 2019 meeting were reviewed.

Motion made to approve the minutes (Leichtnam/Tomandl). Minutes were Approved.

New Projects: Gold Sheet for West Branch Mill Pond in Waushara County was presented.

Motion to approve and send to full council (Pisellini/Leichtnam). Motion Approved.

Update on Groundwater Protection: Bill Leichtnam reported on groundwater protections, and a number of meetings that were held and a meeting coming up on June 24th in Adams. 8 counties are participating in discussion of groundwater protection. Paul Pisellini said that Adams County Board is hoping to develop a resolution committing the County to protect groundwater and budget some money. The hope is that other Counties will then follow and develop similar resolutions.

Project updates by County/Committee/Agency:

Adams County: September 21st is the "Water Walk" Tree Sale was held and will be revised for 2020. Reported on new solid waste area, new security for Courthouse. Lake Alliance meeting—Blue green algae, and fish habitat were discussed.

Taylor County: Reported on a successful Buckthorn Bash for 5th graders, and there were some changes in personnel in the Conservation Department in the County.

Wood County: Have done some water quality testing and 184 samples were tested and 30% were found contaminated.

Waushara County: Doing water quality testing. Field Days will be in two weeks

Marquette County: Tree Sale-sold 48,300 trees. August 3rd Hazardous Waste Day at the County Shops. Number of lakes have higher water levels and have put No-Wake restrictions on them.

Outagamie County: Have a grant to assist with watershed issues.

Staff Updates:

Cisar: Hiring 2 technicians this summer, and are waiting for final reimbursement from the State for the Regional AIS grant 2017-2018.

Hamerla: Have a source of Purple Loosestrife beetles, and have been asked to review some pet stores for possible invasive aquatic plants.

Motion to adjourn:

Motion to adjourn at 10:52 by Joe Tomandl and seconded by Paul Pisellini. Approved.

Al Rosenthal, Recording Secretary

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Golden Sands Resource, Conservation & Development Council, Inc.
Forestry / Agriculture / Wildlife Committee Meeting Minutes
May 16, 2019
Golden Sands RC & D Office, Stevens Point, WI

Attendees: Al Barden (Member-at-Large); Bill Clendenning (Wood); Amy Thorstenson (Golden Sands RC&D Staff); Brent Tessmer (Taylor); Gary Beastrom (Marathon); Joshua Beneš (Golden Sands RC&D Staff); Jodi Buchanan (Golden Sands RC&D Staff)

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

Introductions: Jodi Buchanan was introduced as the new Administrative Assistant for Golden Sands RC&D.

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

Demo forests:

Beneš reported that most of the forests sites have been selected. In Marathon County, Beneš approached Andrew and Susan Schmidt. They are considering becoming a Demo Forest site, with one hesitation because of the steep grade of the site upon entry. Beneš will coordinate with them to determine if their site is appropriate. Beneš reported that there will be 8 signs total focusing on the 7 Ecological Landscapes. Signs need to be removed and transported to new sites. Beneš is developing a plan on how to accomplish this. Currently the plan is for Beneš to complete site visits for each of the demo forests.

NRCS Cooperative Agreement:

Beneš reports that there are now four full time Soil Conservationists on staff. All are doing good work. Golden Sands has been working on the set-up and admin support for this project.

Thorstenson reported that there is an opportunity to put in a new proposal for another NRCS agreement. It starts with discovering how many staff positions they have to fill and then tailoring the request to meet those needs. The current NRCS Agreement is for 3 years, this new agreement would be for 5 years. The current proposal also adds in time for our Grazing Planner to write some plans and do some outreach.

Thorstenson discussed the issues farmers have shared with her which led her to believe there is a PR communications problem we could address as part of the new agreement. Thorstenson is applying for Agronomist hours within this proposal to develop a Demonstration Farm network. The proposal currently stands at a million dollars over five years and is presented as an ala carte so they can pick and choose which parts they'd like to fund. The gold sheet for this project was presented later on during the meeting.

The co-employment positions that would be targeted would be located in the 12 counties Golden Sands currently covers. However Al suggested we look at the counties south and west that may not be represented anymore. Beneš and Thorstenson agreed and will change wording in the application that will provide flexibility in terms of where NRCS will fill these positions. .

Bluebird and Bat Houses

Beneš reported that Jay Kortz didn't have the right size and type wood to donate for bat houses. Beneš will request donations from Lowes or other home improvement stores for the volunteer builders for next year. We currently have plenty of wood and completed three bat houses in stock.

Al asked if there was an instructor lined up at the high school who will provide instruction for building these bat houses, , and Beneš confirmed that there is an instructor lined up.

Tree Shelter Sales:

Beneš reported that sales are up this year. Beneš will bring a summary of the number of sales next meeting next meeting Beneš has more tree shelter sale brochures for promotion and requested the council take some with them and spread the word.

Stevens Point Area Neighborhood Gardens (SPANG):

Beneš reported that 11 of the 16 plots at Cornell Whitney and 8 of the 9 plots at Franklin Street have been reserved. Thorstenson reported this is a huge improvement from last year and attributes the success to improvements made to the plots and new signage. Some of the gardeners expressed concern that the soil in the plots was depleted. Thorstenson and Beneš decided to provide compost to all the gardeners currently renting plots. Any plots that are rented after the point the compost was delivered will pay \$2 less per plot with the intent that the extra \$2 be used to purchase their own bag of compost.

Our rates did go up this year to \$18. Thorstenson suggested that we could consider raising the plot fee to \$20 because our raised beds are much larger than other garden plots that are available in the region in other cities. If we invested in improving the raised beds with more compost and slightly more upkeep and maintenance, Thorstenson believes improvements would attract enough people to have all the beds rented.

Thorstenson reported that fundraising efforts through Facebook for the new sign at Cornell-Whitney have netted \$200 of the total \$600 dollars needed. More fundraising efforts will need to be planned.

Thorstenson reported that we've gotten several comments from people who have donated to the sign that say they think the community gardens improve the neighborhoods. Some of the comments are from the gardeners, and some from people who live in the neighborhoods.

Woods & Wildlife for Today & Tomorrow (WWFTT):

Beneš has been corresponding with landowners about forest management plans. Discussions have centered around strategies for collaboration on timber sales and promoting funding opportunities for habitat restoration projects. Beneš has been focusing on how woodland landowners within cooperatives can conduct timber sales together.

Golden Sands RC&D was awarded a \$15,000 grant from UW Center of Cooperatives to host spring workshops focused on promoting the concept of woodland cooperatives. Beneš is hoping this will be a strong way to conclude the WWFTT Program in 2020. The funding will be used to promote the concept of woodland cooperatives in all 8 counties.

Beneš will be reapplying for the Landscape Scale Restoration Grant this year. With a longer lead time, strengthening the partnership with UWSP, and developing a more expansive scope, Beneš feels more confident in a funded proposal next time.

There was a meeting with partners on March 25. The next meeting will be on June 27th at 10am in the Learning Landing. The brochure has been completed and the website is up and running.

Central Wisconsin Invasives Partnership (CWIP)

Golden Sands RC&D will be hosting a landowner and volunteer workshop at Dick Hansen's property in Mt Morris on September 28. CWIP is collaborating with the Invasive Plant Association of Wisconsin (IPAW) to host this event. Beneš met with Dick Hansen to strategize the event and check over the property on Tuesday. Promotional materials will be distributed at the 40th Anniversary Celebration of the Wisconsin Woodland Owners Association (WWOA) to generate greater participation. Brochures were sent to Waupaca, Outagamie, and Marathon counties to connect with volunteers who may be interested in forming a Cooperative Invasive Species Management area (CISMA) in those counties.

Golden Sands RC&D was granted a \$40,000 grant from the US Forest Service focusing on Cooperative Weed Management Areas within the Great Lakes Basin. The project includes a mapping blitz event to enhance mapping of invasives in the basin, and funds to develop a Early Detection Rapid Response (EDRR) protocol to manage for prohibited invasives before they spread in the region.

Beneš reported that this grant may allow us to bring on another part-time employee or maybe even a full-time employee to assist with this project. There are also more grants that keep popping up for invasive species management.

NACD Technical Assistance Project:

Beneš is promoting CAP-106 forest management plans as an option for woodland owners to have new forest management plans. He's also been discussing EQIP funding opportunities with multiple landowners. Beneš will also be at a DMAP workshop this weekend providing educational opportunities to landowners about funding opportunities for forest and habitat management.

The "Money Matters on the Farm" workshop in Green Lake County took place on March 1.

Pasture Walks are scheduled. There will be one in Waushara County on June 7th at Ken Williams Farm, one in Green Lake County on June 13th at the Honey Creek Farm, and one in Juneau County on June 19th at the Paradise Found Farm.

Thorstenson asked if the delegates would be interested in getting information about the various events directly? The delegates answered in the affirmative - they would like the information so they can answer any questions that might arise about it.

Managed Grazing Program:

Rachel Bouressa has started writing plans. The Grassworks funding obtained will focus on offering workshops to agency staff to enhance knowledge of grazing and so they are better equipped to support farmers. In some of the counties where they County Land Conservation Departments are already well-versed in managed grazing participation has exploded. These workshops will provide county staff the information they need to help expand grazing opportunities in their counties. Attendees to the Spring Grazing Meeting workshop in Green Lake had 13 attendees from multiple counties and some DNR staff. Thorstenson reports that Bouressa is doing a great job.

Smart and Connected Communities

Beneš met with Layne from Farmshed and Greg Wright from Create Portage County last week. They will meet again next week to finalize a letter of intent to start the grant application process. A letter of intent is due in August. Beneš reported that the goal is to apply for a smaller grant as seed money to gather together partners so that they can collaborate and apply for the larger grant. Greg Wright with Create Portage County will take the lead on this grant project due to his network of contacts.

RCPP Agreement in Lafayette County:

Dana Lawrence is doing good work down in Lafayette County helping farmers in his area understand what resources are available to them. Beneš reported that we will have to make some adjustments to budget since Dana will no longer be allowed to drive county vehicles. This will mean that his full-time funding will run out in October or November. Beneš is planning on adding time for him in the NRCS co-employment application so that he can continue to serve Lafayette County.

Waupaca County Conservation Field Day:

Thorstenson reports the field day will be on September 27th, with a rain date of October 4th. The facility is booked, and planning is underway. Sponsorships have been secured so we have a full budget for the year but one last sponsor would be greatly appreciated. The next step is to get the presenters lined up.

Barden asked if the field day was aimed at grade school students. Thorstenson confirmed it is indeed for grade school students.

New Projects:

NRCS Co-employment Grant- five year plan for a 1.1 million dollar grant, multiple county.

Motion to present this project to the larger council (Clendenning/Beastrom). Passed unanimously.

Other business: None this time.

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

Respectfully submitted,

Jodi Buchanan

Temporary recording secretary

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Golden Sands Resource, Conservation & Development Council, Inc.
Regular Business/Executive Committee Meeting Minutes
May 16, 2019
Golden Sands RC & D Office, Stevens Points, WI

Attendees: Al Barden (Member-at-Large); Gary Beastro (Marathon); Joshua Benes (Golden Sands RC&D Staff); Steve Bradley (Portage); Jodi Buchanan (Golden Sands RC&D Staff); Bill Clendenning (Wood); Reesa Evans (Member-at-Large); Denise Hilgart (Golden Sands RC&D Staff); Ed Hernandez (Waushara); Tyrone Larson (NRCS); Bill Leichtnam (Wood); Ed Miller (Outagamie); Kason Morley (Adams); Paul Pisellini (Adams); Al Rosenthal (Marquette); Brent Tessmer (Taylor); Amy Thorstenson (Golden Sands RC&D Staff); Joe Tomandl (Taylor). Marcia Noble was also present.

CALL TO ORDER: The meeting was called to order by Vice-President Barden at 11:10 a.m.

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

APPROVAL OF MINUTES: Motion made by Clendenning, seconded by Miller, to accept the minutes of the March 2019 meeting as written. Motion carried unanimously.

TREASURER'S REPORT: The treasurer's report for March and April 2019 was passed around. Hilgart indicated that credit card expenses are increasing due to the start of the season. Payroll is up because summer interns have been hired. Otherwise, dispersals and receipts were fairly standard. No use of the contingency fund. An additional \$5000 was put in the endowment fund, as voted on at the last meeting. Motion made by Miller, seconded by Evans, to accept and file the treasurer's report.

OLD BUSINESS:

Wisconsin RC&D Update: Barden reported that the last scheduled meeting was postponed and is now set for May 30. Miller announced that Representative Shankland will attend that meeting to talk about her proposed bill on groundwater, AB21. Leichtnam explained that the Wood County Board recently endorsed Shankland's bill and also requested that UW Extension & UW College of Agriculture establish a nitrate application rate for Wisconsin. Leichtnam discussed SB137, introduced by Testin and Coles, that some people are claiming is the senate version of Shankland's bill. Leichtnam explained that it differs substantially from the amount of money available for each private well owner and the overall amount available to the counties for testing activities and well replacement.

Endowment Fund: Benes explained that in addition to the \$5000 more deposited by Golden Sands RC&D in the endowment fund, there was a gain of \$1195.22 in the first quarter of 2019.

Groundwater Legislation: Leichtnam will report further on the bills discussed above at the July 2019 meeting.

NEW BUSINESS

Draft of 2019 Budget: This document was passed around as information for the full council, since it was already approved by the Personnel/Finance Committee.

Change of July 2019 Meeting Date: Benes noted that the regular July meeting date conflicts with the state county conservationists meeting, so suggested an alternate date of July 25. Suggestion accepted by consensus.

New Video: Benes announced that the career-ready intern completed a draft of a new video about Golden Sands RC&D before he left. Benes plans to finish some “tweaks” of the video and have it available for the July meeting. He also asked that members present today allowed some filming of today’s meeting. The other meeting video was 6 years old, so Benes wanted some video of today to be added for the new video. Members agreed by consensus, and Buchanan filmed some of today’s meeting.

GS Delegate for CWWP: Hugh O’Donnell asked to be substituted as a Golden Sands RC&D representative at the meetings for the Central Wisconsin Windshed Partnership (CWWP). Paul Pisellini agreed to take on this responsibility. Motion made by Barden, seconded by Leichtnam, to have Pisellini take O’Donnell’s place and have Clendenning continue as the other CWWP delegate. Motion carried unanimously.

COMMITTEE REPORTS:

Personnel/Finance Committee Report: Evans reported on the meeting this morning. Jodi Buchanan, the new Administrative Assistant, was introduced. A short closed session was held. The minutes of the prior meeting were accepted. The treasurer’s report was forwarded to the full council. The current bank for Golden Sands RC&D is Huntington Bank, which is in the process of merging with Associated Bank in Wisconsin. Hilgart will research whether it is in the best interest of Golden Sands RC&D to stay with the new bank or transfer to another bank. In the future, she will add current information on the endowment fund to the treasurer’s report. A discussion was had about the per diem for hotel costs, since there was a recent occurrence of a hotel bill going over the current limit of \$90 per night. It was decided to stay with the current handbook section of allowing the Executive Director and/or the PF Committee to pre-approve hotel bills that total over the set per diem amount. This employee obligations will be transmitted annually to the employees with the annual benefit information.

Benes is working with Bob Walker on a sheet to go into the Highlights about services available. Golden Sands RC&D updates have been transmitted to all the counties except Marathon and Portage. A discussion of the current dues was had. It was decided that the dues amount will stay as is, but will be reviewed annually in March. There may still be some personnel reviews that need to be done, especially with the employees working with the NRCS, but that is to be determined. Benes announced that the career-ready intern completed a draft of a new video about Golden Sands RC&D before he left. Benes plans to finish some “tweaks” of the video and have it available for the July meeting. Benes presented a proposal to add personal phones to a Grasshopper account that will allow employees to use their own phones with Golden Sands RC&D numbers. Office rent will go up on July 1 when Golden Sands RC&D has to pay for the additional back room as well, with monthly rent going to \$900 per month for both rooms. Hilgart is still

exploring whether Golden Sands RC&D needs to continue its own liability insurance, or if coverage is sufficient with the state policy. Thorstenson sent out a newsletter near the end of April.

Forestry/Agriculture/Wildlife Committee Report: Benes reported on today's Forestry/Agriculture/Wildlife meeting. A demo forest in Marathon County is being finalized. Hiring for all four of the current NRCS positions is completed. Benes and Thorstenson are looking into applying for further positions. Benes and Thorstenson are also applying for funds for the formation of a Demonstration Farm network to cover the Wisconsin River watershed. Tree shelters sales are up for the year so far. Most of the community garden spaces have been filled. Fundraising for a new sign at one garden site is still being pursued. An application for expanding the creation of woodland cooperatives was not approved, so another attempt will be made the next grant cycle. A \$15,000 grant for woodland cooperative workshops in Spring 2020 was approved. The next meeting of the Central Wisconsin Invasives Partnership (CWIP) Cooperative Invasive Species Management Area (CISMA) being organized will be on 6/27 to finalize bylaws and MOUS. A field day will be held on 9/28. Brochures are available. A forest service grant for Great Lakes Basin side of CWIP's service area was approved and will focus on mapping invasives and developing an Early Detection Rapid Response (EDRR) protocol for CWIP. A Deer Management Assistance Program (DMAP) workshop for woodland land owners will be this weekend focusing on sources for habitat restoration funding. Pasture walks have been scheduled for June in Waushara, Green Lake, and Juneau counties. Some grazing plans are also being written. Dana Lawrence, a new employee to Golden Sands RC&D this spring, has been working with farmers in Lafayette County. Waupaca County Conservation Field Day is scheduled for 9/27. There is one new forestry/wildlife/agriculture project.

Water Committee Report: Rosenthal reported on today's water meeting. There is one new Waters Project. AIS interns have been hired. Leichtnam discussed the multi-county move about groundwater protection. It is hoped that Adams County will take the lead on this issue. A buckthorn bash was held in Taylor County. Their tree sale is completed with thousands of trees sold. Rearing of Purpose Loosetrife beetles has started. Recent changes have been made in the LWCD staff. Adams County voted to build a new solid waste facility and to improve courthouse security. Adams County also received a grant to deal with a recently-discovered invasive *Phragmites* stand. Outagamie received a grant for watershed work. Waushara County recently completed a field day and is continuing testing of private wells. 40 wells tested in Wood County resulted in a finding that 30% of them were contaminated. Marquette County also sold thousands of trees. Adams County tree sale was less successful than it had been in the past, so the department is rethinking its approach. Several of the natural lakes in Adams County are far above the ordinary high water walk, resulting in several of them having temporary no-wake restrictions imposed. Evans passed around information on the 4th Annual Water Walk that will be held on 9/21/19 in the Town of Rome, Adams County.

NEW PROJECTS: The new project from the Forestry/Ag/Wildlife Committee involves a 5-year plan to work with the NRCS for additional staff positions to help with the current NRCS staff shortage. The paperwork is due tomorrow, with starting date of 7/1/2019. The total is \$1.1 million at \$220,000 annually.

A new project from the Waters Committee has a total of \$18,000 cost for Eurasian Watermilfoil Management, training and surveys for the White River District in Waushara County.

Activities were due to start on 4/15/2019 and go through 12/31/2021. Motion by Clendenning, seconded by Rosenthal, to approve the new projects. Motion carried unanimously.

STAFF/PROJECT UPDATES: Written staff reports were sent out electronically before the meeting.

AGENCY/PARTNER REPORTS: Ty Larson of the NRCS reported that the Golden Sands RC&D employees working in NRCS offices are doing well. Although there seems to be a slight loosening of the hiring freeze, the NRCS workforce is down about 20%, with no sign of needed work abating. The deadline to apply for NRCS co-employment funding is tomorrow.

OTHER REPORTS: Evans announced the Central Wisconsin Nature Foundation will hold its 4th Water Walk on September 21, 2019, in Adams County. Participation, entertainment and dinner are all free, although donations are accepted.

Benes indicated he is seeking possible funding for collaborative groundwater projects.

NEXT MEETING: The next meeting will be July 25, 2019.

ADJOURNMENT: The meeting was adjourned at 12:04 p.m. on motion by Rosenthal, seconded by Clendenning.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC&D



Wood County
WISCONSIN

LAND & WATER CONSERVATION
DEPARTMENT

Activities Report for Shane Wucherpennig May 2019

- May 1 – Attended CEED meeting.
- May 2– TRM Grant attachments
- May 3 – Staff meeting, Met will Mill Creek Farmer group.
- May 6 – reviewed requested shooting permit applicants.
- May 7-9 – Wildlife Damage Program & Nonmetallic Mining Program.
- May 13– Cameron Town Hall – County wide well testing.
- May 14– Cameron Town Hall – County wide well testing.
- May 15 – Department Head mgt. And UW Ext. Staff discussion.
- May 16 – Sherry Town Hall – County wide well testing.
- May 20– Mill Monitoring collection sites, CIP Meeting, Citizens Ground water mgt.
- May 21 – Special CEED meeting, County Board Meeting.
- May 22 – Staff Meeting.
- May 23 – Review Conservation Program Coordinator applicants.
- May 24 - Health Coaching, Shooting permit applications for Tom Gardner, Ryan Wayerski, Lee Garrel, Scott Mahadcka
- May 28 – Wildlife Damager Program.
- May 30 – Wildlife Damager Program.
- May 31 – NCLWCA Spring Re-organization meeting in Langlade County.

Activities Report for Adam Groshek – May 2019

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

- ~Tree sale annual distribution
- ~Wild Parsnip training discussions with John Eron-Wood & Portage County Weed Commissioner.
- ~Jagodzinski cultural resources inquiries, transfer systems design, calculations, pump selection, sizing, discussions with precast concrete company, test holes, conflict resolution, landowner planning assistance, preconstruction meeting, and construction site checks for 2019 barn manure channel transfer system and manure storage pit.
- ~No-till drill scheduling and promotion to Wood/Portage County landowners.
- ~Permitting discussions and grassed waterway/rock ford crossing design for Todd Bores.
- ~Phosphorus trading/nutrient management planning/composting manure discussion.
- ~Multiple nutrient management planning discussions and assistance in Emily's maternity leave absence.
- ~CREP payment clarification and assistance with the cancelling of 2 CREP 15-year contracts due to the sale of the land.
- ~Assistance with a concern over well contamination due to poor location and poor drainage with very wet spring.
- ~Assistance with wildflowers/erosion control grasses sale and how they can help with a channel erosion problem near Sherry.
- ~Soil testhole documentation and Pankratz Farms manure storage project overview with area engineer to help with some 2019 workload.
- ~Dealing with the issues associated with the RiverBlock building power surge/power failure in our office.
- ~3 days of water sample collecting in Pittsville and Sherry for the County-wide groundwater sample collection study in mid-May.
- ~Discussions with 2 more landowners in the Milladore area of permitting/building new manure storage facilities for 55-60 cow herds.
- ~Attendance of the County-wide required Civil Rights training in the RiverBlock building.
- ~Assisting in the communication over the delay in the implementation of CREP in 2019, new CREP contracts may be able to be started after June 3rd, 2019.

Activities Report for Emily Salvinski
May 2019

- **May 1-May 23.** Maternity Leave.
- **Friday, May 24.** Caught up on emails.
- **Monday, May 27.** Memorial Day.
- **Tuesday, May 28.** Processed checklists/updated database. Mapping of who participated in water testing.
- **Wednesday, May 29.** Mapping of who participated in water testing. Picked up prairie plants to add to garden.

Activities Report for Lori Ruess – May 2019

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Fridays.
- Calculated and emailed payroll percentages for specific budgets to Finance.
- Reviewed general ledger.
- Reviewed payroll reports and payroll registers.
- Attended May 1st CEED meeting and completed minutes.
- Attended May 3rd staff meeting.
- Verified NMFE class registration and processed vouchers for 41 incentive payments.
- Assisted three days with distribution and collection of water sample kits.
- Assisted Marsh Road Cranberry with request for original fence contract.
- Assisted two landowners with wildlife damage
- Attended May 21st special CEED meeting and completed minutes.
- Attended May 22nd staff meeting.
- Attended May 22 Employee Feedback meeting.
- Completed two cost-share contract for residue management.
- Completed one cost-share contract for a waterway system.
- Assistance with the cancelling of two CREP 15-year contracts due to sale of land.
- Ordered Monarch seed mix and erosion control seed mix for one landowner.
- Assisted one landowner with the purchase of 40 tree shelters.
- Organized CEED packet and County Board packet and took to County Clerk's office.
- Covering Nutrient Management questions and filing of checklists while Emily is on leave.
- Attended Health Coaching.

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for June 5, 2019

1. Planning (Adam DeKleyn)

- a. Plat Review Officer – (5) CSMs were submitted for review/approval. (7) CSMs were approved/recorded. (4) CSMs are pending approval.
- b. Town of Lincoln Comprehensive Plan Update – Intergovernmental Cooperation Element was presented and reviewed at the last monthly Plan Commission meeting. Next element of the plan is being prepared. A draft of the Land Use Element will be presented and reviewed at next Plan Commission meeting.
- c. Wisconsin Rapids Downtown Steering Committee – Committee is surveying downtown businesses to collect updated information and statistics for Connect Communities program.
- d. Central Housing Region – Community Development Block Grant Program (CDBG) – Attended the CDBG Housing Committee Meeting. Summary of the grant statistical information for the Central WI Region, including Wood County is included in packet. Information on the homeowner and rental rehabilitation programs are included in packet. (*See attachments*)
- e. Request for Zoning Amendment Approval – Town of Grand Rapids – Request approved by County Board. Town zoning map and GIS was updated to reflect approved zoning amendments. Follow-up approval letter sent to town.
- f. Training – Attended teleconference “Annual Planning and Zoning Case Law Update” presented by LGC and UW Extension.
- g. Town Planning and Zoning Assistance – Provided planning and zoning assistance for town officials in the Town of Rudolph, Town of Rock and Town of Marshfield.
- h. Strategic Planning – Participated in departmental strategic planning meeting.

- i. ATV/UTV Planning – Attended meeting with P&F, P&Z and highway departments to discuss progress on ATV/UTV routes and trails implementation.
- j. P&Z Website Updates – Drafting new zoning webpage to include county and town zoning resources to assist the general public and town officials.
- k. P&Z Fee Schedule – Gathered county fee schedules to determine state and regional fee averages. Averages were used to propose new plat review and sewer service area review fees.

2. Land Records (Justin Conner)

- a. Parcel Mapping – Updating parcel data with new splits and surveys. Updated online mapping and data downloads.
- b. Campground Maps – Developed interactive online campground maps to help visitors find site locations, detailed information and pictures.
 - a. <https://app.woodcogis.com/South-Park-Campground>
 - b. <https://app.woodcogis.com/North-Park-Campground>
 - c. <https://app.woodcogis.com/Dexter-Park-Campground>
- c. Highway Department – Met with HD to discuss GIS opportunities using ArcGIS Online.
- d. Zoning Maps – Updated zoning maps for towns of Marshfield and Grand Rapids. Printed new maps and published online.
- e. ATVs – Update ATV trails map.
- f. County Property Discussion – Met to discuss County property and its uses.
- g. Wisconsin NG-911 Committee – Participate in online meetings and phone calls
- h. Various map and printing requests

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

4/24/19 - on sited tank abandonment in City of Marshfield, navigability determination Town of Richfield, (2) violation investigations Town of Wood and Town of Sigel, Mound with reported damage Town of Sigel

4/25/19 - numerous phone calls regarding maintenance cards

4/26/19 - new home in Town of Port Edwards, shoreland – floodplain onsite and setback check, on-site for Nekoosa Park holding tank, on-site shoreland setback in Town of Rudolph

4/30/19 - SS Vacancy Checks with VW, reviewed soil report Town of Grand Rapids, order letter for cabin without inspection or permits Town of Cary

5/1/19 - CEED Committee meeting Low Flow HT request, review code on POWTS Maintenance requirements, met with builder regarding floodplain/shoreland issues in Saratoga Subdivision, took hydrograph reading for white sand project in Town of Grand Rapids

5/2/19 - Reviewed 1 conventional, 1 soil report, 1 hydrograph, vacancy check meeting with VW & JB, reviewed 1 dosed conventional, 1 tank replacement, second builder in for discussion of shoreland/floodplain in Saratoga Subdivision

5/6/19 - Staff Meeting, LFHT water meter form and water meter tracking, worked on fee schedule

5/7/19 - Inspected permit #19020 installation, 1 HT agreement letter mailed

5/8/19 - Inspected Low Flow Holding Tank installation in Town 15, worked on web site info for Shoreland/Floodplain

5/9/19 - Issued shoreland permit for new home in Town of Saratoga

5/10/19 - Letter to Town of Wood regarding HTMV follow-up, reconnect permit, 1 shoreland permit issued Town 07, 1 HT inspection Town 03, fee schedule meeting

5/13/19 - Meeting with Peter K and VW regarding vacancy issues, 2 shoreland permits issued, 1 HT plan approved, 1 soil report reviewed, 1 hydrograph reviewed, 1 conventional design reviewed and approved, 1 sanitary permit renewed

5/14/19 - Inspected permit installations #19025 & #19021, 1 Soil test reviewed, 1 mound plan reviewed and approved

5/15/19 - 1 SF letter mailed, 1 soil test reviewed

5/16/19 - 1 HT permit reviewed and approved, 1 mound plan reviewed and approved, 1 soil test reviewed and approved, inspected sanitary permit #19031 installation and inspected previous installation in Town 04

5/20/19 - 1 conventional system review and approval, 1 inspection permit # 19026, onsite shoreland meeting Town 18, 4 soil tests reviewed, 1 SF permit request letter, 1 HT agreement letter mailed, mound permit approved in Town of Grand Rapids

5/21/19 - 2 conventional system review and approval, 1 soil report reviewed, 1 hydrograph reviewed, 1 HT agreement letter mailed, issued sanitary permit #19042, 1 shoreland and 1 floodplain permit Town of Port Edwards

5/22/19 - 1 permit installation inspection #19042, issued sanitary permit #19043, issued floodplain permit Town of Port Edwards

5/23/19 - Sanitary permit inspection and re-inspection permit #18124, Staff meeting regarding fee scheduling, preparing for CEED meeting presentation on well delegation, reviewed soils report for White Sands project Town of Grand Rapids

5/24/19 - Prepare presentation for CEED meeting on well delegation, approved re-connect Town of Wood

4. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 12 sanitary permits issued in April 2019 (4 New, 7 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$5,075. There were 7 sanitary permits issued in April 2018 (3 New, 3 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$3,250.

There were 24 sanitary permits issued through April 2019. For comparison purposes, the following are through the same period for the previous five years: 2018 – 27, 2017 – 46, 2016 – 32, 2015 – 28 and 2014 – 24.

- b. 2019 Tax Refund Intercept Program (TRIP) – As of May 29th, Wood County received an additional \$1,448.32 on two cases for a total of \$5,611.40 on eight outstanding cases for 2019.
- c. 2019 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices are scheduled to be mailed approximately Monday, April 22nd with a due date of Friday, August 9th. There were 2,858 scheduled to be mailed between the four notices.
- d. Enforcement Activities Update (Small Claims).

- i. Small Claims Court Cases Scheduled

<u>Court Date</u>	<u># Cases & Court Case Type</u>
5/07/2019	(1) Failure to provide servicing & pay \$20 program fee (2018) – Rescheduled from 3/12/2019 & 4/09/2019

Court Case Summary:
(1) case has default judgement.

- e. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11, 2017 on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021. However, if approved in Governor Tony Evers budget the sunset date of the Wisconsin Fund Grant Program will be eliminated.

- i. (5) Wisconsin Fund Applications FY2020 – Wisconsin Fund Grant Applications was emailed to the State of Wisconsin on

January 30th meeting the deadline date of January 31st.
Disbursement of Wisconsin Fund Grant is expected late fall 2019.

- ii. (0) Wisconsin Fund Applications FY2021 – The deadline to apply is January 31, 2020.
- f. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. This phase will consist of service providers reporting pumping, inspections and maintenance service events on the Wood County Sanitary Permit system. Information Technology Department continues work on the design phase of the project.
- g. Kim attended the following meetings:
 - i. Strategic Planning on May 9th
 - ii. Citizens Groundwater Group Meeting on May 20th
 - iii. Wellness Committee Meeting on May 21st
 - iv. Employee Feedback Meeting on May 22nd
- h. Victoria attended the following meetings:
 - i. Vacancy Checks on April 25th
 - ii. Economic Development Roundtable on April 26th
 - iii. Vacancy Checks on April 30th
 - iv. Strategic Planning on May 9th
 - v. ATV Route Discussion on May 9th
 - vi. CEED Committee Meeting (Econ Dev) on May 21st



Central Housing Region

Community Development Block Grant Program

Counties of Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara & Wood

HOMEOWNER REHABILITATION PROGRAM

Program Description: 0% interest loan with deferred payments until the housing unit ceases to be your principal place of residence.

How to acquire a loan:

→ The first step to acquiring a loan is to complete and return the application along with the items on the list attached to application.

→ Next we will verify your information and send notification that you are either eligible or ineligible.

→ If you are deemed income eligible, you will be contacted by the home inspectors we hired to do a Housing Quality Standards inspection. Any work started before the loan is approved will not be eligible.

→ The inspector will then write up the bid specifications and forward them to you to acquire bids from qualified contractors. This is a sealed bid process.

Closing costs included in loan are as follows, but not limited to:

Title letter report: \$75-\$100 but may be \$150+

Mortgage filing fees: \$32.00 per mortgage or amendment

Inspection fees: \$1,000 to \$1,600 dependent on project needs

Loans are awarded on a first come first serve basis. Emergencies that threaten health or safety will take precedence.

*****Properties with delinquent taxes, significant liens or judgments encumbering it, for sale or in foreclosure, are not eligible for the program. Cosmetic work (remodeling), projects that have already been started, or outbuildings, including garages that are not attached to the house do not qualify.*****



Juneau County Housing Authority • 717 E. State Street, Mauston, WI 53948

Phone: (608) 847-7309 • Fax: (608) 847-2278

Email: juncoha@frontier.com • Website: www.JuneauCountyHousingAuthority.com

Juneau County Housing Authority is an equal opportunity provider and employer.





Central Housing Region

Community Development Block Grant Program

Counties of Adams, Green Lake, Juneau, Marathon, Marquette, Portage, Waupaca, Waushara & Wood

RENTAL REHABILITATION PROGRAM

Program Description: Loans are available as 0% installment loans. Funds may be used to rehabilitate LMI occupied rental housing units or vacant housing units that will be rented to LMI households within 6 months.

How to acquire a loan:

→ Complete and return the application along with requested document on the application.

→ Next, tenant's income will be verified for eligibility.

→ If the project is deemed income eligible, you will be contacted by the home inspectors we hired to do a Housing Quality Standards inspection. Any work started before the loan is approved will not be eligible.

→ The inspector will then write up the bid specifications and forward them to you to acquire bids from qualified contractors. This is a sealed bid process.

From the landlord we will need proof of rental property insurance, a copy of your most recent property tax bill and the amount of your current mortgage or payoff amount from lender to determine the amount of equity available.

Closing costs to be added to your loan include but are not limited to:

Title letter report: \$75-\$100 but may be \$150+

Mortgage filing fees: \$32.00 per mortgage or amendment

Inspection fees: \$1,000 to \$1,600 dependent on project needs

*****Properties with delinquent taxes, significant liens or judgments encumbering it, for sale or in foreclosure, are not eligible for the program. Cosmetic work (remodeling), projects that have already been started, or outbuildings (including unattached garages) do not qualify.*****

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TOTALS

As of 04/29/2019 -totals updated

Total Grant Statistical Information

Applications Received	73
Ineligible/Inactive/Referred	9/14/17
On Waiting List	0
Projects in Progress	22
Number of New Mortgages	37

Total Grant Financial Information

2018 Project Funds Total	1,739,300.00
Paybacks and Interest Earned	\$ 38,397.88
Total Obligated	\$ 1,518,518.99
Balance Remaining	\$ 259,178.89

Quick reference by County

Adams	\$ 117,156.93
Green Lake	\$ 212,309.00
Juneau	\$ 250,089.63
Marathon	\$ 43,320.72
Marquette	\$ 145,986.00
Portage	\$ 149,589.00
Waupaca	\$ 284,376.21
Waushara	\$ 112,289.50

Totals \$ 1,518,518.99



As of 4/29/2019

County	Project Funds	
	Mortgaged to Date	
Adams	\$	787,940.43
Green Lake	\$	528,997.55
Juneau	\$	1,148,136.50
Marathon	\$	702,475.54
Marquette	\$	469,528.45
Portage	\$	668,691.00
Waupaca	\$	927,642.60
Waushara	\$	556,502.50
Totals	\$	6,553,636.52

WOOD COUNTY PLANNING & ZONING
FEE SCHEDULE

1. #701 LAND SUBDIVISION ORDINANCE

A. <u>Preliminary Plat Review Fee.</u>		<u>Proposed</u>
(1)	\$75.00	<u>\$500.00</u>
B. <u>Final Plat Review Fee.</u>		<u>Proposed</u>
(1)	\$35.00	<u>\$250.00</u>
C. <u>Certified Survey Map Review Fee.</u> (creation of new lots 10 acres or less)		<u>Proposed</u>
(1)	\$30 1 ST Lot + \$20 2 nd lot (\$50 maximum)	<u>\$150.00</u>
D. <u>Condo Plat Review Fee</u>		<u>Proposed</u>
(1)	\$75.00	<u>\$350.00</u>
E. <u>Variance Fee</u>		<u>Proposed</u>
(1)	\$0.00	<u>\$125.00</u>

2. #702 PRIVATE SEWAGE SYSTEM ORDINANCE

A. <u>Fees.</u>		<u>Proposed</u>
Conventional	\$300.00	<u>\$450.00</u>
Holding Tank	\$400.00	<u>\$650.00</u>
Alternative Systems (pressure systems)	\$400.00	<u>\$650.00</u>
Systems-In-Fill	\$400.00	<u>\$650.00</u>
Tank Replacement (all systems)	\$225.00	<u>\$375.00</u>
Drainfield Repair	\$225.00	<u>\$375.00</u>
Modification to State Plans	\$225.00	<u>\$ 85.00</u>
Reconnections (all systems)	\$150.00	<u>\$250.00</u>
Non-Plumbing (Privies/Self-contained)	\$150.00	<u>\$250.00</u>
Public Buildings		<u>Eliminate</u>
Normal fee plus \$1.60 for every 100 gallons over 1500 gallon septic tank capacity.		
Transfers/revisions/renewals	\$ 25.00	<u>\$100.00</u>
Return inspections/field inspections	\$ 35.00	<u>\$100.00</u>
Groundwater monitoring	\$ 50.00	<u>\$ 50.00</u>
Water Meter (5/8")	\$115.00	<u>\$120.00</u>
Water Meter (3/4")	\$165.00	<u>\$150.00</u>
Holding Tank Plan Review Fee	\$ 60.00	<u>\$ 60.00</u>
Low Flow Holding Tank Waiver Application Fee	\$ 50.00	<u>\$ 50.00</u>
Low Flow Holding Tank Annual Fee	\$200.00	<u>\$200.00</u>
Pressurized Status Plan Review Fee	\$0	<u>\$250.00 New Fee</u>
Triennial POWTS Program Fee	\$ 20.00	<u>\$ 25.00</u>
Wis. Fund Grant Application Fee	\$150.00	<u>\$150.00 No Changes</u>
or 10% of the grant award, whichever is less.		

- B. Double Fee. A double sanitary permit fee shall be assessed to all permit applicants where site activity requiring a permit commences before a sanitary permit is applied for and issued, except for emergency repairs authorized in Section 702.05(18). No Changes

3. #703 FLOODPLAIN ORDINANCE

- | | |
|--|--|
| A. <u>Floodplain Zoning Permit Fee.</u> - \$50.00 | <u>Proposed</u>
<u>\$300.00</u> |
| <u>** Combine Floodplain Zoning and/or Structural Permit.</u> | |
| B. <u>Structural Building Permit Fee.</u> | <u>Proposed</u>
<u>Eliminate</u> |
| \$1.00 per \$1,000 of construction cost. (Minimum - \$25.00; Maximum - \$75.00). | |
| C. <u>Board of Adjustment.</u> | |
| (1) Hearing for Appeals including Variances - \$350.00 | <u>Proposed</u>
<u>\$700.00</u> |
| D. <u>Permit Renewal</u> | |
| (1) Permit Renewal \$0.00 | <u>Proposed</u>
<u>\$50.00 New Fee</u> |
| E. <u>Flooded Agriculture District Cranberry Farm Certification Fee</u> | <u>Proposed</u>
<u>\$400.00 New Fee</u> |

4. #704 SHORELAND ZONING ORDINANCE

- | | | |
|---|---------------------------------------|---|
| A. <u>Zoning Permit.</u> | 0' to 300' OHWM
301' to 1000' OHWM | <u>Proposed</u>
<u>\$300.00</u>
<u>\$100.00</u> |
| \$25.00 plus \$1.00 for each \$1,000 of construction over \$20,000 but not to exceed \$75.00. | | |
| B. <u>Special Exception Permit.</u> - | | <u>Proposed</u>
<u>\$300.00</u> |
| \$25.00 plus \$1.00 for each \$1,000 of construction over \$25,000 not to exceed \$100.00. | | |
| C. <u>Board of Adjustment Public Hearing.</u> | | |
| (1) Special Exception Request - \$350.00 | | <u>Proposed</u>
<u>\$700.00</u> |
| (2) Variance Request - \$350.00 | | <u>\$700.00</u> |
| (3) Administrative Appeal - \$350.00 | | <u>\$700.00</u> |
| D. <u>Permit Renewal.</u> | | |
| (1) Permit Renewal \$15.00 | | <u>Proposed</u>
<u>\$50.00</u> |

5. FEE STRUCTURE FOR MAPS/MAPPING SERVICES/PHOTOCOPIES

- | | |
|--|---|
| A. <u>Photocopies.</u> No charge for first four pages; 25¢ per page after that (plus tax). <u>No changes</u> | |
| B. <u>Mapping.</u> | |
| (1) Custom mapping - \$31.50/hr. | <u>Proposed</u>
<u>\$42.50/hr</u> |
| (2) Plots (B-, C-, D- or E-size) - \$7.50 each. | <u>Proposed</u>
<u>\$10.00 each</u> |
| (3) Black & White Laser Print/copy – No charge for first 2 copies; \$1.00 for each copy after that. | <u>Proposed</u> <u>No charge for first copy, \$1.00 for each additional copy.</u> |
| (4) Color print/copy –
No charge for first copy, \$2.50 for each copy after that. | <u>Eliminate</u> |
| (5) CD - \$6.00 each | <u>Eliminate</u> |

(6) Digital image (e-mailed) – Same rate as custom mapping.

~~Eliminate~~

6. #708 PRIVATE WATER SYSTEM ORDINANCE

~~NEW PROPOSED PROGRAM~~

A. County Well Delegation Site Fee (Level 1 & 5) ~~\$125.00~~

B. County Well Delegation Transfer Fee ~~\$35.00~~

7. SEWER SERVICE AREA (SSA)/WATER QUALITY MANAGEMENT (WQM) REVIEW

~~NEW FEE~~

A. WQM Review – 208 Compliance Letter/Review ~~\$100.00~~

B. Type 1 Amendment ~~\$500.00~~

Wood County Planning & Zoning Fee Schedule

2019

1. #701 LAND SUBDIVISION ORDINANCE

Preliminary Plat

Current: \$75 ----- Proposed: \$500 (SA: \$450, High: \$3,000, Low: \$75)

Final Plat

Current: \$35 ----- Proposed: \$250 (SA: \$350, High: \$3,000, Low: \$35)

Certified Survey Map

Current: \$30-\$50- Proposed: \$150 (SA: \$170, High: \$650, Low: \$30)

Condo Plat

Current: \$75 ----- Proposed: \$350 (SA: \$450, High: \$3,000, Low: \$50)

Variance

Current: \$0.00 ----- Proposed: \$125.00 New Fee

2. #702 PRIVATE SEWAGE SYSTEM ORDINANCE

A. Fees.

	<u>Current</u>	<u>Proposed</u>	<u>Regional Avg.</u>	<u>State Avg.</u>
Conventional	\$300.00	\$450.00	\$393.00	\$400.00
Holding Tank	\$400.00	\$650.00	\$496.00	\$520.00
Alternative Systems (pressure systems)	\$400.00	\$650.00	\$471.00	\$530.00
Systems-In-Fill	\$400.00	\$650.00	\$471.00	\$530.00
Tank Replacement (all systems)	\$225.00	\$375.00	\$225.00	
Drainfield Repair	\$225.00	\$375.00	Note: Many counties charge full amount	
Modification to State Plans	\$225.00	\$ 85.00	Note: State charges \$85.00	
Reconnections (all systems)	\$150.00	\$250.00	\$188.00	\$150.00
Non-Plumbing (Privies/Self-contained)	\$150.00	\$250.00	\$201.00	\$170.00
Public Buildings		Eliminate		

Normal fee plus \$1.60 for every 100 gallons
over 1500 gallon septic tank capacity.

2. #702 PRIVATE SEWAGE SYSTEM ORDINANCE Continued

	<u>Current</u>	<u>Proposed</u>	<u>Regional Avg.</u> <u>State Avg.</u>
Transfers/revisions/renewals	\$25.00	\$100.00	\$63.00
Return inspections/field inspections	\$35.00	\$100.00	
Groundwater monitoring	\$50.00	\$50.00	
Water Meter (5/8")	\$115.00	\$120.00	
Water Meter (3/4")	\$165.00	\$150.00	
Holding Tank Plan Review Fee	\$60.00	\$60.00	
Low Flow Holding Tank Waiver Application Fee	\$50.00	\$50.00	
Low Flow Holding Tank Annual Fee	\$200.00	\$200.00	
Pressurized Status Plan Review Fee	\$0	\$250.00	Note: State Charges \$250.00
Triennial POWTS Program Fee	\$20.00	\$25.00	\$8.00 Annually
Wis. Fund Grant Application Fee	\$150.00	\$150.00	
or 10% of the grant award, whichever is less.			

B. Double Fee. A double sanitary permit fee shall be assessed to all applicants where site activity requiring a permit commences before a sanitary permit is applied for and issued, except for emergency repairs authorized in Section 702.05(18).

No Changes

State Average is Triple Permit Fee

3. #703 FLOODPLAIN ORDINANCE

A. <u>Floodplain Zoning Permit Fee.</u> - \$50.00	<u>Proposed</u> \$300.00
** Combine Floodplain Zoning and/or Structural Permit.	
B. <u>Structural Building Permit Fee.</u>	<u>Proposed</u> Eliminate
\$1.00 per \$1,000 of construction cost. (Minimum - \$25.00; Maximum - \$75.00).	
C. <u>Board of Adjustment.</u>	
(1) Hearing for Appeals including Variances - \$350.00	<u>Proposed</u> \$700.00
D. <u>Permit Renewal</u>	
(1) Permit Renewal \$0.00	<u>Proposed</u> \$50.00 New Fee
E. <u>Flooded Agriculture District Cranberry Farm Certification Fee</u>	<u>Proposed</u> \$400.00 New Fee

4. #704 SHORELAND ZONING ORDINANCE

A. <u>Zoning Permit.</u>		<u>Proposed</u>
0' to 300' OHWM		\$300.00
301' to 1000' OHWM		\$100.00
Eliminate Current Fee- \$25.00 plus \$1.00 for each \$1,000 of construction over \$20,000 but not to exceed \$75.00.		
B. <u>Special Exception Permit.</u> -		<u>Proposed</u>
		\$300.00
Eliminate Current Fee- \$25.00 plus \$1.00 for each \$1,000 of construction over \$25,000 not to exceed \$100.00.		
Regional Average: \$325.00 State Average: \$537.00		
C. <u>Board of Adjustment Public Hearing.</u>		
	<u>Proposed</u>	<u>State Ave.</u>
(1) Special Exception Request - \$350.00	\$700.00	\$500.00
(2) Variance Request - \$350.00	\$700.00	\$500.00
(3) Administrative Appeal - \$350.00	\$700.00	\$500.00
D. <u>Permit Renewal.</u>		
	<u>Proposed</u>	
(1) Permit Renewal \$15.00	\$50.00	

5. FEE STRUCTURE FOR MAPS/MAPPING SERVICES/PHOTOCOPIES

A. Photocopies. No charge for first four pages; 25¢ per page after that (plus tax). No changes

B. Mapping.

(1) Custom mapping - \$31.50/hr.

Proposed
\$42.50/hr

(2) Plots (B-, C-, D- or E-size) - \$7.50 each.

Proposed
\$10.00 each

(3) Black & White Laser Print/copy – No charge for first 2 copies; \$1.00 for each copy after that.
Proposed No charge for first copy; \$1.00 for each additional copy.

(4) Color print/copy –
No charge for first copy, \$2.50 for each copy after that.

Eliminate

(5) CD - \$6.00 each

Eliminate

(6) Digital image (e-mailed) – Same rate as custom mapping.

Eliminate

5. #708 PRIVATE WATER SYSTEM ORDINANCE

NEW PROPOSED PROGRAM

A. County Well Delegation Site Fee (Level 1 & 5) \$125.00

B. County Well Delegation Transfer Fee \$35.00

6. SEWER SERVICE AREA (SSA)/WATER QUALITY MANAGEMENT (WQM) REVIEW NEW FEE

A. WQM Review – 208 Compliance Letter/Review \$100.00

B. Type 1 Amendment \$500.00



CEED Committee Report May 2019

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- The Farm Technology Days Executive Committee has awarded over \$200,000 of grants to local organizations supporting rural infrastructure, youth and agriculture. Grant recipients are recognized at the Mayor's Dairy Breakfast at the Central Wisconsin State Fairgrounds May 31.
- Our office applied for and received \$5,000 from the FTD grants to do a field survey of dairy cattle and the variation across herds in milk protein components. The components to be studied can improve or decrease the cheese yield of our milk depending on their presence. Another casein characteristic A2, is being marketed as reducing some of the difficulties some people have with consuming milk.
- The Extension office is acting as the coordinator of the grant application process. Now that these awards are made, we will not meet again until next fall when we will review how successful our grant applicants have been with utilizing the money distributed.
- This spring has come late and has been cold and wet. Many acres of crops are not yet planted. The Extension office is fielding questions about options for farmers including prevent planting options on their crop insurance. With commodity prices that have been low producers see little likelihood of a profitable outcome especially if yields are jeopardized by late planting dates. Will commodity prices improve? That is difficult to determine currently. Prevented Planting may be an option on some acres for many farmers.
- It is spring so there are forage establishment questions, land rent questions, standing hay pricing questions, land price questions and many others this time of year.
- I interviewed with Carl Hilke on WFHR
- I met with the Wood County Farm Bureau Board. They applied for a Farm Technology Days Grant to purchase promotion and education materials for public events and their Agriculture in the Classroom program. They requested money for a life size cow to draw attention to the displays.
- We produced our first issue of the Cranberry Crop Management Journal. The Journal is funded by a grant we obtained from the Wisconsin Cranberry Board and is made available to cranberry growers either by mail or email 6 - 10 times during the growing season.
- Our Extension office coordinated an Outstanding Senior in Agriculture program with 12 area high schools participating. We work with MACCI on this program and the \$100 scholarship is presented to students at the Mayor's Dairy Breakfast May 31 in Marshfield.

LAURA HUBER

Wood County UW-Extension, 4-H Program Coordinator

- Participated in Extension Wood County staff development day (2 May)
- Summer camp planning (multiple Zoom meetings with staff and youth counselors throughout month).
- Trained two youth counselors who were unable to attend April training (4 May)
- Participated in Extension Area 7 Colleague meeting. We learned about strategies for working with colleagues, programs that colleagues are working on, etc. (7 May)
- Participated in and presented on WI 4-H Colleague monthly Zoom program meeting (May 9)



Extension

UNIVERSITY OF WISCONSIN-MADISON
WOOD COUNTY

4

- Visited Shady Lane 4-H Club meeting - led an activity, promoted upcoming camp programs, and presented award to volunteer Lynn Hart (9 May)
- Attended Wood County Youth Success Coalition meeting for the first time and met other youth workers. Discussion centered on WRAMS Summer Fun Fair (13 April)
- Participated in WI 4-H Volunteer Team Zoom meeting to discuss new state 4-H volunteer support website (14 May)
- Met with Central Wisconsin Junior Fair Board, discussed progress on Junior Fair 2019 (fairbook complete, etc.) (15 May)
- Certified in American Heart Association Basic Life Saver/CPR with Jodi Pingel (16 May)
- Attended last SEED (Seeking Educational Equality and Diversity) meeting (20 May)
- Completed American Red Cross Adult and Pediatric First Aid/CPR/AED certification - required for upcoming summer camps (17-22 May)
- Appeared on WFHR to discuss upcoming Cloverbud Camp programs at county public libraries (23 May)
- Prepared for and participated in the Wood County 4-H Leaders Association, Wood County 4-H Awards Committee, and Creative Arts Day Committee meetings (28 May)
- Led Rockets 101: Exploring Propulsion educational 4-H program at Richfield Town Hall (29 May)
- Learned about time management and scheduling at the WI 4-H Colleague Connect meeting in Barron, WI (30 May)
- Coordinated Kwik Trip Car Wash fundraiser with Teen Leadership Group (ongoing)
- Worked with Teen Leadership Group to finalize upcoming raffle calendar, plan July volleyball tournament, (ongoing)

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 818 followers.
 - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 317 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing assistance for new leaders and the volunteer background checks

JANELL WEHR

Wood County UW-Extension, Horticulture Coordinator

- Appear on WFHR Radio Program with Famia Marx, WCMGV President
- Appear a second time on WFHR at end of month alone
- Attend Master Gardener membership meeting
- Participate in the Master Gardener Coordinator online discussion
- Prepared signage for MG Plant Sale
- Respond to horticultural inquiries from the community
- Planning for SWEPS Garden Planting Day (partnership w/FoodWise program)
- Attend WCMGV CORE Meeting
- Attend WCMGV Board Meeting
- Update WCMGV social media regularly



- Attend Extension Area 7 Face to Face Meeting
- Upload WCMGV Projects to state database for new reporting of hours process for Master Gardeners
- Attend WCMGV Board Meeting
- Participate in WI Horticulture Update (weekly meeting updating horticulture issues throughout the state)
- Attended professional development training "Responding to Horticulture Inquiries" in Madison
- Phone meeting with Diane Mayerfield of UW Madison regarding SARE resources and grant funding
- Staff Office Retreat day- interpersonal communication development for office staff
- Attend MGCV new staff training for "Ask a Master Gardener" – MGCV answering horticulture inquiries in the extension office
- Meeting with Jay Dampier (UW Madison Extension Horticulture Outreach Specialist) regarding available resources (professional development, social media for MGCV program)
- Meeting with Jackie Carattini (Family Living Educator) regarding partnering for final programming for SWEPS garden project
- Meeting in Marshfield with Barb Herreid (WCMG Treasurer) and UWSP Marshfield official regarding Fall Seminar

JACKIE CARATTINI

Wood County UW-Extension, Family Living Educator

- Met with colleague in Waupaca to collaborate on Poverty programming in WI.
- Taught a lesson for Money Smart Week at the Ho-Chunk Headstart
- Attended an online Department of Family Development Meeting
- Taught 5 weeks of Raising a Thinking Child online on Tuesdays from 8-9:15pm during the month of April
- Attended a Wood County HCE (Home and Community Education) Board Meeting
- Hosted a Youth Mental Health First Aid Training
- Taught Budgeting one-on-one at the Hannah Center in Marshfield
- Attended an online Food Safety Professional Development
- Taught Budgeting at the SWEPS Food Pantry
- Taught a 2 day Rent Smart program at the Hannah Center in Marshfield
- Attended the Financial Stability Coalition Meeting in WI Rapids
- Did a radio program on WFHR in WI. Rapids on the importance of mental health awareness and programs
- Taught at the "WI. Council on Family Relations" conference in Marshfield on Raising a Thinking Child.
- Attended the National PILD conference planning meeting and PILD conference in Washington DC, April 13-17 as a part of the National Planning committee.
- Attended HCE- leader learning and craft day
- Volunteered on behalf of Financial Stability Coalition to label books for United Way and the Children's Festival
- Attended the JCEP (Joint Council of Extension Professionals) conference in Stevens Point. Presented a poster session of financial programming in Wood Co.
- Conducted Civil Rights Reviews in Rock, Walworth and Jefferson Counties



NANCY TURYK

Wood County UW-Extension, Community Development Extension Educator

Economic Development

- Participated in county's economic development round table discussion.
- Facilitated two meetings of collaborative partners in Wisconsin Rapids area. (City of Wisconsin Rapids, Heart of Wisconsin Chamber of Commerce, Wisconsin Rapids Area Convention and Visitors Bureau, Ho-Chunk Nation)
- Meet and greet with Executive Director of Wisconsin Rapids Area Convention and Visitors Bureau.
- Attended presentations by UWSP Land Use Planning capstone course on redevelopment ideas for 8th St. corridor. Previously arranged for this partnership between City of Wisconsin Rapids planners and UWSP/Extension faculty.

Strategic Planning

- Department strategic planning meetings with Behavioral Health and Planning and Zoning.
- Worked with Vice Chair Rozar to prepare survey #3 for County Board Supervisors.
- Summarized results of survey #2.

Renewable Energy / SolSmart

- Corresponded with SolSmart representative regarding County status towards SolSmart designation.
- Discussions with Chair Machon, Public Service Commission, and Extension colleague to understand how annual payments from utility solar and municipalities works.
- Presented on options for energy efficiencies and renewables at Clean Green sponsored event at McMillan Library. Attendance >60.
- Met with Clean Green to discuss possible future event on community adaptation to extreme events.
- Attended discussion with state leaders associated on renewable energy.
- Attended the National Adaptation Forum in Madison (majority of expenses covered with a grant through Epsilon Sigma Phi).

UW-Extension

- Listened to Dean Coop update.
- Participated in Area 7 All Colleague meeting.
- Participated in Extension Dean's Water Quality forum (by invitation).
- Participated in Community Development Zoom.

Other

- Participated in Healthy Wood County meeting.
- Distributed information about Small Community Forum in Nekoosa.
- Attended final SEED meeting.
- Radio show on WFHR with guest Lynn Markham, Extension Shoreland Specialist (topic: relationship between land use management, water quality/quantity, and fish).
- Met with County Clerk to better understand their department and discuss potential programming needs/assistance.
- Attended local groundwater meetings.



KELLY HAMMOND

Wood & Portage Counties UW-Extension, FoodWise Nutrition Coordinator

- FoodWise Educator Jodi Friday's last day in the office was April 1
- Programming at SWEPS Food Pantry, lesson on meal-prep on a budget.
- Completed 5-lesson series at Ho-Chunk Head Start.
- New collaboration with Wood County Health Department to offer Farmers Market Tours and Tastings, Third Thursday of the month at the Wisconsin Rapids Farmers Market.
- Collaboration with Janell Wehr to provide gardening opportunities at SWEPS Food Pantry; garden Planting Day on June 4.
- Participated in Wood County Professional Development day on May 2.

ED

(1)

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE
ECONOMIC DEVELOPMENT ACTIVITIES REPORT-JASON GRUENEBERG

Central Wisconsin Economic Development (CWED) Fund – On April 3rd I attended the CWED Executive Committee meeting to review Administrative Service Provider proposals. Interviews will take place on April 15th.

Marshfield Economic Development Board (EDB) – On April 4th I attended the Marshfield EDB meeting. Some of the agenda items included discussion on the feasibility of a business incubator, housing study implementation, approval of a REDI Grant support letter, and Economic Development Plan action items.

Rural Economic Development Innovation (REDI) Grant – On April 5th a REDI grant application was submitted to the United States Department of Agriculture to develop an Economic Development Strategy for Wood County. The application drafting process was a collaborative effort that was completed within a tight timeline. A big thanks to all of the individuals and entities that submitted letters of support, and all of the Economic Development partners in the county that participated in drafting the application. We should know by the end of April if the application was successful.

Efficiency Grants – On April 9th I attended the County Executive Committee meeting to review the final Lean Process Initiative Grant application and the Renewable and Sustainable Grant application. The applications were approved and will be sent out by the County Clerk. All applications will be reviewed at the June Executive Committee meeting. I also presented 2 models for a sustainable and renewable committee as well as draft roles and responsibilities for this committee.

Regional Economic Growth Initiative (REGI) – On April 9th I attended the REGI Board of Directors meeting. The purpose of the meeting was to develop priorities and a work program for 2019.

ATV/UTV Implementation – ATV/UTV trails and routes are scheduled to be opened in mid-May. Work continues on mapping, sign installation and improvements at Dexter Park. A grant application was submitted by Parks and Forestry on April 18th to cover the cost of trail maintenance and a variety of other future projects. I will be working with the Heart of Wisconsin Chamber and Marshfield Area Chamber of Commerce to plan a ribbon cutting in May.

Business Expansion – I have been working with a business that is looking to expand into the South Wood County area. An update will be provided at a later date if and when there is news to share.

What Does Success Look Like?

- 1) Hard to define!!
 - a) Increase in county tax base
 - b) Increase in job opportunities in County
 - i) Keep more of our young people in the area with good jobs
 - ii) Provide a greater variety of jobs
 - c) Provide more recreational opportunities within county

Strengths:

- 1) Excellent health care in clinics, hospitals
- 2) Good road system through county
- 3) Excellent educational system; K-12, MSTC, UWSP-M
- 4) Good job opportunities for some of our viable businesses
 - a) Stainless steel
 - b) Trucking
 - c) Others

Challenges:

- 1) Economic Development
- 2) Keeping a good road system
- 3) Providing sufficient employees for certain employers
- 4) Increasing county tax base to support all the challenges

What Does Success Look Like?

- 1) See region's economy stabilize (End to shuttered businesses; level employment)
- 2) Increased housing starts
- 3) Infrastructure developed to encourage growth
- 4) Recreational pursuits/expanded to attract immigration & end out migration of our youth.

Strengths:

- 1) Willingness to define county's part Economic Development
- 2) Large enough population base – 2 large communities on either end of county
- 3) Diversified base between ag, health care, paper industry, cranberry growers, etc.!
- 4) 4 seasons; attractive climate; mid-continent location

Challenges:

- 1) Overcome inertia – get going on a plan
- 2) ID where help is coming from (Organizational help)
- 3) Stay within budget
- 4) Sell our solution to rest of County Board

What Does Success Look Like?

- 1) We develop a community that is perceived as a great place to live & raise a family in, because of great job prospects, recreational prospects & educational opportunity.
- 2) We are a community that other economic interests (ie. small business, corporations & business incubators) see as a viable community to do business in.
- 3) We are a community that future generations look at with pride and with the intention of remaining here to raise a family.
- 4) We are a community that recognizes the value of our environment and work proactively to protect it for our prosperity.

Strengths:

- 1) We have good schools (K-16)
- 2) We have a healthy environment
- 3) We have good roadway access
- 4) We have a good healthcare system

Challenges:

- 1) Deteriorating infrastructure in some areas
- 2) A somewhat disillusioned workforce that will need to be convinced of the need to invest in our own community
- 3) A legislature that seems business friendly, but not people friendly.
- 4) A natural environment that is under developed

What Does Success Look Like?

- 1) Cooperation between county urban center
- 2) Definite direction – county goals
- 3) Offering an attainable goal to the public

Challenges:

- 1) All entities on the same page with common goals
-

What Does Success Look Like?

- 1) Agriculture
- 2) Education
- 3) Transportation-easy access to the Fox Valley
- 4) Work Force

Successes (related to above 4):

- 1) Agriculture is the biggest market to establish new jobs
- 2) Higher education will bring knowledge to new jobs
- 3) Will bring more opportunities to smaller towns
- 4) Workforce will come with the industries



Center for Regional Development
Advancing Collaboration : Energizing Regions



University of Kentucky
College of Agriculture,
Food and Environment
Community and Economic
Development Initiative of Kentucky

Rural Economic Development Innovation Rural Community/Regional Application

Application Acceptance Period: February 11, 2019-April 5, 2019. DUE BY APRIL 5, 2019

Letter of Interest Submission Deadline: March 8, 2019. (Please note: A Letter of Interest is not a requirement to submit a complete application)

About REDI

The USDA Rural Development Rural Economic Development Innovation (REDI) Initiative was designed to support regionalized planning to overcome multi-jurisdictional challenges and to better leverage federal, state, local and/or private funding.

In collaboration with the REDI Cooperators, the National Association of Counties, Rural Community Assistance Partnership, McClure Engineering Company, and Purdue University Center for Regional Development and University of Kentucky's Community Economic Development Initiative of Kentucky, the REDI Initiative will support rural communities by providing the opportunity to maximize their access to planning resources. These resources will enable the Cooperators to identify critical needs, create an actionable economic development plan, convene with potential partners, as well as implement project priorities that will ultimately improve economic stability and the quality of life in rural communities.

Purpose

This application is for REDI technical assistance and capacity building, to be provided free of charge, through the REDI Cooperators. Applications will be scored, reviewed and selected on a competitive basis.

Participation in REDI will enable a rural community or region to create an economic development plan that will include:

1) Evidence-based assessment of community assets, challenges and opportunities; 2) Goals that are focused, logical, targeted, and timely with tasks identified and the entities responsible for carrying these actions clearly delineated; 3) Clear planning strategies that are intended to help produce, either directly or indirectly, improvements in the local and regional economy; and 4) Metrics to track implementation and ongoing progress of the economic plan.

Benefits

Community and regional engagement with the REDI Cooperators will support technical assistance outcomes that build capacity within targeted areas of planning. This technical assistance will result in a strong regional economic development plan that identifies projects that may be eligible for other Rural Development programs and/or be a blueprint for leveraging other federal, state, local, or private sector resources.

Through a cooperative agreement with USDA Rural Development, REDI Cooperators will support a community and/or region with tools and technical assistance for economic development planning to create regional economic strategies.

Additional information about each of the Cooperators is provided on the next pages.



National Association of Counties (NACO)

Through its previous success in developing and administering high-quality educational, training, and technical assistance programs for rural county leaders, the National Association of Counties Research Foundation (NACoRF) has provided tools and resources for many rural communities to take on their own economic and community development projects. NACoRF is partnering with the National Association of Regional Councils (NARC) to develop a peer-learning program to teach local and regional leaders in rural areas how to implement multijurisdictional economic development plans and projects.

The program will include workshops, team mentoring, educational webinars, community case studies, and interactive learning opportunities. The goals of this effort are to: 1) inspire rural county and regional leaders to think creatively and regionally about new solutions to local challenges; 2) facilitate collaboration and partnership among neighboring counties within a region; and 3) empower counties to develop and implement economic and community strategies with emphasis on economic diversification; supporting a rural workforce; technological innovation and e-connectivity; regional asset-based development; and local quality of life.

Contact: Cheryl Burnett, Email: CBurnett@naco.org

Website: <http://www.naco.org>



Rural Community Assistance Partnership

The Rural Community Assistance Partnership (www.rcap.org) will deliver technical assistance utilizing the WealthWorks model (www.wealthworks.org) focused on helping rural regions and communities identify existing wealth or assets to build upon, recognize market opportunities and connect local assets to real market demand. WealthWorks allows local leaders to focus on what they have—instead of what they lack—to generate multiple forms of wealth that benefit residents today and for generations to come while rooting value in local people, places, and businesses.

WealthWorks offers a systematic approach that engages a wide range of community partners in turning enterprising opportunities into results. This model can complement or incorporate traditional economic development methods, but intentionally focuses on creating more value that becomes rooted locally. WealthWorks' value chain approach is a self-sustaining, distinctive economic development model. Value chains develop from local assets, holistically building relationships and filling gaps to link local small businesses and entrepreneurs with identified market demand.

Six hubs across the country will provide this value-chain development assistance:

- Community Roots (serving Connecticut, Maine, New Hampshire, New York, Rhode Island, and Vermont)
- Central Appalachian Network (serving Kentucky, North Carolina, Ohio, Tennessee, Virginia, West Virginia)
- Communities Unlimited (serving Arkansas, Louisiana, Mississippi, Oklahoma, Tennessee, and Texas)
- Region Five Development Commission (serving Minnesota)
- Rural Community Assistance Corporation (serving Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming)
- Rural Development Initiatives (serving Idaho, Oregon, and Washington)

Additional support in the Midwest will come online later in the REDI initiative through the Midwest Assistance Program.

Contact: Ashley Zuelke, Email: AZuelke@rcap.org

Website: www.rcap.org / www.wealthworks.org



McClure Engineering Company

McClure provides a full spectrum of engineering, planning, surveying, design, construction administration, placemaking, and funding assistance throughout the nation. The firm continues to expand its services and impact by working alongside communities to develop a people-centered blueprint for sustainable economic and community development.

For the Rural Economic Development Initiative (REDI), McClure is partnering with CO.STARTERS, a Chattanooga, Tennessee-based firm assisting communities to build entrepreneurial ecosystems through the introduction and use of proven resources and tools. The team will engage with four rural communities across the country. These communities will be guided through a planning process to identify and leverage existing assets to spur economic and community development, strengthen workforce pipelines, and build entrepreneurial ecosystems to capitalize on technological innovation. The outcome will be an economic development plan to improve the quality of life for both current and future residents. Community Visioning/Asset Mapping, Capacity Assessment, Action Plan Development, Local Leader and Small Business Capacity Building, and Implementation Technical Assistance will be undertaken to accomplish the goals of the project.

Contact: Alex Holland, Email: aholland@mecresults.com

Website: <http://mcclureplacemaking.com/>



Center for Regional Development
Advancing Collaboration : Energizing Regions



University of Kentucky
College of Agriculture,
Food and Environment
Community and Economic
Development Initiative of Kentucky

Purdue University and the University of Kentucky

Purdue University and the University of Kentucky have joined forces to coordinate and implement the REDI Initiative in the North Central and Southern regions of the United States. Combined, the two regions represent 25 of the nation's 50 states and encompass 78 percent of the nation's nonmetropolitan counties (i.e., 1,544 counties). The Purdue team is part of the Purdue Center for Regional Development (PCRD) and the Purdue Extension Community Development Program, while the Kentucky team is comprised of individuals connected to the Community and Economic Development Initiative of Kentucky (CEDIK). The mission of the PCRD is to pioneer new ideas and strategies that contribute to regional collaboration, innovation and prosperity while the overall purpose of CEDIK is to catalyze positive change to build engaged communities and vibrant economies.

Partnering with national and state colleagues from USDA Rural Development, the Purdue/Kentucky team will work with self-defined regions to realize the following key objectives: (1) Build a strong, inclusive regional team; (2) Study data on the five critical areas associated with the national "Agriculture and Rural Prosperity Task Force Report" and garner public input on these five key topics; (3) Equip the regional REDI team with the tools and strategies needed to build a sound strategic plan; (4) Guide the team in the producing a multi-year plan; (5) Assist the regional team in hosting focus group meetings to gain support for the plan by residents, agencies and organizations in the region; (6) Work with federal, state local and philanthropic organizations to explore funding sources to help put the regional plan into action; and (7) Track short, intermediate and long-term outcomes of the REDI program in the region.

Contact: Lionel J. Beaulieu, Email: ljb@purdue.edu

Website: <https://www.pcrd.purdue.edu/> or <https://cedik.ca.uky.edu/>

If you choose to, please rank the four providers below (1-4) based on your preference for REDI Assistance considering their approach or a pre-existing relationship. Please note: If you are chosen for the REDI Initiative, you will be assigned to your preferred provider wherever possible, but it is not guaranteed.

- 2 National Association of Counties (NACO)
3 Rural Community Assistance Partnership (RCAP)
 McClure Engineering Company
1 Purdue University and the University of Kentucky

A successful application will demonstrate a strong rural focus, the capacity to participate in planning and implementation of economic development strategies, robust and inclusive partnerships, and an understanding of regional issues and assets.

**Rural Economic Development Innovation
Rural Community/Regional Application**

Application Acceptance Period: February 11, 2019-April 5, 2019

Letter of Interest Submission Deadline: March 8, 2019 (Please note: A Letter of Interest is not a requirement to submit a complete application)

Please complete the following information:

Main contact person in your region/community: _____

Email address jgrueneberg@co.wood.wi.us

Telephone 715-421-8466

Mailing Address 400 Market St. Wisconsin Rapids, WI 54495

Secondary contact person in your region/community: Nancy Turyk

Email address nancy.turyk@wisc.edu

Telephone 715-421-8445

Mailing Address 400 Market St. Wisconsin Rapids, WI 54495

Please define the make-up of your rural area: (names of counties, community, and or region):

Please provide a the specific name of your community, county, and /or region if applicable:

Rural Economic Development Innovation (REDI) aims to strengthen the capacity of rural communities (50,000 people or less in the United States plus Tribes and territories) in implementing strategic community and economic development plans as referenced in Section 379H of the Consolidated Farm and Rural Development Act (7 U.S.C. 2008v).

The term 'rural area' means the Rural Business Service's Rural Area definition as outlined in Section 343(a)(13)(A)(i) of the Consolidated Farm and Rural Development Act which states: any area other than: (1) A city or town that has a population of greater than 50,000 inhabitants; and (2) any urbanized area contiguous and adjacent to such a city or town.

Community Assessment (key elements in the selection process)

1. Does the entire service area of your application meet the rural definition stated above? Yes ☒ No ☐
2. If not, what percentage of the geographic area is urban? _____
How will your effort focus on those areas defined as rural? _____
3. Are there one or more Opportunity Zones designated in the defined area of your application? Yes ☐ No ☐ <https://www.cdfifund.gov/pages/opportunity-zones.aspx>
4. Is your community/county, or part of your region, designated as "distressed"? Yes ☐ No ☐ <https://eig.org/dci/2018-dci-map-u-s-counties-by-state-map>
5. Are you located in or adjacent to a federally declared disaster area identified within the past five years, of which you are aware? Yes ☐ No ☐
6. Has your community or any of your counties been engaged in Economic Development Administration (EDA) Comprehensive Economic Development Strategies (CEDS) planning effort within the past five years? Yes ☐ No ☐ If yes when? _____ Please provide a link to the CEDS plan if applicable.

7. Is your county facing challenges with Substance Use Disorder to include alcohol or drugs, both prescribed and illicit? Yes ☐ No ☐
8. What is the main economic driver (industry) for your community/region? _____
9. Does your community/region include a federally recognized tribe? Yes ☐ No ☐
10. What cooperatives operate in your region (i.e. rural electric, credit unions, agriculture, etc.)?

11. Please list the names of your local committee members and their affiliations. Please ensure that the committee is diverse and broad-based in terms of reflecting the mix of local stakeholders. Members can include (but not limited to) the following groups:

(You may add additional pages if needed)

Demographic Mix of Residents _____

Health SEE ATTACHED

Local Government _____

Education _____

Faith Based SEE ATTACHED

Nonprofit Organizations _____

Community leaders SEE ATTACHED

Business and Industry Representation ~~SEE ATTACHED~~

Workforce Development ~~SEE ATTACHED~~

Other ~~SEE ATTACHED~~

12. Please provide letters of commitment and support for your region/community as representation of the broad-based stakeholders. This can include but is not limited to:

Industry Representation

Business Owners

Local Government

Residents

Education

Community leaders

Community Champion.

Community/Regional Issues:

Please provide your assessment of the quality of the following in your community or region. Place an 'X' under the response that best represents your view on each item.

Item	Excellent	Good	Fair	Poor
Broadband services of 10/1 Mbps			X	
Broadband services of 25/3 Mbps			X	
Quality healthcare				
Mental health support services				
Item	Excellent	Good	Fair	Poor
Healthy locally or regional-sourced fresh food?			X	
Housing stock that meets the needs of residents				X
Skilled workforce to fill local/regional jobs			X	
Workforce training programs for youth & adults				
Quality childcare resources			X	
Programs/services that focus on local youth		X		

Has your community or any of the counties been awarded federal, state, and/or philanthropic support for local or regional economic development efforts? Yes ____ No X

If yes when and by whom? _____

Please check the box of any of the FIVE major themes listed below that are of critical importance to your community/region. For any theme(s) selected, place an "X" in front of the topics which are of highest priority.

☐ **Theme 1: e-Connectivity of Rural America**

- ☒ Developing High Speed Connectivity
- ☐ Broadband education to promote adoption
- ☒ Funding strategies to expand broadband access
- ☐ Broadband applications (telehealth, civic engagement, public safety, public schools)
- ☐ Data on broadband presence/gaps
- ☐ Other: _____

☒ **Theme 2: Improving Quality of Life**

- ☐ Health care providers
- ☒ Mental health/crisis services
- ☐ Availability of fresh, healthy foods
- ☒ Childcare services
- ☐ Sound public safety
- ☒ Public Transportation
- ☐ Schools
- ☐ Disaster preparedness
- ☒ Arts/Culture/Tourism
- ☒ Housing
- ☐ Affordable housing for local workforce
- ☒ Downtown revitalization efforts
- ☐ Safe activities for youth
- ☒ Other: School Psychiatrists

☒ **Theme 3: Support Rural Workforce**

- ☒ Workforce development
- ☐ Apprenticeship programs
- ☐ Small Business Succession Planning
- ☐ Telework strategies
- ☐ Other: _____

☐ **Theme 4: Technological Innovation**

- ☐ Harnessing technology to increase efficiency and safety
- ☒ Access to educational opportunities through technology
- ☐ Access to healthcare opportunities through technology
- ☐ Online strategies for small local businesses
- ☐ Other: _____

☒ **Theme 5: Economic Development**

- ☐ Small Business Assistance
- ☒ Entrepreneur support
- ☐ Co-working facilities/support
- ☒ Identifying and developing a strong industry/economic sector(s)
- ☐ Expanding and improving livelihoods and opportunities
- ☒ Connecting your community/region to a larger regional system
- ☒ Infrastructure, please specify _____
- ☐ Other: _____

From the list on page 7-8, of the topics that you have indicated under the major themes, what would you identify as the top TWO priorities in your community or region? Please indicate why you selected these TWO items (limit 300 words).

The two priority themes identified by Wood County's project team are economic development and improving quality of life. Wood County can be an attractive place to work and live with thriving businesses, diverse housing, good education, cultural and recreational opportunities, and vibrant natural resources. However, the economic equilibrium that existed in Wood County and provided a good quality of life has been altered due to declines in the paper industry, fast-paced changes in technology in the medical, manufacturing, and agricultural sectors, challenges in the retention and recruitment of workers and residents, and changing demographics.

We wish to address challenges that are common throughout the county including lack of diverse housing options, aging housing and infrastructure, blight, and the opioid epidemic coupled with public safety concerns. Many of Wood County's unincorporated communities lost businesses that serve the basic needs of local residents and help provide a sense of place. In addition, the drinking water in some portions of the county is of poor quality, leading to health

Please highlight an example where your community/region worked together as a collaborative team (with other communities or partners) to achieve an important local/regional goal. (limit 250 words)

Wood County was selected to host Wisconsin Farm Technology Days in 2018. This was an honor because Farm Technology Days is Wisconsin's largest outdoor agricultural trade show. Planning for this event spanned four years. To ensure this event was properly planned and executed, a number of partners were involved including county board supervisors, municipalities, the chambers, and convention and visitors bureaus in Marshfield and Wisconsin Rapids, bankers, Incourage Community Foundation, USDA ARS, cranberry industry, dairy processors, equipment dealers, law enforcement, emergency government and other county departments, Mid-State Technical College, and UW Extension. Many of these partners would be involved in the REDI planning program.

Wood County is agriculturally diverse; the south is heavily forested with the largest production of cranberries in the country. The north supports dairy production and processing. Both sectors were highlighted and cooperated to make the show a success. Over 43,000 people attended the three day event, supported by 1,700 volunteers who served food, collected tickets, drove vehicles, cleaned the grounds, and guided tours. Employers permitted volunteers to give time to this event without deductions in pay. Hundreds of thousands of dollars were donated by county businesses along with many services and supplies. Due to good weather and excellent planning, the show is now redistributing

Given the goals of the REDI Initiative, what might success look like in your community/region? What are some of the key strengths it will build on and what challenges will it help overcome?

Success in the development and implementation of strategic community and economic development plans for Wood County should be evaluated by numerous social and economic indicators. This process will provide opportunities to further develop abilities among the many partners to work collectively while strengthening organizational capacity and improving efficiencies, leading to good prospects for implementation and successes outlined in the strategic economic development plan. Outcomes will include a collective vision and attainable goals for the county with an understanding of how the county fits within a regional context. Wood County will be better positioned for economic and social transitions now and into the future, and the benefits will be apparent throughout the county. These decisions will help lift residents out of poverty and aid in the retention and attraction of young professionals. Success means the community would be perceived as a great place to live and raise a family due to excellent job prospects, desirable housing, high quality of life, variety of recreational and educational opportunities, and a healthy environment. Young people will choose to stay in the area to pursue their interests due to a stable economy and variety of opportunities.

Please provide any additional supportive information that you would like to highlight regarding your community/region (limit 300 words).

In Wood County, the top industries by employment include health care and social assistance, manufacturing, government, retail trade, and transportation and warehousing. Between 2013 and 2018, all of these sectors experienced a decline in numbers of employees, with an overall reduction in jobs of 8.4%. The general perception of residents is that the City of Marshfield economy is driven by health care and manufacturing. Wisconsin Rapids is predominantly a blue collar city that has a rich history of paper making, that has in the past 20 years, been transitioning to more diverse manufacturing as paper production/employment has been declining. Wisconsin Rapids is the county seat and accounts for a higher concentration of county government employees than the City of Marshfield.

Agriculture is a strong contributor to the county economy as well. Wood County's top commodities include milk, fruits and berries, grain, cattle and calves, and other crops and hay. Wood County farmers manage over 222,000

Thank you for your interest in the REDI initiative. REDI technical assistance and capacity building support will be offered on a competitive basis; your application does not guarantee that you will receive assistance. REDI Cooperators and USDA Rural Development will determine the selection of participants.

By signing this document our community/region is committing to: (Please initial)

_____ Conducting outreach to community and business stakeholders during plan development and implementation.

JRG _____ Working with the REDI technical assistance team to organize and attend meetings, such as site visits and phone interviews.

_____ Collecting and sharing any information that has already been developed, such as other regional community and economic development plans, local comprehensive plans, market research or feasibility studies, community visioning, or other analysis done of the community context or economic development strategies.

JRG _____ Being willing to assign responsibility to partners for strategies and projects.

JRG _____ Completing a Strong Regional and Local Economic Development Plan

JRG _____ Implementing strategies of the Strong Regional Economic Development Plan

Jason R. Grueneberg

Community Representative (Please Print)

Director of Planning and Zoning

Community Representative Signature

4-5-2019

Community Representative Title

Nancy Turyk

Date

Secondary Community Rep (Please Print)

Secondary Community Representative Signature

Community Representative Title

Date

One Page Letters of Interest can be emailed to USDA Rural Development Innovation Center

RD.Innovation@osec.usda.gov by March 8, 2019. (Please note: A Letter of Interest is not a requirement to submit a complete application)

To submit this application and letters of support, please email one complete file to the USDA Rural Development Innovation Center with subject line “REDI Application” via RD.Innovation@osec.usda.gov By April 5, 2019.

For questions:

McClure Engineering



Alex Holland

Email: aholland@mecresults.com

National Association of Counties (NACo):



Cheryl Burnett,

Email: CBurnett@naco.org

Rural Community Assistance Partnership



Ashley Zuelke,

Email: AZuelke@rcap.org

Purdue University and the University of Kentucky



Lionel J. Beaulieu

Email: ljb@purdue.edu



USDA Rural Development Innovation Center:

Christine Sorensen,

Email: Christine.Sorensen@wdc.usda.gov

USDA is an equal opportunity provider, employer, and lender.

Wood County Wisconsin USDA REDI Program Application
Supplemental Information
April 3, 2019

Local Committee Members and Affiliations

Health: Sue Kunferman, Wood County Health Dept.; Melissa Breen, Marshfield Clinic Health System

Local Government: Josh Miller, City of Marshfield; Adam Tegen, City of Wisconsin Rapids; James Webster, Ho-Chunk Nation

County Board Supervisors: Chair Doug Machon, Wisconsin Rapids Area; Bob Ashbeck, Towns of Arpin, Auburndale, Milladore, Sherry, and Sigel; Ken Curry, Wisconsin Rapids Area; Adam Fischer, Marshfield Area; Jake Hahn, Pittsville Area; Mark Holbrook, Wisconsin Rapids Area; Dave LaFontaine, Marshfield Area; Bill Leichtnam, Town of Saratoga; Denis Polach, Wisconsin Rapids Area

Education: Terry Whitmore, Nekoosa School Superintendent; Nancy Turyk, University of Wisconsin Division of Extension-Wood County; Michelle Boernke, Campus Executive at University of Wisconsin Stevens Point-Marshfield; Jenny Resch, Director of the Office of Economic and Community Development at University of Wisconsin Stevens Point

Faith Based: Andy Kvernen, Pastor at Cornerstone Church in Marshfield

Nonprofit Organizations: Kelly Ryan, Encourage Community Foundation

Workforce Development: Bobbi Damrow, Mid-State Technical College (Workforce Development)

Other: Angel Whitehead and Krista Coon, Heart of Wisconsin Chamber of Commerce; Karen Olson and Scott Larson, Marshfield Area Chamber of Commerce and Industry; Meredith Kleker, Wisconsin Rapids Area Convention and Visitors Bureau; Rick Bakovka, Regional Economic Growth Initiative; Mark Speirs, Small Business Development Center

Define the make-up of your rural area

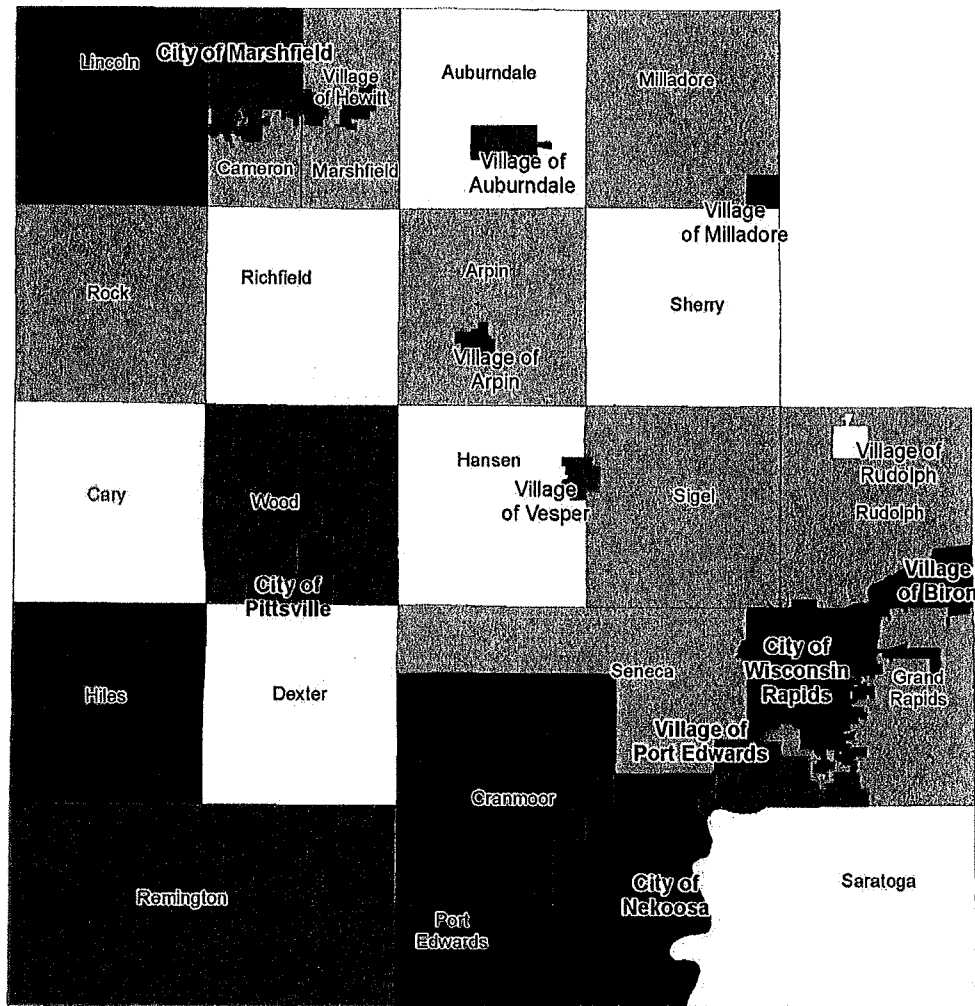
Wood County, Wisconsin is located in the geographic center of the State of Wisconsin. The 793 square-mile county is comprised of four cities, eight villages, 22 townships, and 17 unincorporated communities. Somewhat unique to counties in Wisconsin, Wood County has two distinct and unique population centers at opposite corners of the county; the City of Marshfield in the northwest has a population of 18,400 and Wisconsin Rapids in the southeast has a population of 17,800. Historically, development in the county has generally occurred at higher rates around those two population centers, as well as in the other smaller Cities of Pittsville and Nekoosa, and the eight villages. The county is located near major state highways and Interstate 39.

The 2018 population of Wood County was 72,904 and expected to decrease by 563 in the next five years. The projected population decline is concerning and relatively unique considering that many of the surrounding counties are projected to experience some level of population growth. The average age continues to rise due to migration of youth, a decrease in birth rates and increased life expectancy. With an aging and decreasing population, the county faces the challenge of having an adequate workforce available to meet future demand which will also affect quality of life.

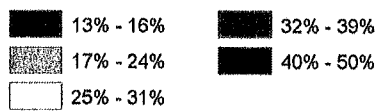
Compared with Wisconsin, Wood County has a greater percentage of veterans and disabled persons. The per capita income in Wood County is slightly less than average per capita income for Wisconsin. Between 2013 and 2018, the rate of unemployment declined from 7.3% to 2.8% in Wood County. However, in 2016, 24% of households in Wood County were below the Asset Limited, Income Constrained, Employed (ALICE) threshold for a livable income and an additional 10% were below the Federal Poverty Level. ALICE households earn more than the Federal Poverty Level, but less than the basic cost of living for the county. To better understand the distribution of ALICE households in Wood County, a map displaying the percent of ALICE households by municipality can be found below.

Asset Limited, Income Constrained, Employed

WOOD COUNTY, WISCONSIN



% of ALICE & Poverty Households



<https://www.unitedforalice.org/wisconsin>

United States Senate

WASHINGTON, DC 20510

April 4, 2019

The Honorable Sonny Perdue
Secretary
U.S. Department of Agriculture
1400 Independence Av., SW
Washington, D.C. 20250

Dear Secretary Perdue:

I am pleased to support Wood County's application for Rural Economic Development Initiative (REDI) funding through the U.S. Department of Agriculture. REDI funding helps address multi-jurisdictional challenges by providing regionalized planning and support.

Located in central Wisconsin, Wood County has a rich economic history built upon the agriculture and the paper industries. However, in recent years the economic landscape of Wood County has changed, with the paper industry becoming less robust and the consolidation of many farms. In addition, the County's population growth is projected to decline in the future.

With this change in county dynamics, Wood County is interested in identifying ways to diversify its economic base, create opportunities to retain youth in its communities, and attract new residents to the County. It is my understanding that approved REDI funding will help Wood County obtain needed assistance to identify quantifiable and realistic strategies and build capacity to achieve their strategic economic development plan. Development of this strategy will also continue efforts to strengthen relationships with other economic-related partners including local municipalities, Chambers and Visitor Convention Bureaus, businesses, not for profits, and regional and state associations.

I strongly support efforts aimed at revitalizing rural communities and spurring new economic growth and development in Wisconsin. For this reason, I respectfully request that full and fair consideration be given to the Wood County's application. Please keep Jessica Sielaff in my Madison office updated on the progress of this application and contact her should you have further questions or concerns. She may be reached at 30 West Mifflin Street, Suite 700, Madison, Wisconsin 53703, by phone at 608-264-5338, or by email at projects_grants@baldwin.senate.gov. Thank you for your thoughtful consideration of this request.

Sincerely,



Tammy Baldwin
United States Senator

Congress of the United States
House of Representatives

March 29, 2019

United States Department of Agriculture
USDA Rural Development Economic Development Innovation
USDA Rural Development Innovation Center
Rural Economic Development Innovation Grant Review Board

Dear Rural Economic Development Innovation Grant Review Board:

It is with great pleasure that I write this letter of strong support on behalf of the Rural Economic Development Innovation Grant application submitted by Wood County, WI. It is my sincere hope that you consider and look favorably upon this grant proposal.

As the U. S. Representative for Wisconsin's 3rd Congressional District, and as a member of the House Committee on Ways and Means, I have a keen interest in supporting innovative and effective projects that address the economic development needs of underserved communities in rural Wisconsin. Wood County aims to create a strategic plan(s) to find solutions to the economic and quality of life challenges faced by a rural county. Additionally, Wood County's economic vibrancy has seen years of decline due many changes in the paper and agricultural industries, as well as the face-paced changes in technology in the medical and manufacturing sectors. All this combined with changing demographics and challenges in recruitment of workers and residents.

I am confident that Wood County will work effectively and collaboratively to create and implement strong solutions that could serve as an exemplary model of what could be achieved nation-wide to help address the problems of other underserved and rural communities. I am happy to lend this grant proposal my strong support. Given its merit and potential benefits, I sincerely believe this proposal deserves your support as well.

Thank you in advance for your time and consideration. Please feel free to contact me if I may be able to provide further assistance in support of this grant application.

Sincerely,



Ron Kind
Member of Congress

RJK/asv



April 4, 2019

Dear Member of USDA Rural Economic Development Initiative,

I am pleased to express my support of the Wood County proposal to the REDI grant to fund strategic direction for economic development and quality of life in Wood County.

Incorporate strongly supports this grant application and its focus on economic development and quality of life among Wood County residents. Locally, Incorporate has led efforts over the past decade to convene individuals, organizations, and businesses to address issues and identify opportunities, with a focus on economic and community development. A key project for our organization is the Tribune, which will be an economic and community hub offering: business and entrepreneur support; alternative career pathways and models for ownership; access to financing; and informal collaboration among partners. This will create a robust ecosystem of co-creation grounded in regional intellectual capital. While the building has not yet been realized, our work in these areas has already begun. We are committed to partnering with Wood County to continue improving access to, and availability of, social, economic and environmental opportunities.

We acknowledge the need for identifying measurable and realistic strategies for economic development and a better quality of life. This grant is an excellent opportunity to give Wood County direction and an intentional path for economic achievement by identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics.

With the support of this grant, we are prepared to play a key role in co-creating economic development plans for, and with, our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kelly Ryan', is written over a light blue horizontal line.

Kelly Ryan
CEO

Marshfield Area
Chamber of Commerce & Industry
700 S. Central Avenue
Marshfield, WI 54449



Scott Larson
Executive Director
715/384-3454
FAX: 715-387-8925
E-mail: laron.scott@marshfieldchamber.com
Web: www.marshfieldchamber.com

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I write on behalf of the Marshfield Area Chamber of Commerce & Industry (MACCI) in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide Wood County officials with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

MACCI strongly supports this grant application and the focus on economic development and quality of life among the residents of Wood County. As an organization that facilitates talent and economic development, small business education and counseling, and community engagement events, we believe in partnering with Wood County to continue to grow in these areas.

Through this letter, MACCI acknowledges the need for identifying measurable and realistic strategies for economic development and ideas for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement while identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, MACCI would expect our role to include participating in the sharing of our insight and perspectives while developing economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

A handwritten signature in cursive script that reads "Scott Larson".

Scott Larson
Executive Director
Marshfield Area Chamber of Commerce & Industry

City of Marshfield
207 W. 6th Street
Marshfield, WI 54449
www.ci.marshfield.wi.us



Bob McManus, Mayor
Phone: (715) 384-2919
Fax: (715) 384-9310
E-mail: bob.mcmanus@ci.marshfield.wi.us

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I write on behalf of the City of Marshfield in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As the largest city in Wood County, we value talent development training, small business education, and community engagement events, and we believe in partnering with Wood County to continue to grow in these areas.

Through this letter, we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, we would expect our role to include participate in sharing our insight and perspectives while developing economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

Bob McManus
Mayor
City of Marshfield



OFFICE
OF THE
MAYOR

Dear USDA rural Economic Development Initiative Grant Reviewers,

I write on behalf of the City of Wisconsin Rapids in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As the County seat, we value partnering with Wood County and other municipalities to aid in these areas. We are stronger together than we are as an individual community.

With this letter we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints that will lead to a better quality of life for all, visitors and residents alike. This opportunity will allow Wood County to develop a direction and move forward down a clear path of economic success and achievement. Diversifying the economy, retaining our local talent, and the attraction of new talent, are all part of changing the existing dynamics within Wood County.

With a successful award, the City would look to partner and participate in the process and provide our perspective and knowledge in the development of the economic vision for our community and Wood County. We greatly appreciate this opportunity and look forward to working with you to strengthen and grow Wood County.

Sincerely,

Zachary Vruwink

Mayor

City of Wisconsin Rapids

Zachary J. Vruwink, Mayor

444 West Grand Avenue / Wisconsin Rapids, WI 54495-2780

Phone: (715) 421-8202 Fax: (715) 421-8278 Email: zvruwink@wirapids.org

www.wirapids.org



Passion for excellence.
Compassion for people.

RIVERVIEW HOSPITAL & CLINICS, INC.

410 Dewey Street, PO Box 8080, Wisconsin Rapids, WI 54495-8080
P 715.423.6060 | aspirus.org

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I write on behalf of the Aspirus Riverview Hospital & Clinics in support of the Wood County grant application to the USDA's Rural Economic Development Grant Initiative (REDI) program. We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County.

As Aspirus Riverview Hospital and Clinics continues to expand, we will need the ability to attract young and talented professionals to this region. The development of a plan to create an attractive and vibrant community will be the first step in meeting this need.

Through this letter, we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement by identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, we would expect our role to include sharing our insight and perspectives while helping to develop economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

Todd Burch
President
Aspirus Riverview Hospital & Clinics



Dear USDA Rural Economic Development Initiative Grant Reviewers,

I write on behalf of the Economic Development Board for the City of Marshfield, in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As a board that is charged with directing, overseeing, and coordinating economic development activities within the City of Marshfield to adopt plans and strategies designed to foster business growth and development, and to ensure that the City and its partners work in a cooperative manner to promote coordinated economic development in the community, we believe in partnering with Wood County to continue to grow in these areas.

Through this letter, we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, we would expect our role to include participating in sharing our insight and perspectives while developing economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

Ron Dickrell
Vice-Chairperson
City of Marshfield Economic Development Board



Unified School District of Marshfield

Grant Elementary
425 W. Upham Street
Marshfield, WI 54449

Lincoln Elementary
1621 S. Felker Avenue
Marshfield, WI 54449

Madison Elementary
510 N. Palmetto Avenue
Marshfield, WI 54449

Nasonville Elementary
11044 US Hwy 10
Marshfield, WI 54449

Washington Elementary
1112 W. 11th Street
Marshfield, WI 54449

Marshfield Middle School
900 E. Fourth Street
Marshfield, WI 54449

Marshfield High School
1401 E. Becker Road
Marshfield, WI 54449

Alternative High School
410 W. McMillan St.
Marshfield, WI 54449

March 22, 2019

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I am writing on behalf of the School District of Marshfield in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program. The opportunity for this grant will provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application with the focus on economic development and quality of life among the residents of Wood County. As an organization that fosters talent development training, small business education, and community engagement activities, we believe in partnering with Wood County to continue growing in these areas.

We acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for a better quality of life. The support through this grant would provide an excellent opportunity to obtain direction and develop an intentional path for economic growth. It would also help to identify how to diversify the economic base, retain youth, and attract new residents to our area as we prepare for the changing dynamics in Wood County.

In the event this proposal is funded, we recognize our role may be to share our insight and perspectives while supporting economic development in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

Patrick J. Saucerman
Director of Business Services
School District of Marshfield



1900 East 24th Street 800-301-3254 (phone)
P.O. Box 253 715-502-3700 (local)
Marshfield, WI 54449 715-486-8159 (fax)
www.gotocompletefiltration.com

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I write on behalf of Complete Filtration Resources, Inc., in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As a business that facilitates talent development training, small business education, and is involved in community engagement events, we believe in partnering with Wood County to continue to grow in these areas

Through this letter, we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, we would expect our role to include participate in sharing our insight and perspectives while developing economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

John Park
President
Complete Filtration Resources, Inc.

Heart of Wisconsin Chamber of Commerce

Dear USDA Rural Economic Development Initiative Grant Reviewers,

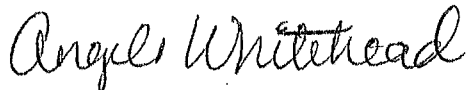
I write on behalf of the Heart of Wisconsin Chamber of Commerce in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As an organization that facilitates talent development training, small business education, and community engagement events, we believe in partnering with Wood County to continue to grow in these areas.

Through this letter, we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, we would expect our role to include participating in sharing our insight and perspectives while helping to develop economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,



Angel Whitehead
President
Heart of Wisconsin Chamber of Commerce



TOWN OF GRAND RAPIDS
WOOD COUNTY, WISCONSIN

March 22, 2019

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I write on behalf of the Town of Grand Rapids in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As a town that is primarily residential with a large amount of small businesses, education, and community engagement events, we believe in partnering with Wood County to continue to grow in these areas.

Through this letter, we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, we would expect our role to include participating in sharing our insight and perspectives while helping to develop economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

Arne Nyström

Chairman

Town of Grand Rapids, Wood County

U.S. Department of Agriculture
1400 Independence Ave, SW
Washington, DC 20250

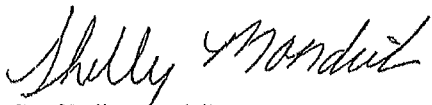
Dear USDA Rural Economic Development Initiative Grant Reviewers,

This letter of support on behalf of Mid-State Technical College confirms our commitment of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide the community with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application as a Wood County partner. Mid-State focus on providing workforce education supports economic development and quality of life among the residents of Wood County. As a local education partner in Wood County, Mid-State will support the identification of measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

Mid-State will participate in sharing insights and perspectives while developing economic development plans in our community if the proposal is selected for funding. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,



Dr. Shelly Mondeik
President
Mid-State Technical College

Adams County Center
401 North Main Street
Adams, WI 53910-9653
P: 608.339.3379 / F: 608.339.9625

Marshfield Campus
2600 West Fifth Street
Marshfield, WI 54449-3299
P: 715.387.2538 / F: 715.389.2864

Stevens Point Campus
1001 Centerpoint Drive
Stevens Point, WI 54481-3195
P: 715.344.3063 / F: 715.342.3134

Wisconsin Rapids Campus
500 32nd Street North
Wisconsin Rapids, WI 54494-5599
P: 715.422.5300 / F: 715.422.5561



Verso Corporation
Wisconsin Rapids Mill
600 4th Avenue North
Wisconsin Rapids, WI 54495

Phil Hartley
Communications Manager

T 715-422-4023
E Phil.Hartley@versoco.com
W versoco.com

March 22, 2019

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I write on behalf of the Heart of Wisconsin Chamber of Commerce in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As an organization that facilitates talent development training, small business education, and community engagement events, we believe in partnering with Wood County to continue to grow in these areas.

Through this letter, we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, we would expect our role to include participation in sharing our insight and perspectives while helping to develop economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

Phil Hartley
Communications/Public Affairs Manager
Verso Wisconsin Rapids



100 72nd Avenue
Suite 204
Wausau, WI 54401

*Serving Marathon, Portage,
Wood, Adams & Lincoln
counties
Counties*

March 21, 2019

Dear USDA,

The Wood County proposal to the USDA's Rural Economic Development Grant Initiative program, that will aid in the development of a strategic direction for economic development and quality of life, is important to families in communities throughout the Wood County.

Centergy strongly supports this application and its focus on economic development and quality of life. Centergy, Inc. is a 501(c)4 nonprofit regional marketing and economic development organization. Our purpose is to foster collaboration among private and public-sector leaders throughout the five counties of central Wisconsin including Wood County.

The need to identify measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors in Wood County is manifest. The assistance afforded with this grant will be an excellent opportunity to identify direction and develop an intentional path for economic achievement, especially how best to diversify the economic base, retain youth and strengthen families, attract new residents, and prepare for shifting community dynamics.

Centergy is committed to teaming with Wood County. We would expect our role to include helping as is most appropriate in economic development plans in Wood County.

Sincerely,

Gordon F. Crow, IOM
Executive Director



SCHOOL DISTRICT OF NEKOOSA

Empowering all students to succeed in a global community

www.nekoosasd.net

"The Place to Be"

Terry Whitmore

terry_whitmore@nekoosa.k12.wi.us

Telephone (715) 886-8000

Fax (715) 886-8012

March 21, 2019

Dear USDA Rural Economic Development Initiative Grant Reviewers:

I write on behalf of the Heart of Wisconsin Chamber of Commerce in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide us with assistance in the development of a strategic direction for economic development and quality of life in Wood County.

We strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As an organization that facilitates talent development training, small business education, and community engagement events, we believe in partnering with Wood County to continue to grow in these areas.

Through this letter, we acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, we would expect our role to include sharing our insight and perspectives while developing economic development plans in our community. We look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

Terry Whitmore
District Administrator
Nekoosa Public Schools

Heart of Wisconsin

Chamber of Commerce

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I am writing in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program to provide Wood County with assistance in the development of a strategic direction for economic development and quality of life.

I strongly support this grant application and the focus on economic development and quality of life among the residents of Wood County. As a community leader, I am involved in small business, non-profits, and community development. I believe in partnering with Wood County to continue to grow in these areas.

Through this letter, I acknowledge the need for identifying measurable and realistic strategies for economic development and blueprints for better quality of life for residents and visitors. This assistance will be an excellent opportunity to obtain direction and develop an intentional path for economic achievement with identifying how to diversify the economic base, retain youth, attract new residents and prepare for these changing dynamics in Wood County.

In the event this proposal is funded, I would expect my role to include participating in sharing my insight and perspectives while helping develop economic development plans in our community. I look forward to working with you in the future as we continue to grow Wood County.

Sincerely,

Heather Gygi
Community Leader



Small Business Development Center
At the University of Wisconsin-Stevens Point

2100 Main Street, Rm 302, Stevens Point, WI 54481
715-346-3838 uwspce-bus@uwsp.edu
www.uwsp.edu/sbdc

March 26, 2019

Dear USDA Rural Economic Development Initiative Grant Reviewers,

We are writing on behalf of the Small Business Development Center (SBDC) at UW Stevens Point in support of the Wood County proposal to the USDA's Rural Economic Development Grant Initiative (REDI) program. This grant will provide Wood County with the assistance it needs to promote economic development and support quality of life in Wood County.

The SBDC at UW Stevens Point strongly supports this grant application. As an organization that provides small business consulting, training, support, and educational opportunities in Wood County, grant assistance will be extremely helpful in supporting business and community development for years to come.

We recognize the need for determining measurable and realistic objectives and strategies for economic and community development for a better quality of life in Wood County. The support through this grant would provide an excellent opportunity to obtain direction and develop an intentional path for economic growth. It would also help to identify how to diversify the economic base, retain youth, and attract new residents to our area as we prepare for a changing Wood County.

In the event this proposal is funded, we recognize our role may be to share our insight and perspectives while supporting economic development in our community. We look forward to working with you in the future and toward the continued growth of Wood County.

Sincerely,

Melissa Meschke
Director of the Small Business Development
Center at UW-Stevens Point

Mark Speirs
SBDC Business Consultant at
UW-Stevens Point



April 4, 2019

US Department of Agriculture

1400 Independence Ave, SW

Washington DC 20250

Dear USDA Rural Economic Development Initiative Grant Reviewers,

I am writing today on behalf of the Regional Economic Development Initiative (REGI) to support of the Wood County proposal to the USDA's REDI program. This program will provide needed assistance in the development of a strategic direction for economic development and quality of life in Wood County.

As a life long resident of Central Wisconsin, my family and I watched as a strong paper industry here in Wood County collapsed. Thousands of jobs were lost, talent retention and acquisition disappeared. The corporate headquarters that provided the economic leadership for our County and the region left, and left us without a decisive direction for economic growth.

Economic development is critical to this area. We need to identify and measure realistic strategies for growth and development. Wood County has an historical reputation for work ethic and achievement. We have education partners, collaborative regional entities and the resolution to succeed. This assistance will help develop a path for that success, to diversify the economic base, retain our talent, attract new residents and business, to provide a strategy for change.

REGI's role in the event this proposal is funded is to continue its partnership with Wood County as a regional collaborator, identifying strategies for local communities and marketing the strengths of our area as appropriate to national and regional developers.

Sincerely,

Rick Bakovka

President, Regional Economic Development Initiative

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE
ECONOMIC DEVELOPMENT ACTIVITIES REPORT-JASON GRUENEBERG



ATV/UTV Implementation – On April 23rd I attended the ATV/UTV Implementation meeting. Notes from the meeting are attached to this report.

Wood County Economic Development Roundtable – On April 26th Wood County hosted a quarterly economic development roundtable at the Pittsville Fire Department. The meeting was well attended and updates on economic development activity were provided by all in attendance.

ATV/UTV Ribbon Cutting Planning – on April 29th I facilitated a meeting to plan for an ATV/UTV ribbon cutting. The Heart of Wisconsin Chamber of Commerce is helping County staff plan the event that will be held on June 5th, beginning at 4:30pm at Ho-Chunk Gaming Nekoosa. More details regarding the event will be shared as they become available. A save the date notification is attached to this report.

Nekoosa Strategic Plan Implementation – On May 1st I met with Department of Public Works Director Rick Schmidt, to discuss projects that will help implement their strategic plan. The projects pertain to recreation on the Wisconsin River and improving the quality, variety and availability of housing in the city.

Business Development – On April 25th, May 2nd, May 6th, and May 14th I met with a business owner regarding expansion in the area. The business is in the process of purchasing a building in Wisconsin Rapids.

Executive Committee – On May 7th I attended the Executive Committee meeting to discuss options for a sustainable and renewable committee, provide an update on SolSmart, and talk about the 2019 review process for both the Lean Process Initiative and Sustainable and Renewable grants.

Ho-Chunk Gaming – On May 8th and May 15th I met with Ho-Chunk representatives to provide updates on county projects such as ATV/UTV routes and trails, bicycle and pedestrian trail wayfinding, and planned Powers Bluff improvements.

County Property – On May 13th I attended a meeting to review properties owned by Wood County. In June, a presentation will be made to the Highway, Infrastructure and Recreation Committee with possible recommendations on what to do with properties that have no current or planned use by the County.

Central Wisconsin Economic Development Fund (CWED) – On May 15th I participated in the CWED Board of Directors meeting. Agenda Items included consideration of two subordinations, review of financial reports, service provider updates, and election of officers. I was elected to another term as the CWED treasurer. The fund currently has about \$7,000,000 available for gap financing and micro loans in the region.

Facilitating:

Jason Grueneberg

Attending: Fritz Schubert-Parks & Forestry; Chad Schooley-Parks & Forestry; Sandra Green-Parks & Forestry; Roland Hawk-Highway; Victoria Wilson-Planning & Zoning; Joel Ortman-Highway; Kalvin Dorshorst-Sheriff's Dept.; Joe Zurfluh Jr-Sheriff's Dept.

Discussion Items:

1. Ribbon Cutting
2. Signs
3. Grants
4. Dexter Campsites
5. Opening day

1. Ribbon Cutting

- Jason is trying to get in contact with Krista Coon from HOW to set up a ribbon cutting to help promote the opening of trails in Wood County. He's hoping to do something by the casino or possibly in Pittsville.

2. Signs

- Roland stated they are only signing the main routes at this time. Chad and Fritz will work on the signing of off road trails.
- Roland spoke with Town of Remington and they have decided to open all town roads. The bridge at Babcock is not open at this time. Once it is, they can then sign Ball Road. At a town meeting Roland attended, people stated they felt neglected and that the county doesn't do enough in their area. They are concerned about needing more enforcement in that area if ATVs are allowed. Roland let them know he would share their concerns with the committee. Remington is opening the town roads on a 1 year trial basis and will re-evaluate next year to see if adjustments need to be made.
- Ball Road does get wet at times during the year so it was asked if the county would provide maintenance. Jason suggested the road could be closed if there is a problem with flooding also.
- The new owner of The Frost Watch has expressed interest in being part of a club or patrol group. Anyone wishing to volunteer or join an ATV club should be referred to Sandra Green. Sandra went to a recent WATVA conference and learned about the trail ambassador program. This program recruits and trains volunteers to be the "eyes and ears" of the ATV trails. They do not act as law enforcement but can provide education to riders or make referrals to law enforcement if needed.
- Roland continues to work with the state on crossing the Nekoosa Bridge.

3. Grants

- Sandra has submitted multiple grant applications to the state and hopes to hear back in August on the success of those grants.

4. Dexter Campsites

- The hope was to have the 10 ATV sites ready for the campground opening, however that will not be obtainable. Chad is now hoping to have these sites ready prior to Memorial Day. It may be a good idea to do the ribbon cutting at that time.

5. Opening day

- Discussion was had on when we might be able to open the trails. The original goal was mid-May, same as Jackson County. More than likely we won't make that date, it will be closer to the end of May.

➤ Action Items:

- A. Victoria will set up a doodle poll for the next meeting in May.
- B. Keep an eye on budget numbers.

SAVE THE DATE!
June 5, 2019, 4:30 pm.

WOOD COUNTY ATV TRAIL & ROUTE SYSTEM

Ho-Chunk Gaming Nekoosa will be hosting a ribbon cutting ceremony on June 5 for the Wood County ATV Trail & Route System.

Doors open at 4:30 pm with the ceremony to start at 5:00 pm.

Enjoy cake and punch followed by an opportunity to view the new trails at 5:30pm. \$10 Rewards Play for all guests and multiple door prizes available.

More information to come later.

Sandra Green
Wood County Parks & Forestry
ATV Trail Coordinator
sgreen@co.wood.wi.us



City of Marshfield Memorandum

TO: Wood County Conservation, Education, and Economic Development Committee
FROM: Josh Miller, Development Services Director
DATE: May 21, 2019

RE: 2019 Budget – Project Funding Report for the City of Marshfield's Economic Development Board (EDB)

The 2019 funding request from Wood County is shown below:

Category	Amount	Program
Misc. or Other	\$30,500	Housing Study Implementation Efforts, Redevelopment Sites, Industrial Park Expansion
Misc. or Other	\$31,250	Marshfield MRI – Housing Incentive
Total	\$61,750	

Housing Study Implementation Efforts, Redevelopment Sites, and Industrial Park Expansion

The City and EDB is looking for ways to meet the housing demands of the area. Once the Housing Study Update is complete (later this fall), we want to begin looking at ways to implement the recommendations. Funding from the County will help us achieve that goal. Examples of implementation include:

- Develop an incentive program for rehabbing homes in blighted areas
- Develop neighborhood planning
- Implement maintenance standards in the building code

The Economic Development Board supported the creation of a new a Housing Committee under MACCI. The Committee is focusing on three strategies to address the housing needs in Marshfield. The first project they will be working on is to develop a draft program where the City can invest in new infrastructure to open up new residential lots. The funding and structure of the program will need to work for both the City and the developer. The second program will be looking at developing a revolving loan fund for targeted areas to fix up owner and renter occupied housing. The third project is developing pattern books for homeowners to help them visualize remodeling projects to encourage redevelopment rather than demolition.

Another economic development project that we will look to get started on this year is the Sewer Service Area Plan update. This is a vital first step in being able to expand the Yellowstone Industrial Park and look at ways to make it more shovel ready.

Funding from the County will likely be used for either the pattern book development or the Sewer Service Area Plan update.

MRI Program

To help foster new residential development and meet the owner-occupied housing needs identified the 2014 Housing Study, in 2017 the EDB approved the Marshfield Residential Incentive Program which provides financial incentives to those that construct single and two family residential dwelling units. The payment structure was as follows:

- 5% incentive for new homes with an assessed value of \$150,000 or less
- 4% incentive for new homes with an assessed value of \$150,001-\$175,000
- 3% incentive for new homes with an assessed value of \$175,001-\$200,000
- 2% incentive for new homes with an assessed value of \$200,001+

In 2017, the City received 11 MRI applications (starting June 1, 2017). The estimated assessed values of the 11 homes total \$2,073,700 with a total incentive payment of \$65,383 being paid developers/home owners. The average assessed value has been \$188,518 with an average incentive payment of \$5,943.91 being paid. In 2017, there were 15 new single family home building permits taken out and one permit taken out for a duplex. Between 2010 and 2016, the City of Marshfield averaged fewer than 10 new single family homes per year. So 2017 was a significant increase in new single family housing starts.

In 2018, the City has already received 24 MRI applications (14 single family and 10 duplexes). Not all the projects are completed yet, but of the 14 projects assessed, the estimated assessed values of the homes total \$2,748,700 with a total incentive payment of \$58,886 being paid developers/home owners. The average assessed value has been \$249,882 with an average incentive payment of \$5,321.57 being paid.

For the first two years of the program, the total investment has been \$124,269 and added \$4,822,400 in new assessed value, generating an estimated \$120,000 in new tax revenue.

Funding from the County will continue to be used for incentives for the MRI program.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

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DATE: June 7, 2019
TIME: 9:00 a.m.
PLACE: Room 115 Wood County Courthouse
TIME ADJOURNED: 11:50 a.m.
MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,
Kenneth Curry, Brad Hamilton, Jake Hahn
OTHERS PRESENT: Peter Kastenholz, see attached list of attendees.

1. At 9:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time.
3. The minutes for the May 3, 2019, meeting were declared approved without objection and there were no objections.
4. The Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Hamilton, seconded by Hahn, to approve the reports and payment of department vouchers. All ayes.
 - a. Supervisor Leichtnam mentioned that he likes the idea of new county board supervisors having a mentor. General discussion on the need of enhancing county board supervisor training. WCA and UWEX seminars are available for new supervisors. Moved by Leichtnam, seconded by Curry, to discuss county board supervisor unstructured mentoring at the next meeting. All ayes.
 - b. Child Support Director Vruwink updated the committee on budgeting at the state level for child support.
5. There were no claims or notices of injury.
6. There were no new animal claims against the County.
7. The Committee reviewed correspondence and legislative issues.
 - a. Report of Citizens Groundwater Group. The report of the group, which is dated May 20, 2019, is attached. Supervisor Leichtnam discussed the value of composting and its extensive use elsewhere and its environmental advantages versus liquid manure spreading.
 - b. Medicaid Expansion resolution was discussed. Moved by Hamilton, seconded by Leichtnam, to approve the resolution encouraging support of Medicaid Expansion. All ayes.

- c. Marijuana Referendum of April 2, 2019. Ashley Normington of Healthy People of Wood County spoke on the legalization of recreational marijuana. The results of the recent referendum opposed recreational marijuana and supported legalization of medical marijuana. Moved by Leichtnam, seconded by Hamilton, to approve the draft resolution presented by Ms. Normington. 3 ayes, 2 nays. Hahn and Curry voted no. Hahn supports legalization of recreational marijuana. From taxes to jail costs he feels it makes sense to legalize. Curry supports medical but not recreational marijuana. Sheriff's Department opposes legalization of recreational marijuana. They see marijuana as a gateway drug.
- d. Discussion on Wood County Resolution 19-4-9 (supporting AB21) being forwarded to WCA. See attached Legislative Reference Bureau comparison of the current law, AB21, and SC137 prepared by Supervisor Leichtnam. Moved by Hamilton, seconded by Clendenning, to send a resolution to the WCA conference committee that Wood County supports AB21. 4 ayes, 1 nay. Curry voted no as the county board has already acted upon this.
- 8. Discussion on Criminal Justice Task Force Coordinator position. No one showed up to discuss or advocate for the resolution that was referred back to the committee. Moved by Hamilton, seconded by Hahn, to send the resolution back to the county board for consideration. All ayes. The committee expressed a desire to have this matter set as a special order of business and allow Judge Brazeau the time he needs to explain the need for the position.
- 9. Courthouse security committee update. Implementation will be October 1, 2019, for staffing the security apparatus at the main door to the Courthouse. Policies, procedures, and hiring are being worked on.
- 10. County Board rules.
 - a. Resolution on reformation of committees commencing 2020. Lots and lots of discussion on Chairman Clendenning's proposal to modify the committee structure. Thoughts shared. This will be discussed again at next month's meeting.
 - b. Rule on the role of a committee chair. A thorough review was made of the draft rule. The draft will be included with the minutes and the Corporation Counsel will prepare a resolution enacting a County

Board rule that sets forth the authority of county committee chairs. The resolution will be addressed next month along with the deletion of Rule 18.E. that permits a committee chair to cancel a committee meeting.

- c. Discussion on appeal process for Employee Wellness Program.

Chairman Clendenning expressed concern about the lack of an appeal process for those who are denied the 10% insurance premium benefit. Amy Kaup is on the Wellness Board and explained a policy is being developed. Quentin Ellis advised the Sheriff's Department has concerns about the current lack of policy governing this. Concern expressed about effectiveness of any wellness program.

11. Agenda items for the July 2019, meeting:
 - Discuss mentoring for new County Board Supervisors.
 - Per diems and salary of County Board Supervisors.
 - Meal allowances. Consideration of staggered terms.
 - Review resolution on Committee Chair authority.
 - County Board committee restructuring.
 - Meeting on County Board day will be held to review the marijuana resolution.
12. The next committee meeting will be July 5, 2019, at 9:00 a.m.
13. Meeting adjourned without objection by the Chairperson at 11:50 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

R 115

Date: June 7, 2019

[illegible]

DATE: Monday, May 20, 2019
 TIME: 2:00 p.m.
 LOCATION: Wood County Riverblock Building, Conf. Room #206

Present: Rick Bakovka, Sandra Cain, Rhonda Carrell, Bill Clendenning, Bruce Dimick, Nancy Eggleston, Jason Fuller, Gordon Gottbeheut, Tamas Houlihan, Kim Keech, Gary Krause, Bill Leichtnam, Logan Manthe, Doug Passineau, Rick Potter and Nancy Turyk.

- **Call Meeting to Order:** Bill Leichtnam called the meeting to order at 2:00 p.m.
- **Acting Chair/Facilitator Remarks:** Bill Leichtnam shared that he plans to have meetings follow Roberts Rule of Order and to reduce cross talk.
- **Public Comment** PACRS members are invited to attend the Town of Rome and Tri-Lakes Management Association, along with the 14 Mile Creek Watershed Joint Committee, hosting its' annual state of our water quality luncheon at the Rome Town Hall on Saturday, June 8th at 11:00 a.m.
- **Correspondence/Updates:** None
- **SPEAKER Jason Fuller (Carbon Cycle Consulting) – "Composting Ag Waste"**
 Nancy Eggleston reported that Jason Fuller presented at the Land & Water Conservation Conference in Lake Geneva WI. Jason Fuller collaborated with Austria. Austria handles most of their Ag waste by composting. Composting technology installed on small farms and up 11,000 dairy cow farms. Less compost because of Aerobic. Quite promising technology.

Shane Wucherpennig shared that composting Ag waste facilities can be found on larger dairy farms primarily in the Fox Valley area. The Fox Valley area is 10 years ahead of technology because there are larger dairies. The old style is to compost manure by flushing through pumps and screens settling through channels. Composting Ag waste fined tuned by running it through screen presses similar to a paper mill plant. This new technology is more efficient and a very desirable product. The material is an organic fibrous material. Liquid manure runs off. Solid manure is better environmentally. Ag compost used for bedding, fertilizer or feed dried product. Liquid goes to a Wastewater Treatment Plant.

Jason Fuller gave a brief overview of composting Ag waste:

- Manure is 95% water and 5% solids.
- Manure Separation Technology simplifies the operation and allow dairy producers to do more with their manure streams.
- Liquid manure typically spread in the spring and fall with a minimal window. Short window to handle a year of production. No market.
- Aerobic Decomposition versus Anaerobic Decomposition – Aerobic decomposition needs oxygen to survive for life cycle in decomposing organic matter to a relatively stable humus under suitable environmental conditions with no accompanying bad smell. Aerobic decomposition is most common in nature. Anaerobic decomposition does not need oxygen for life cycle and develop compounds including methane, organic acids, hydrogen sulphide and other substances, many of which have strong odors and toxic. Both aerobic and anaerobic bacteria break down organic matter.
- Aerobic decomposition recycling. Copying nature and speeding up the process Takes a product from a 3-5 year process to 8 weeks.
- Making composting on farms. Composting is nothing new and works every time.
- Cows do not eat trees.
- Variables are carbon, nitrogen, water (moisture control) and oxygen. The variables allows

a process to make it into a processing facility rather than a store, transport and applied mile, which is like liquid manure now. Liquid manure has failed us as a technic to manage our waste stream.

- Manure is not a waste but a way of handling it is wasteful. Manure is a resource.
 - Cows are a fiber-making machine.
 - Separation Technology is expensive. Ag waste run through a press by squeezing to a desirable product.
 - Processing versus Storage
 - Aerobic hybrid system needs oxygen air exchange with the process taking 8 weeks.
 - Carbon base is a fuel source in composting.
 - Recycled bedding product.
 - Healthier cows. Healthier feed. Healthier feed makes healthier crops. Healthier soil. Magic is in composting manure.
 - Composting is a better tool for agriculture. Environmentally friendly organic material with minimal odor.
 - YouTube link: https://youtu.be/YJB_zODGYBM
- Discussion followed.

• **Bruce Dimick-Report on 3rd (1st public) meeting of Speaker Vos's Water Quality Task Force in Lancaster, WI**

Bruce Dimick reported on the 3rd meeting of Speaker Vos's Water Quality Task Force, which was held on May 8th in Lancaster, WI. Public allowed to comment for the first time. There was not much publicity for the Lancaster meeting. Two elected representatives Rep Scott Krug and Senator Andre' Jacque were not present for the meeting. Approximately 100 citizens in attendance.

Speaker highlights of the Lancaster, WI meeting:

- SWIGG Team
 - Shared the Southwest Wisconsin Groundwater & Geological Study (SWIGG)
 - Headed by Ken Bradbury
 - Iowa, Grant and Lafayette Counties are part of the tri-county water quality study.
 - 42% of wells in the tri-county area are contaminated with either excessive nitrates, coliform bacteria or both.
- Organizations represented:
 - LASA (Lafayette Ag Stewardship Alliance) – Supports SWIGG and many water conservation initiatives.
 - Wisconsin Pork Producers – Product hurt by transportation system.
 - UW-Platteville, Pioneer Farm & Discovery Farms – Funding reduced significantly. Most important way to control phosphorus loss is to control soil loss.

Citizen input comments:

- Current law does not protect their rights to clean drinking water.
- Retired DNR employee shared that a CAFO lagoon upstream from his home overflowed. The lagoon overflow contaminated a Class A trout stream near his house and destroyed it. His nitrates went from 3 ppm to 20 ppm for his well water.
- Cover crops supported by many farmers.

What about Wood County? What are we doing? Portage County recently completed audit of their well water resources that effectively covered 88% of the county. Wood County has not done an audit. Wood County Land & Water Conservation Department is in the process with financing established. In Portage County, 24% wells tested greater than 10 ppm.

Nancy Eggleston shared that she will be a speaker for Speaker Vos Water Quality Task Force meeting in the Mauston/New Lisbon area (location to be determined) on June 12th. Bill

Leichtnam mentioned that Bruce Dimick is unable to attend the May 29th meeting of the Speaker Vos Water Quality Task Force in Janesville. Anyone interested in attending the Janesville meeting should contact Bill Leichtnam. The Stevens Point meeting for Senator Vos Water Quality Task Force tentatively scheduled for late July.

- **Update on MOU w/ AGC & status of bottled water distribution and RO System Installation (monthly conference call)** (Conference call notes submitted by Nancy Eggelston.)

Nancy Eggelston updated the committee as to the monthly conference call that was held on May 9th. Residents participated in both AECOM sampling of their wells for nitrate, or chose to self-test with samples analyzed at the Wood County Health Department. The bulk of this activity occurred in the first two weeks of April. AECOM sampled 314 wells and there were 166 self-samples during this period. Of the total 480 nitrates test that were run 106, or 22% had nitrate levels exceeding the Nitrate Standard of 10 mg/L. Combined results from May 2018 testing and the current testing program tests covered 584 residences in the Armenia and Port Edwards agricultural corridor. Of the 584 homes tested, 149 had an unsafe level of nitrate, or approximately 26%. Those with water samples exceeding the drinking water standard of 10 mg/L nitrate are eligible to request bottled water from the Armenia Growers Coalition. Confirmatory sampling will be done for these families. If the result is above 10 mg/L, the homeowners will be eligible for the installation of a point of use reverse osmosis (RO) system. The Armenia Growers Coalition will provide the treatment system. Some seasonal residents still intend to sample as they return to their properties during the summer months. Approximately 900 residents invited to participate in this most recent testing. Another effort will be made to reach those who have not yet tested for nitrate in this agricultural corridor. There was also discussion on treatment for those with nitrate levels exceeding the capability of the current reverse osmosis system that is being installed. The Department of Safety and Professional Services, Bureau of Technical Services provided three potential options for these homes. One is an anion exchange unit but this would potentially allow any lead or copper in the plumbing to leach into the drinking water making it a poor option. Another option is an RO system with utilizing higher pressure, or a distillation system. The high-pressure unit is not yet certified. The distillation unit is certified but not as convenient. An AGC representative will contact DSPS to explore these options further. Those with RO systems installed will be encouraged to use nitrate test strips to monitor the treated water from their RO systems to make sure they are operating properly. To date, seven RO systems installed, and 17 more have work orders for future installation.

The DNR has the research project ready to go and they have secured half of the funding needed. Jim Wysocki of AGC would not commit to funding this research project while on the MOU teleconference. An answer on whether or not they will help fund the project is needed by May 17th. Nancy Eggelston has not heard if funding has been secured.

- **“Action Items-CGG Recommendations to CEED Committee, full County Board, Legislature, Governor (Review list of 36 ideas to clean our water)”**

Bill Leichtnam commented that the item to be moved to the June meeting to be discussed. He encourages everyone to review and rank the handout “Steps needed to Protect Wisconsin Water”.

- **“Membership Growth” & “Outreach Activities”**
Bill Leichtnam encourages membership growth by attending meetings. “Steps needed to Protect Wisconsin Water” should be the groups focus for outreach activities.
- **Future Speakers to invite** Bill Leichtnam commented that there would not be any speaker at the June meeting so the group can discuss the “Action Items” CGG recommendations to CEED Committee, full County Board, Legislature, and Governor (review list of 36 ideas to clean our water).

June – None

July – Well Water Viewer by Bruce Dimick

Green Fire AV presentation in next coming months. Green Fire is a group of DNR officials and college professors.

- **Nominations for Chair, Vice-Chair, and Facilitator**
Agenda item moved to the June meeting.
- **Roundtable**
- **Announcements of members / visitors (upcoming parallel events / meetings)**
Various upcoming events and meetings announced throughout the meeting.
- **Next Meeting**
Monday, June 17th, 2:00-4:00 p.m. @ Wood Co Riverblock Building, Room 206
- **Adjourn Groundwater Group Meeting** Bill Leichtnam adjourned @ 4:03 p.m.

Meeting Notes by Kim Keech, Planning & Zoning Office

Prepared by Supervisor Leichtnam

Sources--Legis. Reference Bureau

Compiled May 27, '19

Current Law (281.75)	Assembly Bill 21	Senate Bill 137
	Rep. Shankland, Nygren +13 Sen. Miller, Ringhand + 4	Sen. Testin, Cowles + 2 Rep. Krug, Kitchens, Kulp + 9
Nitrates only	Nitrates + Coliform Bacteria	Nitrates only
<p>Owner / Renter may apply to DNR for grant for portion of cost to treat water/ reconstruct old well / construct new well / connect to public water supply</p> <p>Owner / Renter income may not exceed \$65,000 Grant reduced by 30% if income exceeds \$45,000</p> <p>Well must supply livestock</p> <p>Well must be used + 3 mo. per year</p> <p>Must have nitrates over 40 ppm</p>	<p>Repeals current law</p> <p>Grants to counties, cities, villages, towns, & Amer. Indian tribes for testing private wells 5 entities must supply matching funds</p> <p>Income limit extended to \$100,000</p> <p>Up to \$1,000,000 to counties</p> <p>DNR must prioritize grant based on level of contamination (40, 30, 25, 20 ppm)</p> <p>Priority to most heavily affected regions of state</p> <p>One FTE to DNR creating Well Testing Program Administrator</p>	<p>Requires DHS to run grant program</p> <p>Grants up to \$2500</p> <p>Local health depts. must do testing / Submit to state certified lab</p> <p>Up to \$500,000 to counties</p> <p>No income limit</p> <p>Priority to household member who is pregnant, breast-feeding, under 3 yrs. of age, or over 65 yrs. of age</p> <p>DHS report by / program ENDS 9-1-20</p>

DRAFT June 7, 2019

Wood County Board Restructure

The Wood County Board will elect every two years at the organizational meeting both a County Board Chair and Vice Chair. The County Board Chair will also serve as the County Administrative Coordinator. The County Board Vice Chair will be the Chairperson of the Operations Committee.

The Executive Committee will no longer exist. The Executive Committee over time has come to serve as the oversight committee of the other standing committees thus giving members of the Executive Committee more formal and informal power. Good Government cannot exist without a true balance of power. The board will be comprised of 6 standing committees.

1. Operations - The committee will oversee the County Treasurer, Finance Department, County Clerk, Information Technology Department, and the Human Resources Department.
2. Health and Human Services- The Committee will oversee the Health Department, Human Services Department, and Veterans Department.
3. Highway, Infrastructure and Recreational Committee- The committee will oversee the Highway Department, Risk Management Department, Maintenance Department, Public Property, and Parks/Forestry Department.
4. Conservation, Planning, Zoning, and Education- The committee will oversee the Land and Water Conservation Department, UW Extension, Surveyor, the Planning/Zoning Department, and Economic Development.
5. Judicial and Legislative- The committee will oversee Corporation Counsel, Child Support, Clerk of Courts, Register of Deeds, Victim Witness, District Attorney, Circuit Court Branches 1, 2, and 3, the Family Court Commissioner, and the Register in Probate.
6. Public Safety- The committee will oversee all departments relating to public safety (Sheriff's Department, Dispatch, Coroner, Humane Officer, Emergency Management, and Communications)

All members of each committee will be appointed by the County Board Chair with confirmation by the County Board. The committees will elect their own committee chair. The county board will be the governing authority over all the oversight committees. All decisions made by the standing committees will go directly to the county board for approval (no approval of another committee is necessary).

There will be no limit as to how many standing committees a supervisor can be appointed to, but all supervisors must have at least one appointment to a standing committee. A Supervisor will only be allowed to chair one standing committee.

County Board Rule 4 [current language appears in regular font and proposed additions are in red/bold text]

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Authority of County Board **and Committee Chairs**

A.1. The County Board Chairperson shall preserve order and decorum, and shall decide all questions of order, subject to an appeal to the board.

2. The County Board Chairperson may appoint a board member or members to represent the interests of Wood County at any meeting within the state.

3. Whenever, in the opinion of the County Board Chairperson, an occasion arises which in the Chairperson's judgment is of sufficient importance to require certain county offices to be closed, the Chairperson may so order.

B. Chairpersons of committees, commissions and boards of the county (hereafter, committees) shall have the following authority:

1). With respect to the agenda of the committee, the committee Chair shall:

- a) Include on the agenda referrals made by the County Board.**
- b) Include on the agenda matters the committee directed to be placed there.**
- c) Include on the agenda matters referred to the Chair by department heads as the Chair deems appropriate. It is proper for the Chair to communicate with department heads over such matters and to ascertain the issues that will be presented to the committee for decisions.**
- d) Include on the agenda matters brought to the Chairs attention by other supervisors, staff and members of the public that the Chair feels should come before the committee.**

2) The Committee Chair shall run the committee meetings, this includes:

- a) Calling the meeting to order at the appropriate time and with the presence of a quorum.**
- b) To announce the matters to be addressed by the committee.**
- c) To state motions made, seek and participate in discussion and then have the committee vote on matters before it. The Chair shall then announce the results of the vote. The Chair may, if there are not objections, state matters the committee has come to consensus on without a vote such that the matters may be contained in the minutes.**

- d) Preserving order and decorum, and deciding all questions of order, subject to an appeal to the committee.
- e) To adjourn the meeting when appropriate by motion or upon directive of the Chair if there are no objections.

3) The Committee Chair shall be familiar with the positions of the committee with respect to matters the committee has addressed and be prepared to explain the pros and cons of such matters at county board meetings.

C. Chairpersons of committees do not have authority to take the following actions unless granted to them by the committee and reflected in the minutes of the committee:

- 1) Speak to the news media or take other formal action on behalf of the committee.
- 2) Conduct a formal evaluation of a department head or implement discipline of a department head.
- 3) Direct a department head (or their staff) on actions that they will or should take.
- 4) Approve or disapprove of policy proposals.
- 5) Approve or disapprove of expenditures by a department.



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

5

JUNE 2019

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- On May 7th I was in Madison for legislative meetings as we continue to work on a funding increase from the state.
- We received a letter from Andre Small the Wisconsin Bureau of Child Support Director commending the agency for receiving the Federal Fiscal Year 2018 Certificate of Excellence Award.
- Agency staff met with members of Forward Service Corporation (FSC) to learn more about the services they can offer the customers we serve. A work group has been formed to continue discussions with FSC to develop a stronger collaboration with them.
- On May 21st I was in Madison to testify in support of AB-166 which is the Administrative Paternity Legislation we have been working on.
- On May 22nd Shannon Lobner was in Madison for the WiKids documents workgroup.
- Agency staff attended the Wisconsin Child Support Enforcement Association's spring trainings in Neillsville and Appleton.
- I will be attending the Joint Legislative Committee meeting in Mosinee on June 10th.
- The April performance numbers are in and we are on track to meet and exceed all four Federal Performance measures.
- The current IV-D case count is 3,920



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholtz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE
May 2019

5

1. Ch. 51 Residency Determinations. Wisconsin law provides that the county where a person is detained for reasons of emergency mental health treatment is responsible for financing the first 72 hours (plus weekends and holidays falling within that time frame) of treatment. Thereafter the county of residence of the subject/patient is responsible for inpatient and outpatient treatment expenses. These costs can be substantial and for inpatient services start above \$1,000 per day. Sometimes private and public benefits cover some of the costs and sometimes not. Periodically it is difficult to ascertain a subject's county of residence as the subject may be transient and the primary criteria for determining residence is the intent of the subject, which can be problematic to ascertain when the subject is not lucid. These cases arise a few times a year and when they do Human Services uses this office to push hard against Wood County being found the county of residence/financial responsibility when such a fight is appropriate. Other counties do the same. Over the past year and a half a battle has been going on with respect to such a case and we were recently notified that another county has finally accepted financial responsibility based upon the results of administrative and judicial proceedings. The facts of a given case are what they are and you can't control them, ergo some of these folks will be the financial responsibility of Wood County and some not. When the facts are iffy or do not lead to a clear conclusion, as in this case, it is a relief to find success. I bring this to your attention for several reasons; first it feels good to share successful results and secondly to make mention that there are the arcane kinds of matters that we deal with that have significant financial repercussions to the county and take considerable time on my part.
2. Workload. With budgeting season approaching I have been giving consideration to the staff level here and I don't see a need to continue to fund the legal secretary position at 2 FTEs as we are managing fine at the current 1.5 FTE level we are scheduling at and plan to have the extra .5 FTE funding simply return to the general fund for 2019. With respect to lawyer staffing, it is simultaneously easy and difficult for me to accurately assess this. It is easy in the sense that as your in-house counsel I know what needs to be done and think that it is getting done adequately and so everything is hunky-dory. It is difficult in that I may be too close to what is going on to be able to dispassionately recognize areas of shortcomings and need. That is where you folks come into play. Part of your role is to verify that my work meets your standards and that other county staff are timely getting the quality of work from me that they need. Anyway, from my perspective at least, I don't see a need for additional legal staff and don't plan on budgeting for any.
3. Supervisor Training. So often county board supervisors will comment about being new and, therefore, not in a position to comment on some matter or the other or not being aware of procedural options for some issue before a committee or the board. To some extent this is natural as there is a learning curve for any job, but I ponder if we do enough to assist new supervisors and what could be improved upon. I understand that the training put on for newly elected supervisors by the WCA and UW Extension is pretty good but it doesn't delve into local procedures and practices. I brought the issue before the department heads at a recent meeting and the group seemed a bit queasy about weighing in on this topic. It isn't clear that this committee has been granted jurisdiction over this area but since you oversee the county board rules, it seemed that you would be an appropriate entity to give some consideration to making recommendations to improve what we currently have.
4. The Role of a Committee Chair. At last month's meeting the committee directed that I share some old memos pertaining to the role of a committee chair and to put together a draft rule the committee could work from in setting up a bit of a position description for this role. To that end, I have attached a draft rule and some old memos that address the topic.



Wood County

WISCONSIN

REGISTER OF
DEEDS OFFICE

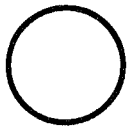
Tiffany R. Ringer
Register of Deeds

JUNE 2019

5

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

1. Attended Judicial and Legislative committee meeting on May 3rd
2. Attended PRIA Webinar: Remote Notarization on May 9th
3. I hosted the WRDA District 7 meeting in Wisconsin Rapids on May 15th
4. We worked with the Sheriff's department to provide vital records for their investigation. Thank you for your approval of this process.
5. Rita Eichsteadt and Deb Killian attended the county required Civil Rights Training on May 21st
6. Angela Breunig attended the employee feedback meeting on May 22nd
7. I am invited to attend and work the Marshfield Mayor's breakfast on May 31st. I will be serving eggs and hope to see you there!
8. I will be attending WRDA conference June 5th – 7th in Minocqua.



RESOLUTION#

Introduced by Judicial & Legislative Committee
Page 1 of 1

ITEM#

5-1

DATE

June 18, 2019

Effective Date

January 1, 2020

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

INTENT & SYNOPSIS: To obtain consent of the Wood County Board of Supervisors to create a Criminal Justice Department and hire a Justice Coordinator to oversee the current Wood County Drug Court as well as research and define other Diversion Courts that would benefit Wood County residents by focusing on the importance of treatment and reduction of recidivism.

FISCAL NOTE: None in 2019. The department and position would be created and budgeted for commencing January 1, 2020.

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

The position would be budgeted at Grade 10, Step 6. Using 2019 wages and benefits, the estimated cost would be \$92,982.80. This may be offset by available and awarded grant funds.

WHEREAS, a committee of the Criminal Justice Taskforce was established to explore the addition of a position to coordinate efforts in Wood County to both manage the current Drug Court as well as research and start alternative courts, such as veterans, mental health, or OWI courts, and

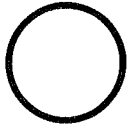
WHEREAS, there is a desire and ability to reduce the current jail population through use of aforementioned alternative courts and potential pretrial incarceration programs, and

WHEREAS, Wood County has a successful Drug Court program with a contracted Coordinator and team of professionals and would benefit from a dedicated department and staff to build upon its success by placing treatment at a premium with the overarching goal to reduce recidivism by treating the underlying addiction, and

WHEREAS, similar departments and programs exist across the nation and are achieving successful results in both treatment and reducing recidivism, and

WHEREAS, this effort largely requires the attention of a new position to focus on establishing and incubating these treatment courts. The Justice Coordinator position would have responsibility to research and collect new diversion court information, communicate with other counties and providers, marshal resources, and provide coordination to the courts.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to support the creation of a Criminal Justice Department in Wood County and the creation of a Justice Coordinator position effective January 1, 2020.



RESOLUTION#

Introduced by
Page 1 of 1

Judicial & Legislative Committee

EMT

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

INTENT & SYNOPSIS: To encourage the Wisconsin Counties Association, the state legislature, and the Governor to support Medicaid Expansion in Wisconsin for the benefit of Wood County residents and residents throughout the state.

FISCAL NOTE: Unknown cost savings to the County by the State's acceptance of federal dollars to assist residents of the County and alleviating some of the myriad financial consequences to the County in having certain of its residents receiving this higher level of assistance.

WHEREAS, the federal government has agreed to provide states funding for Medicaid (MA) expansion to the residents of the states eligible for MA benefits, and

WHEREAS, in 2014 the voters in Wood County approved by a vote of 21,192 in favor and 8,882 opposed to a nonbinding referendum to have Wisconsin accept federal MA expansion funding to enhance the services covered by BadgerCare, and

WHEREAS, the State has yet to accept the MA expansion funding, thereby leaving its BadgerCare eligible residents with higher levels of medical issues, some of which impact each county directly and indirectly and result in local taxpayers having to pay for services that they wouldn't have to if the federal funds were accepted, and

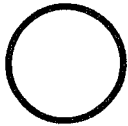
WHEREAS, some see the acceptance of MA expansion dollars as a political issue but the Wood County Board views the matter from the vantage point of how best to serve the residents of this county,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to go on record to:

1. State that it supports the State of Wisconsin's acceptance of MA expansion dollars to better fund BadgerCare.
2. To request all state legislators who represent any part of Wood County to support legislative efforts to accept MA expansion funds.
3. To encourage the Wisconsin Counties Association (WCA) to adopt legislative initiatives that support acceptance of MA expansion dollars in Wisconsin.

BE IT FURTHER RESOLVED, that the County Clerk is directed to forward a copy of this resolution to all state legislators who represent any part of Wood County, and

BE IT FURTHER RESOLVED that this resolution be referred to the Wisconsin Counties Association so as to be considered at the WCA Annual Business Meeting.



RESOLUTION#

Introduced by Judicial and Legislative Committee
Page 1 of 2

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

LAD

INTENT & SYNOPSIS: To go on record in supporting enactment of AB21, a state legislative bill, which assists private well owners who have groundwater contamination from nitrates and other sources.

FISCAL NOTE: Unknown. Enactment of the proposed legislation requires the local unit of government to match economic assistance provided by the State to property owners in Wood County with contaminated wells.

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

WHEREAS, according to the Legislative Reference Bureau analysis of AB21:

This bill requires the Department of Natural Resources (DNR) to administer a program to provide grants to counties, cities, villages, towns, and American Indian tribes and bands (local units of government) for the testing of privately owned wells. The bill also makes changes to the well compensation grant program currently administered by the DNR.

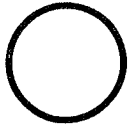
The bill provides that local units of government may apply for grants once in a fiscal biennium for testing privately owned wells, with an option for a second grant if adequate funding is available. A local unit of government must provide matching funds equal to the amount of the grant and must provide test results to the DNR within three months of conducting testing. The DNR is required to award grants equitably across the state, giving priority to regions where a significant number of private wells contain nitrate contamination above specified levels and regions where a significant number

of wells contain coliform bacteria or other contaminants at a level that exceeds applicable standards for public health.

Under current law, an individual owner or renter of a contaminated private well may apply for a grant from the DNR to cover a portion of the costs to treat the water, reconstruct the well, construct a new well, connect to a public water supply, or fill and seal the well. To be eligible for a grant, the well owner or renter's annual family income may not exceed \$65,000. In addition, if the well owner or renter's annual family income exceeds \$45,000, the amount of the award is reduced by 30 percent of the amount by which the annual family income exceeds \$45,000. The bill increases the family income limit to \$100,000 and increases the amount of annual family income that triggers a reduction of an award to \$65,000.

Under current law, a well that is contaminated only by nitrates is eligible for a grant only if the well is a water supply for livestock, is used at least three months in each year, and contains nitrates in excess of 40 parts per million. The bill eliminates these requirements and requires DNR to prioritize grants for wells with nitrate contamination above specified levels.

WHEREAS, the Judicial and Legislative Committee has studied AB21 and believes it is in the best interests of Wood County's residents for the state to pass the legislation,

**RESOLUTION#**

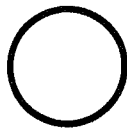
Introduced by Judicial and Legislative Committee
Page 2 of 2

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to go on record to:

1. State that it supports enactment of AB21 and its efforts to address groundwater contamination from nitrates and other sources.
2. To request all state legislators who represent any part of Wood County to support AB21.

BE IT FURTHER RESOLVED that the County Clerk is directed to forward a copy of this resolution to all state legislators who represent any part of Wood County.

BE IT FURTHER RESOLVED that this resolution to referred to the Wisconsin Counties Association so as to be considered at the WCA Annual Business Meeting.



RESOLUTION#

ITEM#

5 - 4

DATE

June 18, 2019

Effective Date

June 18, 2019

Introduced by

Judicial and Legislative Committee

Page 1 of 2

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

EMT

INTENT & SYNOPSIS: To communicate with the state legislators directly and via the WCA the opposition of the residents of Wood County to legislation that would legalize the recreational use of marijuana.

FISCAL NOTE: Significant but unknown amount of cost savings to Wood County.

WHEREAS, legalizing recreational marijuana for adults normalizes the use of this brain-altering substance, leading to greater exposure via ambient smoke to children from infants through teenagers and access to the substance by teenagers for experimentation, casual use and chronic use; and

WHEREAS, developing brains, especially those of babies in utero, children, and teenagers, are especially susceptible to the harmful effects of marijuana including a reduction in attention, memory, learning function, and behavior problems; and

WHEREAS, occasional use of marijuana causes altered senses and sense of time, changes in mood, impaired body movement, impaired memory and difficulty with thinking and problem solving; and

WHEREAS, the Center for Disease Control and Prevention reports evidence from multiple studies linking heavy marijuana use to memory damage, learning and attention deficits, and an increased risk of anxiety, depression, and schizophrenia, further straining schools and mental health systems; and

WHEREAS, marijuana negatively affects skills needed for safe driving and is the drug most often found in the blood of drivers involved in crashes; and

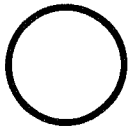
WHEREAS, since Colorado legalized recreational marijuana, it has recorded a substantial increase in marijuana-related traffic deaths as well as drivers who tested positive for marijuana in non-fatal crashes; and

WHEREAS, national experience with other legal adult substances such as alcohol, tobacco, and vaping has led to youth access, experimentation, some chronic use, and infiltration into America's high schools, causing multiple, costly consequences related to discipline and mental health; and

WHEREAS, marijuana has been identified as a gateway drug and use by teenagers does not promote a safe, efficient school learning environment for all students, meaning school counselors and teachers are challenged to overcome side-effects on user's mood, behavior, motivation and memory; and

WHEREAS, adolescent and young adult marijuana use is negatively correlated with high school and post-secondary educational attainment; and

WHEREAS, legalizing marijuana substantially increases the risk of impairment for those working in the manufacturing, construction, agriculture, and other business sectors, as evidenced by data showing employees who test

**RESOLUTION#**

Introduced by Judicial and Legislative Committee
Page 2 of 2

ITEM# 5
DATE June 18, 2019
Effective Date: June 18, 2019

positive for marijuana use had 55% more industrial accidents, 85% more injuries, and 75% greater absenteeism compared to those who tested negative; and

WHEREAS, retail business establishments identify concerns with verbal and physical altercations involving substance users that can negatively impact business and revenue; and

WHEREAS, states with legalized recreational marijuana have experienced an increase in unintended consequences including increases in motor vehicle crash rates, increases in marijuana addiction among youth and people of color, environmental issues, accidental childhood poisonings from ingesting edibles, and increased criminal behavior including organized crime.

NOW, THEREFORE, BE IT RESOLVED that the Wood County Board of Supervisors does hereby oppose the legalization of recreational marijuana in the state of Wisconsin; and

BE IT FURTHER RESOLVED that the Wood County Board of Supervisors urges the State of Wisconsin to closely review the statistics and other data available surrounding marijuana use so that Wisconsin can remain a safe and healthy state for residents to enjoy recreational activities, support families and drug-free homes, attract entrepreneurs, provide for the future of our State; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Governor Tony Evers, Department of Children and Families Secretary Emilie Amundson, Department of Health Services Secretary-Designee Andrea Palm, area legislators, and the Wisconsin Counties Association; and

BE IT FURTHER RESOLVED that this resolution be referred to the Wisconsin Counties Association so as to be considered at the WCA Annual Business Meeting.

6

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

DAY & DATE: Tuesday, May 21, 2019
PLACE: Wood County Courthouse, Room 114
400 Market St, WI Rapids, WI 54495
MEETING TIME: 9:15 A.M.
ADJOURNMENT TIME: 9:23 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor William Winch,
Supervisor Marion Hokamp, Supervisor Lance Pliml,
Supervisor Dennis Polach
EXCUSED: None.
OTHERS PRESENT: Supervisor Bill Clendenning, Parks & Forestry Director
Chad Schooley, Jodi Lubeck

1. Call meeting to order. Meeting called to order at 9:15 by Chairman Fischer.
2. Declaration of Quorum.
3. Public comments. None
4. Discuss MSA Proposal. C. Schooley shared information regarding the Ho-Chunk Fund. Wood County has received these funds for 2019 projects. The Parks & Forestry Department would once again receive \$27,500 from this fund in 2019. C. Schooley would use a portion of these funds to pay for the MSA Discovery Concept Development, and Project Management Phases, totaling \$16,500 for Phase 1 of the Powers Bluff Development Project. Supervisor Winch would like to see an itemized cost of this project. C. Schooley will forward this information to Supervisor Winch. Supervisor Fischer mentioned that this information was shared with the HIRC in 2019, using a 4-phase approach to the Powers Bluff Development Project. **Motion by L. Pliml and second by M. Hokamp to approve the use of the Ho-Chunk funds as outlined above. Motion carried 4-1, B. Winch voting no. Giving reason is that he has not seen an itemized cost for the project.**
5. Next HIRC meeting scheduled for June 6, 2019 at the Wood County Highway Dept.,
555 17th Ave. North, Wisconsin Rapids, WI 54495
6. Meeting adjourned at 9:23 am.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Chad Schooley, Parks & Forestry Director

6

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

DAY & DATE: Thursday, June 6, 2019
PLACE: Wood County Highway Department, 555 17th Ave N,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 11:06 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor Marion Hokamp,
Supervisor Lance Pliml (attended via phone conference),
Supervisor Dennis Polach, Supervisor William Winch

EXCUSED:

OTHERS PRESENT: Supervisor Bill Clendenning, Wood County Board;
Chairman Doug Machon, Wood County Board;
Commissioner Roland Hawk, Highway Department;
Accounting Technician Caity Carmody, Highway
Department; John Peckham, Highway Department; Sandra
Green, Parks & Forestry Office Supervisor; Director Chad
Schooley, Parks and Forestry; Forest Administrator Fritz
Schubert, Parks and Forestry; Forester Gavin Hutchinson,
Wisconsin Dept. of Natural Resources; Arnie Nystrom;
Rueben VanTassel, Justin Conner and Jason Grueneberg
from Planning & Zoning; Jodi Lubeck assisting Supervisor
B. Winch;

1. Call meeting to order.
2. Declaration of Quorum.
3. Public comments. Sandra Green commented regarding the ATV/UTV Ribbon Cutting Ceremony held last night at the casino. There were about 75 people present. The doors opened at 4:30 pm, the ceremony began at 5:00 pm. Ribbon cutting took place at approximately 5:30 pm. Adam, recognized June 6, anniversary of D-Day. Veterans raised their hands and a moment of silence taken by all.
4. Correspondence. R. Hawk spoke about their CIP and needs for long range planning. He would like to schedule a special meeting in the near future. Agreed upon date and time, Monday, June 17, 2019 at 1:00 pm at the courthouse in Room 114. Additionally, the July 11, 2019 HIRC meeting has been changed to July 2, 2019 at 8am at South Park Enclosed Shelter.

5. CONSENT AGENDA

- a. Approve minutes from previous committee meetings
 - b. Department Staff Reports
 - c. Department Vouchers
 - d. Department Revenue Reports
6. Review items, if any, pulled from consent agenda

Supervisor Winch requested to have pages 4, 13 and 25 pulled.
He had questions regarding the CTH U highway project and if the change order was approved. Roland explained this. Fischer stated if Roland would need an official agreement, it would be brought back to the committee.

On page 25, he had questions regarding under "Other" the South Park old shop was not yet removed. C. Schooley stated it went through Wisconsin Surplus Auction last fall and awarded for the minimum bid of \$5. One of the requirements was a performance bond. The winning bidder did not remove the building in the required timeframe, and has not returned communications in several months, so the performance bond retained. The shop will go back on auction and if they cannot sell it, they will look into demolition costs to remove from the site.

On page 27, B. Winch would like explanation on two checks to the same recipient. R. Hawk stated they are payments to the property owners for the easements and right-of-ways. It is the same property and paid with two separate payments due to a drainage problem that needed to be resolved. B. Winch said we had talked about not doing anything further with the Village of Biron until we worked out that payment not coming back from years ago. During B. Winch's absence, the committee gave R. Hawk direction to speak with the V. of Biron administrator. Nothing has been officially approved (it would have to come back to committee). It can change if someone on the committee does not want this to happen.

Supervisor Fischer pulled pages 10, 13, 27.

Page 10; under ATV plan, R. Hawk will give an update on working with the final steps with the DOT. Submitted request for access across the Nekoosa Bridge. County will sign that crossing regarding the Nekoosa Bridge. Everything else is signed and ready to go. Revisions will be forwarded to the State of WI and await approval.

Page 13; C. Schooley gave an update on the Powers Bluff Recreation Trail Single Track Trail plan. Justin Connor, GIS Specialist, is in contact with those individuals and trying to put together a trail map that will identify safety issues, signing, emergency, etc. The parking area was completed this week said F. Schubert. They also need to work out some sort of maintenance agreement. At some point, that agreement will be presented to this committee for final approval.

D. Polach asked to pull pages 25 and 27 regarding Check 925 to WIRAP Treasurer (Highway) for excavator and bridgework. R. Hawk explained. He also had a question on page 27 regarding the White Sand Beach Project water fountain purchase. C. Schooley explained.

Motion to approve all that were removed from the consent agenda by M. Hokamp and second by B. Winch. All in favor. Motion carried.

C. Schooley explained the Special Use Permit request regarding the Aqua Skier shows this summer on Sunday evenings. They have a request to have a food vendor there for ski participants as well as for the public to utilize. They attached a schedule to begin June 23, 2019 through August 25, 2019. They will have three different vendors rotating throughout the summer on Sunday evenings from 5:30 to 8:00 pm. C. Schooley does not have an issue with this and encourages approval. **Motion to approve by B. Winch and second by D. Polach. All in favor. Motion carried.**

7. Storage shed modification for Land & Water Conservation: S. Wucherpennig explained that a new piece of equipment they now have would not fit into the shed. It is a no-till drill that they will have for many years so he began looking at options for storage. He received bids from two businesses to widen the door. The consensus is to go with a 16' door. **Motion by M. Hokamp and second by second by D. Polach to expand to a 16' door. All in favor. Motion carried.**

8. Unused/ Low -Use County Property. R. Hawk, C. Schooley, J. Connor to come forward for discussion. Supervisor Fischer introduced this, as there is a lot of property under the jurisdiction of this committee. A. Fischer inquired as to the future plans for these properties. J. Connor, Planning & Zoning, gave a presentation. The link is on the county website for this presentation. The links are app.woodcogis.com/countyproperty and app.woodcogis.com/propertypresentation

R. Hawk came to the table to discuss slide #11. C. Schooley came to the table for slide #12. On one of the highway properties, it was thought it may have served as a dump in the Town of Rock previously. Planning & Zoning will check records in office to see if there is record of this. There is no long-range plan for the Highway properties. C. Schooley stated that at a recent meeting, which included Chairman Fischer, Supervisor Breu, Justin Connor from Planning & Zoning, and Roland Hawk, a small parcel in South Park was brought to his attention as unused/low used county property. He was asked to look into the process of selling park property. Schooley also identified another low use area in the park boundary, which is dislocated from the main park by a city owned parcel (old railroad bed). C. Schooley did some research on what steps are required to sell park property. If a park is purchased or developed with grant funding through the state or federal government there are stipulations. The boundary of this park is set and determined at the time of the grant application, and if Wood County ever wants to change it, they would have to replace it with equal or higher value outdoor recreation properties. This proposed change would need approval by the WI DNR and National Parks Dept. D. Machon asked if the acreage has to match or just the value. C. Schooley said most likely, both would need to be evaluated. L. Pliml highly disagrees in parting with any parks acreage. A. Fischer stated that if the committee chooses to sell these properties by South park, it sounds like there would need to be a land trade. Suggestions are:

- a. Using value from existing properties if they are not a part of funded parks (for example, Powers Bluff). That could serve as value. It does not have to be in the same general location as long as it serves Wood County residents.
- b. City owned old railroad bed – trying to create a better trail system from Kellner up to 32nd street connecting with the city's trail system. That may not work if we just did a lease or user agreement, it would most likely have to be purchased but they are not interested in selling right now.

The committee would be willing to discuss the sale of the highway properties (those three parcels highlighted in yellow) at a future meeting. Add to future agenda items to begin this process of these three parcels. The consensus is to place on next agenda to discuss selling these properties.

Going back to the parks is a little more complicated due to the policies through the State (to purchase other property equal or greater value). L. Pliml stated he is not in favor of selling these properties. B. Winch would like to explore selling the park parcels, as well as D. Polach, M. Hokamp and A. Fischer see no harm in looking at it.

9. ATV Update. R. Hawk stated he is moving through the approval process from the DOT and received access to cross bridges. He is also working with the Town of Remington. Also, the Hwy 54 and Hwy 80 bridges. He needs to work with the Town of Dexter in order to modify their ordinance. R. Hawk received a request from some constituents in the Town of Seneca. They would like permission to ride on CTH Q. At the time of their request, Roland told them no. Now that we have gotten to this point, we are receiving more requests. He received nine names looking to have access to CTH Q from Young Road to STH 73. CTH Q is 45 mph, is more rural and has a good setting for this. Right now ATV's can come up Ridge Road and then it stops. They are looking to receive access east to STH 73 to Homestead Golf Course. Ultimately, these routes

opening up will get you to Pittsville. D. Machon asked what road open to ATVs has the highest traffic in Wood County. R. Hawk stated CTH Q and CTH C are the highest volume roads. CTH V and CTH A South has very low use. CTH T, in Auburndale is also very low use. R. Hawk is trying to keep usage on county highways on the ones that have the lowest volume. L. Pliml is in favor of opening CTH Q. Drivers will adapt to both being vehicles and ATV's on the highway and will only benefit Homestead and the county ATV enthusiasts. R. Hawk's recommendation is to open CTH Q – **Motion by L. Pliml and second by M. Hokamp to open CTH Q to ATV access. All in favor. Motion carried.**

J. Grueneberg stated the Town of Rudolph approved an ordinance on 6/4/2019 to allow ATV's on all township roads. However, Green was informed later in the day that the project was on hold. The Township did not realize they would need to cover the cost of signage. This a concern for them.

R. Hawk also stated the main route all would be complete within approximately two weeks.

Supervisor Fischer asked to move to 10B at this time.

10. HIGHWAY

- a. Temporary Access to CTH Z at Intersection with STH 13. A letter is included in the packet for review as well as a copy of the site plan sheet. R. Hawk had a conversation last fall with Realtor, M. Springer. What are the benefits of doing this? Motion to write them a temporary permit by (they must put in a curb and gutter along CTH Z driveway so that in the end the folks going through their driveway they would not see that. They have incorporated the things that R. Hawk requested. This will be 6-8 months. **Motion to approve temporary access to CTH Z that is in non-compliance to our highway access policy by M. Hokamp and second by B. Winch. All in favor. Motion carried.**
- b. Voucher Listing Report Format – M. Cummings. At the last meeting, it was discussed on how the vouchers were being formatted as they look different compared to the past. Discussion ensued regarding the vouchers. The committee would like to see an Executive Summary. Instead of seeing 100 bills paid to same vendor, they would see only one bill to include all bills. J. Peckham stated that he learned about the Executive Summary and according to Resolution 16-2-1, he has a direct communication line with Finance and in that role, he reported to M. Cummings that the committee was interested in changing the format revision to the report. Finance handed down a directive to process every invoice individually, which greatly expanded the format of the report. Prior to that, each department batched all invoices for one vendor together and paid with one check. Now it is required to pay individually and that is why we see \$2 and \$3 invoices. J. Peckham let Finance know that the committee was interested in changing this process. He also told her at that time that in addition he would provide the expanded version to sign and take to County Board. After discussions, they thought that maybe having both reports might be more confusing than having the single long one. The consensus is that if we cannot go back to the old way of processing vouchers, which ultimately would be better for everyone involved, then it would be best to move forward with providing the full voucher report to the committee rather than creating an additional Executive Summary that would just create more work for that person in the department.
- c. CTH U Projects. On the Bridgewater Project, they are anticipating the paving should be completed by the end of this month. We need to accept the new roadway and dedicate a portion of it to the Village of Biron and a portion to Town

of Grant in Portage County, and the other portion will be abandoned. They discussed the Village of Biron accepting maintenance of the newly constructed CTH U (Eagle Road). The committee agreed the \$6,800 debt needs to be satisfied before moving forward.

- d. CTH H Project. American Asphalt won the bid. A "Change Management" document went to the DOT and was approved. The County's portion of the project went from \$600K to \$400K. That project will begin just before the 4th of July.
- e. Coulee Frac Sand Agreement. R. Hawk is almost finished with this agreement. Should be complete in the next two weeks.
- f. Wood County was chosen by the DOT to be a distribution county for road signs. Since that happened, the sign shop has steadily been receiving and distributing signs to counties throughout central Wisconsin. They hired an LTE to work throughout the summer but they are learning it is not enough. They have to provide specialized equipment training to the people who are going to work on that equipment to install signs. Other sign shops have two sign shop employees assigned. R. Hawk would like to assign an additional full time person in the sign shop. If he can demonstrate there is enough work to assign a full time position and that it would be covered between State funding and other municipal work, he asked if the committee would recommend and approve this. He just wants the committee to be aware of what he is up against in the very near future. This will be an agenda item at a later date.

Dismiss at 10:33 for a five-minute break.

Reconvene at 10:38 am.

11. PARKS AND FORESTRY

- a. Powers Bluff Development Project. C. Schooley included the cost breakdown of the project in the packet, and handed out maps of the project. The estimate for phase 1, as of last year, was \$1M. That cost is most likely larger at this point, because the cost estimates were created 2 years ago. The grant C. Schooley applied for in May reflected these cost increases, and ultimately did not include parts of phase 1, including the playground, ice skating rink and fishing pond. C. Schooley discussed the grant application with Beth Norquist, DNR Community Grants Specialist. She gave a lot of positive feedback but did warn that they did receive many grants this year, so if awarded, Wood County may receive less than 50% matching grants. These grants are typically awarded in September. A. Fischer felt we should discuss this at the table and what would this do to us in the future if we turn down the money because we cannot pay the county portion. C. Schooley felt that it would not put Wood County in a good light if it is offered to us and we refuse it. We do have a two-year window where we would be able to complete this project. A. Fischer believes in this project but would realistically like it to be 100% funded by grant funding and donations. If that is not possible, Wood County would be bonding for money for the remainder of the grant. C. Schooley stated that the DNR rep said that we could adjust our scope of the project down somewhat to make it up to a 50% grant match. There could be things in the grant that we could forego to bring that amount down. An option is eliminating the blacktop on the entrance road and leave gravel. C. Schooley does not like to do that because our gravel roads are damaged quite often. A. Fischer opens it up to the committee for discussion. D. Polach asked if by accepting the money, are there any conditions that they would expect from Wood County. Yes, we would have to match the dollar amount and the obligation that Wood County

would have to keep this property open for public outdoor recreation in perpetuity. A. Fischer asked if we bonded for this project but did not go through with the project, would we be “on the hook” for that bonding and for the resulting interest charges. C. Schooley stated this is a question for Finance. We do not want it to affect the taxpayer. C. Schooley suggests that Wood County does not bond for the project at this time, and to wait and see if we receive a grant for the project.

Motion is to have the \$1M removed from the 2020 Parks and Forestry CIP request, while continuing to support the project and all grant applications and donation solicitations to fund the Powers Bluff Development Project by A. Fischer, second by M. Hokamp. B. Winch-No. Reason is he does not believe the grand total cost estimate is accurate. Motion carried.

- b. Parks Revenue Report. **Motion to approve the Parks Revenue report by M. Hokamp and second by D. Polach. All in favor. Motion carried.**
- c. Forestry Revenue Report. F. Schubert came forward and gave an overview of May. The results were typical for April and May, because of the time of year when the ground is wet as well as oak wilt restrictions in place contracts. Currently have one active timber sale. Ground conditions have been very wet, causing the contractors to have decreased production rates, and issues with logging machinery and pulp truck access. Logging activity typically picks up in June/July when weather becomes warmer and dryer. The deadline for attending the WCFA conference is tomorrow so its’ best to sign up as soon as possible. **Motion to approve the Forestry Revenue report by D. Polach and second by A. Fischer. All in favor. Motion carried.**
- d. Recommendation of renewals of Wood County Wildlife Advisory Committee Members. **Motion to recommend approval, to the County Board Chairman, of the three current members who applied by D. Polach and second by M. Hokamp. All in favor. Motion carried.**

12. Future Agenda Items

- a. Highway and Parks and Forestry - Unused/Low Use Property
- b. Highway - Sign Shop Workload
- c. Highway - Resolution by Corporation Council for CCAP changes for County Citations

13. Set next regular meeting date: **Tuesday, July 2, 2019 at 8:00 am** at South Park Enclosed Shelter, 7111 South Park Rd., WI Rapids, WI 54494

There is also a Special HIRC Meeting scheduled for **June 17, 2019 at 1:00 pm** at the Wood County Courthouse, 400 Market St., WI Rapids, WI 54495, Room 115

14. Adjournment. Meeting adjourned at 11:06 am.

Signed by, Secretary Marion Hokamp

Marion Hokamp

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



Wood County WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

June 6, 2019

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for June 6, 2019 HIRC meeting

Department Activities

Personnel

Hired three LTE truck operators (two new & one returning); hired four Summer Help employees, (two new and two returning). One Summer Help position was not filled due to lack of qualified candidates. Had several no shows for both LTE & Summer Help interviews.

Commissioner submitted JDQ Salary Classification Reviews to HR. Staff attended Highway Safety Days Training in Stevens Point May 15. Civil Rights Training was held at the WR Highway Shop May 22. Highway's Facebook Page is now live and the Phone Tree will be active in early June. Highway will post project information, detours, and other transportation related information on Facebook Page.

Highway Commissioner and Engineer will attend WCHA Summer Road School Conference in Wis. Dells June 3 – 5.

Highway Projects

Started work on 2019 County Highway Projects and several Town & Municipal projects are under way.

CTH U (STH 54 – S Biron Dr.) Construction YR 2020. Acquisition of R/W ongoing. Condemnation process is underway on four remaining parcels. Still coordinating with Village of Biron on Stormwater Maintenance Agreement.

CTH U (Bridgewater/Classic Development) County work continues on new roadway. R/W documents have been reviewed. Signing & pavement marking plans have been submitted to Highway from Project Engineer/Developer.

Work on CTH N Bridge, near intersection of CTH T, Town of Richfield will begin June 15. CTH N will be detoured. Work on CTH E Bridge in City of Pittsville will begin July 8, CTH E to be detoured.

Highway Maintenance

Spraying roadsides for invasive weeds starts on June 3, will last two weeks.

Crews will begin Chip Sealing county and municipal roads June 3, this operation will last two weeks weather depending.

High Capacity Brine Facility

Wood County will host Winter Tech Talks in October for Statewide Brine and Salt operations.

ATV Plan

Working on final steps to gain WDOT authorization to access STH 73 Bridge for ATV/UTV access. Town of Saratoga will revise ordinance, County to complete permit and erect proper signs. Plan to have open by mid-June.

Three other State Highway Bridge crossings were added to the plan. Will complete permits and erect signs in June and July. (*Ongoing*)

Frac Sand Development

Coulee Frac Sand has received all permits to begin development of frac sand mine in Town of Rock. Commissioner working closely with mine owners on road use agreement. Will finalize negotiations in June. (*Ongoing*)

Equipment

New one-ton trucks and tractor and mower will be put into service in June. Various well-seasoned and outdated equipment and other vehicles will be placed on Wisconsin Surplus website for auction in June.

New sign truck will be delivered to county in June or early July. Training for boom and crane is required prior to use.

Highway purchased 200 – 42” high-reflective safety cones for lane closures on State Highways. This purchase was necessary due to change in recent State policies. Portable Rumble Strips will need to be purchased before 2020 in order to work on State Highways as result of similar state mandate. Both of these purchases were not planned or budgeted. Commissioner and Superintendent to discuss charges with WDOT.

Sign Shop & Work Load

Wood County Highway was delegated as the regional sign distribution county for Central Wisconsin by Wisconsin DOT. This added responsibility has increased the time spent on WDOT work significantly. In addition, Wood County has also been selected to perform corridor sign replacement projects for WDOT. (First one is STH 80 from Necedah to Marshfield.)

This has a enormous benefit and drawback at the same time. Highway has more billable hours to non-county functions, however our sign coordinator is battling to stay on top of the required County duties. The risk and responsibility that comes with signing road ways, detours, and work zones calls for specialized training and equipment. Highway assigns temporary help to the sign coordinator however with the new sign truck having a boom crane and specific training for any employee who operates the truck, it is the Commissioners desire to assign two dedicated staff to the sign shop. *Agenda Item.*

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues

Revenues are as anticipated.

Expenses

Expenses are as anticipated.

Other

The audit went very smoothly for the Highway Department. There were no issues.

I attended training with the State for a new online system of inputting their required annual surveys and financial reports. I am now in the process of completing those reports.

At last month's meeting, the HIRC elected to change the format of the monthly voucher listing. The decision was made to have Highway staff prepare an "Executive Summary" (E.S.) of the voucher listing, rather than the detailed report that has come off Dynamics. The E.S. would be produced in Excel. Finance has traditionally been opposed to any accounting reports being presented to the oversight committees when those reports do not come directly off Dynamics.

Though I was not at the meeting, I became aware of the request afterwards. Per County Board Resolution 16-2-1 and the attached "Control Environment" document, I have been ordered to maintain a direct line of communication with Finance. In addition, if I "fail to follow directives" of the Finance Department with regards to my "internal control responsibilities", the "Finance Director in conjunction with department heads has authority to enforce and hold [me] accountable". (Please see attached).

Therefore, in that role, I informed Finance of the Committee's decision. At our Accountants' Meeting the following week, Marla Cummings, Finance Director, again stated that Finance's

position is that Committee reports should come directly off Dynamics. Supervisor Donna Rozar attends the Accountants' Meetings and said that any deviation from that practice would be a policy change and require Executive Committee approval. She planned to put it on the next Executive Committee agenda. After the meeting, I e-mailed Chairman Fischer with the results of the Accountants' Meeting discussion. He responded that he would be putting this subject back on the next HIRC agenda, rather than the Executive Committee agenda.

At this point, my office and I were and are no longer involved in the issue. Our non-involvement is because of a paragraph in the Control Environment document that reads as follows:

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

My office looks forward to a speedy resolution of this issue so that we can continue to provide the HIRC with useable and desirable reports.

WOOD COUNTY

5

RESOLUTION# 16-2-1

ITEM# 1-1

DATE February 16, 2016

Effective Date February 16, 2016

Introduced by Executive Committee
Page 1 of 1

Committee

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

		NO	YES	A
1	Nelson, J		<input checked="" type="checkbox"/>	
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T		Absent	
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Cleandinning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

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

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

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

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

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

WHEREAS, it was determined through discussions involving accountants, department heads and oversight committees that the development of a comprehensive accounting policy statement would provide the structure, authority, responsibilities, standards and procedures needed to provide the basis for high level financial record-keeping and reporting, and

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

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

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

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

TRENT MINER (Chair)

PETER HENDLER

DONNA ROZAR

HILDE HENKEL

LANCE PLIML

Adopted by the County Board of Wood County, this

16th

day of

February 20 16

Cynthia Cepress

County Clerk

Trent Miner

County Board Chairman

106-78

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

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

1.1.5 ACCOUNTABILITY

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

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

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

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

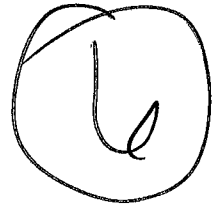
Any financial record keeping and reporting requested or directed to the Head Accountants or any staff of the County by Department Heads, Elected Officials and/or outside parties can be brought to the Finance Director for final agreement or disagreement. Resolution of any disagreements will be between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

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



Parks & Forestry Committee Reports

June 6, 2019



Director Report, by Chad Schooley

- I have included the cost estimates for the 4 phases of the Powers Bluff Development Project. These were presented to the committee last year. Supervisor Winch stated he has not seen any cost estimates, which is why I have included them again.
- Met with F. Schubert, J. Eswein, and H. Hiles at the South Bluff single track trail location. Discussed future steps of trail signage, safety measures, trail head location, parking options, maintenance agreements, and next steps. J. Connor from P&Z is assisting with mapping the current trails.
- I presented the "History of Wood County Parks" to the North Wood County Historical Society. Much of the information that I used was from a booklet, which I have included in your packet, entitled Wood County Parks In The Making 1935-1951 A Depression-Born Development For Your Leisure and Recreation, which was authored by Ralph Schroeder, Historian. Information for this booklet was provided by the early pioneers of the Parks System in Wood County, as identified on the last page of the booklet. We all can thank these individuals for their foresight and recognition of the value that public outdoor recreation areas add to our County!
- Discussed future outdoor recreation opportunities in Wood County with Jim Webster, Ho-Chunk Casino, Jason G. P&Z, and Chairman Machon.
- Met with group discussing unused/low used county owned property. This will be an agenda item.
- Attended Department Head Meeting
- Attended CPR/AED training offered by HR Department
- Attended Exec. Meeting to discuss CIP items for 2020.

May: 39 shelter reservations, All park areas open on May 1st.

Special Use Permits

- N/A

Construction Supervisor Report, by Dennis Quinnell

Current Projects

- White Beach Remodel; we will have 2 restrooms open for the summer as we continue to work on the food prep area and the other restroom. Eagle construction has been working on the shelter areas and has the roof on and the concrete poured. Their portion is expected to be complete by June 10th. WP&L has buried the service to the building. The septic system is going out for quotes with replacement occurring in September.
- The new septic installation at the Dexter Campground overflow has been postponed until later in June.
- The ATV camping in Dexter Park is ongoing. The camp pads are being graded. The wet conditions of this spring have caused us to wait on the electric pedestals until the ground water recedes a little.

Maintenance Operations

- All parks are functioning and staffed at this time. The staff are cleaning, weeding, brushing, mowing and etc.
- Because the ATV trail shelter is reservable, we are doing some minor upgrades; such as removing the shutters and painting the buildings. We are considering more upgrades in the near future.

Employee Matters

- May 8th I took the lead workers to Adams County for a Blue-Green Algae training. The seminar was informative and well received.

Other

- The old shop at South Park was not removed by the high bidder through Wisconsin Surplus Online, and so we kept the performance bond. We will try to sell the building on auction one more time. If it is not purchased, we will contract someone to remove it.

Office Supervisor Report, by Sandra Green

Snowmobile

- Working on 2nd billing for the year. Most clubs have their information submitted in SNARS, I will then go in and review and approve to move them to the State of WI DNR.
- Working with DNR to determine the exact miles of funded and non-funded trails in Wood County.

ATV

- Attended Wood County ATV Trail/Route Implementation meeting on May 9th at the Courthouse.
- Items related to the "Wood County ATV/UTV Trail & Route Ribbon Cutting Ceremony" on June 5th at the Ho-Chunk Gaming Nekoosa.
 - a. I created and sent out a News Release.
 - b. I created an agenda.
 - c. I put together an e-mail distribution list for contacts to send out. This list includes all dignitaries, county board supervisors, all fire departments and first responders, businesses, township, village and city representatives and supervisors, as well as the Governors and Senators. This list includes approximately 180 individuals.
 - d. For those that did not have an email list, I physically sent them an invite.
 - e. Created the event on Facebook.

- f. Advertised the event on Facebook, Instagram and our website.
- g. Created and distributed a flyer.
- h. Had the event agenda emailed to all Wood County Employees.
- i. Met with Krista Coon, Jason G., at our office to discuss the event.
- j. Met with a small committee at the Ho-Chunk Gaming Nekoosa Casino to discuss the details of them hosting this event.

Office

- We received our 2019 Summer Brochure. We did need to pay \$100 to assist with the printing of the brochures. This has been free for the past several years.
- Disc Golf passes are going well. So far, we've sold 75 Daily, 54 Annual, 5 Family passes.
- Put together the summer 2020 camping reservation date information for IT.
- Completed a Power Point Presentation on "The History of Wood County" with Chad.
- Ran special from 5/12 to 5/19 for the Military Appreciation week. Went very well. Self-registration only.
- Attended the monthly Accountant's meeting at River Block on May 16th at 1pm.
- Attended Civil Rights Training on May 21st at the Highway Dept. at 7am.
- Attended the Wellness Committee meeting and took on May 21st at the Courthouse at 1pm.

Powers Bluff Fundraising

- Received a \$200 donation from Marshfield Convention & Visitor's Bureau.
- Still looking for donations! We are accepting donations of new items & new/unused homemade items to fill donation baskets for the Powers Bluff Development Project!

WOOD COUNTY PARKS & FORESTRY DEPARTMENT

REVENUE SUMMARY 2019

MAY REVENUE - JUNE HIRC

BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2019	YTD REVENUE 2018	MAY REV 2019	MAY REV 2018	ACTUAL REV 2018
\$ 300,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33	\$ 109,772.76	\$ 95,754.53	\$ 34,062.12	\$ 20,009.14	\$ 286,847.73
\$ 96,000.00	Camping Self-Registration	\$18/\$21/\$23/\$26/\$33	\$ 8,961.14	\$ 9,708.05	\$ 8,889.10	\$ 9,427.49	\$ 73,946.89
\$ 30,000.00	Campground Firewood Sales	\$6 per rack	\$ 3,192.42	\$ 1,472.99	\$ 3,192.42	\$ 1,472.99	\$ 28,443.17
\$ 7,000.00	Ice	\$3 (7 lbs.) /\$6 (20 lbs.)	\$ 258.77	\$ 153.52	\$ 258.77	\$ 153.52	\$ 6,732.68
\$ 1,200.00	Non-Camper Dump Fee	\$7	\$ 59.72	\$ 39.81	\$ 59.72	\$ 39.81	\$ 1,257.63
\$ 900.00	Camper Storage Fee	\$15/wk - \$60/mo	\$ 127.96	\$ 127.96	\$ 127.96	\$ 127.96	\$ 893.84
\$ 550.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$ 20.85	\$ 14.22	\$ 20.85	\$ 14.22	\$ 549.77
\$ 54,600.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	\$100/\$150/\$175/\$200/\$225	\$ 19,493.45	\$ 17,445.43	\$ 971.55	\$ 2,990.51	\$ 49,147.90
\$ 2,750.00	Shelters - Open (DX, SP, RSBP)	\$75/\$125	\$ 2,974.88	\$ 1,848.31	\$ 379.15	\$ 189.57	\$ 2,322.53
\$ 1,000.00	General Park User Fees (outside of normal shelter fee areas)	\$50 / \$10 per picnic table	\$ 663.50	\$ -	\$ 47.39	\$ -	\$ -
\$ 15,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$10/\$15/\$250/\$450/\$500	\$ 24,897.20	\$ 12,254.79	\$ -	\$ -	\$ 12,681.33
\$ 1,500.00	X-Country Skiing	\$5/daily; \$15/annual; \$40/family	\$ 1,855.63	\$ 1,035.02	\$ -	\$ -	\$ 1,314.64
\$ 7,500.00	Disc Golf	\$2 / \$4 / \$20 / \$40 (2019 Inc.)	\$ 1,082.15	\$ -	\$ 1,082.15	\$ -	\$ -
\$ 2,000.00	Parks Pulpwood	Market Price	\$ -	\$ -	\$ -	\$ -	\$ 20,618.38
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	\$ 4,028.43	\$ 5,819.58	\$ 2,222.75	\$ 5,743.76	\$ 18,953.15
\$ 1,500.00	45123 - Violations (non-tax)	\$50.00	\$ -	\$ 50.00	\$ -	\$ 50.00	\$ 777.94
\$ 10,000.00	Miscellaneous*		\$ 4,738.56	\$ -	\$ 4,488.15	\$ -	\$ 7,370.00
\$ 540,000.00			\$ 182,127.42	\$ 145,724.21	\$ 55,802.08	\$ 40,218.97	\$ 511,857.58
Misc. *PB Land Rental, General Donations, Gift Certificates, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
BUDGETED REVENUES	SOURCE	FEES	YTD REVENUE 2019	YTD REVENUE 2018	MAY REV 2019	MAY REV 2018	ACTUAL REV 2018
\$ 5,000.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$ 759.75	\$ 1,682.80	\$ 200.00	\$ -	\$ 5,479.80
\$ 385,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships)	CONTRACTED	\$ 144,833.01	\$ 181,064.34	\$ 54.00	\$ 9,934.86	\$ 435,697.88

**FOREST ADMINISTRATOR
REVENUE REPORT & TIMBER SALE BALANCES
MAY, 2019**

CONTRACT	TRACT	CONTRACTOR	CONTRACT AWARD AMOUNT	CONTRACT AWARD DATE	CONTRACT EXPIRATION DATE	\$ RECEIVED CURRENT MONTH	AMOUNT BILLED TO DATE CURRENT YR	AMOUNT RCVD TO DATE CURRENT YR	ENDING MONTH BALANCE
719	9-13	SCHREINER	47,060.00	10/03/13	03/31/20		\$0.00	\$0.00	\$0.00
724	14-13	FUTUREWOOD	28,856.00	06/05/14	03/31/20		\$0.00	\$0.00	\$0.00
741	8-15	THURS LOGGING	23,936.00	04/07/16	03/31/20		\$3,417.68	\$3,417.68	\$0.00
744	2-16	DELANEY FP	26,079.50	04/07/16	03/31/20		\$0.00	\$0.00	\$0.00
745	3-16	FUTUREWOOD	15,157.50	04/07/16	03/31/20		\$0.00	\$0.00	\$0.00
748	5-16	FUTUREWOOD	18,522.10	10/06/16	10/15/19		\$0.00	\$0.00	\$0.00
749	6-16	FUTUREWOOD	33,638.00	10/06/16	10/15/19		\$0.00	\$0.00	\$0.00
758	13-16	FUTUREWOOD	37,074.50	11/14/17	12/31/20	CREDIT	\$14,768.80	\$15,407.25	\$638.45
759	15-16	VERSO	35,935.00	04/04/18	03/15/21		\$0.00	\$0.00	\$0.00
761	4-18	VERSO	36,625.00	07/07/18	06/01/20		\$0.00	\$0.00	\$0.00
762	4-17	FUTUREWOOD	14,431.60	11/14/17	12/31/19		\$0.00	\$0.00	\$0.00
763	5-17	LAMBERT FP	27,582.50	11/14/17	12/31/19		\$0.00	\$0.00	\$0.00
764	6-17	FUTUREWOOD	14,091.00	11/17/17	12/31/19		\$0.00	\$0.00	\$0.00
765	2-17	FUTUREWOOD	16,850.05	07/02/18	06/01/21		\$23,420.66	\$23,420.66	\$0.00
766	7-17	YODER LOGGING	6,120.00	07/02/18	06/01/20		\$0.00	\$0.00	\$0.00
767	2-18	WIITALA & VOZKA	37,800.04	07/07/18	06/01/20		\$0.00	\$0.00	\$0.00
769	4-18	LAMBERT FP	64,706.00	07/07/18	06/01/20		\$0.00	\$0.00	\$0.00
770	6-18	LAMBERT FP	64,706.00	07/07/18	06/01/20		\$0.00	\$0.00	\$0.00
771	3-18	YODER LOGGING	64,671.00	07/07/18	07/01/21		\$0.00	\$0.00	\$0.00
773	7-18	KOERNER	22,990.00	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
774	8-18	LANDWEHR	33,736.00	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
775	9-18	COUNTRY F.P.	37,260.00	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
776	10-18	FUTUREWOOD	15,998.00	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
777	1-19	KOERNER	38,680.50	03/29/19	04/01/21		\$0.00	\$0.00	\$0.00
755		FIREWOOD				60.00	\$0.00	\$0.00	\$0.00

Payments received this month SUB TOTAL: \$ 60.00

10% Town Revenue: \$6.00

90% County Revenue: \$ 54.00

Total County Forestry Revenue for this month: \$ 54.00

Jobs Finished

Jobs Continuing

Jobs Gone Inactive

2019 Budgeted Revenues \$385,000

2019 Forestry Revenue to date: \$ 144,833.03

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

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Central Wisconsin State Fair
Board of Directors Minutes
Monday, April 15th, 2019 at 7:00 PM

ROLL CALL: Dale Christiansen, Peggy Sue Meyer-Miller, Vicki Selz, Jeff Viergutz, Eric Voight, Nick Wayerski, Scott Karl, Chris Jockheck, Bob Ashbeck, and Brian Varshow. Members from the public: Ashlee Sayre and Steven Okonek.

The meeting of the Central Wisconsin State Fair Board was called to order at 7:05pm in the Fair office building at the Central Wisconsin State Fair Grounds.

Public Comment: Explore Marshfield had a representative at the meeting. No public comment was made.

Approval of Minutes: Minutes from the April meeting were presented. Bob Ashbeck made a motion to accept the minutes from the 04/15/19 board meeting and Scott Karl seconded, all approved.

Financial Report: Finance and profit and loss reports for the Fair and Fair Park Management accounts were given to the Board. There was a meeting with Forward Financial to discuss the Fair's accounts and loans. There was discussion about snow removal and grounds utility fees. Damages to the Hockey building and fence were also discussed. Chris Jockheck made a motion to accept the financial report and Nick Wayerski seconded, all approved.

Executive Director's Report: Current insurance policies for the Fair and event rentals were discussed. Dale presented a new animal welfare policy to be adopted and added to the current CWSF's policies. Chris Jockheck made a motion to adopt the new Animal Welfare Policy and was seconded by Vicki Selz with amendments to be made at the next board meeting, all approved. Possible amendments were discussed by the board and will be discussed at the May meeting. Dale discussed the meeting he attended in South Dakota, the upcoming events, and other office/grounds related projects. Additional office help will need to be discussed in future.

Jr. Fair Report: No report at this time.

Commission Report: No report at this time.

Committee Reports:

1. **Draft Horse Committee:** No report at this time.
2. **Fairest Committee:** April 28th is the Fairest Breakfast from 7:30 – 11:30 AM. Fairest interviews and Fairest Coronation are coming up as well. They are currently accepting raffle donations for the coronation.
3. **Building and Grounds:** Winter Storage Removal went smoothly. We allowed additional storage in the Sheep & Swine Barn for an additional fee for an additional month. Scott stated that the train engine has been fixed, but other repairs need to be addressed.
4. **Fair Park Management:** Getting price quotes on window repairs on the Round Barn. Sills and barn doors are rotted and will need to be replaced/rebuilt and are working with the Historical Society on the details. Looking at removing all shutters if possible as this a main cause for the rotting sills. A garage door on the Expo I building had caved in from the snow this winter, and will be replaced in May.

5. Sponsorship: Meeting with Partners Bank is scheduled and additional meeting are being scheduled.
6. Marketing: No report at this time.

Old Business:

1. Spring District Meeting: Everything went well. Learned a lot about UW Extension policies and procedures.
2. Talent Show: Donna Thompson is looking to head the new Talent Show for the Fair with the possible help from the Chestnut Center for the Arts.
3. The Awakening: Working with the City Inspector to go through the barn, blue prints, ext. Funding is needed.
4. Grandstand: Issues with booking a National Country act. Looking at the possibility of booking a larger regional act instead. Currently we have VicFerrari on Tuesday night, Wednesday night is possibly the Talent Show, Thursday is TBA, Friday is a National Rock act, Saturday is the two Monster Truck Shows, and Sunday is the Demolition Derby with a new promoter. The board discussed other possibilities for grandstand and grounds entertainment.

New Business:

1. Budget: The budget was presented at the March meeting. Nick Wayerski made a motion to postpone the approval of the budget until the May meeting. Jeff Viergutz seconded the motion, all approved.
2. New Event: Horse Powered Weekend in July. Semi Show/convoy with the possibility of a parade, CWSF Draft Horse Show, and Parish Pull all during the same weekend to fill the Fairgrounds. Proceeds from the Semi Show would go towards a charity. Dale met with Dan with the Parish Pull to discuss each event's details.

Agenda items for next meeting:

1. Animal Welfare policy
2. Budget
3. Voting on new Board Secretary and Treasurer.

Adjournment: Bob Ashbeck made a motion to adjourn and Vicki Selz seconded the motion, all approved. The meeting was adjourned at 8:36 PM.

Respectfully submitted by,
Ashlee Sayre, CWSF Office Administrator
Nick Wayerski, CWSF Secretary

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Fairgrounds Commission Minutes
Meeting of September 19, 2018
Fair Office

Called to order at 5:33 by Mike Feirer

Present: Commissioners Mike Feirer, Tom Buttke, Ken Curry, Bill Winch, Bob Ashbeck, Chris Jockheck. Also in attendance: Dale Christainsen, Justin Casperson.

Minutes from August 1, 2018 meeting approved, 1st-Buttke, 2nd-Curry

No citizens comments, Bob Ashbeck presented comments from Scott Karl regarding poor conditions of windows in Round Barn.

Financial report: No changes, no bills to pay.

Central Wisconsin State Fair report- Dale Christainsen,

Attendance very affected by daily weather, setup situation with Carnival a concern, working with them for next year; Will keep fair dates, felt new events well received, one downside-- bathroom vandalism.

Building report – Round Barn doors need attention, fair board will be looking at repairs needed, many windows also need repair. Dale and Mike will look at those repairs and will look at all buildings for future repairs.

(Bob left meeting at 6:12)

Discussion on new lights on Round Barn. Concern that work done without Commission agreement, also discussion on LED bulbs.

Motion by Buttke, 2nd- Winch to pay for half of purchase of LED bulbs, Yea- 2, Nay- 3, motion failed.

Motion by Jockheck, 2nd-Feirer to pay for half of bill to replace lights on exterior on Round Barn with stipulation that all future work requests and bids come to Commission first for approval. Yea-3, Nay-2, motion passed.

Parks and Recreation report- Justin Casperson,

Discussion on Campus Master Plan, no changes, but one suggestion was to reference control of repair work in future regarding Historical designation of Round Barn (page 9). This will be noted and inserted in future update.

Motion to accept by Curry, 2nd - Winch, approved.

Next meeting -December 1,
Adjourned at 6:50.

Respectfully submitted,
Chris Jockheck, Secretary

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Draft
South Central Library System Board of Trustees Minutes
04/25/2019, 12:15 p.m.
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718
Badger and Chester Rooms

Action Items:

Approved the new ETF resolution for employer update to Wisconsin public employers' group health insurance program.

Present: N. Brien, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, J. Honl, N. Long, M. Meloy, K. Michaelis, M. Nelson, P. Nelson, G. Poulson, T. Walske, A. Weier, C. Whitsell, K. Williams

Absent: M. Hokamp, A. Pawlak

Excused: A. Bhasin, N. Hughes

Recorder: H. Moe

SCLS Staff Present: M. Van Pelt

Call to Order Time: 12: 15 p.m. J. Healy-Plotkin, President

a. Introduction of guests/visitors:

i. Joan Honl, Portage County Representative and Gary Poulson and Theresa Walske, Dane County Representatives were introduced

b. Changes/additions to the agenda: None

c. Requests to address the Board:

i. None

Approval of previous meeting minutes: 03-28-2019

a. Changes or corrections: P. Cox noted he was not present at the March 2019 meeting.

b. Approved by motion: C. Whitsell moved approval of the 03-28-2019 minutes. A. Weier seconded. Motion carried.

Bills for Payments:

i. Motion: K. Michaelis reviewed the bills for payment in the amount of \$483,973.27 and moved approval. Motion seconded.

ii. Discussion: None

ii. Vote: Motion carried

Financial Statements:

M. Van Pelt discussed the 2018 library visit trends summary.

A board member inquired how many libraries in SCLS are fine free. A list is being created and will be available to the member libraries. The total number of fine free libraries is currently 12 and this does not include fees for damaged or lost items.

Committee Reports:

a. Advocacy: M. Nelson noted the appropriation committees are taking public comments on the budget and now would be a good time to discuss library requests with them.

Action Items:

- a. Approve new ETF resolution for employer update to Wisconsin public employers' group health insurance program.
 - i. Motion: C. Whitsell moved approval of the ETF resolution. A. Weier seconded
 - ii. Discussion: None.
 - iii. Vote: Motion carried.

SCLS Foundation Report:

M. Van Pelt noted the Foundation board will chose the Cornerstone recipient as well as disbursement of 2019 funds at this month's meeting.

System Director's Report: The Portage Public Library is interviewing for a library director. The Spring Green director is resigning in August and an ad has been posted. Columbus is looking for a new director because Cindy Fesemyer has accepted the Adult Programming and Community Engagement position at DPI.

Discussion: None

Administrative Council (AC) Report:

The AC met April 18, 2019. You may view the minutes online.

Other Business: None

Information Sharing: N. Brien noted if the board members receive an email from Judy Ashford, please note her email has been hacked.

The Lakeview Library has hired a teen librarian.

Today is A. Weier's 49th wedding anniversary!

Adjournment: 1:13 pm.

For more information about the Board of Trustees, contact Martha Van Pelt

BOT/Minutes/4-25-2019