

AGENDA FOR AUGUST 20, 2019 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM

CALL TO ORDER

ROLL CALL

INVOCATION: County Clerk Miner

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

Recognition of Long Term Employees

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

Jonette Arms – ADRC-CW Annual Report

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

SET DATE FOR NEXT COUNTY BOARD MEETING – September 17, 2019

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS
July 16, 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 July 16, 2019.

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

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

Excused was Hamilton.

Vice Chair Rozar gave the invocation and led the Pledge of Allegiance.

County Clerk Miner asked the previous meetings minutes be amended to show the appointments that were made at the June meeting. Those appointments were: 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. Motion by Breu/Leichtnam to approve the amended minutes of the previous meeting. Motion carried by voice vote.

Motion by Breu/Leichtnam to approve the following appointments: Board of Adjustments – 3 year term - Lance Pliml, Mark Holbrook, & James Tremelling. Motion carried by voice vote.

Public Comment was taken from a resident requesting the status of the Town of Port Edwards water resolution.

Chairman Machon recognized and acknowledged Jesse Austin from Wisconsin Rapids Community Media on his recent retirement. A certificate of thanks was presented on behalf of the Wood County Board.

**SPECIAL ORDER OF BUSINESS
FARM TECHNOLOGY DAYS AND EXTENSION UPDATE**

Wood County Ag Educator Matt Lippert gave an update on the successful Farm Technology Days, held in Wood County in 2018. The excess funds have been distributed to various entities and total over \$300,000. A framed aerial photo of the event was presented to the board from their Executive Committee.

Extension Area Director Jason Hausler presented highlights within their 2018 Annual Report. Hausler stated that the numerous volunteers across their many programs are what make Extension work and the importance of the educators being out in the field as much as possible.

Referrals were noted.

Committee minutes presented: Executive, Wellness Board.

RESOLUTION 19-7-1

Introduced by: Health & Human Services & Executive Committee

INTENT & SYNOPSIS: To amend the 2019 budget for Veterans Relief with a transfer of available appropriations from fund balance.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed in the Veterans Relief account is available in a non-lapsing fund balance, and the adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
54710	Veterans Relief		\$3,825
34210	Fund Balance	\$3,825	

Motion by Fischer/Clendenning to adopt Resolution 19-7-1. Motion carried unanimously. Excused was Hamilton.

RESOLUTION 19-7-2

Introduced by: Executive Committee

INTENT & SYNOPSIS: To authorize out-of-state training and travel for the Finance Director and the Deputy Finance Director.

FISCAL NOTE: \$2,500 for travel expenses and registration fee

Motion by Feirer/Zaleski to adopt Resolution 19-7-2. Motion carried unanimously. Excused was Hamilton.

RESOLUTION 19-7-3

Introduced by: Executive Committee

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

FISCAL NOTE:	Offered Amount	\$21,100.00
	R.E. Taxes	(6,437.06)
	<u>Tax Deed Expense</u>	<u>(2,708.34)</u>
	GAIN	\$11,954.60

Motion by Clendenning/Breu to adopt Resolution 19-7-3. Motion carried unanimously. Excused was Hamilton.

Committee minutes presented: Health & Human Services, Public Safety.

RESOLUTION 19-7-4

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To provide for unanticipated revenue from the Bureau of Traffic Safety, housed with the Wisconsin Department of Transportation's Division of State Patrol, to finance additional patrol for speed, seat belt and reckless driving enforcement through September 2019.

FISCAL NOTE: The costs to be funded in the 2019 budget are in lines 101-2504-52140-000-115 (Traffic Police Overtime). The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
52140	Sheriff Traffic		\$20,000
43521	State Traffic Aids	\$20,000	

Motion by Feirer/Fischer to adopt Resolution 19-7-4. Motion carried unanimously. Excused was Hamilton.

RESOLUTION 19-7-5

Introduced by: Public Safety Committee

INTENT & SYNOPSIS: To cancel stale dated checks as recommended by the auditors. Said checks from Wood County Jail inmate account as per office of the Wood County Sheriff.

FISCAL NOTE: As per resolution – Total to be cancelled \$156.58

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

Committee minutes presented: Conservation, Education, & Economic Development, Golden Sands RC&D.

RESOLUTION 19-7-6

Introduced by: Conservation, Education, & Economic Development Committee

INTENT & SYNOPSIS: To approve an amendment to the Town of Grand Rapids Zoning Ordinance.

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 Clendenning/Breu to adopt Resolution 19-7-6. Motion carried unanimously. Excused was Hamilton.

Committee minutes presented: Judicial & Legislative, Criminal Justice Task Force, Highway Infrastructure & Recreation Committee, Aging and Disability Resource Center of Central Wisconsin, Central Wisconsin State Fair Board of Directors, McMillan Memorial Library Board of Trustees, South Central Library Board of Trustees, Wood County Library Board.

RESOLUTION 19-7-7

Introduced by: Wood County Board of Supervisors

INTENT & SYNOPSIS: Relating to the Life and Public Service of Gary Allworden

Motion by Leichtnam/Breu to adopt Resolution 19-7-7. Motion carried by voice vote. The board stood for a moment of silence in respect of former Supervisor Allworden's passing.

SPECIAL ORDER OF BUSINESS 2018 PARK & FORESTRY ANNUAL REPORT

Parks & Forestry Director Chad Schooley presented a PowerPoint highlighting activities and various events held within the parks in 2018. Statistics of usage and financial details were presented for review.

Motion by Fischer/LaFontaine to adjourn. Motion carried at 10:41 a.m. Next scheduled county board meeting is August 20, 2019.

Trent Miner
County Clerk

REFERRALS FOR AUGUST 20, 2019 – COUNTY BOARD

- Resolution from Winnebago County supporting a National Estuarine Research Reserve designation for Northeast Wisconsin. Referred to Judicial & Legislative Committee
- Resolution from Winnebago County supporting an increase in Child Support funding. Referred to Judicial & Legislative Committee
- Resolution from Door County requesting the Wisconsin Legislature to end the use of personal conviction waivers for school and day care center immunizations. Referred to Judicial & Legislative Committee and Health Officer/Director Kunferman.
- Resolution from Burnett County supporting Governor Ever's proposed Medicaid expansion. Referred to Judicial & Legislative Committee

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EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, July 9, 2019
TIME: 8:00 a.m.
PLACE: North Wood County Park – Shelter House
Arpin, WI

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

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

The meeting was called to order by Chair Machon.

Public Comment – Supervisor Clendenning mentioned no one from Wood County attended the National Association of Counties (NACO) annual conference so “it is silly” to continue to pay to be a part of this organization.

Consent Agenda

Pages 14, 20, 28, 33, 41, 43, 46, and 47 were pulled from the consent agenda for discussion.

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

Supervisor Winch asked for clarification regarding the Finance Director’s Detailed Income Statement.

Supervisor Fischer asked if the HR Generalist position does more than recruiting. Director McGrath confirmed that, “yes”, the position has additional responsibilities. Because of the number of positions open, there has been increased recruiting activity this month which is reflected in the comments.

Fischer asked for clarification regarding the Marshfield City Hall meeting Facilities Manager Van Tassel noted in his Letter of Comments. Van Tassel indicated the remodel deadline is 10/14/19. Van Tassel also indicated Norwood and Edgewater are beginning implementation of a Facility Software to replace their current software which is covered in the Information Technology’s budget.

Page 33 will be discussed as part of an agenda item.

Clendenning questioned charges as part of Finance’s Report of Claims for UW Marshfield Signage. Cummings indicated Wood County received full reimbursement for these amounts.

Supervisor Polach questioned HR Director’s Report of Claims regarding payout claims having redacted information. McGrath indicated she questioned this as well and was instructed that the Vendor Name column must be completed.

Winch questioned PEHP discontinuation as related to a payment. Clarification was made that PEHP was discontinued for new employees.

Winch asked for a break-down of the cleaning expenses which Van Tassel provided.

Clendenning asked for clarification regarding a charge labeled CH Security from Water Works and Lighting. Van Tassel indicated the charge is related to a meter fee and not related to CH Security.

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

Machon reported that the realtor indicated due to MLS (Multiple Listing Service) affiliation, there must be a price listed for the 12th Street property.

Motion (Fischer/Rozar) to proceed with the recommendation from the Realtor to reduce the asking price to \$500,000 for the sale price of the 12th Street property. Motion carried unanimously.

Van Tassel distributed an updated report from National Renewable Energy Laboratory (NREL) in correlation with the update on SolSmart. Van Tassel indicated the first Solar Committee meeting will be Friday 7/12/19.

Rozar reported received nine responses were received from County Board members to the recent County Strategic Plan survey. The responses were surprisingly consistent eliminating the need for another survey to prioritize the responses. The next step will be to have Department Head input.

Treasurer Gehrt stated she recently met with the fiscal staff at the Marshfield City Hall area and is disappointed with the area offered due to its lack of security. She is considering options in collecting taxes in Marshfield.

Gehrt presented a resolution to accept offer of sale of tax deed property.

Motion (Rozar/Clendenning) to accept the resolution to accept offer of sale of tax deed property. Motion carried unanimously.

Cummings introduced Ed Newton, the new Deputy Finance Director

Rock Larson presented a resolution to amend the 2019 budget for Veterans Relief with a transfer of available appropriations from fund balance.

Motion (Fischer/Clendenning) to accept the resolution to amend the 2019 budget for Veterans Relief with a transfer of available appropriations from fund balance. Motion carried unanimously.

Cummings presented a resolution for out-of-state training and travel for the Finance Director and the Deputy Finance Director. Machon questioned the source of the money, stating clarification should be included that the money is from the Finance Departmental budget, specifically.

Motion (Clendenning/Curry) to accept the resolution for out-of-state training and travel for the Finance Director and the Deputy Finance Director. Motion carried unanimously.

Cummings provided the Debt Calendar to the Committee.

Machon distributed to the Committee a draft of his proposed budget parameter letter. Discussion ensued.

Motion (Fischer/Curry) to update the parameters letter as indicated. Motion carried unanimously.

Director Cummings indicated the 2020 Budget item will stay on the agenda till the budget is finalized. New budget software will be available to Department Heads on July 19th so the deadline will be extended until August 19th.

Wellness Board Chair Kunferman presented the Committee with a Wellness Program Policy that encompassed all previously approved policies as well as a new appeal process. Kunferman stated there was one additional revision to the policy to add that "employees who miss deadlines and are deemed ineligible for the premium incentive will

still be allowed to earn the quarterly cash incentives". Kunferman clarified that the appeal included in the policy is for missed deadlines. Supervisor Fischer stated he has not been shown a clear return on investment with the Wellness Program. Discussion ensued at length.

Motion (Fischer/Clendenning) to disband the Wellness Board effective immediately, have the Wellness Coordinator report directly to the Executive Committee, and have Human Resources investigate other alternatives to conducting a Wellness Program with a fiscally prudent mindset. Motion carried. Voting no: Curry, Rozar, Machon.

Supervisors questioned if there should be a vote on the policy brought forward by the former Wellness Board. Supervisory Curry inquired if there would be any adverse action if the policy is not passed today and the consensus was that there would not be.

Motion (Clendenning/Rozar) to approve the Wellness Program Policy brought forward by the former Wellness Board. Motion (Fischer/Polach) to table the policy for two months to allow Human Resources to complete their investigation into options for the Wellness Program. Motion to table carried. Voting no: Curry (didn't feel like he had enough information)

Break at 9:13 a.m. Reconvene at 9:23 a.m.

Chair Machon thanked the former Wellness Board members for their work over the years.

Human Resources (HR) Director McGrath presented a summary of the responses gathered from a survey that was distributed to all County employees regarding their preferences for the County Health Insurance Plan.

McGrath introduced Tim Deaton of the Horton Group. Mr. Deaton presented the Committee with renewal projections for 2020 as well as some plan options that would align with the results of the employee survey. Discussion ensued.

Motion (Rozar/Clendenning) to add the alternative embedded High Deductible Health Plan (HDHP) into the County Health Insurance Plan options. Motion carried. Voting no: Fischer

McGrath presented a summary of the proposals received to the Committee regarding the RFP for the Classification and Compensation Study. McGrath explained there were six proposals received out of sixteen RFPs distributed. McGrath stated three of the proposals came in under \$100,000 and three of the proposals came in over \$100,000. Discussion ensued.

Motion (Clendenning/Fischer) to have the three firms that submitted proposals under \$100,000 meet with the Committee on a date to be determined by McGrath. Motion carried unanimously.

Fischer asked Machon to explain the meeting listed in item 1 on the Administrative Coordinator's Report. Machon explained that the meeting was a very general conversation with the Finance Director and Financial Advisor in which they discussed different options to get to a level debt service each year. Furthermore, Fischer requested additional information on item 3 of the same report. Machon explained that Terry Whitmore, a board member of REGI, contacted him and asked if they could meet to discuss what REGI does.

Rozar stated that Bob Moore, Investment Advisor, used to come to Executive Committee meetings and present about County investments. Rozar stated that she believed this was very beneficial and informational to the understanding of the County's investments. The Committee directed Treasurer Gehrt to invite Bob Moore to a future Committee meeting.

Agenda items for next meeting: Funding for Jail Study

Consider agenda items for next meeting (will add this as an agenda item)

The next regularly scheduled Committee meeting is Tuesday, August 6, 2019 at Edgewater Haven.

The Chair declared the meeting adjourned at 10:24 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

July 9, 2019

NAME (PLEASE PRINT)	REPRESENTING
REUBEN VANTASSEL	MAINT.
ED NEWTON	FINANCE
AMY KAMP	IT
Bill Clendinning	WC B #15
Adam G. Fischer	WC B #5
DENNIS POLACH	WCB- # 14
Tim Deaton	Horton Group
Sue Kuperman	Health Dept.
Kim McPrath	HR
Adam Fandre	WELLNESS
Kelli Winnell	HR
BILL WINCH	WC B #9
JODI LUBECK	BILL'S ASSISTANT
Marla Cunniff	Finance
Heather Gehrt	Treasurer
Jode Pingel	HR
Brandon Vruwink	WCHSD
Shawn Becker	WOSO
Jordan Bruce	Norwood
RANDAL DORSTHORST	WOSO
Rock Larson	VETERANS office
Mary Schlagenhuf	ASD

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, August 6, 2019
TIME: 8:00 a.m.
PLACE: Edgewater Haven – Conference Room 110
Port Edwards, 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

Pages 8, 13, 14, 31, 34, 35, 40, 45, 73, 75, 76, 79, 83, and 85 were pulled from the consent agenda for discussion.

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

Supervisors Clendenning, Winch, and Fischer asked for clarification on several items within the packet. Discussion ensued. Various Department Heads answered general questions pertaining to their departments.

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

Nancy Turyk from UW Extension reported the SolSmart gold designation is close to being met. She estimates the County should have more than enough points for Gold designation.

Turyk reported the County strategic plan is waiting on Department Head input which will be done after budgets are completed.

Facilities Manager Van Tassel reported the Renewable & Sustainable Committee (R&S) had their first meeting. Discussion ensued. Van Tassel indicated the R&S Committee will present grant proposals at the next EC meeting.

Supervisor Polach indicated the Maintenance budget had originally allocated funds for some remodeling in the Sheriff's Department, but it was discussed that these funds would be better used to fund a Jail Study.

Motion (Rozar/Polach) to allow funds in the Maintenance budget to be used for a Jail study. Motion carried unanimously.

Treasurer Gehrt presented a resolution for the sale of tax deed property.

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

Finance Director Cummings indicated she is looking for approval on the Capital Improvement Plan so she can inform the bonding agent of the amount. Discussion ensued.

Motion (Rozar/Fischer) to approve bonding for 4.8 million. Motion carried unanimously.

Cummings indicated the 2020 Budget is on schedule. Finance is working on salary updates in the new software. Discussion ensued. It was determined that all County budget meetings will be held at the Courthouse on September 15th, 2019 starting at 8:00 a.m.

Cummings stated the new P-Card Policy was distributed to all departments and she answered any questions individual departments had. Discussion ensued regarding reward options. It was determined the rewards allocation discussion will be set for another meeting.

Motion (Clendenning/Rozar) to create a resolution for the P-Card Policy to be brought before the County Board excluding rewards allocation. Motion carried unanimously.

Executive Committee will meet before County Board, August 20, 2019 at 8:45 a.m.

Break at 9:25 a.m. Reconvened at 9:34 a.m.

Human Resources Director McGrath presented the recommendations of the consultant from Carlson Dettmann Consulting for the Salary Grade Appeals submitted by employees earlier this year. Discussion ensued.

Motion (Clendenning/Rozar) to approve the recommendations from the consulting concerning the Salary Grade Appeals. Motion carried. Voting no: Winch.

McGrath discussed the upcoming retirement of the Safety & Risk Manager in November of this year. McGrath explained that by beginning the recruitment process soon, there will be time for the replacement to spend time shadowing the current Safety & Risk Manager. McGrath then stated she believes bringing the Safety & Risk Manager position into the HR Department would provide efficiencies to the County and save money. Discussion ensued.

Motion (Clendenning/Fischer) to move the Safety & Risk Manager position into the Human Resources Department. Motion carried unanimously.

McGrath presented a document detailing the insurance premiums for 2020. McGrath explained the per employee per year health insurance cost increase by 9.28%; however, dependent upon what employees are currently enrolled in and what they elect for 2020, they could see anywhere from a 27% increase to a 20% decrease to their health insurance premiums. Discussion ensued.

Motion (Clendenning/Rozar) to approve the proposed 2020 insurance premiums presented by HR Director McGrath. Motion carried unanimously.

Machon further explained the 12th Street property listed on his Administrative Coordinator's Report. Moreover, he reported he had a conversation with the realtor and that there is a prospective renter for a portion of the space. Facilities Manager Van Tassel met with the realtor to discuss small adjustments to the space that would be required. Any decision to be made regarding the 12th Street property will come before this Committee.

Agenda items for next meeting: Review of third floor space in Courthouse
Investment Advisor presentation (Bob Moore)

There will be a special Committee meeting on August 23, 2019 in Room 114 of the Courthouse for presentations from the prospective consultants for the 2020 Classification & Compensation Study.

The next regularly scheduled Committee meeting is Tuesday, September 3, 2019 in Room 114 of the Courthouse.

The Chair declared the meeting adjourned at 9:58 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

August 6, 2019

[illegible]

RENEWABLE & SUSTAINABLE COMMITTEE MEETING

DATE: Friday, July 12, 2019
TIME: 10:00 AM
LOCATION: Wood County Courthouse – Room 115, Wisconsin Rapids, WI

Present: Reuben Van Tassel, Nancy Turyk, Sue Knuferman, Jake Hahn, Bill Leichtnam, Nicole Gessert

Others
Present: Bill Clendenning, Adam Fischer

1. **Call Meeting to Order:** Nancy Turyk called the meeting to order at 10:00 a.m.
2. **Identify who will take meeting notes:** Nicole Gessert from Maintenance will be the note taker.
3. **Identify Chair and Vice Chair:**
Sue Knuferman nominated Reuben Van Tassel as Chair of the Renewable & Sustainable Committee. Second by Bill Leichtnam. No other nominations received. Van Tassel indicated he has a very full plate but will serve to the best of his ability. Vote: Unanimous. (Van Tassel abstained)

Reuben Van Tassel nominated Sue Knuferman as Vice Chair of the Renewable & Sustainable Committee. Second by Bill Leichtnam. No other nominations received. Vote: Unanimous (Knuferman abstained).
4. **Public Comments:**
Turyk thanked everyone for participating.
5. **Review committee composition and charge:**
Renewable and Sustainable Committee roles and responsibilities were discussed from the packet materials. Leichtnam questioned why items were crossed off. Van Tassel indicated the items crossed off involved more of a community involvement and the direction from the Executive Committee was to be more County focused. Leichtnam questioned who controls the grant approvals. Adam Fischer spoke on behalf of the Executive Committee (EC) that it was the impression that this committee would approve Renewable & Sustainable along with Lean Process Improvement grants pending EC final approval.
6. **Review current Wood County energy initiatives:**
 - (a) **Wood County energy website:**
Turyk stated the energy page is complete and is available on the Wood County Website.
 - (b) **Wood County efficiency and renewable grant program:**
Turyk stated that the grant deadline was extended till 9/25/19 so this Committee will need to review the applications and report their recommendations to EC by 10/1/19. Discussion ensued regarding getting the word out to Department Heads (DH) about the grants and the process involving the Maintenance Department for any upgrades as a result of the grants. Knuferman suggested a possible FAQ document to help DH through the process. Turyk suggested cataloging grant requests to get a sense of what topics are being considered. Knuferman suggested adding the grant program as a discussion item at the next DH meeting.
 - (c) **SolSmart:**
Turyk stated the SolSmart certification is almost complete. Discussion ensued regarding goal setting as related to SolSmart gold designation. Van Tassel noted that EC removed everything related to SolSmart as part of the Committee's roles and responsibilities. Fischer indicated he would get clarification from EC relating to goals.

(d) National Renewable Energy Labs (NREL):

Van Tassel presented information from an NREL evaluation on some County properties Turyk presented additional information from North Wind Renewable Energy on a couple specific County properties and a handout from a conversation with Alliant Energy. Discussion ensued. Fischer questioned whether the Renewable Energy Certificates (RECs) was being considered from a marketing stand point. Turyk indicated she will get more RECs information. Turyk also indicated she will identify Central Wisconsin Group Buy (CWGB) rebate deadlines.

7. Future Agenda Items:

Turyk questioned if the Committee is ok with emails as a form of communication. The committee consensus agreed.

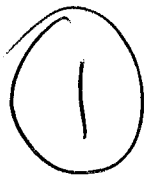
- Review Grants if available
- Review other counties goals
- Review example energy plans - Van Tassel will reach out to Portage County to get more information regarding implementation of their program.

8. Next Meeting:

Thursday, September 26th. 10:00 a.m. @ Wood County Courthouse, Room 115

9. Adjourn Renewable & Sustainable Committee Meeting: Reuben Van Tassel adjourned @ 11:47 a.m.

Notes by Nicole Gessert, Maintenance Department



Administrative Coordinator Report

1. Met with Friends of Rapids Music president Connie Towski-Faville to discuss their festival.
2. Met with Saratoga Town Chairman Terry Rickaby to discuss ATV/UTV plans.
3. Met with Nancy Turyk, Jason Grueneberg and Chairman Curry regarding Economic Development and REDI Grant.
4. Attended Sheriff's Department contract negotiations.
5. Interview with Kris Leonhardt.
6. Participated in several conference calls from the E.O.C. regarding storm aftermath.
7. Monthly radio interview with WFHR.
8. Participated in ADRC-CW open house in Wisconsin Rapids.
9. Took part in a webinar on Government Workforce Development.
10. Talked with realtor concerning options on 12th St. property.



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – August 2019

- We are currently working on the 2020 budget. There should not be any surprises in the 5 budgets we are responsible for that I can see at this point.
- As it relates to the above, I am still sounding the alarm with our marriage licenses. I have been beating on this drum for quite a while and am still concerned. The numbers just are not what I would call, healthy. For the past 15 years, our numbers were always above 400 licenses for the year, but we could see a downward trend. Going into the 2019 budget prep last year in June, it appeared we would still make 400 but with the trend line going down, I budgeted for 380 for 2019. Once October hit, we realized there was no way we would make our budgeted amount. We ended up at 365 for 2018, and as I do the budget for 2020, I am estimating (more like hoping, pleading, praying) 340 for 2019 and budgeting for 340 for 2020. I have my fingers, toes, legs, and arms all crossed we hit that number. That is a drop of 63 licenses in 2 years, not what I would call a trend, but more like a nose dive off of Mt. Everest.
- Because I am the county Public Information Officer, I was brought in when the Emergency Operations Center was opened after the severe line of storms moved through the area on Saturday, July 20th. Damage seemed to be the worst in Pittsville and Wisconsin Rapids, with a lot of trees down and power outages reported throughout the county. The clean-up will certainly continue for the foreseeable future.
- I was invited, and will be attending along with IT Director Kaup, a table-top exercise devoted to election cyber security. This will be held in Madison on August 12th and is being hosted by the U.S. Department of Homeland Security and the Cybersecurity and Infrastructure Security Agency. There were about a dozen County Clerks and about as many county IT Directors invited to this exercise, along with other federal, state, and local municipal agencies. This will give us an OUTSTANDING opportunity to look at best practices and to implement them as we move into next year.
- As we move into late summer and fall, my office will be working on updating our Continuity of Operations Plan for our office in case disaster struck the courthouse and we were not able to function out of the building. In addition, I want to put a plan together for just Elections. This will involve working with IT to ensure we are all on the same page and know what is expected of each other.
- This past month, two veteran and neighboring County Clerks have announced their retirements. I bring it up because most of you have met them or know them personally. Marathon County Clerk Nan Kottke will be retiring in September after 48 years in the county clerk's office and Portage County Clerk Shirley Simonis will be retiring at the beginning of January after 43 years in the county clerk's office. In addition, the Deputy County Clerk from Portage County is retiring the same day. She has 41 years in the office. That would make 132 years of experience total. Whomever is appointed will have HUGE shoes to fill. All were, and are, such nice and welcoming people. I was fortunate enough to have benefited from their wisdom and proud to call them friends.



Wood County

WISCONSIN

Office of
Finance Director

Marla A. Cummings
Finance Director

August 6, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

Departmental Activities

Project completion for the following:

1. The final draft of the Comprehensive Annual Financial Report (CAFR) was approved by the Auditors.
2. The Comprehensive Annual Financial Report was submitted for the Certificate of Achievement for Excellence in Financial Reporting Program to the Governmental Financial Officers Association (GFOA).
3. Received the Management and Representative Letter from the Auditors (this is included in your packet).
4. Tax 16, Form F-65 and the audited Municipal Financial Report for fiscal year 2018 was submitted to the State.

Ongoing 2019 projects:

1. We will be receiving the printed copy of the Single Audit in the next couple of weeks. We will then finalize all CAFR and Single Audits submission.
2. Budgets Prep for the 2020 is underway for all departments. Those trained on the new software are entering in their own budgets. Finance is entering in the smaller departments budgets for them. Next year we will get them trained on the software.
3. Budget Software is planned to be deployed to Wood County servers on August 19, 2019.
4. P-Cards Policy target date of September 1, 2019.
5. P-Cards implemented target date of October 1, 2019.
6. Strategic Planning for the Finance Department target date of October 1, 2019.
7. Expense Report Policy target date October 1, 2019.
8. Procurement/Accounts Payable Policy target date December 31, 2019.
9. Fund Balance Policy target date December 31, 2019.
10. Internal Audit Policy target date December 31, 2019.
11. Internal Audit implementation January 1, 2020.

Meetings, Webinars and Conferences

1. Weekly Status Call with the Budgeting Software Vendor.
2. Attended Oversight Committee meeting.
3. Met and worked with various departments on their 2020 budgets.
4. Participated in the Continuity of Government/Cyber Security Exercise.
5. Supervisor Evaluation Training.
6. Monthly meeting with Wood County's Fiscal Staff.
7. Biweekly meeting with Finance Department Staff.
8. Met with IT and HR on the best budget placement for software that impacts the whole county.

Budget to Actual Income Statement for the 7 months ending July 31, 2019.

Wipfli LLP
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July 29, 2019

County Board
Wood County
Wisconsin Rapids, Wisconsin

Dear County Board,

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Wood County, Wisconsin (the "County") for the year ended December 31, 2018, and have issued our report thereon dated July 29, 2019. Professional standards require that we provide you with the following information related to our audit:

Our Responsibility Under Auditing Standards Generally Accepted in the United States, Government Auditing Standards, and the Uniform Guidance and State of Wisconsin Single Audit Guidelines.

As stated in our engagement letter dated October 8, 2018, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in accordance with accounting principles generally accepted in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal and state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance and *State of Wisconsin Single Audit Guidelines*.

As part of obtaining reasonable assurance about whether the County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also, in accordance with the Uniform Guidance and the *State of Wisconsin Single Audit Guidelines*, we examined, on a test basis, evidence about the County's compliance with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Compliance Supplement* and *State of Wisconsin Single Audit Guidelines* applicable to each of its major federal and state programs for the purpose of expressing an opinion on the County's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the County's compliance with those requirements.

Required Supplementary Information Accompanying Audited Financial Statements

We applied certain limited procedures to the management's discussion and analysis, the schedule of funding progress for retiree health plan, and the schedules of employer's proportionate share of the net pension liability (asset) and employer contributions – Wisconsin Retirement System, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Supplementary Information Accompanying Audited Financial Statements

We were engaged to report on the respective budgetary comparison for the sales tax fund and the combining and individual nonmajor fund financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Other Information in Documents Containing Audited Financial Statements

We were not engaged to report on the introductory section and the statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing audited financial statements and the auditor's report does not extend beyond the financial information identified in our report. We have no responsibility for determining whether this information is properly stated. This other information was not audited and we express no opinion or provide any assurance on it.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to your representative, Marla Cummings, in our meeting about planning matters on January 10, 2019, in addition to our engagement letter dated October 3, 2018, accepted by Marla Cummings.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the County are described in Note 1 to the financial statements. As discussed in Note 1 to the financial statements, the County adopted new accounting guidance, GASB Statement No.75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* during the year ending December 31, 2018. This statement changed how the County accounts and reports its OPEB benefits. Accordingly, the beginning net position of the governmental activities and business-type activities has been restated as described in Note B - 1 to the financial statements.

We noted no transactions entered into by the County during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- The County has to estimate the useful lives of capital assets for purposes of calculating depreciation on these assets. We have evaluated the key factors and assumptions used to develop the estimated historical value of the capital assets in determining that they are reasonable in relation to the basic financial statements as a whole. We also reviewed the lives assigned to the assets in order to determine that depreciation expense on the assets is reasonable.
- The information used for the net pension liability (asset) and deferred outflows and inflows related to pensions for the Wisconsin Retirement System (WRS) were provided by WRS and audited by the plan auditor. We reviewed the independent auditor's report, evaluated the competence and independence of the plan auditor, and verified and recalculated the allocation percentage and the amounts allocated to the County for its proportional share of the WRS collective pension amounts.
- The recorded value of the net OPEB obligation is subjective and contingent upon the methods and assumptions used in the actuarial study. We evaluated key factors and assumptions used to develop the liability for other postretirement benefits in determining that it is reasonable in relation to the financial statements.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We proposed no audit adjustments that could, in our judgment, either individually or in the aggregate, have a significant effect on the County's financial reporting process.

Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 29, 2019, a copy of which accompanies this letter.

Management Consultations With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the County's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all of the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to the County's audit. However, these discussions occurred in the normal course of our professional relationship and our responses were not, in our judgment, a condition of our current year engagement.

Internal Control Matters

In planning and performing our audit of the financial statements of the County as of and for the year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States, we considered the County's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, as discussed below, we did identify a certain deficiency in internal control that we consider to be a significant deficiency.

Segregation of Duties

The size of the County's staff in charge of accounting and reporting functions indicates a lack of segregation of duties. The basic premise is that no one employee should have access to both physical assets and the related accounting records or to all phases of a transaction, which decreases the likelihood that unauthorized or false transactions will be prevented or detected and corrected in a timely fashion. This condition may lead to misstated financial statements. The County Board performs limited reviews of the transactions in this area. However, because oversight is limited, this is a significant deficiency in internal control.

Internal Control Matters (Continued)

In addition, we became aware of another matter. The following summarizes our comments and suggestions regarding this matter.

Appropriations – As indicated in the basic financial statements, certain budget categories had expenditures in excess of amounts budgeted (appropriated). Projections of year-end results were prepared and budget amendments were made; however, final adjustments resulted in an over budget situation. The County should continue to monitor its expenditure activity and adopt budget amendments when necessary to properly authorize expenditures.

We appreciate the opportunity to be of service to Wood County, Wisconsin.

This communication is intended solely for the information and use of management, the County Board, and, if appropriate, others within the County and includes a description of the scope of our testing of internal control over financial reporting and the results of that testing. The communication related to considering the County's internal control over financial reporting is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Sincerely,

/s/ Wipfli LLP

Wipfli LLP

Enc.



Wood County

WISCONSIN

-1-
OFFICE OF
FINANCE DIRECTOR
Marla A. Cummings
FINANCE DIRECTOR

GOVERNMENTAL AUDIT REPRESENTATION LETTER

July 29, 2019

Wipfli LLP
3703 Oakwood Hills Parkway
Eau Claire, WI 54701

This representation letter is provided in connection with your audit of the financial statements of Wood County, Wisconsin (the "County") which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2018, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the general fund and human services fund for the year then ended, and the related notes to financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 3, 2018, including our responsibility for the preparation and fair presentation of the financial statements in accordance with GAAP and for preparation of the supplementary information in accordance with the applicable criteria.

2. The financial statements referred to above are fairly presented in accordance with GAAP and include all properly classified funds and other financial information of the primary government and all component units required by GAAP to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. We agree with the adjusting journal entries proposed by you and which are given effect to in the financial statements.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with GAAP.
10. Material concentrations, if any, have been properly disclosed in accordance with GAAP.
11. Guarantees, whether written or oral, under which the County is contingently liable, if any, have been properly recorded or disclosed in accordance with GAAP.

Information Provided

12. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the County from whom you determined it necessary to obtain audit evidence.

- d. Minutes of the meetings of County Board or summaries of actions of recent meetings for which minutes have not yet prepared.
- 13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
- 15. We have no knowledge of any fraud or suspected fraud affecting the County Involving:
 - a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
- 16. We have no knowledge of any allegations of fraud or suspected fraud affecting the County's financial statements communicated by employees, former employees, regulators, or others.
- 17. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements except as disclosed in Note III, B of the financial statements.
- 18. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 19. We have disclosed to you the identity of the County's related parties and all the related party relationships and transactions of which we are aware.
- 20. We have made available to you all financial records and related data.
- 21. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 22. We have a process to track the status of audit findings and recommendations.
- 23. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 24. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

25. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
26. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
27. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
28. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determinations of financial statement amounts or other financial data significant to the audit objectives.
29. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
30. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting noncompliance except as discussed in Note III, B.
31. As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal and state awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal and state awards.
32. The County has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any material asset been pledged as collateral.
33. The County has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

34. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
35. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
36. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial users.
37. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
38. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the balance sheet date and have been appropriately reduced to their net realizable value.
39. Investments are properly valued.
40. Provisions for uncollectible receivables have been properly identified and recorded.
41. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
42. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
43. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
44. Deposits and investment securities are properly classified as to risk, and investments are properly valued and disclosed.
45. Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.
46. We have appropriately disclosed the County's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
47. We are following our established accounting policy regarding which resources (that is restricted, committed, assigned, or unassigned) are considered to be

spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

48. The County has identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
49. There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. We understand that near term means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations existing at the date of the financial statements that make the County vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.
50. We believe that the actuarial assumptions and methods used to measure pension liabilities and costs for financial accounting purposes are appropriate in the circumstances.
51. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
52. We acknowledge our responsibility for presenting the respective budgetary comparisons and combining and individual nonmajor fund financial statements and schedules (supplementary information) in accordance with GAAP, and we believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
53. With respect to the respective budgetary comparisons and combining and individual nonmajor fund financial statements and schedules (supplementary information)
 - a. We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States, and we believe the supplementary information, including its form and content, is fairly presented in accordance with

accounting principles generally accepted in the United States. The methods of measurement and presentation of the supplementary information has not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- b. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Sincerely,

Wood County



Doug Machon, Chairman of the Executive Committee



Marla Cummings, Finance Director

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Wednesday, July 31, 2019

	Actual	2019 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$15,694,338.94	\$26,904,581.00	(\$11,210,242.06)	(41.67%)
41150 Forest Cropland/Managed Forest Land	56,456.18	25,000.00	31,456.18	125.82%
41220 General Sales and Retailers' Discount	116.41		116.41	0.00%
41221 County Sales Tax	2,377,538.60	5,800,000.00	(3,422,461.40)	(59.01%)
41230 Real Estate Transfer Fees	74,681.52	120,000.00	(45,318.48)	(37.77%)
41800 Interest and Penalties on Taxes	183,262.23	410,000.00	(226,737.77)	(55.30%)
41910 Payments in Lieu of Taxes	18,388.73	18,500.00	(101.27)	(0.55%)
Total Taxes	18,404,792.61	33,278,081.00	(14,873,288.39)	(44.69%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government	1,058.00		1,058.00	0.00%
43410 State Aid-Shared Revenue	458,961.21	3,059,556.00	(2,600,594.79)	(85.00%)
43430 State Aid-Other State Shared Revenues	220,567.48	291,141.00	(70,573.52)	(24.24%)
43511 State Aid-Victim Witness	36,237.71	73,300.00	(37,062.29)	(50.56%)
43512 State Aid-Courts	177,344.58	377,350.00	(200,005.42)	(53.00%)
43514 State Aid-Court Support Services	8,566.00	58,400.00	(49,834.00)	(85.33%)
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	111,946.24	232,326.00	(120,379.76)	(51.82%)
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	1,645,818.78	2,096,592.00	(450,773.22)	(21.50%)
43549 State Aid-Private Sewage		20,000.00	(20,000.00)	(100.00%)
43551 State Aid-Health Grants	40,127.16	77,978.00	(37,850.84)	(48.54%)
43554 State Aid-Health WIC Program	109,618.00	360,000.00	(250,382.00)	(69.55%)
43557 State Aid-Health Consolidated Contract	32,055.00	66,766.00	(34,711.00)	(51.99%)
43560 State Aid-Grants	7,384.00	66,391.00	(59,007.00)	(88.88%)
43561 State Aids	5,841,058.44	12,352,657.00	(6,511,598.56)	(52.71%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	404,097.15	938,661.00	(534,563.85)	(56.95%)
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	50,166.04	407,487.00	(357,320.96)	(87.69%)
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	9,471,220.52	21,187,550.81	(11,716,330.29)	(55.30%)
Licenses and Permits				
44100 Business and Occupational Licenses	366,438.95	350,000.00	16,438.95	4.70%
44101 Utility Permits	1,925.02	1,050.00	875.02	83.34%
44102 Driveway Permits	800.00	860.00	(60.00)	(6.98%)
44200 DNR & ML Fees	34,143.59	54,250.00	(20,106.41)	(37.06%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	825.00	1,025.00	(200.00)	(19.51%)
44300 Sanitary Permit Fees	27,350.00	60,253.00	(32,903.00)	(54.61%)
44411 County Planner Plat Review Fees	930.00	7,500.00	(6,570.00)	(87.60%)
44412 Wisconsin Fund Application Fees		750.00	(750.00)	(100.00%)
44413 Shoreland zoning Fees & Permits	4,690.25	15,675.00	(10,984.75)	(70.08%)
44415 HT Database Annual Fee	3,420.00	90,560.00	(87,140.00)	(96.22%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	440,687.81	582,923.00	(142,235.19)	(24.40%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	967.62	1,700.00	(732.38)	(43.08%)
45115 County Share of Occupational Driver	200.00	200.00		0.00%
45120 County Share of State Fines and Forfeitures	73,373.66	152,000.00	(78,626.34)	(51.73%)
45123 County Parks Violation Fee	295.00	750.00	(455.00)	(60.67%)
45130 County Forfeitures Revenue	48,130.28	92,000.00	(43,869.72)	(47.68%)
45191 Private Sewage Fines	9,719.90	15,000.00	(5,280.10)	(35.20%)
Total Fines, Forfeits and Penalties	132,686.46	261,650.00	(128,963.54)	(49.29%)
Public Charges for Services				
46110 County Clerk-Passport Fees	20,265.00	20,000.00	265.00	1.33%
46121 Treasurer Fees-Redemption Notices	8,726.65	4,000.00	4,726.65	118.17%
46122 Property Conversion Charges	3,739.78	1,000.00	2,739.78	273.98%
46130 Register of Deeds-Fees	147,820.36	309,000.00	(161,179.64)	(52.16%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	39,368.00	92,880.00	(53,512.00)	(57.61%)
46140 Court Fees	80,733.72	170,000.00	(89,266.28)	(52.51%)
46141 Court Fees and Costs-Marriage Counseling	2,950.00	12,700.00	(9,750.00)	(76.77%)
46142 Court/Juvenile	16,179.83	22,000.00	(5,820.17)	(26.46%)

7/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Wednesday, July 31, 2019

	Actual	2019 Budget	Variance	Variance %
46143 Other Professional Reimbursements	8,336.88	14,750.00	(6,413.12)	(43.48%)
46144 Circuit Court Branch I	15,265.49	28,600.00	(13,334.51)	(46.62%)
46146 Circuit Court Branch III	7,806.00	7,500.00	306.00	4.08%
46191 Public Charges-Clerk	3,620.00	7,600.00	(3,980.00)	(52.37%)
46192 Public Chgs-Temp Licenses	4,480.60	7,000.00	(2,519.40)	(35.99%)
46194 County Clerk Copy Fees	89.50	275.00	(185.50)	(67.45%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	911,508.61	1,500,767.00	(589,258.39)	(39.26%)
46210 Sheriff-Public Charges	184.19	350.00	(165.81)	(47.37%)
46211 Sheriff Revenue-Civil Process Fees	38,675.76	60,000.00	(21,324.24)	(35.54%)
46212 Sheriff Cost Reimbursement/Witness Fees	29,769.95	53,000.00	(23,230.05)	(43.83%)
46214 Reserve Deputy Revenue	520.00	12,000.00	(11,480.00)	(95.67%)
46215 Sheriff Escort Service	18,354.71	30,000.00	(11,645.29)	(38.82%)
46216 Restitution	1,987.79	200.00	1,787.79	893.90%
46217 OWI Restitution	735.41	1,800.00	(1,064.59)	(59.14%)
46221 Public Chgs-Coroner Cremation	34,400.00	60,000.00	(25,600.00)	(42.67%)
46230 Death Certificates	9,400.00	15,000.00	(5,600.00)	(37.33%)
46241 Jail Surcharge	15,438.76	35,000.00	(19,561.24)	(55.89%)
46242 Huber/Electronic Monitoring	138,953.27	347,678.00	(208,724.73)	(60.03%)
46243 Inmate Booking/Processing Fee	8,748.98	18,000.00	(9,251.02)	(51.39%)
46244 Other County Transports	8,469.69	22,000.00	(13,530.31)	(61.50%)
46245 Jail Stay Fee	20,154.24	41,975.00	(21,820.76)	(51.99%)
46291 Public Chgs-ID Cards		100.00	(100.00)	(100.00%)
46310 Public Chgs-Frac Sand	248,912.16		248,912.16	0.00%
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	235,784.30	509,837.00	(274,052.70)	(53.75%)
46520 Institutional Care-Private Pay	457,061.25	1,380,056.00	(922,994.75)	(66.88%)
46521 Institutional Care-Other Pay	372.00	5,500.00	(5,128.00)	(93.24%)
46525 Public Chgs- Medicare	1,404,514.82	2,156,613.00	(752,098.18)	(34.87%)
46526 Public Chgs- Medicaid	2,311,668.51	6,227,595.00	(3,915,926.49)	(62.88%)
46527 Public Chgs-Veterans EW	2,462.46		2,462.46	0.00%
46530 Public Charges	2,720,399.96	5,893,278.00	(3,172,878.04)	(53.84%)
46531 Public Chgs-Private Insurance	760,680.90	923,369.00	(162,688.10)	(17.62%)
46532 Public Chgs-County Responsible	41,377.53	202,819.00	(161,441.47)	(79.60%)
46533 Public Chgs-NW Mental Health Inpatient	105,598.43	529,195.00	(423,596.57)	(80.05%)
46534 Public Chgs-NW Mental Health Inpatient	955,328.46	1,823,383.00	(868,054.54)	(47.61%)
46536 Third Party Awards & Settlements		404,946.00	(404,946.00)	(100.00%)
46537 Contractual Adjustment	(1,853,211.16)	(4,430,479.00)	2,577,267.84	(58.17%)
46590 Provision for Bad Debts-Edgewater	(45,999.96)		46,000.00	(50.00%)
46621 Child Support-Genetic Tests	2,465.19	4,300.00	(1,834.81)	(42.20%)
46623 Child Support-Filing Fees	85.00	200.00	(115.00)	(57.50%)
46624 Child Support-Service Fees	5,939.12	12,000.00	(6,060.88)	(50.51%)
46625 Child Support-Extradition Charges		500.00	(500.00)	(100.00%)
46721 Public Chgs-Parks	259,064.96	550,000.00	(290,935.04)	(52.90%)
46772 UW-Extension Project Revenue	1,861.22	3,050.00	(1,188.78)	(38.98%)
46813 County Forest Revenue	183,747.57	385,000.00	(201,252.43)	(52.27%)
46825 Land Conservation Fees & Sales	57,154.75	68,185.00	(11,030.25)	(16.18%)
46826 Private Sewage Charges	3,150.00	19,150.00	(16,000.00)	(83.55%)
Total Public Charges for Services	9,455,118.64	19,503,072.00	(10,047,953.36)	(51.52%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	270,753.80	570,700.00	(299,946.20)	(52.56%)
47230 State Charges	853,008.04	1,433,100.00	(580,091.96)	(40.48%)
47231 State Charges-Highway	155,374.98	232,838.00	(77,463.02)	(33.27%)
47232 State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47250 Intergovernmental Transfer Program Rev	321,000.00	618,800.00	(297,800.00)	(48.13%)
47300 Local Gov Chgs	189,105.54	561,660.00	(372,554.46)	(66.33%)
47320 Local Gov Chgs-Public Safety	18,139.68	30,000.00	(11,860.32)	(39.53%)
47330 Local Gov Chgs-Transp	403,916.91	1,207,485.00	(803,568.09)	(66.55%)
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	36,711.00	66,858.00	(30,147.00)	(45.09%)
47351 Local Gov Chgs-Other Governments		5,000.00	(5,000.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)	288.53	2,500.00	(2,211.47)	(88.46%)
47392 Local Gov Chgs-BNI (Staff)	64.50	850.00	(785.50)	(92.41%)
47393 Local Gov Chgs-Work Relief	1,786.00	14,200.00	(12,414.00)	(87.42%)
47395 Local Gov Chgs-EM Vehicles	2,539.80	5,000.00	(2,460.20)	(49.20%)
47396 Local Gov Chgs-EM Equipment	902.50	800.00	102.50	12.81%
Total Charges to Other Governments	2,230,448.98	7,270,817.00	(5,040,368.02)	(69.32%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	6,303,102.70	10,813,388.00	(4,510,285.30)	(41.71%)
47411 Dept Charges-Purchasing	20,345.31	38,200.00	(17,854.69)	(46.74%)
47412 Dept Charges-Insurance	290,739.40	498,408.00	(207,668.60)	(41.67%)

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Wednesday, July 31, 2019

		2019			
		Budget	Variance	Variance %	
	Actual				
47413	Dept Charges-Gen Govt	682,020.89	1,128,105.00	(446,084.11)	(39.54%)
47415	Dept Charges-Systems	172,182.95	318,245.00	(146,062.05)	(45.90%)
47421	Dept Charges-Public Safety	20,724.61	21,500.00	(775.39)	(3.61%)
47430	Dept Charges-Bldg Rent	520,561.44	926,936.00	(406,374.56)	(43.84%)
47435	Dept Charges-Sheriff Lockup Rent	9,333.31	16,000.00	(6,666.69)	(41.67%)
47438	Dept Charges-Riverblock Rent	347,513.00	597,276.00	(249,763.00)	(41.82%)
47440	Dept Charges	4,928.00	3,400.00	1,528.00	44.94%
47460	Dept Charges-Drug Court	34,000.00	73,000.00	(39,000.00)	(53.42%)
47470	Dept Charges-Highway	179,294.64	1,783,420.00	(1,604,125.36)	(89.95%)
	Total Interdepartmental Charges	8,584,746.25	16,217,878.00	(7,633,131.75)	(47.07%)
	Total Intergovernmental Charges for Services	10,815,195.23	23,488,695.00	(12,673,499.77)	(53.96%)
Miscellaneous					
48000	Miscellaneous	336.10		336.10	0.00%
48100	Interest	35.96	20.00	15.96	79.80%
48110	Interest-Capital Projects	1.25	10.00	(8.75)	(87.50%)
48113	Unrealized Gain/Loss on Investment	106,711.80	(24,500.00)	131,211.80	(535.56%)
48114	Interest-Investment	128,843.09	124,812.00	4,031.09	3.23%
48115	Interest-General Investment	145,645.44	30,000.00	115,645.44	385.48%
48116	Interest-Section 125 & Health	476.00	378.00	98.00	25.93%
48117	Interest-Clerk of Courts	126.20	400.00	(273.80)	(68.45%)
48200	Rental Income	76,449.04	138,196.00	(61,746.96)	(44.68%)
48300	Gain/Loss-Sale of Property	30,781.37	152,000.00	(121,218.63)	(79.75%)
48310	Gain/Loss-Sale of Fixed Assets	23,664.87		23,664.87	0.00%
48320	Gain/Loss-Sale of Surplus Property	851.00	500.00	351.00	70.20%
48340	Gain/Loss-Sale of Salvage and Waste	3,394.90	6,700.00	(3,305.10)	(49.33%)
48440	Insurance Recoveries-Other	505,224.31	1,404,240.00	(899,015.69)	(64.02%)
48500	Donations	258,322.35	127,550.00	130,772.35	102.53%
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	28,769.16	45,000.00	(16,230.84)	(36.07%)
48830	Recovery of PYBD & Contractual Adj	34,059.47	46,500.00	(12,440.53)	(26.75%)
48860	Revenue from Meals	8,510.95	21,000.00	(12,489.05)	(59.47%)
48880	Food Vending Machine Income	1,599.00	4,500.00	(2,901.00)	(64.47%)
48900	Other Miscellaneous Revenue	36,297.12	37,450.00	(1,152.88)	(3.08%)
48901	Other/Miscellaneous Revenue	6,151.58	1,500.00	4,651.58	310.11%
48910	Vending/Cafeteria Revenue	5,635.70	8,700.00	(3,064.30)	(35.22%)
48920	Vending Machine Revenue	1,916.77	4,200.00	(2,283.23)	(54.36%)
48940	Canteen Income		500.00	(500.00)	(100.00%)
48970	Rental Income- NHC, Health Annex	10,213.00	17,508.00	(7,295.00)	(41.67%)
48980	Misc/Other Workshop Revenue	66.87	100.00	(33.13)	(33.13%)
48990	Other Operating Income	1,530.52	1,984.00	(453.48)	(22.86%)
48991	Copier Revenue	1,059.00	1,800.00	(741.00)	(41.17%)
	Total Miscellaneous	1,420,963.74	2,157,048.00	(736,084.26)	(34.12%)
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	2,377,538.60	5,800,000.00	(3,422,461.40)	(59.01%)
49270	Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
	Total Other Financing Sources	2,379,664.60	6,546,753.00	(4,167,088.40)	(63.65%)
TOTAL REVENUES		52,520,329.61	107,005,772.81	(54,485,443.20)	(50.92%)

EXPENDITURES

General Government					
51120	Committees & Commissions	114,375.47	216,928.00	102,552.53	47.27%
51212	Circuit Court Branch I	226,565.88	412,441.00	185,875.12	45.07%
51213	Circuit Court Branch II	63,457.42	122,773.00	59,315.58	48.31%
51214	Circuit Court Branch III	79,831.25	130,614.00	50,782.75	38.88%
51215	Drug Court	117,031.30	216,187.00	99,155.70	45.87%
51217	Clerk of Courts-Divorce Mediation	9,825.00	25,000.00	15,175.00	60.70%
51220	Family Court Commissioner	32,499.96	65,000.00	32,500.04	50.00%
51221	Clerk of Courts	707,329.53	1,344,176.00	636,846.47	47.38%
51231	Coroner	86,939.72	160,607.00	73,667.28	45.87%
51310	District Attorney	160,602.73	322,279.00	161,676.27	50.17%
51315	Victim Witness Program	81,769.36	152,796.00	71,026.64	46.48%
51320	Corporation Counsel	156,495.71	310,643.00	154,147.29	49.62%
51330	Child Support	546,364.47	1,049,541.00	503,176.53	47.94%
51420	County Clerk	151,856.25	302,827.00	150,970.75	49.85%
51424	County Clerk-Postage Meter	8,680.73	14,000.00	5,319.27	37.99%
51430	Health Benefit Payments	6,168,120.09	13,210,172.00	7,042,051.91	53.31%
51431	Health-Wellness	221,323.00	377,267.00	155,944.00	41.34%
51433	Human Resources-Labor Relations	4,013.00	30,000.00	25,987.00	86.62%

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County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Wednesday, July 31, 2019

		2019		
		Actual	Budget	Variance
				Variance %
51435	Human Resources-Personnel	210,236.36	415,754.00	205,517.64
51436	Human Resources-Programs	198.72	6,000.00	5,801.28
51440	County Clerk-Elections	31,125.56	50,953.00	19,827.44
51450	Data Processing	1,034,905.16	1,776,746.00	741,840.84
51451	Voice over IP	82,875.94	147,300.00	64,424.06
51452	PC Replacement	163,410.82	176,500.00	13,089.18
51453	Co Clerk-Inform & Commun	6,875.32	18,500.00	11,624.68
51510	Finance	253,160.67	467,934.00	214,773.33
51520	Treasurer	227,523.31	453,189.00	225,665.69
51550	Purchasing	30,035.82	53,006.00	22,970.18
51590	Contingency		301,614.13	301,614.13
51591	Efficiency		25,000.00	25,000.00
51592	Initiatives		25,000.00	25,000.00
51611	Bldg Maint-Courthouse and Jail	594,129.68	1,227,675.00	633,545.32
51630	Bldg Maint-Unified Svcs Building	5,773.14	10,022.00	4,248.86
51640	Bldg Maint-Joint Use Building	4,088.44	12,272.00	8,183.56
51650	Bldg Maint-Sheriff Lockup	2,030.96	5,472.00	3,441.04
51660	Bldg Maint-CBRF's		3,450.00	3,450.00
51670	Bldg Maint-River Block	193,143.06	597,276.00	404,132.94
51710	Register of Deeds	271,456.16	463,224.00	191,767.84
51931	Property and Liability Insurance	557,703.51	613,429.00	55,725.49
51933	Workers Comp Insurance	176,966.01	488,268.00	311,301.99
51934	Sick Leave Conversion	75,807.86	500,000.00	424,192.14
	Total General Government	12,858,527.37	26,301,835.13	13,443,307.76
				51.11%
Public Safety				
52110	Sheriff-Administration	1,352,334.63	2,753,446.00	1,401,111.37
52130	Radio Engineer	90,222.95	231,544.00	141,321.05
52131	Sheriff-Indian Law Enforce	13,109.55	34,541.00	21,431.45
52140	Sheriff-Traffic Police	1,606,100.23	3,192,419.00	1,586,318.77
52150	Sheriff-Civil Svc Comm	960.50	1,000.00	39.50
52220	Emer Mgmt-Fire Suppression	8,240.67	143,164.00	134,923.33
52510	Emer Mgmt-SARA Title III	20,184.08	52,807.00	32,622.92
52520	Emergency Management	156,681.33	290,606.00	133,924.67
52601	Dispatch	952,676.38	1,801,711.00	849,034.62
52530	Emer Mgmt-Bldg Numbering	792.00	3,000.00	2,208.00
52540	Emer Mgmt-Work Relief	95,290.12	185,677.00	90,386.88
52710	Sheriff-Jail	1,438,703.29	2,741,849.00	1,303,145.71
52712	Sheriff-Electronic Monitoring	103,212.04	221,737.00	118,524.96
52713	Sheriff-PT Transp/Safekeeper	627,198.53	1,388,247.00	761,048.47
52721	Sheriff-Jail Surcharge		100,000.00	100,000.00
	Total Public Safety	6,465,706.30	13,141,748.00	6,676,041.70
				50.80%
Public Works-Highway				
53110	Hwy-Administration	190,749.25	334,628.00	143,878.75
53120	Hwy-Engineer	113,634.54	232,838.00	119,203.46
53191	Hwy-Other Administration	188,666.58	323,806.00	135,139.42
53210	Hwy-Employee Taxes & Benefits	(706,890.05)		706,890.05
53220	Hwy-Field Tools	(7,274.33)	13,400.00	20,674.33
53230	Hwy-Shop Operations	194,045.04	331,129.00	137,083.96
53232	Hwy-Fuel Handling	(16,451.09)	12,100.00	28,551.09
53240	Hwy-Machinery Operations	(809,486.83)	2,173,434.00	2,982,920.83
53260	Hwy-Bituminous Ops	73,801.85	230,902.00	157,100.15
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01
53266	Hwy-Bituminous Ops	683,590.18	1,762,924.00	1,079,333.82
53270	Hwy-Buildings & Grounds	117,877.59	181,436.00	63,558.41
53290	Hwy-Salt Brine Operations	11,054.91		(11,054.91)
53291	Hwy-Salt Brine Operations	(846.61)		846.61
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	1,253,813.13	1,701,201.00	447,387.87
53312	Hwy-Snow Remov	1,044,359.00	947,088.00	(97,271.00)
53313	Hwy-Maintenance Gang	44,051.71	107,015.00	62,963.29
53314	Hwy-Maint Gang-Materials	2,230.49		(2,230.49)
53320	Hwy-Maint STHS	1,000,596.48	1,386,445.00	385,848.52
53323	Hwy-Maint STHS PBM	36,731.35		(36,731.35)
53330	Hwy-Local Roads	414,956.39	1,190,217.00	775,260.61
53340	Hwy-County-Aid Road Construction	68,002.98	440,617.00	372,614.02
53341	Hwy-County-Aid Bridge Construction		200,422.00	200,422.00
53490	Hwy-State & Local Other Services	169,739.40	555,842.00	386,102.60
	Total Public Works-Highway	4,097,528.95	12,248,116.00	8,150,587.05
				66.55%
Health and Human Services				

7/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
All Departments
Wednesday, July 31, 2019

		2019			
		Actual	Budget	Variance	Variance %
54121	Health-Public Health	935,944.54	1,808,272.00	872,327.46	48.24%
54122	Health-WIC Program	197,016.16	359,800.00	162,783.84	45.24%
54128	Health-Public Health Grants	45,897.05	67,205.00	21,307.95	31.71%
54129	Humane Officer	23,452.77	35,485.00	12,032.23	33.91%
54130	Health-Dental Sealants	60,212.32	114,654.00	54,441.68	47.48%
54132	Adams-Juneau Sanitation	170,494.73	307,487.00	136,992.27	44.55%
54210	Edgewater-Nursing	2,130,607.84	4,320,403.00	2,189,795.16	50.68%
54211	Edgewater-Housekeeping	74,869.55	130,363.00	55,493.45	42.57%
54212	Edgewater-Dietary	381,951.84	742,634.00	360,682.16	48.57%
54213	Edgewater-Laundry	31,125.43	54,322.00	23,196.57	42.70%
54214	Edgewater-Maintenance	205,865.65	428,717.87	222,852.22	51.98%
54217	Edgewater-Activities	93,390.41	184,131.00	90,740.59	49.28%
54218	Edgewater-Social Services	85,018.75	152,037.00	67,018.25	44.08%
54219	Edgewater-Administration	405,233.56	726,015.00	320,781.44	44.18%
54220	Wood Haven TBI	12,820.32	897,983.00	885,162.68	98.57%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54317	Human Services Crisis Stabilization	147,067.75	291,153.00	144,085.25	49.49%
54324	Norwood-SNF-CMI	601,340.41	1,146,558.00	545,217.59	47.55%
54325	Norwood SNF TBI	420,210.19	728,974.00	308,763.81	42.36%
54326	Norwood-Inpatient	1,879,010.01	3,524,103.00	1,645,092.99	46.68%
54350	Norwood-Dietary	653,530.28	1,129,370.00	475,839.72	42.13%
54351	Norwood-Plant Ops & Maint	345,137.84	675,913.00	330,775.16	48.94%
54363	Norwood-Medical Records	140,871.37	261,726.00	120,854.63	46.18%
54365	Norwood-Administration	682,435.62	1,199,527.00	517,091.38	43.11%
54401	Human Services-Child Welfare	1,994,892.94	3,822,418.00	1,827,525.06	47.81%
54405	Human Services-Youth Aids	1,549,448.67	3,343,095.00	1,793,646.33	53.65%
54410	Human Services-Child Care	68,258.09	159,188.00	90,929.91	57.12%
54413	Human Services-Transportation	197,562.74	449,566.00	252,003.26	56.05%
54420	Human Services-ESS	803,494.86	1,466,547.00	663,052.14	45.21%
54425	Human Services-FSET	1,590,746.68	3,176,589.00	1,585,842.32	49.92%
54435	Human Services-LIEAP	54,762.32	120,256.00	65,493.68	54.46%
54440	Human Services-Birth to Three	261,460.38	545,393.00	283,932.62	52.06%
54445	Human Services-Childrens COP	41,318.02	177,844.00	136,525.98	76.77%
54450	Human Services-Childrens Waivers	189,929.23	350,302.00	160,372.77	45.78%
54455	Human Services-CSP	306,296.78	590,056.00	283,759.22	48.09%
54460	Human Services-OPC MH	607,544.92	1,516,881.00	909,336.08	59.95%
54465	Human Services-CCS	1,168,852.14	2,288,081.00	1,119,228.86	48.92%
54470	Human Services-Crisis Legal Svc	533,669.94	979,864.00	445,994.06	45.53%
54475	Human Services-MH Contr COP	250,605.72	1,393,677.00	1,143,071.28	82.02%
54480	Human Services-OPC AODA	230,305.27	428,196.00	197,890.73	46.21%
54485	Human Services-OPC Day Treatment	41,994.46	84,601.00	42,606.54	50.36%
54495	Human Services-AODA Contract	21,092.00	126,100.00	105,008.00	83.27%
54500	Human Services-Administration	1,858,817.19	3,508,916.00	1,650,098.81	47.03%
54611	Aging-Committee on Aging		198,278.00	198,278.00	100.00%
54710	Veterans-Veterans Relief	4,818.40	9,236.00	4,417.60	47.83%
54720	Veterans-Veterans Service Officer	182,266.80	344,334.00	162,067.20	47.07%
54730	Veterans Relief Donations	280.92	300.00	19.08	6.36%
54740	Veterans-Care of Veterans Graves	240.00	2,865.00	2,625.00	91.82%
54750	Veterans-WDVA Grant	5,537.37	11,058.00	5,520.63	49.92%
	Total Health and Human Services	21,687,700.23	44,407,773.87	22,720,073.64	51.16%
Culture, Recreation and Education					
55112	County Aid to Libraries	977,892.57	977,893.00	0.43	0.00%
55210	County Parks	848,711.95	1,679,377.00	830,665.05	49.46%
55441	Maintenance Snowmobile Trails	81,220.60	88,591.81	7,371.21	8.32%
55442	ATV Maintenance	1,248.92	11,370.00	10,121.08	89.02%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	253,301.17	522,198.00	268,896.83	51.49%
55630	UW-Extension Center-Marshfield	47,872.00	47,872.00		0.00%
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	598.05	17,700.00	17,101.95	96.62%
	Total Culture, Recreation and Education:	2,267,845.26	3,402,001.81	1,134,156.55	33.34%
Conservation and Development					
56111	State Forestry Roads	3,426.76	7,000.00	3,573.24	51.05%
56121	Land Conservation	150,091.88	285,452.00	135,360.12	47.42%
56122	DATCP Grant	105,280.48	314,582.00	209,301.52	66.53%
56123	Wildlife Damage Abatement	14,678.11	61,019.00	46,340.89	75.95%
56125	Non-Metalic Mining Reclamation	24,804.14	40,288.00	15,483.86	38.43%
56126	MDV	159.30	1,390.00	1,230.70	88.54%
56128	Mill Creek	3,406.80	22,000.00	18,593.20	84.51%
56310	County Planner	209,882.72	387,027.00	177,144.28	45.77%

7/31/2019

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Departments
 Wednesday, July 31, 2019

		Actual	2019 Budget	Variance	Variance %
56320	Land Record	52,388.38	246,750.00	194,361.62	78.77%
56340	Surveyor	9,388.00	44,304.00	34,916.00	78.81%
56730	Transp & ED-Airport Aid	17,500.00	13,384.00	(4,116.00)	(30.75%)
56740	Payment in Lieu of Tax		77,345.00	77,345.00	100.00%
56750	Transp & Economic Develop	105,575.00	145,191.00	39,616.00	27.29%
56780	CDBG-ED	33,666.45	35,000.00	1,333.55	3.81%
56911	State Wildlife Habitat		2,500.00	2,500.00	100.00%
56913	Park & Forestry Capital Proj	158,167.19	359,330.00	201,162.81	55.98%
56943	Private Sewage System	90,688.17	261,793.00	171,104.83	65.36%
	Total Conservation and Development	979,103.38	2,304,355.00	1,325,251.62	57.51%
	Capital Outlay				
57120	Cap Projects-Gen Government	280,818.33	375,000.00	94,181.67	25.12%
57121	Cap Projects-Parks	30,437.65	75,300.00	44,862.35	59.58%
57213	Cap Projects-Emergency Management		249,000.00	249,000.00	100.00%
57216	Cap Projects-Computer Software	20,402.79	15,337.00	(5,065.79)	(33.03%)
57310	Highway Capital Projects	644,558.55	2,313,082.00	1,668,523.45	72.13%
57412	Cap Projects-Edgewater	148,263.96	169,000.00	20,736.04	12.27%
57420	Cap Projects-Norwood	204,210.20	357,477.00	153,266.80	42.87%
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00		0.00%
57640	UW Remodeling/Construction	2,760.38	70,500.00	67,739.62	96.08%
57930	Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
57940	Depreciation & Amortization	110,262.30		(110,262.30)	0.00%
	Total Capital Outlay	1,481,571.34	3,658,696.00	2,177,124.66	59.51%
	Debt Service				
58140	Debt Service Principal-Highway		3,400,000.00	3,400,000.00	100.00%
58240	Debt Service Interest-Highway	278,002.92	568,620.00	290,617.08	51.11%
	Total Debt Service	278,002.92	3,968,620.00	3,690,617.08	92.99%
	Other Financing Uses				
59210	Transfers to General Fund	2,377,538.60	6,487,267.00	4,109,728.40	63.35%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	2,377,538.60	6,300,255.00	3,922,716.40	62.26%
	TOTAL EXPENDITURES	52,493,524.35	115,733,400.81	63,239,876.46	54.64%
	NET INCOME (LOSS) *	26,805.26	(8,727,628.00)	8,754,433.26	(100.31%)

Wood County, WI

Capital Plan

2020 thru 2024

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Debt								
Wis Rapids Tower Generator	10-20-001	3	18,000					18,000
300 South Room Reno 9 Sets	12-20-001	3	300,000					300,000
Meal Delivery Carts	12-20-002	3	6,230					6,230
Dura Therm Meal Delivery System	12-20-003	3	13,850					13,850
Generators	13-20-001	3	5,000					5,000
Automate Fixed Assets	14-20-001	4	10,000					10,000
Bituminous Overlays/Construction	16-20-007	3	2,300,000					2,300,000
Bituminous Overlays/Construction	16-21-008	3		2,300,000				2,300,000
Bituminous Overlays/Construction	16-22-008	3			2,300,000			2,300,000
Bituminous Overlays/Construction	16-23-008	3				2,300,000		2,300,000
Bituminous Overlays/Construction	16-24-005	3					2,300,000	2,300,000
District Attorney Office 3rd Floor - Courthouse	19-20-005	4	225,000					225,000
Courthouse Exterior Repairs	19-20-008	3	75,000					75,000
River Block Windows	19-20-009	3	75,000					75,000
Courthouse Loading Dock/Sheriff's Lot	19-21-003	4		250,000				250,000
Corporation Counsel Office 3rd Floor - Courthouse	19-21-004	4		50,000				50,000
Victim Witness Office 3rd Floor - Courthouse	19-21-005	4		20,000				20,000
River Block Windows	19-21-011	3		75,000				75,000
Branch 1 Office Remodel	19-22-004	4			150,000			150,000
River Block Windows	19-22-008	3			75,000			75,000
Clerk of Courts Office - Courthouse	19-22-009	4			225,000			225,000
Register in Probate/Juvenile Office - Courthouse	19-22-010	4			35,000			35,000
Courthouse 2nd Elevator	19-23-001	4				275,000		275,000
Fourth Courtroom	19-23-006	4				350,000		350,000
Courthouse Boiler(s) & Heat Exchanger(s)	19-24-006	3					500,000	500,000
Pass Thru Cooler	20-20-001	2	5,750					5,750
Boiler Burner #1	20-20-002	3	6,000					6,000
Heating Water Circulating Pump	20-20-003	3	9,000					9,000
Roof Replacement Phase 4	20-20-004	3	120,000					120,000
HVAC Renovations Phase 4	20-20-005	3	50,000					50,000
Level 4 Renovation (Crossroads) Phase 2	20-20-006	3	135,000					135,000
Grease Trap	20-20-007	3	12,000					12,000
Water Heater #2	20-20-008	3	6,500					6,500
PB Groomer Track Replacement	21-20-002	2	22,000					22,000
ATV Trail Development	21-24-004	2	455,505					455,505
2020 Aerial Photography	22-20-001	2	40,000					40,000
Firewall Replacement	27-20-001	2	37,000					37,000
County Network/Switch Update	27-20-002	2	142,000					142,000
Human Services Billing Software Replacement	27-20-003	2	331,000					331,000
Courtroom Video Conferencing	27-20-004	2	128,900					128,900
Video Conference Upgrades	27-20-005	3	19,500					19,500
Business Continuity Phase II	27-20-006	2	112,000					112,000
Security Appliance Upgrade	27-20-007	2	18,000					18,000
Document Management - HS	27-20-008	2	103,000					103,000

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Courtroom Hearing Device Replacement	27-20-009	3	7,155					7,155
Sidewalk and Parking Lot Repairs	UW-20-001	3	12,000					12,000
Debt Total			4,800,390	2,695,000	2,785,000	2,925,000	2,800,000	16,005,390

Departmental Rent

Courthouse M.E.P. Updates	19-20-001	2	100,000					100,000
Courthouse Updates & Repairs	19-20-002	3	75,000					75,000
Jail Plumbing Updates	19-20-006	2	25,000					25,000
Courthouse Cable Trays	19-20-007	3	0					0
River Block Repairs	19-20-010	2	90,000					90,000
River Block Steps	19-20-011	2	0					0
Ballistic Panels in Judges' Benches	19-20-014	4	30,000					30,000
River Block Air Conditioner Updates	19-20-015	2	0					0
Jail Fire Alarm	19-21-001	2		50,000				50,000
Courthouse M.E.P. Updates	19-21-002	2		50,000				50,000
Jail Sewer Lines	19-21-006	2		25,000				25,000
Courthouse Remodeling	19-21-007	3		50,000				50,000
Courthouse Exterior Cleaning & Sealing	19-21-008	3		85,000				85,000
Courthouse Ceilings & Lighting	19-21-009	3		25,000				25,000
Courthouse Cable Trays	19-21-010	3		25,000				25,000
Courthouse Elevator Controls	19-22-001	2			185,000			185,000
Courthouse M.E.P. Updates	19-22-002	2			50,000			50,000
Jail Sewer Lines	19-22-003	2			25,000			25,000
Courthouse Remodeling	19-22-005	3			50,000			50,000
Courthouse Ceilings & Lighting	19-22-006	3			25,000			25,000
Courthouse Cable Trays	19-22-007	3			25,000			25,000
Courthouse M.E.P. Updates	19-23-002	2				50,000		50,000
Courthouse Remodeling	19-23-003	3				50,000		50,000
River Block Ramp/Railings	19-23-004	2				25,000		25,000
River Block Elevator Controls	19-23-005	2				200,000		200,000
Courthouse M.E.P. Updates	19-24-001	2					50,000	50,000
Courthouse Remodeling	19-24-002	3					50,000	50,000
Jail Boiler Replacement	19-24-003	2					30,000	30,000
Courthouse Transfer Switches	19-24-004	2					50,000	50,000
Courthouse Fire Alarm	19-24-005	3					100,000	100,000
Departmental Rent Total			320,000	310,000	360,000	325,000	280,000	1,595,000

Other

Elections System Upgrade	06-20-001	3	52,350					52,350
2020 Aerial Photography	22-20-001	2	67,890					67,890
Sheriff's Department Forensic Server	27-21-003	3		17,500				17,500
Bus Purchase	40-20-001	4	14,400					14,400
Routing & Dispatch System Upgrade	40-20-002	4	20,000					20,000
Bus Purchase	40-22-002	4			14,800			14,800
Sidewalk and Parking Lot Repairs	UW-20-001	3	52,000					52,000
Other Total			206,640	17,500	14,800			238,940

State/Federal Grant

ATV Trail Development	21-20-003	2	0					0
Powers Bluff Entrance Road & Shelter	21-20-004	3	0					0
ATV Trail Development	21-21-004	2		75,000				75,000

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
South Park Campground Expansion	21-21-005	4		100,000				100,000
ATV Trail Development	21-22-005	2			75,000			75,000
ATV Campground Development	21-22-006	2			200,000			200,000
North Park Open Shelter Construction	21-24-005	3					150,000	150,000
2020 Aerial Photography	22-20-001	2	25,000					25,000
Bus Purchase	40-20-001	4	57,600					57,600
Bus Purchase	40-22-002	4			59,200			59,200
State/Federal Grant Total			82,600	175,000	334,200		150,000	741,800

Tax Levy

Communications Vehicle	10-21-001	3		36,000				36,000
500 South Room Reno 7 Sets to 1 Single Upgrade	12-21-001	3		246,500				246,500
500 South Shower Room	12-21-002	3		19,600				19,600
Bariatric Bed and Mattress	12-21-003	3		9,000				9,000
EZ Lift with Scale and Slings	12-21-004	3		7,800				7,800
Table and Chairs for Dining Room	12-21-005	3		19,000				19,000
14 Lift Recliners	12-21-006	4		14,000				14,000
Two Section 49 Cubic Foot Refrigerator	12-21-007	2		5,500				5,500
400 North Shower Room	12-22-001	3			21,500			21,500
500 North Shower Room	12-22-002	3			21,500			21,500
14 Lift Recliners	12-22-003	4			14,000			14,000
Convection Oven	12-22-004	3			5,000			5,000
Closet Doors - Rooms on 400 North and South	12-23-001	3				11,500		11,500
Furniture for 400 Sunroom	12-23-002	4				7,500		7,500
14 Lift Recliners	12-23-003	4				14,000		14,000
Steam Tables	12-23-004	2				6,500		6,500
Furniture for 500 Sunroom	12-24-001	4					7,500	7,500
14 Lift Recliners	12-24-002	4					14,000	14,000
Convection Oven	12-24-003	3					5,500	5,500
EOC Items	13-20-002	3	1,000					1,000
Mobile Command Post	13-21-001	3		45,000				45,000
Radios	13-22-001	3			10,000			10,000
Roller Crimper	18-21-001	4		7,500				7,500
Carlson Surveyor+ with (628) GPS Receiver	18-24-001	3					23,000	23,000
Wheelchair Accessible Van	20-20-009	3	40,000					40,000
Water Heater Replacement #3	20-21-001	3		6,500				6,500
Boiler Burner #2	20-21-002	3		5,600				5,600
Roof Replacement Phase 5	20-21-003	3		115,000				115,000
HVAC Renovations Phase 5	20-21-004	3		75,000				75,000
Pathways Renovation Phase 3	20-21-005	3		140,000				140,000
Kitchen Compressor Replacement	20-21-006	3		7,500				7,500
Pass Thru Warmer	20-21-007	2		5,250				5,250
Mini Van Replacement	20-21-008	3		25,000				25,000
Lobby Updates and Flooring	20-21-009	4		40,000				40,000
Building Security	20-22-001	4			35,000			35,000
Pathways Renovation Phase 4	20-22-002	3			150,000			150,000
Lawn Mower	20-22-003	3			20,000			20,000
Power Transfer Switches	20-22-004	3			35,000			35,000
Mini Van #2	20-22-005	3			25,000			25,000
Window Replacement #1	20-22-006	3			50,000			50,000
Work Truck	20-22-007	3			30,000			30,000
Pass Thru Freezer	20-22-008	2			5,250			5,250
Parking Lot Reseal and Stripe	20-23-001	4				11,000		11,000
Air Handler Rebuild	20-23-002	3				40,000		40,000

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Pathways Renovation Phase 5	20-23-003	3				125,000		125,000
Window Replacement #2	20-23-004	3				50,000		50,000
East Entrance Doors	20-23-005	3				12,500		12,500
Boiler Burner #3	20-24-001	3					6,000	6,000
Food Truck	20-24-002	3					40,000	40,000
Window Replacement #3	20-24-003	3					50,000	50,000
Front Entryway	20-24-004	3					165,000	165,000
1/2 Ton Fuel Truck	21-20-001	2	30,000					30,000
Powers Bluff Entrance Road & Shelter	21-20-004	3	0					0
1 Ton Flat Bed Truck	21-21-001	2		35,000				35,000
1/2 Ton Passenger Van	21-21-002	2		30,000				30,000
North Park Disc Golf Parking Lot Paving	21-21-003	3		30,000				30,000
South Park Campground Expansion	21-21-005	4		100,000				100,000
1 Ton Plow Truck	21-22-001	2			35,000			35,000
Spray Truck Replacement	21-22-002	2			15,000			15,000
Nepco Walking Trail and Rip Rap Repairs	21-22-003	3			35,000			35,000
North Park Tractor Replacement	21-22-004	2			35,000			35,000
Utility Truck Replacement	21-23-001	2				35,000		35,000
Utility Tractor Replacement	21-23-002	2				30,000		30,000
Powers Bluff Snow Making Equipment	21-23-003	4				625,000		625,000
1 Ton Flat Bed Truck Replacement	21-24-001	2					35,000	35,000
Playground Equipment Replacement	21-24-002	2					75,000	75,000
Powers Bluff Shop Relocation	21-24-003	3					330,000	330,000
ATV Trail Development	21-24-004	2	4,656					4,656
Vehicles	25-20-001	2	247,729	252,684	257,738	262,893	268,151	1,289,195
County Facility UPS Replacement	27-21-001	3		58,000				58,000
Server Infrastructure/Network Server/UCS Server	27-21-002	3		180,000				180,000
County Storage Infrastructure	27-21-004	3		120,000				120,000
CISCO Ironport - Email Security Appliance	27-21-005	3		25,000				25,000
Core Switch Upgrade	27-22-001	3			95,000			95,000
Gateway Equipment - All County Locations	27-22-002	3			125,000			125,000
Phone System Upgrade (VOIP)	27-22-003	3			75,000			75,000
Web Filter Replacement	27-23-001	3				23,000		23,000
Sheriff Squad PC Replacements	27-23-002	3				110,000		110,000
Citrix Update	27-23-003	3				175,000		175,000
Backup Hardware/Software Update	27-23-004	3				98,000		98,000
Felker and Clark Building Renovations	UW-21-001	3		86,000				86,000
Roof Replacement	UW-22-001	3			53,000			53,000
HVAC Upgrades	UW-22-002	3			44,000			44,000
Exterior Door Security System	UW-23-001	3				18,000		18,000
Kitchen Upgrades	UW-23-002	3				58,000		58,000
Flooring Replacements	UW-24-001	3					51,000	51,000
Arboretum Maintenance	UW-24-002	3					14,000	14,000
Soccer & Baseball Field Parking Lot & Fence	UW-24-003	3					68,000	68,000
Tax Levy Total			323,385	1,746,434	1,191,988	1,712,893	1,152,151	6,126,851

User Fees

Recycle Hopper	16-20-001	3	100,000					100,000
Drum at Asphalt Plant	16-20-002	3	500,000					500,000
Quad Axle Truck	16-20-003	3	150,000					150,000
Patrol Superintendent Truck	16-20-004	3	35,000					35,000
Loader for Asphalt Plant	16-20-005	3	200,000					200,000
Skid Steer	16-20-006	3	40,000					40,000
Paving Roller (Big)	16-21-001	3		125,000				125,000

Source	Project #	Priority	2020	2021	2022	2023	2024	Total
Paving Roller (Small)	16-21-002	3		80,000				80,000
Hydro-Seeder	16-21-003	3		75,000				75,000
Two (2) Patrol Trucks	16-21-004	3		325,000				325,000
Small Loader	16-21-005	3		150,000				150,000
Grader	16-21-006	3		200,000				200,000
Tar Pot - Rubber	16-21-007	3		75,000				75,000
Dozer	16-22-001	3			200,000			200,000
Moving Truck	16-22-002	3			130,000			130,000
Lowboy Traller	16-22-003	3			100,000			100,000
Chipper	16-22-004	3			70,000			70,000
Two (2) Routers	16-22-005	3			40,000			40,000
Quad Axle Truck	16-22-006	3			150,000			150,000
Fork-Lift	16-22-007	3			50,000			50,000
Shaping Tractor	16-23-001	3				125,000		125,000
Two (2) Patrol Trucks	16-23-002	3				325,000		325,000
Shop Supervisor Truck	16-23-003	3				35,000		35,000
Quad Axle Truck	16-23-004	3				150,000		150,000
Air Compressor	16-23-005	3				15,000		15,000
Mastic Machine	16-23-006	3				70,000		70,000
Welding/Shop Truck	16-23-007	3				100,000		100,000
Engineer Truck	16-24-001	3					35,000	35,000
Patrol Superintendent Truck	16-24-002	3					35,000	35,000
Two (2) Rubber Tire Excavators	16-24-003	3					500,000	500,000
Two (2) Mower Tractors	16-24-004	3					250,000	250,000
User Fees Total			1,025,000	1,030,000	740,000	820,000	820,000	4,435,000
GRAND TOTAL			6,758,015	5,973,934	5,425,988	5,782,893	5,202,151	29,142,981

Wood County, WI

Capital Plan

2020 thru 2024

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Communications								
Wis Rapids Tower Generator	10-20-001	3	18,000					18,000
Communications Vehicle	10-21-001	3		36,000				36,000
Communications Total			18,000	36,000				54,000
County Clerk								
Elections System Upgrade	06-20-001	3	52,350					52,350
County Clerk Total			52,350					52,350
Edgewater Haven Nursing Home								
300 South Room Reno 9 Sets	12-20-001	3	300,000					300,000
Meal Delivery Carts	12-20-002	3	6,230					6,230
Dura Therm Meal Delivery System	12-20-003	3	13,850					13,850
500 South Room Reno 7 Sets to 1 Single Upgrade	12-21-001	3		246,500				246,500
500 South Shower Room	12-21-002	3		19,600				19,600
Bariatric Bed and Mattress	12-21-003	3		9,000				9,000
EZ Lift with Scale and Slings	12-21-004	3		7,800				7,800
Table and Chairs for Dining Room	12-21-005	3		19,000				19,000
14 Lift Recliners	12-21-006	4		14,000				14,000
Two Section 49 Cubic Foot Refrigerator	12-21-007	2		5,500				5,500
400 North Shower Room	12-22-001	3			21,500			21,500
500 North Shower Room	12-22-002	3			21,500			21,500
14 Lift Recliners	12-22-003	4			14,000			14,000
Convection Oven	12-22-004	3			5,000			5,000
Closet Doors - Rooms on 400 North and South	12-23-001	3				11,500		11,500
Furniture for 400 Sunroom	12-23-002	4				7,500		7,500
14 Lift Recliners	12-23-003	4				14,000		14,000
Steam Tables	12-23-004	2				6,500		6,500
Furniture for 500 Sunroom	12-24-001	4					7,500	7,500
14 Lift Recliners	12-24-002	4					14,000	14,000
Convection Oven	12-24-003	3					5,500	5,500
Edgewater Haven Nursing Home Total			320,080	321,400	62,000	39,500	27,000	769,980
Emergency Management								
Generators	13-20-001	3	5,000					5,000
EOC Items	13-20-002	3	1,000					1,000
Mobile Command Post	13-21-001	3		45,000				45,000
Radios	13-22-001	3			10,000			10,000
Emergency Management Total			6,000	45,000	10,000			61,000
Finance								
Automate Fixed Assets	14-20-001	4	10,000					10,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Finance Total			10,000					10,000
Highway								
Recycle Hopper	16-20-001	3	100,000					100,000
Drum at Asphalt Plant	16-20-002	3	500,000					500,000
Quad Axle Truck	16-20-003	3	150,000					150,000
Patrol Superintendent Truck	16-20-004	3	35,000					35,000
Loader for Asphalt Plant	16-20-005	3	200,000					200,000
Skid Steer	16-20-006	3	40,000					40,000
Bituminous Overlays/Construction	16-20-007	3	2,300,000					2,300,000
Paving Roller (Big)	16-21-001	3		125,000				125,000
Paving Roller (Small)	16-21-002	3		80,000				80,000
Hydro-Seeder	16-21-003	3		75,000				75,000
Two (2) Patrol Trucks	16-21-004	3		325,000				325,000
Small Loader	16-21-005	3		150,000				150,000
Grader	16-21-006	3		200,000				200,000
Tar Pot - Rubber	16-21-007	3		75,000				75,000
Bituminous Overlays/Construction	16-21-008	3		2,300,000				2,300,000
Dozer	16-22-001	3			200,000			200,000
Moving Truck	16-22-002	3			130,000			130,000
Lowboy Trailer	16-22-003	3			100,000			100,000
Chipper	16-22-004	3			70,000			70,000
Two (2) Routers	16-22-005	3			40,000			40,000
Quad Axle Truck	16-22-006	3			150,000			150,000
Fork-Lift	16-22-007	3			50,000			50,000
Bituminous Overlays/Construction	16-22-008	3			2,300,000			2,300,000
Shaping Tractor	16-23-001	3				125,000		125,000
Two (2) Patrol Trucks	16-23-002	3				325,000		325,000
Shop Supervisor Truck	16-23-003	3				35,000		35,000
Quad Axle Truck	16-23-004	3				150,000		150,000
Air Compressor	16-23-005	3				15,000		15,000
Mastic Machine	16-23-006	3				70,000		70,000
Welding/Shop Truck	16-23-007	3				100,000		100,000
Bituminous Overlays/Construction	16-23-008	3				2,300,000		2,300,000
Engineer Truck	16-24-001	3					35,000	35,000
Patrol Superintendent Truck	16-24-002	3					35,000	35,000
Two (2) Rubber Tire Excavators	16-24-003	3					500,000	500,000
Two (2) Mower Tractors	16-24-004	3					250,000	250,000
Bituminous Overlays/Construction	16-24-005	3					2,300,000	2,300,000
Highway Total			3,325,000	3,330,000	3,040,000	3,120,000	3,120,000	15,935,000
Human Services								
Bus Purchase	40-20-001	4	72,000					72,000
Routing & Dispatch System Upgrade	40-20-002	4	20,000					20,000
Bus Purchase	40-22-002	4			74,000			74,000
Human Services Total			92,000		74,000			166,000
Information Technology								
Firewall Replacement	27-20-001	2	37,000					37,000
County Network/Switch Update	27-20-002	2	142,000					142,000
Human Services Billing Software Replacement	27-20-003	2	331,000					331,000
Courthroom Video Conferencing	27-20-004	2	128,900					128,900
Video Conference Upgrades	27-20-005	3	19,500					19,500
Business Continuity Phase II	27-20-006	2	112,000					112,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Security Appliance Upgrade	27-20-007	2	18,000					18,000
Document Management - HS	27-20-008	2	103,000					103,000
Courtroom Hearing Device Replacement	27-20-009	3	7,155					7,155
County Facility UPS Replacement	27-21-001	3		58,000				58,000
Server Infrastructure/Network Server/UCS Server	27-21-002	3		180,000				180,000
Sheriff's Department Forensic Server	27-21-003	3		17,500				17,500
County Storage Infrastructure	27-21-004	3		120,000				120,000
CISCO Ironport - Email Security Appliance	27-21-005	3		25,000				25,000
Core Switch Upgrade	27-22-001	3			95,000			95,000
Gateway Equipment - All County Locations	27-22-002	3			125,000			125,000
Phone System Upgrade (VOIP)	27-22-003	3			75,000			75,000
Web Filter Replacement	27-23-001	3				23,000		23,000
Sheriff Squad PC Replacements	27-23-002	3				110,000		110,000
Citrix Update	27-23-003	3				175,000		175,000
Backup Hardware/Software Update	27-23-004	3				98,000		98,000
Information Technology Total			898,555	400,500	295,000	406,000		2,000,055

Land & Water Conservation

Roller Crimper	18-21-001	4		7,500				7,500
Carlson Surveyor+ with (628) GPS Receiver	18-24-001	3					23,000	23,000
Land & Water Conservation Total				7,500			23,000	30,500

Maintenance

Courthouse M.E.P. Updates	19-20-001	2	100,000					100,000
Courthouse Updates & Repairs	19-20-002	3	75,000					75,000
District Attorney Office 3rd Floor - Courthouse	19-20-005	4	225,000					225,000
Jail Plumbing Updates	19-20-006	2	25,000					25,000
Courthouse Cable Trays	19-20-007	3	0					0
Courthouse Exterior Repairs	19-20-008	3	75,000					75,000
River Block Windows	19-20-009	3	75,000					75,000
River Block Repairs	19-20-010	2	90,000					90,000
River Block Steps	19-20-011	2	0					0
Ballistic Panels in Judges' Benches	19-20-014	4	30,000					30,000
River Block Air Conditioner Updates	19-20-015	2	0					0
Jail Fire Alarm	19-21-001	2		50,000				50,000
Courthouse M.E.P. Updates	19-21-002	2		50,000				50,000
Courthouse Loading Dock/Sheriff's Lot	19-21-003	4		250,000				250,000
Corporation Counsel Office 3rd Floor - Courthouse	19-21-004	4		50,000				50,000
Victim Witness Office 3rd Floor - Courthouse	19-21-005	4		20,000				20,000
Jail Sewer Lines	19-21-006	2		25,000				25,000
Courthouse Remodeling	19-21-007	3		50,000				50,000
Courthouse Exterior Cleaning & Sealing	19-21-008	3		85,000				85,000
Courthouse Ceilings & Lighting	19-21-009	3		25,000				25,000
Courthouse Cable Trays	19-21-010	3		25,000				25,000
River Block Windows	19-21-011	3		75,000				75,000
Courthouse Elevator Controls	19-22-001	2			185,000			185,000
Courthouse M.E.P. Updates	19-22-002	2			50,000			50,000
Jail Sewer Lines	19-22-003	2			25,000			25,000
Branch 1 Office Remodel	19-22-004	4			150,000			150,000
Courthouse Remodeling	19-22-005	3			50,000			50,000
Courthouse Ceilings & Lighting	19-22-006	3			25,000			25,000
Courthouse Cable Trays	19-22-007	3			25,000			25,000
River Block Windows	19-22-008	3			75,000			75,000
Clerk of Courts Office - Courthouse	19-22-009	4			225,000			225,000
Register in Probate/Juvenile Office - Courthouse	19-22-010	4			35,000			35,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
Courthouse 2nd Elevator	19-23-001	4				275,000		275,000
Courthouse M.E.P. Updates	19-23-002	2				50,000		50,000
Courthouse Remodeling	19-23-003	3				50,000		50,000
River Block Ramp/Railings	19-23-004	2				25,000		25,000
River Block Elevator Controls	19-23-005	2				200,000		200,000
Fourth Courtroom	19-23-006	4				350,000		350,000
Courthouse M.E.P. Updates	19-24-001	2					50,000	50,000
Courthouse Remodeling	19-24-002	3					50,000	50,000
Jail Boiler Replacement	19-24-003	2					30,000	30,000
Courthouse Transfer Switches	19-24-004	2					50,000	50,000
Courthouse Fire Alarm	19-24-005	3					100,000	100,000
Courthouse Boiler(s) & Heat Exchanger(s)	19-24-006	3					500,000	500,000
Maintenance Total			695,000	705,000	845,000	950,000	780,000	3,975,000

Norwood Health Center

Pass Thru Cooler	20-20-001	2	5,750					5,750
Boiler Burner #1	20-20-002	3	6,000					6,000
Heating Water Circulating Pump	20-20-003	3	9,000					9,000
Roof Replacement Phase 4	20-20-004	3	120,000					120,000
HVAC Renovations Phase 4	20-20-005	3	50,000					50,000
Level 4 Renovation (Crossroads) Phase 2	20-20-006	3	135,000					135,000
Grease Trap	20-20-007	3	12,000					12,000
Water Heater #2	20-20-008	3	6,500					6,500
Wheelchair Accessible Van	20-20-009	3	40,000					40,000
Water Heater Replacement #3	20-21-001	3		6,500				6,500
Boiler Burner #2	20-21-002	3		5,600				5,600
Roof Replacement Phase 5	20-21-003	3		115,000				115,000
HVAC Renovations Phase 5	20-21-004	3		75,000				75,000
Pathways Renovation Phase 3	20-21-005	3		140,000				140,000
Kitchen Compressor Replacement	20-21-006	3		7,500				7,500
Pass Thru Warmer	20-21-007	2		5,250				5,250
Mini Van Replacement	20-21-008	3		25,000				25,000
Lobby Updates and Flooring	20-21-009	4		40,000				40,000
Building Security	20-22-001	4			35,000			35,000
Pathways Renovation Phase 4	20-22-002	3			150,000			150,000
Lawn Mower	20-22-003	3			20,000			20,000
Power Transfer Switches	20-22-004	3			35,000			35,000
Mini Van #2	20-22-005	3			25,000			25,000
Window Replacement #1	20-22-006	3			50,000			50,000
Work Truck	20-22-007	3			30,000			30,000
Pass Thru Freezer	20-22-008	2			5,250			5,250
Parking Lot Reseal and Stripe	20-23-001	4				11,000		11,000
Air Handler Rebuild	20-23-002	3				40,000		40,000
Pathways Renovation Phase 5	20-23-003	3				125,000		125,000
Window Replacement #2	20-23-004	3				50,000		50,000
East Entrance Doors	20-23-005	3				12,500		12,500
Boiler Burner #3	20-24-001	3					6,000	6,000
Food Truck	20-24-002	3					40,000	40,000
Window Replacement #3	20-24-003	3					50,000	50,000
Front Entryway	20-24-004	3					165,000	165,000
Norwood Health Center Total			384,250	419,850	350,250	238,500	261,000	1,653,850

Parks & Forestry

1/2 Ton Fuel Truck	21-20-001	2	30,000					30,000
PB Groomer Track Replacement	21-20-002	2	22,000					22,000

Department	Project #	Priority	2020	2021	2022	2023	2024	Total
ATV Trail Development	21-20-003	2	0					0
Powers Bluff Entrance Road & Shelter	21-20-004	3	0					0
1 Ton Flat Bed Truck	21-21-001	2		35,000				35,000
1/2 Ton Passenger Van	21-21-002	2		30,000				30,000
North Park Disc Golf Parking Lot Paving	21-21-003	3		30,000				30,000
ATV Trail Development	21-21-004	2		75,000				75,000
South Park Campground Expansion	21-21-005	4		200,000				200,000
1 Ton Plow Truck	21-22-001	2			35,000			35,000
Spray Truck Replacement	21-22-002	2			15,000			15,000
Nepco Walking Trail and Rip Rap Repairs	21-22-003	3			35,000			35,000
North Park Tractor Replacement	21-22-004	2			35,000			35,000
ATV Trail Development	21-22-005	2			75,000			75,000
ATV Campground Development	21-22-006	2			200,000			200,000
Utility Truck Replacement	21-23-001	2				35,000		35,000
Utility Tractor Replacement	21-23-002	2				30,000		30,000
Powers Bluff Snow Making Equipment	21-23-003	4				625,000		625,000
1 Ton Flat Bed Truck Replacement	21-24-001	2					35,000	35,000
Playground Equipment Replacement	21-24-002	2					75,000	75,000
Powers Bluff Shop Relocation	21-24-003	3					330,000	330,000
ATV Trail Development	21-24-004	2	460,161					460,161
North Park Open Shelter Construction	21-24-005	3					150,000	150,000
Parks & Forestry Total			512,161	370,000	395,000	690,000	590,000	2,557,161
Planning and Zoning								
2020 Aerial Photography	22-20-001	2	132,890					132,890
Planning and Zoning Total			132,890					132,890
Sheriff and Corrections								
Vehicles	25-20-001	2	247,729	252,684	257,738	262,893	268,151	1,289,195
Sheriff and Corrections Total			247,729	252,684	257,738	262,893	268,151	1,289,195
UWSP - Marshfield								
Sidewalk and Parking Lot Repairs	UW-20-001	3	64,000					64,000
Felker and Clark Building Renovations	UW-21-001	3		86,000				86,000
Roof Replacement	UW-22-001	3			53,000			53,000
HVAC Upgrades	UW-22-002	3			44,000			44,000
Exterior Door Security System	UW-23-001	3				18,000		18,000
Kitchen Upgrades	UW-23-002	3				58,000		58,000
Flooring Replacements	UW-24-001	3					51,000	51,000
Arboretum Maintenance	UW-24-002	3					14,000	14,000
Soccer & Baseball Field Parking Lot & Fence	UW-24-003	3					68,000	68,000
UWSP - Marshfield Total			64,000	86,000	97,000	76,000	133,000	456,000
GRAND TOTAL			6,758,015	5,973,934	5,425,988	5,782,893	5,202,151	29,142,981



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

July 31, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

Human Resources Activity

	July 2019	2019 Year-to-Date
Applications Received	73	977
Positions Filled	17	116
Promotions/Transfers	4	24
New Hire Orientations	14	58
Terminations, Voluntary	7	64
Terminations, Involuntary	2	8
Retirements	1	6
Exit Interviews	3	29

Human Resources Narrative

General Highlights

1. Distributed hard copies of the revised Employee Policy Handbook to all active employees. All signed Acknowledgement of Receipts are due back to HR on August 5th.
2. On July 15th and 29th, met with the WPPA representative and several members of the bargaining committee for the Sheriff Deputy Contract renewal for 2020. Negotiations were concluded on July 29th and the contract is currently being drafted for review.
3. At the direction of the committee, began Wellness Program research. Requested benchmark information from other public entities as well as local private organizations. Began preliminary discussions with Aspirus and The Horton Group related to Wellness Program/Plan design options. Attended a conference call and demo of Go360 platform for consideration.
4. Attended a conference call with Patrick Glynn from Carlson Dettmann Consulting on July 18th to discuss the 2019 JDQ's submitted by county employees in June. Provided clarification to Patrick to allow him to finalize his determinations. Communicated the results of the JDQ's to impacted Department Heads and prepared a memo for Executive Committee discussion and approval.
5. Created a Grievance Procedure Process Form to replace the Complaint Resolution Process Form to align with the revised Grievance Procedure Policy in the Employee Policy Handbook.
6. Met with Corporation Counsel on July 17th to finalize the County's Responses to Plaintiff's First Set of Interrogatories and Requests for Admissions related to Reichert v. County of Wood case. Researched and obtained information on historical benefit data related to the request. The response and documents were submitted to Plaintiff's counsel on July 24th.

7. Discussed with the Highway Commissioner the policy/practice regarding highway employee travel time to/from field worksites. Requested a legal opinion from Dietrich VanderWaal and submitted the resulting memo to the Highway Commissioner for review.
8. Communicated with the three Classification and Compensation Study vendors chosen by the Executive Committee. An Executive Committee meeting will be held on August 23rd for presentations by each of the vendors.
9. Revised the Civil Rights Training Compliance PowerPoint presentation for employees that did not attend a live session and for new employees to review at hire. Posted on HR Intranet and recorded training completions.

Meetings & Trainings

1. Attended the Executive Committee meeting on July 9th where the HR topics addressed were a presentation from the Horton Group and proposals received from the Classification & Compensation Study RFP.
2. Attended County Board on July 16th.
3. Prepared and conducted training sessions on the new Supervisory Performance Evaluation Form on July 24th and 30th for Department Heads and managers responsible for completing supervisory evaluations. Information for oversight committees will be communicated at a later date.
4. Attended the Continuity of Government/Cyber Security Exercise hosted by Emergency Management at McMillian Library on July 19th.
5. Met with Finance Director and Deputy Finance Director on July 23rd to review the HR budget for 2020. Met with the Finance Director and IT Director on July 29th to review the HR/Finance systems budget for HRMS and TimeStar.
6. Held the monthly conference call with The Horton Group on July 23rd to discuss benefit topics related to 2020 plan design.
7. Attended the Wisconsin Local Government Leadership Academy Unit on "Visionary Leadership" on July 25th.
8. Met with our account representatives from Nationwide on July 30th for our annual plan review and a review of current investments available in the Deferred Compensation benefit.
9. Staff attended various meetings including:
 - a. The annual Liability Seminar hosted by County Mutual Insurance Company on July 17th in Stevens Point. Sessions included Contracting 101: A Legal Perspective, Claims Roundtable, Conducting Effective Employment Investigations, and Emerging Cyber Threats.
 - b. Met with Coroner on July 22nd to discuss WRS eligibility and enrollment.
 - c. Wellness Committee Meeting on July 16th.
 - d. Conducted final in-person Civil Rights Compliance Training on July 25th.
 - e. Attended CWSHRM forum on Investigations on July 11th.

Benefits

1. Prepared a report for the Executive Committee on the outcomes of the employee survey regarding the Health Insurance Plan. This information was presented to the committee at the July 9th meeting.
2. Assisted the Safety and Risk Manager by obtaining information for a Worker's Compensation claim.
3. Due to the vacation accrual schedule change in the new Employee Policy Handbook, worked with IT to adjust the accrual schedule in TimeStar and RTVision. Verification in TimeStar was completed.
4. Provided reports to WIPFLI Auditor regarding GASB 45/OPEB report.
5. Answered employee questions related to changing FSA elections outside of Open Enrollment period.

6. Requested 2019 & 2020 budget numbers/information from The Horton Group including recommended health insurance premium rates for 2020.
7. Arranged appointments for employees to meet with Gregory & Appel representative for options on enrollment with Boston Mutual. Enrollments due August 1st and will be updated and shared with payroll for the August 29, 2019 pay date.
8. Processed Family and Medical Leave requests, address changes, beneficiary designations, qualifying events, benefit elections or contributions for new hires, terminations, and cancellation/reporting of benefits.
9. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
10. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.

Recruitment

1. Updated the Status of Open Positions and Headcount Sheet (FTE Control) spreadsheets daily.
2. Worked with multiple departments to develop new job descriptions or to revise existing descriptions.
3. Developed relationship with Chamber of Commerce to post open positions.
4. Requested list of active licensed Substance Abuse Counselors in the State of Wisconsin with the Department of Safety and Professional Services.
5. Reported new hires with the Wisconsin New Hire Reporting Center.
6. Multiple post-offer, pre-employment drug tests scheduled, results forwarded.
7. Provide vacancy list to Department of Workforce Development for distribution to various organizations.
8. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of the position being filled.
9. Posted positions on Cyber Recruiter, Job Net, Indeed and the Wood County Employment Opportunities site: FSET Case Manager, Child Care/Volunteer Coordinator, Family Services Division Manager, Nurse Manager and Dietary Aides-Edgewater.
10. Interviews coordinated for the following positions: Child Care/Volunteer Coordinator, Truck Operator, FSET Case Manager, AODA Counselor, and Land Records Coordinator/GIS Specialist positions.
11. References/Background/Degree verifications made regarding the following positions: Social Worker-Ongoing, Environmental Health Assistant-LTE, and Child Care/Volunteer Services.
12. Offers made and accepted regarding the following positions: Social Worker-Initial Assessment, Social Worker-Ongoing, Residential Aide, Director of Nursing-Edgewater, Truck Operator, Corrections Officer, and Family Services Division Administrator.
13. Requested renewal quote from Sage for HRMS not including Cyber Recruiter.

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	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Edgewater	Director of Nursing	Filled
New – (LTE)	Health	Environmental Hlth Asst/Spec. (LTE)	Filled
Replacement	Highway	Truck Operator	Filled
Replacement	Human Services	Psychiatrist	Deadline 9/3/19
Replacement	Human Services	Social Worker (Fam Services) -3	Filled
Replacement	Human Services	Social Worker (Initial Response)	Filled
Replacement	Human Services	Social Worker (Ongoing)	Deadline 8/4/19

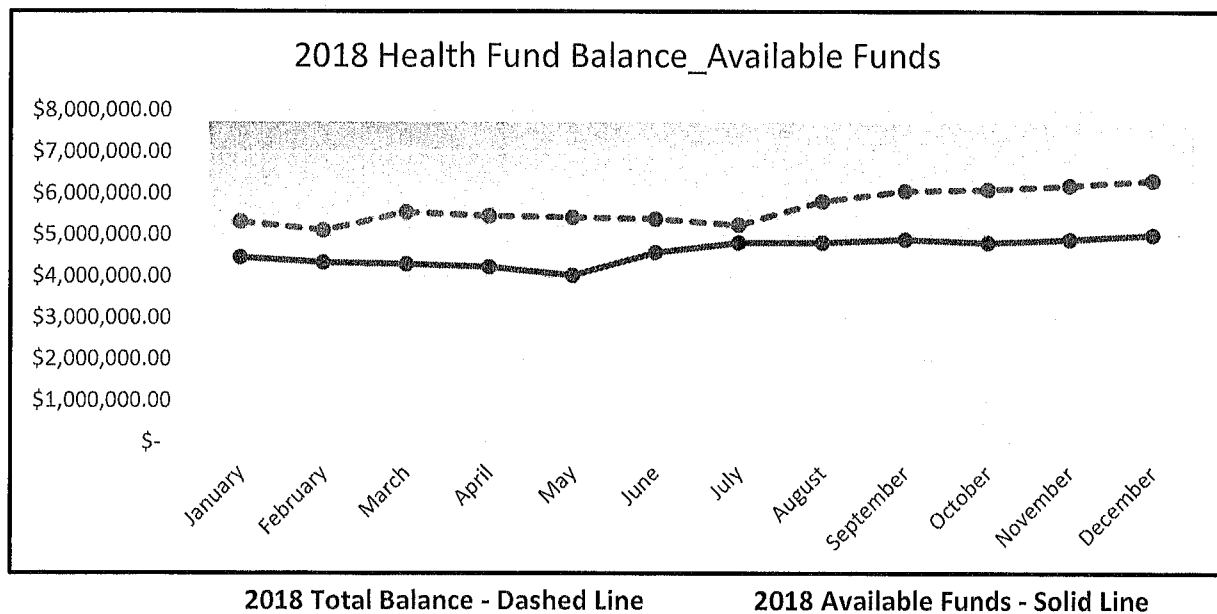
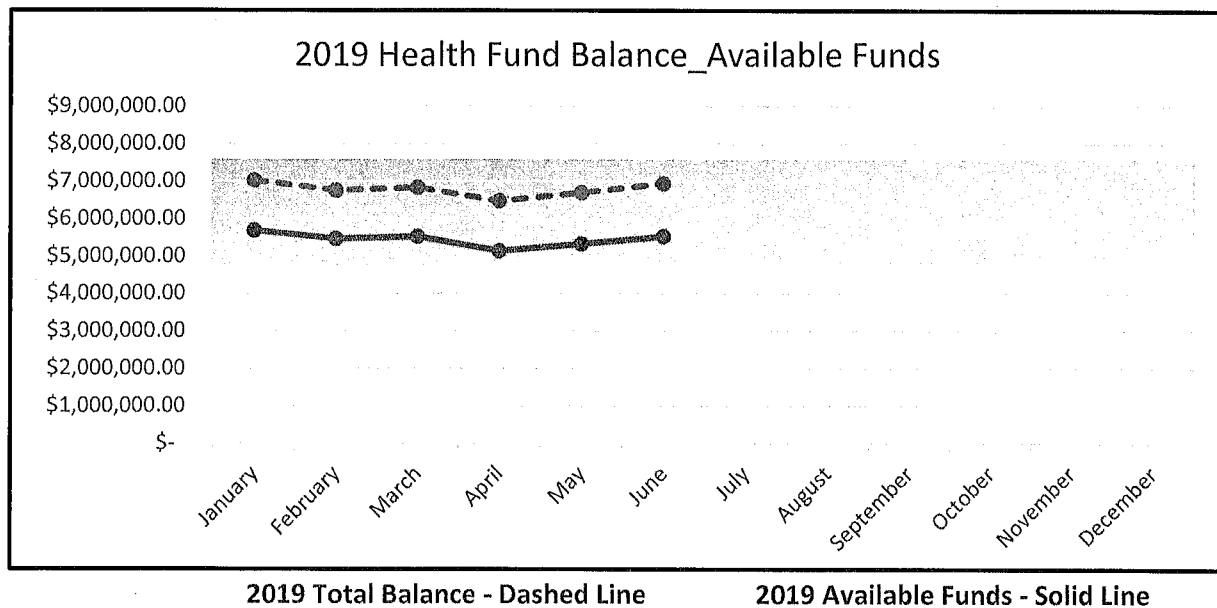
Replacement	Human Services	Residential Aides (Casual)	References/Bkgrd
Replacement	Human Services	Family Services Division Administrator	Filled
Replacement	Human Services	Child Care/Volunteer Coordinator	References/Bkgrd
Replacement	Human Services	Social Work Supervisor	Filled
Replacement	Human Services	FSET Coordinator	References/Bkgrd
Replacement	Human Services	AODA Counselor	Interviewing 8/1 & 8/2
Reinstated	Human Services	Bridgeway CBRF Supervisor	Refs/Background
Replacement	Land Cons.	Consvtn Program Coordinator	Filled
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Planning & Zoning	Land Records Coordinator/GIS Specialist	Interviewing 8/1/19
New	Sheriff	Part-Time Corrections Officers	Interviewing
Replacement	Sheriff	Corrections Officer	Filled

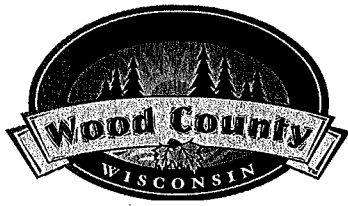
Other

1. Facilitated New Hire Orientation on July 1st, 8th, 15th, and 29th.
2. Conducted exit interviews on July 10th and July 12th including benefit and payout information.
3. Completed multiple questionnaires for Unemployment Insurance and reconciled and processed the June Unemployment Insurance payment.
4. Prepared a copy of a personnel file for a past employee.
5. Prepared report for Finance regarding vacancies for budget purposes.
6. Prepared and forwarded WI Department of Transportation (DOT) random drug and alcohol testing selections for Quarter 3.
7. Worked with IT Department to provide upgrade to Cyber Recruiter, the County's online application system.
8. Replied to multiple requests from surrounding counties with varied information.
9. Received and responded to open records requests.
10. Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
11. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

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

Months	2019		2018	
	Total	Available	Total	Available
January	\$ 7,021,371.56	\$ 5,685,137.45	\$ 5,325,107.44	\$ 4,466,063.78
February	\$ 6,755,901.70	\$ 5,469,001.54	\$ 5,115,644.74	\$ 4,342,724.58
March	\$ 6,834,145.97	\$ 5,529,400.66	\$ 5,551,583.01	\$ 4,304,425.43
April	\$ 6,472,162.23	\$ 5,141,045.93	\$ 5,462,109.67	\$ 4,228,079.72
May	\$ 6,701,880.37	\$ 5,329,290.53	\$ 5,430,613.86	\$ 4,027,710.81
June	\$ 6,935,298.36	\$ 5,526,859.63	\$ 5,389,571.46	\$ 4,578,811.63
July			\$ 5,247,789.82	\$ 4,822,978.42
August			\$ 5,817,203.30	\$ 4,820,156.19
September			\$ 6,067,797.47	\$ 4,901,947.05
October			\$ 6,105,707.22	\$ 4,820,156.19
November			\$ 6,198,294.08	\$ 4,901,947.05
December			\$ 6,321,744.80	\$ 5,006,814.05





Wood County WISCONSIN

INFORMATION TECHNOLOGY

July 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. System discovery is scheduled for August regarding a solution to Norwood and Edgewater needs for facility infection reporting. Investigation concerning a new software, PRN+ Home Health & Therapy, that has replaced Greenfield therapy at Edgewater Haven effective July 1, 2019 is complete.
3. 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.
4. The RtVision, Highway department software for tracking time and materials, kiosks, PCs used by user to access RtVision software, will be scheduled for upgraded functionality that will include access to the County Wellness program, County intranet and a weather application.
5. Migration and updated forms for Smartforms, software used for Medicare billing by the Health Department, is complete.
6. Initial system discovery is complete regarding a permit management solution for various departments, specifically a timeline for a system for the Highway department. Meeting to discuss solution will be scheduled in August.
7. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as changes requests occur. These changes include supporting modifications of the Human Resource policy manual, specifically vacation accrual modifications with a July 1 activation date and preparation for possible other department accrual modifications. PBJ reports are submitted using TimeStar data for both the Edgewater and Norwood Facilities. The TimeStar database and web server has been upgraded to the latest version. Preparation to migrate Sheriff Department to a real time vacation accrual system begins as contract negotiations have concluded.
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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

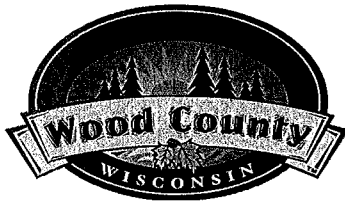
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9. Discovery phase is complete for Fidlar Technologies AVID software implementation for the Register of Deeds Office. Implementation is set for early 2020.
 10. System discovery, research, and documentation regarding multiple departmental use of Quicken 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. Production databases for several systems have been migrated to an updated server as we prepare to demote another server.
 12. Went live with the new in-house developed Employee Self Service Portal. This allows employees to access their paystubs, benefits, and personnel/demographic information.
 13. Upgraded the County's Employment Recruitment online system, Cyber Recruiter, to a newer version.
 14. Attended Emergency Management Continuing Operations meeting held at the library on July 19th.
 15. Continue to meet with HR to discuss requirements of new EHR system to replace TCM. Working to schedule on-site demos for Streamline SmartCare and Qualifacts CareLogic.
 16. In process of deploying Frevvo forms software to Human Services Crisis and Legal staff.
 17. Prepared PC replacement costs for Department's 2020 budget.
 18. Generated various reports and quotes for departments related to budgeting.
 19. 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. New network drive mappings were also completed. This will allow IT to update physical location in AD.
 20. Staff completed a physical inventory of computer devices throughout the County.
 21. 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.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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22. For the month of June, 560 helpdesk requests were created, with staff completing 565 tickets and leaving 180 open requests. These numbers represent service requests from departments throughout the County.
 23. Work continues in preparation for the Exchange upgrade project. Decommissioned the last of our older Domain Controllers. We currently have 3 domain controllers running Windows Server 2016, which in an attempt to stay current, will be upgraded to Server 2019. The County network's "Domain Functional Level" is as current as available from Microsoft. New Hardware for the Exchange Environment was ordered and is expected to arrive the first week of August.
 24. The Certificate Authority (CA) server was moved in July. This move has caused some issues with wireless and squad car VPN network access. We are researching and planning to migrate this server to the most current version.
 25. IT is in the process of implementing new ServiceDesk Desktop Central software. This software will improve software management on County devices by identifying software that is in need of upgrade. IT will then be able to automatically upgrade software like Google Chrome, Firefox, and Adobe Reader. Updated software ensures that the County network is secure.
 26. Reconfigured several FAX lines that were incorrectly configured initially. These didn't appear as issues until we received new multifunction devices as part of our printer replacement project earlier this year.
 27. Fortunately, the County Network Infrastructure was mostly unaffected by the July 19th and 20th storms. The Courthouse generator was able to keep dispatch and critical systems online while power was restored to the Courthouse. One switch at the Courthouse in a non-critical area was damaged and replaced prior to business on Monday. A switch and Access Point at the Dexter Park Shop Office was also damaged. The switch was replaced on Friday and the Access Point will be replaced soon. A Video Conference board in Branch III was also affected and is scheduled for replacement.
 28. All IT Staff completed mandatory Security Awareness Training Criminal Justice Information Service (CJIS) to comply with CJIS Security Policy. To be in compliance with CJIS policy four levels of security training needs to be completed within six month of hire and biennially thereafter. All County staff that have access to CJI have to complete this training.
 29. IT is working with Dispatch and Sheriff Department staff to implement some new procedures to be in compliance with CJIS security policy. The County is being audited in August.
 30. Attended the WI Cyber Threat Intel Group Meeting, CTIG, in Madison July 31st. This is a weekly meeting that is held in Madison to discuss current and ongoing Cyber related events.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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31. Developed and deployed another major update to the Park Reservations system. This update includes features needed to support the new water ski show reservation policies. 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.
 32. Continued implementation of Questica budget software, involving Finance, IT, and Questica staff. Work continues on integration between our Dynamics GP accounting software and the capital budget portion of Questica. The system is currently running on Questica's servers as we wrap up the implementation phase. We are planning the on-site installation which will occur in August. Finance is continuing with user training and has begun getting people into the system to work on their 2020 budgets.
 33. 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.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments July 2019

1. Jail Chiller Replacement

Along with many of our other mechanical, electrical, and plumbing (MEP) components, the Jail chiller is beyond its useful life and needs to be replaced. This piece of equipment has been listed on our CIP for a few years, but has been deferred in order to accommodate other projects. A recent spell of hot and humid weather has forced us to reprioritize the Jail chiller ahead of some other MEP improvements scheduled for this year. I am planning to hold off on installing a secondary generator, which would provide power to the Data Center and Dispatch if our primary generator experiences a failure, in order to replace the failing chiller without a need to request funds out of contingency. The secondary generator will be rescheduled in 2020.

2. Ongoing Projects and Planning

- a. District Attorney's Office – I was recently advised that the DA's office is likely to acquire 4 or 5 additional employees in the coming year. In order to accommodate this change, the planned remodeling requested in the 2020 budget needs to be altered. I have spoken with Finance regarding the potential increase in project cost and ensured the DA's office is seeking input/approval from their oversight committee regarding the impact to their budget. There is sufficient space available on the third floor for this change; I plan to bring more information to the Executive Committee for review as it becomes available.
- b. Emergency Management Office – Remodeling is nearly complete. Staff should be able to begin moving into the first floor offices in August.
- c. Human Services – Continuing to work with Human Services to begin organizing 2020 Edgewater Haven CIP, as well as provide information for the vendor working on implementation of Facility Management Software for Edgewater and Norwood facilities.
- d. Jail Study – Through recent discussions held by the Sheriff's Department and the Public Safety Committee, there is a request to pay for an architect to conduct a space & needs study specific to the County Jail. I had some money budgeted this year to finish some remodeling in the Sheriff's Department that was started last year, however, the Sheriff's Department has informed me that conducting the Jail study would be of greater value to them and asked if I could defer the remodeling in order to pay for the study. Since the remodeling would have primarily benefitted them, I have no problem with the request.

3. Miscellaneous

- a. Attended: County Board, Executive, Judicial & Legislative, Public Safety, Renewable & Sustainable Committee meetings.
- b. Continuity of Government Exercise – Participated in an event organized by Emergency Management which facilitated discussion and planning for unexpected circumstances.
- c. Planning to attend an Energy Management seminar offered by Focus on Energy. This is a one-day event that will be held in Tomah on September 12th.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – July 2019

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

- Insurance policy premium charges to departments.
- DSPS Highway Department Safety Inspection. Great Compliance by Highway Department.

Lost Time/ Restricted Duty/Medical Injuries: 0

- Date – Dept. –

First Aid Injuries: 1

- 07/09/2019 – Highway - Employee sustained a burn to the back of arm while reaching behind.

Property/Vehicle Damage Claims: 2

- 07/01/2019 – Sheriffs – Employee backed into an intercom post. Loss of \$1,134.13
- 07/20/2019 – Sheriffs – Storm Damage from tree falling on squad car. Loss of \$10,918.86

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

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

- Currently two active suicide claims.
- Currently one active EEOC claim.
- Currently one discrimination claim.

2019 Goals: Continue Pro Active Injury and Loss Control Initiatives.

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

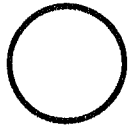
Continue to lower work comp department charges for future budgets if work comp reserve funds remain high. Continue with the proactive approach to safety for Wood County.

TREASURER'S REPORT

08-06-2019

By: H. Gehrt

1. Attended Executive Committee meeting on July 9.
2. Attended a meeting with United Way representatives and Jason G., from Planning & Zoning to try to brainstorm ideas for more employee engagement for the upcoming campaign season.
3. The Real Property Lister and I went to Marshfield on July 24 to collect real estate property taxes. The setup seemed to work well for our purposes and I feel that our future collection years will be able to continue from that location.
4. Attended bi-monthly Wisconsin Local Government Leadership Academy phone conference call.
5. Met with the Finance Director to discuss the P-card policy.
6. I have begun working on the budget, when times allows, due to tax collections.
7. The office has been busy this month with tax collections. We collected over 6,500 tax payments from all the municipalities with the exception of the City of Wisconsin Rapids which collects 3 installments. These are not counting the grace period tax payments that will come in from August 1 until August 7.
8. July payments from the State of Wisconsin for shared revenue, first dollar credit, computer aid, and school levy were received in the amount of \$9,463,265.35
9. The resolution to tax deed properties contains 21 properties within the municipalities of: Town of Arpin (1); Town of Auburndale (2); Town of Lincoln (1); Town of Saratoga (3); Village of Arpin (2); Village of Auburndale (1); Village of Biron (1); Village of Port Edwards (1); City of Pittsville (1); City of Marshfield (3); and City of Wisconsin Rapids (5)
5 of these properties are vacant lots and 16 have houses on them. We hope to have a sale on these properties in November.
10. Met with taxpayers to discuss different payment options for their delinquent taxes.



RESOLUTION#

Introduced by Executive Committee
Page 1 of 5

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: Tax deed eligible property – authorize the tax deeding of property in compliance with Section 75.14, Wisconsin Statutes.

FISCAL NOTE: TAXES 2013 – 2018	\$69,324.98
SPEC. CHARGES	7,127.68
DEL UTILITIES	5,482.75
SPEC. ASSESSMENTS	1,394.63
PUBLICATION FEES	459.37
TAX DEEDING EXP.	2,007.00

TOTAL**\$85,796.41**

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

WHEREAS, Wood County holds tax certificates which have not been Redeemed as provided by law on the described land, and,

WHEREAS, there are delinquent taxes and special charges owing since **2012**. It is in the best interest of the County to tax deed this property so it may be sold and put back on the tax roll.

WHEREAS, Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

NOW THEREFORE BE IT RESOLVED, by the Wood County Board of Supervisors, that the land described be taken by tax deed pursuant to Section 75.14, Wisconsin Statutes.

01-00218A That part of the SE ¼ of the SE ¼ of Section 14, Township 24 North, Range 4 East, Town of Arpin, Wood County, Wisconsin, described as follows: Commencing at the post on the NE corner of the SE ¼ of Section 14,

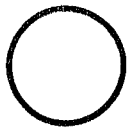
Township 24 North, Range 4 East, proceed thence Southerly a distance of 598' for a point of beginning, run thence Southerly 220', run thence westerly 208', run thence Northerly 220', run thence Easterly 208' to the point of beginning, except highway.

Taxes 2015-2018	\$4,169.86
Publication Fees	\$28.00
Tax Deed Expense	\$107.00

Property is located at 8549 County Rd K, Town of Arpin.

02-00048 Lot 1 of WCCSM No. 5108 (recorded in Volume 18 of Survey Maps at Page 8 as Document No. 738805) being part of the SW ¼ of the SE ¼ of Section 3, Township 25 North, Range 4 East, Town of Auburndale, Wood County, Wisconsin. Together with an apparent perpetual easement for ingress and egress as indicated on the Warranty Deed recorded in Volume 668 of Records at Page 405.

Taxes 2015-2018	\$4,459.97
Publication Fees	\$9.02
Tax Deed Expense	\$119.62

**RESOLUTION#** _____

Introduced by _____

Page 2 of 5

Committee _____

Property is located at 5738 County Rd Y, Town of Auburndale.

02-00067A Lot 1 of WCCSM No. 3757 (recorded in Volume 13 of Survey Maps at Page 157 as Document No. 663930) being part of the NE Fr'l ¼ of the NE ¼ of Section 5, Township 25 North, Range 4 East, Town of Auburndale, Wood County, Wisconsin.

Taxes 2015-2018	\$6,649.49
Publication Fees	\$28.00
Tax Deed Expense	\$111.00

Property is located at 12051 Shady Rd, Town of Auburndale.

10-00006D Outlot 1 of WCCSM No. 9272 (recorded in Volume 32 of Survey Maps at Page 172 as Document No. 2011R02657) being part of the NW Fr'l ¼ of the NW ¼ of Section 1, Township 25 North, Range 2 East, Town of Lincoln, Wood County, Wisconsin.

Taxes 2015-2018	\$6.58
Publication Fees	\$28.00
Tax Deed Expense	\$107.00

Property is a vacant strip on Wren Rd, Town of Lincoln.

18-00137A That part of the SE ¼ of the SE ¼ of Section 7, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin, described as follows, to wit: Commencing at a point 12 rods West of the SE corner of the said forty and running thence North 40 rods; thence East parallel with the South line of said forty, a distance of 4 rods; thence South 40 rods; thence West along the South line of said forty acre tract, 4 rods to the place of beginning. Except parts conveyed to the State of Wisconsin for highway.

Taxes 2015-2018	\$900.56
Special Charges	\$316.49
Publication Fees	\$28.00
Tax Deed Expense	\$111.00

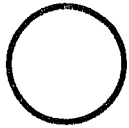
Property is located at 993 State Hwy 73, Town of Saratoga.

18-00137AB Lot 1 of WCCSM No. 1223 (recorded in Volume 5 of Survey Maps at Page 23 as Document No. 542472) being part of the SE ¼ of the SE ¼ of Section 7, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin.

Taxes 2015-2018	\$703.00
Special Charges	\$5,926.65
Publication Fees	\$28.00
Tax Deed Expense	\$119.00

Property is located at 991 State Hwy 73, Town of Saratoga.

18-00269E Lot 1 of WCCSM No. 7738 (recorded in Volume 26 of Survey Maps at Page 238 as Document No. 2003R03309) being part of the NE ¼ of the NW ¼ of Section 15, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin.

**RESOLUTION#** _____

Introduced by _____

Page 3 of 5

Committee _____

Taxes 2015-2018	\$1,123.23
Special Charges	\$570.00
Publication Fees	\$28.00
Tax Deed Expense	\$119.00

Property is located at 3628 Mill Ave, Town of Saratoga.

23-00232 Parcel I: Lot 31 of Apache Gardens, Village of Auburndale, Wood County, Wisconsin. Parcel II: A part of the E ½ of the NW ¼ of the SE ¼ of Section 22, Township 25 North, Range 4 East, Village of Auburndale, Wood County, Wisconsin, described as follows: Commencing at the NW corner of Lot 31 of the Apache Gardens subdivision and the point of beginning; thence along the West line of said lot 0 degrees 46' 46" W, 104.1 feet to the Southwest corner of said lot; thence S 89 degrees 12' 58" W, 6.40 feet to the West line of said E ½ of NW ¼ of SE ¼; thence North 89 degrees 12' 58" E, 6.73 feet to the point of beginning.

Taxes 2015-2018	\$9,786.85
Delinquent Utilities	\$654.50
Publication Fees	\$10.35
Tax Deed Expense	\$117.00

Property is located at 10669 Apache Ave, Village of Auburndale.

24-00347 Lot 1 and the Northerly ½ of Lot 2 of the Addition of 1950 to the Village of Biron, Wood County, Wisconsin.

Taxes 2015-2018	\$7,432.98
Publication Fees	\$28.00
Tax Deed Expense	\$109.00

Property is located at 761 Williams St, Village of Biron.

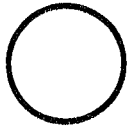
27-00242A Lot 2 of WCCSM No. 4140 (recorded in Volume 14 of Survey Maps at Page 240 as Document No. 684237) being part of Lot 8, Block 20, First Addition to the Townsite of the Village of Port Edwards, Wood County, Wisconsin.

Taxes 2015-2018	\$3,904.08
Special Charges	\$624.14
Special Assessments	\$273.72
Publication Fees	\$28.00
Tax Deed Expense	\$107.00

Property is located at 330 Morrill Ave, Village of Port Edwards.

31-00300 Lot 7, Block 7, Subdivision of the SW ¼ of the SE ¼ of Section 27, Township 23 North, Range 3 East, City of Pittsville, Wood County, Wisconsin.

Taxes 2015-2018	\$291.69
Publication Fees	\$28.00
Tax Deed Expense	\$111.00

**RESOLUTION#** _____

Introduced by _____

Page 4 of 5

Committee _____

Property is vacate lot on 3rd Ave, City of Pittsville.

32-00045 Lot 1 of WCCSM No. 8151 (recorded in Volume 28 of Survey Maps at Page 51 as Document No. 2005R00531) being part of the NE ¼ of the NE ¼ of Section 28, Township 24 North, Range 4 East, Village of Arpin, Wood County, Wisconsin.

Taxes 2015-2018	\$2,600.16
Special Charges	\$393.44
Delinquent Utilities	\$2,827.68
Publication Fees	\$28.00
Tax Deed Expense	\$107.00

Property is located at 6181 County Rd N, Village of Arpin.

32-00133A Lot 6, Block 1, Moffats Addition, Village of Arpin, Wood County, Wisconsin.

Taxes 2015-2018	\$143.97
Delinquent Utilities	\$2,000.57
Publication Fees	\$28.00
Tax Deed Expense	\$119.00

Property is located at 8118 Elm St, Village of Arpin.

33-00672A The North ½ of Lots 7 and 8, except the West 10 feet of the North ½ of Lot 7, Block 40 of the City of Marshfield, Wood County, Wisconsin.

Taxes 2013-2018	\$9,770.23
Publication Fees	\$48.00
Tax Deed Expense	\$119.00

Property is located at 212 N Walnut Ave, City of Marshfield.

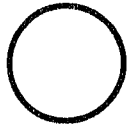
33-02062B Lot 11 of Assessor's Plat No. 2-A, except the Westerly 1.75 feet for street purposes, City of Marshfield, Wood County, Wisconsin.

Taxes 2015-2018	\$1,887.74
Tax Deed Expense	\$30.00

Property is located at 719 W Adler Rd, City of Wisconsin.

34-03601 Lot 2 of WCCSM No. 222 (recorded in Volume 1 of Survey Maps at Page 222 as Document No. 474219) (Murwin Realty's First Certified Survey) being part of the NW ¼ of the NE ¼ of Section 13, Township 22 North, Range 5 East, according to Sargent & Philleo's Plat, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2015-2018	\$573.89
Special Assessments	\$130.25
Publication Fees	\$28.00
Tax Deed Expense	\$112.00

**RESOLUTION#** _____

Introduced by _____

Page 5 of 5

Committee _____

Property is a vacant lot on 21st Ave, City of Wisconsin Rapids.

34-03608 That part of the NW ¼ of the NE ¼ of Section 13, Township 22 North, Range 5 East, according to the Sargent & Philleo's Plat, City of Wisconsin Rapids, Wood County, Wisconsin, as described below: All of said NW ¼ of the NE ¼, except the East 712.39' of the North 409.16' thereof; also excepting commencing at the SW corner of said forty for the point of beginning; run N 801' on the West line of said forty; thence E 383.8'; thence S to a point which is 350' N of the North line of Chase Street; thence E to the West line of the Schingo Lot (as recorded in Volume 65 of Deeds, Page 238, Wood County Registry); thence N along said West line to the South line of Essex Street, if extended Westward; thence E along the South line of Essex Street to the East line of said forty; thence S on said East line of said forty to the South line of said forty; thence W on the South line of said forty to the point of beginning; and also excepting the South 66' of the North 475.16' of the East 153' of said forty, except land used or deeded for streets.

Taxes 2015-2018	\$2,110.39
Publication Fees	\$28.00
Tax Deed Expense	\$113.00

Property is a vacant lot on Alton & 25th Ave S, City of Wisconsin Rapids.

34-06818 Lot 86 of Morningside Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2015-2018	\$3,119.29
Special Assessments	\$287.62
Publication Fees	\$28.00
Tax Deed Expense	\$109.00

Property is located at 621 12th St S, City of Wisconsin Rapids.

34-07367 Lot 6 of East Side Assessor's Plat No. 31, City of Wisconsin Rapids, Wood County, Wisconsin.

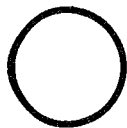
Taxes 2015-2018	\$5,492.87
Tax Deed Expense	\$30.00

Property is located at 310 9th St S, City of Wisconsin Rapids.

34-13183 Lot 11, Block 6, Meadowood Second Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2015-2018	\$4,198.15
Tax Deed Expense	\$30.00

Property is located at 3021 12th St S, City of Wisconsin Rapids.



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

ITEM#

1 - 2

DATE

August 20, 2019

Effective Date

August 20, 2019

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 approve the Wood County Procurement Policy and Procedure Manual.

FISCAL NOTE: The use of the procurement card system will result in efficiencies and cost savings to the County. The policy controlling the use of the P-Cards is intended for various reasons but the implementation of the policy will not have a direct fiscal impact on the County.

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

WHEREAS, the Procurement Card (P-Card) program is designed to make it easier and more cost effective for County personnel to make small dollar purchases of goods and services from any supplier who accepts credit cards, which most of our suppliers do, and

WHEREAS, it is important to have procedures and policies addressing the use of the P-Cards such that there are no questions as to how these cards are to be used, and

WHEREAS, the attached Wood County Procurement Policy and Procedure Manual was prepared to implement industry standard procurement card usage practices, and

WHEREAS, the P-Cards are to be used countywide and any abuse of them will have significant implications to the County and the employee(s) and, therefore, it is appropriate for the policies controlling the use of the P-Cards to be approved at the county board level.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to approve the attached Wood County Procurement Policy and Procedure Manual.



WOOD COUNTY

PROCUREMENT CARD
(P-CARD)

POLICY AND PROCEDURE
MANUAL

Welcome to Wood County's Procurement Card (P-Card) Program

The Procurement Card (P-Card) program is designed to make it easier and more cost effective for County personnel to make small dollar purchases of goods and services from any supplier who accepts Credit Cards; which most of our suppliers do.

If you have any comments, questions or feedback, please contact your P-Card Administrator, Brenda Nelson, via E-mail at bnelson@co.wood.wi.us or extension 8796

In Brenda's absence, contact one of the following:

Payroll Administrator – PaNyia Yang at pyang@co.wood.wi.us or extension 8778

Deputy Finance Director – Ed Newton at enewton@co.wood.wi.us or extension 8463

Finance Director – Marla Cummings at mcummings@co.wood.wi.us or extension 8576

This policy and procedure manual consists of four sections: General Information & Cardholder Use, P-Card Auditor Responsibilities, Allocation Personnel Responsibilities/Processes and Internet Purchasing Policies.

This manual will address most of your questions about the P-Card Program and provide guidelines for using your P-Card.

Listed below you will find definitions used throughout this manual.

Approving Supervisor	Department Head or individual designated by Department Head. This individual shall review and approve a cardholder's monthly statement.
P-Card	Procurement/Credit Card issued by the County to an approved employee
Cardholder	Employee that has been issued a P-card and who is authorized to make purchases in accordance with these procedures.
Allocation Personnel	An employee who can allocate the expenses to the correct account(s) for his/her cardholders.
P-Card Administrator	Individual responsible for issuing cards, providing training and responding to questions related to the program.
P-Card Auditor	A Department Head, supervisor or designee, who reviews and approves a cardholder's monthly statement of account in accordance with the procedures
P-Card Reconciliation Specialist	Individual responsible for accepting statements, responding to questions related to reconciliation or allocation and who is responsible for assuring payment to the card issuer.
Cardholder Statement	A monthly list of all transactions made by the cardholder. Unless otherwise directed by the Department Head and/or supervisor, the cardholder is responsible for reconciling the statement against purchases made.
Single Limit	The dollar amount established for a single transaction. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
Credit Limit	A dollar amount limiting the total dollar amount for all purchases made within a billing cycle. This dollar limit may vary from cardholder to cardholder and is mutually established by the Department Head or designee and the P-Card Administrator.
1099 Vendor	A 1099 vendor is defined as an individual, sole proprietorship or limited partnership that is paid more than \$600 for services.

SECTION 1

GENERAL INFORMATION

And

CARDHOLDER USE

General

The purpose of this manual is to establish rules and regulations governing the use of County-issued P-Cards provided to authorize personnel in order to make the purchase of goods and/or services for County programs.

This program is being established to provide a more rapid turnaround of requisitions for goods and to reduce paperwork and handling costs. By using the County P-Card, you dramatically shorten the payment cycle from what it was under the traditional requisition process. The traditional process included pricing inquiry, order placement, delivery of goods, invoice, and the voucher review. Individuals who have been issued P-Cards may now initiate transactions in-person or by telephone and receive goods within the limits of this procedure. Payments to vendors are made via the Wood County Voucher System. Accounts Payable will make periodic settlements with the bank.

Receiving a Procurement Card

Having a County P-Card is a privilege for approved County purchases only. Abuse or misuse of the card will not be tolerated. This document outlines the Policies and Procedures for acceptable use of the County P-Card entrusted to employees. Any misuse and/or abuse of this program will result in revocation of the card and other disciplinary action as deemed appropriate.

1. Department managers may authorize personnel to be cardholders by filing out the Wood County Employee P-Card Application/Use Agreement and forwarding the agreement to the Finance Department Procurement Card Administrator at 715-421-8796, E-mail: bnelson@co.wood.wi.us
2. The proposed cardholder shall be issued a copy of the procedure and shall be required to sign a Cardholder Employee Purchase Card Agreement. This agreement indicates that the cardholder understands the procedure and the responsibilities of a Procurement Cardholder. The enrollment form includes all information needed to register the Cardholder in the credit system.
3. The Finance Department P-Card Administrator shall maintain all records of procurement card requests, cardholder transfers, and lost/stolen/destroyed card information.

Authorized Procurement Card Use

There are two types of P-cards available for business use:

- A. **Individual P-Card** - A card is issued in the name of an individual. The individual whose name appears on the card bears the responsibility for purchases charged to the card, and the **card must only be used by the cardholder**. Do not share your card with others.
- B. **Department P-Card** - This card will bear the department's name. The department P-Card can be used by others within the same department. Each department needs to secure the card. A sign-out procedure must be established within the department who obtains a department P-Card. It is imperative to secure and protect the P-Card at all times.

Card Security

Expectations of Purchasing Card Management

To ensure success of the P-Card program, each Department will play a key role and needs to provide:

- Appropriate internal control structure and staffing to monitor use of the cards.
- Appropriate staffing to accommodate accounting allocation and to deal with occasional supplier or P-Card provider problems which may result through using the P-Cards.
- Commitment to assuring that the card will be used exclusively for allowable transactions and that records and transactions will be maintained in the prescribed manner.
- Assurance that cardholder and other department office personnel are properly trained in P-Card processes and procedures.
- There are a number of unique controls that have been developed for this program. These controls ensure the P-Card can only be used for specific purposes and with specific dollar limits.

Cardholder Limits:

All P-Cards have a monthly limit, and in most cases, a single transaction limit. The P-Card Administrator, in conjunction with your Department Head/division manager or their designee, has established these limits. This information was provided to you when you received your training and/or your actual card. If you feel the limits

are not sufficient and/or you feel you should be authorized to use your card for non-allowable purchases, you must have them issue the Change Form found in the Appendix or the intranet under Finance. Note: Change in limits is subject to approval by P-Card Administrator.

1. Use of the P-Card shall be limited to the following conditions:
 - A. The total value of a good or service shall not exceed a cardholder's purchase limit set by the Department Head. Payment shall not be split into multiple transactions to stay within the purchase limit.
 - B. All items purchased "over the counter" must be immediately available at time of procurement card use. No backordering of merchandise is allowed.

Non-allowable Types of Credit Card Purchases

Examples of purchases that the P-Card may not be used for include, but are not necessarily limited to the items listed below. If you feel you have a need to purchase items on the list and/or the requisition submission schedule, you must obtain written approval from the applicable buyer before proceeding. All written approvals should be retained with your receipts, as they must be submitted with your monthly statement.

• Alarm/security systems	• Leases/rentals of property
• Alcoholic beverages, drugs or Pharmaceuticals	• Legal Services
• Ammunition	• Non-business/personal
• Cash advances (ATM machines)	• Radioactive materials
• Consulting Services	• Tax reportable services
• Insurance	• Telephone
• Single purchases exceeding authorized limit	• Gift Cards*

*The purchase of gift cards is unallowable except in specific circumstances that have been reviewed and approved in advance by the department's director.

Abuse Policy

All cardholders and card users are expected to follow Procurement Card Program policies. Listed below are the actions considered to be abuse of the policy as well as the resulting consequences for the abuse. Consequences will be forwarded by the P-Card Administrator to the Department Head and Human Resources as applicable in accordance with the terms provided in the abuse sections below. Consequences are administrative actions taken in response to P-Card abuse. These actions include written notifications of abuse, additional training and/or temporary/permanent suspension of card privileges. Such actions are intended to give cardholders the assistance needed to be in compliance with the policy and to provide accountability for the Program.

Administering consequences shall not preclude the possibility of disciplinary action up to and including termination. The determination and administration of any disciplinary actions resulting from P-Card abuse shall be the responsibility of the Department Head and Human Resources.

Individual Cardholder or Department Card User Abuse:

Level 1 Abuse

1. Failure to follow Internet Guidelines when making Internet Purchases (Reference Section 4).
2. Failure to monitor charging of sales tax that result in charges of \$10 or more of sales tax in a single transaction.
3. Failing to use county-wide contract for commodities or services.
4. Splitting transactions to bypass established limits without the approval of the P-Card Administrator, Brenda Nelson. Note: The Finance Director and Deputy Finance Director may also authorize a one-time split transaction.
5. Making non-allowable purchases as defined in the Procurement Card Procedure Manual.
6. Failing to protect P-Card.
7. Failing to turn statements in to Accounts Payable within the given timeframe.

Consequences for Level 1 Abuse:

First and Second incident within a six-month period: Written notification (may be E-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's supervisor will receive a copy of the notification.

Third incident within a six-month period: Temporary (2 week) suspension of P-Card privileges with mandatory re-training. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Continual abuse may result in extended to permanent suspension of card.

Level 2 Abuse

1. Allowing another individual to use your card.
2. Purchasing restricted commodities.
3. Failing to obtain receipts.
4. Using the card to purchase personal items or for personal use.

Consequences for Level 2 Abuse:

First incident within a six-month period: Written notification (may be E-mail) will be sent to the cardholder of any infraction with supporting documentation. The cardholder's supervisor will receive a copy of the notification.

Second incident within a six-month period: Temporary (30 day) suspension of P-Card privileges with mandatory re-training. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Third incident within a six-month period: Loss of P-Card privileges from extended suspension up to permanent loss of privileges. Written notification with supporting documentation will be sent to cardholder, cardholder's supervisor and Department Head.

Level 3 Abuse

1. Fraudulent Use

Consequences for Level 3 Abuse:

Reported fraudulent use will result in immediate revocation of the card.

Written notification of reported fraudulent use will be given to the Department Head and to the Human Resources Division.

All

It is the responsibility of the Department Head and Human Resources to investigate and determine the appropriate disciplinary action up to and including termination for fraudulent or other misuse of card privileges.

Purchasing with the P-Card

Procurement procedures permit a purchase of goods or services valued at authorized limit or less from a "vendor of choice." Although this procedure does not require the requisitioner to compare sources or seek competition between vendors, he or she should always seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever a P-Card purchase is made, the cardholder will check as many sources of supply as reasonable to the situation to assure the best price and delivery.

1. Cardholders will utilize the following "checklist" when making purchase.

- A. Solicit a reasonable number of sources for lowest price. If vendors furnish standing price quotations or catalog prices on a recurring basis, check that the price listed is current.
- B. Once a vendor is designated and that vendor confirms the good or service is available, meets the specifications and delivery requirements, etc., take the following steps:
 - a. Confirm that the vendor agrees to accept Visa
 - b. Direct the vendor to include the following on the shipping label and packing lists:
 - i. Cardholder's name and telephone
 - ii. Complete delivery address
 - iii. The vendor's order number
- C. It is extremely important that all purchases be sent to the Cardholder ordering the merchandise and this will ensure that the documents necessary for the record keeping are readily available to the cardholder.
- D. If necessary, advise the individual within your agency who receives merchandise of the vendor's name and order number, anticipated delivery date, number of cartons expected, carrier (UPS, Fed Ex, etc.). Also, have them notify you – the Cardholder – when delivery is made.

Making a County related purchase with your P-Card is as simple as using any credit card. The chart below describes the process.

You place an order for goods/services with the supplier either by phone, fax* or in person. * If by fax, do not leave the order form where someone can copy your credit card information. Fax should be a last resort, as even though you may be sure it is not left in the machine, you don't know what is happening on the recipient's end. Therefore, if they require a form be faxed in, we recommend that you do so, but leave the Credit Card # field blank and call them with this information instead.
If you are at the supplier location, review the sales receipt prior to signing to be sure tax hasn't been charged. After signing, be sure to keep the cardholder copy of the receipt. You can then take your purchase with you.
If you make the purchase by phone or fax, the supplier can deliver your purchase and send the sales receipt to you or you can pick up the goods and the sales receipt in person. Fax receipts are acceptable.
All receipts should be retained for reconciliation purposes.

Tracking Purchases

Some Department Heads and/or division managers have assigned one person the responsibility for reconciling their cardholder's statements. In order to assure they can do so properly, it is critical that you retain receipts for every purchase made using the card. It is highly desirable that they be kept in the order the transaction was made to expedite the reconciliation process.

Note: If you are unable to produce a receipt for a purchase, you must complete an Affidavit of P-Card Receipt located in the Appendix or intranet under Finance

Regardless of who will be doing the reconciliation process, **receipts must be maintained for every purchase.**

Returning Purchases

If an item is not satisfactory, or a wrong item is delivered, damaged and/or defective, etc., the cardholder will make contact with the vendor to explain the problem and follow the return policies established by the vendor. Record the return on the original receipt and staple any credit memos issued to that receipt. Refunds **must** be applied to your P-Card. **Do not accept a cash refund.**

If the goods are returned in person, the original receipt must accompany the goods. A copy of the credit receipt for the returned goods must be obtained. Record the return on the original receipt and staple any credit memos issued to that receipt. Refunds **must** be applied to your P-Card. **Do not accept a cash refund.**

Review of Monthly Statement

1. At the end of each billing cycle, the Department will receive a monthly statement of account from the bank that will list all of their Cardholder's transaction(s) for that period.
2. The Department shall check each transaction listed against the purchasing log, receipts, and any shipping documents to verify the monthly statement.
3. Please follow your department procedures for P-Card purchases. The Original sales documents (packing slip, invoice, cash register tape, credit card slips, etc) for all items on the monthly statement must be neatly attached to a copy of the Procurement Card Record form, line for line sequence, matching the statement. This data attachment is critical to enable audit substantiation. **If this routine is not adhered to, the P-Card privileges will be revoked.**
4. The careful matching of complete support document to the log, and then to the statement, is vital to the successful use of this program. After this review, the Cardholder shall sign the statement and present the monthly statement to his/her approving supervisor for approval and signatures. The Cardholder shall verify that the reviewed and approved statement is forwarded to the Purchasing Department for incorporation with other cardholder's statement to be reconciled with a monthly summary provided by the bank.
5. The approving supervisor shall check the Cardholder's monthly statement and Procurement Card Record form and confirm with the Cardholder the following items:
 - A. Receipts and shipping documents exist for each purchase.
 - B. The goods were received or the services were performed.
 - C. The Cardholder has complied with applicable procedures, including this Procurement Card procedure.
6. The department shall receive the monthly statement and secure the approving Supervisor's approval within two (2) working days of receipt. Approving monthly statements and appropriate logs and documents shall be forwarded immediately to the Finance Department once it is ready for payment through the voucher system.
7. If the Cardholder does not have documentation of a transaction listed on the monthly statement, he/she must attach an Affidavit of P-Card Receipt (found in the appendix) with an explanation that includes a description of the item(s) purchased, date of purchase, vendor's name, and reason for lack of supporting documentation.
8. If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be retained by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the Cardholder or approving supervisor shall notify the Finance Department. Do not accept a refund in cash or check format. All refunds need to be added to the P-Card.
9. Merchandise Returns – If an item is not satisfactory, is received damaged and/or defective, duplicate order, etc., the Cardholder should make contact with the vendor to explain the problem and inquire about return policies.
 - A. If an item has been returned and a credit voucher received, the Cardholder shall verify that this credit is reflected on the monthly statement.
 - B. If items purchased by the use of the P-Card are found to be unacceptable, the Cardholder is responsible for obtaining replacement or correction of the item as soon as possible. If the vendor has not replaced or corrected the item by the date the Cardholder receives his/her monthly statement, then the purchase of that item will be considered in dispute.
10. If the Cardholder has a problem with a purchased item or billing resulting from the use of the Procurement Card, first try to resolve it with the vendor that provided the item. In most cases, disputes can be resolved directly between the Cardholder and the supplier. If the Cardholder is disputing a charge or an unresolved issue, complete a Dispute Form and include it with the statement package.

Reconciling your Statement

Our billing cycle begins on the 16th day of each month and ends on the 15th.

Transactions can take from 1-3 days to post; therefore, if you made a purchase toward the end of the billing cycle, it may not appear until the next month's statement. All transactions are listed in chronological order; therefore, this process can be made easier if you file your receipts in the same manner.

The entire process of reconciliation must be completed and submitted to Accounts Payable **no later than the first of the month following receipt of statement**; this includes having the P-Card auditor review and sign the statement. Cardholders who have the responsibility of reconciling their own statements must provide their **signed** statement with their receipts attached within two working days after receipt to their P-Card Auditor.

If you do not have reconciliation responsibility, you should immediately provide this information to Accounts Payable upon receipt of the monthly statement. **Exception:** Cards that were specifically established to process small dollar invoices do not require an auditor's signature. The signature on the invoice authorizing payment suffices as the "secondary" signature normally required.

Note: Continued failure to submit your statements in a timely manner will result in your card being canceled.

Once you have accounted for all transactions noted on the monthly statement and have attached a receipt (or credit memo) as applicable, forward the information to your P-Card Auditor for review and signature.

Disputed Items

If there is a discrepancy on the monthly statement, contact the supplier to try and resolve the situation. If successful, make a note on the monthly statement and be sure to verify the correction the following month. Disputed items must be reported within sixty- (60) days from the statement date. If required to submit a signed hard copy, request this from the Allocation person assigned to your department/division.

Frequently Asked Questions

Will having a County credit card affect my personal credit?

No, absolutely not. The Bank has no personal information other than your date of birth, which is required for security purposes; i.e. to verify that if/when you call you are the cardholder. Additionally, as part of the security check they may ask for the last 4 digits of Wood County's Employer ID number which is 5763. You have been given this information in the event you need to contact the bank, however, it should not be kept with the P-Card itself.

What do I do if I find an incorrect charge on my statement?

You should always attempt to resolve an incorrect charge with the supplier first. If you aren't successful, follow the disputed items procedure noted above.

What about an unauthorized charge?

Contact US Bank immediately at 1-800-344-5696 or 701-461-2010 to report unauthorized charges.

What if I lose my card or it is stolen?

Contact US Bank immediately, **1-800-344-5696 or 701-461-2010** to report a lost/stolen card. Within one working day, call or send the P-Card administrator an email notifying them of the lost/stolen card as well.

What if I get charged sales tax?

You should always check your sales receipt before signing and if sales tax is included, ask them to void the transaction and re-process it exclusive of the sales tax. The tax-exempt number is noted on your card; however, we have provided you with a hard copy in the event the vendor requires one. If you are mailed the sales receipt and it includes the sales tax, contact the vendor and ask them to credit the sales tax.

SECTION 2

ADDITIONAL INFORMATION

For

**CARHOLDER USE SPECIFIC TO
TRAVEL AND/OR
SEMINAR REGISTRATION**

General

In addition to the benefits provided under Section 1, your card has been authorized to allow for travel/expenses and seminar registration. This means you may use the card when traveling for County authorized business.

Types of P-Card Purchases

In addition to the purchases noted in Section 1, examples of purchases that the P-Card may not be used for include, but are not necessarily limited to the items listed below. Please note that it is acceptable to use the Internet for all travel related purchases with the exception of per diem and non-reimbursable expenses.

Allowable Purchase	Non-Allowable Purchases
Airfare	Prepaying for Hotel for more than 1 night
Holding a Hotel Room	Purchases or expenses for non-County employees and/or family members
Pre-Paying for 1 night stay in order to receive a discounted rate for a conference	Non-reimbursable expenses charged to a hotel room such as phone calls, movies, etc.
Paying for a hotel room upon checkout if you are the cardholder (Note: The County is not exempt from room taxes).	
Seminar Registration	
Meals (No Alcohol Beverages)	

Expenses Exceeding Allowable Amount

In some cases expenses may exceed the amount allowed under the travel reimbursement guidelines and/or may not be eligible for reimbursement. This may include but is not limited to:

1. Hotel Charges over the County's approved rate.
2. Individual Meals and/or Per Diems.
3. All non-reimbursable expenses (personal calls, movies, laundry service, etc.).

These expenses must either be deducted on your expense report or reimbursed via check payment if money is due upon completion of travel. If money is owed the County, a check must be deposited with the County Treasurer's office along with a general receipt. A copy of the general receipt **must be attached to your monthly statement.** (Work with the account clerk or other person who handles this process for your department/division for any assistance needed in this process.)

Reconciling your Statement

In addition to the procedures noted in Section 1, other documents that must be submitted with your monthly statement are as follows:

Copies of:

1. The seminar brochure and/or agenda verifying the dates and location of the seminar.
2. General receipt showing payment of charges in excess of allowable amounts.
3. Any expense reports submitted **prior to** traveling; i.e. advance payment for airfare, etc. and that are submitted **upon return** that are related to the expenses being submitted.
4. **ORIGINAL** receipts for all charges on the P-Card related to travel; i.e. hotel, meals, etc.

SECTION 3

P-CARD AUDITOR RESPONSIBILITIES

General

You have been assigned the very important responsibility of auditing and signing off on the monthly statements for various cardholders within your department/division. Your proper and prompt review of these statements is critical to the success of this program.

Auditing the Statement

Each transaction appearing on the statement must be reviewed. If the cardholder did not make a note that they are disputing a transaction either because it was unauthorized and/or it was for the incorrect amount, the transaction must meet the following conditions:

The purchase:

1. Was made for County business only.
2. Was not split into multiple transactions to stay within the single limit.
3. Was not split across days to stay within the single limit without prior approval from the P-Card Administrator.
4. Was not split amongst cardholders to stay within the single limit.
5. Was not split amongst multiple invoices to stay within the single limit; i.e. look for sequential invoice numbers.
6. Was not made to avoid or circumvent the purchasing process.
7. Receipt has been verified.
8. Is accompanied by a receipt or credit memo.
9. Is accompanied by written buyer approval when applicable.

In addition, if the card was used for travel and/or seminar registration the following must be attached:

Copies of:

1. The seminar brochure and/or agenda verifying the dates and location of the seminar.
2. General receipt showing payment of charges in excess of allowable amounts.
3. Any expense reports submitted **prior to** traveling; i.e. advance payment for airfare, etc. and that are submitted **upon return** that are related to the expenses being submitted.
4. **ORIGINAL** receipts for all charges on the P-Card related to travel; i.e. hotel, meals, etc..

Once you have verified the above, sign the statement below the cardholder's signature and forward the documents to Accounts Payable **no later than the first day of the month following the receipt of statement.**

Unallowable Purchases

If during your monthly audit(s) you find purchases that aren't authorized or aren't acceptable, the cardholder's supervisor should be notified. Continuous misuse of cards can result in the card being canceled and disciplinary action taken up to and including termination.

SECTION 4

INTERNET PURCHASING POLICIES

Purchasing on the Internet with P-Cards

Wood County P-Cards may be used on the Internet if the following criteria are met:

- Method is authorized by the department's internal control procedures
- Purchases cannot exceed \$1,000 or amount per department policy for a single transaction with the exception of travel and seminar registration
- Cardholder must abide by the same guidelines agreed to on the Cardholder Agreement form
- Cardholder is familiar with guidelines regarding safe purchasing on the Internet as noted below; and
- The Internet site for purchases is secured with safe electronic technology (Secure Sockets Layer or Secure Electronic Transmission protocol)

Key Information for Purchasing on the Internet

"Buyer Beware," has long been a principle for commercial transactions. This principle is valid for transactions facilitated through electronic commerce. Although there is no way to completely eliminate all risk from any purchasing activity, the following guidelines are included to increase awareness of Internet purchasing issues:

- Always use a secure Web browser
- Know your merchant
- Ask how information is passed to a merchant and secured on their computer system
- Obtain receipts
- Understand the troubleshooting process
- Protect yourself with current information

Always use a secure Web browser

Using any version of Microsoft Internet Explorer as your browser provides you with an added level of security when shopping on the Internet. These browsers use Secure Socket Layer (SSL) technology, a proven and easy-to-use system that lets your browser automatically encrypt or scramble your personal data before sending it to the merchant via the Internet. SSL shows you that a Web site is secure when a lock appears in your browser window (lower right hand corner). You can also look at the URL, or Internet Location, to verify the SSL protocol is in place. Most URL's start with **http://**, but when a site is secure, the URL will start with **https://** ("**s**" stands for secure).

Know Your Merchant

When considering an online purchase, please consider the following:

First, don't give out your credit card number online unless you have read and understand the company's privacy statement, disclaimer, terms and conditions, warranties **and** you have confirmed that they use safe online shopping technologies like SSL or Secure Electronic Translation (SET). SET is an added layer of protection that is emerging as an industry standard to make online purchasing safer than ever. Merchants who demonstrate they use the best available methods to make your Internet transaction as safe as possible are allowed to display the SET decal on their website. Some sites may claim to be encrypted when they actually are not. If you are not sure, ask for an alternate method of payment. You can check *Yahoo! Shopping* which lists many of the online merchants who use secure technology for safe electronic transactions (other search engines might have similar lists).

Second, don't judge reliability by how nice or flashy a website may seem. Anyone can create, register and promote a website; it's relatively easy and inexpensive. Most legitimate merchants list their address, phone number and/or contact person. At a minimum, be sure there is a phone number present.

Third, online auction sales remain the number one Internet fraud reported to the National Consumers League's Internet Fraud Watch. Be careful not to be pressured into making an immediate decision. Reputable merchants will be happy to answer all of your questions and give you time to decide.

Last, if you have questions about a merchant, you can check the company's complaint record with the Better Business Bureau (see below for web address).

Ask How Information is Passed to Merchants and Secured

For many Internet purchases, you are asked to use a fill-in form on the merchant's website. Increasingly, merchants allow you to send some information via the fill-in form and to phone in the more sensitive information, in our case, the credit card number. For future purchases, you will usually only need to supply the last four or five digits of the credit card number to verify your identity.

Sometimes a merchant will keep your credit card number on their system in case you want to make additional purchases. How can you be sure the merchant is securing your personal information once it reaches their computer system? Although unlikely, it's possible that information stored in the company's database can be stolen by computer "hackers" or even by dishonest employees. When dealing with an unknown merchant, it might be worth asking the merchant how the information collected about purchasers is maintained in a secured fashion.

Obtain Receipts

Every type of P-Card transaction must have a receipt. An acceptable receipt for an Internet purchase includes a screen copy of the order form and/or confirmation you receive from the merchant verifying that they received your order. You may receive this confirmation immediately following the submission of the order or it may be sent to your E-mail address at a later date. If there isn't a sufficient description of the purchase noted, please write it in on the receipt.

Understand Troubleshooting Process

If you have placed an order online with a merchant and one or more of the following occurs, **call the Bank immediately to cancel your P-Card** 1-800-344-5696 or 701-461-2010

- You don't receive the order within a reasonable amount of time (generally 2 weeks) and you are not receiving returned phone calls from the vendor
- The phone number on the website is no longer a working number
- You hear the merchant went out of business

If it is necessary to cancel your P-Card as a result of a problem or suspected fraud, call the P-Card Administrator to report the card has been cancelled with the Bank and to receive help with the dispute process. A replacement P-Card may be requested.

Protect Yourself with Current Information

Because the Internet is changing at such a rapid pace, the risks of Internet purchasing and the techniques you can employ to counteract those risks will be very different in three months, six months or a year. Following are related links to help you stay informed (not in priority order):

- www.fraud.org - The National Consumers League provides advice about telemarketing and Internet fraud.
- www.consumer.gov - This federal agency website provides consumer information and publications.
- www.BBBOnline.org - The Better Business Bureau reliability program for participating online merchants links to central BBB site for reports about businesses and information on how to contact individual BBBs across the U.S.

SECTION 5

APPENDIX

WOOD COUNTY EMPLOYEE PROCUREMENT CARD APPLICATION /USE AGREEMENT

Instructions: Complete information contained on this form and submit to the Finance Department Procurement Card Administrator

Employee Cardholder's Name	Department
Birthdate	Work Phone Number

The Procurement Card is intended for best-judgment purchases. Purchases made with this card must comply with the Procurement Card Manual obtained in training.

The Procurement Card **MAY NOT** be used to purchase the following:

Single purchases/transaction exceeding \$1,000 or

Alarm/Security systems	Consulting Services	Non-Business/Personal Items/Services
Alcoholic beverages, drugs or Pharmaceuticals	Insurance	Radioactive Materials
Ammunition	Leases/Rentals of Property	Tax Reportable Services
Cash advances (ATM machines)	Legal Services	Telephone call/monthly charges
Single purchases exceeding authorized limit	Gift Cards*	

* See Procurement Card Policy and Procedure for any exceptions

If the card becomes lost or stolen, the Cardholder has the responsibility to immediately notify the procurement card company at **1-800-344-5696** or **701-461-2010** and the Finance Department Procurement Card Administrator at **715-421-8796**

When a Cardholder terminates employment with the County, the Department shall reclaim the procurement card and return it to the Finance Dept. Procurement Card Administrator.

Non-adherence to any of the procedures, as outlined in the Procurement Card Manual, may result in revocation of individual Cardholder privileges and may result in revocation of all sponsor department procurement cards and other appropriate disciplinary actions.

As an applicant/holder of a Wood County procurement card, I understand the responsibility for the protection and proper use of the card as detailed above and as written in the Procurement Card manual. I understand I will be making financial commitments on behalf of Wood County and will strive to obtain the lowest prices within the parameters of quality and delivery.

NOTE: Tax exempt number shown on County procurement card is to be used for Wood County Business Purpose only.

X

Applicant/Cardholder Signature

Date Signed

I approve the issuance of a Procurement Card to this County employee and acknowledge the overall responsibility for the proper use of the card.

X

Department Authorized Signature

Date Signed

X

Purchasing Department Signature

Date signed

Upon approval of this application, a Wood County Procurement Card will be issued.

Complete this box when procurement card is issued/received and return this application/use agreement form to the Procurement Card Coordinator:

I acknowledge receipt of Procurement Card

X

NOTE: Sign and activate your card immediately upon receipt.

CARDHOLDER ACCOUNT MAINTENANCE FORM
(Complete form and send to Purchasing)

CARDHOLDER NAME	DEPARTMENT
DATE	ACCT. NUMBER

TYPE OF REQUEST (X)

- _____ A. Address Change
- _____ B. Department Change
- _____ C. Account Closure
- _____ D. Name Change
- _____ E. Credit Limit Change
- _____ F. Other _____

EXPLANATION OF CHANGE (i.e., TERMINATED, MARRIED, ETC.):

Following for Purchasing Department only:

NEW INFORMATION:

Please fax to:

Authorized Name (Print)

Authorized Signature

CARDHOLDER DISPUTE FORM

CARDHOLDER INFORMATION

NAME (PRINT)	CARD #
COMPANY NAME Wood County, Wisconsin Rapids	
WORK PHONE	DATE
CARDHOLDERS SIGNATURE	
MERCHANT NAME	
DOLLAR AMOUNT DISPUTED \$	DATE OF TRANSACTION

DISPUTE TYPE (X)

- _____ Credit Not Posted (enclose copy of credit voucher or return merchandise receipt)
- _____ Duplicate Posting
- _____ Erroneous Amount (provide supporting documentation indicating correct amount)
- _____ Erroneous Charge (include phrases "neither made or authorized" and "credit card in my possession at all time" in explanation)
- _____ Other

DISPUTE EXPLANATION: (Include all contact with merchant and merchant's response)

When this form is complete - Please send as soon as possible to the
Procurement Card Program Coordinator

AFFIDAVIT OF P-CARD RECEIPT

I do hereby certify that I have made a purchase with my P-Card From:

Vendor Name: _____

I have received the merchandise/service as indicated on my statement, but I have (X one)

_____ Not received a receipt yet from the vendor and will try again to obtain one.

_____ Lost the receipt and have tried, to the best of my ability, to obtain a duplicate.

Cardholder Name (Printed): _____

Cardholder Signature: _____

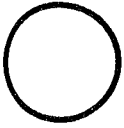
Date: _____

NOTE: Submit with P-Card statement for payment in lieu of original receipt.

Please Print - After Department approval send to Wood County Purchasing Department

[illegible]

X
Supervisor Signature



RESOLUTION#

ITEM#

1-3

DATE

August 20, 2019

Effective Date

August 20, 2019

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

INTENT & SYNOPSIS: To approve moving the Safety & Risk Manager position into the Human Resources Department, effective upon incumbent's retirement.

FISCAL NOTE: No additional cost to Wood County. The Safety & Risk Department budget would be combined with the Human Resources Department budget. There will be no fiscal impact in 2019 and a savings starting in 2020.

		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			

WHEREAS, whenever there is a vacancy, it is essential to evaluate the position and find efficiencies, and

WHEREAS, by moving the Safety & Risk Manager position into Human Resources, multiple efficiencies can be created due to the frequent interaction and overlap between the Safety & Risk Manager and the Human Resources Department, and

WHEREAS, moving the Safety & Risk Manager position into Human Resources allows the director duties to be removed and the position to be transitioned to a Safety & Risk Specialist at a lower pay grade for a cost savings to the County, and

WHEREAS, the Executive Committee voted at their August 6, 2019 meeting to move the Safety & Risk Manager position into the Human Resources Department effective with the incumbent's retirement, and

WHEREAS, the incumbent will remain in the Safety & Risk Management Department until his retirement date but the successor will be hired in Human Resources. Human Resources will recruit for this position and hire the individual prior to the incumbent's retirement date to allow time for training and a successful transition.

THEREFORE BE IT RESOLVED, to approve the action of the Executive Committee to move the Safety & Risk Manager position into the Human Resources Department, with the position now reporting to the Human Resources Director rather than the Executive Committee effective upon the incumbent's retirement.

The annual meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, June 17, 2019 at the Marathon County United Way office in Wausau. The meeting was called to order at 6:00 pm by President Donna Rozar.

Jennifer Lemmer, Secretary/Treasurer took roll:

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

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

Finance Committee: Jennifer Lemmer, Secretary/Treasurer, made the recommendation from the Committee to approve the year to date financial statements thru April. Motion carried.

Jennifer Lemmer, Secretary/Treasurer, made the recommendation from the Committee to approve the 2018 990 report. Motion carried. Lenore Breit asked if we paid Wipfli to complete our 990 or if staff completed the report. Pam explained we complete our own as we are not that complicated.

Community Needs Assessment Discussion- Diane reviewed the Survey report and data gathered to date. We received 685 surveys from participants and 28 partner agency surveys. Peter Rotter asked about the increase in poverty in the region verses the percentage down from 2016. Diane explained the previous results were through 2014, now they are through 2016. Diane will re-word the results for clarification. Jake Nyen asked about national percentages and Diane explained she just completed a brief summary for the board because the entire report is over 70 pages long. Donna Rozar discussed people moving out of the city to try and lower their taxes which could possibly cause a longer commute to work. Steve Robinson discussed the needs of housing first for people before they can get services for other needs. Diane will send the draft report out to Board members for review and discussion, once the assessment is complete. Diane reviewed the Housing & Homelessness coalition's survey on homelessness in Marathon County so the board would have a greater understanding of the demographics of those who are homeless. Lincoln and Wood counties do currently have DV shelters but do not have other shelters, so no data is available for those counties.

Weatherization Report: Tony distributed the May weatherization production report. 99 audits were completed in May and 56 (56%) were deferrals. 61 units were completed in May as well as 23 baseload units. YTD July thru May we have completed 443 units and 168 baseload units.

ESG/DEHCR Housing Grant- Diane reported we received additional funding from our initial application. We received \$177,200 which includes funding for four (4) shelters- Salvation Army, Catholic Charities, HAVEN, and The Family Center.

TBRA- Tenant Based Rental Assistance- Diane discussed the new grant award of \$138,476 to assist 19 households. This grant will assist people in keeping their current housing rather than lose their housing and starting over.

Permanent Supportive Housing Grant- Diane reported we have been awarded \$181,320 to assist 10 households using the housing first model. Diane discussed the new Coordinated Entry Position and how it will assist in getting homeless connected to housing and other necessary resources. NCCAP was awarded \$32,000 to fund the position. These additional monies will help round out the full time outreach worker position in the Wisconsin Rapids office, both in fiscal and in operational capacity.

Diane distributed information about Wiscap's Poverty Matters conference in Wisconsin Rapids in September. We will pay for the registration fees if any Board members are interested in attending for one or two days.

Board of Directors discussion: President Donna Rozar dismissed the staff to discuss with the Board of Directors an issue that came to her attention and needed discussion without the staff present.

Next Meeting Date: Our next meeting will be August 12, 2019.

Adjourn: Donna Rozar declared the meeting adjourned at 7:16 pm.

July 25, 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

4(b)

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- Two managers participated in an emergency preparedness tabletop exercise facilitated by our Emergency Management Department. The topic was a cyber-attack. We are updating our Continuity of Operations Plan to incorporate lessons learned from the exercise. We hope to conduct a similar exercise with our entire staff in October to walk through what we would do if we needed to vacate our building for a long period of time (days to weeks or longer).
- Our Healthcare Emergency Readiness Coalition (HERC) is working on our training and exercising plan for 2019-2020. A few items that will need to be done include a Hazard Vulnerability Assessment, training exercises, training around Family Assistance/Reception Centers, After Action Reports, and updated planning for mass vaccination clinics.
- We are preparing for an additional eight nursing students from the UWEC Marshfield Campus. They will be working with us this fall. In addition, I am working with the Medical College of Wisconsin Wausau Campus on public health presentations and projects for medical students.
- Our water lab continues to keep us beyond busy. The revenue has allowed us to bring on a Limited Term Employee to get us through all of the special water testing programs that are happening in Wood and Juneau Counties.
- We have been working with an active case of Tuberculosis. This situation is becoming resource intensive, with Directly Observed Therapy (DOT) required seven days a week for the first few weeks and then Monday through Friday after that. This could go on for several weeks/months. DOT means that a public health nurse needs to go to the patient's home and observe the individual taking the medications each time and assess for symptoms of the disease and side effects of the treatment. Once the individual is no longer infectious, we can reduce the frequency of the DOT visits. In addition, we needed to find alternative housing for a pregnant woman who was living in the home. We used our Communicable Disease funding to pay for a hotel for her for about four weeks. With assistance from other community resources, she has been able to find an apartment to rent beginning August 1.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Port Edwards/Armenia Groundwater Issues-MOU progress

Confirmatory testing for those that self-tested is continuing. Ten samples will be collected at the beginning of July. The next step will be to contact those in the Port Edwards/Armenia agricultural corridor and offer self-testing once again, as well as some limited onsite testing for those unable to collect and deliver a sample to the lab.

DATCP Site Visit

The closing meeting for the DATCP site audit for our licensing and inspection program was held in June. Environmental Health staff and Health Officers met with DATCP personnel to discuss the survey. Overall, the audit went very well. We had two measures with minor adjustments needed and each was already addressed. The 3-year work plan includes the start-up of a Food Safety Advisory Committee in Adams and Juneau County, and reconvening the existing committee in Wood County. This will help us meet Standard 7 of the Voluntary National Retail Food Regulatory Program Standards.

Staff Changes

We are in the process of hiring a limited term Environmental Health Assistant to assist with the heavy environmental health workload and backlog of inspections.

New Business and Consultations

Whoudini's in Wisconsin Rapids was licensed to sell pre-packaged food such as pizza. A pre-licensing inspection was also done at the Dollar General in Wisconsin Rapids. They will sell pre-packaged foods. A pre-licensing inspection was done at The Mac's, a restaurant in Babcock. The Spot bar in Marshfield was licensed to sell food. A hotel pool was closed in Wisconsin Rapids due to excessive chlorine, pH imbalance, and high stabilizer levels. A re-inspection will be done to determine if the pool may reopen. Pirco Manufactured Home Community in Wisconsin Rapids had a consultation for the planned expansion.

Complaints

Seventeen complaints were received in the month of June.

- A bed bug complaint was made at a hotel. The hotel manager contacted pest control. Case closed.

- There was no hot water at a hotel for two days because the gas was shut off for non-payment of the gas bill. The bill was paid and gas is back on. Case closed.
- A tattoo shop was reportedly operating without a license. The owner was contacted and he is not ready to open yet. He has had people in to help get the place ready to open. He is aware that he may not open without a tattoo practitioner license and a body art establishment license. Case closed.
- A tenant complained of mold but does not want her landlord contacted. She will contact her landlord again, and will call again if she needs help. Case closed.
- A tenant complained about mold and is now being evicted. Attempts to contact the tenant have been unsuccessful. Case is pending investigation.
- A complaint was made about a resident burning plastics and other materials on his property. Smoke is bothering the neighbors. The resident claims he only burns hay. An advisory letter was sent, outlining those items that may be legally burned, and those that may not. Case closed at this time.
- A caller complained of mold due to water damage. She was provided with information on mold cleanup. Case closed.
- A home had water damage due to a broken pipe in the basement. The tenant is not staying at the home until the pipe is fixed and the mold is cleaned up. Case closed.
- An elevator has not worked for two months in a HUD housing unit. A handicapped tenant cannot access her apartment without the elevator. The landlord cannot repair it himself and is at the mercy of the elevator company. Case is closed.
- A caller complained about cleaning issues at a restaurant. Owner said an employee was just fired, and may have called. Mariah will conduct an onsite check.
- A complaint was received about cow carcasses in a field. UW-Extension was contacted for information. Composting information was provided to the farmer. Case closed.
- A caller complained of illness following a meal at a restaurant. No other complaints were received by the restaurant or our department. Case closed.
- Questionable food handling practices were reported about a mobile food unit. The operator was contacted. Case closed.
- A caller reported cleaning issues at a restaurant. An on-site visit will be made. Investigation is ongoing.
- A complaint was made about bed bugs, cockroaches, and mold at a hotel. An onsite visit revealed no evidence of bed bugs or cockroaches in the units that were inspected. Owner has an ongoing contract with a pest control company. Case closed.
- There is mold in a rental unit due to standing water in the basement. Investigation is ongoing.

COMMUNICABLE DISEASE TEAM REPORTS

Tuberculosis Update – Jean Rosekrans & Alecia Pluess

Two patients continue with medication for latent tuberculosis infection, and a new case was also started on medication for latent tuberculosis during the month of June. Additionally, a confirmed case of tuberculosis disease was started on medication. Public health nurses assist with medication administration and monitoring, contact investigation, and sputum sample collections.

Communicable Disease Update – Jean Rosekrans & Alecia Pluess

- During the month of June, Wood County had 20 cases of chlamydia and 1 case of Hepatitis C 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 June, 2 cases of campylobacter and 1 case of salmonella were reported. Jean was on WFHR radio during June to discuss enteric illness associated with animal contact.
- An increase in testing for tick-borne and arboviral testing was noted during June. There were 18 suspect, 1 probable, and 4 confirmed cases of Lyme disease along with 2 confirmed cases of anaplasmosis. Arboviral testing was performed at the State Lab of Hygiene for 3 other cases, with results pending.
- Jean and Alecia participated in an Infectious Disease tabletop drill at Aspirus Hospital on June 11 on the topic of measles.

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

- The SNAP-Ed Fit Families program leader Sarah Sugden hosted two "Fit Families Fun" events, one in Marshfield and one in Wisconsin Rapids, which provided nutrition education on the importance of fruits and vegetables.
- WIC staff aim to improve the WIC shopping experience for participants. Staff participated in a WIC practice shopping activity at the end of May. This allowed staff to gain first-hand experience of what it is like to shop for WIC foods and brainstorm ways to improve the experience.
- WIC has issued farmers market vouchers to over 200 families already this summer and aims to hit our goal of 500 families by the end of September.

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	1367	1389					
Active (final)	1414	1376	1338	1378	1361	1377						

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

July 17, 2019

Director's Report by Brandon Vruwink

The University of Wisconsin-Madison assisted the Behavioral Health and Family Services Leadership Teams over the past few months begin an Organizational Effectiveness Project. This effort was undertaken to improve collaboration and enhance the services delivered to our customers. Moving forward the Behavioral Health and Family Services Leadership Team will be meeting monthly to discuss challenges, best practices and generate ideas on how we can work collaboratively. I look forward to working with the Leadership Team as we continue this effort.

Governor Evers signed the State of Wisconsin's 2019-2021 biennial budget. The budget will provide additional funding for Child Welfare and Mental Health Services. The additional allocations to counties have not been determined. We hope to have allocation numbers within the next four to six weeks. Additional funding was also included to support increasing the Nursing Home Medicaid reimbursement rates. This will provide additional support as Medicaid is one of the primary payer sources at Edgewater Haven and Norwood Health Center.

Juvenile Correction reform continues to move forward. The Legislature recently passed and Governor Evers signed a bill to delay the closure of Copper Lake and Lincoln Hills Schools. The original legislation required the schools to close by January 2021. The new legislation delays the closure for an additional six months. This will continue to be an area of interest for counties as the closure is dependent upon the opening of new facilities.

The Wisconsin Rapids Public Schools have a new Director of Pupil Services. Dr. Dani Scott recently assumed this position. I met with Dr. Scott on July 15 and discussed the services Wood County Human Services has to offer. I always welcome the opportunity to collaborate with our community partners on how we can best serve the residents of Wood County.

Administrative Services Update by Jo Timmerman

Norwood: Census on the Admissions Unit for June averaged 8.60 The 01-01-19 through 06-30-19 average census was 9.65. The budgeted average census on this unit for 2019 is 9.00. Census on the Crossroads (locked) unit for June was 14.84. The 01-01-19 through 06-30-19 average census was 14.95, with an average 2019-budgeted census of 15.80. The new Crossroads 2 (Pathways unlocked) unit had an average census for June was 9.94. The 01-01-19 through 06-30-19 average census was 7.68. 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.

The Provider Number for the Crossroads and Pathways units remains de-activated as of 02-02-19. The Bureau of Quality Assurance and Forward Health are aware of the situation and are working to correct the error.

Additional projects worked on by staff are:

- Processed Medicare, Medicaid, Commercial Insurance, other county and patient responsible billings for a total of 376 claims totaling \$589,409
- Processed \$36,046 in claims for Bridgeway Unit

- Continued to work on in-house billing documentation audit
- Attended/conducted bi-weekly budget meetings
- Attended Finance Department's training on County's new Budget program
- Worked with managers collecting preliminary staffing data in preparation for 2020 budget project
- Attended monthly Accountant's Group meeting

Edgewater: The average daily census for June for the nursing home unit was 54.97 The 01-01-19 through 06-30-19 was 54.31. The budgeted average census on this unit for 2019 is 60.

Additional projects worked on by staff are:

- Processed Medicare, Medicaid, Commercial Insurance, and patient responsible billings and payments
- Attended/conducted bi-weekly budget meetings
- Attended Finance Department's training on County's new Budget program
- Attended monthly Accountant's Group meeting
- Worked with managers collecting preliminary staffing data in preparation for 2020 budget project

Community: Projects worked on by staff are:

- Processed Medicare, Medicaid, Commercial Insurance, and private pay billings totaling \$505,653
- Worked with Marshfield staff to develop a plan for minor visual changes to the reception area – making it more ergonomic, HIPAA compliant, help direct the flow of traffic and security of the area
- Attended BLT Committee meeting to address concerns the committee can take on and how best to represent staff
- In role of executive committee member for HPWC Coalition "Mental Health Matters" met with Committee partners from the Health Department, McMillan Library, Aspirus Behavioral Health and Behavioral Health to provide a Wisconsin Public Broadcast ACEs/TIC special to be shown at the Library August 7th ; also continue to meet to help with event planning and coordinating volunteers and panel members
- Attended the Behavioral Health Division meeting held at Norwood to present information on Interpreters (contracted agencies, who and how to call and report it back for billing)
- Met with TCM Core and IT on plan for new EHR (gathering feedback of staff)
- Met with all but one Support staff on bi-weekly basis for supervision and feedback
- Complete staff annual evaluations
- Coordinate coverage for all support staff who had vacation, to ensure they all got time off
- Attend weekly Monday morning managers meetings
- Began working with Deputy Director on Family Services records requests and background checks
- Attended/conducted bi-weekly budget meetings
- Attended Finance Department's training on County's new Budget program
- Worked with managers collecting preliminary staffing data in preparation for 2020 budget project
- Attended monthly Accountant's Group meeting
- Developed project plan, timeline and calendar for 2020 Budget Project
- Attended Executive Committee meeting

- Attended H&HS Committee meeting
- Conducted a training on the Wood County Budget process and project for new managers and staff

Behavioral Health Division Update by Stephanie Gudmunsen

Physician Recruitment Update: I have had introductory phone calls with three physicians over the last month. We have one confirmed in person interview at the end of July and will be having additional discussion with one of the other physicians.

Outpatient Clinic: The waiting list for mental health intakes has increased to 44. The current AODA Counselor vacancy has added to the wait times for appointments with therapists due to therapists needing to cover Day Treatment and the existing caseload for that counselor.

Legal Services: As expected, we are seeing higher number of referrals in the area of Adult Protective Services (APS). Comparison of referral data from this point in 2018 and this point in 2019:

APS Referrals:	2018 = 110	2019 = 145
Guardianship Referrals:	2018 = 69	2019 = 85

Children's Long Term Support: The MetaStar audits for the Waiver program and the Birth to Three program were completed this month. The initial feedback was very positive. Official scores from the audits have not yet been received. This was the first year that MetaStar is completing the audits of the Birth to Three Program using a new protocol and rating system. Wood County was the first county to go through the new Birth to Three audit process.

Year to date we have received 110 Birth to Three referrals.

Thirteen children have been enrolled into CLTS Waiver since Jan 1, 2019 and an additional seven children have been added to the waiting list for Waivers. That leaves a total of nine children on the waiting list for services. While the new policy is for counties to have no waiting list for Waiver services, staffing has not allowed us to enroll children as quickly as we receive new referrals. The additional funding that was provided to eliminate the waiting lists for Waiver services may not be used to increase staff, therefore, existing staff must take on the additional children.

Comprehensive Community Services and Community Support Program: There has been a significant increase in referral to CCS and CSP in 2019. At this point in 2018 we had received 68 referrals. So far this year we have received 123 referrals. The two additional CCS Service Facilitator positions that were added for 2019 have helped to manage the higher volume of referrals.

Edgewater Haven Update by Marissa Laher

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

June 2018 – 57.7 average census with 6.73 rehab
 June 2019 – 54.97 average census with 5.53 rehab

Admissions/Discharges Comparison:

June 2018 – Admissions 14/Discharges 9/Readmissions 2
 June 2019 – Admissions 11/Discharges 9/Readmissions 2

I have enjoyed my first month as Administrator at Edgewater Haven. This facility is truly 5-Star quality with an exceptionally dedicated and hardworking team. They are very passionate about providing quality care to the residents we serve. Jordon and I continue to work together as he on boards me regarding all operations at Edgewater.

On July 1st, PRN Home Health and Therapy started as our therapy provider. We are excited to be working together to provide rehabilitative therapy to our residents.

The TBI application has been submitted and we will await approval from the State. The next step is to continue to focus on recruiting staff and training them on the needed competencies to work with patients with TBIs. We would like to officially be licensed and open on August 1st, but will only do so once staff are recruited and fully trained.

After the recruitment process for a Director of Nursing, Joanne Rodriguez officially accepted the Director of Nursing position on Friday, July 11th. Joanne has been the Nurse Supervisor at Edgewater for twenty years and holds all of the qualities of a successful DON. She is very passionate about providing the best care possible to the residents she serves and cares deeply about the staff. The entire team at Edgewater is ecstatic to have Joanne in this position!

In other news, the team continues to work on:

- Preparing for the change in the Medicare A payment structure coming in October, the Patient Driven Payment Model (PDPM)
- Readyng ourselves for the new nursing home regulations (Phase 3 of the Mega Rule) that will be effective in November
- Utilizing our electronic health record (EHR) to make clinical processes more efficient
- Continuing to recruit staff to fill our CNA openings
- Working diligently to increase census through our new referral process

Employment & Training Update by Lacey Piekarski

FSET: In June, our FSET enrollment rate was 44.65%, ranking #1 in the state for overall enrollment!

We will welcome the Department of Health Services (DHS) for our annual on-site monitoring on July 23, 2019. DHS staff will monitor FSET group enrollment and follow-through appointments. They will also review a sample of cases pulled randomly. We are excited for their visit and look forward to sharing our success stories with them.

Personnel Updates: Our NorthCentral FSET Program is excited to welcome Oceana Martinez as our newest Wood County, River Block location Case Manager! Oceana's first day was July 7, 2019.

Nicole (Nikki) Holder accepted a promotion to serve as the FSET Program Coordinator in our Wausau office. Nikki will first train her replacement in our Portage County office, then transition full-time to the Wausau office. Congratulations to Nikki!

Independent Living Program: On June 28, the Department of Children & Families (DCF) hosted the 7th Annual Foster Youth Graduation Celebration at the Governor's Executive Residence in Madison. Our NorthCentral region had *six youth attend the celebration*. Overall, *14 foster youth from our region graduated high school* this June - Congratulations to all the graduates!

On July 10, Wood County submitted our request for proposal to continue providing Independent Living services for the North Central Region. If awarded, the contract will run through 2022.

Norwood Health Center Update by Jordon Bruce

In June we experienced our annual Nursing Home recertification survey and am pleased to report that we were deficiency free! I am very proud of the team on this outstanding accomplishment. We have successfully filled our open RN positions. Our focus is now to fill our open CNA/Mental Health Tech positions. Currently we have 17 open FTE positions for CNAs. We are covering the current openings thanks to our casual students that are picking up shifts while they are home on summer break.

Norwood Nursing Department by Liz Masanz

The Admissions unit June average patient days were 8.6. We have two new nurses starting in July. We had one activity assistant leave and a new one start. We are working on a QAPI project for treatment plans substantiated diagnosis, strengths and weakness. The OT and social workers have expanded groups on the inpatient unit and are now doing a mix of six groups a day.

Pathways unit: Our census was 9.93 in June. We had one patient recently discharge back into the community. Several of those patients have been transfers from the hospital unit that otherwise would have gone to Clark County or Trempealeau County Health Care.

The Crossroads unit was 14.83 in June. The construction remodel is going well. Bathrooms have been completed and flooring will be installed in late July. It looks amazing.

We have several applications to review in search of our new Activities Director including one internal candidate.

Long-term care statistics:

	Admissions	Discharges
2017	9	11
2018	28	27
2019 YTD-	19	16

Norwood Maintenance Department by Lee Ackerman

The final set of two bathrooms to be remodeled on Crossroads were nearly completed in June. The final phase of the remodel, installing flooring, will begin in July.

Work on the kitchen exhaust hood vents and the laundry exhaust HVAC Digital Control upgrade project began this month, having received approval from DHS on the project plans. The laundry portion was completed by month's end, which will now control that fan to shut down "after hours", which will result in an immediate utility cost savings.

The walkway replacement and driveway project has been awarded to Kaufmann Concrete. Work will be scheduled for some time in July. There seems to be a very high demand for concrete services this year due in part to high asphalt prices.

The annual survey of the Crossroads/Pathways unit was completed in June. As for the Life Safety portion, there will be three citations given, all of which can be resolved with relative ease; a fire door did not self-latch due to humid weather conditions expanding the door, a smoke detector will need to be installed in a closet on Crossroads, and several electrical panels were obstructed by mop buckets and signage in janitor closets. All are being addressed. Otherwise the State Engineer stated that we are doing a very good job with the facility and felt that our Emergency Preparedness Plan was "solid".

Norwood Dietary Department by Larry Burt

Congregate meals for the month of June totaled 10,251. Revenues for June totaled \$48,857. YTD meals are 59,297 and YTD revenue is \$270,751.

Norwood Health Information Department by Jerin Turner

Pat Altman's reception position has been filled by Elaine Bookhart. Elaine will be trained in by Pat's last day. We are turning the focus of our strengths/weaknesses and substantiated diagnoses QAPI project to the treatment plans instead of the intake so the whole team can be involved. The medical records door got a keycard access only lock added last week so that we can increase security to better protect HIPAA and our patients' personal health information.

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: July 25, 2019

Caseload activity for June - 25 new veterans served. During the month of May, we completed/submitted 399 federal forms to include:

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

Activities:

1. Completed as of July 17th:
 - a. July 11 – Joint CCS Committee meeting with Portage County.
2. Near Future:
 - a. July 19 – Emergency management Exercise – COOP/Cyber Security.
 - b. July 22 – Ho-Chunk Nation veteran even planning meeting.
 - c. July 24 – Veterans Office budget one on one with Finance Dept.
 - d. July 26 – North East Regional CVSO meeting.
 - e. August 14 – Veterans Expo in Wisconsin Rapids.
 - f. August 16 – Briefing to Family Heath Center caseworkers.
 - g. August 20-25 – Central Wisconsin State Fair outreach booth.
 - h. September 11 – Ho-Chunk Nation Veterans Event.
 - i. September 13 – State Veterans Service Commissioners Association meeting at the American Legion Post in Marshfield.
 - j. September 16-20 – CVSO Fall Training Conference
 - k. October 4 – Marshfield Senior Fair.

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. Coordinated services recently we have interacted on veteran's behalf with:
 - a. Wood County Adult Protective Services- We really want to acknowledge the efforts of our adult protective services in going beyond the basics to make sure our mutual clients get everything that they are entitled to and more.
 - b. Two of the area's private hospice providers. The whole hospice industry have strived to perform better with veterans. The National Hospice Association has a We Honor Veterans program that centers on strengthening the relationships between community hospice agencies and VA facilities to improve Veterans' access to hospice and palliative care.

These collaborations have produced better and speedier outcomes for the veterans and their families.

Minutes of the Wood County Public Safety Committee

3

DATE: June 17, 2019

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

EXCUSED:

NOT

PRESENT:

OTHERS Sarah Christensen, Steve Kreuser, Scott Brehm, Ted Ashbeck, Randy Dorshorst,

PRESENT: Erik Engel, Reuben Van Tassel, Nanci Olson, Quentin Ellis, Shawn Becker, Bill Clendenning, Lori Heideman, Jodi Lubeck, Private Citizen (name illegible)

LOCATION: Wood County Courthouse

1. Call to Order:

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

2. Review minutes of May 13, 2019:

Motion by Feirer, second by Zaleski to approve the minutes of the May 13, 2019 meeting as presented. Motion carried unanimously.

3. Public Comments:

No Public Comments.

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

July 15, 2019

9:00 a.m.

Wood County Annex and Health Center

5. Communications Department:

a. Communications May 2019 Claims:

The Committee reviewed the Communications May 2019 claims.

b. Communications Report:

The Committee reviewed the Communications report.

Motion by Zaleski, 2nd by Feirer to accept the Communications report as presented.
Motion carried unanimously.

6. Emergency Management Department

a. Emergency Management May 2019 Claims:

The Committee reviewed the Emergency Management May 2019 claims.

b. Emergency Management Activity Report:

The committee reviewed the Emergency Management report. Steve talked about the water issues that residents in the Town of Saratoga are currently dealing with and what steps have been taken. Steve talked about the grant with Juneau County and the hydraulic study that is being conducted. Bill Clendenning spoke about water issues in Grand Rapids. Steve answered questions on the report.

Motion by Zurfluh, second by Feirer to accept the Emergency Management Report as presented. Motion carried unanimously.

7. Dispatch Department:

a. May 2019 Claims:

The Committee reviewed the Dispatch May 2019 Claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report. Lori talked about Rapid SOS and that they are going to be trying that program. Lori answered questions on her report.

c. Phones:

Lori stated that they have not heard back from Solarus yet as to if they will pay the outage bill that was submitted to them.

d. Phones/Norwood:

Lori talked about the 911 lines if they had a backup dispatch center at Norwood. ATT and Frontier are not sure if they could get 911 lines up there. Her next move is to consult with Solarus regarding the lines in Norwood.

Motion by Zaleski, 2nd by Feirer to accept the Dispatch report as presented. Motion carried unanimously.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

b. May 2019 Claims:

The Committee reviewed the Coroner May 2019 claims.

Motion by Zurfluh, 2nd by Winch to accept the Coroner report as presented. Motion carried unanimously.

9. Humane Officer

a. Humane Officer Report:

Nanci talked about the dog bite in Town of Lincoln and discussed the 5/20 and 5/26 bites not being from the same animal.

Motion by Zaleski, 2nd by Zurfluh to accept the Humane Officer report as presented. Motion carried unanimously.

10. Sheriff's Department:

Sheriff Becker began his presentation by discussing the incident that occurred in Arpin and the condition of the officers involved. He also discussed the support his department has received from citizens as well as other agencies, both within the County and in Law Enforcement in general.

a. Correspondences:

Reviewed Correspondence.

b. Wood County Rescue:

The Committee reviewed the Wood County Rescue report. Bill Clendenning said Rescue is the guest speaker at the County Association meeting on Friday.

c. Crime Stoppers:

The Committee reviewed the Crime Stoppers report.

d. K-9 Project:

Sheriff Becker stated that by next month they should have a quote on a new K-9 from the new company they plan to use. Sheriff Becker also discussed the upcoming fundraisers for this project.

e. May 2019 Claims:

The Committee reviewed the Sheriff's Department May 2019 claims. Randy answered questions regarding a prisoner extradition and also explained it is more cost effective to hire a

company for transports versus sending deputies. He answered questions about a vehicle trade-in and some snowmobile repairs.

f. Stale Dated Checks Resolution:

Motion by Feirer, second by Zaleski to approve the resolution. Motion carried unanimously.

g. Resolution for Unanticipated Revenue from the Bureau of Traffic Safety:

Randy explained the Resolution is grant money for all jurisdictions within the county to pay for speed, seatbelt and reckless driving/distracted driving enforcement. The Sheriff's Department will be managing the funds.

Motion by Feirer, second by Zaleski to approve the resolution and to send it on to the County Board. Motion carried unanimously.

h. Hiring Process:

Sheriff Becker stated that they have made a conditional offer to an individual and that they are anticipated to begin July 1. He is then hoping to hire 1 more in August, and 1 in September in order to stagger the training periods.

i. Promotions:

Sheriff Becker stated that 5 people are currently interested in the Courthouse Security Lieutenant position. He stated that quite a few are also interested in the Patrol Sgt. Positions. He believes that they should hit their October 1 target for implementing courthouse security.

j. Boat Patrol:

Ongoing. They have been patrolling Nepco and Wazeecha lakes and the Wisconsin River.

k. Overtime:

Talked about the overtime numbers and what they are reporting now that wasn't being reported in the past.

l. Jail Items

- i. Inmate Daily Population – Reviewed
- ii. EMP – Reviewed
- iii. Safekeeper Housing Numbers – Reviewed
- iv. Kitchen Report – Reviewed
- v. Maintenance – Reuben and Ted discussed jail concerns. Ted talked about the need for a new camera system in the jail. He explained the current system has reached its end-of-life span. Reuben stated they are at the point where it would make sense to join the systems. Ted and Reuben also talked about plumbing issues. They are

working on getting an accurate layout of the lines and pipe sizes. They discussed the loose tiles due to flooding and the need/cost to remove them. They explained the broken tiles could be used as weapons.

- vi. Safekeeper – No questions
- vii. Jail Inspection – No questions
- viii. New Jail Study – Sheriff Becker talked about the proposal for a new jail study. He said Chairman Machon told Chief Deputy Dorshorst that he did not want the item on the Executive Committee agenda. Sheriff Becker said he would like to take money out of the scheduled maintenance office remodel project and use it to pay for the study. Sheriff Becker said he felt approval to reallocate the money was needed. The Public Safety Committee believes that this needs to go before the Executive Committee.

Motion by Feirer, 2nd by Zurfluh for the Executive Committee to put this on their meeting agenda for discussion and approval before moving it on to County Board. Voting Yes were Zurfluh, Feirer, Winch and Polach. Voting No was Zaleski. Motion carried.

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

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

12. Agenda Items for Next Meeting:

County Association on Safety (Supervisor Clendenning would like a representative or two to attend the meeting in Portage WI)

13. Adjourn

Meeting adjourned by Vice Chair Polach at 10:48 a.m.

Minutes taken by Wood County Emergency Management Department.

Jason Zaleski, Secretary
Public Safety Committee

Minutes of the Wood County Public Safety Committee

DATE: July 15, 2019

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

EXCUSED:

NOT

PRESENT:

OTHERS Sarah Christensen, Steve Kreuser, Scott Brehm, Ted Ashbeck, Randy Dorshorst,

PRESENT: Erik Engel, Reuben Van Tassel, Nanci Olson, Shawn Becker, Bill Clendenning,
Lori Heideman, Jodi Lubeck, Adam Fischer

LOCATION: Wood County Annex and Health Center

1. Call to Order:

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

2. Review minutes of June 17, 2019:

Motion by Zurfluh, second by Feirer to approve the minutes of the June 17, 2019 meeting as presented. Motion carried unanimously.

3. Public Comments:

No Public Comments.

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

August 12, 2019

9:00 a.m.

Wood County Courthouse

5. Communications Department:

a. Communications June 2019 Claims:

The Committee reviewed the Communications June 2019 claims.

b. Communications Report:

The Committee reviewed the Communications report.

Erik discussed the 911 outage. He stated that they had great support from Solarus and that the issue ended up being our equipment.

6. Emergency Management Department

a. Emergency Management June 2019 Claims:

The Committee reviewed the Emergency Management June 2019 claims.

b. Emergency Management Activity Report:

The committee reviewed the Emergency Management report. Steve talked about the water issues that residents in the Town of Saratoga are currently dealing with and what steps have been taken. Discussed that we have added this to the Hazard Mitigation Plan that is currently being updated in the event that money becomes available to do a study in Saratoga.

7. Dispatch Department:

a. June 2019 Claims:

The Committee reviewed the Dispatch June 2019 Claims.

b. Dispatch Report:

The Committee reviewed the Dispatch report.

c. Phones:

Lori talked about the 911 outage. She stated that Peter K had written a letter to Solarus requesting reimbursement for fees paid when an issue was there fault. She stated that they have requested a meeting to discuss these issues. Lori also talked about how they will now be purchasing to additional boards so that they have more backups if this problem should ever occur in the future.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report.

b. June 2019 Claims:

The Committee reviewed the Coroner June 2019 claims.

9. Humane Officer

a. Humane Officer Report:

10. Sheriff's Department:

a. Correspondences:

Sheriff Becker discussed the shooting in Arpin. Sheriff Becker told the committee the Division of Criminal Investigation (DCI) has completed their investigation of the shooting.

Sheriff Becker let the committee know Deputy Leigh is recovering and is back to work on light duty.

Sheriff Becker discussed the meeting he and Captain Ashbeck had with Three Bridges Recovery. Three Bridges Recovery will be working in the jail helping inmates overcome addictions.

Sheriff Becker discussed the fundraiser at Golden Sands on July 12, 2019. Sheriff Becker thanked the volunteers from the Department.

Sheriff Becker let the committee know the department is selling pins and patches to raise money for Deputy Dean's wife who has breast cancer.

Sheriff Becker discussed an upcoming meeting with Human Resources regarding contract negotiations with the Deputy Sheriff's Association.

b. Wood County Rescue:

The Committee reviewed the Wood County Rescue report. The Committee discussed the length of the report and would like to only see calls for service and training.

c. Crime Stoppers:

The Committee reviewed the Crime Stoppers report and Sheriff Becker stated there may be a change in who is overseeing the Program.

d. K-9 Project:

Sheriff Becker stated the cost for a new K9 for next year will be at least \$13,500.

e. June 2019 Claims:

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

f. Hiring Process:

Sheriff Becker stated Deputy Andrew Merkes started training and another deputy will be starting in August 2019

g. Promotions:

Sheriff Becker thanked the committee members who sat on the panel for the Security Lieutenant position. Bryan Peterson was promoted to this position.

Sheriff Becker stated a new promotion will be starting for a new Patrol Lieutenant and a new Investigator Sergeant due to Sara McCormick moving to the new Security Services position. He stated they are still working on the Patrol Sergeant process.

h. Boat Patrol:

The Committee reviewed the Boat Patrol and ATV Patrol report.

Sheriff Becker stated the UTV is back from Country Sports and the Department is working with Rescue to purchase a trailer for the UTV.

i. Overtime:

The Committee reviewed the overtime report.

j. Courthouse Security

Sheriff Becker said Lieutenant Peterson will be starting his new position in August. He also stated courthouse security will be going live sometime in early October 2019.

k. Jail Items

- i. Inmate Daily Population-see report
- ii. EMP-see report
- iii. Safekeeper Housing Numbers-see report
- iv. Kitchen Report-see report. Captain Ashbeck let the Committee know CBM Foods was bought out by Summit Foods.
- v. Maintenance-Reuben and Ted discussed jail concerns. Ted and Reuben talked about plumbing issues. Reuben stated the lines in the jail are not as bad as they thought. Reuben stated they will still need to repair some lines. Reuben stated they are working on making a basin in the laundry room to help with the flow of water. Reuben discussed the condenser and the new chiller in the jail. They discussed the loose tiles due to flooding and the need/cost to remove them. Ted explained the broken tiles could be used as weapons.
- vi. Safekeeper-see report
- vii. New Jail Study – Sheriff Becker talked about the proposal for a new jail study. Sheriff Becker said he would like to take money out of the scheduled maintenance office remodel project and use it to pay for the study.

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

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

12. Agenda Items for Next Meeting:

None

13. Adjourn

Motion by Feirer, second by Zaleski to adjourn the meeting at 10:19 am. Motion carried unanimously.

Minutes taken by Wood County Emergency Management Department.

Electronically Signed by Jason Zaleski

Jason Zaleski, Secretary
Public Safety Committee



Wood County

WISCONSIN

OFFICE OF CORONER

SCOTT D. BREHM

DATE: August 1, 2019
TO: Wood County Public Safety Committee
FROM: Scott D. Brehm, Wood County Coroner
SUBJECT: Monthly Activity Report

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

Deaths in Wood County.....	93
Calls for Service.....	78
Sudden/Suspicious Deaths and Falls.....	26
Traffic Fatalities.....	0
Suicides.....	2
Drownings.....	0
Fire Fatalities.....	0
Homicides.....	0
Suspected Overdoses.....	0
Death Certificates Signed.....	24
Cremation Permits Signed.....	63
Autopsies Performed.....	1
Disinterments.....	0

Remarks: Medical Autopsy

Respectfully Submitted,

Scott D. Brehm
Wood County Coroner

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

6/2/2019 THROUGH 6/16/2019

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
06/02/19		\$50.00	0	5p	8p	3.00	Reports
06/02/19	WC8929	\$50.00	30	10a	1p	3.00	Welfare
06/10/19	WC8929	\$50.00	30	9a	12p	3.00	Welfare
06/02/19	NK1413	\$50.00	10	2p	4p	2.00	Dog Bite
06/03/19	WR11801	\$50.00	18	12p	2p	2.00	Dog Bite
06/04/19	WR11801	\$50.00	0	1p	3p	2.00	Dog Bite
06/04/19	WC8124	\$50.00	0	8a	10a	2.00	Reports
06/15/19	WC8124	\$50.00	0	7p	8p	1.00	Reports
06/04/19	WR11878	\$50.00	18	5p	7p	2.00	Attack
06/05/19	WR11878	\$50.00	0	10a	12p	2.00	Attack
06/04/19	WC5931	\$50.00	0	3p	4p	1.00	Open Case
06/05/19	WC9314	\$50.00	68	2p	5p	3.00	Welfare
06/07/19	WC9314	\$50.00	68	12p	4p	4.00	Welfare
06/06/19	WC3918	\$50.00	60	8a	11a	2.00	Open Case
06/09/19	WC3918	\$50.00	60	3p	6p	3.00	Open Case
06/07/19	GR2291	\$50.00	22	8a	10a	2.00	Dog Bite
06/08/19	GR2291	\$50.00	0	10a	12p	2.00	Dog Bite
06/15/19	GR2291	\$50.00	22	11a	12p	1.00	Dog Bite
06/08/19	PE902	\$50.00	0	2p	4p	2.00	Dog Bite
06/11/19	WR12516	\$50.00	16	6p	7p	1.00	Dog Bite
06/12/19	WR12516	\$50.00	16	2p	4p	2.00	Dog Bite
06/13/19	WC6107	\$50.00	0	2p	4p	2.00	Reports
06/14/19	GR2393	\$50.00	0	8a	9a	1.00	Dog Bite
06/15/19	GR2393	\$50.00	22	12p	2p	2.00	Dog Bite
06/15/19	WC9924	\$50.00	0	2p	3p	1.00	Open Case
06/15/19	WC9924	\$0.00	0	5p	6p	1.00	Open Case
TOTAL		\$1,250.00	460			52.00	\$266.80

(Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

Dept. Head Humane Officer Nanci Olson
June 2nd – June 15th 2019

6-2; Reports

6-2, 10; WC8929 Welfare check on horses and dogs-Order of Abatement @ Town of Dexter. 30, 30

6-2; NK1413 Dog bite quarantine follow-up. 10

6-3,4; WR11801 Dog bite to a postal worker, the offending dog ran off, postal worker advised to talk to her primary doctor regarding Rabies Prevention Shots. Contacted SWCHS to keep an eye out for the dog if it is brought in as a stray. 18, 0

6-4, 15; WC8124 Dog bite report for victim and then his attorney regarding a dog bite. 0, 0

6-4, 5; WR11878 Dog versus dog attack reported that happened the day before @ 1400 block of 29th Avenue South WR. 18, 0

6-4; WC5931 Open investigation, interviews 0

6-5, 7; WC9314 Welfare regarding a horse @ 8000 block of County Road N, Marshfield. 68, 68

6-6, 9; WC3918 Open case, town of Richfield. 60, 60

6-7,8,15; GR2291 Dog-sitter bit while breaking up a fight between to dogs @ 3000 block of Eagle Road, 22,0,22

6-8; PE902 Child bit by family dog while playing ball with the dog. 0

6-11, 12; WR12516 Dog bite happened when child was petting a dog @ 400 block of Taylor Avenue. 16, 16

6-13 WC6107 Report requested. 0

6-14, 15; GR2393 New owner of an adopted dog was bit on hands, wrists, and face. 0, 22

6-15; WC9924 Dog bite-open case. 0

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

6/16/2019 THROUGH 6/29/2019

APPROVED BY: Public Safety Committee

[illegible]

(Mileage Check)

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

Dept. Head, Humane Officer
Nanci Olson
June 16th – June 29th 2019

6-16; Reports

6-16; WC9791 Owner was bit by her own cat which was current with rabies vaccinations @ 2500 block of Duck Creek Lane, WR. 6

6-17; Public Safety Meeting 14

6-17; GR2393 Recently adopted dog bit the owner @ 5000 block of Honeysuckle Lane, dog was returned back to the Humane Society, where it will be under quarantine. 22

6-17, 25; WC9924 Dog bite-owner did not have proof of rabies vaccination so the dog was taken to the SWCHS for quarantine-open case. 22, 22

6-18, 27; WC9994 Un-buried cattle @ the 11100 block of State Highway 73, Pittsville, ongoing issues. 72, 72

6-19, 21; WC10095 Improper confinement of cattle @ 3000 block of George Road-open case. 26, 26

6-20, 21; WR13162 Owner was bit by her own dog @ 600 block of East G, WR. 14, 14

6-20,21,23; WR13057 A child was bit on June 18th by a friend's dog @ 1600 block of Grand Avenue. The bite wasn't reported until June 20th when the child finally went to Aspirus. Meanwhile the dog was given away to a person residing in Chicago and the original owner did not have a last name, nor an address of the new owner. On June 21st I spoke with Dr. Yvonne Bellay, DATCP, State Humane Officer, Madison; she suggested that the child begin post-exposure rabies shots. On June 23rd the original owner was able to make contact with the new owner and she drove to Chicago and brought the dog back here for quarantine. At that time I let the mother of the child/victim know that the dog was here and under quarantine so the child wouldn't have to go thru the shots. 18, 18, 18

6-21, 22 WR13180 A child was bit by a dog on June 20th which wasn't reported until June 21st when the child went to Aspirus. The child was long-boarding near 470 block of Chestnut Street when a dog ran out and bit him in the thigh area. 16, 16

6-24,25; WR13391 A dog bite happened on June 23rd @ 1200 block of 20th Place, WR and was reported by Aspirus. The elderly victim is the owner of the dog, she was bit on her right hand and left calf area when she was climbing into bed. 16, 16

6-25,26; WC10480 A child was bit by the family dog @ 11000 block of Hewitt about two days prior to the report made by the summer school teacher on June 25th. 78, 78

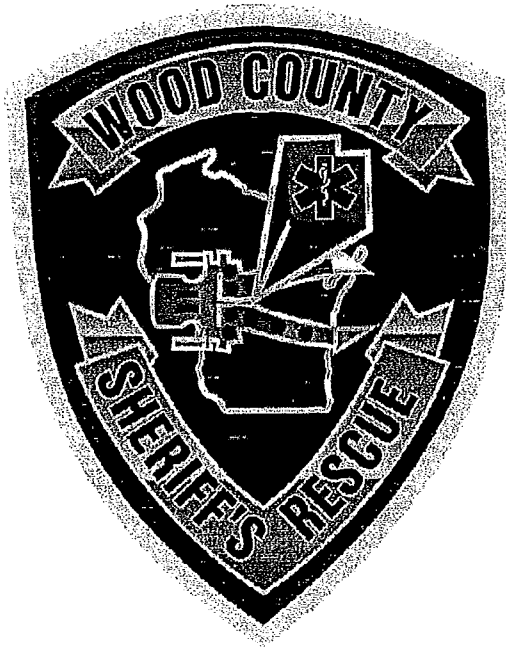
6-26; WC10524 A dog bite that happened on June 25th was reported on June 26th. The owner @ 800 block of Mink Trail was bit when he touched a sore area on the young dog that is scheduled to have hip surgery in the near future. 8

6-27; WC10610 Large amount of cats living with two subjects in a camper; sanitation concerns, Saratoga-open case. 12

6-28, 29; WC10567 Welfare check on cats in Auburndale-open case. 60, 60

6-29; WR13896 A worker with Meals on Wheels was bit in the hand by a dog while delivering food @ 800 block of 16th Street South WR. 16

2019



June 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. June Call and Truck Hours

Summary of members hours with and without the truck.

3. June 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, June 4, 2019

Meeting Brought to Order by Dave Westfall at 7:30 PM

Motion to Adjourn Meeting made by Cat Pidgeon, second by Jamie Vilbaum at 8:08 PM.

Attendance

X Mike Wiberg	X Dakota Blakeslee
X Dave Westfall	X Josh Habeck
X Cat Pidgeon	E Jaron Bernette
E Casey Mike	X Joshua Alexander
X Ann Burger	X Gordy Timm
E Chris Stoflet	X Rylie Potter
X Brandon Franz	X Eric Doerrler
X Mandy Adamski	
X Jordan Herman	X Excused
E 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 May meeting was printed out and available. Motion made to accept minutes as printed by Josh Habeck, second by Cat Pidgeon.

Treasurer's Report: Treasurer's report was reviewed. Motion made to accept copy of the treasurer's report by Josh Habeck, second by Josh Alexander.

Director, Mike Wiberg: Nothing.

President, Dave Westfall: Nothing.

Vice President, Brandon Franz: Nothing.

Secretary, Ann Burger: Make sure to be completing run reports. May Monthly Report will be completed soon and available for viewing at our next meeting.

Training Officer, Chris Stoflet: Anchor Bay boat landing for water training next week, 6:30 PM.

Medical Officer, Jordan Herman: Watch what you're doing medical-wise on scene. If you're not comfortable, please let someone on scene know.

Technicians in Charge

ATV Trailer, Casey Mike: Motion made to price out new lights for the ATV trailer by Josh Habeck, second by Dakota Blakeslee.

Marine 1, and Wave Runners, Josh Habeck: Nothing.

Water Rescue- Diving and Swift Water, Cody Blakeslee: Nothing.

Squad Room, Rescue Garage, and Supply Room, Ann Burger: Nothing.

Public Relation, Promos, Fundraisers, and Demo's, Dave Westfall: 416 tickets sold for the gun raffle. We raised over \$8300.

Recruitment, Membership, Uniform and Equipment, Jordan Herman: Newer members still need a few equipment items. Will be looking into this in the upcoming weeks.

Project Lifesaver and Search & Rescue, Josh Habeck: Nothing.

Activities, Cat Pidgeon: No immediate upcoming activities. See Events for more activities.

Vehicles

Rescue 3: Stain and smell are both gone. Water in fridge on truck is only for calls and training. Make sure to be checking the fridge every week.

Rescue 4: New running boards were put on.

Rescue 5: Waiting for new battery. Don't use until new battery is placed.

****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:

When parking at the garage. Make sure you're not parking in front of any big garage doors.

New Business:

Fundraising options: quarter raffle, Rafters game.

Events:

Rapids Parade – June ??

Rafters Game for Protective Services – July 1st

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

June Call and Truck Hours

	CALL	TRUCK
Mike Wiberg	10	7
David Westfall	48	34.5
Catherine Pidgeon	24	10
Casey Mike		
Ann Burger	36	
Chris Stoflet	42.0	58.5
Brandon Franz	51	69.3
Mandy Adamski		72.0
Jordan Herman		152.50
Cole O'Neil	18	63.0
Jamie Vilbaum	91	33.50
Dakota Blakeslee		
Josh Habeck		136.5
Jaron Bernette	60	16
Joshua Alexander	97	
Gordy Timm		3
Rylie Potter	405	
Eric Doerrler	131	

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

June Attendance

DATE	6/4/2019	6/11/2019	6/18/2019	6/25/2019	6/25/2019
TRAINING	Business Meeting	Water Rescue	Water Rescue	Water Rescue	Extrication (new members)
Mike Wilberg					
David Westfall	X	X	X	X	
Cat Pidgeon	X		X		
Casey Mike					
Ann Burger	X		X	X	
Chris Stoflet				X	
Brandon Franz	X	X	X		
Mandy Adamski	X	X	X	X	
Jordan Herman	X	X		X	
Cole O'Neil				X	
Jamie Vilbaum	X	X	X	X	
Dakota Blakeslee	X		X	X	
Josh Habeck	X	X	X	X	
Jaron Bernette		X	X	X	
Joshua Alexander	X	X		X	X
Gordy Timm	X		X	X	X
Rylie Potter	X	X	X	X	X
Eric Doerfler	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

2019

June Training Descriptions

Date	Type	Description
4-Jun	Business Meeting	Business Meeting
11-Jun	Water Rescue	Water training @ YMCA pool. Taught new members rolling and towing. Practice rolling and towing for all members.
18-Jun	Water Rescue	Water training @ river. Practiced rolling and towing with wave runners.
25-Jun	Water Rescue	Water training @ river. Practiced rolling and towing with wave runners. Practiced driving and picking up members with wave runners.
25-Jun	Extrication	Extrication test out for new members. Door removal, roof removal and dash roll.

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Business Meeting

Length of training: _____ Date 6-4-19

Brief Description

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg		X	Jaron Bernette		X
Dave Westfall	X		Joshua Alexander	X	
Cat Pidgeon	X		Gordy Timm	X	
Casey Mike		X	Rylie Potter	X	
Ann Burger	X		Eric Doerrler	X	
Chris Stoflet	X	X			
Brandon Franz	X				
Mandy Adamski	X				
Jordan Herman	X				
Cole O'Neil		X			
Jamie Vilbaum	X				
Nick Brockman	X				
Dakota Blakeslee	X				
Josh Habeck	X				

Comments:

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: water training

Length of training: 1 hr 30 min Date 6-11-19

Brief Description

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg		X	Jaron Bernette	X	
Dave Westfall	X		Joshua Alexander	X	
Cat Pidgeon		X	Gordy Timm		X
Casey Mike		X	Rylie Potter	X	
Ann Burger		X	Eric Doermer		
Chris Stoflet		X			
Brandon Franz	X				
Mandy Adamski	X				
Jordan Herman	X				
Cole O'Neil		X			
Jamie Vilbaum	X				
Nick Brockman					
Dakota Blakeslee		X			
Josh Habeck	X				

Comments:

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Water Training

Length of training: _____ Date 6-18-19

Brief Description

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg		X	Jaron Bernette	X	
Dave Westfall	X		Joshua Alexander		X
Cat Pidgeon	X		Gordy Timm	X	
Casey Mike		X	Rylie Potter	X	
Ann Burger	X		Eric Doerfler	X	
Chris Stoflet		X			
Brandon Franz	X				
Mandy Adamski	X				
Jordan Herman		X			
Cole O'Neil		X			
Jamie Vilbaum	X				
Nick Brockman					
Dakota Blakeslee	X	X			
Josh Habeck	X				

Comments:

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: 2 1/2 hrs

Length of training: Water Rescue Date 6-25-19

Brief Description

Went over water rescue with all members
Went with an rescue team to get skins

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg		X	Jaron Bernette	X	
Dave Westfall	X		Joshua Alexander	X	
Cat Pidgeon		X	Gordy Timm	X	
Casey Mike		X	Rylie Potter	X	
Ann Burger	X		Eric Doerrler	X	
Chris Stoflet	X				
Brandon Franz		X			
Mandy Adamski	X				
Jordan Herman	X				
Cole O'Neil	X				
Jamie Vilbaum	X				
Nick Brookman					
Dakota Blakeslee	X				
Josh Habeck	X				

Comments:

WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Extrication

Length of training: 1 hr Date 6-25-19

Brief Description

1 vehicle 10-50 Scenario with 2 patients trapped in
Front seat. Jaws and cutters were used to remove doors.
Cutters was used to remove the roof of car and the Ram was used
to do a dash roll and Patients were removed.

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg			Jaron Bernette		
Dave Westfall			Joshua Alexander	X	
Cat Pidgeon			Gordy Timm	X	
Casey Mike			Rylie Potter	X	
Ann Burger			Eric Doerrler	X	
Chris Stoflet					
Brandon Franz					
Mandy Adamski					
Jordan Herman					
Cole O'Neil					
Jamie Vilbaum					
Nick Brockman					
Dakota Blakeslee					
Josh Habeck					

Comments:

test out for new members

2019

June Calls Attended & Calls with Truck

#	Name	R3	R4	R5	Calls On	Total
L-01	Mike Wiberg				1	1
L-02	David Westfall	1				1
L-03	Cat Pidgeon					0
L-04	Casey Mike					0
L-05	Ann Burger					0
L-06	Chris Stoflet				1	1
L-07	Brandon Franz					0
L-08	Mandy Adamski		1		2	3
L-09	Jordan Herman	3				3
L-10	Cole O'Neil	1			1	2
L-11	Jamie Vilbaum	1			1	2
L-12	Dakota Blakeslee				2	2
L-13	Josh Habeck	6	1		1	8
L-14	Jaron Bernette	1			2	3
L-15	Joshua Alexander				2	2
L-16	Gordy Timm					0
L-17	Rylie Potter		2	1	6	9
L-18	Eric Doerrler				3	3
	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 Summary

Page 1

Call #	36	37	38	39	40
Date	6/1/2019	6/9/2019	6/9/2019	6/12/2019	6/13/2019
Time	7:58	9:53	11:45	17:29	13:23
Day of Week	Saturday	Sunday	Sunday	Wednesday	Thursday
Township	Marshfield	Milladore	Saratoga	Grand Rapids	Grand Rapids
Location	110 W 1ST ST, MARSHFIELD	MAIN ST & WEST ST	CTH Z & STH 73 S	3530 Bohn Drive	48th St S & Griffith Ave
Call Type	Other	Other	10-50 w/ Unknown Injuries	Other	10-50 w/ injuries
Medical/Extrication			n/a		n/a
Ambulance					
EMR					Grand Rapids
Fire			Nekoosa		Grand Rapids
Tools/Equipment Used					oil dry
Notes	Assisted with traffic for parade during Dairy Fest	Assisted with traffic for parade in Milladore		PLS training and demonstration at UEMR	

Call #	41	42	43	44	45
Date	6/15/2019	6/17/2019	6/20/2019	6/21/2019	6/22/2019
Time	11:54	8:15	9:08	18:41	18:43
Day of Week	Saturday	Monday	Thursday	Friday	Saturday
Township	Wisconsin Rapids	Port Edwards	Rudolph	Grand Rapids	Dexter
Location	531 8th Ave N	Ho-Chuck Casino Nekoosa	5011 STH 34	2410 48th St S	4361 STH 80
Call Type	Project Lifesaver	10-50 w/ injuries	10-50 w/ injuries	Other	Missing Person
Medical/ Extrication			n/a		
Ambulance			UEMR		
EMR			Rudolph		
Fire			Rudolph		
Tools/ Equipment Used					
Notes	10-22ed after initial page out	10-22ed prior to arrival on scene		Town Supervisor Meeting	10-22ed prior to going en route

Call Summary

Call #	46	47	48	49	
Date	6/22/2019	6/23/2019	6/23/2019	6/27/2019	
Time	19:07	10:33	23:15	11:15	
Day of Week	Saturday	Sunday	Sunday	Thursday	
Township	Port Edwards	Wisconsin Rapids	Seneca	Port Edwards	
Location	Crow Bar 3704 STH 34 W	8th St S & East Grand Ave	3521 CTH Q	4124 STH 173	
Call Type	10-50 w/ unknown injuries	Other	10-50 w/ injuries	10-50 w/ injuries	
Medical/ Extrication	n/a	n/a	n/a	n/a	
Ambulance	Nekoosa		UEMR	Nekoosa	
EMR			Vesper		
Fire	Port Edwards		Vesper		
Tools/ Equipment Used					
Notes		Cranberry Blossom Festival Parade			

Wood County Rescue Run Sheet

Date: 6/1/2019 **Complaint #** WCSR 2019-36 **Day of Week:** Saturday
Location: 110 W 1ST STREET, MARSHFIELD **Who had R3:** J. Herman
Paged: 7:58 **Enroute:** 7:58 **On Scene:** 13:06
Available: 13:20 **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 parade 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:

Traffic control for parade during Dairy Fest in Marshfield

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)

M. Wiberg					
J. Herman					
C. O'Neil					
R. Potter					
J. Alexander					

Rescue Command: M. Wiberg

Report completed by: J. Herman

Signature: _____ **Date:** _____

Wood County Rescue Run Sheet

Date: 6/9/2019 Complaint # WOSR 19-37 Day of Week: Sunday
 Location: Main St & West St Who had R3: J. Habeck
 Paged: 9:53 Enroute: _____ On Scene: _____
 Available: 11:16 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:

Rescue 3 and Rescue 4 up in Milladore to do traffic for parade.

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

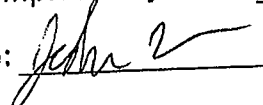
Fire Department ☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

J. Habeck	T				
R. Potter	T				

Rescue Command: J. Habeck

Report completed by: J. Habeck

Signature:  **Date:** 6-11-19

Wood County Rescue Run Sheet

Date: 6/9/2019 **Complaint #** WOSR 19-38 **Day of Week:** Sunday
Location: Cty Hwy Z South and State Highway 73 **Who had R3:** J. Habeck
Paged: 11:45 **Enroute:** 11:45 **On Scene:** 11:59
Available: 12:20 **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:

Paged to a 2 car 10-50 with unknown injuries. WCSO arrived on scene and said no injuries but needed help with traffic. WCSO 407 advised me to continue 10-33.

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 WCSO):

☐ 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 ☐ Byron ☐ Saratoga ☐ Grant

Fire Department ☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Byron ☒ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

J. Habeck	T				
M. Adamski	T				
J. Bernette	T				
R. Potter	T				

Rescue Command: J. Habeck

Report completed by: J. Habeck

Signature: *J. Habeck*

Date: 6-11-19

Wood County Rescue Run Sheet

Date: 6/12/2019 Complaint # WOSR 19-39 Day of Week: Wednesday
 Location: 3530 Bohn Dr Who had R4: J. Habeck
 Paged: 17:29 Enroute: On Scene:
 Available: 20:31 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:

Project Lifesaver demo at United Ambulance

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)

J. Habeck					

Rescue Command: J. Habeck

Report completed by: J. Habeck

Signature: *J. Habeck*

Date: 6-25-19

Wood County Rescue Run Sheet

Date: 6/13/2019 **Complaint #** WCSR 2019-40 **Day of Week:** Thursday
Location: 48TH STREET & GRIFFITH AVE **Who had R3:** J. Herman
Paged: 13:23 **Enroute:** 13:26 **On Scene:** 13:30
Available: 14:16 **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 ☐ ATV
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

Car and a truck on the southeast corner of the intersection. Truck in the treeline.

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 ☐ Byron ☐ Saratoga ☐ Grant

Fire Department ☒ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Byron ☐ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

J. Vilbaum	T				
J. Herman	T				
E. Doerrler	O				
R. Potter	O				
J. Alexander	O				

Rescue Command: J. Herman

Report completed by: J. Herman

Signature: _____ **Date:** _____

Wood County Rescue Run Sheet

Date: 6/15/2019 **Complaint #** WCSR 2019-41 **Day of Week:** Saturday
Location: 531 8TH AVE NORTH, WISCONSIN RAPIDS **Who had R3:** J. Bernette
Paged: 11:54 **Enroute:** _____ **On Scene:** _____
Available: _____ **10:22'd** 12:04 **by:** Dispatch

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 ☐ ATV
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

10-22ed via page. No initial page was received.

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)

Rescue Command: J. Bernette

Report completed by: J. Bernette

Signature: _____ **Date:** _____

Wood County Sheriff's Rescue Narrative Form

Complaint # WCSR 2019-41

No initial page was received. 10-22 page came across pager from dispatch, called via telephone to verify 10-22 page.

Wood County Rescue Run Sheet

Date: 6/17/2019

Complaint # WCSR 2019-42

Day of Week: Monday

Location: HO-CHUNK CASINO, NEKOOSA

Who had R3: J. Herman

Paged: 8:15

Enroute: 8:18

On Scene: _____

Available: 8:20

10:22'd 8:20

by: Dispatch

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 ☐ ATV
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

10-22ed prior to arrival on scene.

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)

Rescue Command: J. Herman

Report completed by: J. Herman

Signature: _____

Date: _____

Wood County Rescue Run Sheet

Date: 6/20/2019

Complaint # WCSR 2019-43

Day of Week: Thursday

Location: 5011 STH 34

Who had R3: C. O'Neil

Paged: 9:08

Enroute: 9:09

On Scene: 9:23

Available: 10:17

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 ☐ ATV
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

Arrived on scene where United was tending to patient. Was told by State Patrol to run traffic and shut down Highway 34 at corner of Highway 66.

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 ☐ Blron ☐ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

C. O'Neil	T			
D. Blakeslee	T			
R. Potter	T			

Rescue Command: C. O'Neil

Report completed by: C. O'Neil

Signature: _____ Date: _____

Wood County Sheriff's Rescue Narrative Form

Complaint # WCSR 2019-43

On June 20, 2019, I, Cole O'Neil, was paged at 9:08 am to a motorcycle vs deer call on STH 34. When I arrived at 9:23 am, I was told to run traffic at the corner of Highway 34 and Highway 66 and to shut down southbound Highway 34. Traffic was ran until LifeLink helicopter had patient boarded and took off. Rylie Potter and Dakota Blakeslee assisted with traffic control.

Wood County Rescue Run Sheet

Date: 6/21/2019 Complaint # WOSR 19-44 Day of Week: Friday
 Location: 2410 48th St S Who had R3: J. Habeck
 Paged: 18:41 Enroute: _____ On Scene: _____
 Available: 21:51 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: Town Supervisor Meeting 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:

Took Rescue 3, Rescue 4 and Marine 1 to a Town supervisor meeting at Grand Rapids Fire Department

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 ☐ Blron ☐ 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					

Rescue Command: J. Habeck

Report completed by: J. Habeck

Signature: Rehman Khan

Date: 6-25-19

Wood County Rescue Run Sheet

Date: 6/22/2019 Complaint # WOSR 19-45 Day of Week: Saturday
 Location: 4361 STH 80 Who had R3: J. Habeck
 Paged: 18:43 Enroute: _____ On Scene: _____
 Available: 18:47 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:

Was paged and 10-22'd

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 Command: _____

Report completed by: J. Habeck

Signature:  Date: 6-25-19

Wood County Rescue Run Sheet

Date: 6/22/2019 Complaint # WOSR 19-46 Day of Week: Saturday
 Location: Crow Bar Who had R3: J. Habeck
 Paged: 19:07 Enroute: 19:07 On Scene: 19:16
 Available: 19:19 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:

Car vs Pederstrian in the parking lot of the crow bar. When I arrived on scene was advised by Township First Responders they person was back in the bar drinking not wanting any medical.

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)

J. Habeck					
R. Potter					
E. Doerrler					

Rescue Command: J. Habeck

Report completed by: J. Habeck

Signature: *J. Habeck* Date: 6-25-19

Wood County Rescue Run Sheet

Date: 6/23/2019

Complaint # WOSR 19-47

Day of Week: Sunday

Location: Rapids Parade 8th St S & E Grand Ave

Who had R3: J. Habeck

Paged: 10:33

Enroute:

On Scene:

Available: 12:28

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: Parade 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:

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

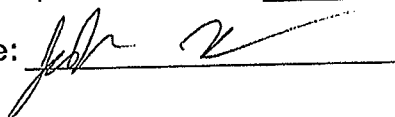
Fire Department ☐ Grand Rapids ☐ Port Edwards ☐ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Nekoosa

Rescue Members Present (M= Medical, E= Extrication T= Traffic O=Other)

J. Habeck					
M. Adamski					
R. Potter					
E. Doerrler					

Rescue Command: J. Habeck

Report completed by: J. Habeck

Signature: 

Date: 6-25-19

Wood County Rescue Run Sheet

Date: 6/23/2019 Complaint # WOSR2019-48 Day of Week: Sunday
 Location: 3521 CTY Q Who had R3: D. Westfall
 Paged: 23:15 Enroute: 23:15 On Scene: 23:24
 Available: 0:39 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:

1 vehicle in the south ditch of County Q. The vehicle was rolled on the drivers side door facing south west resting up against the tree. Upon arrival patient was out of vehicle being attended to by United Ambulance.

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)

Josh Habeck					
Rylie Potter					
Jaron Bernette					
C. Stoflet					

Rescue Command: D. Westfall

Report completed by: D. Westfall

Signature: Date:

Wood County Rescue Run Sheet

Date: 6/27/2019 **Complaint #** WCSR 2019-49 **Day of Week:** Thursday
Location: 4124 STH 173 **Who had R3:** J. Vilbaum
Paged: 11:15 **Enroute:** 11:18 **On Scene:** 11:32
Available: 12:03 **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 ☐ ATV
☐ ATV Trailer ☐ Generator ☐ Marine 1 ☐ Inflatable ☐ Waverunners

Scene Description:

I arrived on scene at 11:32, noticed one vehicle in the ditch and another in the road.

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. Vilbaum					
R. Potter					
D. Blakeslee					

Rescue Command: J. Vilbaum

Report completed by: J. Vilbaum

Signature: _____

Date: _____

Special Event Summary

Page 1

Date	6/1/2019	6/9/2019	6/12/2019	6/19/2019	6/23/2019
Day of Week	Saturday	Sunday	Wednesday	Wednesday	Sunday
Event	Dairy Fest Parade	Milladore Parade	PLS Training	Show & Tell at Walmart	Cranberry Blossom Festival Parade
Host			United Emergency Medical Response	Walmart	
Location	110 W 1ST ST, MARSHFIELD	MAIN ST & WEST ST	3530 BOHN DRIVE	4331 8TH STREET SOUTH	8TH STREET SOUTH & E GRAND AVE
Vehicle Used	Rescue 3 & 4	Rescue 3 & 4	Rescue 4	Rescue 3	Rescue 3, 4 & 5
Tools/ Equipment Used			ATV Trailer		Marine 1 & Wave Runners
Event Description	Assisted with traffic for parade during Dairy Fest	Assisted with traffic for parade in Milladore	Project Lifesaver demonstration	Show & Tell at Walmart	Participated in the Cranberry Blossom Festival Parade

Special Event Summary

Page 2

Date				
Day of Week				
Event				
Host				
Location				
Vehicle Used				
Tools/ Equipment Used				
Event Description				

Wood County Sheriff's Rescue Special Event Form

Event: Marshfield Dairy Fest Parade

Host: _____

Date: 6/1/2019

Event Description:

Traffic for Marshfield Dairy Fest Parade

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

Name:	Role:
M. Wiberg	
J. Herman	
C. O'Neil	
R. Potter	
J. Alexander	

Wood County Sheriff's Rescue Special Event Form

Event: Milladore Parade

Host: _____

Date: 6/9/2019

Event Description:

Traffic for parade in Milladore

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: PLS Training @ UEMR

Host: United Emergency Medical Response

Date: 6/12/2019

Event Description:

Project Lifesaver demonstration

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: PLS receivers

Rescue Members Present

[illegible]

Wood County Sheriff's Rescue Special Event Form

Event: Show & Tell at Walmart

Host: Walmart

Date: 6/19/2019

Event Description:

Show and Tell in front of Walmart

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: Cranberry Blossom Festival Parade

Host: _____

Date: 6/23/2019

Event Description:

<p>Participated in the Cranberry Blossom Festival parade. Rescue 3, Rescue 4 pulling Marine 1, and Rescue 5 pulling the waverunners.</p>
--

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

July 9th, 2019

Sheriff Becker:

During the month of June the Crime Stoppers program received 29 tips that were forwarded to the appropriate agencies for follow-up.

Our monthly meeting was held on 6/25/19.

Sgt. Scott Drew



Jessiffany Canine Services, LLC

W2853 State Road 67

Iron Ridge, WI 53035

www.Jessiffany.com

Invoice

Date	Invoice #
6/25/2019	19-046

Bill To
Wood County Sheriff's Department 400 Market Street Wisconsin, Rapids, WI 54495-8095

P.O. No.	Terms	Project
	Prior to the first day o...	

Quantity	Description	Rate	Amount
1	Fully trained, dual purpose police service canine, patrol and detection	10,000.00	10,000.00
1	5 Week Handlers Course with certification	3,500.00	3,500.00
TAX ID # 47-1065345		Total	\$13,500.00



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

Boat Patrol Statistics May/June 2019

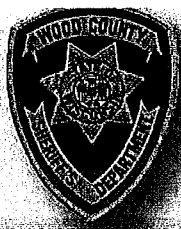
May 2019:

No activity

June 2019:

Patrol Hours:	14
Admin Hours:	1
Citations:	1
Warnings:	4

*Patrol hours include hours for each deputy even if they are working at the same times. For example, two deputies who work a 4 hour shift are tracked as 8 total hours worked.



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

ATV Patrol Statistics May/June 2019

May 2019:

No activity

June 2019:

Patrol Hours:	6.5
Admin Hours:	1
Citations:	4
Warnings:	0

* ATV patrol hours are worked while on duty and handling an ATV call for service or assigned special detail.
Deputies responded to two ATV crashes in June.

Investigative Division Overtime

June 2019

Total OT hours: 3.5

Total Comp hours: 66



WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

Patrol Division Overtime/Comp Time Totals

June 2019

Overtime hours: 70.25

Comp time hours: 311.625

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	9.00	0.00	28.00	20.00	57.00
June	0.00	12.00	0.00	56.50	6.50	75.00
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	61.75	36.00	466.75	91.25	679.75

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

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	98	49	228	94	45
2	223	73	43	211	100	42	235	98	51	241	100	42	244	90	47	232	94	45
3	218	70	44	218	100	41	237	98	50	245	101	43	238	93	47	231	93	45
4	222	83	46	223	100	40	239	98	49	246	101	45	242	94	50	230	93	46
5	225	92	47	221	99	41	238	97	51	248	101	45	244	97	50	232	97	47
6	227	92	47	228	96	42	242	97	51	247	99	49	249	97	49	232	92	48
7	232	92	47	228	96	44	246	102	52	253	103	49	245	94	51	231	91	51
8	223	96	44	231	102	46	251	101	52	253	99	48	242	92	52	230	98	50
9	214	93	43	231	101	47	250	101	53	252	97	49	237	91	52	232	98	49
10	226	91	42	232	101	46	249	101	53	260	97	47	236	97	53	239	97	49
11	221	93	40	232	101	46	253	101	53	262	98	46	231	97	54	229	93	48
12	229	95	40	234	98	46	244	103	49	258	96	47	234	97	54	227	98	48
13	231	95	40	233	100	46	246	104	50	258	100	47	234	97	53	227	98	49
14	232	95	39	236	100	46	247	100	50	259	99	46	230	94	52	231	102	50
15	222	93	41	235	98	46	245	103	49	264	98	46	230	90	51	229	100	50
16	223	89	39	240	97	46	249	102	46	252	95	47	229	94	51	226	99	49
17	221	93	40	237	97	44	254	102	46	250	93	48	230	95	50	228	99	47
18	215	95	40	241	97	43	256	102	46	250	95	47	221	98	49	227	97	47
19	213	98	40	236	96	44	251	102	48	249	97	47	224	98	49	226	95	45
20	209	98	39	237	96	44	249	99	48	246	97	45	229	98	49	226	96	44
21	207	98	38	239	95	46	248	98	47	250	97	45	226	97	48	228	92	47
22	208	98	37	235	91	45	247	98	45	254	97	45	230	96	48	225	97	49
23	198	96	38	233	97	44	248	101	46	255	94	48	225	94	49	228	97	48
24	203	103	39	236	97	44	251	101	45	255	94	51	228	94	49	233	97	48
25	209	103	40	235	97	43	251	101	44	257	94	50	223	98	48	236	92	49
26	216	102	41	233	94	46	248	98	45	255	100	51	227	98	48	236	91	50
27	225	102	41	234	91	45	239	99	46	253	101	50	229	98	46	239	92	49
28	224	102	41	230	91	46	243	98	44	256	99	50	234	98	46	236	97	49
29	217	101	41				239	102	43	256	99	48	231	98	45	236	99	50
30	214	94	43				241	103	43	254	99	49	236	96	44	238	99	50
31	213	96	43				245	103	42				229	94	44			
WCJail	218.81			231.04			245.55			252.87			233.61			230.93		
Shipped	93.35			97.29			99.97			98.10			95.55			95.90		
EMP	41.48			44.32			47.94			47.07			49.26			48.03		
Avg Length of Stay (Days)	30.30			27.00			23.60			26.60			34.60			29.00		

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	238	98	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	234	97	50															
3	241	97	55															
4	239	99	55															
5	242	99	55															
6	244	101	53															
7	241	101	50															
8	239	101	48															
9	240	99	47															
10																		
11																		
12																		
13																		
14																		
15																		
16																		
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22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
WCJail	239.78			0.00			0.00			0.00			0.00			0.00		
Shipped	99.11			0.00			0.00			0.00			0.00			0.00		
EMP	51.44			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	236.1
Safekeeper	97.04
EMP	47.1
LENGTH of STAY	28.5

SK Total
WP 75
AD 25
SK 100

Color indicates low population 198 01/23/19

Color indicates high population	264	04/15/19
---------------------------------	-----	----------

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	74	24	88	71	23
2	106	73	0	69	75	25	86	73	25	99	74	26	106	66	24	92	71	23
3	103	70	15	77	75	25	89	73	25	101	74	26	97	69	24	92	70	23
4	92	68	15	83	75	25	92	73	25	99	77	24	94	72	25	90	68	25
5	85	67	25	81	74	25	90	72	25	101	77	24	96	72	25	87	72	25
6	88	67	25	90	71	25	94	72	25	98	74	25	102	72	25	91	68	24
7	93	67	25	88	73	23	92	77	25	104	74	25	99	69	25	89	67	24
8	83	71	25	83	77	25	98	76	25	105	74	25	97	69	23	82	73	25
9	78	68	25	83	76	25	96	76	25	105	72	25	93	69	22	85	73	25
10	93	66	25	85	76	25	95	76	25	115	73	24	85	73	24	93	72	25
11	88	71	22	85	76	25	98	76	25	117	73	25	79	74	23	88	68	25
12	94	71	24	90	73	25	92	78	25	114	71	25	82	74	23	81	73	25
13	96	71	24	87	75	25	92	79	25	110	75	25	83	74	23	80	73	25
14	98	71	24	90	74	26	97	75	25	113	74	25	83	70	24	79	77	25
15	88	69	24	91	74	24	93	78	25	118	73	25	88	66	24	79	75	25
16	85	71	25	97	73	24	101	77	25	109	71	24	83	70	24	78	75	24
17	80	71	24	97	73	24	106	77	25	108	68	25	84	71	24	82	75	24
18	75	74	24	97	73	24	108	77	25	107	71	24	73	73	25	82	73	24
19	72	74	24	96	72	24	101	77	25	104	72	25	76	73	25	84	72	23
20	71	74	24	96	72	25	102	74	25	103	72	25	81	73	25	84	71	25
21	73	74	24	95	70	25	103	73	25	107	72	25	80	72	25	88	67	25
22	64	72	24	98	66	25	104	73	25	111	72	25	86	72	24	78	72	25
23	63	72	24	92	72	25	101	76	25	112	70	24	82	70	24	82	72	25
24	61	78	25	95	72	25	105	76	25	109	70	24	85	70	25	87	72	25
25	66	78	25	95	72	25	106	76	25	112	69	25	76	73	25	94	67	25
26	73	77	25	93	70	24	105	74	24	103	74	26	80	73	25	94	66	25
27	82	77	25	98	67	24	94	75	24	101	75	26	84	73	25	97	67	25
28	81	77	25	93	66	25	101	73	25	106	75	24	89	73	25	89	72	25
29	75	76	25				94	77	25	108	75	24	87	73	25	86	75	24
30	77	69	25				95	78	25	104	75	24	95	73	23	88	75	24
31	74	71	25				100	78	25				90	71	23			
WOOD	82.68			89.14			97.61			106.87			87.81			86.30		
WPSO	71.87			72.61			75.10			73.13			71.48			71.40		
ADSO	22.29			24.71			24.87			24.80			24.19			24.50		
TOTAL	218.81			231.04			245.55			252.87			233.61			230.93		

MONTH	High	Low
January	106	61
February	98	72
March	108	86
April	117	98
May	107	73
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	89	74	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	86	74	23															
3	88	73	24															
4	83	75	24															
5	87	75	24															
6	89	76	25															
7	89	76	25															
8	89	76	25															
9	93	75	24															
10																		
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28																		
29																		
30																		
31																		
WOOD	88.11			0.00			0.00			0.00			0.00			0.00		
WPSO	74.89			0.00			0.00			0.00			0.00			0.00		
ADSO	24.22			0.00			0.00			0.00			0.00			0.00		
TOTAL	239.78			0.00			0.00			0.00			0.00			0.00		

2019 Safe Keeper Averages		
WOOD Co Jail	91.22	108
WAUPACA Co	72.93	75
ADAMS Co	24.23	25
Total Population	236.08	232

MONTH High Low

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	2943	\$84,876.12	\$121,545.90	\$36,669.78	\$145,283.60	\$16,334.25
May	2962	\$85,424.08	\$122,330.60	\$36,906.52	\$182,190.12	\$17,102.75
June	2877	\$82,972.68	\$118,820.10	\$35,847.42	\$218,037.54	\$16,203.75
July	892	\$25,725.28	\$36,839.60	\$11,114.32	\$229,151.86	\$16,936.00
August	0	\$0.00	\$0.00	\$0.00	\$229,151.86	\$17,291.25
September	0	\$0.00	\$0.00	\$0.00	\$229,151.86	\$15,957.25
October	0	\$0.00	\$0.00	\$0.00	\$229,151.86	\$15,754.25
November	0	\$0.00	\$0.00	\$0.00	\$229,151.86	\$16,406.75
December	0	\$0.00	\$0.00	\$0.00	\$229,151.86	\$16,305.25
TOTAL	18391	\$530,396.44	\$759,548.30	\$229,151.86		\$197,192.25

\$28.84
\$41.30

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	49.26	\$44,742.86	\$203,697.70	\$383,767.53
June	48.03	\$42,218.37	\$245,916.07	\$451,510.59
July	0	\$0.00	\$245,916.07	\$527,059.59
August	0	\$0.00	\$245,916.07	\$602,867.30
September	0	\$0.00	\$245,916.07	\$673,263.89
October	0	\$0.00	\$245,916.07	\$746,474.78
November	0	\$0.00	\$245,916.07	\$820,508.27
December	0	\$0.00	\$245,916.07	\$891,267.51
TOTAL	0.00	\$245,916.07	\$245,916.07	\$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 Facility	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	\$27,125.00	\$82,125.00	\$109,250.00	\$546,250.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$655,500.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$655,500.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$655,500.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$655,500.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$655,500.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$655,500.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$655,500.00	\$82,125.00
TOTALS	\$0.00	\$0.00	\$162,750.00	\$492,750.00	\$655,500.00		\$985,500.00

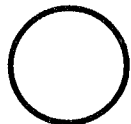
2019 is a 100 average
Waupaca \$36.00 per bed day (75)
Adams \$35.00 per bed day (25)

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	3977	3781	3016	572	11346	\$26,625.07
May	2772	2588	2409	446	8215	\$19,977.71
June	2810	2684	2492	638	8624	\$21,003.56
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	18013	17293	15825	2948	54079	\$129,101.68

Cost per meal **\$2.39**

Cost per day **\$7.16**

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	\$129,101.68	\$0.00	\$0.00	\$0.00
Number of Meals	120,952	54,079	0	0	0
Cost per Meal	\$2.14	\$2.39	#DIV/0!	#DIV/0!	#DIV/0!
Cost per Day	\$6.41	\$7.16	#DIV/0!	#DIV/0!	#DIV/0!



RESOLUTION#

Introduced by Public Safety Committee
Page 1 of 1

ITEM#

3-1

DATE

August 20, 2019

Effective Date

January 1, 2019

TDM

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

INTENT & SYNOPSIS: To approve the reorganization of the Communications Department that reports directly to the Public Safety Committee.

FISCAL NOTE: None

WHEREAS, at the December 10, 2018 meeting of the Public Safety Committee, members reviewed and discussed the Communication Coordinator position within the Emergency Management Department, and

WHEREAS, after consultation with the Emergency Management Director and the Communication Coordinator, the Public Safety Committee determined it was in the best interest of the County to have the Communication Coordinator position report directly to the Committee and not be a subunit of Emergency Management, and

WHEREAS, the Committee voted at that time to make this change, effective January 1, 2019, and

WHEREAS, the Committee voted at their May 13, 2019 meeting that the title of this position be changed to Communications & Cyber Director and that the job classification title also be changed to Communications Director.

WHEREAS, at the June 18, 2019 meeting of the County Board, a motion was made to refer this action back to the committee for review and to bring forth a resolution in order for the Board to make the final determination on the above mentioned reorganization.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, approve the action of the Public Safety Committee in the reorganization of the Communications Department, with the Communications & Cyber Director reporting directly to the Public Safety Committee.

		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			

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 TUESDAY, JULY 16, 2019
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Mark Holbrook, Robert Ashbeck, Dave LaFontaine and Bill Leichtnam.

Members Excused: Harvey Peterson

Staff Present:

Planning & Zoning Staff: Jason Grueneberg and Victoria Wilson.
 UW Extension Staff: Nancy Turyk.

Others Present: Dist. #8 Supervisor Jake Hahn, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendening, Rick Bakovka (Regional Economic Growth Initiative), Angel Whitehead (Heart of Wisconsin Chamber of Commerce), Scott Larson (Marshfield Area Chamber of Commerce), Josh Miller (City of Marshfield), Dist. #5 Supervisor Adam Fischer, Arne Nystrom (Town of Grand Rapids Chairperson), John Bergin (REGI Board of Directors Chair), Adam Grosheck (Land Conservation), Nicholas Abts (REGI-Grand Rapids), Jeremy Sickler (Alexander Field Airport Manager), Heather McKellips (COO Incourage) and Terry Whitmore (REGI)

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. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the Tuesday, June 18, 2019 and 2) monthly letter of comment from Jason Grueneberg.
 - a. Review/approve minutes: Minutes of June 18, 2019. No additions or corrections needed.
 - b. Review monthly letter of comment: No additions or corrections needed.

Motion by Dave LaFontaine to approve and accept the June 18, 2019 CEED minutes and monthly letter of comment as presented. Second by Mark Holbrook. Motion carried unanimously.

4. **Public Comment.** Ken Curry shared an article/quiz he read regarding which industries create the most jobs in the state. Article/quiz attached to minutes.
5. **Land and Water Conservation Department.**

- a. Open and approve low bid from Esser Trucking & Excavating for Todd Bores's grassed waterway and rock crossing project.
 Chairman Curry opened and read low bid. Esser Trucking & Excavating's bid was revised from \$7250 to \$6450.

Motion by Bill Leichtnam to accept bid from Esser Trucking & Excavating. Second by Mark Holbrook. Motion carried unanimously.

6. **Economic development budget discussion including membership in North Central Wisconsin Regional Planning Commission.** Jason expressed to the committee that he is trying to get a sense from the committee on what they would like to do regarding partnership funding. In the past, the grant application has been available by now. If the intent is to provide that partnership funding this year, we should make the application available to the partners in the next couple of weeks. The partnership funding plays a part in the budget for 2020. Whether we become members in the NCWRPC also plays a role in the budget for 2020. In past discussion there was committee consensus that we wanted \$300,000 for the economic development budget for 2020. Chairman

Curry was tasked with taking this request to the Wood County Executive Committee to solicit feedback. Ken took this to the committee but he doesn't feel they were ready to provide an answer at this time. Discussion followed.

Discussion moved to agenda item #7 then returned to agenda item #6. Jason indicated action needs to be taken on whether the committee intends to move forward with the grant process for next year. If so, he would need to get the grant applications out to the partners. Discussion followed on the application and whether it needs to be changed. At this time the application will go out as is.

Motion by Dave LaFontaine to get the grant applications out to all the economic development partners in the county. Second by Mark Holbrook. Motion carried unanimously.

Chairman Curry returned to the topic of membership in NCWRPC. Discussion ensued regarding whether the committee would like to become members and what the benefit of membership would be to Wood County.

Motion by Dave LaFontaine to become members of the North Central Wisconsin Regional Planning Commission. 2nd by Mark Holbrook. Motion carried unanimously.

7. **REDI Grant update and discussion.** Jason and Nancy gave an update on the telephonic meeting they had with Purdue and University of Kentucky. It was an introductory call as well as a discussion on logistics and getting preliminary organization set up. They are hoping to have another call yet in July to get discuss the details of working together. Another meeting to talk about the 5 initiatives identified in the grant will take place here in Wood County in the month of September. Further discussion on the grant took place.

8. **Report and consideration of 2019 fund release for Alexander Field.**
Jeremy Sickler gave a presentation on Alexander Field.

Motion by Dave LaFontaine to approve the 2019 grant funding release to Alexander Field in the amount of \$10,000. Second by Bill Leichtnam. Motion carried unanimously.

9. **Report and consideration of 2019 fund release for State Fair Booth.**
Jason Grueneberg gave an overview of the purpose of the State Fair Booth.


Motion by Dave LaFontaine to approve the 2019 grant funding release to State Fair Booth in the amount of \$2,500. Second by Mark Holbrook. Motion carried unanimously.

10. **Discuss 2019 Regional Economic Growth Initiative Funding.** John Bergin shared some written material (see handouts attached to minutes) regarding the purpose of REGI and actions by REGI in Wood County. Chairman Curry asked whether or not Rick Bakovka is still employed by REGI. Rick Bakovka told Chairman Curry that he is asking the wrong person. John Bergin indicated that Rick has worked without pay for six months out of the last two and half years due to lack of funding and REGI is not able to continue Rick's employment. John stated that REGI was anticipating Wood County releasing the grant funding to them in February but the release keeps getting delayed. The City of Wisconsin Rapids has also made the decision not to participate and refused to grant the money to REGI this year. Chairman Curry said it is clear that REGI is struggling with funding. This specific CEED committee is looking at grant funding differently and in order to make a rational decision on funding, it needs to understand what the funding is being used for. Chairman Curry asked for input from Jason Grueneberg. Jason stated that one thing to look at would be the application for the grant that was submitted. The application asked for funding for things other than staffing, but most of what REGI funds is staffing. He is frustrated with the lack of answers he is getting from REGI. Chairman Curry stated there are decisions that will need to be made.

A special CEED meeting is scheduled for Tuesday, August 20, 2019 @ 1:00 p.m. on Economic Development at the Wood County Courthouse in Conference Room #114.

11. **Adjourn.** Kenneth Curry declared the meeting adjourned at 3:06 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mark Holbrook".

Mark Holbrook, CEED Committee Secretary

Minutes by Victoria Wilson, Planning & Zoning Office

Review for submittal to County Board by Mark Holbrook (approved on August 8, 2019 @ 3:28am)

ECON QUIZ

What industries create the most jobs in state?

When it comes to job creation, should the state focus on expanding existing businesses or creating new ones?

A report from UW-Extension's Center for Community & Economic Development shows that between 2010 and 2016, the number of

establishments and employment in Wisconsin remained flat. The state's net gain in establishments was just 83, while net gain in employment was 24,776.

Startups drive job growth, but they are vulnerable to employment contraction or shutting down. Meanwhile, larger firms add the most absolute jobs, but at slower rates. Expansion and employment data across industries reveals this trend. In 2015-16, five sectors created 58 percent of new jobs through business expansion.

Rank the following industries from highest to lowest by the number of jobs added

in Wisconsin through existing business expansion in 2015-16.

- A) Retail trade
- B) Manufacturing
- C) Construction
- D) Accommodation and food services
- E) Health care and social assistance

Answer: B, E, A, D, C

Manufacturing added 29,760 jobs through expansion of existing businesses, followed by health care and social assistance (24,351), retail trade (21,121), accommodation and food services (18,507) and construction (14,088). Although manufacturing leads this list, it ranks sixth in the number of expanding businesses, indicating that large, established firms add more new employees but expand at slower rates.

Source: University of Wisconsin Extension, Center for Community & Economic Development.

— Jackson Parr, UW-Extension,
jgparr@wisc.edu

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, AUGUST 7, 2019
WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Robert Ashbeck, Dave LaFontaine, Bill Leichtnam and Harvey Petersen

Members Excused: Mark Holbrook

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, and Stevana Hamus.

Land & Water Conservation Staff: Adam Groshek, Rodney Mayer, Maria Lewandowski and Lori Ruess.

UW Extension Staff: Jason Hausler and Nancy Turyk.

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Susan Kunferman (Wood County Health Department), Ken Schroeder, UWEX, and John Eron, Weed Commissioner.

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **Public Comment.** Chairperson Curry mentioned that Shane Wucherpennig is out on medical leave for a couple of weeks.

Adam Groshek shared that on August 2nd the Wood County LWCD witnessed burned vegetation on a farm east of Pittsville on Lincoln Avenue. The burned vegetation was present all the way from the barn on the farm, continuously in the road ditch on the north side of Lincoln Road all the way into Little Hemlock Creek. This could be cranberry leachate. Water samples were taken; results of the samples have not yet been received. Pictures of the spill were handed out for the committee to view.

4. **Review Correspondence.**

- A. Jason Hausler mentioned Jennifer Swensen, 4-H Regional Educator Specialist started working out of the Wood County UWEX office. Please welcome Jennifer if you see her.

5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the July 3, 2019 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Adam DeKleyn, Jeff Brewbaker, Stevana Hamus (Skinner), Kim Keech, Victoria Wilson, Shane Wucherpennig, Adam Groshek, Rod Mayer, Emily Salvinski, Lori Ruess, Maria Lewandowski, Matt Lippert, Nancy Turyk, Jackie Carattini, Janell Wehr, Laura Huber and Kelly Hammond.

- A. Minutes of July 3, 2019. Bill Leichtnam pulled agenda items 4A on packet page 2, 7E - page 3 and 12C - page 7 from the minutes.

- Regarding 4A – Bill asked permission to hand-out a copy of a resolution similar to the Portage and Trempealeau county resolutions supporting local control for livestock siting. Bill added he would like to have this put on the September CEED agenda and have the CEED take some action.
- 7E page 3 – Central Sands Groundwater Study future funding. Bill stated that a meeting has been held and supervisors from other counties attended. He added all is coming together quickly and he asked that this be considered as an agenda item under Committee Reports for future CEED meetings.

- 12C – page 7 – UW Madison Research Update - Nitrates above 30 ppm. Jason Hausler stated that at the time he reached out to Kevin Masarik there was no new technology for research. Following brief discussion, it was the consensus of the CEED to have Kevin Masarik or Mark Borchardt present at a future CEED meeting.

No changes were needed to the July 3, 2019 CEED minutes; just explanation of the items pulled.

- B. Department Bills. No additions or corrections needed.
- C. Staff Activity Reports. No additions or corrections needed.

Motion by Dave LaFontaine/Bill Leichtnam to approve and accept the July 3, 2019 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Motion carried unanimously.

6. Risk and Injury Report. None.

7. Land & Water Conservation Department.

- A. Introduce new staff. Rodney Mayer, Conservation Program Coordinator, and Maria Lewandowski, Summer Intern, were introduced. Rodney shared he has a degree in Civil Engineering and Wildlife and Forestry Conservation. He has experience working as a Land Information Technician and as an Electrical Engineering Technician, Maria shared she is attending UWSP and majoring in Soil and Land Management.
- B. Discuss 7 County Regional Groundwater Workgroup (now named the Central Sands Groundwater County Collaborative – CSGSS) mission and MOU. Nancy Turyk stated she facilitated the 7 County Regional Groundwater Workgroup and gave a brief update.
 - The group split into three small work groups – outreach group, technical group and supervisor group.
 - The formal name is Central Sands Groundwater County Collaborative – CSGSS
 - Supervisors leaned towards each county having an MOU.
 - Technical group met and came up with common ground to address. This group consists mostly of Land & Water Conservation staff.
 - Looking at technical advisors for a sampling design.
 - Analysis that is more detailed may be done in “hot spots”.
 - Would like to have an understanding where groundwater is most vulnerable to contamination.
 - Develop tools to provide uniform understanding to protect groundwater.
 - Timeline
 - Mid-September have budget and draft proposal.

Supervisor Leichtnam gave a brief update on the supervisor group meeting. The next meeting will be held on Wednesday, August 21st at 1:30 p.m. at the Adams Library/Community Center. He invited members of the CEED to attend and added supervisors need to be aware of what is going on.

- C. Presentation by John Eron, Weed Commissioner, on Giant Hogweed and request to declare it noxious. Ken Schroeder, Portage County Extension and John Eron, Farmer and Weed Commissioner, gave a presentation on Wild Parsnip and Giant Hogweed Identification and Management. Both of these plants are dangerous invasive plants.
 - Wild Parsnip has a greenish-yellow stem with a flat-topped cluster of yellow flowers. The plant can grow up to 5 feet tall with flowers 2-6 inches wide.
 - It blooms late spring to mid-summer in Wisconsin.

- Giant Hogweed can reach 10 to 15+ feet in height with 1 to 3 inch diameter stems. Flowers are 2 ft. across; white flat-topped clusters. One plant can produce 20,000 seeds.
- Sap from these plants can cause rashes, chemical burns and blistering in presence of sunlight. Giant Hogweed burns are more severe than Wild Parsnip. Blistering may lead to permanent scarring. Contact with eyes can cause temporary and sometimes permanent blindness.
- Ecological Impacts of Giant Hogweed include:
 - Reduced wildlife habitat
 - Increased erosion

John Eron explained management options for both of these invasive plants with the most effective being chemical treatment. Wild Parsnip has been declared noxious in Wood County. Mr. Eron asked Wood County to declare Giant Hogweed noxious as it gives the Weed Commissioner authority to take action to do something to get rid of it.

Mr. Eron explained Wisconsin States 66.0517 – Weed Commissioner. He added he may have to do hard enforcement in the future and wants clarification on how enforcement should be handled. Jason Grueneberg offered the suggestion of starting with Corporation Counsel to get the discussion started.

Supervisor LaFontaine expressed concerns in the event of someone intentionally baling Wild Parsnip in hay bales and selling it. He added with the public safety issues and blistering this could be as serious as the opioid crisis.

Supervisor LaFontaine requested a copy of the presentation. Ken Schroeder will email it to LWCD staff who can forward it to the committee.

- D. Discuss and take action on designating Giant Hogweed as a “noxious weed” along with the former “Wild Parsnip” within the county boundaries. Hogweed is on the state’s prohibited list, which means grants are available for eradication.

Motion by Dave LaFontaine/Harvey Petersen to approve and forward to County Board the resolution designating Giant Hogweed as a noxious weed in Wood County. Motion carried unanimously.

- E. Update Committee on July 19th County Conservationist meeting. Supervisor Ashbeck gave a brief report on the County Conservationist meeting and shared some information he picked up at the meeting.
- F. Future field equipment needs. Chairperson Curry explained that he had a conversation with Lori Ruess yesterday regarding the LWCD’s handheld GPS unit that is not working and unrepairable. This handheld GPS is used by staff to determine acreage of nonmetallic mines for annual permit fees, wildlife damage fence designs, and other projects in the LWCD. Chair Curry mentioned at the Executive meeting the possibility of having a new GPS for LWCD included in the 2020 CIP. However, the request was too late to include in the 2020 CIP and it was suggested that a resolution be put together to purchase the GPS in 2019 from contingency funds.

Adam Groshek mentioned that the LWCD also will need to replace their laser instrument in 2020. The laser is not as costly as the handheld GPS.

- G. Update on Water Quality Task Force Hearing in Stevens Point. Adam Groshek and Supervisor Leichtnam reported briefly on the Water Quality Task Force Hearing. Speakers at the hearing included Jen McNelly, Portage County Water Resource Specialist, Mark Borchardt, USDA Research Scientist, Water Well Association, George Kraft, Professor Emeritus, UWSP, Shane

Wucherpfennig, Wood County Conservationist and John Eron. Supervisor Leichtnam handed out highlights from the meeting.

- H. Golden Sands RC&D future participation/funding level. Per the March 6, 2019 CEED minutes, Supervisor LaFontaine requested Golden Sands RC&D funding be discussed before the 2020 budget.

- Annual RC&D dues are \$1,900; the CEED approved \$800 for dues in 2019.
- Supervisor Leichtnam is a delegate to Golden Sands RC&D and is in support of increasing dues.
- Most counties do not even pay half of their dues.

Jason Grueneberg suggested Wood County establish a work plan/program with RC&D to identify what we want from them. Discussion followed.

Motion by Ken Curry/Harvey Petersen to maintain the 2020 dues at the current funding level of \$800. Motion carried unanimously.

- I. 2019 Land & Water Continuity of Operations Plan. The Wood County Land & Water Conservation Continuity of Operations Plan was included in the CEED packet. Some minor updates were made to the 2019 plan. The committee should review the plan and if they have any questions or see any needed corrections/changes let the LWCD staff know. The completed plan will be submitted to Emergency Management in the near future.

J. Committee Reports

- i. Citizens Groundwater Group meeting. Supervisor Leichtnam gave a brief report on the July 15th Citizens Groundwater Group meeting. Supervisor Ashbeck presented on Nitrogen/Crop Rotation at the meeting. The Protecting Wisconsin Groundwater document was presented at the Task Force on Groundwater Quality meeting. This included 29 ideas on how to deal with nitrogen in groundwater from the Wood County Citizen's Groundwater Group.

Well water testing was held at the Saratoga Town Hall on August 4th.

- ii. Health Committee Report. Susan Kunferman had to leave the meeting before this agenda item. Bill Leichtnam reported briefly on the monthly teleconference.

**The Committee recessed for a short break at 11:11 a.m.
The Committee reconvened at 11:21 a.m.**

8. **Private Sewage.** Everything reported in the CEED packet.

9. **Land Records.**

- A. Update on filling Land Records Coordinator/GIS Specialist position Jason Grueneberg shared interviews took place last week. The number of applications received was low, but Jason was very pleased with the candidates he interviewed. He extended an offer to the first choice candidate and is awaiting acceptance of the offer.

10. **County Surveyor.** None

11. **Planning.**

- A. Discussion/action on Planning & Zoning Department Fee Schedule.
Jason Grueneberg presented a resolution to amend the Planning & Zoning Office Fee Schedule. Jason commented that the fee schedule has been discussed for three months, County Board

seen the presentation in the County Board Packet and it will be in the upcoming County Board packet. He has not received many comments from supervisors other than from this committee. The resolution shows County Board what the CEED was looking at with the requested fee increase. It mentions:

- Fees have not increased in 10 years.
- In some cases, Wood County fees are the lowest in the State.
- Some fees are being eliminated on the fee schedule.
- References state & regional average.

Jason explained, when fees are established, looking for a fee schedule to work with for 6-10 years. May have excess revenue, but over time it will even out. He added the old fees and proposed fees are attached to the resolution and asked for the Committee's approval of the resolution, so it can be presented to County Board in August with fees being effective September 1, 2019. Discussion followed.

Motion by Dave LaFontaine/Robert Ashbeck to approve and forward to County Board the resolution to amend the Planning & Zoning Office Fee Schedule, provided when it is presented to County Board it highlights some of Wood County's fees are the lowest in the State and fees haven't been raised in ten years. Motion carried unanimously.

- B. Update on proposal for well location/abandonment program to be administered by Planning & Zoning. Stevana Hamus stated that a draft of Wood County Ordinance #708 Private Water System was included in the CEED packet. A model ordinance was provided by DNR and Peter Kastenholz has reviewed the draft Wood County Ordinance and had no problems with it. Stevana pointed out two areas in the ordinance where the Planning & Zoning Office is looking for approval or direction from the CEED.

- Page 64 – 708.17 Enforcement Actions # 2B – these forfeiture amounts mimics the forfeiture of private sewage. CEED has no problem with this.
- Page 64 – 708-18 Fee Schedule currently reads – The private water systems and permit fees will be established by the Wood County CEED Committee and may be modified by motion of that Committee. With this wording, the CEED would control fees. The other option is to change the wording to have County Board approval for fee changes. It was the consensus to submit with option to have future fees approved by CEED.
- Chairperson Curry recommended including the State is delegating their duties to the County.

12. UW Extension.

A. General Office Update

Jason Hausler shared the following office updates:

- Jennifer Swensen, 4-H Regional Education Specialist started in Wood County.
- Working on repurposing the ETN room to an office.
- It's fair season and staff is working hard on preparation for the Junior Fair.
- Met with Finance Department for 2020 budgets. Small reduction in the UWEX budgets.
- Looking at aligning policies and procedures.

B. Contract between Wood County and Board of Regents of the University of Wisconsin System.

Jason Hausler reviewed the contract between Wood County and Board of Regents of the University of Wisconsin System with the CEED. The contract was included in the CEED packet. The contract did not change at all in core language. Jason explained the fee structure on page 66 of the CEED packet.

- Educators flat fee for service.
- 4-H Program Coordinator 100% County funded.
- New Natural Resources Educator position – fee/total could change based on starting salary.

Once the Board of Regents approves the contract, County Representatives will sign.

- C. Natural Resource Educator Update. Jason Hausler shared the Natural Resource Educator position has been posted. Application deadline is August 22nd.
- D. Junior Fair Funding Discussion. Dale Christiansen, Central Wisconsin State Fair Executive Director/Manager, was not able to attend the CEED meeting. He was not able to put together a new detailed report, so submitted the one that was presented to CEED in the spring. Junior Fair expenses total around \$40,000. Discussion followed with questions from the CEED regarding the County's responsibility to support Junior Fair. Jason explained:
- As he understands it, there is no mandate or requirement for the County to fund the Junior Fair.
 - County fairs are eligible for state aid.
 - Central Wisconsin State Fair is a district fair; so not just a county fair.
 - UWEX is advisor to Junior Fair Board, it's a good partnership, but they do not direct the Junior Fair.

Following lengthy discussion, it was the consensus of the Committee a more detailed report of revenues and expenses is needed before an increase in county funding is considered.

- 13. Schedule Next Regular Committee Meeting.** The next regular CEED meeting is scheduled for Wednesday, September 4, 2019 at 9:00 a.m. at the Wood County Courthouse in Conference Room #115.

14. Agenda items for next meeting.

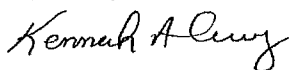
Under Committee Reports:

- A. Central Sands Groundwater Group Report.
- B. Discuss Resolution Supporting Local Control for Livestock Siting

- 15. Schedule any additional meetings if necessary.** Special CEED meetings are scheduled for Tuesday, August 20, 2019 @ 9:00 a.m., in Room 317A, and Tuesday, August 20, 2019 @ 1:00 p.m., in Room 114.

- 16. Adjourn.** Chairperson Curry declared the meeting adjourned at 12:35 p.m.

Respectfully submitted,



Kenneth A. Curry, Chair
Minutes by Lori Ruess, Land & Water Conservation Department
Review for submittal to County Board by Kenneth A Curry (approved on August 13, 2019 @ 2:20 p.m.)



Minutes

Wood County Community Development Block Grant

Housing Committee Meeting

July 18, 2019, 9:00 a.m.

Wood County Courthouse – Room 115

Present: Ken Curry, Al Breu, Jake Hahn & Laura Francis

Staff Present: Jason Grueneberg & Victoria Wilson

Excused: Nate Weidman

1. **Call meeting to order.** Meeting was called to order at 9:03am by Chairman Curry.
2. **Declaration of quorum.** Chairman Curry declared a quorum.
3. **Public Comments.** There were no public comments. Introductions were made.
4. **Correspondence.** There was no correspondence.
5. **Wood County Community Development Block Grant (CDBG) Revolving Loan Fund (RLF) overview.** Jason Grueneberg gave an overview of the program and how it came to Wood County. The value of having this program is to maintain the value of the housing stock, increase the tax base in the county and it allows people to stay in their homes. The purpose of the meeting today is to let the committee know that CAP Services no longer wishes to administer the services for this program.
6. **Review Department of Administration letter regarding the option to discontinue CDBG RLF that is used for the Wood County Housing Repair Program.** A letter was received from the State of Wisconsin letting Wood County know that we have the option of returning the funds from this program back to the Division of Housing, Energy, and Community Resources and discontinuing our CDBG Housing RLF Program. If Wood County chooses to do this, we would still have access to the funds, but so would everyone else in the state, therefore diluting the availability to Wood County residents. Jason does not recommend returning the funds to the state.
7. **Administrative services update and discussion/action on selecting a new administrative services provider.** There are other entities out there that can provide administrative services for this program. Wood County will need to put out a Request for Proposal to find someone to provide services for us.

Motion by Al Breu to send out RFPs. Second by Laura Francis. Motion carried unanimously.
8. **Agenda items for next meeting.** Review of RFPs and selection of administrative services provider.
9. **Schedule any additional meetings if necessary.** A Doodle poll will be sent out to set the next meeting.
10. **Adjourn.** Chairman Curry declared the meeting adjourned at 9:45am.



Activities Report for Shane Wucherpfennig - July, 2019

- **July 1** – Interview of candidates for Summer Intern.
- **July 2** – Crop Appraisals for Marti Farms.
- **July 3** – Interview of candidate for Summer Intern.
- **July 3** – Attended CEED Meeting. Attended Data Sharing/GIS mgt. with Regional Groundwater Study.
- **July 4** – Non-metallic mine follow-ups.
- **July 8** – Worked on Leslie Brandt on Non-metallic mining permit for former Completion Minerals site.
- **July 9**– Wildlife damage program.
- **July 10**– Farmers of Mill Creek Lunch & Learn at John Eron's Event Barn.
- **July 11 & 12** – Non-Metallic Mining & Wildlife Damage programs With Rodney Mayer.
- **July 15 – 23** – Vacation.
- **July 24** – Presentation at Groundwater Task Force Hearing in St. Point.
- **July 25 & 26** –Worked on a 2019 Projects.
- **July 29** – Met with John Dorshorst for no-till and cover crops.
- **July 30** – Phone calls and correspondence.
- **July 31**– Worked with Rodney on Non-metallic and wildlife damage projects.

Activities Report for Adam Groshek – July 2019

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

- ~Jagodzinski asbuilt documentation for her 2019 barn manure channel transfer system.
- ~No-till drill scheduling and promotion to Wood/Portage County landowners.
- ~Permitting discussions, cost estimate, bidding, and landowner discussions for the grassed waterway/rock crossing for Todd Bores.
- ~Water sample bottle distribution & collecting for the on-going County-wide groundwater Nitrate study.
- ~Discussion with LWCD staff over the annual BOND \$ and project implementation.
- ~Assistance with other LWCD staff in the training process for Rodney in the Conservation Program Coordinator position as well as assisting our summer 2019 intern Maria.
- ~Wellness lunch n learns.
- ~Assistance with DATCP engineer in the design/planning for a new manure storage pit for Pankratz Farms.
- ~Permit and design for streambank riprap project for the Wilson's on Fourmile Creek.
- ~Continuing to try to find the source of sediment discharges into the WI River at Jackson St. with Verso Paper, the City of WI Rapids, and the DNR.
- ~Assistance with a CREP landowner in the writing of a grazing plan with a private plan writer to allow cattle to occasionally be on the CREP property after approval from DATCP.
- ~Conservation partners meeting with DNR, NRCS, Fish & Wildlife Service, and other conservation entities on how we can partner and share information and work with each other better to more efficiently deliver more conservation to Wood & Portage Counties.
- ~October CEED tour planning and correspondence.
- ~Streamflow monitoring for 5 sites on Two Mile Creek, Bloody Run Creek, and 5 Mile Creek.
- ~Assistance with call and complaint of the Dairy State Cheese process water spill into a water of the state.
- ~Attendance of the Citizens Groundwater meeting to represent the Wood Co. LWCD.
- ~Construction plan review, permit issuance, and pre-con meeting for the Duckett manure stacking pad, contaminated rainwater collection, milkhouse wastewater transfer line, another tank wastewater transfer line, and Slurrystore liquid manure storage tank.
- ~Site visit to a DNR forwarded complaint of manure spreading on a fallow field. Site had less than 2 acres of manure applied and no runoff was witnessed. Not a problem unless that field is intended on being fully spread on with no plans for crops next year.
- ~Reber manure storage pit site visit, survey, and discussion of how to properly abandon and fill in the pit to remove the liability hazard.
- ~Wood County Wildlife Committee discussion on how to provide better wildlife habitat for the Sandhill Recreation Area.
- ~Site visit with Deanna, the environmental manager to try to track down where the sediment discharges are coming from that people are witnessing being discharged into the WI River.
- ~Attendance of part of the WI Task Force Water Hearing with Legislatures from around the State to try to grasp the scope of the water problems in WI.
- ~Computer file organization for the LWCD files.

Activities Report for Rod Mayer

July 2019

(Employment Began July 8th)

- Completed alfalfa deer damage appraisals on five fields (one landowner).
- Completed Transect Survey throughout Wood County.
- Recommended sandhill crane damage abatement to MSTC Ag Instructor.
- Processed Act 82 shooting permits for strawberry farm – met with owner – delivered to DNR.
- Completed Base Flow measurements on five sites (including: Two Mile Creek, Bloody Run, and Five Mile Creek).
- Completed Wood County Safety Training Power Points.
- Sprayed Wild Parsnip along CTH HH right-of-way – Located in the Town of Sigel - Sections 26 and 22.
- Met with Dan from Wood Co. IT in regards to new Tree & Shrub Database setup.
- Reserved Trees & Shrubs for 2020 tree sale.
- Received two reports for storm damage Cranberry marsh fences – completed field inspections – repaired temp. to keep deer out – reported findings and solutions to landowners – working on getting materials from contractor for repair of ripped wire on one marsh – instructed staple repair on other.
- Met with Cranberry owner to inspect heaving issues of fence – discussed solutions – obtained material for repair – dropped off and instructed landowner.
- Met with Brad Koele, DNR Wildlife Damage Specialist – to go over the Wildlife Damage Abatement and Claims Database.
- Completed Wood Co. Civil Rights training.
- Misc. Training – go over manuals – learning programs - etc.

Activities Report for Emily Salvinski July 2019

- **Monday, July 1.** Added City compost to pollinator garden. Checked a reported wild parsnip location. Processed checklists.
- **Tuesday, July 2.** Updated parsnip database with photos, new points, and updated information on old points.
- **Wednesday, July 3.** Completed a portion of a deer damage appraisal (Martí's). Attended farmer group meeting.
- **Thursday, July 4.** Independence Day.
- **Friday, July 5.** Field verified a parsnip tip-it was a native cow parsnip. Found another spot elsewhere. Updated parsnip map.
- **Monday, July 8.** FMLA
- **Tuesday, July 9.** Crop appraisals with Rodney.
- **Wednesday, July 10.** Started transect survey.
- **Thursday, July 11.** Transect.
- **Friday, July 12.** FMLA.
- **Monday, July 15.** Mill Creek water sample collecting (phosphorus and total suspended solids).
- **Tuesday, July 16.** Transect survey.
- **Wednesday, July 17.** Updated parsnip map in GIS and EDDmaps. Prepared acreage info for cost-share contract.
- **Thursday, July 18.** Finished transect survey. Started entering transect info into snap.
- **Friday, July 19.** FMLA.
- **Monday, July 22.** Entered transect info into snap. Worked on improving pollinator garden with plant labels.

Activities Report for Lori Ruess – July 2019

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Fridays.
- Reviewed general ledger.
- Reviewed payroll reports and payroll registers.
- Completed the steps to terminate Ben Gruber's 15 year CREP Contract and forwarded state penalty payment to DATCP.
- Working with Mike Greiner to terminate his 15- year CREP contracts.
- Approved Maria Lewandowski's time card and forwarded to UWSP.
- Training Rodney Mayer on Wildlife Damage quarterly reimbursement requests
- Working with Maria Lewandowski, summer intern, on electronic file updates.
- Attended Continuity of Governance – Cyber Attack Training at McMillan Library.
- Meeting with Dan Brandl, IT and Rodney Mayer on our new tree and shrub sale program.
- Attended July 24th staff meeting and completed minutes.
- Completed Nutrient Management Cost-Share contracts for 177 acres.
- Completed Cover Crop Cost-Share contracts for 266 acres.
- Organized CEED packet and County Board packet and took to County Clerk's office.
- Working on 2020 budgets. Meeting with Finance for budget input is August 2nd.

Activities Report for Maria Lewandowski July, 2019

- Assisted in transect work
- Assisted in strawberry assessment
- Researched trees to sell this year
- Assisted in testing mill creek water
- Introduced to wild parsnip
- Conduct base flow maps of Mill creek
- Aided in Cranberry fence inspections
- Looked over proposed manure pit plans
- Attended ground water hearing
- Surveyed old abandoned pit
- Weeded prairie garden
- Made labels for prairie plants
- Attended grazing, pasture walk

TO: Conservation, Education & Economic Development Committee

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

RE: Staff Report for August 7, 2019

1. Planning (Adam DeKleyn)

- a. Land Subdivision - Plat Review – (4) CSMs were submitted for review/approval. (4) CSMs were approved/recorded. (5) CSMs are pending approval.
- b. WI Rapids Water Quality Management (WQM)/Sewer Service Area (SSA) Plan – South Wood County Airport submitted a petition requesting DPZ to amend the WI Rapids SSA/WQM Plan to allow sanitary sewer to be extended to a proposed hanger building. Additionally, the existing airport terminal building is proposed to be added to the SSA. The proposed boundary amendment would add 3.74 acres to the SSA and remove an area of equal size. Letters and petition documents have been forwarded to the City of WI Rapids and Town of Grand Rapids for review and comment. Continuing to navigate through amendment procedures.
- c. Town of Lincoln Comprehensive Plan – Final element of the plan is being prepared (Implementation). Draft goals, objectives and policies for each element will be presented and reviewed at next Plan Commission Meeting.
- d. Town of Grand Rapids Comprehensive Plan – Developing draft community survey.
- e. Wisconsin Rapids Downtown Steering Committee – Committee met to discuss city updates and direction moving forward with potential future projects in the downtown area.
- f. Request for Zoning Amendment Approval – Town of Grand Rapids – Request approved by CB. Approved ordinance has been posted on the DPZ webpage. Follow-up approval letter sent to town.
- g. Floodplain – Developed GIS maps for Flooded Agriculture District – Cranberry Farm (FAD-C) permits.
- h. City of Nekoosa – Met with city officials to discuss/present downtown concept plans.

- i. Town Planning and Zoning Assistance – Provided planning and zoning assistance for several town officials. Developing a town zoning amendment checklist for independently zoned towns.
- j. Planning & Zoning Website Updates – Town zoning resources page has been updated to include (6) approved town zoning ordinances. These resources are intended to assist the general public and town officials.

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

6/27/19 - Mound re-inspection TN 12, website review, conventional review and approval TN 18, soil report review, hydrograph review, soil test, mound plan/pressurized sewer, permit review TN 17

6/28/19 - Abandonment letters calls, website review, HT review and approval, soil test review, soil test, plan, holding tank permit TN 04

7/1/19 - Abandonment letter calls, JB vacation

7/2/19 - prepared for CEED meeting, received calls on abandonment letters, issued mound permit TN 20

7/3/19 - CEED Meeting, soil test review, holding tank application review, inspection 18114 mound plow, reviewed soil test TN 11, completed inspection report for holding tank TN 11

7/4/19 - 4th of July holiday off

7/5/19 - Mound re-inspection TN 16, assist with locating permit for receipting (1 hour), 2 abandonment letter calls, 1 mound review, JB Dr. appointment for wife

7/8/19 - Reviewed 26 sites that received abandonment orders and did not contact me by the deadline today. Reviewed my portion of CEED minutes and made corrections, 2 mound review and approval TN 12 & 15, 2 soil reports reviewed, reviewed soils, mound plan/pressurized sewer review, and sanitary permit TN 08

7/9/19 - emails to STAR Environmental regarding soils/plot plan changes, undersized system affidavit TN 17, conversation with HT applicant about farmers exempt (application to be mailed with sanitary permit), email to Clark County regarding reconnection permit question, discussion with home owners regarding flooded basements

7/10/19 - worked on application for Well Delegation, checked Tri-county well, which was 1" above assigned high, checked flooding on Ranger Road.

7/11/19 - HT plan approval, answered phone calls regarding POWTS, building suitability, floodplain permits, took complaint in TN18 regarding failing septic, scanned and emailed permits to contractor for POWTS work at Nasonville school and scheduled soils onsite, investigated 4 sites in TN 04 without permits

7/12/19 - 2 soil evaluation reviews, 1 mound review, 1 system in fill review, document cancellation mailed, complaint investigation letter mailed TN18

7/15/19 - Mound Plow TN 08, Soils onsite with JB for Nasonville School, Soils onsite with Certified Soil Tester TN 02

7/16/19 - Mound Plow TN 15, 2 Soil report reviews, 2 Mound reviews and approvals TN 20 & TN 21, mound plow inspection, return insp, TN 14, reviewed soil test TN 17

7/17/19 - Mound Plow TN 01, Re-inspect TN 01, Re-inspect 08, Mound Plow TN 10, Mound review and approval TN 20, soil report review, mound soils, pressurized plan review, sanitary permit TN 19, mound inspection TN 08

7/18/19 - Mound Plow TN 08, Re-inspect TN 08, HT inspection TN 10, Mound re-inspect TN 10, Mound tank inspection TN 12, Conventional review and approval TN 07, soil report review, hydrograph review, soil review, mound plan/pressurized plan review, sanitary permit TN 15

7/19/19 - Mound Plow TN 01, 2 mound plows TN 10, soil review, mound plan/pressurized sewer, sanitary permit TN 15

7/22/19 - JB/SS compliant investigation TN 18, Soils onsite with Certified Soil Tester TN 08, Re-inspection TN 01, conventional review and approval, soil report review, hydrograph review, soils review/hydrograph, conventional plan, sanitary permit TN 08

7/23/19 - Mound plow TN 12, Re-inspect TN 12, Shoreland permit request TN 10, set up repair for truck window

7/24/19 - SS off for Appts, Inspection report TN 14, Airport system check TN 07, Seed and mulch final mound insp TN 08

7/25/19 - 2 Soil reported reviewed, Mound tanks inspected TN 15, inspection report mound TN 08, complaint investigation mobile home park TN 13

7/26/19 - 1 conventional review, 1 soil report, 1 hydrograph, abandonment inspection TN 20. Phone call and email about Sanitary, Shoreland/Floodplain Zoning, and wetlands in TN 06, JB off

7/29/19 - Mound plow, mound reinspect, 2 soil report reviewed, 1 mound plan approved, 1 shoreland permit issued, call to plumber regarding signature, gathered information for another plumber regarding geomat, SS worked 8.75 hours, conventional inspection TN 07, inspection report TN 07

7/30/19 - Conventional inspection TN 07, system-in-fill inspection TN 13

3. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 27 sanitary permits issued in June 2019 (8 New, 18 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$9,775. There were 22 sanitary permits

issued in June 2018 (10 New, 11 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$9,000.

There were 73 sanitary permits issued through June 2019. For comparison purposes, the following are through the same period for the previous five years: 2018 – 68, 2017 – 82, 2016 – 83, 2015 – 61 and 2014 – 70.

- b. 2019 Tax Refund Intercept Program (TRIP) – As of July 31st, Wood County received an additional \$0.00 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. Service providers in Wood County have been reporting that they have maintenance servicing appointments scheduled over 1 month in advance. As of July 30th, 1,348 septic service reports have yet to be reported to our office. Septic maintenance 2nd reminders are scheduled to be mailed on Monday, September 23rd.
- d. 2019 Program Fee Notices – The approximately 4,612 program fee notices are tentatively scheduled to be mailed late October with a due date of Monday, November 25th. The \$20 program fee can be paid online with an e-check, debit card or credit card. There will be a convenience fee if making payment by e-check, debit card or credit card. The \$20 program fee can also be paid by cash or check.
- e. Enforcement Activities Update (Small Claims) – None Scheduled.
- f. 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. (1) Wisconsin Fund Applications FY2021 – The deadline to apply is January 31, 2020.
- g. 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.

h. Kim attended the following meetings/trainings:

- i. CEED Committee Meeting on July 3rd
- ii. Citizens (Wood County) Groundwater Meeting on July 15th
- iii. Wellness Committee Meeting on July 16th

i. Victoria attended the following meetings/trainings:

- i. CEED Committee Meeting (Econ Dev) on July 16th
- ii. Wood County CDBG Housing Committee meeting on July 18th

WOOD COUNTY PLANNING & ZONING
FEE SCHEDULE

1. #701 LAND SUBDIVISION ORDINANCE

<u>A. Preliminary Plat Review Fee.</u>		
(1)	\$75.00	<u>Proposed</u> \$500.00
<u>B. Final Plat Review Fee.</u>		
(1)	\$35.00	<u>Proposed</u> \$250.00
<u>C. Certified Survey Map Review Fee.</u> (creation of new lots 10 acres or less)		
(1)	\$30 1 ST Lot + \$20 2 nd lot (\$50 maximum)	<u>Proposed</u> \$150.00
<u>D. Condo Plat Review Fee</u>		
(1)	\$75.00	<u>Proposed</u> \$350.00
<u>E. Variance Fee</u>		
(1)	\$0.00	<u>Proposed</u> \$125.00

2. #702 PRIVATE SEWAGE SYSTEM ORDINANCE

<u>A. Fees.</u>		
Conventional	\$300.00	<u>Proposed</u> \$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
Normal fee plus \$1.60 for every 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
Triennial POWTS Program Fee	\$ 20.00	\$ 25.00
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 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 **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>	
Hearing for Appeals including Variances-\$350.00	<u>Proposed</u> \$700.00
	<u>Proposed</u> \$500.00
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>	0' to 300' OHWM	<u>Proposed</u> \$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>		
(1) Special Exception Request - \$350.00	<u>Proposed</u> \$700.00	<u>Proposed</u> \$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. <u>Photocopies.</u> No charge for first four pages; 25¢ per page after that (plus tax). No changes	
B. <u>Mapping.</u>	
(1) Custom mapping - \$31.50/hr.	<u>Proposed</u> \$42.50/hr
(2) Plots (B-, C-, D- or E-size) - \$7.50 each.	<u>Proposed</u> \$10.00 each
(3) Print/Copy (Black or Color) - \$0.00 each	<u>Proposed</u> \$0 1 st Copy, >2 \$1/Copy
(4) Black & White Laser Print/copy – No charge for first 2 copies; \$1.00 for each copy after that.	Eliminate

- | | |
|--|-----------|
| (5) Color print/copy –
No charge for first copy, \$2.50 for each copy after that. | Eliminate |
| (6) CD - \$6.00 each | Eliminate |
| (7) Digital image (e-mailed) – Same rate as custom mapping. | Eliminate |

6. #708 PRIVATE WATER SYSTEM ORDINANCE **NEW PROPOSED PROGRAM**

- A. County Well Location Permit Fee \$125.00
- B. County Well Location Permit 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)

Transfers/revisions/renewals	\$ 25.00	\$100.00	\$63.00 Regional Avg
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	
Triennial POWTS Program Fee	\$ 20.00	\$ 25.00	
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 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

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	<u>Proposed</u> \$500.00	<u>State Ave</u> \$500.00
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>	0' to 300' OHWM	<u>Proposed</u>	
		\$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>Proposed</u>	<u>State Ave</u>
(1) Special Exception Request - \$350.00	\$700.00	\$500.00	\$500.00
(2) Variance Request - \$350.00	\$700.00	\$500.00	\$500.00
(3) Administrative Appeal - \$350.00	\$700.00	\$500.00	\$500.00
D. <u>Permit Renewal.</u>			
(1) Permit Renewal \$15.00		<u>Proposed</u>	
		\$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.	<u>Proposed</u> \$42.50/hr
(2) Plots (B-, C-, D- or E-size) - \$7.50 each.	<u>Proposed</u> \$10.00 each
(3) Print/Copy (Black or Color) - \$0.00 each	<u>Proposed</u> \$0 1 st Copy, >2 \$1/Copy
(4) Black & White Laser Print/copy – No charge for first 2 copies; \$1.00 for each copy after that.	Eliminate
(5) Color print/copy – No charge for first copy, \$2.50 for each copy after that.	Eliminate
(6) CD - \$6.00 each	Eliminate
(7) Digital image (e-mailed) – Same rate as custom mapping.	Eliminate

6. #708 PRIVATE WATER SYSTEM ORDINANCE

NEW PROPOSED PROGRAM

A. County Well Location Permit Fee \$125.00

B. County Well Location Permit 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 ORDINANCE #708
PRIVATE WATER SYSTEM ORDINANCE

708.1	Title
708.2	Authority and Adoption
708.3	Jurisdiction
708.4	Purpose
708.5	Intent
708.6	Effective Date
708.7	Severability and Nonliability
708.8	Repeal
708.9	Definitions
708.10	County Responsibilities
708.11	Cooperation
708.12	Administration
708.13	Permits
708.14	Appeals
708.15	Violations
708.16	Administrator Directives and Orders
708.17	Enforcement Actions
708.18	Fee Schedule for Permits and Inspections

708.1 Title

This chapter shall be referred to as the Wood County Private Water Systems Ordinance.

708.2 Authority and Adoption

- (1) This ordinance is adopted under the authority granted to the County by ss. 59.70(6) and 280.21, Wis. Stats., and ch. NR 845, Wis. Adm. Code.
- (2) This ordinance is subject to the provisions of ss. 59.70(6) and 280.21, Wis. Stats., and all rules promulgated thereunder regulating private water systems.
- (3) This ordinance may not be more lenient nor more stringent than the rules promulgated pursuant to ch. 280, Wis. Stats.
- (4) Failure to comply with any of the provisions of such regulations shall constitute a violation of this ordinance, actionable according to the penalties provided herein.
- (5) This ordinance applies to the entire county and includes cities, towns, villages and sanitary districts in the county.

708.3 Jurisdiction

The provisions of this ordinance shall apply to all private water systems within Wood County pertinent to well location and well and drillhole abandonment.

708.4 Purpose

The purpose of this ordinance is to protect the drinking water and groundwater resources of the county through regulating new private well location and well and drillhole abandonment.

708.5 Intent

The intent of this ordinance is to regulate the location of newly constructed private wells, the abandonment of all wells and drillholes, and the administration and enforcement of this ordinance.

708.6 Effective Date

This ordinance shall be effective upon its adoption by the Wood County Board of Supervisors.

708.7 Severability and Nonliability

If any section, provision or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected. The county asserts that there is no liability on the part of the County Board of Supervisors, its agencies, or employees for any health hazards or damages that may occur as a result of reliance upon, and compliance with, this ordinance.

708.8 Repeal

All other county ordinances or parts of ordinances inconsistent or conflicting with this ordinance, to the extent of the inconsistency only, are repealed.

708.9 Definitions

In this ordinance:

- (1) **Administrator** The person who is authorized by the Wood County Board of Supervisors to administer this ordinance, or that person's duly authorized representative(s).
- (2) **Central Office** means the Bureau of Drinking Water and Groundwater of the Department of Natural Resources, located in Madison, Wisconsin, which functions as the coordinating authority for the statewide water supply program.
- (3) **Community water system** has the meaning designated in s. NR 811.02(7), Wis. Adm. Code.
- (4) **County office staff** means county office personnel trained to answer general private well location and well and drillhole abandonment questions.
- (5) **Delegation level** means the program level, as set forth in s. NR 845.05, Wis. Adm. Code, at which a county is authorized to administer and enforce ch. NR 812, Wis. Adm. Code.
- (6) **Department** means the Wisconsin Department of Natural Resources.
- (7) **Existing Installations** has the meaning designated in ch. NR 812, Wis. Adm. Code.
- (8) **Health hazard** means a condition, which constitutes:
 - (a) A violation of ch. NR 812, Wis. Adm. Code, regarding the installation, construction, operation or maintenance of a private well.
 - (b) Confirmed bacteriologically unsafe well water quality.
 - (c) A threat to safety or groundwater quality.
- (9) **Noncommunity water system** means a public water supply system that is not a community water system. It serves at least 25 persons per day at least 60 days each year. A noncommunity water system commonly serves a transient population rather than permanent year round residents. (Note: Examples of a noncommunity water system include those serving schools, motels, restaurants, churches, camp-grounds and parks.)

- (10) **Noncomplying well** means a private water system not in compliance with all provisions of ch. NR 812, Wis. Adm. Code.
- (11) **Person** means an individual, corporation, company, association, cooperative, trust, institution, partnership, state, public utility, sanitary district, municipality or federal agency.
- (12) **Personal interest** means having a financial interest in a property or being related by marriage or birth to a person having a financial interest in a property.
- (13) **Primary drinking water standards** means those maximum contaminant levels, which represent minimum public health standards, set forth in ch. NR 809, Wis. Adm. Code.
- (14) **Private water system** means the water collection, storage and treatment facilities and all structures, piping and appurtenances by which water is provided for human consumption by other than community water systems. For the purpose of this ordinance, it includes noncommunity water systems.
- (15) **Private water system ordinance** means a county ordinance, approved by the Department, regulating private water systems at the county's authorized delegation level.
- (16) **Private well** means any drilled, driven point, dug, bored or jetted well constructed for the purpose of obtaining groundwater for potable use, including wells constructed in special well casing depth areas and noncommunity wells. It does not include springs, or private or public wells that require written plan approval from the Department.
- (17) **Public Water System** has the meaning designated in ch. NR 811, Wis. Adm. Code.
- (18) **Reconstruction** means modifying the original construction of a private well. It includes but is not limited to deepening, lining, installing or replacing a screen, undermining, hydrofracturing and blasting.
- (19) **Region Office** means the Department office located in Wisconsin Rapids, Wisconsin.
- (708) **Variance** means an approval issued by the Department under ch. NR 812, Wis. Adm. Code, allowing a private water system to vary from ch. NR 812, Wis. Adm. Code, requirements if Department approved conditions are met, and strict compliance with ch. NR 812, Wis. Adm. Code, is not feasible.
- (21) **Water system** means the water collection, storage, treatment facilities and all structure, piping and appurtenances by which water is provided.
- (22) **Well** has the meaning designated in s. 280.01(6), Wis. Stats.
- (23) **Well Construction** means the procedures, methods, materials and equipment used during the construction or reconstruction of a private well.

- (24) **Well Location Permit** means the county/state well location permit issued by the county which allows for the construction or reconstruction of a private well.

708.10 County Responsibilities

- (1) Private Well Location Permit. It is the county's responsibility to:
 - (a) Issue permits authorizing the location of new and replacement private wells, including drilled, driven point, dug, bored or jetted wells, or the reconstruction or rehabilitation of existing private wells.
 - (b) Conduct inspections of wells for which well location permits are required as soon as possible after the well is constructed.
 - (c) Determine whether the casing height of a permitted well complies with ch. NR 812, Wis. Adm. Code, and that there is a properly sealed vermin-proof cap or seal on the upper terminus of the well.
 - (d) Require the abandonment of wells not in service, or wells that will be taken out of service, if the wells are unused, noncomplying or bacteriologically unsafe. A county may require abandonment of a well with water exceeding a primary drinking water standard listed in ch. NR 809, Wis. Adm. Code, or other chemical compounds for which state health advisory limits have been issued including inorganic and organic compounds, after consultation with and approval by the Department.
 - (e) Require upgrading or replacement of all inspected private wells that are not in compliance with the minimum private well separation distances in ch. NR 812, Wis. Adm. Code, and wells where the casing height or well cap does not comply.
- (2) Well and Drillhole Abandonment. The county shall require the proper abandonment (filling and sealing) of wells and drillholes in accordance with standards established in s. NR 812.26, Wis. Adm. Code. The County may also require the abandonment of a well with water exceeding a primary drinking water standard listed in ch. NR 809, Wis. Adm. Code, or other chemical compounds for which state health advisory limits have been issued including inorganic and organic compounds, after consultation with and approval by the Department.

708.11 Cooperation

The Administrator shall cooperate with all other governmental units and agencies in the enforcement of all state and local laws and regulations pertaining to matters in this ordinance.

708.12 Private Water Systems Administrator

Pursuant to NR 845.06, the Wood County Board of Supervisors created the position of Private Water Systems Administrator for Wood County. The Administrator shall have the power and duty to enforce the provisions of this ordinance and all other ordinances, laws and orders of the county and of the State of Wisconsin which relate to the location of all private water wells and the abandonment of all wells and drillholes within the county at the county's authorized delegation level.

- (1) Qualifications of Administrator. The Administrator shall be informed on the principles and practices of private well location and well and drillhole abandonment.
- (2) Powers. The Administrator shall have all the powers necessary to enforce the provisions of this ordinance commensurate with the level or levels of the County's delegated authority including the following:
 - (a) In the performance of his or her duties, the Administrator or an authorized assistant may enter any building or property upon presentation of the proper credentials, during reasonable hours for the purpose of inspecting the private water system and may request the owner or operator to produce the private well location permit required under this ordinance. No person may interfere with the Administrator or authorized assistants in the performance of their duties. Any person interfering shall be in violation of this ordinance and is subject to penalty as provided by this ordinance. If consent to enter a property for inspection purposes is denied, the Administrator may obtain a special inspection warrant under s. 66.0119(2), Wis. Stats.
 - (b) Order any person owning, operating or installing a private water system to abandon, modify, repair or replace it in a complying, safe and sanitary condition if the system is found to be unused, bacteriologically unsafe or not in compliance with ch. NR 812, Wis. Adm. Code, or the county ordinance.
 - (c) Appoint assistants to aid in processing activities associated with private well location and well and drillhole abandonments.
 - (d) Enforce any or all ordinances applicable to private water systems in accordance with Department rules.
 - (e) If the Administrator of the private water systems ordinance or an authorized assistant determines that the location or construction of a private well does not comply with this ordinance, the Administrator or assistant shall post, in a conspicuous place upon the site, a suspension of work order demanding cessation of work. The Administrator shall notify the well constructor and property owner in writing of the noncompliance and the nature of the work to be discontinued and corrected, identifying the location and the name of the person issuing the order. It shall be a violation of this ordinance to engage in work at conflict with the terms of an order or to make an unauthorized removal of a posted order. Work may resume on the site only under the direction of the Administrator.

- (3) Duties of Administrator. It shall be the duty of the Administrator to enforce the provisions of this ordinance and perform the following duties commensurate with the level or levels of the county's delegated authority.
 - (a) Record all permits, fees, inspections and other official actions, and make an annual report to the County Board of Supervisors.
 - (b) Provide the Department with copies of all permits, abandonment inspection forms and correspondence as required by ch. NR 845, Wis. Adm. Code.
 - (c) Inspect the location of new private water systems upon completion.
 - (d) Investigate cases of noncompliance with this ordinance, ch. NR 812, Wis. Adm. Code, and ch. 280, Wis. Stats., issue orders to abate the noncompliance and submit violations to the District Attorney or County Corporation Counsel for enforcement.
 - (e) Refer complaints and cases of noncompliance that are believed to be or known to be beyond the scope of the county's delegation level to the Department.
 - (f) Cooperate with all other government units and agencies in the enforcement of all state and local laws and regulations of matters related to this ordinance.
 - (g) Assist the Department as specified in ch. NR 845, Wis. Adm. Code.
 - (h) Refer variance requests and actions, which require Department approval to the Department.
 - (i) The Administrator, a trained county inspector or county office staff shall be available at the Administrator's office for answering questions regarding permit applications and for accepting applications for well location permits and well and drillhole abandonments for a minimum of four regularly scheduled hours each working day.

708.13 Permits

- (1) No person may install a private well or reconstruct or rehabilitate an existing private well unless the owner of the property on which the private water supply system is to be installed holds a valid permit issued by the county or has received authorization from the county to proceed with the construction of the well.
- (2) No private well may be constructed within the jurisdictional limits of the county without the appropriate permit and without being in full compliance with the provisions of this ordinance and all other applicable state and local laws and regulations. Permit applications for the location of a well shall be made by the property owner or the property owner's designated agent. Permits shall be issued from the office of the Administrator.
- (3) The well location permit application shall be on forms provided by the Administrator.

- (4) Well location permit applications shall be signed by the property owner or the property owner's designated agent. Well location permit applications shall be submitted to the Administrator at least 2 working days prior to construction or installation if the owner or well constructor is interested in receiving information about potential contamination sources such as landfills; underground storage tanks; primary and replacement on-site sewage disposal system areas on the development site and on adjacent properties; and special casing areas. Where a well location permit application is submitted less than 2 working days prior to construction, the well constructor shall be responsible for maintaining full compliance with all provisions of ch. NR 812, Wis. Adm. Code.
- (5) The Administrator shall assist applicants in preparing applications and approve, disapprove or notify an applicant of the need to seek a variance or special approval from the Department or return the permit application due to incompleteness for all private water systems to be constructed or modified in the county within 2 working days following submission of the permit application. A county may reserve final approval or disapproval action of a permit, which requires Department action, until the variance or special approval request has been acted on by the Department.
- (6) The Administrator shall issue written notice to each applicant whose permit application is disapproved. An application shall be disapproved if the well's construction would result in noncompliance with ch. NR 812, Wis. Adm. Code, or if a construction variance or special approval request was denied by the Department. Each notice shall:
 - (a) State the specific reason(s) for denial.
 - (b) Inform the applicant of the right to request a special approval or a variance from the Department and the procedures for making such a request.
- (7) In emergency situations well construction may proceed immediately without the required county permit provided the property owner or the property owner's designated agent gives notice to the Administrator prior to construction. Notification shall include the owner's name, address, property legal description, proposed starting date and identification of the person who will be obtaining the permit. Unless other arrangements are made with the Administrator, the permit shall be applied for on the first workday following initial construction. The well constructor shall be responsible for maintaining full compliance with all provisions of ch. NR 812, Wis. Adm. Code.
- (8) A permit transfer application shall be submitted to the county when there is a change of well constructor, or property owner after the application is submitted, but before well construction is completed. Failure to submit a transfer application to the county shall invalidate a previously-issued permit. The application shall be on a form made available by the Administrator.
- (9) As soon as the well location permit is received it shall be displayed conspicuously at the well site during construction for a minimum of 7 days

following completion of construction or until the well has been inspected by county staff, whichever occurs first.

- (10) A well location permit shall be valid for a period of one year or until construction is completed, whichever occurs first. If the permit expires, a new application shall be submitted to the Administrator. Reapplications shall be evaluated so that construction will comply with the provisions of ch. NR 812, Wis. Adm. Code, in effect at the time of the reapplication. The Administrator may require additional inspection and fees for reapplications.
- (11) A well location permit is not required nor shall be issued by the county for private water systems requiring written plan approval from the Department.
- (12) Any permit issued under this section shall be void if any false or inaccurate statement is made or if any inaccuracy is shown on any application for a permit.
- (13) No permit may be issued to any property owner or well constructor who is in violation of this ordinance, until the violation has been corrected, unless the permit is to allow correction of the violation.

708.14 Appeals

Persons seeking to appeal decisions of the Administrator under this ordinance shall file written letters of appeal with the Administrator. The Administrator shall place the appeal on the agenda of the County Board/Committee and the appeal shall be given a due process proceeding. The (Board/Committee) shall decide whether to uphold, uphold with modifications or reverse the Administrator's decision based upon the terms and intent of this ordinance and of relevant state laws and administrative rules. No appellate decision of the (Board/Committee) shall have the effect of approving an existing or proposed condition that would violate this ordinance or state law or administrative rule. Appeals that may only be approved by the granting of a variance to ch. NR 812, Wis. Adm. Code, shall be referred to the Department pursuant to s. NR 845.09(11)(b), Wis. Adm. Code. The (Board/Committee) appellate decisions shall be made in writing and shall be filed in the Administrator's office. Appeals of decisions made by authorized agents on the behalf of the Administrator, shall be made first to the Administrator and then be appealable as provided herein.

708.15 Violations.

The Administrator shall investigate violations of the Private Water System Ordinance and ch. NR 812, Wis. Adm. Code, relating to the county's authorized delegation level(s), issue orders to abate the violations and submit orders to the County Corporation Counsel for enforcement.

708.16 Administrator Directives and Orders

- (1) Field Directive. The Administrator, after investigation and a determination that a violation exists, may issue a written field directive. This field directive may consist of a hand written note on an inspection report, or similar paper, identifying the violation that has occurred and assigning a date by which the violation must be corrected, and shall include the inspector's telephone number and office address.
- (2) Formal Directive. A formal letter may be issued, which states the violation, the ordinance (administrative rule or statutory) section violated, the date the violation was noted, the inspector who noted the violation and assigns a date by which the correction must be made.
- (3) Correction Order. Upon discovery, and after documentation of a violation, the Administrator may issue a corrective order. The Administrator may use a stepped enforcement procedure by issuing a directive before an order or may proceed directly to issuing a correction order. An order shall include the following:
 - (a) The location of the violation (site).
 - (b) The names of the parties involved such as the, owner, permittee, well constructor, or pump installer.
 - (c) The section(s) of the ordinance and Wisconsin Administrative Code section(s) violated.
 - (d) The date of inspection of the site where the violation occurred.
 - (e) The name of the person who conducted the inspection which revealed the violation.
 - (f) The date by which the correction(s) must be completed.
 - (g) The name of the person who must be contacted regarding subsequent inspection of the site.
 - (h) A statement that, if the order is not complied with, the Administrator will refer the violation to the District Attorney or County Corporation Counsel with a recommendation to seek injunctive relief and/or forfeitures from the Circuit Court of Wood County. (Orders must be signed by the Administrator of the private water system ordinance.)
 - (i) Orders shall be served on the property owner by certified mail. Where appropriate the Administrator may request the Wood County Sheriff to serve any particular order.
 - (j) The Administrator shall report all orders that have not been complied with to the County Corporation Counsel for enforcement.

708.17 Enforcement Actions

- (1) An enforcement action may be brought by the County Corporation Counsel against a person or persons for any of the following violations:
 - (a) Failure to comply with any provision of this ordinance.
 - (b) Failure to comply with any permit specification or requirement.
 - (c) Failure to comply with any directive or order issued by the county Administrator.
 - (d) Resisting, obstructing or interfering with the county Administrator's, or an authorized assistant's, actions undertaken pursuant to this ordinance.
- (2) The County Corporation Counsel may, for any violation, seek:
 - (a) Injunctive relief.
 - (b) Forfeitures of not less than \$25.00 nor more than \$250.00, or both for each violation. (Each day a violation exists is a separate offense.)
- (3) Any person who has the ability to pay any forfeiture entered against him or her under this ordinance but refuses to do so may be confined in the County Jail until such forfeiture is paid, but in no event to exceed thirty (30) days. In determining whether an individual has the ability to pay a forfeiture imposed under this section, all items of income and all assets may be considered regardless of whether or not the income or assets are subject to garnishment, lien or attachment by judgment creditors under the laws of this state.

708.18 Fee Schedule for Permits and Inspections

- (1) The fee for well siting permit shall be \$125.00.
- (2) The fee for a transfer of well siting permit shall be \$35.00.

OR

708.18 Fee Schedule for Permits and Inspections.

The private water systems inspection and permit fees will be established by the Wood County Conservation and Economic Development Committee and may be modified by motion of that committee.

WOOD COUNTY CDBG HOUSING COMMITTEE

MEMBERS

Al Breu
11075 Stadt Road
Marshfield WI 54449
Tel: 715-387-4222 (Home)
e-mail: breutown@frontier.com
Term Expires: April 2020

Laura Francis
Wood Trust Bank
PO Box 8000
Wisconsin Rapids WI 54495-8000
Tel: 715-422-0257 (Work)
Tel: 715-424-3607 (Home)
Tel: 715-570-8822 (Cell)
e-mail: laura.francis@woodtrust.com
Term Expires: April 2021

Jake Hahn
8265 Monroe Street
Pittsville WI 54466
Tel: 715-305-6664 (Cell)
e-mail: wcdistrict08@co.wood.wi.us
Term Expires: April 2021

Nathan Weidman
2811 8th St S, Suite 8
Wisconsin Rapids WI 54494
Tel: 715-424-3000 (Work)
Tel: 715-572-7146 (Cell)
e-mail: nweidman@nexthomepartners.com
Term Expires: April 2020

Kenneth Curry
260 Cranberry Road
Wisconsin Rapids WI 54494
Tel: 715-459-3392 (Cell)
e-mail: wcdistrict11@co.wood.wi.us
Term Expires: April 2020

OTHER CONTACTS

James Barrett
~~CAP Services Inc~~
~~1725 West River Drive~~
~~Stevens Point WI 54481~~
~~Tel: 715-343-7142 (Work)~~
~~e-mail: jbarrett@capmail.org~~

Jason Grueneberg
Wood Co P&Z Director
PO Box 8095
Wisconsin Rapids WI 54495-8095
Tel: 715-421-8478 (Office)
e-mail: jgrueneberg@co.wood.wi.us

Updated 7/9/19



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Division Administrator

June 6, 2019

RECEIVED

JUN 10 2019 *TM*

cc: *Grueneberg*

Mr. Douglas Machon, Chairman
Wood County
400 Market Street
Wisconsin Rapids, WI 54494

Dear Chairman Machon:

The Department of Housing and Urban Development (HUD) has an expectation that the CDBG RLF funds revolve every 12 months and the State of Wisconsin's CDBG staff has been informed that the HUD Office of the Inspector General is beginning to take a close look at locally held CDBG RLF programs.

The Division of Housing, Energy, and Community Resources (DEHCR) is reaching out to inform you of your option to discontinue your CDBG Housing RLF Program and return your funds to DEHCR. As of 3/31/19 your community has been identified as having a CDBG Housing RLF bank balance of less than \$50,000.00 and/or limited housing activity.

Your low-to-moderate income residents will have access to CDBG Housing funds through the regional program that serves your area.

What this means for you.

1. You will no longer be subject to reporting requirements of DEHCR
2. You will no longer process applications or administer new mortgages for the CDBG Housing RLF program

I am attaching information that you may find helpful in moving forward with your decision to discontinue your CDBG Housing RLF Program.

Should you decide to move forward with this process or would like more information please contact Tamra Fabian at 608-261-7747 or at tamra.fabian@wisconsin.gov.

Sincerely,

David J. Pawlisch, Bureau Director
Department of Administration
Division of Energy, Housing, and Community Resources

cc: Tamra Fabian, Grants Specialist-Advanced, DEHCR
Trent Miner, Clerk, Wood County
Jason Grueneberg, Program Administrator, Wood County

RECEIVED

JUN 10 2019

WOOD COUNTY
PLANNING AND ZONING OFFICE

Procedures for Discontinuing Grantee CDBG-Housing RLF Programs

The grantee will submit the following to the CDBG-Housing Revolving Loan Fund program manager for approval.

Formal Request

1. On official grantee letterhead, a letter expressing the grantee's desire to discontinue its participation in the program, signed by the grantee's chief elected official or their designated representative.
2. Minutes from a formal municipal or committee meeting expressing the approval of the grantee's termination of its participation in the program.
3. Enclosed with the request must be a fully updated and accurate, a) RLF Account Transactions Journal, b) current account bank statement, c) Project Loan Tracking Report /Loan Portfolio.

Upon approval by DOA/DEHCR personnel, the grantee will submit to the CDBG-Housing Revolving Loan Fund program manager.

Account Closure

1. A check for the entire balance of CDBG-Housing funds, accompanied by the latest checking account statement. Check must be made out to Wisconsin Department of Administration and mailed to 101 East Wilson Street, PO Box 7970, Madison, WI 53707.
2. Proof of CDBG-Housing RLF account closure.
3. Final Annual RLF Account Activity Report.

File Management

1. Administrative and individual project files must be maintained by the grantee.
2. Grantees will maintain ownership of mortgages currently held in their name.
3. Grantees must continue to accurately maintain their loan receivables/portfolios.
4. When a grantee receives client payments or payoffs, they will deposit these funds into their general account. Grantees may retain up to 15% of these payments and payoffs for actual administrative expenses of the CDBG Housing RLF program the remaining balance of these payments and payoffs must be submitted to DEHCR at least monthly.
5. Grantees will be responsible for satisfactions and subordination requests.
6. Grantees will provide a current mortgage receivable list to DEHCR when a payoff is received.

RECEIVED

JUN 10 2019

WOOD COUNTY
PLANNING AND ZONING OFFICE

January 7, 2019

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE ADMINISTRATIVE SERVICES
FOR THE
WOOD COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT
HOUSING REHABILITATION
REVOLVING LOAN FUND PROGRAM

The County of Wood has an active Community Development Block Grant Revolving Loan Fund. The funds are part of the Community Development Block Grant (CDBG) and may be used for:

- Rehabilitation of owner-occupied housing units
- Rehabilitation renter-occupied housing units
- Down payment assistance ????????

The County of Wood, through the Wood County CDBG Committee is soliciting proposals to administer this program.

We ask that proposals be submitted to _____
Proposal must be submitted no later than _____.

The CDBG Committee will evaluate the proposals and recommend a successful bidder to the Wood County Board of Supervisors to provide administrative services for the administration of the Wood County CDBG-RLF Housing Program.

In order to bid on the administrative services of the CDBG Housing program, please complete the attached form. No additional information and/or documentation will be accepted but those requested. The complete bid documentation is comprised of:

- 1) A copy of the Bid Proposal Form, and
- 2) A copy of the Liability/Errors and Omissions Insurance of those parties involved in administration, and
- 3) Resume(s) and letters of recommendation listed in the Bid Proposal Form.

The bidders will be notified in writing about the results by _____.

THE COUNTY OF WOOD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO ISSUE A CONTRACT BASED ON:

- 1) EXPERIENCE WITH THE CDBG HOUSING PROGRAM
- 2) FAMILIARITY WITH PROJECT,
- 3) REFERENCES, AND
- 4) COST.

BID PROPOSAL

**TO ADMINISTER
WOOD COUNTY CDBG-RLF HOUSING REHAB PROGRAM**

(AGENCY NAME & CONTACT)

- I. Please name designated CDBG Housing Program Administrator. This person will be responsible for managing the Central Housing Region funds.

First Name	Last Name	Title	Agency

- Please list the CDBG Contract # this person has directly managed within past 5 (five) years.
- Please list dates of the CDBG Implementation Training this person has attended within the past 5 (five) years.
- Please attach three letters of recommendation from CDBG Grantees.
- Please attach their resume. The resume will not be considered in lieu of this information.

- II. The CDBG administrative fee will not exceed 15% based on the project budget expenditures. Please include comprehensive list of services and assign specific person within your agency who will execute this service.

	Administrative Services	Name of Staff Member	Agency
1.	Prepare rehab work write-ups		
2.	Send bid packet to homeowner or contractors selected by homeowner		
3.	Sign Mortgage and rehab contracts with homeowner		
4.	Prepare and submit change orders to JCHA for approval		

- III. CDBG eligible delivery costs may be included in the homeowner's loan. They will be charged to the CDBG project budget. List your delivery costs. If delivery cost will be changed within the service area, please list them for each county separately.

	Service name	Cost per project
1.	Initial HQS Evaluation/Inspection	
2.	Interim and Final HQS Evaluations/Inspections	
3.	Initial Lead-based and/or Asbestos Inspection Fees	
4.	Lead-based Paint Clearance Testing and Fees	

- IV. Identify Housing Quality Standard (HQS) Evaluator. This person/these persons will be responsible to provide HQS Evaluation/Inspection for the projects executed within the Central Housing Region service area. If you plan to sub-contract these services with another agency, please list the agency name and person responsible for the HQS Evaluations.

First Name	Last Name	Title	Agency

- Please list the # of inspections this person has directly managed within the past 5 (five) years.
- Please list dates of the CDBG Implementation Training this person has attended within the past 5 (five) years.
- Please attach three letters of recommendation.

- V. Identify proposed location of housing administration office and hours of staffing. The site must be handicap accessible.

- VI. Administrative funds to operate the following activities will be on time and materials not to exceed 15% of project budget expenditures.

	Service	Cost
1.	Request and Disburse Funds	
2.	Manage Journals: Grant Account Transaction, Rehab Obligations Tracking, Working Account Transaction	
3.	Assist with quarterly reports	

	Service name	Cost per project
1.	Application intake, verify income, and eligibility	

2.	Income verification	
3.	Receive contractor bids, approve loans, and prepare mortgages	
4.	Maintain homeowner files	
5.	Prepare quarterly reports	
6.	Maintain Individual Obligation Journals	

VII. Wood County is an Equal Opportunity Employer. Please help us comply by answering yes/no to the following questions:

	YES	NO
Is 51% or more of your business owned by a Section 3 resident?*** The definition of a Section 3 resident is: 1) A public housing resident; or 2) A low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.		
At least 30% of your full-time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents?***		
Is your agency is a Certified Minority Business Enterprise (MBE)?***		
Is your agency is a Certified Woman Business Enterprise (WBE)?***		

***VERIFICATION – The company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status and bid proposal.

Signature of Business Owner or Authorized Representative:

**AGREEMENT BETWEEN
WOOD COUNTY AND CAP SERVICES, INC.
FOR THE ADMINISTRATION OF THE
WOOD COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
REVOLVING LOAN FUND**

KEEP FOR YOUR RECORDS

WHEREAS, Wood County ("the County") has a revolving loan fund with a balance available for lending which requires administration to ensure compliance with the requirements of the Department of Administration and the auditors for Wood County; and

WHEREAS, CAP Services, Inc. ("CAP") has staff that is experienced in the requirements of revolving loan fund administration, currently administers other revolving loan funds and is willing to administer the County's loan fund.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. CAP shall perform the administrative functions concerning all active revolving loan fund participants required by the Department of Administration and the auditors for Wood County, including, but not limited to:
 - a. Collecting and Recording Monthly Payments
 - b. Filing Annual Report with Department of Commerce
 - c. Conducting and Documenting Annual Site Visits
 - d. Obtaining and Maintaining Quarterly Financial Statements
 - e. Obtaining and Maintaining Annual Progress Reports
 - f. Preparation of all future pre-applications and applications
2. CAP shall assist new applicants with the application process, complete the inspection process and approve and manage all rehabilitation and downpayment & closing cost assistance projects.
3. CAP shall provide the County with a report on the amount of money repaid and available for future loans and the status of the program.
4. CAP shall schedule office hours in the County as needed to meet program requirements. Appointments with homeowners will be made on an as-needed basis.
5. CAP shall receive a \$600.00 initial inspection fee and a \$600.00 final inspection fee on all loans made from the revolving loan fund for its services, to be paid to CAP at the completion of a project. These inspection fees do not include title search fees & recording fees which are paid by the homeowner. The title search providers are selected by the homeowner from a list supplied by CAP. CAP shall also receive five percent (5%) of all funds coming in to the Revolving Loan Fund for program administration.
6. CAP Services, Inc will encourage homeowners to use local contractors whenever possible.
7. CAP is acting as agent for the County for purposes of the administration of this loan fund only, and at all times shall remain a separate entity from Wood County. CAP shall not be authorized to act on behalf of the County, except as specifically stated in this agreement.
8. CAP agrees to administer said loan fund pursuant to the rules and regulations of the Department of Administration and any other applicable law or rule governing the administration of said loan fund.

9. CAP may not assign this agreement without the consent of Wood County, and this agreement shall bind any successors or permitted assigns of the parties hereto.
10. This agreement shall begin upon date fully executed below. This agreement shall be automatically renewed for successive one year periods unless either party notifies the other of the termination of said agreement at least 90 days before the expiration of the present term. Notice shall be given to the other party at the following address:

Wood County
County Clerk
PO Box 8095
Wisconsin Rapids, WI, 54495

CAP Services, Inc.
Mary Patoka, President/CEO
5499 Highway 10 East, Suite A
Stevens Point, WI, 54482

11. This agreement shall not be amended in whole or in part, and the performance of any obligation hereunder may not be waived, except by an instrument in writing signed by the parties hereto, or their respective successors or permitted assigns.

WOOD COUNTY




Lance Pliml, County Board Chairperson

10-9-14

Date

CAP SERVICES, INC.



Mary Patoka, President/CEO

10-13-14

Date

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE
ECONOMIC DEVELOPMENT ACTIVITIES REPORT-JASON GRUENEBERG

Central Wisconsin Economic Development (CWED) Board of Directors – On June 19th the CWED Board of Directors met to review 1 loan request, review 1 loan modification, review 1 request for payment plan, receive committee reports, and discuss the transition of administrative service providers.

Rural Economic Development Innovation Grant – On July 1st we had a conference call with Purdue University staff to initiate working with them and staff from the University of Kentucky to develop an economic development strategy for Wood County. The next conference call will be held near the end of July.

Purdue staff shared the proposal that they, along with the University of Kentucky, submitted to the USDA explaining what their participation in the REDI Initiative would entail. The proposal is included as an attachment to this report.

Small Community Forum – Nekoosa – A Small Community Forum / Regional Workshop will be held at the Nekoosa Community Center on Wednesday, September 11th. The purpose of the forum is “for you, your neighbors, colleagues, and friends to discuss the challenges and opportunities of economic growth, education for the 21st century, civic issues, and life in Wisconsin’s small (and mighty) communities.” A pamphlet providing more details is attached to this report.

Conservation, Education, and Economic Development Committee Fall Bus Tour – The CEED Fall Bus Tour will be held on Friday, October 4th, 2019. Although this is still a few months away, we are asking that you block off this day on your calendar to participate in this tour that highlights successful projects that Wood County has participated in. There is no cost to the tour and lunch will be provided. More details can be found in the attachment to this report, along with information on how to reserve your spot.

EXECUTIVE SUMMARY

Cooperators: Purdue University and the University of Kentucky

Project Title: The Rural Economic Development Innovation (REDI) Initiative

Geographic Location: North Central and Southern Regions of the U.S.

I. Project Background

The proposal calls for a joint initiative between Purdue University and the University of Kentucky to coordinate and implement the Rural Economic Development Innovation (REDI) Initiative in two regions of the U.S. – the South and the North Central regions. 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).

Three university-based organizations will spearhead the REDI effort in the two regions -- the Purdue Center for Regional Development (PCRD), the Purdue Extension Community Development Program, and the University of Kentucky's Community and Economic Development Initiative of Kentucky (CEDIK). Both Purdue and Kentucky have a strong record of performance when it comes to supporting and advancing community, economic and regional development activities within their respective states and beyond. Moreover, team members have developed strong, trusting relationships with the North Central Regional Center for Rural Development and the Southern Rural Development Center, two organizations that will serve as key conduits for tapping the expertise of Extension professionals who will be invited to be part of our REDI effort. Finally, the Purdue and Kentucky team has collaborated with State USDA Rural Development offices in both regions of the country since 2009 and are committed to engaging USDA RD representatives in all facets of our REDI work in the North Central and Southern regions.

II. Project Objectives

The objectives of the REDI Initiative in the U.S. North Central and Southern regions are as follows:

1. **Select Sites and Build Regional Teams:** Engage eight multi-jurisdictional sites to take part in the REDI Initiative in the Southern and North Central regions of the country.
DONE
2. **Gather Regional Information:** Introduce the REDI teams to the five themes associated with the Agriculture and Rural Prosperity report and garner public input on which of the five themes reflect important needs/opportunities in the region. Furthermore, produce an in-depth snapshot of the region, drawing on a variety of public and proprietary data sources.

3. **Conduct Capacity-Building Workshop:** Provide the REDI teams with the tools and processes needed to build a sound strategic plan, one that serves as a blueprint for the community and economic advancement of the region over the next five years.
4. **Develop the REDI Plan:** Guide each team in the development of a multi-year plan that outlines major goals, key objectives and strategies, and details an action plan for building a vibrant and sustainable region over the long-term.
5. **Seek Public Input on the Regional Plan and Finalize Plan:** Assist each team to host a series of focus group sessions to gain buy-in by residents, agencies and organizations in the regional plan. This is to ensure that public input and feedback is carefully considered prior to finalizing the regional plan.
6. **Explore Funding Opportunities:** Work with a variety of federal, state local and philanthropic organizations to share information with the REDI teams on sources of funding that align with the major goals of their strategic plans.
7. **Develop Sound Evaluation Plan: Performance Metrics:** Design and implement an evaluation plan that will produce metrics for detailing the short, intermediate and long-term outcomes of the REDI program in the targeted sites. This will include the leveraging (direct and indirect) by the REDI teams resulting from their engagement in the program.

Objectives 1 through 4 represent the technical assistance support that the Purdue/Kentucky team will provide as part of the “planning phase” of the project, while objectives 5 through 7 focus on the assistance our team will provide as part of the “implementation phase” of the initiative. The following sections provide in-depth information on each of the seven objectives.

III. Technical Assistance: Planning Phase

- *Objective 1: Select REDI Sites and Build Regional Team*

This objective has been completed by USDA Rural Development in partnership with its cooperators.

- *Objective 2: Gather Regional Information*

Preparing Data Snapshots Tailored to Each REDI Site

Both the Purdue and Kentucky team have significant experience producing user-friendly data reports that focus on a variety of topics that align with the five themes delineated in the Agriculture and Rural Prosperity Task Force report. Drawing on public data from multiple federal sources (such as Census Bureau, Bureau of Labor Statistics and Bureau of Economic

Analysis) as well as proprietary data products (such as Emsi, Chmura Economics and Burning Glass), the Purdue/Kentucky team can develop data reports tailored to the information needs of each REDI site. These could include general reports on the demographic and economic profile of the region, housing, workforce, broadband access, health care, and more.

Once each REDI site has developed a preliminary list of which of the five themes it intends to examine in the survey, the Purdue/Kentucky team will produce data reports that align with each of these themes. Once completed, the reports will be distributed to the members of each REDI team.

- *Objective 3: Conduct Capacity-Building Workshop*

The ability of newly formed REDI teams to develop a quality community and economic development plans can be bolstered through sound training. The Purdue/Kentucky team proposes to conduct an on-site two-day intensive training in each REDI site. The purpose of the training will be to equip REDI teams with the knowledge, skills and tools they will need during the process of producing a region (multi-jurisdictional) plan. The topics to be covered during the training would include the following:

- 1) Selecting Your REDI Themes: Synthesis of Information Collected: The first portion of the workshop will provide an opportunity for the regional REDI team to reflect, synthesize and discuss the valuable information generated from the data profiles and the survey of local residents. It is at this time that the team will be guided through a process of determining which of the five Agriculture and Rural Prosperity themes should be selected, on a preliminary basis, for inclusion in its regional plan.
- 2) Discovering Your Local Assets: REDI team members will be introduced to two approaches for uncovering the mix of local assets that could be mobilized to support and carry out their regional plan. The first is *Asset-Based Community Development* (ABDC) framework and the second is the *Community Capitals Perspective* (discussed further in section VII on the Theory of Change). The ABCD approach urges communities to rediscover the resources and talents in their localities -- resources that can be activated to address opportunities and challenges in their communities. The Community Capitals model states that the lifeblood of any community can be linked to the presence and strength of seven community capitals, resources that can be invested to advance the long-term well-being of communities. The seven community capitals are natural, cultural, human, social, political, financial, and built.
- 3) Key Elements to the Development of a Sound Regional Plan: A template for building a quality regional plan will be examined in this portion of the workshop. Local REDI teams will learn about how to create goals, develop objectives, select strategies, and produce an achievable timeline for implementing the various components of the plan. This portion of the workshop will build on the topics addressed above (i.e., REDI themes and local assets).

- 4) Coalition Development and Network Planning: In this portion of the workshop, the REDI team will learn the process of formalizing relationships with collaborators in a region, partnerships that are vital to the success of any strategic plan.
- 5) Exploring Programs that Align with the REDI Themes: The local REDI team will be introduced to a variety of programs that the Purdue/Kentucky has produced or adapted that align with the REDI themes the local team has selected for inclusion in its plan. A partial list of the programs/strategies that the local team could consider is outlined in the table below. More information on these and other programs/resources is provided in the appendix.

- *Objective 4: Develop the REDI Plan*

With “on the ground” guidance from Extension and USDA RD colleagues in the states that are home to the eight REDI sites, the local REDI team will focus on the development of a regional plan. The plan will build on the knowledge and skills gained as a result of the two-day intensive workshop. It is expected that the plan will require the team to meet on a regular basis over the course of several months. The Purdue/Kentucky team will be available to provide feedback at various points in the plan’s development. Once a final draft of the plan is completed, it will be submitted to the Purdue/Kentucky team for its review. The Purdue/Kentucky team will provide

REDI Theme	Purdue/Kentucky Programs/Resources
Achieving e-Connectivity for Rural America	<ul style="list-style-type: none"> • Digital Ready Businesses • Intelligent Community Framework
Developing the Rural Economy.	<ul style="list-style-type: none"> • First Impressions • Business Retention & Expansion • Community Economic Assessment Program • MIT Entrepreneurial Ecosystem • Regional Industry Clusters: Understanding Your Comparative Strengths • Economic Gardening
Harnessing Technological Innovation	<ul style="list-style-type: none"> • RISE: Regional Innovation for Startups and Entrepreneurs • Precision Agriculture: Unmanned Aerial Vehicles (UAVs) & Imaging Technology
Supporting a Rural Workforce	<ul style="list-style-type: none"> • Work Ready Communities • IN Work: Skills for Tomorrow’s Workforce • Skills for Success: Manufacturing Workforce Development • Retail Workforce Program
Improving Quality of Life	<ul style="list-style-type: none"> • Coalition Development and Network Planning

	<ul style="list-style-type: none"> • Community Design • Enhancing the Value of Public Spaces • Disaster Ready Communities • Community Financial Resiliency
--	--

feedback and recommendations for improving the plan and a conference call will be set-up with the local REDI team to review and discuss the feedback. The local team will revise its plan based on that feedback.

- *Objective 5: Seek Public Input on the Regional Plan and Finalize Plan*

It is essential that the REDI team's strategic plan be shared with the public in order to gain buy-in and support. The Purdue/Kentucky team proposes to conduct a webinar targeted to the REDI teams that will detail the protocol for organizing and conducting a successful focus group meeting. This will include guidelines for ensuring that a diversity of individuals with different needs and perspectives are on the list of invitees.

Once the webinar is completed, the Extension and USDA RD partners will assist each REDI team in determining the number of focus group meetings to be conducted, the people and organizations to invite, and the timeline for completing the sessions. Once the focus group meetings are completed, the USDA RD/Extension partners will guide the REDI team in studying the input from local residents and determining changes needed in the regional plan.

IV. Technical Assistance: Implementation Phase

With a regional plan in place, the focus will move to assisting the REDI teams in implementing and tracking impacts of their plans.

- *Objective 6: Explore Funding Opportunities*

Some aspect of the REDI team's strategic plan can be pursued with little, if any, financial resources. However, if portions of the regional plan calls for projects that require significant resources – such as expansion of the housing stock, new community facilities, improvements in the broadband infrastructure, or workforce development training for incumbent or displaced workers – then finding funds to support the planned investments will be critical. The Purdue/Kentucky team will organize a webinar(s) that details federal funding opportunities from such agencies as USDA Rural Development, USDA Rural Utilities Services, Economic Development Administration, U.S. Department of Health and Human Services, and more. Representatives from federal agencies that invest in community and economic development projects/programs targeted to rural America will be part of the panel of presenters.

Next, the Purdue/Kentucky team will work with Extension partners in the REDI sites to identify state funding opportunities for the REDI team and provide information on these funding sources and contact persons.

Beginner's Guide to Grant Writing

Representatives of the eight REDI teams will be asked to participate in the Beginner's Guide to Grant Writing workshop hosted by the Purdue/Kentucky team. The program will help participants learn how to write effective grant proposals and navigate the grant process. The program will serve as an excellent skill builder for beginner and intermediate grant writers. Participants will come to the workshop with an idea for a grant proposal (related to their strategic plan) and leave with a completed proposal outline. The Purdue/Kentucky team will then work with the REDI teams to complete their respective proposals and have them peer reviewed. Feedback from grant writing professionals will be provided to each team and the teams will have the opportunity to polish their proposals.

Another aspect of the grant writing workshop will focus on funding that might be available from various foundations that align with the regional plans of the REDI teams. Both free and fee-based foundation sites will be reviewed and participants will have the opportunity to explore these sites during the workshop.

• *Objective 7: Develop Sound Evaluation Plan: Performance Metrics*

Performance metrics are a key component of a strategic plan. Each participating region will identify an internal evaluation plan prior to the implementation phase that includes the processes or instruments used to measure change, the timeline for collecting data, and the anticipated short-, medium- and long-term outcomes. Within the two-year project period, there is likely only time for regions to realize short-term outcomes. However, these short-term outcomes should lead to longer-term impacts if the region successfully implements the strategic plan. The table below highlights both the proposed evaluation instruments as well as preliminary performance metrics for participating regions.

REDI Objectives	Evaluation Instrument/Process	Short-Term Outcomes
Objectives 2 & 3: Gather regional information and conduct capacity building workshop	<ul style="list-style-type: none">• Pre- and post-survey to gauge changes in knowledge after exposure to data snapshots• Disseminating rural task force priority theme survey• Coalition development and network planning• Exploring REDI theme programs	<ul style="list-style-type: none">• Improvement in knowledge• Number of respondents & response rate• Formal partnership agreement for diverse REDI team• Implementation of at least one program
Objectives 4 & 5: Develop REDI Plan and seek public input	<ul style="list-style-type: none">• Feedback by the public on the region's REDI plan.• Formal review of strategic plan by external team	<ul style="list-style-type: none">• Number of opportunities for public input• Number of objectives or activities changed as a result of public feedback

		<ul style="list-style-type: none"> • Plan passes external review • Formal adoption of strategic plan by REDI team
Objective 6: Explore funding opportunities	<ul style="list-style-type: none"> • Pre- and post-survey to measure changes in grant writing skills 	<ul style="list-style-type: none"> • Number of newly trained grant writers in region • Number of new regional funding proposals submitted post-workshop • Number of proposals funded

In the long-term, outcomes will vary based on the priorities the region selects. For example, a region prioritizes e-connectivity then success will be measured as the number of new households adopting broadband or number of new miles of dark fiber installed. Or, if a region selects supporting a rural workforce, outcomes could include an increased labor force participation rate, lower employment turnover, lower out-commuting, or higher annual wages. As expected, the regional strategies will dictate the specific medium- and long-term outcomes. In all instances, we anticipate the regions will be successful in attracting both public and private investment, and leveraging existing assets. Both the funding source and purpose of funds will be tracked as an additional measure of performance.

In addition, the Purdue/Kentucky team will also conduct an external evaluation based on the progress of all eight participating regions. The Purdue/Kentucky team will connect regularly to review region-specific evaluation data, secure quarterly updates from REDI regions, and secure feedback from local Extension and USDA RD colleagues to advise any needed adaptations as well as next steps. Near the conclusion of the REDI project, the Purdue/Kentucky team will identify where and why certain regions perform better than others – information that can inform any next phases of the REDI project, including criteria that would improve the selection of regions, determine the optimal REDI team composition, and strategies/activities that would increase the degree of public input, and more.

V. Maintaining Momentum

Turnover of membership can disrupt the ability of the REDI team to achieve the major goals and outcomes outlined in its strategic plan. In reality, the departure of team members is a normal occurrence for most community-minded organizations since individuals leave a team due to job changes, family obligations, sickness/death, burnout or other factors. However, minimizing the negative effects of member turnover is possible through succession planning. The Purdue/Kentucky team will conduct a webinar for the REDI team once their regional plan has been developed. The webinar will examine the team's succession planning readiness and provide the REDI team with strategies for minimizing disruptions when member departures occur. It is this type of proactive planning will help keep the work of the REDI team on track.

Registration Info

Registration fee is \$20.00 per person.

Coffee/rolls and lunch included in registration.

Space is limited so register early!

Register Online

[https://www.wiruralpartners.org/
community-forums](https://www.wiruralpartners.org/community-forums)

Pay online or register online and bring a check to the forum made payable to:

Wisconsin Rural Partners

Questions?

Contact Anne Katz at
akatz@artswisconsin.org

About the Small Community Forums

The Forums provide resources and a venue for you, your neighbors, colleagues, and friends to discuss the challenges & opportunities of economic growth, education for the 21st century, civic issues, and life in Wisconsin's small (and mighty) communities.

If you live in, work in, or help shape your small community and/or region, please attend this Forum. You'll connect, network, and talk with representatives from a variety of statewide resources and discuss with your regional neighborhood what your community needs and can do to grow and thrive into the future.

Who should attend?

Everyone who cares about your community's future—residents, community leaders, elected officials and staff, volunteers, business leaders, educators, local and regional economic development staff, representatives of civic and planning organizations, and more.

Find information on the sponsors at:

Arts Wisconsin
www.artswisconsin.org

League of Wisconsin Municipalities
www.lwm-info.org

United States Department of Agriculture
www.rd.usda.gov/wi

University of Wisconsin—Extension
<https://cced.ces.uwex.edu/>

Wisconsin Downtown Action Council
www.wisconsinindowntown.org

Wisconsin Economic Development Corporation
<https://inwisconsin.com>

Wisconsin Rural Partners
www.wiruralpartners.org

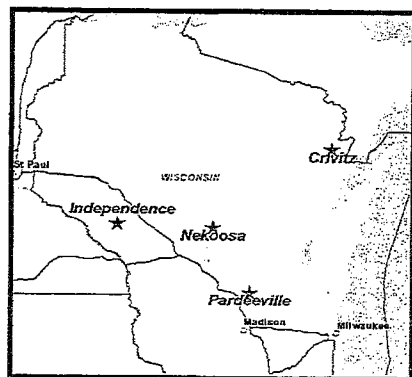
Small Community Forums



Regional Workshops

*Helping Wisconsin's
Small Cities, Villages,
and Towns Thrive*

Locations



Crivitz

Thursday, August 8, 2019

Crivitz Village Hall
800 Henriette Avenue

Independence

Wednesday, August 21, 2019

Independence Opera House
23688 Adams Street

Pardeeville

Wednesday, August 28, 2019

Pardeeville Village Hall
114 Lake Street

Nekoosa

Wednesday, September 11, 2019

Nekoosa Community Center
416 Crestview Lane

Business Outlook

Network, Learn and Exchange Ideas

Agenda:

7:30-8:00

Registration, Coffee & Rolls

8:00-9:15

Speed Networking with Resources

Like speed dating but with representatives from state and federal resources. They'll bring information and business cards and you can bring your projects, questions and contact information. Resources will be listed at (<https://www.wiruralpartners.org/community-forums>).

9:15-10:00

Local Case Studies

Stories that provide examples of the good work going on in the community.

10:15-10:45

Wisconsin by the Numbers

Matt Kures or Tessa Conroy of the Community Economic Development Program at the University of Wisconsin-Madison/Extension will talk through economic and demographic data analyzing the strengths and weaknesses of our communities. They will provide us with a better understanding of our rural communities.

10:45-12:00

Roundtable Discussions

The theme this year is "Business Outlook" but as always we will have the opportunity for broad-ranging discussion groups.

12:00-1:00

Lunch

Time to share a meal and network.

ARTS
WISCONSIN

LEAGUE
OF WISCONSIN
MUNICIPALITIES

USDA



Extension
UNIVERSITY OF WISCONSIN-MADISON

WISCONSIN
DOWNTOWN
ACTION COUNCIL

WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION

WISCONSIN
RURAL PARTNERS

CEED Tour

(Conservation, Education and
Economic Development
Committee)

Please join us on an informa-
tive and educational tour

We will be visiting a CREP
(Conservation Reserve En-
hancement Program) site at
Glen Peplinski's land

See how soil types affect an
On-Site Waste Water
Recycling system

Visit the newly constructed
Wenzel Plaza

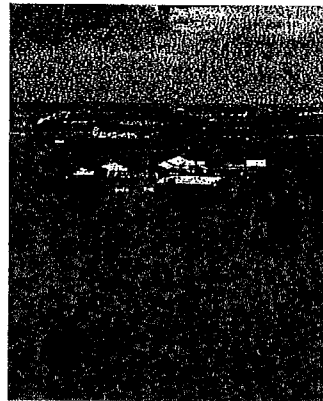
Tour the new Hewitt's Meats
processing facility and retail
store-lunch is included

Visit the site of the proposed
Coulee Industrial Sand Mine

Weather permitting, tour the
field research projects at UW-
Marshfield Ag Research
Station (North Station)

**This is an all day event
7:45am to 3:00pm**

Save the Date
**Friday
October 4, 2019**



Please RSVP by
Monday, September
23rd to:

Victoria Wilson—Wood
County Planning and
Zoning

Email:
vwilson@co.wood.wi.us

Or 715-421-8466



Wood County Planning & Zoning Office
 Courthouse - 400 Market Street
 P.O. Box 8095
 Wisconsin Rapids, WI 54495-8095

2019 Wood County Economic Development Funding Request

*Questions regarding eligible funding or this application should be directed to:
 Jason R. Gruenberg, Director at 715-421-8478 or jgruenberg@co.wood.wi.us*

Applicant Organization: South Wood County Airport Commission
 Mailing Address: 3620 1st. St. South Wisconsin Rapids

Street Address (if different):

Web Site: <https://www.wirapids.org/departments/?fDD=27-0>

Organization Telephone: 715-423-0330

Contact Person/Title: Jeremy Sickler

Contact Person Telephone: 715-423-0330 Email: jsickler@wirapids.org

Wood County Economic Development Mission Statement:

Through collaboration and coordinated planning efforts with local and state partners, the Wood County CEED Committee will grow our economy by,

- *fostering a business friendly environment with a skilled workforce,***
- *maintaining and enhancing our quality of life,***
- *creating awareness of recreation opportunities,***
- *and promoting the County as a tourism destination.***

Request Overview - Provide a summary overview of your program or project and explain how it is consistent with the Wood County Economic Development Mission Statement.

(If you require additional space, attach separate sheet.)

Alexander Field has experienced activity levels which are unparalleled in its history. The region has become a tourist destination for transient golfers. Those who choose private air travel expect and rely equipment and services for their aircraft. South Wood County Airport Commission has recognized these needs and is actively acquiring the most critical equipment. This equipment is in most cases expensive. Recently a fuel truck and lavatory service cart were purchased. Purchase of a ground power unit was just approved – cost of \$35,000. The Wood County contribution allows the Commission to consider purchase of equipment which it may not be able to afford without it. The Commission has also established successful partnerships with local tourism and economic development entities to further accommodate these needs.

Return on Investment - Explain how the proposed program or project will provide a Return on Investment (ROI) to Wood County. Please be as specific as possible. *e.g. County funding allowed us to conduct 25 business prospects leading to the establishment of 2 new local businesses creating 10 full time jobs; County funding contributed to funding an entrepreneurial boot camp that led to the development of 12 business plans and the creation of 2 businesses employing 6 people.*

(If you require additional space, attach separate sheet.)

The economic impact of the transient aircraft activity at Alexander Field is hard to quantify. The measurable metric has been fuel sales which continue to rise. As a result, a new part time position was established to assist in aircraft ground servicing. The regional economic impact of Sand Valley's employees and guests is becoming glaringly apparent. Success story testimonials are being heard from local businesses including transportation, food and beverage, lodging, and retailers. Aircraft crews spend their time in the community while their passengers patronize Sand Valley. This results in significant dollars spent in the aforementioned businesses. Continued investment in amenities and service offerings at the airport assures repeat patronage as well as potentially attracting guests which choose to land at other airports.

Funding Request Summary – Program/Project

(If you require additional space, attach separate sheet.)

	Requested Funding	Total Organization Budget	Other Funding – e.g. grants, volunteers, donations
Wages & Benefits		Please see financial statements	
Office Supplies & Expenses		Please see financial statements	
Professional Services		Please see financial statements	
Conferences & Dues		Please see financial statements	
Misc. or Other	\$10,000	Please see financial statements	
Total	\$10,000	\$220,869	

Project Reporting Requirement - As a reporting requirement of receiving a Wood County Economic Development Grant, a 1-page summary program or project report will be prepared and presented to the Wood County Conservation, Education, and Economic Development Committee in 2018. Funding will not be released to the applicant prior to the reporting requirement being met.

This reporting requirement can be coordinated by contacting **Jason R. Gruenberg, Director at 715-421-8478 or jgruenberg@co.wood.wi.us**



SOUTH WOOD COUNTY AIRPORT
Jeremy Sickler, Airport Manager

Annual Summary

Airport Development:

State Aid hangar development project: Funding for a large Commission hangar has been secured. Demand from large transient aircraft for hangar space is increasing. The hangar will be approximately 15,000 square feet and have a door clear height of 28 feet and will accommodate the largest aircraft we have hosted. Approximate cost \$2.1M with construction commencing fall 2019.

Federal Aid taxiway project: A full length parallel taxiway to the long runway was designed in 2018. The project commenced on May 6 and construction is underway. This project was eligible for federal funding because of the increased volume and size of aircraft utilizing Alexander Field. LED lighting and signage will be installed as part of this project. Approximate cost \$2.8M

State Aid apron/taxiway project: As aircraft activity increases, parking space has been precious. Demand justified State investment in expansion of the apron area. the project commenced in May of 2018 and was completed May of 2019. Apron space was quadrupled. This project included significant stormwater mitigation and new apron lighting. A second apron access point was constructed as part of this project as well. This access point will tie into the aforementioned taxiway. Approximate cost \$2.6M

State Aid runway 02/20 pavement overlay and lighting project: The long runway - 02/20 - was milled and overlaid with new asphalt. This delayed the inevitable reconstruction by 7-10 years. Reconstruction will close the runway for operations for the entire summer when it happens. New LED lighting and signage was installed as part of this project. Approximate cost \$1.2M.

Federal Aid electrical vault building construction project: Several hundred new runway and taxiway edge lights were installed as part of the projects. The two old regulators which were in the basement were not deemed adequate. Four brand new regulators are necessary and the basement electrical room is not big enough. A new electrical vault building and is being constructed to accommodate the new electrical system. Approximate cost \$130,000.

Aircraft Activity Levels:

Aircraft activity has increased tremendously, especially transient jet traffic. Accurate counts are hard to attain when the airport is not staffed around the clock. Based on aircraft counted during staffed times, 700 - 800 aircraft seems a reasonable estimate of transient aircraft during 2018.

Fuel Sales:

Fuel sales have been the only metric which is accurately quantifiable. Below are year over year fuel sale percentage increases.

	2016-2017	2017-2018	2018-2019 YTD
Avgas	93%	115%	92%
Jet	278%	211%	122%
Total	187%	188%	113%

Other Airport Projects:



Wood County Planning & Zoning Office
 Courthouse - 400 Market Street
 P.O. Box 8095
 Wisconsin Rapids, WI 54495-8095

2019 Wood County Economic Development Funding Request

*Questions regarding eligible funding or this application should be directed to:
 Jason R. Gruenberg, Director at 715-421-8478 or jgrueneberg@co.wood.wi.us*

Applicant Organization: Marshfield Convention & Visitors Bureau

Mailing Address: 700 S. Central Ave.

Click here to enter text.

Street Address (if different): Click here to enter text.

Web Site: www.visitmarshfield.com

Organization Telephone: 715-384-4314

Contact Person/Title: Matt McLean

Contact Person Telephone: 715-384-4314 Email: mclean.matt@visitmarshfield.com

Wood County Economic Development Mission Statement:

Through collaboration and coordinated planning efforts with local and state partners, the Wood County CEED Committee will grow our economy by,

- *fostering a business friendly environment with a skilled workforce,*
- *maintaining and enhancing our quality of life,*
- *creating awareness of recreation opportunities,*
- *and promoting the County as a tourism destination.*

Marshfield and Wisconsin Rapids work hard to promote all aspects of the county to visitors. One of the things we have found excellent for Wood County & Central Wisconsin is having a booth at the Wisconsin State Fair in West Allis. We have a strong presence to a natural audience. The opportunity to promote our County from attractions, parks, to numerous festivals has grown with visitors coming back yearly looking for our booth. We promote the Central Wisconsin State Fair, Maple Fall Fest, Cranberry Highway, Pumpkin Festival, tours and camping. We want to thank you again for the grant of \$2,500 for 2018 to help us with expenses for the booth, insurance and lodging.

Wood County is also a very affordable destination for people who attend the fair. We are next to the Cranberry booth which is a natural fit for Wood County. Marshfield and Wisconsin Rapids CVBs will again have a booth to promote our county at State Fair with our partner from Stevens Point helping staff volunteers and helping with costs.

Our main goals with the booth at the fair will line up very well with the County Economic Development Missions of creating awareness of recreation opportunities and promoting Wood County as a tourism destination.

Return on Investment - Explain how the proposed program or project will provide a Return on Investment (ROI) to Wood County. Please be as specific as possible. *e.g. County funding allowed us to conduct 25 business prospects leading to the establishment of 2 new local businesses creating 10 full time jobs; County funding contributed to funding an entrepreneurial boot camp that led to the development of 12 business plans and the creation of 2 businesses employing 6 people.*

(If you require additional space, attach separate sheet.)

In 2017, we had about 50,000 impressions on people walk by our booth, distributed roughly, 2,000 visitor's guides and other area literature from our CVB's including material on other activities and events. We collected roughly 1,500 email addresses that we were able to follow up on as well. The investment is small for the exposure we receive. Area businesses donate prizes for us to give away. Anytime travelers visit Wood County this definitely adds to the economic impact of the area thru accommodations, restaurants, gas stations and shopping. Visitors won't find us unless we promote our area. If any of the board get down to the State Fair in West Allis please look us up in the Wisconsin Special Products building. Using our number of pieces of literature passed out and emails collected in 2017 with a conservative estimate of 20% conversion rate and State Department of Tourism numbers we estimate the following economic impacts in 2018.

20% of 3,500 contacts = 500 trips (average trip size 3 people) = 1500 visitors

80% of visitors or 1200 daytrip visitors at \$58 per person = \$69,600

20% overnight or 300 visitors at \$180 per person = \$54,000

We estimate a direct visitor spending in Wood County to be an estimated \$123,600.

Funding Request Summary – Program/Project

(If you require additional space, attach separate sheet.)

	Requested Funding	Total Organization Budget	Other Funding – e.g. grants, volunteers, donations
Wages & Benefits			
Office Supplies & Expenses			
Professional Services			
Conferences & Dues	\$2500 to help with costs of state fair booth	\$5,000 budget for state fair booth	We receive volunteers and use staff for workers at event.
Misc. or Other			
Total	\$2,500	\$5,000 event budget	We use room tax dollars for the additional funding needed

Project Reporting Requirement - As a reporting requirement of receiving a Wood County Economic Development Grant, a 1-page summary program or project report will be prepared and presented to the Wood County Conservation, Education, and Economic Development Committee in 2019. Funding will not be released to the applicant prior to the reporting requirement being met.

This reporting requirement can be coordinated by contacting **Jason R. Gruenberg, Director** at 715-421-8478 or jgrueneberg@co.wood.wi.us



CEED Committee Report *July 2019*

LAURA HUBER

Wood County UW-Extension, 4-H Program Coordinator

- Met with 4-H Fundraising/Platbook Committee re: the 2020 Wood County Platbook (2 July)
- Conducted Extension Volunteer Training for one new 4-H volunteer (9 July)
- Led Cloverbud Camp: Story Book Series at Nekoosa's Public Library (10 July)
- Assisted at State 4-H Dairy Judging Contest at the Marshfield fairgrounds (15 July)
- Assisted at Foods, Cake, and Clothing Revue at the Marshfield High School (16 July)
- Assisted at Pre-Fair Rocket Launch Contest near Nasonville (16 July)
- Led Cloverbud Camp: Storybook Series at Vesper's Public Library (17 July)
- Attended Junior Fair Board meeting (17 July)
- Appeared on WFHR radio to talk about shooting sports tournament and Cloverbud Camp series (18 July)
- Assisted with the Triple Crown Shooting Sports Tournament (19-20 July)
- Led Cloverbud Camp: Storybook Series at Wisconsin Rapids' Public Library (24 July)
- Assisted with the 4-H Volleyball Tournament (26 July)
- Wood County 4-H Leaders Association meeting (29 July)
- Met with John Franseen and Mark Cournoyer to plan this fall's Youth Meat Processing Contest (30 July)
- Met with Stephanie Boehnlein, Taylor County 4-H Program Coordinator about LWF and 4-H Intermediate Camp (30 July)
- Led Cloverbud Camp: Storybook Series at Marshfield's Public Library (31 July)
- Worked with Teen Leadership Group on raffle calendar, plan volleyball tournament, (ongoing)
- Assisted with Fair Entry for youth exhibitors (ongoing throughout month)

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page that currently has 798 followers.
 - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 301 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing assistance for new leaders and the volunteer background checks

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- I assisted with the Farm Technology Day display for Extension in Jefferson County.
- I organized the recruitment of animals and classes for the State 4-H Dairy Judging Contest that was held in Marshfield this year.
- I assisted with the Wisconsin Jersey Show that had about 100 animals from across the state in attendance.



- I participated in a discussion with the Farm Service Agency and Mid State Technical College about new dairy support programs available through the farm bill.
- Our office produced two issues of the Cranberry Crop Management Journal available both electronically and by mail to every cranberry grower in Wisconsin.
- I joined fellow dairy team members as we worked on the next set of dairy workers modules that outline Standard Operating Procedures and best practices for dairy workers.
- I was on both WFHR and WDLB with interviews about current programs and farm conditions.
- I met with the Market Animal Sale Committee as they make plans for the upcoming fair.
- I joined the Wood County Farm Bureau for a policy meeting and met with them for their summer member picnic.
- There have been a number of questions with farmers and insurance agents about late planted crops and prevented planting insurance provisions. There are many questions also about hay pricing and inventories. We also have had many questions about wind damage to buildings, fence lines and trees.
- I attended the Wood County Holstein Breeders Twilight meeting and arranged for a speaker for this event.
- I coordinated with the fair manager about some issues with junior fair livestock exhibits.

NANCY TURK

Wood County UW-Extension, Community Development Extension Educator

Economic Development

- Facilitated a meeting 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 casino).
- Met the core REDI team from Purdue and Univ. Kentucky via conference call with Jason Grueneberg, Supervisor Curry, and Chair Machon via conference call.
- Met to discuss REDI preliminary process and economic development with Jason Grueneberg, Supervisor Curry, and Chair Machon.
- Attended and contributed to CEED ED meeting.
- Addressed logistics for the Small Community Forum - communication with the coordinating team and the City of Nekoosa, food and beverage arrangements, advertising.
- Discussed Downtown Market Analysis options with Wisconsin Rapids planning team and Bill Ryan, Extension state specialist.
- Met with Josh Miller, City of Marshfield to identify the timeline for the development of the Marshfield Economic Development Board strategic plan. Discussed his interest in a potential Downtown Market Analysis with Bill Ryan, Extension. Introduced Josh Miller to Dr. Kristin Runge, Extension state specialist via email for a potential collaboration on 2nd St. redevelopment.
- Met with Karen Olsen, MACCI to discuss childcare initiatives and potential presentations/discussions on challenges associated with retail in the Marshfield area.
- Introduced Karen Olsen and Jodi Friday, South Wood County United Way to Dr. Kristin Runge for potential collaboration to address childcare issues.
- Radio show on WFHR. Discussed REDI grant/economic development planning and Small Communities forum.



Strategic Planning

- Updated department heads on the timeline for the county's strategic plan.

Renewable Energy / SolSmart

- Corresponded with National Renewable Energy Labs (NREL) regarding their modeling economic and feasibility analysis results for four County properties. Searched for incentives and funding options.
- Worked with Clean Green Action community group and invited speakers to the October 3rd event to discuss individual and community adaptation to extreme events.
- Attended Wood County's Renewable and Sustainable Committee's first meeting. Following up on information requested during the meeting.

UW-Madison Division of Extension

- Participated in In Service for northern region community development staff to discuss programming.
- Participated in state community development institute's webinar.
- Participated in Google transition webinar.
- Participated in Wood County Extension staff meeting.
- Participated in Program Team Leadership webinar.
- Participated in Leadership group conversation.
- Participated in New Workforce webinar with Chair Machon.

Other

- Attended CPR certification training by Wood County HR staff.
- Attended County Board meeting.
- Facilitated central sands groundwater group meeting. Reorganized the group into smaller work groups to increase efficiency; technical, communication/outreach, policy and funding.
- Prepared agenda and coordinated logistics with Adams County for the July 29th meeting.
- Attended Wood County groundwater group meeting.
- Facilitated meeting with the central sands groundwater group - technical work group. Called each member in advance of the meeting to increase efficiency during the time together and identify frustrations. Invited technical guests Dr. Ken Bradbury (Wisc. Geologic and Natural History Survey), Dr. Mark Borchardt (USDA Ag Research Services), and Kevin Masarik (Extension state specialist). Prior to the meeting, met with Masarik in Stevens Point and Borchardt and Bradbury over the phone.
- Attended Encourage recognition for Wisconsin's financial contribution to the Tribune Building.
- Distributed materials to advertise Clean Sweep.

JACKIE CARATTINI

Wood County UW-Extension, Family Living Educator

- Attended a Section Zoom from "Family Development"
- Attended an Administrative Committee Zoom
- Attended a national PILD planning meeting on zoom
- Taught "Rent Smart" at SWEPS food pantry
- Taught a Wood Co. Lunch N Learn



- Attended a Staff the Bus Planning Meeting
- Taught 6 financial education sessions at the Boys and Girls Club
- Attended a Leadership professional development
- Taught a "Real Colors" program in Green Bay
- Attended a professional development zoom on "Small Acts of Leadership"
- Attended a Civil Rights zoom meeting

JANELL WEHR

Wood County UW-Extension, Horticulture Coordinator

- Appear on WFHR
- Appear on WDLB
- Participate in the State Master Gardener Monthly Web Meeting
- Attend Master Gardener membership meeting
- Respond to many horticultural inquiries from the community (majority of time focused on these this month)
- SWEPS Garden Class 7/2- Taught herb plant propagation to SWEPS clients and community members- partnership with FoodWise Coordinator
- Observed WI Horticulture Update (weekly meeting updating horticulture issues throughout the state)
- Working with Tracy Moua from The Family Center to organize Hmong Garden Day Event
- Final preparations made for Online Reporting System (ORS) training for Wood County Master Gardeners (2 training sessions - Marshfield and Wisconsin Rapids)
- Continue planning for Master Gardener Level 1 training - scheduled for January - April 2020 at the Town of Wood Community Hall
- Developing Mentor Program for 2020 new recruits to the Wood County Master Gardeners
- Host ORS Training at UWSP - Marshfield

KELLY HAMMOND

Wood & Portage Counties UW-Extension, FoodWise Nutrition Coordinator

- Programming at SWEPS Food Pantry, lesson on grains and farmers markets on a budget. Comment from participant, "You're really good at teaching this, I learn something every time!"
- Continued collaboration with Wood County Health Department to offer Farmers Market Tours and Tastings, Third Thursday of the month at the Wisconsin Rapids Farmers Market
- Completed Cohort new colleague training with 2-day conferences in Stevens Point
- Participated in Cooking with Families committee, working towards offering more interactive cooking classes to parents and children
- Developing partnership between Wood and Portage County Health Departments to partner on expanding access to FoodShare credit/debit at local farm stands and farmers markets throughout both counties



Upcoming Local Government Programs August – September 2019



The UW-Madison Extension Local Government Center (LGC) publishes this announcement of statewide programs monthly. It includes UW-Madison Extension programming and other programs of interest relating to local government that are offered in Wisconsin. Asterisked (*) programs are Local Government Center and UW-Madison Extension programs. Information about the UW-Madison Extension Local Government Center and its programming may be found at lgc.uwex.edu. Please send brochures and announcements of programs of statewide interest to Eileen Langdon (eileen.langdon@wisc.edu) at the LGC. Our address: **Local Government Center**, 702 Langdon St., Suite 111, Madison, WI 53706.

Please call the specified program contact with questions about the programs.

*View at your convenience – **“2019 Board of Review (BOR)”** – All 2019 Board of Review training by the UW-Madison Extension Local Government Center will be by DVD. Cost: \$35, extra materials are \$10 each. This year’s training offers two choices: (1) “Conducting the First Meeting,” or (2) “Board of Review Hearing.” You need to view only one of the two videos for certification. Written materials include exam, affidavit, and filing instructions. For information on ordering, visit <http://lgc.uwex.edu>.

August

August 5, 2019 – **“Public Safety’s Journey to the Cloud”** – Wisconsin Counties Association Educational Webinar. 10:30 am – 11:30 am. Webinar. Cost: None, but registration required. Learn how public safety applications are moving to the cloud, security fundamentals of cloud computing and securing your data and how to migrate your on-premise solutions to the cloud at your own pace. *Speaker: Karen Carlson, Motorola Solutions, Inc.* Questions 608-663-7188. To register visit https://wicounties.adobeconnect.com/journey/event/event_info.html.

August 6, 2019 – **“Essentials for Ensuring Transparency Under the Wisconsin Open Meetings Law”** – Wisconsin Department of Justice Office of Open Government. 12:00 noon – 1:00 pm. State Law Library, Madison. Cost: None, but registration required. Learn the fundamentals of the Wisconsin Open Meetings Law, including what constitutes a meeting, governmental body, convening of members, the prohibited walking quorum, and issues related to technologies such as email and social media. One CLE credit. *Speaker: Sarah K. Larson.* Questions 608-262-8707. To register visit <https://wilawlibrary.gov/learn/classes.html>.

*August 8, 21, 28, September 11, 2019 – **“Small Community Forums and Resource Fairs”** – League of Wisconsin Municipalities, U.S. Dept. of Agriculture, UW-Madison Extension, Wisconsin Downtown Action Council, Wisconsin Economic Development Corporation, Wisconsin Rural Partners. Four locations and dates listed below. 7:30 am – 1:00 pm. Cost: \$20 (includes coffee, light lunch). The forums provide resources and a venue for neighbors, colleagues, and friends to discuss the challenges & opportunities of economic growth, education for the 21st century, civic issues, and life in Wisconsin’s small (and mighty) communities. Who

should attend? Everyone who cares about your community's future—residents, community leaders, elected officials and staff, volunteers, business leaders, educators, local and regional economic development staff, representatives of civic and planning organizations and more. Topics include: Resources Speed Networking; Local Case Studies, Wisconsin by the Numbers, Topic-Based Roundtables. *Presenters: Matt Kures or Tessa Conroy and others.* For more information or to register, visit <https://www.wiruralpartners.org/community-forums>.

Dates & Locations 2019 Small Community Forums & Resource Fairs

Thursday, August 8	Crivitz Village Hall	Crivitz
Wednesday, August 21	Independence Opera House	Independence
Wednesday, August 28	Pardeeville Village Hall	Pardeeville
Wednesday, September 11	Nekoosa Community Center	Nekoosa

August 16, 2019 – **“Changing Demographics and Their Impact on Wisconsin Counties”** – Wisconsin Counties Association Educational Seminar. 10:00 am – 3:00 pm. Webinar. Cost: Members none; nonmembers \$115. Wisconsin's population is going through a transformation unlike anything we have seen in the past. We have a rapidly growing senior population while births have been on the decline for a decade. Explore how changing demography is affecting the workforce; how an aging population will create significant challenges for counties, and how shifting migration patterns could help or hinder these challenges. *Speakers: Dan Barroilhet, Matt Kures, Janet Zander, Carrie Diamond, Dale Knapp.* Questions 608-663-7188. For more information and to register visit <https://www.wicounties.org/events/779/#event-listing>.

*August 19, 20, 2019 – **“Advancing Clean Energy in Wisconsin”** – UW-Madison Extension Energy Educators. Tour 10:00 am – 5:30 pm Monday starting at Willy Street Coop, Middleton, 8:30 am – 12:00 noon Tuesday presentations and discussion, Pyle Center, Madison. Cost: \$45 includes box lunch on Day 1 and beverages and snacks on Day 2. Tour on Monday will demonstrate clean energy approaches at these municipal, commercial, job, and economic development projects: Madison Gas and Electric; Middleton Community Solar; American Family Insurance Solar; Dane County Landfill: RNG Facility; Madison Area Technical College. On Tuesday, presentations and discussion feature Office of Energy Innovation; Energy Efficiency: UW Health; Municipal/Non-Profit projects; Utility Distributed Generation. *Instructors: Tim Baye, Sherrie Gruder, and Shiba Kar.* Questions Karen Blaha 715-346-3883. To register visit <https://www.eventbrite.com/e/advancing-clean-energy-in-wisconsin-tours-presentations-discussions-tickets-63815553037>

August 21, 2019 – **“Management Assessment”** – UW-Madison Transportation Information Center. 7:45 am – 3:30 pm. Cost: \$150. This interactive course will give you an opportunity to assess your personal management style and give you strategies to build on your strengths while addressing limitations. This course counts toward the Public Works Supervisory Academy (PWSA) and the Public Works Management Institute (PWMI) certificates, but you need not be enrolled in these programs to attend. *Instructor: Steve Pudloski.* Questions 608-262-8707. To register call 1-800-462-0876 or visit <https://epd.wisc.edu/tic/workshops/>.

August 22, 2019 – **“Executive Writing: Effective Workplace Communication”** – Certified Public Manager® Program. 8:30 am – 3:15 pm, Pyle Center, Madison. Cost: \$195. Strengthen your ability to write memos, letters, and reports covering a broad range of issues. Learn techniques to increase efficiency, apply different structures depending on your purpose, improve your editing, choose appropriate language for written rather than oral communication, and

analyze your intended audience. We use writing samples for analysis and discussion. *Instructor: Kyle Henderson.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/executive-writing/>.

August 22-23, 2019 – **“Chief Executives Workshop”** – League of Wisconsin Municipalities. Wednesday 5:30 pm – Friday 12:00 noon, Osthoff Resort, Elkhart Lake. Cost: \$190 member, \$215 non-members. Topics include: Coping with Loss: Sun Prairie and Appleton Share their Stories; Strategies for Expanding Housing Options in your Community; Curbing Bad Behavior at Meetings and Hearings; Leading Positive Community Change; Small Communities Idea Jam; Large Communities Idea Jam; Forging the Way: Leading as a Woman in Local Government; Attracting and Keeping Talent Home; Divided Government: How’s It Working?; Legislative Update. *Presenters: Jerry Deschane, Tim Hanna, Kurt Paulsen, Matt Dregne, Shawn Reilly, Jeanne Carpenter, David Ivan, Emily McFarland, Wanda Montgomery, Lori Palmeri, Quint Studer, Rep. Terry Katsma, Jenni Dye, Curt Witynski.* <https://www.lwm-info.org/753/Chief-Executives-Workshop>.

September

September 4, 2019 – **“Nuts and Bolts of HR Management”** – UW-Madison Transportation Information Center. 8:00 am – 3:30 pm. Madison Water Works, Madison. Cost: \$150. In this course, you will learn how to become a better manager by using good practices to manage people; including recruiting, training, development and evaluation of staff; feedback; and discipline. You will also learn about human resources management in government, particularly during difficult budget conditions, including the role of the operating manager. This course counts toward the Public Works Supervisory Academy (PWSA) and the Public Works Management Institute (PWMI) certificates, but you need not be enrolled in these programs to attend. *Instructors: Kristin Gebhardt, Steve Pudloski.* Questions 608-262-1299. To register call 1-800-462-0876, or visit <https://epd.wisc.edu/tic/workshops/>

*September 9, 10, 11, 16, 17, 18, 25, 26, 27, 2019 – **“2019 Fall Town and Village Workshops”** – UW-Madison Extension Local Government Center and the Wisconsin Towns Association. Cost \$65, late registrations \$75, includes lunch. 8:00 am – 3:00 pm. Locations and dates listed below. Topics include: Legislative Update; Pavement Management and Asset Management Tools for Capital Improvement Planning; Public Comment–Dealing with Critics and Disorderly Persons; EMS & Fire Shared Services, Budget Building Basics; Municipal Levy Limit Worksheet Challenges; Budget: Notices, Resolutions & Adoption; Building Your Tax Bill; Tax Collection & Settlements. *Instructors: Carol Nawrocki, Jann Charette, Joel Gregozeski, Daniel Foth, James Macy, staff from von Briesen & Roper, S.C., Philip Freeburg, Ben Jordan, Steve Pudloski, Valeah Foy, Andrea Newman Wilfong, Tim McCumber.* Questions 608-262-9960. To register visit <https://www.wisctowns.com/events-calendar/>

Dates and Locations for 2019 Fall Town and Village Workshops

Monday, September 9	Potawatomi Carter Hotel	Wabeno
Tuesday, September 10	Holiday Inn Convention Center	Stevens Point
Wednesday, September 11	The Marq	De Pere
Monday, September 16	Lakewoods Conference Center	Cable
Tuesday, September 17	Reulands Conference Center	Minocqua
Wednesday, September 18	Royal Ridges	Ripon

Wednesday, September 25	Deer Valley Lodge	Barneveld
Thursday, September 26	Florian Gardens Conference Center	Eau Claire
Friday, September 27	Cranberry Country Lodge	Tomah

September 13, 2019 – **“Local Government 101: Important Basics”** – League of Wisconsin Municipalities. 8:30 am – 3:45 pm. Par 4 Resort, Waupaca. Cost: \$85 members, \$110 nonmembers. Topics include: Organization & Powers of Cities and Villages; Recognizing and Avoiding Conflicts of Interest; Budgeting & Financial Oversight; Procedures for Local Government Meetings; Managing Public Works Activities. *Instructors: Claire Silverman, Maria Davis, Staff from Ehlers, Dan Hill, Ben Jordan.* For more information visit <http://www.lwm-info.org/799/Local-Government-101-Important-Basics>.

September 16-18, 2019 – **“Municipal Assessors Institute”** – League of Wisconsin Municipalities. 8:00 am Monday – 12:00 noon Wednesday. Best Western Premier Waterfront Hotel & Conference Center, Oshkosh. Cost: \$190 members, \$220 nonmembers. Topics include: Mediation on Excessive Assessment; Lakeshore Valuation; Property Tax Litigation Update 2019; If Houses Could Talk; Equalization Overview & Assessors Role in Equalization Process; Working with Different Generations; GIS Parcels; From Listing to Analysis; Act 68 Life After Dover: Due Process, Notice Requirements, and Hearing Denials. *Speakers: Matt Tooke, Justin Durtschi, Shannon Krause, Amy Seibel, Daniel Dixon, Gary Griffin, Ken One Peace, Ryan Braithwaite, Jamie Staffaroni, Dana Erlandsen, Mark Paulat, Steve Tadevich, Ryan Wilson, Mary Gawryleski, Kathryn Soto-Moreno, Dave Lockrem, Rick Rubow, Steve Tadevich, Steve Miner, Jean Cole, Matt Ackerman, Todd Timm, Eric Damkot, Brian Braithwaite, Mark Stram, Pat Walker, Michelle Drea, Kelly Altschul.* For more information and online registration visit <https://www.lwm-info.org/762/Municipal-Assessors-Institute>.

September 17, 2019 – **“Managing Organizational Change”** – Certified Public Manager® Program. 8:30 am – 3:15 pm, Pyle Center, Madison. Cost: \$195. A key challenge for today’s leaders is helping employees to understand the need for change. They must assist employees in discovering new ways of working and embracing these new ideas. In this class we explore strategies for communicating the need for change and building employee commitment to that change. Learn general and specific approaches for turbulent times. *Instructor: Jeff Russell.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/managing-organizational-change>.

September 17, 2019 – **“Emily Ladau – Both Sides of the Disability Disclosure Line”** – Thompson Center on Public Leadership. 11:00 am – 3:30 pm. UW-Superior Yellow Jacket Union, Superior. Cost: None, but free ticket required. As someone whose disabilities are both visible and invisible, Emily Ladau will discuss how her experiences as a woman with a visible disability have led to her to go beyond shame regarding what’s hidden, and why it’s important to be open about disability as part of identity. She will also address the need to foster a culture of support for people with all types of disabilities, and through a personal lens, will share practical pathways toward progress and self-acceptance. *Speaker: Emily Ladau.* Questions call 608-265-4087.

September 18, 2019 – **“Managing Time, Multiple Priorities, and Interruptions”** – Certified Public Manager® Program. 8:30 am – 3:15 pm, Pyle Center, Madison. Cost: \$195. This session will help you identify behaviors and give you strategies that will help you manage multiple priorities and handle interruptions to increase your effectiveness in the workplace. We will cover

the myth of multitasking, how daily goals and objectives lead to success, strategies and best practices in putting out fires, doing more than one job, meeting madness, and how to limit interruptions. Additional time will be spent discussing new technology that can help increase daily effectiveness and achieve better life-work balance. *Instructor: Michael Leitz.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/manage-time-priorities-interruptions>.

September 18, 2019 – **“Leadership Skills for Supervisors”** – UW-Madison Transportation Information Center. 8:00 am – 3:30 pm. UW-Fond du Lac, Fond du Lac. Cost: \$150. In this course, you will learn about the theories of leadership, and examine the issues, challenges, opportunities and strategies for transitioning into a supervisory or leadership role. This course counts toward the Public Works Supervisory Academy (PWSA) and the Public Works Management Institute (PWMI) certificates, but you need not be enrolled in these programs to attend. *Instructors: Jeffrey Russell, Steve Pudloski.* Questions 608-262-1299. To register call 1-800-462-0876, or visit <https://epd.wisc.edu/tic/workshops/>

September 20, 2019 – **“The Founding Fathers and Public Leadership”** – UW Thompson Center on Public Leadership. 11:00 am – 3:30 pm. UW-Madison Lowell Center, Madison. Cost: None, but free ticket required. Conference will examine the beliefs and insight of the founding fathers as they pertain to public leadership in America. The Thompson Center will be bringing in expert panelists to examine the mindsets of Franklin, Madison, Adams, Marshall, Dickinson, Douglas, and other framers of America’s beginnings. *Keynote Speaker: former Second Lady of the United States Lynne Cheney.* To obtain free tickets visit <https://www.eventbrite.com/e/the-founding-fathers-and-public-leadership-tickets-59111987546>

September 20, 2019 – **“Annual Town Law Conference”** – UW-Madison Law School Continuing Legal Education. 8:15 am – 3:30 pm. UW-Madison Pyle Center, Madison. Cost: \$175 attorneys, \$75 non-attorney public officials. Topics include: Protecting Town Rights-of-Way in the Wake of Wisconsin’s New 5G/Small Cell Law; Town and County Authority in Shorelands: A Decade of Change and Confusion Remains; What Issue Will Your Town Be Sued Over Next?: A Review of Topics Spurring Recent Litigation and Some Best Practices for Avoiding Lawsuits; Dumping Grounds and Banishment: Sex Offender Residency Regulation in Wisconsin; An Overview of Employment Issues: What the Signs in Your Break Room Tell Your Employees. *Instructors: Anita Gallucci, Julia Potter, Larry Konopacki, Remzy Bitar, Matt Parmentier, Mark Hazelbaker.* Questions: Karisa Schulze wtowns@wisctowns.com. To register visit <https://www.wisctowns.com/events-calendar/>.

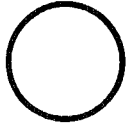
September 22-24, 2019 – **“2019 WCA Annual Conference”** – Wisconsin Counties Association. 11:30 am Sunday – 12:45 pm Tuesday. Kalahari Resort, Wisconsin Dells. Cost: \$175 for members; \$210 for nonmembers early registration. Concurrent workshops include: Task Force on Water Quality Update; Broadband Expansion: What You Need to Know; What is New in Juvenile Corrections?; Utilizing the Talent of Veterans; Become a Debt-Free County; Next Generation 911; What’s New at the Department of Transportation; Roles and Responsibilities of Elected & Appointed Officials; Steps for Your County to Address Workforce & Senior Housing; From the Inside Out: A Focus on Healthy Mind & Body; Election Security; The Opioid and Meth Epidemic’s Impact on County Child Welfare Services; Managing Bond Proceeds; The View From 30,000 Feet: County Airports; The Attack on Qualified Immunity from Both the Left & the Right; Future Regions: Local Government Forging a New Path; Challenges to

Groundwater Quality & Quantity; County Redistricting; County Mental Health Programming—Innovations in the Field; Recruit, Retain & Engage Employees; Arts in Our Communities; Evidence-Based Decision Making—County Examples & Experiences; Mass Transit; Digital Counties Update; Wisconsin Extension Committees Association Update; Wisconsin’s Energy Status; Public Employee Engagement; County Fairs: Developing Young Talent; Ready for 2030: How Coming Demographic Changes Will Impact Counties; Badger State Sheriff’s Association; Embracing the Cloud for IT Efficiencies. *Keynote Speaker: Mark Tauscher*. Questions call 608-663-7188. For more information online visit <http://www.wicounties.org/events/693/#event-listing>.

September 24, 2019 – **“Ethics, Values, and the Public Manager”** – Certified Public Manager® Program. 8:30 am – 3:15 pm, Pyle Center, Madison. Cost: \$195. Don’t get your name in the headlines! Learn what is required for ethical decision making and ethical action. Find out how individual actions and the actions of groups are influenced by codes of ethics and by sanctions imposed for unethical conduct. Identify and discuss ethical dilemmas you face at work and elsewhere. Also discover your own ethical compass and how to use it effectively and consistently. *Instructor: Al Guyant*. Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/ethics-values-public-manager>

September 25, 2019 – **“Resilience and Stress Management Skills”** – Certified Public Manager® Program. 8:30 am – 3:15 pm, Pyle Center, Madison. Cost: \$195. Gain a deeper understanding of the role and causes of stress. Explore multiple skills and approaches for managing your stress and being resilient in today’s workplace. Learn and practice stress management techniques and explore ways to become more resilient in everyday life. *Instructor: Kay Lawrence*. Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/stress-management-skills>

An EEO/AA employer, UW-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX and American with Disabilities (ADA) requirements. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made. Requests are kept confidential.



RESOLUTION#

ITEM#

4-

DATE

August 20, 2019

Effective Date

August 20, 2019

Introduced by

CEED

Page 1 of 1

LAR

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 encourage the Board of Supervisors for the County of Wood to designate Giant Hogweed (*Heracleum mantegazzianum*) as a "noxious weed" within the County boundaries.

FISCAL NOTE: none.

WHEREAS, Canada thistle, leafy spurge, field bindweed, purple loosestrife and multiflora rose are currently listed as noxious weeds in WI State Statute 66.0407(1) (b); and

WHEREAS, Wood County is authorized by WI State Statute 66.0407(1) (b) to designate any weed as noxious within County boundaries; and

WHEREAS, Giant Hogweed creates health and ecological threats and has a presence within the County; and

WHEREAS, Giant Hogweed is listed by the WI DNR as an invasive species with control required by WI Administrative Rule NR 40; and

WHEREAS, WI Administrative Rule NR 40 lists Giant Hogweed as a **Prohibited Invasive Species** (Not yet in the state or only in a few places; likely to cause environmental and/or economic harm; eradication and prevention is feasible); and

WHEREAS, NR 40 regulations say one cannot transport, possess, transfer, or introduce without a permit. **Control is required.** DNR may order or conduct a control effort; and

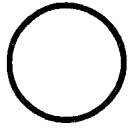
WHEREAS, directing the control of invasive species is listed as a priority action in the County Land and Water Resource Management Plan.

WHEREAS, by designating Giant Hogweed (*Heracleum mantegazzianum*) as a "noxious weed" within the County boundaries, Wood County may be eligible for grant dollars for the eradication of this weed.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, designate Giant Hogweed (*Heracleum mantegazzianum*) as a "noxious weed" within the County.

BE IT FURTHER RESOLVED, that a copy of this resolution be directed to the attention of the current Weed Commissioner, Portage County Land & Water Conservation Committee, the state legislators, the governor, the directors of WDNR and DATCP, and the Wisconsin Counties Association.

		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			



RESOLUTION#

Introduced by
Page 1 of 1

Conservation, Education, and Economic Development

ITEM#

4 - 2

DATE

August 20, 2019

Effective Date

Upon Passage and
Publication

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

Number of votes required:

☐

Majority

☒

Two-thirds

Reviewed by: _____, Corp Counsel

Reviewed by: _____, Finance Dir.

LAR

INTENT & SYNOPSIS: To amend the 2019 budget for Land and Water Conservation Department (LWCD) function (56121) for the purpose of funding a handheld GPS.

FISCAL NOTE: To transfer \$7,150 from available balance in contingency (51590) to the Wood County Land and Water Conservation Department (LWCD) function (56121). At the time of this request, the funds available in contingency are \$301,614. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
56121	Capital Equipment		\$7,150
51590	Contingency	\$7,150	

WHEREAS, in 2010 the Wood County Land & Water Conservation Department purchased a Trimble GEO XH 2008 (demo model) handheld GPS unit.

WHEREAS, the Trimble GEO XH 2008 no longer works and is no longer supported by the manufacturer for repair or upgrades; and

WHEREAS, we have contacted other counties and they are having the same issues with this same model handheld GPS; and

WHEREAS, the Wood County Land & Water Conservation department used the Trimble GEO XH 2008 to determine accurate non-metallic mine acreage for annual reclamation permit fees, documenting size and location of wildlife damage fences, crop damage appraisals, assisting with new fence designs and for other Land and Water Conservation projects; and

WHEREAS, it would be very difficult and time consuming to determine the accurate acreage of nonmetallic mines for annual reclamation permit fees, complete crop damage appraisals, and design new fences without a handheld GPS unit; and

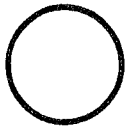
WHEREAS, the Land & Water Conservation Department is in need of a new handheld GPS to replace the Trimble GEO XH 2008, which no longer works, in order to efficiently and accurately complete non-metallic mine inspections, crop damage appraisals, wildlife damage fences and other projects; and

WHEREAS, rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level"; and

WHEREAS, the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES, to amend the Wood County budget for 2019 to transfer \$7,150 from the Contingency Account (51590) to the Land and Water Conservation Capital Equipment (56121) function, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5) the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.



RESOLUTION#

ITEM#

4-3

DATE

August 20, 2019

Effective Date

August 20, 2019

Introduced by
Page 1 of 1

CEED Committee

Committee

ARD

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: Amend the Wisconsin Rapids Sewer Service Area/Water Quality Management Plan – 2030.

FISCAL NOTE: No cost to Wood County.

WHEREAS, Chapter NR 121 of the Wisconsin Administrative Code, is authorized under §281.11 and §281.12(1) of the Wisconsin Statutes, which are authorized under requirements of the Federal Clean Water Act to protect, maintain, and improve the quality and management of the waters of the state, ground and surface, public and private; and

WHEREAS, the Wisconsin Rapids Area SSA/WQM Plan was adopted, as required by the aforementioned provisions, with the purpose of projecting and evaluating future wastewater treatment and collection needs over a 20 year planning period for the City of Wisconsin Rapids and nine (9) other municipalities in Wood and Portage Counties; and

WHEREAS, the Wood County Department of Planning & Zoning (DPZ) is the designated planning agency responsible for reviewing proposed sanitary sewer extensions and amendments to said plan; and

WHEREAS, on July 29, 2019 OMNNI Associates, on behalf of Alexander Field – South Wood County Airport submitted a petition to the Wood County DPZ requesting a Type I Amendment to the Wisconsin Rapids Sewer Service Area (SSA) boundary, adding 3.74 acres to the SSA and removing an area of equal size, to allow sanitary sewer to be extended to the proposed South Wood County Airport Hangar; and

WHEREAS, 3.74 acres is being removed from the SSA, all of which has low potential for development, to comply with requirements for Type I Amendments as identified in the Wisconsin Rapids Area SSA/WQM Plan; and

WHEREAS, on August 5, 2019 the City of Wisconsin Rapids reviewed the proposed SSA amendment and is in favor of the proposed 3.74 acres to be added to the SSA allowing sanitary sewer service to the proposed hangar; and

WHEREAS, on August 5, 2019 the Town of Grand Rapids Chairperson reviewed the proposed SSA amendment and had no further recommended revisions or comments; and

WHEREAS, on August 20, 2019 the Conservation, Education and Economic Development Committee conducted a public hearing to accept public testimony on the proposed SSA amendment, and following the public hearing the committee recommended approval; and

NOW, THEREFORE BE IT RESOLVED, that the Wisconsin Rapids Sewer Service Area/Water Quality Management Plan - 2030 be amended to modify the 20-year SSA boundary to add 3.74 acres located in part of S30, T22N, R6E, Town of Grand Rapids and remove 3.74 acres located in part of S19, T22N, R6E, Town of Grand Rapids, as identified on the exhibit map titled "Map of Proposed SSA Addition and Removal", enclosed herein.

BE IT FURTHER RESOLVED, that the Wood County DPZ forward the SSA amendment and this resolution to the Wisconsin Department of Natural Resources.



Wood County WISCONSIN

OFFICE OF PLANNING
AND ZONING

DATE: August 14, 2019
TO: Conservation, Education & Economic Development Committee (CEED)
FROM: Adam DeKleyn, County Planner *AD*
RE: Sewer Service Area Amendment: Alexander Field – South Wood County Airport

STAFF MEMORANDUM

Introduction:

On July 29, 2019 OMNNI Associates, on behalf of Alexander Field – South Wood County Airport submitted a petition to the Wood County Department of Planning and Zoning (DPZ) requesting a Type I Amendment to the Wisconsin Rapids Sewer Service Area/Water Quality Management Plan. The primary reason for the Sewer Service Area (SSA) amendment is to add the proposed South Wood County Airport Hangar Building to the SSA so sanitary sewer can be extended to the structure. Petition documents are attached.

Background:

The City of Wisconsin Rapids and the Town of Grand Rapids, along with several other communities, adopted the WI Rapids SSA/WQM Plan back in 1985 to comply with the Federal Clean Water Act and State Administrative Code NR 121. SSA planning is a process designed to anticipate a community's future needs for wastewater treatment. The plan identifies the most cost-efficient and environmentally sound 20-year sewerage growth boundaries. Wood County DPZ is the designated planning agency responsible for reviewing proposed sanitary sewer extensions and amendments to the plan. SSA planning areas include: City of Wisconsin Rapids; Villages of Biron and Rudolph; Towns of Grand Rapids, Rudolph, Saratoga, Seneca, and Sigel; and Towns of Grant and Plover (Portage County).

Analysis:

This request proposes the addition of 3.74 acres to the SSA and removes an area of equal size. Both areas are presently located in the Town of Grand Rapids (part of S30/19, T22N, R6E). The area to be added to the SSA is in the process of being annexed into the City of Wisconsin Rapids. The area to be removed from the SSA will remain in the Town of Grand Rapids. A map and spreadsheet detailing the proposed SSA addition and removal are attached.

Again, the primary reason for the boundary amendment is to add the proposed South Wood County Airport Hangar Building to the SSA so sanitary sewer can be extended to the structure. Additionally, the existing Airport Terminal Building with existing sanitary sewer service is proposed to be added to the SSA to bring the site into conformance with the SSA/WQM Plan.

Areas to be added and removed do not contain any Environmentally Sensitive Areas (ESAs). Consequently, the proposed amendment will not stimulate any adverse impacts on water quality. All lands to be removed from the SSA are areas considered to have low potential for future development. The 3.74 acre area proposed to be added to the SSA promotes orderly and logical expansion of sewer development because it abuts the current limits of the Wisconsin Rapids service area. Wisconsin Rapids wastewater treatment facilities have adequate capacity to treat/handle additional wastewater flows generated by added areas.

(1 of 2)



Wood County WISCONSIN

OFFICE OF PLANNING
AND ZONING

Amendment Procedures:

Pursuant to the WI Rapids SSA/WQM Plan – 2030 the following amendment procedures were followed:

Type I SSA Amendment Procedures		
	Completed	Details
1. Petition filed with DPZ (<i>attached</i>)	Yes	July 29 th (OMNNI Associates)
2. Petition forwarded to City of Wisconsin Rapids for review/comment	Yes	July 29 th
3. Petition forwarded to Town of Grand Rapids for review/comment	Yes	July 30 th
4. Petition forwarded to WDNR for review/comment	Yes	July 30 th
5. City of Wisconsin Rapids review/comment letter received (<i>attached</i>)	Yes	August 5 th (Engineering Dept.)
6. Town of Grand Rapids review/comment letter received (<i>attached</i>)	Yes	August 5 th (Town Chairperson)
7. Petition/Public Hearing Notice forwarded to affected property owners and communities	Yes	August 14 th
8. Public Hearing		August 20 th (CEED)
9. CEED Committee review and recommendation		August 20 th
10. County Board review and action		August 20 th
11. Decision forwarded to WDNR		

Conclusions and Recommendations:

The DPZ adhered to the process for SSA amendments as outlined in the WI Rapids SSA/WQM Plan. Additionally, the SSA amendment request is in general conformance with the WI Rapids SSA/WQM Plan and other adopted local community development/land use plans.

County review and decision concerning approval or disapproval of the SSA amendment should be based on: comments from affected local governmental units; testimony received at the public hearing; wastewater treatment capacity; and development trends in the area. Based on the information submitted to the DPZ, the petition meets the amendment standards for approval.

I forward a recommendation to approve the request to amend the Wisconsin Rapids Sewer Service Area - adding 3.74 acres located in part of S30, T22N, R6E, and remove 3.74 acres located in part of S19, T22N, R6E, as identified on the attached exhibit map titled "Map of Proposed SSA Addition and Removal". Furthermore, I recommend forwarding the attached resolution to the County Board with a favorable recommendation.

Exhibits:

1. Petition Letter
2. Map of Area Proposed to be added to SSA
3. Map of Proposed SSA Addition and Removal
4. Spreadsheet of Proposed SSA Addition and Removal
5. City of Wisconsin Rapids Review/Comment Letter
6. Town of Grand Rapids Review/Comment Letter
7. Resolution

(2 of 2)



July 29, 2019

Mr. Adam DeKleyn, County Planner
Wood County Planning & Zoning Department
400 Market Street
Wisconsin Rapids, WI 54494

**RE: REVISED Petition for Boundary Adjustment to Amend the Sanitary Sewer Service Area
Map for the Wisconsin Rapids Area Water Quality Management Plan**

Dear Mr. DeKleyn:

South Wood County is petitioning Wood County Planning & Zoning for a Boundary Adjustment to amend the Sanitary Sewer Service Area Map for the Wisconsin Rapids Area Water Quality Management Plan. The primary reason for the request is to add the South Wood County Airport Hangar Building (Section 30 T22N R6E) to the Sanitary Sewer Service Area so sanitary sewer can be extended to the hangar building, which is in the process of being annexed into the City of Wisconsin Rapids. The proposed boundary adjustment would add 3.74 acres to the sanitary sewer service area.

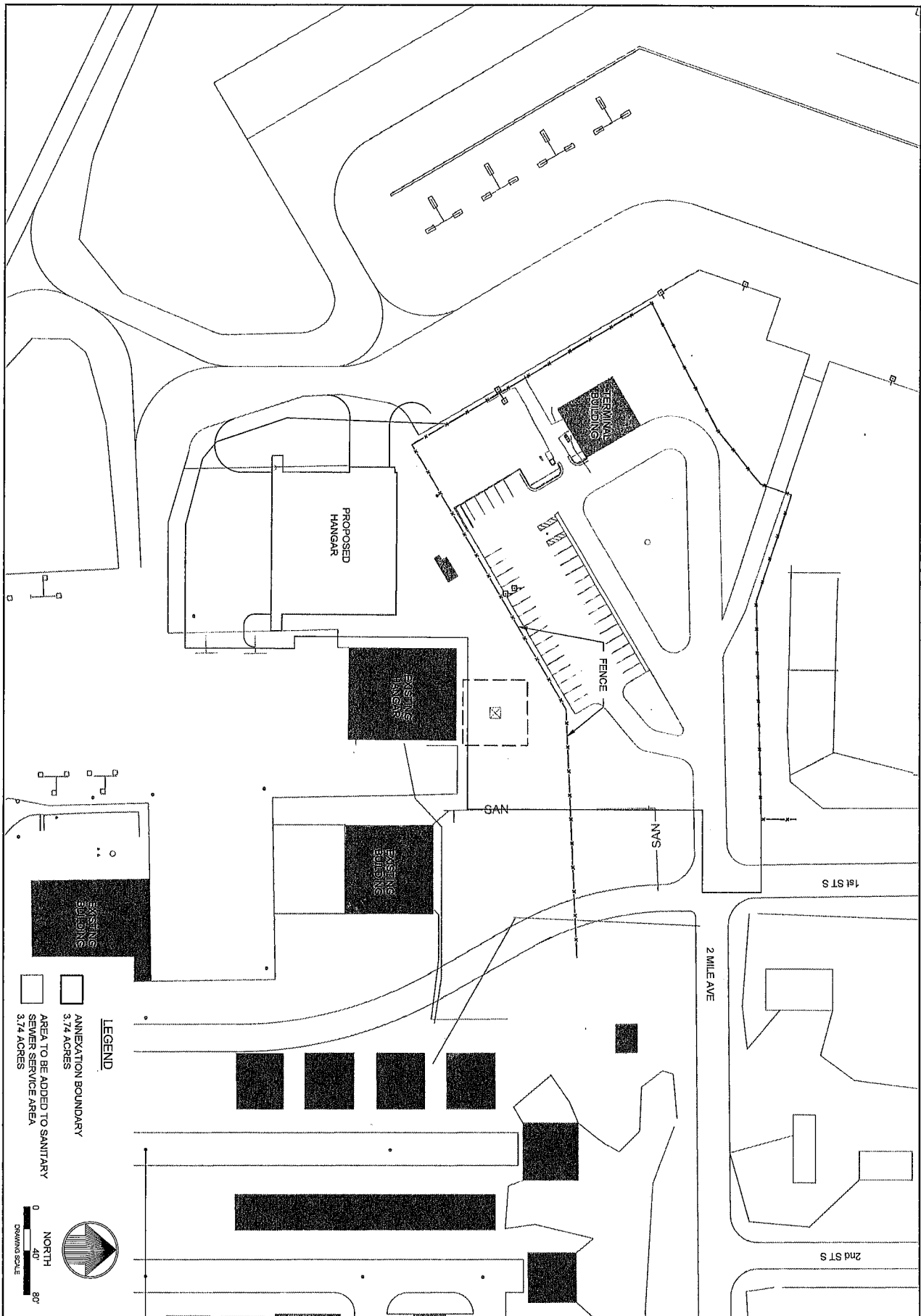
Please see the attached Proposed Annexation Exhibit prepared by MSA Professional Services and a map displaying the proposed addition to the sanitary sewer service area.

Thank you for your consideration. If you have any questions or need additional information, please contact me at your earliest convenience. My E-mail address is elizabeth.marks@omnni.com and my direct phone line is 920-830-6333.

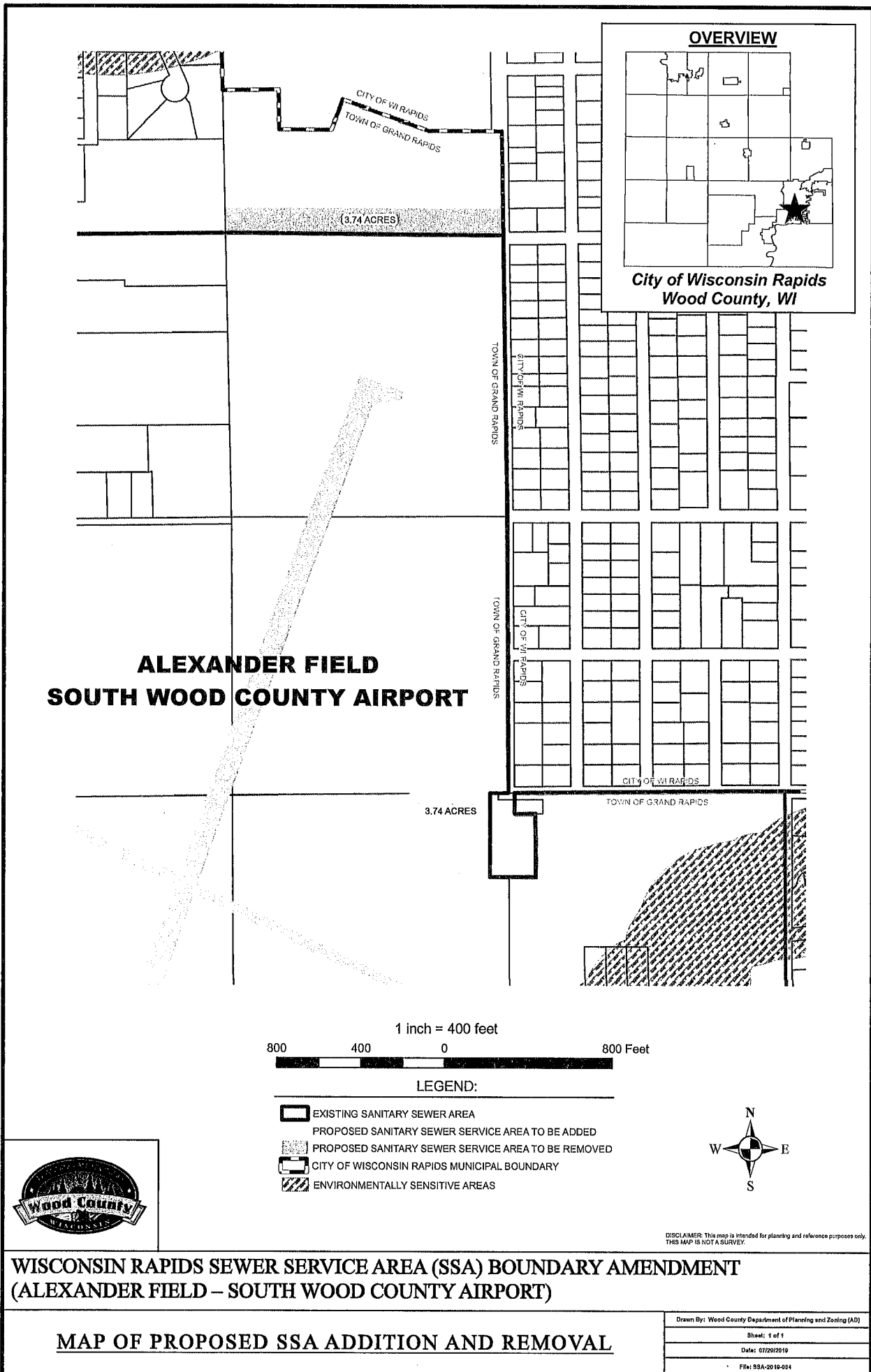
Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Marks".

Elizabeth Marks P.E.
Project Engineer



<p>PROJECT MANAGER, A.C. JOHN W. KILGUS DATE: 07/26/2012 DRAWING NO. 1</p>	<p>PROPOSED ADDITION TO SANITARY SEWER SERVICE AREA</p> <p>LEGEND</p> <p>ANNEXATION BOUNDARY 3.74 ACRES</p> <p>AREA TO BE ADDED TO SANITARY SEWER SERVICE AREA 3.74 ACRES</p> <p>0 40 80 NORTH DRAWING SCALE</p>	<p>New Hangar Building for: South Wood County Airport 3620 1st St. S Wisconsin Rapids</p> <p style="text-align: right;">WI</p>	<p>OMNI ASSOCIATES</p> <p>ONE SYSTEMS DRIVE APPLETON, WI 54914</p> <p>PHONE (920) 733-4900 FAX (920) 636-1550</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	REV.	DATE	DESCRIPTION																								
REV.	DATE	DESCRIPTION																													





Wood County WISCONSIN

OFFICE OF PLANNING AND ZONING

WISCONSIN RAPIDS SEWER SERVICE AREA (SSA) BOUNDARY AMENDMENT (ALEXANDER FIELD - SOUTH WOOD COUNTY AIRPORT)

PROPOSED SSA ADDITION AND REMOVAL

Proposed Addition to Wisconsin Rapids SSA					
Owner	Property Address	Mailing Address	Parcel #	Area (ac)	Notes
Town of Grand Rapids ETAL	3620 1 st St. S.	2410 48th St. S. Wisconsin Rapids, WI 54494	0700912 0700913	3.74	Part of parcels 0700912 and 0700913 (area to be annexed)

Proposed Removal to Wisconsin Rapids SSA					
Owner	Property Address	Mailing Address	Parcel #	Area (ac)	Notes
Town of Grand Rapids ETAL	NA	2410 48th St. S. Wisconsin Rapids, WI 54494	0700381	3.74	Part of parcel 0700381

Revised: 08/02/2019



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

August 5th, 2019

Adam R. DeKleyn
Wood County Planner
400 Market St
PO Box 8095
Wisconsin Rapids, WI 54495

Subject: Proposed Amendment to the Wisconsin Rapids Sewer Service Area (SSA) – Water Quality Management (WQM) Plan

The City of Wisconsin Rapids has reviewed the proposed amendment to the Wisconsin Rapids Service Area – Water Quality Management Plan and is in favor of the proposed 3.74 acre amendment to provide sewer service to the airport hangar project and associated annexation.

Please let me know if you have any further questions for concerns.

Sincerely,

Joe Eichsteadt, P.E.
City Engineer

Cc: Mayor Vruwink, Joe Terry (DPW), Ryan Giefer, Adam Tegen, Jeremy Sickler, File



August 5, 2019

VIA EMAIL

Wood County Planning & Zoning Department
Attn: Adam R. DeKleyn, County Planner
400 Market Street
Wisconsin Rapids, WI. 54495

Re: Review of Wisconsin Rapids Sewer Service Area/Water Quality Management Plan

Dear Mr. DeKleyn,

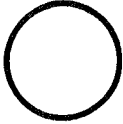
This letter serves as a formal response to the Town's receipt of a letter and exhibits regarding a proposed Type I amendment to the Wisconsin Rapids Sewer Service Area (SSA)/Water Quality Management (WQM) Plan, to add the South Wood County Airport hangar building and terminal building to the SSA boundary/plan to extend sanitary sewer to the hangar building, bring the terminal building's existing sanitary sewer service in conformance with the SSA/WQM Plan.

A review of the proposed attachments, as further revised 8/2/2019, leads to leads to no further recommended revisions or comments. Please note that the Town's review of the letter and exhibits is not intended to opine on the appropriateness of any proposed annexation. At this time, the Town has not received any formal communication for annexation of part of parcels 0700912 or 0700913.

Please don't hesitate to contact me by email or phone with any questions or additional comments regarding this matter.

Sincerely,

Arne Nystrom, Town Chairperson
Town of Grand Rapids



RESOLUTION#

ITEM#

4-4

DATE

August 20, 2019

Effective Date

September 1, 2019

Introduced by

Conservation, Education and Economic Development

Page 1 of 2

Committee

JRG

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 amend the Planning and Zoning Office Fee Schedule.

FISCAL NOTE: An estimated 25% to 35% annual increase in revenue.

Source of Money: All fees included in the attached Fee Schedule.

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

WHEREAS, The Planning and Zoning Office is responsible for administering the County Private Sewage Ordinance, Floodplain Zoning Ordinance, Shoreland Zoning Ordinance, and Land Subdivision Ordinance, and

WHEREAS, the Planning and Zoning Office is also responsible for a variety of other development service reviews and hearings, and

WHEREAS, most fees have not been adjusted in over 10 years, resulting in most fees being well below regional and state averages, and in some cases the lowest fees of any county in the state, and

WHEREAS, some new fees are being added for review services that should have had fees before, or the office has recently assumed responsibility for, and

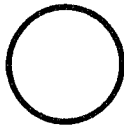
WHEREAS, some fees are being eliminated because they are being bundled with another fee, or eliminated because the product or service is no longer provided, and

WHEREAS, regional and state averages for fees were referenced to establish a fee schedule that is in line with other counties, and

WHEREAS, the CEED Committee also considered the inherent difficulty in making comparisons among counties due to how some development services and permit fees are bundled into one fee or itemized into multiple fees, and

WHEREAS, it is the intent of the CEED Committee that permit fees help offset the costs associated with the programs the Planning and Zoning Office is responsible for and reducing the burden on all County taxpayers that contribute to the County general fund, and

WHEREAS, it is the intent specifically that the Private Sewage Program administered by the Planning and Zoning Office remains a non-tax levied annual budget funded by households served by private sewage systems, and



ITEM# _____

DATE August 20, 2019

RESOLUTION# _____ Effective Date: September 1, 2019

Introduced by Conservation, Education and Economic Development
Page 2 of 2 _____ Committee

WHEREAS, fees are being established at a level where they may not need to be adjusted for another 6 to 10 years, and *and more*

WHEREAS, the CEED Committee has studied and discussed the fee schedule in three consecutive open meetings and recommends the attached fee schedule.

NOW, THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors hereby approve and authorize the changes as shown in the attached Planning and Zoning Fee Schedule.

WOOD COUNTY PLANNING & ZONING
FEE SCHEDULE

1. #701 LAND SUBDIVISION ORDINANCE

A. Preliminary Plat Review Fee.

	(1) \$75.00	<u>Proposed</u> \$500.00
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B. Final Plat Review Fee.

	(1) \$35.00	<u>Proposed</u> \$250.00
--	------------------	-----------------------------

C. Certified Survey Map Review Fee. (creation of new lots 10 acres or less)

	(1) \$30 1 ST Lot + \$20 2 nd lot (\$50 maximum)	<u>Proposed</u> \$150.00
--	---	-----------------------------

D. Condo Plat Review Fee

	(1) \$75.00	<u>Proposed</u> \$350.00
--	------------------	-----------------------------

E. Variance Fee

	(1) \$0.00	<u>Proposed</u> \$125.00
--	-----------------	-----------------------------

2. #702 PRIVATE SEWAGE SYSTEM ORDINANCE

A. Fees.

		<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
Normal fee plus \$1.60 for every 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
Triennial POWTS Program Fee	\$ 20.00	\$ 25.00
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 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 **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>	
Hearing for Appeals including Variances-\$350.00	<u>Proposed</u> \$700.00
	<u>Proposed</u> \$500.00
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>	0' to 300' OHWM	<u>Proposed</u> \$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>		
(1) Special Exception Request - \$350.00	<u>Proposed</u> \$700.00	<u>Proposed</u> \$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. <u>Photocopies.</u> No charge for first four pages; 25¢ per page after that (plus tax). No changes	
B. <u>Mapping.</u>	
(1) Custom mapping - \$31.50/hr.	<u>Proposed</u> \$42.50/hr
(2) Plots (B-, C-, D- or E-size) - \$7.50 each.	<u>Proposed</u> \$10.00 each
(3) Print/Copy (Black or Color) - \$0.00 each	<u>Proposed</u> \$0 1 st Copy, >2 \$1/Copy
(4) Black & White Laser Print/copy – No charge for first 2 copies; \$1.00 for each copy after that.	Eliminate

- (5) Color print/copy –
No charge for first copy, \$2.50 for each copy after that. Eliminate
- (6) CD - \$6.00 each Eliminate
- (7) Digital image (e-mailed) – Same rate as custom mapping. Eliminate

6. #708 PRIVATE WATER SYSTEM ORDINANCE NEW PROPOSED PROGRAM

- A. County Well Location Permit Fee \$125.00
- B. County Well Location Permit 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

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: August 5, 2019
TIME: 8:00 a.m.
PLACE: Room 115 Wood County Courthouse
TIME ADJOURNED: 9:37 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 8:00 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None.
3. The minutes for the July 5, 2019, meeting were reviewed. The Chair declared the minutes approved without objections. There were no objections.
4. County Board rules.
 - a. Mentoring of new county board supervisors. Discussion had. Several committee members didn't feel that a formal mentoring process is needed. Mentoring can be discussed at each county board supervisor orientation session.
 - b. County board restructuring resolution. Moved by Leichtnam, seconded by Hamilton, to approve the resolution as presented. Discussion had on the appropriateness of electing vs. appointing members of the Operations Committee. 3 ayes. Curry voted no, as he doesn't believe the resolution accomplishes its intended purpose. Clendenning voted no because he feels there is too much being done via one resolution. Resolution will proceed to the county board.
 - c. Resolution on role of committee chairs. Moved by Leichtnam, seconded by Hamilton, to support presenting draft resolution to the county board. 4 ayes. Supervisor Clendenning voted no, as he would prefer a better explanation to reflect the reasons for the changes.
 - d. Committee secretary elimination. Moved by Hamilton, seconded by Clendenning, to approve the resolution as presented. 4 ayes. Leichtnam voted no as he sees this as a procedural problem and not a structural one.

5. The Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Hamilton, seconded by Leichtnam, to approve the reports and payment of department vouchers. All ayes.

Discussion on rescheduling budget meeting from August 13 to a later date. Meeting is rescheduled for Friday, August 23, 2019, at 10 a.m.

- a. Update on State budget, Assistant District Attorney positions, and county support staff. District Attorney Craig Lambert advised that Wood County is likely to get one or two additional assistant district attorneys. Lambert is planning to get two for space needs purposes. Additional support would be needed (two legal secretaries and a receptionist). Maintenance has plans to move the office in 2020 to old Human Services space on the third floor.
 - b. Corporation Counsel's memorandum entitled "Emergencies." No comments.
 - c. Criminal Justice Coordinator position. The resolution approved by the Committee that was previously tabled will be re-introduced to the county board.
6. There were no new claims.
 7. There were no new animal claims against the County.
 8. The Committee reviewed correspondence and legislative issues.
 - a. Report of Citizens Groundwater Group. Minutes will be included in the packet. Supervisor Leichtnam gave a comprehensive update on groundwater matters.
 - b. Winnebago County resolution to support National Estuarine Research Reserve. Discussion had on WCA's position. No action taken.
 - c. Winnebago County resolution to support increased child support funding. No action taken.
 - d. Door County resolution on ending the use of personal conviction waivers for school and day care center immunizations. No action taken.
 - e. Burnett County resolution to support Medicaid expansion. No action taken.

- f. Addressing overweight vehicle laws and resolution. Highway Commissioner Hawk explained how a majority of the fines go to the state vs. the county for overweight vehicle citations. Moved by Curry, seconded by Hamilton, to approve the resolution and forward it on to HIRC for consideration and then on to the county board. All ayes.

Moved by Hamilton, seconded by Leichtnam, to prepare and submit a resolution to oppose LRB resolution 400 and LRB 3820. The state legislation would increase truck weight limits from 80,000 to 91,000 lbs. All ayes.

Judicial and Legislative and HIRC will hold a joint meeting on county board day to consider the resolution.

- g. Review of draft copy of 75 WCA conference resolutions. The Committee will schedule a meeting on this and invite a WCA representative to that meeting to discuss the resolutions.
9. Discussion on having local control of CAFO livestock siting. Recognition had that the state controls this issue, not counties or other local municipalities. No action taken.
10. Courthouse security committee update. Sheriff Becker gave a report explaining that hiring and organizational activities are proceeding as needed.
11. Agenda items for the September 2019, meeting:
- Update on District Attorney's office positions.
12. The next committee meeting will be September 6, 2019, at 9 a.m. October's meeting is set for October 3, 2019, at 9 a.m.
13. Meeting adjourned without objection by the Chairperson at 9:37 a.m.

Minutes taken by Peter Kastenholz and approved by Kenneth Curry.

Kenneth Curry

Kenneth Curry, Secretary (signed electronically)

Judicial & Legislative Committee Meeting R 115

Date: August 5, 2019

[illegible]

CITIZENS (WOOD COUNTY) GROUNDWATER GROUP MEETING

DATE: Monday, July 15, 2019
TIME: 2:00 p.m.
LOCATION: Wood County Riverblock Building, 111 West Jackson Street Room 206, Wisconsin Rapids WI

Present: Robert Ashbeck, Rhonda Carrell, Bill Clendenning, Bruce Dimick, Nicole Gessert, Gordon Gottbehut, Adam Groshek, Mark Holbrook, Tamas Houlihan, Kim Keech, Maria Lewandowski, Bill Leichtnam, Logan Manthe, Doug Passineau, Rick Potter, Cecile Stelzer Johnson and Nancy Turyk.

1. **Call Meeting to Order:** Bill Leichtnam called the meeting to order at 2:00 p.m.
2. **Public Comment:** None
3. **Correspondence/Updates:**

Bill Leichtnam shared six articles as handouts at the meeting:

 - A. Public Hearing set on proposed hog farm – There was a DNR public hearing on July 11th in Burnette County of a proposed hog farm CAFO of 7,500 sows and 200 boars. The hog farm expects to double in size in a few years. Concerned citizens have been very vocal about their opposition to the proposed CAFO.
 - B. State Ag Department Seeks Comments on changes to rules for large farms – The state agriculture department (DATCP) is considering changes on how the state regulates large-scale livestock farms. The rule designed to provide local regulation of livestock facilities of 500 or more animals. Proposed livestock siting changes supporting local CAFO control.
 - C. Speaker's Task Force on Water Quality Public Hearing – The Public Hearing in Stevens Point is scheduled for Wednesday, July 24th at Noon at the UWSP Dreyfus University Center.
 - D. Protecting Wisconsin Groundwater's – Suggestions from Wood County "Citizens Groundwater Group" revision July 15, 2019 organized by importance.
 - E. County passes resolution to support local CAFO control – Portage County passed an advisory resolution in support of controlling livestock on CAFO's. Wisconsin's livestock siting law, local governments are not required to have permits for large livestock operations expanding or new. Portage County's resolution would allow local governments setting standards and procedures for operations to use.
 - F. Resolution supporting local control for livestock siting – Copy of Portage County's sample resolution supporting local control for CAFO's.
4. **SPEAKER - Wood County Board Supervisor Bob Ashbeck – "Nitrogen/Crop Rotation"**

Bob Ashbeck has been a dairy farmer for over 55 years in the Milladore area. Bob Ashbeck shared that all fertilizer labels have three numbers. The first number is the amount of nitrogen (N), the second number is the amount of phosphorus (P) and the third number is the amount of potassium (K). These three numbers represent the primary nutrients. There are two types of crop rotation used in Wood County. North of Wood County (dairy producers) typically uses a 5-year rotation with rotation of alfalfa (0-0-60), alfalfa (0-0-60), corn (6-24-24), soybeans (0-14-24) and corn (6-24-24). South of Wood County (vegetable producers) typically uses a 3-year rotation with rotation of Sweet Corn (6-24-24), Potatoes (6-24-24) and Soybeans (0-14-24). Bill Ashbeck expressed that there should be a zero rotation of nitrogen grown in southern Wood County. A crop suggested would be alfalfa but there is no market for alfalfa. Lawn fertilizer labeled as 10-10-10 used for lawns, gardens, playgrounds and golf courses typically used every year with no break in between. How much damage do we do with fertilizer? Discussion followed.

Discussion highlights:

 - Heavy rainfalls this year caused only half of crops planted in northern Wood County.
 - Fertilizer may need reapplying depending on soil type due to heavy rainfalls.
 - Cost of fertilizer varies year to year.
 - Lawn fertilizer use based on soil test. UW-Extension and UW Forage Lab offer soil testing.

- The best way to select a fertilizer is to have your soil tested. The soil report will recommend a fertilizer grade for your use.
- Nutrient Management Plans will help determine the amount of fertilizer.
- Over fertilizing can damage crop fields.
- Manure comes first then fertilizer.
- Central Sands are studying irrigation application for nitrogen crediting.
- Why do people fertilize lawns?

5. **Further discussion “Ag. Waste/Composting/Other Options”**

Cecile Stelzer Johnson shared her email that she sent to Testin/Krug on composting as a tool to prevent groundwater contamination:

- A. Create a cooperative (county or regional approach) for excess manure waste. Treat manure and compost reselling manure product.
- B. Farmers profiting from excess manure.
- C. Manure is a valuable resource.
- D. Milorganite is human waste composted for lawns.
- E. Job creation for composting manure.
- F. Revenue flow for the farmer.
- G. Deal with manure before there is a groundwater problem.
- H. Rep. Krug thought idea has merit.

Wisconsin Farm Technology Days in Jefferson County is July 23-25 in Johnson Creek. The show represents agriculture with innovations in technology for growing and producing food.

Manure Treatment Technology Expert Panel Report (speaker ideas)

- A. Thermo Chemical Conversion – not aware being used in Wisconsin
- B. Composting
- C. Anaerobic Digestion – used on CAFO sized farms.
- D. Settling
- E. Mechanical Solid Liquid Separation – used in other industries
- F. Wet Chemical Treatment

6. **Wood County Corporation Counsel on CGG By-Laws** Bill Leichtnam and Bill Clendening met with Wood County Corporation Counsel attorney, Peter Kastenholz. Bill Leichtnam shared that Peter Kastenholz insists that you follow Robert's Rules of Order there is no need for by-laws especially now that there is an elected Chair and Vice-Chair. Wood County citizens can vote on agenda items since the group is a Citizens (Wood County) Groundwater Group.

7. **Prep for Speaker Vos's Task Force on Groundwater Quality (July 24, Stevens Point) and “Action Items” thereafter**

The Speaker's Task Force on Water Quality Public Hearing in Stevens Point is scheduled for Wednesday, July 24th at Noon at the UWSP Dreyfus University Center. Water lab tour scheduled for late morning.

Speakers:

- Portage County (Jen McNelly, Water Resource Specialist and Lindsay Benaszkeski, Public Health & Environmental Specialist)
- USDA-Agricultural Research Service (Mark Borchardt, Research Microbiologist, Program Director, Laboratory for Infectious Disease)
- Water Well Association (Michael Hanten, Lab Director/General Manager at Clean Water Testing & WWA Board Member)
- Central Sands Water Action Coalition (George Kraft, Professor Emeritus of Water Resources at UW Extension & UWSP)
- Farmers of Mill Creek Producer Led Group and Wood County Land Conservation (John Eron, Lead Farmer and Shane Wucherpennig, Wood County Land Conservationist).

Bruce Dimick reported that he attended Speaker Vos's Water Quality Task Force in Racine County on July 11th. Speaker highlights of the Racine County, WI meeting:

i. Organizations represented:

- UW System – Requesting \$28 million to launch a water program statewide on UW campuses.
- DATCP Agricultural Chemical Cleanup Program – Spills have diminished. Fertilizer tax used to fund program.
- Milwaukee Metropolitan Sewerage District
- Water Counsel Alliance for Water Stewardship
- Racine County Initiative – Promoted no-till and cover crops.

ii. Citizen comments:

- Governor Evers proposed \$12.4 million in county conservation offices reduced by Joint Finance Committee to \$9.4 million.
- Governor Evers proposed \$40 million to remove lead pipe lateral pipes in Milwaukee but eliminated from the budget.
- Senator Vos commented that he does not like wetland protection that interfere with hot real estate deals.
- Farmer promoted no-till and cover crops. Grant money needed to finance education to farmers.
- PFAS – Nothing done
- Residents oppose WE Energies discharging more mercury by a factor of 3 in Lake Michigan.

Tamas Houlihan shared the Speaker Vos's Task Force on Groundwater Quality will be in Tomahawk on Tuesday, July 23rd. He will be a guest speaker representing Wisconsin Potato & Vegetable Growers Association.

Bill Leichtnam shared that the "Protecting Wisconsin Groundwater" suggestions from Wood County Citizens Groundwater Group prioritized by importance reduced from 36 ideas to 29. The "Protecting Wisconsin Groundwater" document will be shared and presented to Speaker Vos's Task Force on Groundwater Quality meeting in Stevens Point.

8. **Update on MOU w/ AGC (Juneau Co Board action) & status of bottled water distribution and RO System Installation** Logan Manthe reported that 36 residences called the hotline between June 13th and July 11th about questions about water delivery or installation of systems. 34 residences were distributed bottled water. 66 access agreements signed. 48 wells under 30 ppm referred for plumbing installation. They changed plumbing firms so they are no longer working with Alliant Plumbing to install those RO Systems. 19 RO Systems have been completed using test strips by the homeowner with follow-up for an official test with the Health Department as soon as possible. Targeted outreach will continue.

The three entities testing water are AECOM from Stevens Point, Wood County Health Department and EPA. Sue Kunferman is compiling test results of all three entities. Wood County is working hard for the citizens. When will the best practices start? MOU is in place for 4 years. There are three technologies available for nitrates above 28 ppm. All three technologies are in the testing phase with none approved.

9. **"Membership Growth" & "Outreach Activities" (Making our influence felt)**

Bill Leichtnam commented that there are four citizen groundwater groups in Wood County. The three citizen groups are:

- A. Groundwater Guardians (Marshfield area)
- B. Protect Wood County
- C. Saratoga Concerned
- D. Citizens (Wood County) Groundwater Group

Bill Leichtnam suggested sponsoring an evening program on "Protecting Your Groundwater" in central Wood County. A suggestion made was to have the new Natural Resources Educator position once hired organize the "Protecting Your Groundwater" program. Suggested speakers: Sue Kunferman and Shane Wucherpfennig.

Other possible outreach activities:

- Portable water testing lab at a community event
- Traveling road show
- Public and Private Schools
- Central Wisconsin State Fair
- Town Association Meeting

10. **Future Speakers to invite** Bill Leichtnam will continue to look for speakers.

Suggestions for speakers:

- James Reese (Mauston Farmer) – December/January meeting
- Green Fire

11. **Roundtable**

- a. Nancy Turyk – Wood County Agricultural and Household Clean Sweep is Saturday, September 7th from 8:00 a.m.-Noon at the Saratoga Town Hall at 1116 State Highway 73, Wisconsin Rapids.
- b. Rick Potter – Saratoga Community Water Testing, Saratoga Town Hall, August 3rd (pick-up water sample bottles) and August 4th (return filled water sample bottles), 9:00 a.m.-4:00 p.m.

12. **Announcements of members / visitors (upcoming parallel events / meetings)** The Speaker's Task Force on Water Quality Public Hearing in Stevens Point is scheduled for Wednesday, July 24th at Noon at the UWSP Dreyfus University Center. Other upcoming events announced throughout the meeting.

13. **Next Meeting**

Monday, August 19th. 2:00-4:00 p.m. @ Wood Co Riverblock Building, Room 206

14. **Adjourn Groundwater Group Meeting** Bill Leichtnam adjourned @ 4:04 p.m.

Notes by Kim Keech, Planning & Zoning Office



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

AUGUST 2019

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- The focus for the month of August will be the agency budget. I am waiting for estimates from the State on what our general purpose revenue will be. We recently learned birth costs that we recover will no longer be eligible to draw down federal matching funds. This is a significant change that if left unfixed would be very harmful to counties. The Department of Children and Families has assured counties that they will find a way to make up for the lost funds for the next two years. We are also working on a legislative fix that will include an appropriation. Until we get clarity on the issue I will have a difficult time getting a firm budget to you.
- Vicki Stoflet and I attended the WCSEA Board meeting on July 11th.
- The payment for the second quarter will arrive at the end of July.
- Shannon Lobner, Nicole Stelzer and I along with staff from CW Solutions attended the official "kickoff" meeting for the new Five County Demonstration Program in Madison on July 17th. We are very excited to be able to offer enhanced services to our customers.
- Shannon Lobner attended the Continuity of Government/Cyber Security Exercise at McMillan Library on July 19th.
- I attended the WCA Health and Human Services Steering Committee Meeting on July 19th in Stevens Point.
- I attended "Supervisory Performance Evaluation Training" on July 24th.
- Kari Smith the project lead for the Five County Demonstration Program will be conducting a site visit at our office on August 8th. She will be observing our court process, touring the agency and meeting with staff.
- On August 19th I will be attending the Joint Legislative Committee meeting in Mosinee.
- Agency performance is on target to exceed Federal Performance measures. Although we are on target to meet and exceed all the measures the arrears performance measure has been more of a struggle this year. We have noticed an increased number of non-custodial parents in jail which is one reason for the struggle.
- The current IV-D case count is 3,885.



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE July 2019

Reichert Litigation. Reichert's counsel has submitted some discovery requests and has indicated a plan to depose the county's likely witnesses. At this point, I am not planning to depose Reichert. The court has determined it will rule on the county's motion to dismiss at the end of the year and has tentatively set the case for a one-day trial to the court on January 22, 2020. I will keep the committee posted as the case evolves.

Annual Goals: I haven't done anything toward my goals for the last two months and probably won't again until at least September. As you may recall from the spring, I have put together a draft litigation settlement policy as well as some standardized forms for use in notifying employees about potential and pending litigation and discovery. I will get back to it when time allows but I have a jury trial coming up again along with some briefing schedules.

Krueger v. Appleton Area School District. This is the case that the state supreme court decided two years ago which extended the application of the open meetings law to meetings by staff (and others) who have been delegated functions of a governmental entity, including gathering data. As a result of the case, I have previously counselled that when a committee is going to delegate data gathering, the drafting of policy proposals, or other like responsibilities of a committee, that if it does so to more than one person, then the folks delegated the duties are treated like a governmental entity and must notice their meetings and so on. To avoid the problems inherent in being treated as a governmental entity, it is imperative that the delegation by the committee be to only one person. Whether that person is a committee member or staff doesn't matter for our purposes here. Please keep this in mind lest we build a house of cards as a policy that emanates from an unnoticed staff meeting is voidable if the meeting was based upon a directive of a committee to more than one person and the meeting wasn't noticed.

Emergencies. Emergency Management (EM) recently had a presentation that was attended by representatives of almost every department. The presentation addressed responding to emergencies, both natural and man-made. The goal of the program was to get us thinking effectively about continuity of our departmental operations, specifically, and county government, in general. I made some comments during the discussion parts of the gathering that reflect that the law is not designed to address emergencies and that department heads can't wait for a committee or county board meeting to take action, which is why EM has us prepare plans in advance. In that there are conflicts in what the law allows and some actions by department heads that need to be taken to perform their jobs in an emergency, I thought that now would be a good time to write about this. To that end, I have prepared the attached memo on dealing with emergencies from a legal perspective.



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MEMORANDUM

TO: Wood County Board of Supervisors

FROM: Peter A. Kastenholz, Corporation Counsel

DATE: August 20, 2019

RE: Emergencies

Over the years, Wood County has been spending an increasing amount of staff time on preparing for emergencies, and for good reason. Whether natural or man-made, events that impair the continued operation of county government are most effectively responded to when they have been planned for. To that end, the County's Emergency Management department (EM) has encouraged each county department to complete, and periodically update, a Continuity of Operations (COOP)/Continuity of Government (COG) plan. EM has also strongly encouraged us to review the plans with our oversight committees. In a recent meeting where these COOP/COG plans were generally discussed, the topic of financing the emergency response actions came up. It was recognized that some aspects of implementing departmental COOP/COGs would require expending funds that were not budgeted and that time might not allow for calling committee and county board meetings to take some of the necessary actions to come up with the funds. I advised that at times it would not be appropriate for department heads to wait for legally allocated funding to take the necessary actions in a timely fashion; that despite the laws on point requiring the County Board to allocate funds before they are committed, the department heads should proceed consistent with their plans and the needs of the residents their department is to serve. I suggested that after the emergency had run its course, then, as department heads, our oversight committees would assess the actions we took and deal with us accordingly. After giving that advice I thought it appropriate to put it in writing and share the legal conundrum behind it such that the County Board had a chance to limit or countermand it before it is relied upon.

Wis. Stat. s. 65.90 establishes the mandate that a county develop an annual budget and operate within its parameters unless specific action is taken to deviate from it. Consequently, although the budget for my department may allow for expending \$10,000 for capital improvements or office equipment and supplies, that doesn't give me, as the department head, the authority to buy the Brooklyn Bridge for \$5,000. By the same token, if there is \$1 million in Norwood's budget to house patients there, if Norwood were to be destroyed by fire in October, the administrator of Norwood may have to immediately commit to expend more money than is remaining within the budget to contract to provide for those patients. Might the County recover via insurance policies

for the new and added expenditures? Maybe. Does the existence and scope of the insurance coverage dictate the legal and moral obligation the County has to house the folks residing at this facility? No.

Another example would be the County's computer system. Many county operations are completely reliant upon desktop and laptop computers and the servers supporting them to function. If those servers are compromised and require immediate replacement, don't we expect the IT Director to do just that, take action to replace the servers so as to bring the computer system back to life? Sure we do. And might the action being taken by IT commit the County financially beyond the resources budgeted for IT? This is certainly possible.

There are two ways the County Board can plan for these situations. First is the legal route, which would mean to set aside several million dollars in the contingency account to deal with emergencies, and then expect the County Board to meet immediately after the emergency to authorize the expenditure of some, or all of those funds. The second option, the one that isn't quite legal, but has been selected by the County Board by not funding the first option, is to recognize that department heads will need to take the necessary action to respond to the needs created by the emergency and leave the financing issues until later.

What about calling an emergency meeting of the County Board? That may well be a good idea, but the County Board won't be in a position to approve the borrowing of funds, or to reallocate funds already borrowed at such a meeting. There are lengthy statutorily mandated procedures for those approaches. The County Board can, and would likely be asked to, pass an emergency resolution, but such a resolution cannot authorize the expenditure of unbudgeted funds or the reallocation of expenditures in derogation of the s. 65.90 mandates. So what does an emergency resolution do? Well, they usually request assistance from the state and federal governments and such a resolution may, pursuant to Wis. Stat. s. 59.52(29)(b), provide that a public emergency exists such that public bidding requirements are waived for certain public works projects.

There is one other procedure that is in place when emergencies arise. The law allows the County Board to authorize the County Board Chairperson to close county offices when an occasion arises that is of sufficient importance in his or her opinion to do so. Current County Board Rule 4.C. sets forth this authorization.

In closing, I want to recognize that my perspective is not the same as that of a county board supervisor, so if you want to provide a different direction to department heads on how to deal with emergencies, that is your prerogative and your responsibility, but, you really need to do so in a unified fashion such that everyone is on the same page.



Wood County

WISCONSIN

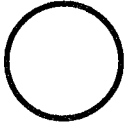
REGISTER OF DEEDS OFFICE

Tiffany R. Ringer
Register of Deeds

JULY 2019

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

1. Attended County Board meeting July 16, 2019
2. On July 17th, Alex Rigger from Fidar Technologies, our software company, visited Wood County to film areas in our office for the WRDA promotional video our association is working to create.
3. July 18th, Attended WCA Steering committee meeting in Stevens Point
4. July 19th, Attended the Continuity of Government Cyber Security presentation
5. July 24th, I attended evaluation training held by Human Resources Director, Kim McGrath and Kelli Quinnell
6. July 25th, I was invited to present an overview of the Register of Deeds Office to the Sunrise Rotary club in Marshfield.
7. July 25th Attended PRIA webinar: Mortgage 101 – Hats off to Mortgage Process
8. On July 30th, I will meet with Finance Director, Cummings, to review/enter budget for 2020 and train on new budget software
9. Along with Planning and Zoning Director, Jason Grueneberg, we will conducting interviews for the GIS position
10. I will be attending the Judicial and Legislative committee meeting on August 5th
11. On Aug 6th, I am hosting an E-Recording seminar in Wood County. Michelle Wilsey, from Simplifile, will be conducting this seminar.



RESOLUTION#

Introduced by Judicial & Legislative Committee
Page 1 of 1

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

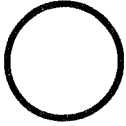
WHEREAS, there is a desire and ability to reduce the current jail population through use of aforementioned alternative courts and potential pretrial incarceration programs, and

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#

ITEM#

5 - 2

DATE

August 20, 2019

Effective Date

April 21, 2020

Introduced by

Judicial and Legislative Committee

Page 1 of 2

EMT

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 amend the 'County Board Rules' with respect to changing the membership and oversight of several of the standing committees and related matters.

FISCAL NOTE: A small savings in county board supervisor per diems.

WHEREAS, The Judicial and Legislative Committee is responsible for studying suggestions for changes to the Rules and Committees of the Wood County Board of Supervisors, and

WHEREAS, the Judicial and Legislative Committee believes that there isn't a need for more than five members on the Executive Committee and that the membership of the Executive Committee should be selected directly by the county board at large, its name should be changed to the Operations Committee, and it should be clear to other standing (main) committees that resolutions they develop for consideration by the county board need not be approved by the Operations Committee, and

WHEREAS, the Judicial and Legislative Committee believe that in light of the duties of the county board chair serving as the Administrative Coordinator, the chair should not automatically be a member of the Executive (Operations) Committee, and

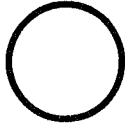
WHEREAS, it would be appropriate to place the Maintenance and Risk Management Departments under the Highway, Infrastructure and Recreation Committee in lieu of their current reporting to the Executive Committee, and

WHEREAS, the Judicial and Legislative Committee now recommends to the County Board to make the changes set forth below to the Rules and Committees of the Wood County Board of Supervisors,

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to amend the Rules and Committees of the Wood County Board of Supervisors as follows:

Section 1. Rule 36 entitled: Number of Committees a Supervisor May Serve On, is amended to read as follows: "No supervisor shall serve on more than two standing committees unless authorized by a 2/3rds vote of the entire county board."

Section 2. Rule 40 entitled: Committee Officers, shall be repealed and recreated at section A to read as follows: "In all standing committees the members thereof shall elect the chairperson at the first meeting of the committee. Each standing committee shall meet within one week of the naming of the committee members. None of the standing committees may select as its chair a supervisor who is serving as the chair of another standing committee. A committee chairperson shall vote on all matters brought before the committee. A vice-chairperson and secretary shall be elected at the first meeting. When not unanimous, a vote on such elections must be recorded."



RESOLUTION# _____

Introduced by Judicial and Legislative Committee
Page 2 of 2

ITEM# 5
DATE August 20, 2019
Effective Date: April 21, 2020

Section 3. The Main Committee Descriptions listing of the Executive Committee shall be changed to read:

OPERATIONS COMMITTEE

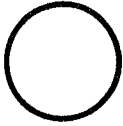
Membership shall consist of the First Vice-Chair and four members elected at large from the County Board.

The Operations Committee shall have oversight of the following departments: County Clerk, Treasurer, Finance, Human Resources, and Information Technology. The committee shall perform the following functions with respect to the departments it oversees: draft proposed budgets, audit the revenues and expenditures pursuant to the approved budgets, functions, and personnel, and oversee the management of the departments and the services they provide.

Section 4. All references to the Executive Committee within the Rules and Committees of the Wood County Board of Supervisors shall be changed to the Operations Committee.

Section 5. The Main Committee Description listing of the Highway, Infrastructure and Recreation Committee shall be changed to add to the list of departments overseen by the committee: Maintenance and Risk Management/Purchasing.

Section 6. The Wood County Committee Structure Organizational Chart shall be amended to reflect the changes set forth above.



RESOLUTION#

Introduced by
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Judicial & Legislative Committee

ITEM#

5-3

DATE

August 20, 2019

Effective Date

August 20, 2019

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Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
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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 eliminate the position of committee secretary for all main committees of the Wood County Board of Supervisors.

FISCAL NOTE: None

WHEREAS, there are times when frustration has been expressed on the County Board floor about the lateness, or lack, of minutes from committees being put in the county board packet, and

WHEREAS, sometimes this is attributable to the timing of the committee meeting and the deadline for items to be submitted to the County Clerk for inclusion in the packet or it is because the staff person doing the minutes has been unable to get in contact with committee secretary to approve them, and

WHEREAS, the committee is the final arbiter of their minutes and not the secretary; if there are changes in content that need to be made to the minutes, those should be made at the following committee meeting

NOW THEREFORE BE IT RESOLVED, in order to streamline and speed up the process between the preparation of the minutes and inclusion in the county board packet, the following changes be made to the

Rules and Committees of the Wood County Board of Supervisors:

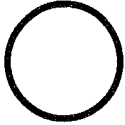
SECTION I: The following paragraph be stricken from Rule #29:

Every effort shall be given by the secretary to review and approve, with evidence on the minutes reflecting the method of approval, the committee minutes prior to their submission to the County Board. If the secretary does not sign the minutes in advance, an explanation shall be given to the County Board as to the reason why.

SECTION II: The position of secretary be stricken from Rule #40 – Committee Officers

SECTION III: All references of secretary be stricken from the Main Committee descriptions.

		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			



RESOLUTION#

ITEM#

5

DATE

August 20, 2019

Effective Date

August 20, 2019

Introduced by
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Judicial and Legislative Committee

LAD

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

INTENT & SYNOPSIS: To create new language in the county board's rules that defines the role of a committee chairperson.

FISCAL NOTE: None.

WHEREAS, Wood County keeps its internal operating rules within the "Rules and Committees of the Wood County Board of Supervisors" (Rules), and

WHEREAS, the Rules don't set forth the duties of a committee chair or the limitations of those duties, and

WHEREAS, this lack of clarity of a committee chair's responsibilities sometimes causes confusion and hard feelings and detracts from the normal collegial workings at the committee level, and

WHEREAS, the Judicial and Legislative Committee determined that it be both logical as well as an enhancement to communications by committee members to spell out what the role of a committee chair is, and

WHEREAS, the Judicial and Legislative Committee has considered this matter and suggests the addition of the language set forth in bold text, below, to the existing (regular text) contents of Rule #4 so as to make clear to all the role of a committee chair, and

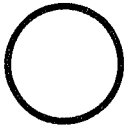
WHEREAS, current language in Rule #18 E. allows a committee chair to determine not to call a regular monthly meeting when there is insufficient business to need one and then to also review and act on the bills that would have come before the committee that month, and

WHEREAS, the Judicial and Legislative Committee feels that since Rule 18 E. is rarely used and lends itself to at least the appearance of impropriety, it is best to rescind this rule.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to adopt 'County Board Rule' 4, as amended and set forth below and to repeal 'County Board Rule' 18 E.

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.

**RESOLUTION#** _____Introduced by Judicial and Legislative Committee
Page 2 of 3

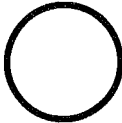
3. Whenever, in the opinion of the County Board Chairperson, an occasion arises which in the Chairperson's judgment is of sufficient importance to require certain county offices to be closed, the Chairperson may so order.

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 Chair's 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. **Sneak to the news media or take other formal action on behalf of the committee.**



ITEM# 5

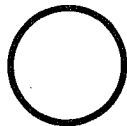
DATE August 20, 2019

Effective Date: August 20, 2019

RESOLUTION# _____

Introduced by Judicial and Legislative Committee
Page 3 of 3

- 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.



RESOLUTION#

ITEM#

5-5

DATE

August 20, 2019

Effective Date

August 20, 2019

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

LAD

INTENT & SYNOPSIS: To request the state legislature to amend the statutes to clarify that certain overweight vehicle forfeitures be allocated to the governmental entities issuing the citations such that the funds can be used to repair roads damaged by the overweight traffic.

FISCAL NOTE: Unknown. A reallocation of a part of the overweight vehicle forfeitures from the state to the governmental entities responsible for the roads.

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

WHEREAS, the Wisconsin statutes are a bit of a mess when it comes to ascertaining how the different components of overweight vehicle forfeitures are to be disbursed, and

WHEREAS, the county's counsel has construed the laws such that the component of the overweight vehicle forfeiture that is based upon how much the vehicle exceeds the legal limits should be going to the county when the ticket is issued on a county highway or other road a county is responsible for maintaining, and

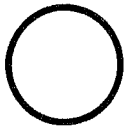
WHEREAS, the state via the Consolidated Court Automation Programs (CCAP) has programmed the software disbursement system that county clerks of court are required to use such that these forfeitures are remitted to the state instead of the counties, and

WHEREAS, when this error was brought to the attention of the CCAP Steering Committee, that entity found the law to be ambiguous and refused to make a change to the forfeiture allocation software program at this time but suggested the legislature could be looked to in order to remedy the problem, and

WHEREAS, it is logical to have the part of the overweight vehicle forfeitures that are based upon the amount of excess weight carried by the offending vehicles be sent to the jurisdictions that are responsible for maintaining the roads that are being damaged.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to go on record in encouraging all state legislators to support creating Wis. Stat. s. 348.21(3v) to read as follows: "(3v) for all forfeitures set forth in sub. (3)-(3g) that portion of the forfeiture shall be remitted in full to the jurisdiction that owns the road upon which the violation occurred."

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded by the County Clerk to all state legislative representatives of Wood County.



RESOLUTION#

Introduced by Judicial & Legislative and Highway Infrastructure & Recreation Committees
 Page 1 of 1

ITEM#

5 - 6

DATE

August 20, 2019

Effective Date

August 20, 2019

Motion:	Adopted: <input type="checkbox"/>
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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 request the state legislature to defeat LRB-0400 and LRB-3820, which propose increasing vehicle weight limits from 80,000 to 91,000 pounds.

FISCAL NOTE: Approval of the legislative action would create significant economic burden to the county in either increasing the strength of many roads and bridges in the county to support the additional loads or to maintain postings on those roads and bridges of the weight limits.

		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 small group of large transportation companies are lobbying to increase long-established maximum vehicle weight limits on county and other local roads from 80,000 to 91,000 pounds to save a little money in transportation costs by transporting heavier loads, and

WHEREAS, as in the past, this transportation group has found some legislators to sponsor legislation that would promote their limited interest at the cost of their competitors and all of the municipalities across the state, and

WHEREAS, LRB-0400 and LRB-3820 propose to increase the maximum vehicle weight limits from 80,000 to 91,000 pounds on state highways with the ability to travel up to 15 miles on county and local roads and bridges without special permits from the municipality, and

WHEREAS, many local roads and bridges were designed to the 80,000 pound weight limit, and

WHEREAS, it is contrary to the interests of both consumers and taxpayers to increase the road weight limits.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to go on record in encouraging all state legislators to oppose LRB-0400 and LRB-3820 as these legislative initiatives are adverse to the best interest of the citizens of this state.

BE IT FURTHER RERSOLVED that a copy of this resolution be forwarded by the County Clerk to all state legislative representatives of Wood County as well as to the Counties and Towns associations.

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

DAY & DATE: Thursday, August 8, 2019
PLACE: Wood County Highway Department, 555 17th Ave North, Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 10:00 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor William Winch, Supervisor Lance Pliml, Supervisor Dennis Polach, Supervisor Marion Hokamp
OTHERS PRESENT: Bill Clendenning, Wood County Board; Commissioner Roland Hawk, Parks and Forestry Director Chad Schooley; Parks & Forestry Office Supervisor, Sandra Green; Forest Administrator Fritz Schubert; DNR Forester, Gavin Hutchinson; Pete Winistorfer, Town of Rock; Jodi Lubeck assisting Supervisor Winch

1. Call meeting to order. Meeting called to order at 8:00 am.
2. Declaration of Quorum. A quorum declared.
3. Public comments. Pete Winestorf, Chairman for Town of Rock. He stated he is communicating as a Town of Rock resident, unless directed differently by the board.
4. Correspondence.
 - Letter sent to County Board Supervisors inquiring about townships receiving additional revenue share of County Forest timber sales, and revenue from parks to assist in funding adjacent town roads. This will be on the September agenda to discuss.
 - R. Hawk said that he attended a recent meeting regarding resolution to oppose a couple of bills for heavier trucks. They are looking at scheduling a special HIRC meeting prior to next county board to sign these resolutions.
 - Bill Clendenning, Discussion at recent RC&D meeting included resolution from Burnett County regarding the State Forest Administrator's Grant. Supervisor Clendenning has shared this information with C. Schooley and F. Schubert.
 - Highway AC heater failed recently. They found a company that would make them another one and have the money in the machinery fund to purchase this. They will be ordering this tomorrow and installing it in a couple of weeks.
 - The Pittsville area ATV Route/Trail Ribbon Cutting ceremony is scheduled for September 18, 2019 to begin sometime in later afternoon, approximately 4:30pm. More details to come.
5. **CONSENT AGENDA.** Per Supervisor Winch, pull pages 11, 12, 13, 14, 16, 17, 18, 19, 20. Per Chairman Fischer, page 10. **Motion by L. Pliml and second by M. Hokamp. Motion carried.**
 - 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
 - Chairman Fischer began with page 10. C. Schooley presented Special Use Permit to allow outdoor equipment rental at our parks this year, from the company Northward Paddle and Paddle. He would like to do a pop-up event this fall at some of the park locations for a daylong rental at the boat landings of kayaks. C. Schooley will have Corp. Coun. review any agreement for this event. **Motion to approve providing rental equipment within the parks such as Kayaks, Canoes, Paddleboards, etc. by L. Pliml and second by B. Winch. Motion carried.**

- B. Winch believes it is wrong the Parks is fundraising for Powers Bluff when they have not given a bottom dollar for each phase yet. B. Winch asked questions regarding the other pages pulled from the Consent Agenda. B. Winch continued with questions on the other items pulled from the Consent Agenda.

Motion by L. Pliml and second by D. Polach to approve the Consent Agenda. Motion carried.

7. ATV Policy for Shared Highways (Highway). R. Hawk discussed regarding the Township of Grand Rapids. There should be a policy that we would not open any county roads or force any Wood County townships to open their roads to ATV traffic. A. Fischer states we do need some consistency from a policy standpoint. L. Pliml agrees but take a second look at this. In Grand Rapids, you are allowed to cross from one side to the other, allowed to use the most direct route, not necessarily perpendicular. This is something that will evolve and we should take a longer look at this before we create a policy.
Motion to approve L. Pliml and second by B. Winch to approve moving forward to create a policy to not allow the county to order a municipality to become an ATV route.

8. HIGHWAY

- a. Employee Recognition – 40 Year Anniversary. Steve Breu, 40 years to one employer deserves recognition. He started in 1979.
- b. Employee Policy – Reporting to Work Site. **Motion to approve the policy as presented, L. Pliml and second by M. Hokamp. Motion carried.**
- c. Sale of Low-Use Highway Properties. R. Hawk would like a few things verified before he moves forward with a resolution. Will put the parcels up for bid on state surplus auction site. It is more advantageous to go through a Phase 2 process with this 40-acre parcel. **Motion to spend up to \$10,000 for this process by L. Pliml, second by D. Polach. Motion carried.**
R. Hawk presented a parcel that is five acres within the existing quarry parcel. He stated they would not want the sale of this parcel to restrict the Department from being able to continue mining on the property if the five acres is sold. L. Pliml recommended a deed restriction that states whomever owns this property could not build a dwelling on this parcel, which may impede mining operations. P. Kastenholz would have to draft the language for the resolution to be sure all is in order before moving forward. R. Hawk states there are two ways to sell this property. Direction is have a conversation with P. Kastenholz and be sure Wood County is doing everything correctly and then bring this back to the committee for approval. Tabled for a later date.
- d. Updated Access Policy. Chairman Fischer requests that this be brought back to the committee next month for consideration.
- e. Sign Crew Staffing. Additional sign crew member position. This would be funded 80 percent by the State Maintenance funds. Salary cost for this position would be approximately \$45K.
Motion by D. Polach and second by M. Hokamp. Motion carried.
- f. Overweight Vehicle Forfeiture Violations

9. PARKS AND FORESTRY

- a. Fleet vehicle replacement request. P&F has a 2005 F150 they would like to replace with the Highway Department's 2006 GMC Canyon, which they were going to sell on the Wisconsin Surplus Auction website. A fair price that was agreed upon is \$3K. The second vehicle P&F would like to replace is a 2011 Chevy Equinox. Although this vehicle has low miles it has had engine issues for the past couple years. The Highway Dpt. Mechanic has recommended replacing this vehicle sooner than later. C. Schooley would like to use monies from their non-lapsing equipment auction fund to purchase both of these vehicles. **Motion to replace both**

vehicles and with a process that is most advantageous to Wood County by M. Hokamp and second by B. Winch. Motion carried.

- b. Low use park property. C. Schooley handed out a map of locations within South Wood County Park that have been identified as low use areas. Chad stated that these areas may not be currently being used, but there is definitely future potential use due to the high amount of visitors that enjoy this park. Consent of committee was to table this item indefinitely.
- c. MSA Powers Bluff Update. C. Schooley handed out maps and drawings of these properties to show the updates and changes to the Master Plan. They will be providing an estimate for this project in the near future. They are targeting the September or October HIRC meeting for a presentation by MSA, along with a full estimate.
- d. Parks Revenue Report. Discussed.
- e. Forestry Revenue Report. Discussed. There was some scattered storm damage in the area. More significant damage in specific areas and will be setting up direct sales for cleanup.
Motion to approve both reports by D. Polach and second by M. Hokamp. Motion carried.
- f. Contract Extension: #767 Wiitala & Vozka Logging. Requesting that the committee grant a one year extension on this contract that expires 6/1/2020. Contractor is requesting this due to recent storms and heavy storm damage to areas in northern Wisconsin and resulting need to concentrate efforts there. Pros and cons of granting this early extension were discussed. F. Schubert's recommendation is to do a 6-month extension. **Motion to approve a 6-month extension by B. Winch and second by M. Hokamp. All yes, 1 no by A. Fischer for the reasons that it's too early to even consider an extension and would make more sense to do this in late winter or early spring. Motion carried.**
- g. Set date for Parks, Forestry & Highway Tour. Tentatively set for September 19, 2019. Meet at Highway Dept. at 8:00 am. C. Schooley, F. Schubert and R. Hawk will create an agenda for this day. Roland would like to include the asphalt plant to the tour.

10. Future Agenda Items.

11. **Special Budget HIRC Meeting** scheduled for **August 22, 2019 at 8:00 am** at the Wood County Highway Department, 555 17th Ave North, Wisconsin Rapids, WI 54495.
Next regular meeting date: **September 5, 2019 at 8:00 am** at the ATV Intensive Use Area Shelter, 4415 State Hwy. 54, Port Edwards, WI 54469

12. Fischer declared the meeting adjourned at 10:00 am.

Signed by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor



Wood County

WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

August 1, 2019

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for August 1, 2019 HIRC meeting

Department Activities

Personnel

Interviewed and hired vacant truck operator position. New hire started July 29.

Memorialize "Travel Time Policy". Past practice has been to have employees report to job site or allow employees to ride with Lead Worker in County-owned vehicle without compensation. *Agenda Item.I*

Commissioner and staff met with representatives from Mid-State Technical College to develop a program with MSTC students to conduct asset management surveys for the Highway Department. The program will be implemented this fall and has potential to last for a number of semesters.

Highway Projects

CTH U (STH 54 – S Biron Dr.) Construction YR 2020. Acquisition of R/W complete, however we have on parcel that needs revision to documents. Stormwater Maintenance Agreement has been approved and recorded.

CTH U (Bridgewater/Classic Development) Commissioner and Engineer conducted a walk through with developer, Village of Biron, contractor, and Verso CWPC. Official transfer to Wood County targeted for July 29.

CTH H West County Line to Lincoln Ave, contracted with WDOT, project scheduled to be complete the week of September 2.

CTH N Bridge, near intersection of CTH T, Town of Richfield. Bridge scheduled to open in early August.

CTH V from Cary-Rock Road to US 10 began in early June and should be complete early August.

CTH S from CTH F to CTH C, Town of Sigel, work began July 8 and should be completed August 5.

CTH D from Elm Lake Road to STH 73 scheduled to begin July 29 and should be completed September 13.

Highway Maintenance

Completed first cut on all State Highways by July 15 and all County Highways by July 18.

Significant storm damage on Friday July 19 and Saturday July 20. Several crews worked over the weekend to clear debris from roadways, set up detours and traffic control for, State Hwys, County Hwys, Municipal and Town roads. Storm clean-up will continue for several weeks. No serious damage to County Highway facilities or roadways, mostly trees and debris to be removed.

ATV Plan

STH 73 Bridge open for ATV/UTV access July 12. Submitted signing permit for authorization to access STH 80 Bridge in Babcock for ATV/UTV access. (*Ongoing*)

Develop and approve ATV Designated Route Policy. *Agenda Item.*

Frac Sand Development

Agreement with Carbo Ceramics was sent for signatures July 25.

Unused/Low-Use County Highway Property

Parcels of land to be sold will be placed on Wisconsin Surplus website with legal description and reserve bid. One of the parcels in the Town of Rock is the site of an inactive solid waste landfill. Commissioner suggests a Phase II environmental investigation be conducted prior to sale. *Agenda Item.*

Sign Shop & Work Load

Follow up to July HIRC meeting. Wood County Highway Sign Shop has a need to assign a second full time position to coordinate, design, implement, and maintain traffic control and detours on both county and state work zones where Wood County Highway is performing the work. Commissioner to demonstrate revenue for position. *Agenda Item*

Wisconsin County Highway Association

Commissioner forwarded documents and information in June related to Seasonal Weight Restrictions and Violation Forfeitures to Legislative Committee for review. The committee will take it up on August 22. Commissioner to attend the meeting to discuss the item

Highway Access Control Policy

Commissioner is working on a draft Highway Control Policy to be reviewed. This will replace and enhance the driveway policy and permit. *Agenda Item..*

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues

Revenues are as anticipated. We received the second of three General Transportation Aids payments in early July. We have started up the asphalt plant so asphalt revenues have started to come in. Also, the increased trucking due to construction projects has resulted in higher machinery fund revenues, shown as an offset to expenses in Fund 53240. Local municipal revenues are traditionally low at this time of year while we focus on state and county work.

Expenses

Expenses are as anticipated.

Other

I attended an all-day training session on Questica, the new budget software. I have begun work on the budget during the week of July 22nd, however, we may have to set up a special meeting of the HIRC to review the draft. It will likely not be ready by August 1st.

I attended the Accountant's Meeting on July 18th. Work continues to move forward on the P-Card (Procurement Card) program.



Parks & Forestry Committee Reports

August 8, 2019

Director Report, by Chad Schooley

- Due to the large storm that swept through Wood County on July 20th, attention has been on cleanup efforts, fielding phone calls, and taking inventory of damage within our Parks and Forestry properties. South Park and North Park sustained the most damage including: roof damage to SP ranger station and W. Beach vault toilet; multiple vehicles and campers damaged, and numerous trees falling or breaking off throughout the parks. This will take several weeks to cleanup. Priorities are to make all areas safe and useable as soon as possible, concentrating on the campgrounds and shelter areas initially.
- There was a fair amount of tree damage in the northern pine plantation within South Park. This area was thinned last year. We plan on working with the same logger to come in and salvage the damaged trees. Within this area, there was also a fair amount of damage to trees directly adjacent to private property owners in Geneva Court. Some of these trees will have to be cut down by professional climbers due to their location and lean towards private property structures. We will be hiring a tree service company to drop these trees. Due to the high workload for these companies, it is unclear when they will be available to assist.
- The State Waterski Show was able to get all shows in by the end of the day on Sunday July 21st. The storm on Saturday morning delayed the tournament for several hours. Fortunately, the storm did not do as much damage to trees at the show site as the storm did a few years ago.
- Assisted S. Green with creating the 2018 Parks and Forestry Annual Report Power Point, which I presented at the July 16th County Board meeting.
- I will bring more detailed maps to the HIRC meeting, of areas within South Park, which have been identified as low use areas. Due to the fact that South Park is by far the most used park within our system, I would not recommend parting ways with any of these areas. Although they may not be presently developed for recreational use, there is no doubt that these areas could be developed and used by Wood County residents in the future.
- I have included the initial draft site plan and building renderings, created by MSA, for the Powers Bluff trail head building. I will provide more detail on the project at the meeting.
- July: 67 shelter reservations
- Special Use Permits None at this time.

Construction Supervisor Report, by Dennis Quinnell

Current Projects

- White Beach Remodel; we are continuing with the food prep area, restrooms, and the landscaping.
- White Beach septic contract went to Advantage Plumbing and they will be starting after Labor Day.
- The new septic installation at the Dexter Campground overflow is still waiting on lower ground water levels.
- Work on the Dexter Campground ATV camping is moving slowly due to high ground water. Sites are in but electric has not been installed as of yet.

Maintenance Operations

- All parks are functioning and staffed at this time. The staff are cleaning, weeding, brushing, mowing and etc.
- Due to the recent storm, all parks are undergoing massive clean-up procedures.

Employee Matters

- I am sending three of my park workers to Trail School, August 26 - 29, given by the DNR, and hosted by Clark County Forestry and Parks Department. The emphasis is on single-track trail construction and maintenance.
- We are having an employee meeting and training on August 7 at White Beach shelter.

Office Supervisor Report, by Sandra Green

Snowmobile / ATV

- Completed the 2018-2019 Snowmobile Maintenance Grant paperwork and submitted to the DNR.
- Sent electronic transfer to each snowmobile club.
- Completed the Snowmobile Maintenance Supplemental paperwork as well and submitted to DNR.
- Working with DNR to determine the exact miles of funded and non-funded trails in Wood County.
- On July 12, with the help of the Highway Department/Roland Hawk, we were able to open the Nekoosa Bridge as an ATV Route. The post on Facebook reached over 3K people.

Office

- Continue to work with IT/Chris in working out quirks with the new upgraded reservation system.
- The office has been extremely busy. Sue and I have been on the phone continuously with almost all day, every day. Inquiries range from the recent storm damage, shelter and camping reservations/cancellations/changes, violation questions and a lot of inquiry regarding the ATV Trail/Route system, while doing our best to complete our regular administrative duties. We will continue to work through this busy time and do our best to take care of all our customers in a timely manner. This is an exceptional year for customer inquiries whether by phone, e-mail or walk-in, we are getting it from all angles.
- Attended the monthly Accountant's meeting at River Block on July 18.
- Attended the Wellness Committee meeting on July 16.
- Attended Questica Budget Software Training on June 25.
- Created the Annual Report Power Point for presentation at County Board
- Sent out news releases regarding the storm damage.

- Sent out news release to open/close (twice) the ATV Intensive Use Park due to either high water or storm damage. Posted those to website, Facebook & Instagram.
- Worked with Chris/IT regarding the new procedure for 2020 reservations for the Water Ski Tournament at South Park. The reservations for the most part, went very smoothly with only a few glitches. We are VERY THANKFUL we have Chris Markworth to work with. We all work together and collaborate in making our system the best that it can be. We are getting there.
- I have been contacted to put together another ATV Trail/Route Ribbon Cutting ceremony in Pittsville. I am planning to begin this process soon.
- Put together a weekly update for Supervisor Machon's radio show.
- Began work on the 2020 budget in Questica.
- Signed up for the 2019 WATVA (Wisconsin ATV Association) VIP Ride in Rome in September.

Powers Bluff Fundraising We have about 24 raffle baskets put together and will be raffling these off very soon! Look for the announcement. We hope you will support us. Who can turn away a chance to win a raffle basket full of great products? ☺

**FOREST ADMINISTRATOR
REVENUE REPORT & TIMBER SALE BALANCES
JULY OF 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
							\$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	1-18	LAMBERT FP	33,543.20	07/07/18	06/01/20	\$23,645.67	\$36,936.33	\$36,936.33	\$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
							\$0.00	\$0.00	\$0.00
755		FIREWOOD							

Payments Received This Month: \$ 23,645.67

638.45

Payments received this month SUB TOTAL: \$ 23,645.67

10% Town Revenue: \$2,364.57

90% County Revenue: \$ 21,281.10

Total County Forestry Revenue for this month: \$ 21,281.10

Jobs Filled
Jobs Pending
Jobs Continuing
Jobs Gone Inactive

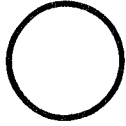
2019 Budgeted Total Revenues \$385,000

2019 Forestry Revenue to date (90% of ACTUAL REVENUE): \$ 178,093.73

WOOD COUNTY PARKS & FORESTRY DEPARTMENT REVENUE SUMMARY 2019

JULY REVENUE - AUGUST HIRC

JULY REVENUE - AUGUST HIRC									
BUDGETED		46721	FEES		YTD REVENUE	YTD REVENUE	JULY REV	JULY REV	ACTUAL REV
REVENUES		SOURCE			2019	2018	2019	2018	2018
\$ 300,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33	\$ 211,505.33	\$ 194,484.94	\$ 61,187.55	\$ 63,114.70	\$ 286,847.73		
\$ 96,000.00	Camping Self-Registration	\$18/\$21/\$23/\$26/\$33	\$ 36,363.59	\$ 29,736.48	\$ 13,755.45	\$ 9,933.65	\$ 73,946.89		
\$ 30,000.00	Campground Firewood Sales	\$6 per rack	\$ 14,327.14	\$ 13,816.12	\$ 6,059.72	\$ 7,032.23	\$ 28,443.17		
\$ 7,000.00	Ice	\$3 (7 lbs.) /\$6 (20 lbs.)	\$ 3,301.94	\$ 3,389.54	\$ 2,260.66	\$ 1,976.30	\$ 6,732.68		
\$ 1,200.00	Non-Camper Dump Fee	\$7	\$ 613.11	\$ 574.41	\$ 247.39	\$ 328.91	\$ 1,257.63		
\$ 900.00	Camper Storage Fee	\$15/wk - \$60/mo	\$ 191.14	\$ 142.18	\$ 33.18	\$ -	\$ 893.84		
\$ 550.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$ 378.10	\$ 110.90	\$ 277.25	\$ 92.89	\$ 549.77		
\$ 54,600.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	\$100/\$150/\$175/\$200/\$225	\$ 27,569.55	\$ 27,234.03	\$ 5,891.27	\$ 4,390.51	\$ 49,147.90		
\$ 2,750.00	Shelters - Open (DX, SP, RSBP)	\$75/\$125	\$ 5,344.54	\$ 2,132.96	\$ 2,180.09	\$ 189.87	\$ 2,322.53		
\$ 1,000.00	General Park User Fees (outside of normal shelter fee areas)	\$50 / \$10 per picnic table	\$ 663.50	\$ -	\$ -	\$ -	\$ -		
\$ 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.)	\$ 3,062.00	\$ -	\$ 732.14	\$ -	\$ -		
\$ 2,000.00	Parks Pulpwood	Market Price	\$ -	\$ 3,574.00	\$ -	\$ -	\$ 20,618.38		
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	\$ 12,861.96	\$ 15,331.20	\$ 4,146.56	\$ 3,378.94	\$ 18,953.15		
\$ 1,500.00	45123 - Violations (non-tax)	\$50.00	\$ 600.00	\$ 527.94	\$ 525.00	\$ 125.00	\$ 777.94		
\$ 10,000.00	Miscellaneous*	PB LAND RENTAL 7/1/19	\$ 9,856.15	\$ 5,237.00	\$ 5,117.59	\$ 492.00	\$ 7,370.00		
\$ 540,000.00			\$ 353,390.88	\$ 102,413.85	\$ 102,413.85	\$ 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		FEES		YTD REVENUE	YTD REVENUE	JULY REV	JULY REV	ACTUAL REV	
REVENUES				2019	2018	2019	2018	2018	
\$ 5,000.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$ 759.75	\$ 1,782.80	\$ -	\$ 100.00	\$ 5,479.80		
\$ 385,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships)	CONTRACTED	\$ 178,093.70	\$ -	\$ 21,281.10	\$ -	\$ 435,697.88		



RESOLUTION#

Introduced by
Page 1 of 1

Highway Infrastructure and Recreation Committee

ITEM#

6-1

DATE

August 20, 2019

Effective Date

September 1, 2019

CAC

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

INTENT & SYNOPSIS: To create one (1.0 FTE) position in the Highway Department sign shop, effective September 1, 2019.

FISCAL NOTE: No additional cost to Wood County.

Anticipated 2019 wages and benefits based upon Grade 6, Step 6 is:

Wages: \$ 15,059.20

Fringe: \$ 8,971.66

\$ 24,030.86

		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			

It is estimated that 80% of the position will be covered by the State of Wisconsin Department of Transportation and local municipalities and 20% will be absorbed into the Wood County Highway Department's current budget. Due to several department vacancies, and the resulting savings in wages, the department is able to absorb this in the 2019 budget.

WHEREAS, the Wisconsin Department of Transportation has increased our sign shop responsibilities to include distribution of signs to other regional counties and replacement of all signs along various corridors in addition to historic responsibilities and,

WHEREAS, the Wood County Highway Department signs all county and state roads, detours, and many municipal and town roads as well and,

WHEREAS, the Wood County Highway Department also completes lane closure notices, locates of utilities for sign replacements, ATV route signing, and other various responsibilities related to proper signing for

public roadways, and

WHEREAS, the Wood County Highway Department is compensated by the Wisconsin Department of Transportation, railroad authorities, and local municipal authorities for all signing activities, comprising an estimated 80% of the cost of the new position,

THEREFORE BE IT RESOLVED, that the Highway Infrastructure and Recreation Committee recognizes a need for additional personnel staffing in the Wood County Highway Department sign shop and therefore approves the creation of an additional full-time (1.0 FTE), Grade 6, sign shop position to assist in the duties outlined above.

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes
Location: 2600 Stewart Avenue; Wausau, WI
June 13th, 2019

Finance Committee Members Present: Dora Gorski, Jim Hampton, Tim Buttke, Larry Lebal

Excused:

Others Present: Steve Prell,

1. Call to Order:

Meeting was called to order at 8:44 AM by Larry Lebal

2. Public Comments:

None

3. Approval of Minutes:

Motion to approve minutes by Dora Gorski, second by Tim Buttke. Motion carried.

4. Discussion/Possible Action - Review monthly Financial Report:

The committee reviewed the reports. The committee asked where the local foundation funds and expenses are for the new nutrition vans are on this report. Steve explained that they are included in the Meals on Wheels section of the report. Steve also pointed out that Congregate and Meals on Wheels budgets now assume there will be no carry-over of program income at the end of 2019 going into 2020.

5. Discussion/Possible Action – Review Monthly Disbursements:

Question Lincoln County check 726655. Steve explained in addition to rent, we paid our annual amount for computer and phone support to Lincoln County.

6. Future Agenda Items:

None

7. Adjournment:

Motion to adjourn made by Tim Buttke, second by Dora Gorski. Meeting adjourned at 8:57 am.

7

Board Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Wausau ADRC-CW boardroom, 2600 Stewart Avenue, Wausau, Wisconsin

June 13, 2019 - AMENDED

Board members present: Vice-Chairman –Jim Hampton, Will Hascall, Larry Lebal, Jean Doty, Vern Cahak, Danielle Yuska, Sandi Cihlar, Richard (Dick) Hurlbert, Dona Schwichtenberg, Dora Gorski, Tim Buttke and Norbert Ashbeck

Board members excused: Chairman - Doug Machon, Sharon Rybacki and Mike Feirer

Others present: Jonette Arms, Steve Prell, Jennifer Cummings, Erin Wells, Ronda James, Pa Thao and Tracey Baken

1. Call to order:
 - a. Meeting was called to order by Vice-Chairman Jim Hampton, at 9:31 a.m.
2. Public Comments:
 - a. Dona S commented on the visit from the Lieutenant Governors visit.
 - b. Jean D informed the board that she will be resigning from the board effective immediately.
 - c. Jonette thanked everyone for their support of her grandson.
3. Approval of Minutes:
 - a. May 9, 2019
 - i. Motion to approve May 9, 2019 by Vern Cahak, seconded by Dona Schwichtenberg. Motion carried, minutes approved.
4. Discussion/possible action – Election of ADRC-CW Board Officers:
 - a. Chairman: Motion to nominate Tim Buttke for Chairman by Sandy Cihlar, seconded by Danielle Yuska. No further nominees after three calls. Nominations closed, votes cast, Tim Buttke elected as ADRC-CW Board Chairman by unanimous vote.
 - b. Vice-Chairman: Motion to nominate Dora Gorski by Jean Doty, seconded by Dona Schwichtenberg. No further nominees after three calls. Nominations closed, votes cast, Dora Gorski elected as ADRC-CW Board Vice-Chairman by unanimous vote.
 - c. Secretary/Treasurer: Motion to nominate Larry Lebal for Secretary/Treasurer by Tim Buttke, seconded by Dick Hurlbert. No further nominees after three calls. Nominations closed, votes cast, Larry Lebal elected as ADRC-CW Board Secretary/Treasurer by unanimous vote.
5. Discussion/possible action – Election of ADRC-CW Executive Committee members:
 - a. Executive Committee (two openings): Motion to nominate Danielle Yuska by Tim Buttke. Motion to nominate Jim Hampton by Sandi Cihlar. No further nominees after three calls. Nominations closed, votes cast, Danielle Yuska and Jim Hampton elected to the ADRC-CW Executive Committee by unanimous vote.

6. Discussion/possible action - Report from the Finance Committee:
 - a. Larry Lebal presents the report.
 - b. Steve explained how there are new Federal Guidelines in the nutrition area
 - c. Motion to accept the report by Tim Buttke, seconded by Dick Hurlbert.
Motion carried, report accepted.
7. Discussion/possible action – Assess need to review all ADRC-CW Board policies:
 - a. Board agreed that is good to take a look at policies every few years to make sure they still current
 - b. Dona Schwichtenberg, Sandi Cihlar, Larry Lebal and Will Hascall offered to form an Ad Hoc Committee to review the ADRC-CW Board policies.
 - c. Tim Buttke motioned to accept Dona Schwichtenberg, Sandi Cihlar, Larry Lebal and Will Hascall to forming the Ad Hoc group, second by Dora Gorski. Motion carried, Ad Hoc Committee approved.
8. Discussion/possible action – Discussion to invite WI elected officials to ADRC-CW Board meetings:
 - a. Jonette noted on last month's minutes this was to be on the agenda.
 - b. Board feels it would be good to have various elected officials invited to attend ADRC-CW Board meetings to hear about Aging issues and what we are working on.
 - c. Suggestion was given to Jonette to invite Assembly members and State Senators and give them several date options that way they can pick what works best for them.
9. Discussion/possible action - Executive Director's Report:
 - a. Jonette Arms presents the report.
 - i. June 18th Langlade County Board meeting.
 - ii. All Things Senior event,
 - iii. Senior Nutrition Farmers Market Vouchers.
 - b. Full report in board packet
 - i. Jim Hampton asked about the loan closet and whether we could be focusing our energy into other services. Wondered if Good News Project would like to expand to other areas of our region.
10. Future Agenda Items:
 - a. Team lead from the Auditors will be at next meeting.
 - b. Finance Committee Elections
 - c. Next meeting: July 11, 2019: Wausau ADRC-CW office, 2600 Stewart Avenue, Wausau Wisconsin.
11. Adjournment:
 - a. Meeting adjourned by Vice-Chairman, Jim Hampton at 10:30 a.m.

Central Wisconsin State Fair

Board of Directors Minutes

Monday, June 17th, 2019 at 7:00 PM

ROLL CALL: Dale Christiansen, Peggy Sue Meyer-Miller, Jeremy Carolfi, Jeff Viergutz, Chris Jockheck, Scott Karl, Bob Ashbeck, Vicki Selz, Sandy Leonhard, and Nick Wayerski.

Public Present: Brynja Bjarnason, David & Mary Bjarnason, and Sarah McGrew.

The meeting of the Central Wisconsin State Fair Board was called to order at 7:00 PM in the Fair office building at the Central Wisconsin State Fair Grounds.

Public Comment: Brynja Bjarnason, David & Mary Bjarnason, and Sarah McGrew introduced themselves. Chris Jockheck asked if anyone had any comments. Brynja stated she wrote a letter to the CWSF Board and Exec. Director to voice her concerns about the White Tiger Exhibit, and was here to represent it.

Approval of Minutes: Minutes from the May meeting were presented. Jeremy Carolfi made a motion to accept the minutes from the 05/20/19 board meeting and Sandy Leonhard seconded, all approved.

Financial Report: Finance and profit and loss reports for May and June for the Fair and Fair Park Management accounts were given to the Board. There was discussion about the Fairgrounds Improvement section. A meeting has been set with Vicki Selz and the CWSF Accountant. Jeremy Carolfi made a motion to accept the financial report and Chris Jockheck seconded, all approved.

Executive Director's Report: A list of what the Fair needs for volunteers and workers was given to the Board. Dale requested that a committee be set up for the Beer Ticket Booth, and needs a Chair for this committee. The PM gates manager has taken the year off, so the Fair will need someone to step up to take this position. The Fair is opening up the gates to any non-profit organization to man, and the Fair will make a donation to the organization. There was discussion about possibly closing down certain gates during the Fair. The Fair office is looking for additional security options during the Fair to stop unpaid entries.

An electrician was in the Knoll Barn to get the building ready for some new dividers that were purchased by the Market Animal Sale via a Farm Tech Days Donation.

The CWSF Train needs some repair before the Fair. Arrangements are being made to fix the train before the Fair.

Jr. Fair Report: No report at this time. Will be meeting on Wednesday.

Commission Report: No report at this time. Will be meeting next Monday.

Committee Reports:

1. **Draft Horse Committee:** Promotions are out, and they are working on printing booklet. Looking for help with gates and ring. Shows are July 12th – 14th, 2019.
 - Horse Pull: No report at this time.
2. **Fairest Committee:** The Fairest girls have been making many appearances throughout Wood County. New this year: All outfits get approved before going to the community events. The

Fairests are also working on possibly having a "Queens Tea" during the Fair. Buttons have been discussed to give out to kids and other Fairests. They started a Library Program where they go to a Wood County Library to read to the kids, and then leave a book behind for the kids at the Library.

3. Building and Grounds: There is a meeting with the Fair Commission coming up. The local Historical Society had a meeting and came to look at the Round Barn. The upstairs windows are in very bad conditions, and downstairs windows will also need to be addressed soon. The Round Barn doors will also need to be replaced, as they are falling apart. The Junior Fair Expo Building has multiple places that are leaking. A local roofer and the Parks and Rec. have been called about the issues. Some quick fixes were done to stop the leaking until further options can be discussed.
4. Sponsorship: Dale had made contact with six additional businesses about sponsorships. Fair Entertainment Booklets will be going to print by July 1st, 2019.
5. Marketing: Billboard package has been approved. There will be 14 billboards throughout Wausau, Plover, Marshfield, Medford, and other areas. Your Town Marshfield package has been approved, and other radio packages are being worked on.

Old Business:

1. Horse Powered Weekend Updates: This was discussed in the Draft Horse Show section. Semi Show Lights Parade will be taking place on July 13th at 8:30 PM.
2. The Awakening Updates: Final set design is done. Costumes are being gone through. Looking for sponsors and materials for the sets.
3. Animal Welfare Policy: The Animal Welfare Policy was presented at a past meeting. Nick Wayerski made a motion to accept the policy and Jeremy Carolfi seconded, all approved.

New Business:

1. Judge Costs: Information was given to Dale via a survey. We are way under what we are paying for mileage. Dale recommends raising the mileage fee and for the judges to fill out a form on the amount of hours worked to look at doing an hourly fee and to look at how many judges we need to have.
2. Voting on new Treasurer & Secretary: Chris nominated Vicki Selz for the CWSF Board Treasurer, all approved.
3. CWSF Steak Feed: Thursday, July 11th at 6:00 PM in the Junior Fair building. Jeremy Carolfi voted to accept a \$30.00 ticket to include one free beverage, and Sandy Leonhard seconded, all approved.

Agenda items for next meeting:

1. Secretary Position
2. Seed Committee – July?
3. Fair List Update
4. Protester Area

Adjournment: Jeremy Carolfi made a motion to adjourn the meeting and Bob Ashbeck seconded the motion, all approved. The meeting was adjourned at 8:40 PM.

Respectfully submitted by,

CWSF Office Administrator
Ashlee Sayre and

CWSF Secretary
Nick Wayerski

7

Draft
South Central Library System Board of Trustees Minutes
06/27/2019, 12:15 p.m.
4610 S. Biltmore Lane, Suite 101, Madison, WI 53718
Badger and Chester Rooms

Action Items:

Approved the 2019 Mid-Year Budget & Notes
Approved the 2020 Cost Formula (no changes recommended)
Approved the 2020 Statutory Resource Services Agreement with Madison Public Library (no changes recommended)
Approved the 2020 Supplementary Services Agreement with Madison Public Library
Approved the Cataloging Services Agreement with Madison Public Library
Approved the Agreement to Participate in SCLS Technology Services (no changes recommended)
Approved the Brodhead Memorial Library Board of Trustees reply letter from the SCLS Board

Present: N. Brien, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, N. Long, K. Michaelis, M. Nelson, P. Nelson, G. Poulson, T. Walske, A. Weier, C. Whitsell, K. Williams **Guests:** N. Foth, S. Lee, M. Navarre Saaf, T. Herold

Absent: M. Hokamp,

Excused: A. Bhasin, J. Honl, N. Hughes, M. Meloy

Recorder: H. Moe

SCLS Staff Present: M. Van Pelt, K. Goeden, V. Teal Lovely

Call to Order Time: 12: 15 p.m. J. Healy-Plotkin, President

- a. Introduction of guests/visitors: Tracy Herold - DCLS, Susan Lee & Margie Navarre Saaf - MPL
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

Approval of previous meeting minutes: 05-23-2019

- i. Motion: G. Poulson moved approval of the 05-23-2019 minutes. Motion seconded.
- ii. Changes or corrections: P. Cox noted the award he received was for the Madison area food pantry gardens.
- iii. Approved by motion: Motion carried.

Bills for Payments:

- i. Motion: P. Cox reviewed the bills for payment in the amount of \$388,668.97. N. Brien moved approval. Motion seconded.
- ii. Discussion: None
- ii. Vote: Motion carried.

Financial Statements:

Presentation: 2019 Mid-Year Budget- M. Van Pelt & K. Goeden

Committee Reports:

- a. Advocacy: M. Nelson noted the budget went to the Governor and encouraged the board to attend local 4th of July parades for an opportunity to speak to your local legislators. M. Van Pelt shared her experience at the ALA National Conference.

- b. Budget & Finance/Personnel: 2019 Mid-year Budget & 2020 Budget: M. Furgal noted the committee met and recommended the 2019 Mid-year budget & 2020 budget for approval.
- c. Personnel: N. Long noted the committee met to review the 2019 goals for the system director.

Action Items:

- a. Approval of 2019 Mid-Year Budget & Notes
 - i. Motion: M. Furgal moved approval. C. Whitsell seconded.
 - ii. Discussion: None.
 - iii. Vote: Motion carried.
- b. Approval of 2020 Cost Formula (no changes recommended)
 - i. Motion: M. Furgal moved approval. P. Cox seconded.
 - ii. Discussion: None.
 - iii. Vote: Motion carried.
- c. Approval of 2020 Statutory Resource Services Agreement with Madison Public Library (no changes recommended)
 - i. Motion: N. Brien moved approval. Motion seconded. J. Healy-Plotkin recused herself.
 - ii. Discussion: None.
 - iii. Vote: Motion carried.
- d. Approval of 2020 Supplementary Services Agreement with Madison Public Library
 - i. Motion: P. Nelson moved approval. A. Weier seconded. J. Healy-Plotkin recused herself.
 - ii. Discussion: None.
 - iii. Vote: Motion carried.
- e. Approval of Cataloging Services Agreement with Madison Public Library
 - i. Motion: N. Long moved approval. C. Whitsell seconded. J. Healy-Plotkin recused herself.
 - ii. Discussion: None.
 - iii. Vote: Motion carried.
- f. Approval of Agreement to Participate in SCLS Technology Services (no changes recommended)
 - i. Motion: K. Michaelis moved approval. A. Weier seconded.
 - ii. Discussion: None.
 - iii. Vote: Motion carried.
- g. Brodhead Memorial Library Board of Trustees letter reply*

Discussion will occur before voting

 - i. Motion: J. Healy-Plotkin moved approval to authorize writing a letter to the Brodhead Public Library Trustees. A Weier seconded.
 - ii. Discussion: J. Healy-Plotkin will write the letter and include the following:
The SCLS board believes the process was followed correctly but acknowledges that through the various SCLS committee discussions, SCLS can improve on communication and facilitate a smoother process.
Libraries have the option to opt out of the “purge of charges over 10 years to become an annual event” and continue to have local control. Member librarians have been provided this information as well as instructions on how to do so.

The SCLS board charged the SCLS staff to look into one email address that will include all the SCLS Board of Trustees' emails for member libraries to use should they need to communicate with the entire board. They would like the options presented to include moderated and unmoderated lists.

There are no Brodhead Public Library Trustee email addresses listed on the Brodhead Public Library or city websites.

iii. Vote: Motion carried.

SCLS Foundation Report: M. Van Pelt noted the Cornerstone event will take place at Buck and Honeys in Sun Prairie on October 17th. First Business Bank will be one of the sponsors for the event, but we are looking for three others so if anyone has suggestions, please let M. Van Pelt know. We have received the contact list from the award recipient.

System Director's Report: You may view the report online.

Discussion:

a. Letter from Brodhead Memorial Library Board of Trustees*

The board has been provided with the updates of where the concern came from as well as what the ILS and AC Committees discussed. The Brodhead library director and/or Brodhead trustee were not present due to scheduling conflicts.

G. Poulson raised the question of whether or not this is an action item that could be reversed by the board. The changes that took place eight years ago regarding clusters and governance were created to prevent issues from coming directly to the board.

A question was raised about whether SCLS received a response from Brodhead regarding the DPI letter. M. Van Pelt noted the Brodhead director felt the DPI response email had "gray" areas and that DPI couldn't make a ruling on it. K. Michaelis noted she felt the DPI letter presented a definitive answer to the concern and also noted after looking at all the information, SCLS followed procedure. If a library does not want to purge records over 10 years annually, there is a work around to the process and member library staff have been provided that information and instructions.

P. Nelson noted it's unlikely that a library would be able to collect a 10 year old fine and also noted when a library joins the system, they have to abide by their rules based on the agreement that is signed.

It was noted that the Brodhead director had voted in favor of the purge last year, but was not in favor this year when the vote was to purge annually. This is a clean-up process which prompted the ILS committee to request this be done annually so a vote didn't have to occur every year. M. Navarre Saaf explained that any library can receive a report prior to the purge taking place and will have the ability to check the fines they would like to keep. The date parameters would change so the fines would remain. The option will be available every year to keep the fines.

Other questions raised include: Has anyone asked the Brodhead director why she changed her vote from last year? Did the Brodhead board react adversely last year? Is there confusion between purging these fines once versus every year? Does the Brodhead board and director understand that there is a workaround and that the staff have been provided the tools to perform it?

What can SCLS do to avoid this from happening again? V. Teal Lovely noted the June ILS committee focused on the future, the roles of cluster representatives, what issues to take to clusters, paying attention to timelines on issues, and when an issue concerning fines or purging occurs, be more mindful of the timeline provided. Another result of this discussion prompted the recommendation

that a presentation be provided at the November All Directors meeting regarding the governance process and what is expected of the cluster representatives.

b. Review of Board contact forms:

The SCLS board also addressed the additional piece of paper that was included in the letter they received from the Brodhead board of Trustees which stated:

"The Brodhead Memorial Public Library Director attempted to obtain email addresses for the South Central System Board of Trustees through the South Central Library System Director and was denied access. In today's world of electronic communication, it is disheartening that local library boards cannot easily send electronic communication to system board members. As local, county, and system boards work toward similar missions of providing strong library services to the residents of Wisconsin, we feel access to system board member trustee email addresses is vital to our shared missions. We urge the SCLS Board of Trustees to make email contacts available to participating local library boards and directors."

After some discussion, the SCLS board charged the SCLS staff to look into creating one email address that will include all of the SCLS Board of Trustees' emails for member libraries to use should they need to communicate with the entire board. Currently, the board members may be individually contacted by email on the SCLS website. In the past, the email addresses were visible, but the board was receiving spam email, which prompted the current secure email form for each SCLS trustee.

There is also a SCLS board email list available that is moderated by SCLS staff to ensure spam emails are not sent to the board. These options were provided by the SCLS Director to the Brodhead director as a means to email the SCLS Board, but were rejected.

J. Healy-Plotkin will write a letter in response to the Brodhead trustee letter, send it to the Brodhead Library Board Trustees, and include the following based on the SCLS Board discussion: The SCLS board believes the process was followed correctly but acknowledges that through the various SCLS committee discussions, SCLS can improve on communication and facilitate a smoother process.

Libraries have the option to opt out of the "purge of charges over 10 years to become an annual event" and continue to have local control. Member librarians have been provided this information as well as instructions on how to do so.

The SCLS Board charged the SCLS staff to look into one email address that will include all the SCLS Board of Trustees' emails for member libraries to use should they need to communicate with the entire board. They would like the options presented to include moderated and unmoderated lists. There are no Brodhead Public Library Trustees' email addresses listed on the Brodhead Public Library or city websites.

Administrative Council (AC) Report: The AC met June 20, 2019. You may view the minutes online.

Other Business: N. Brien suggested a book title by the author Cantu "*The Line Becomes a River*", which was written by a border patrol officer.

K. Michaelis inquired about the "Ripple" project. T. Herold stated it is being created out of the Dane County "Beyond the Page" endowment from the Madison Community Foundation. The idea is to provide grants to Dane County libraries to fund humanities programming. A countywide effort will take place in 2021 for programming regarding social equity, racial justice and inequity, as well as providing staff training and encourage community conversations.

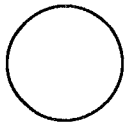
Information Sharing:

J. Healy Plotkin will be in attendance at the All Directors meeting in July.

Adjournment: 1:38 pm.

For more information about the Board of Trustees, contact Martha Van Pelt

BOT/Minutes/6-27-2019



RESOLUTION # _____

Introduced by Wood County Board of Supervisors

Date: August 20, 2019

INTENT & SYNOPSIS: To recognize these Wood County employees for years of devoted and faithful service to Wood County.

WHEREAS, the following employees, are being recognized for their long-term employment with Wood County,

Timothy Habeck	- 25 years - Sheriff's Department
Beth Sullivan	- 25 years - Human Services Department
Jacqueline Arnold	- 25 years - Clerk of Courts
Deborah Killian	- 30 years - Register of Deeds
Lee Ackerman	- 30 years - Norwood Health Center
Jamie La Vigne	- 30 years - Maintenance Department
Lynn Rachu	- 30 years - Highway Department
Suzanne Snortheim	- 35 years - Norwood Health Center
Steven Breu	- 40 years - Highway Department
Scott Fox	- 40 years - Parks & Forestry Department

WHEREAS, these employees have served Wood County conscientiously throughout these years and in the best interest of all its residents;

NOW, THEREFORE BE IT RESOLVED, that this Wood County Board of Supervisors recognize and applaud these employees for their many years of dedication to Wood County and wish them many happy years ahead;

BE IT FURTHER RESOLVED, that this resolution be spread at length upon the minutes of this meeting, and that a copy be made available to each employee.

WOOD COUNTY BOARD OF SUPERVISORS:

<u>Chair</u>	<u>Vice Chair</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

Adopted by the County Board of Wood County, this 20th day of August 2019.

County Clerk

County Board Chairperson