

**AGENDA FOR DECEMBER 17, 2019 – 9:30 A.M.**  
**WOOD COUNTY BOARD OF SUPERVISORS**  
**WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Fischer

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS:

APPOINTMENTS/Re-APPOINTMENTS:

Ethics Committee – 3 year term – Supervisor Curry & Matt Susa  
South Central Library Board of Trustees – 3 year term – Supervisor Hokamp  
Renewable & Sustainable Committee – Supervisors Breu, LaFontaine, & Feirer

RE-ELECTION OF HIGHWAY COMMISSIONER

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

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

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

SET DATE FOR NEXT COUNTY BOARD MEETING – January 21, 2020

ADJOURN

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

November 12, 2019 – 9:30 a.m.

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The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on November 12, 2019.

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

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

District #4 is vacant.

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

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

Motion by Hamilton/Feirer to accept the resignation of Marvin Kohlbeck from the Civil Service Commission. Motion carried by voice vote.

Motion by Hamilton/Feirer to approve the appointments of Mitch Waite to the Veterans Service Commission, David Laude & Leland Kauth to the Civil Service Commission and Dawn Urban as District #4 Supervisor. Motion carried by voice vote.

County Clerk Miner administered the oath of office to District #4 Supervisor Urban.

Public comment was heard in regards to Item 5-1 (Gerrymandering Referendum). There were 4 members of the public that spoke in favor of passage of this resolution, placing a referendum question on the April 7, 2020 ballot requesting a non-partisan redistricting process.

Referrals were noted.

Committee minutes presented: Executive, Renewable & Sustainable.

**RESOLUTION 19-11-1**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To establish Wood County's Tax Levy for 2019 collectable in 2020.

FISCAL NOTE: \$27,595,460

Motion by Clendenning/Hamilton to adopt Resolution 19-11-1. Motion carried. Voting no was Winch.

**RESOLUTION 19-11-2**

Introduced by: Executive Committee

INTENT & SYNOPSIS: To approve year 2020 budget

FISCAL NOTE:

	<u>USES</u>	<u>SOURCES</u>
Budgeted Expenditures	\$119,997,128	
Anticipated Revenues		81,334,004
Proceeds from Long Term Borrowing		4,845,000
Unencumbered Fund, Applied		6,222,664
<u>Tax Levy</u>		<u>27,595,460</u>
2019 Budget	\$119,997,128	\$119,997,128

Motion by Breu/LaFontaine to adopt Resolution 19-11-2. Motion carried. Voting no was Winch.

**RESOLUTION 19-11-3**

Introduced by: Executive Committee

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

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed in the Extension budget are available in the General Fund-Efficiencies budget.

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
55620	Extension		\$2000.00
51591	General Fund-Efficiencies	\$2000.00	

Motion by Hamilton/Breu to adopt Resolution 19-11-3. Discussion ensued. Motion carried. Voting no was Clendenning.

Without objection, Chairman Machon combined the next 4 resolutions into one vote.

**RESOLUTION 19-11-4**

Introduced by: Executive Committee

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

FISCAL NOTE:	Offered Amount	\$11,100.00
	R.E. Taxes	(20,729.94)
	Delinquent Utilities	(289.87)
	<u>Tax Deed Expense</u>	<u>(365.86)</u>
	LOSS	(\$10,285.67)

Motion by Feirer/Hamilton to adopt Resolution 19-11-4. Motion carried unanimously.

**RESOLUTION 19-11-5**

Introduced by: Executive Committee

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

FISCAL NOTE:	Offered Amount	\$7,000.00
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R.E. Taxes	(573.89)
Special Assessments	(130.25)
<u>Tax Deed Expense</u>	<u>(141.00)</u>
GAIN	\$6,154.86

Motion by Feirer/Hamilton to adopt Resolution 19-11-5. Motion carried unanimously.

#### **RESOLUTION 19-11-6**

Introduced by: Executive Committee

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

FISCAL NOTE:	Offered Amount	\$3,000.00
	R.E. Taxes	(3,035.95)
	Delinquent Utilities	(981.00)
	<u>Tax Deed Expense</u>	<u>(216.79)</u>
	LOSS	(\$1,233.74)

Motion by Feirer/Hamilton to adopt Resolution 19-11-6. Motion carried unanimously.

#### **RESOLUTION 19-11-7**

Introduced by: Executive Committee

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

FISCAL NOTE:	Offered Amount	\$51,663.00
	R.E. Taxes	(5,898.21)
	Special Charges	(393.44)
	Delinquent Utilities	(4,082.83)
	Publication Fees	(140.00)
	<u>Tax Deed Expense</u>	<u>(557.00)</u>
	GAIN	\$40,591.52

Motion by Feirer/Hamilton to adopt Resolution 19-11-7. Motion carried unanimously.

Committee minutes presented: Health & Human Services, Veterans Service Commission, Public Safety, Central Records, Golden Sands Resource, Conservation, & Development Council, Judicial & Legislative.

#### **RESOLUTION 19-11-8**

Introduced by: Judicial & Legislative

INTENT & SYNOPSIS: To conduct countywide advisory referendum on creation of nonpartisan procedure for the preparation of legislative and congressional redistricting plans and maps.

FISCAL NOTE: There will be minimal cost to the County depending on the size of the ballot.

Motion by Hahn/Clendenning to adopt Resolution 19-11-8. Motion carried unanimously.

#### **RESOLUTION 19-11-9**



Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To modify the name and membership of the Executive Committee

FISCAL NOTE: Nominal savings of two per diems per committee meeting.

Motion by Breu/Zurfluh to adopt Resolution 19-11-9. Discussion ensued. Motion carried. Voting no were LaFontaine, Rozar, Feirer, Breu, Ashbeck, Winch, and Curry. Abstaining was Urban.

Committee minutes presented: Highway Infrastructure & Recreation.

#### **ORDINANCE 19-11-10**

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To rescind and recreate Wood County Ordinance #401, Highway Access.

FISCAL NOTE: None.

Motion by Clendenning/Hamilton to adopt Ordinance 19-11-10. Motion carried unanimously.

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

Chairman Machon declared the meeting adjourned at 10:07 a.m. Next scheduled county board meeting is December 17, 2019.

Trent Miner  
County Clerk

## **REFERRALS FOR DECEMBER 17, 2019 – COUNTY BOARD**

- Resolution from Washburn County requesting the legislature to revise the statutes to provide consistency in the fees charged by the Clerk of Courts and Register in Probate. Referred to Judicial & Legislative Committee
- Resolution from Racine County supporting AB33/SB39 relating to the expungement of criminal and civil conviction and non-conviction records. Referred to Judicial & Legislative Committee.

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**PUBLIC HEARING FOR 2020 WOOD COUNTY BUDGET  
& EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, November 12, 2019  
**TIME:** 8:30 a.m.  
**PLACE:** County Board Room, Wood County Courthouse  
**PRESENT:** Douglas Machon, Donna Rozar, William Winch, Kenneth Curry, William Clendenning, Adam Fischer, Dennis Polach  
**OTHERS PRESENT:** Marla Cummings, Wood County Board Supervisors, Wood County Dept. Heads, other members of the public

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

Chair Machon brought up the challenges faced with this year's budget process and a couple of the larger dollar items that created the challenges. He brought up the possibility of additional revenue to the county with the solar utility payments if certain projects come to fruition.

Finance Director Cummings thanked the department heads and staff for their patience as the new budget software was implemented for this budget process. She presented a PowerPoint presentation highlighting the various aspects of the 2020 budget including our current debt, equalized valuation increases, and undesignated fund balances.

Questions and answers followed from the board members. Requests for information prior to the budget hearing were noted.

The public budget hearing was closed.

Motion by Rozar/Fischer to approve the 2019 levy resolution and forward it to the county board for their consideration. Motion carried. Voting no was Winch.

Motion by Clendenning/Rozar to approve the 2020 budget resolution and forward it to the county board for their consideration. Motion carried. Voting no was Winch.

Chair Machon declared the meeting adjourned at 8:47 a.m.

Minutes taken by Trent Miner, County Clerk.

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, December 3, 2019  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Annex & Health Center  
Marshfield, 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.

1. The meeting was called to order by Chair Machon.
2. There was no public comment.
3. Pages 2, 7, and 24 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.**

4. Supervisor Clendenning asked for clarification on items within the packet. Discussion ensued. Department Heads answered general questions pertaining to their departments.

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

5. Supervisor Hahn spoke on behalf of the Renewable & Sustainable (R&S) Committee and their recommendations to add an additional Supervisor and to have authority over grant funds. Hahn stated he spoke with Corporation Counsel, Peter Kastenholz regarding the Committee structure as it relates to a Committee versus a Commission. Hahn stated Kastenholz said it did not matter. Discussion ensued.

**Motion (Clendenning/Fischer) to increase the number of Supervisors on the R&S Committee to five with staff support only and reporting to Executive Committee with authority of disbursement of grant funds. Motion carried unanimously.**

6. Chair Machon stated Kim Griffin of Savion has setup an office in Saratoga three days a week. He indicated Kastenholz is in the preliminary stage of reviewing a developer's agreement and as more information becomes available it will be brought back to Executive Committee. Discussion ensued. Supervisor Leichtnam asked as District 19 Supervisor if he could be involved in further discussions.
7. Supervisor Rozar indicated she would be meeting with Nancy Turyk from Extension later in the day regarding the County strategic plan. They are finalizing a presentation for the December 10, 2019 Department Head meeting. Rozar stated they had great response from the Department Heads. Further information will be brought to County Board for further discussion.
8. Facilities Director, Van Tassel stated he is requesting clarification regarding the timeline for the Victim Witness office relocation that was approved at the October Executive Committee meeting. Discussion ensued

**Motion (Fischer/Clendenning) to move the Victim Witness office to the chosen location on the second floor of the Courthouse and move the County Board Chair to a suitable location by February 1, 2019. Motion carried. Voting no: Rozar, Curry, Machon.**

9. (a) Treasurer Gehrt presented two resolutions to sell tax deed properties.

**Motion (Rozar/Fischer) to accept the two resolutions to sell tax deed properties. Motion carried unanimously.**

- (b) Treasurer Gehrt stated she forwarded the Committee members an email she had just received from a tax payer regarding a property that is behind on tax payments. Discussion ensued. Gehrt presented a resolution to tax deed eligible property.

**Motion (Clendenning/Fischer) to accept the resolution to tax deed eligible property. Motion carried unanimously.**

10. (a) Finance Director, Cummings presented a resolution to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2019.

**Motion (Rozar/Clendenning) to accept the resolution to to show additional elements of committed and assigned governmental fund balance projected as of December 31, 2019. Motion carried unanimously.**

- (b) Cummings presented various budget amendment resolutions.

**Motion (Fischer/Rozar) to accept budget amendment resolutions from Health-Adams/Juneau, Health-Grants, Health-WIC, Human Services-Norwood and Edgewater, Highway, Parks, Branch III, Humane Officer, U.W. Extension and Property & Liability Insurance. Motion carried unanimously.**

- (c) Chief Deputy Dorshorst presented a resolution to increase the Civil Process service fee.

**Motion (Fischer/Curry) to accept the resolution to increase the Civil Process service fee. Motion carried unanimously.**

- (d) Cummings presented a resolution to amend the 2019 budget for Edgewater Haven Dietary.

**Motion (Fischer/Rozar) to accept the resolution to amend the 2019 budget for Edgewater Haven Dietary. Motion carried unanimously.**

- (e) Cummings presented a resolution to formally adopt the General Fund – Fund Balance Reserves Policy.

**Motion (Rozar/Clendenning) to accept the resolution to formally adopt the General Fund – Fund Balance Reserves Policy. Motion carried unanimously.**

- (f) Cummings presented the Finance Department Strategic Plan.

**Motion (Clendenning/Fischer) to approve the Finance Department Strategic Plan. Motion carried unanimously.**

(g)(h) Cummings presented the Prepaid Expense Policy Draft and the Audit Policy Draft for informational purpose. Cummings will bring these policies back next month as a formal resolutions.

11. (a) Information Technology Director Kaup spoke on behalf of the request to change Wood County domain name into a .gov domain due to the added security. Discussion ensued.

**Motion (Rozar/Fischer) to proceed with moving Wood County domain to .gov. Motion carried unanimously.**

(b) Kaup presented the Remote Access Draft Policy. Discussion ensued.

**Motion (Rozar/Clendenning) to approve the Remote Access Policy. Motion carried. Voting no: Clendenning, Polach, Fischer.**

12. Wellness Coordinator Fandre provided a brief update to the Committee on Wellness Program related topics.
13. Kelli Quinnell from Human Resources spoke on behalf of a reclassification request for a stock room attendant at the Highway Department. Discussion ensued

**Motion (Clendenning/Fischer) to approve the reclassification request for the stock room attendant at the Highway Department. Motion carried unanimously.**

14. Chair Machon presented the Administrative Coordinator's report. Discussion ensued regarding the ADRC concerns.

Break at 9:22 a.m. Reconvened at 9:28 a.m.

15. **Motion (Fischer/Curry) to go into closed session at 9:28 a.m. pursuant to §19.85(1)©, Wis. Stats., for performance evaluations for the Facilities Manager, Information Technology Director, Human Resources Director and Finance Director.**

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

**Motion (Fischer/Rozar) to return to open session at 11:24 a.m. All ayes. Motion carried.**

16. Agenda items to consider for the next meeting:
  - a. Discussion on Department Head meetings
  - b. Discussion regarding County Administrator

17. The Chair declared the meeting adjourned at 11:28 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next EC meeting.

# Executive Committee Meeting

# December 3, 2019

[illegible]

## Administrative Coordinator Report

1. Attended Legacy Stone dedication on November 11<sup>th</sup>.
2. Interview with River City Times.
3. Ribbon cutting at Nepco Lake shelter house solar array.
4. Radio interview with WDLB.
5. Discussed possible developer's agreement between County and Savion concerning Saratoga array.
6. Attended Central Wisconsin State Fair appreciation dinner in Marshfield.
7. Discussed ADRC-CW concerns with Corp. Counsel.
8. Spoke at Coffee with the Chamber event at Heart of Wisconsin Chamber.
9. Radio interview with WFHR.
10. Attended congregate meal lunch site in Nekoosa





# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

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### Letter of Comments - December 2019

- I will be attending the district meeting of our county clerk's association on Monday, December 2<sup>nd</sup>. The Waupaca County Clerk agreed to host it at their courthouse. As district chair, I coordinate the meeting and the agenda. This is a more informal and relaxed type of meeting, and a great way to network with the neighbors, so to speak.
- As mentioned in my last letter of comments, I offered up Wood County to be a testing site for the certification process on the version of election software we will be acquiring in 2020. Before any system can be used in Wisconsin, it must be certified by the Elections Commission and part of that certification is onsite testing. They came into our office on November 19<sup>th</sup> and then dispersed to 3 sites within the county to conduct the required testing. My thanks to the Town of Grand Rapids, Town of Hiles, and City of Marshfield for agreeing to be a part of this testing. The testing went well.
- Each year, in order to be a passport acceptance facility, we must go through a recertification process. This involves a multi-hour web based training and testing for each of us in the office. That process starts in October and we usually have it wrapped up mid-November. It takes time, but it is a nice service we provide, and a nice source of revenue for our department.
- We have started to program for the spring election season already. While we do not have the candidates as of yet, a lot of behind the scenes programming and preparation can be done prior to the candidate certification. We try to get as much of this done as early as possible in order to be able to get to ballot print as soon as possible after that certification comes down from the state.
- With the new courthouse security station in operation, the number of walk-in traffic inquires in our office has decreased considerably. Not completely, but considerably. What has increased considerably is the number of general phone calls our office receives. With the retirement of the switchboard operator, the phone tree circle is used more and more and we are towards the top of that tree. It is not a huge deal, but I thought it appropriate to make you aware.
- As also noted in previous letters of comment, concern was expressed with the increase in DMV fees associated with registrations and renewals. We are only two months into the new fee structure, but there is a definite large drop in the number of these transactions we are doing. This will be a budgetary concern if the trend continues and I will keep you apprised as necessary. My hope is that this is just sticker shock and that folks are not driving around with unregistered vehicles. We still will not make as much on the revenue side with this as the state is taking a third of our portion of the fee for upkeep on their eMV site.



# Wood County

## WISCONSIN

Office of  
Finance Director

**Marla A. Cummings**  
Finance Director

December 3, 2019

Subject: Finance Department Letter of Comments

To: Executive Committee

From: Marla Cummings, Finance Director

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### **Departmental Activities**

#### Project completion for the following:

1. General Fund – Fund Balance Policy target date November 12, 2019.
2. Strategic Planning for the Finance Department target date of December 17, 2019.
3. 2020 Budget.
4. Staff Evaluations.
5. Self-Evaluation for Executive Committee.

#### Ongoing 2019/2020 projects:

1. Year End Procedures.
2. Preparing for the 2019 Audit.
3. Questica Budget Software update to latest version target date 12/31/2019.
4. Questica Budget Software Reports target date 12/31/2019.
5. Carryover Funds Policy target date February 18, 2020.
6. Expense Report Policy target date February 18, 2020.
7. Procurement/Accounts Payable Policy target date February 18, 2020.
8. Other Funds Fund Balance Policy target date March 17, 2020.
9. Fixed Asset Module set up target date March 31, 2020.
10. Budget Software finalized with the Salary Sync April 2020.
11. Dynamics Workflow April 2020.
12. Questica Budget Software Training June 30, 2020
13. Internal Audit Policy target date December 31, 2020.
14. Internal Audit implementation January 1, 2021.

#### Meetings, Webinars and Conferences

1. Budget Presentation to County Board.
2. Questica support hand over.
3. Streamline Software Demo.
4. Dynamics Workflow meeting with IT.
5. Department Head meeting.
6. Accountant's monthly meeting.
7. Attended Oversight Committee meetings.
8. Met with HR Director.
9. Met with Safety/Risk Specialist on the budget.
10. Met with IT Director on integrations between software and other items.
11. Biweekly meeting with Finance Department Staff.
12. Met with various departments on 2019 budget overages.

#### Budget to Actual Income Statement for the 11 months ending November 30, 2019.

# STRATEGIC PLAN

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NOVEMBER 14

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WOOD COUNTY

Authored by: Finance Department



# SECTION 1

## INTRODUCTION

The Finance Department Strategic Plan for 2020 – 2025 is the product of an inclusive planning process. The plan is developed with input from Finance Department, accountants from Highway and Human Services and support staff throughout the County.

As part of the County of Wood's Framework for Performance Excellence, each department develops its own strategic plan which works in conjunction with the County's Master Plan to guide the County. This Strategic Plan presents a vision, mission, core values, goals and objectives developed in collaboration with staff and management. This plan includes a performance-based management framework that will ensure the continued success and effectiveness of work.

## PURPOSE

The purpose of the strategic plan is threefold:

1. To set and align department goals and priorities with the County;
2. To maintain the highest standards of service;
3. To ensure the achievement of our goals through measurable standards.

The Finance Department will assist the leadership and the County in financial decisions that fulfill its mission while maintaining a position of financial strength.

## VISION, MISSION and CORE Values

### Vision Statement

The Wood County Finance Department will provide excellent customer service focusing on fiscal responsibility, transparency and integrity by facilitating the management of County fiscal resources.

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## Mission Statement

The Wood County Finance Department strives to be the standard of excellence by accurately reporting the financial position of Wood County. Within the scope of this mission is the responsibility to coordinate and direct all financial transactions recorded in the accounting system of the County. This responsibility requires that we will be service oriented relative to the financial needs of all departments while still assuring that all transactions adhere to County policies and procedures, governmental accounting standards board (GASB), generally accepted accounting principles (GAAP) and rules established by the authoritative governing bodies.

## Core Values

The core values representing the beliefs and behaviors by which the Finance Department shall conduct itself and provide a common basis for making and evaluating all decision and actions are as follows:

**Integrity** – Finance commits to conforming to the highest level of ethical standards. The services and decisions we offer will be honest, fair and impartial.

**Service and Sensitivity** – Finance provides services in a courteous and professional manner sensitive to our internal and external customers.

**Excellence** – Finance aspires to provide the highest level of accuracy. We anticipate the needs of the community and offer proactive solutions. We hope to influence others to be excellent and lead by example.

**Innovation and Stewardship of Resources** – Finance looks for and embraces new and effective ways to do things.

**Communication and Shared Purpose** – Finance employees are active listeners; respectful, honest and compassionate at all times. We commit to useful, informative, clear and concise two-way communication with County Departments, Oversight Committees, County Board and our team members.

**Leadership** – Finance provides direction through experience and desires to be acknowledged as the “Go-To Organization” for fiscal decision making needs.

**Respect** – Finance will treat people with courtesy, politeness and kindness. We encourage coworkers to express opinions and ideas.

# SECTION 2

## EMERGING ISSUES AND CHALLENGES

The strategic planning process identified the following issues and challenges:

### **Issues and Challenges**

Finance employed a SWOT (Strength, Weakness, Opportunities and Threats) analysis to identify external and internal issues and challenges that are threats preventing success that must be addressed.

### **From the SWOT Analysis:**

#### **Strengths and Opportunities moving in a positive direction that need to keep going:**

1. Commitment to fiscal responsibility
2. Regulatory reporting
3. Knowledgeable long term employees with diverse backgrounds and education levels
4. Inter-department collaboration and information sharing
5. Fiscal policies and procedures
6. Ongoing training opportunities
7. Utilizing software fully
8. Vision – bottom up approach

#### **Weaknesses and Threats that are Preventing Success:**

1. Lack of vision – critical thinking
2. Lack of trust
3. Resistance to change
4. Complacency – tunnel vision when it comes to finding solutions
5. Segmented and lack of uniformity or consistencies between departments in processes and procedures
6. Lack of growth in manpower and technology
7. Lack of Internal Controls to prevent fraud/theft

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## SECTION 3

### ACTION PLAN: GOALS, OBJECTIVES, PERFORMANCE MEASURES, and GOAL STRATEGIES

The strategic plan will be used as the Department's blueprint for successful implementation. It will serve as a living document that evolves and adapts over time as conditions warrant. Finally, this document will assist staff by providing a vision for budgetary and operational decisions. The responses to the Strengths and Opportunities listed in Section 2 are provided in the follow Matrix. The Matrix lists the three Goals and their corresponding Objectives, Performance Measurers and Goal Strategies.

The Strategic Plan reviews identified issues and challenges for the Department organized around three major goals:

- A. Commitment to Fiscal Responsibility
- B. Commitment to being a resource for fiscal operations in Wood County
- C. Commitment to attract and retain high quality professionals

Each of those three goals has a set of specific objectives, performance measurers and goal strategies to assess progress.



**Goal # 1 Commitment to Fiscal Responsibility**

To produce accurate and informative financial statements in accordance with GASB and GAAP for internal and external customers.

**A. Objectives:**

- a. This ongoing goal serves Wood County and the employees by improving accountability and transparency by building on our strengths and opportunities and improving our weaknesses and threats.

**B. Performance measurers:**

- a. Measure 1A: Reporting is done before or on due dates;
- b. Measure 1B: Maintain Government Finance Officers Association (GFOA) Award of Excellence in Financial Statement Reporting annually;
- c. Measure 1C: Resolve audit findings within 12 months of audit publication;
- d. Measure 1D: Utilization fully of our financial software packages.

**C. Goal Strategies:**

- a. Strategy 1.1: Annually, issue clear year-end closing instructions with specific deliverables and deadlines; provide follow-up reminder emails as individual deliverable deadlines approach;
- b. Strategy 1.2: Work with departments in developing a corrective action plan for all audit findings;
- c. Strategy 1.3: Examine critical fiscal policies to identify and implement opportunities to improve accuracy, effectiveness and transparency;
- d. Strategy 1.4: Develop and implement internal audit policies and procedures to help prevent fraud and theft;
- e. Strategy 1.5: Utilize our financial software for increased efficiency and better reporting.

**Goal # 2 Commitment to being a resource for fiscal operations in Wood County**

To communicate with and educate fiscal staff to ensure operations and accounting transactions are accurate and in compliance with federal, state and financial requirements.

**A. Objectives:**

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- a. Strategy 3.1: Apply best practices to attract, engage and retain talent that can succeed and grow in an inclusive environment;
  - b. Strategy 3.2: Create an environment that recognizes and supports the importance of employee engagement and that utilizes the resources, tools and opportunities available;
  - c. Strategy 3.3: Support and recognize ongoing professional development and learning activities that are mutually beneficial for staff and the department;
  - d. Strategy 2.4: Celebrate achievements and innovations that showcase the department's employees.

## Conclusion

The Finance Department is committed to aligning our mission to support Wood County. We will identify priorities, create and lead projects and initiatives for the betterment of the County. This plan will serve as a roadmap for the department for the next five years as we “aim for the highest” in support of Wood County's strategic vision and mission.

# WOOD COUNTY



Responsible Official:	Finance Director
Responsible Office:	Finance
Origination Date:	December 17, 2019
Last Amended Date:	
Policy #	

## PREPAID EXPENSES POLICY

### Purpose Statement

This policy describes the policy and procedure for providing guidelines for the establishment, appropriate usage and reporting of prepaid expenses of Wood County Departments. It provides initial guidance for determining if a prepaid expense should be recorded. This policy details the overall responsibilities and process to be followed by departments when utilizing prepaid expenses and offers specific information and detailed procedures to be followed.

### Objective

The objectives of this policy are to outline policies and procedures for which payments qualify as prepaid expenses and to create consistent application across departments. To record the expenses in the period in which the goods are received or services consumed and to avoid having prepayments incorrectly classified as prepaid expenses.

### Scope

The policy contains the financial rules and regulations applicable to all current year payments for goods and services that are not received during the current period such as annual professional dues, insurance premiums, advance lease payments, rent, retainer fees and subscriptions. Prepaid expenses are recorded as an asset at the time of incurrence and amortized to expenses over the periods expected to benefit from it. They generally expire either through the passage of time, such as prepaid rent or insurance or through use or consumption.

All Wood County employees must comply with Governmental Accounting Standards, Board (GASB) and Generally Accepted Accounting Principles (GAAP) as established by the Governmental Accounting Standards Board. In accordance with GAAP, expenses are recognized in the period for which the goods or services are received and revenue is recognized in the period in which it is earned.

### General Policy

This policy establishes the requirements set forth by Wood County Finance Department for prepaid expense authorization, documentation and reconciliation. The aforementioned assures that all prepaid expenses are properly documented, amortized and reconciled in accordance with GASB/GAAP.

#### *Authorization*

The finance department personnel are responsible for maintaining and controlling prepaid expense Authorization. Wood County will utilize the workflow capabilities of Dynamics to enforce posting and non-posting rights.

All disbursing of funds will be done through the finance office.

## WOOD COUNTY

Expenditure transactions must be approved by the individual(s) having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The department heads shall designate employees by title or job descriptions that are authorized to approve various dollar amount levels of disbursements.

All disbursement activity shall be substantiated by supporting documents.

### *Documentation*

Each prepaid expense preparer is responsible for providing adequate documentation including receipts or invoices showing dates of receipts and/or dates of service and must establish and maintain accounting systems to collect, record, and report on prepaid expenses.

### *Reconciliation*

Prepaid expense reconciliations shall be performed monthly on all accounts.

### *Security*

All prepaid expenses must be approved and paid per the disbursements policy

### *Segregation of Duties*

Refer to the disbursements and journal entry policies for segregation of duties.

## **Procedures**

Departments that use prepaid expenses need to consider the following:

- Dollar amount/materiality
- Short term/long term
- Is it for an expense that has been paid for before the actual expense is incurred?

### *Payment/documentation*

- Refer to disbursements policy for approval and paying prepaid expenses
- At the time payment is made the prepaid account will be debited, cash account credited.
- Amortization schedule is established, there must be a prepaid work paper that each department is responsible for keeping accurate.
- Supporting documentation, each department is responsible for maintaining source documents, working papers, and files supporting prepaid expense transactions for internal and external audit and review. This includes a description of the prepaid expense, amount expended, date of receipt and contract terms.
- A monthly journal entry will be posted for the expense incurred in the month that will credit the prepaid asset account and debit the expense account.
- Refer to the journal entry policy regarding monthly journal entries.

# WOOD COUNTY



Responsible Official:	Finance Director
Responsible Office:	Finance
Policy #	7.3.0
Origination Date:	December 17, 2019
Last Amended Date:	

## EXTERNAL AUDIT POLICY

### Purpose Statement

Wood County is accountable for public funds. High standards for the responsible use of financial resources are vital to public trust and the achievement of our mission. The purpose of this policy is to ensure that the County undertakes an external audit of the financial records annually, in according to state law and the mission of the Wood County Finance Department.

### Objective

The objectives of this policy are to outline policies that formulize the procurement of the audit firm, preparation for the annual audit and identify responsibilities for those functions.

### Scope

This policy covers all funds, departments and financial records of Wood County. The goal of an effective external audit function should be to provide the County and management with:

- Reasonable assurance that the financial statements present fairly, in all material respects, the financial position of the County in conformity with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), and, as applicable, that internal controls over financial reporting are operating effectively.
- An independent and objective view of the County's financial statements, and, as applicable, the County's processes related to financial reporting.
- Timely oral and written communications that are useful to the County Board and Department Heads in maintaining the County's risk management processes.

### General Policy

This section establishes the requirements set forth by Wood County Finance Department

### Procurement of Audit Firm

The procurement of the audit firm will be the responsibility of the Finance Department and the respective oversight committee. The Committee will delegate the task of preparing the Request for Proposals (RFP) to the Finance Director as they see a need in a change of auditors. The RFP will be designed to select an independent CPA firm, licensed in Wisconsin, qualified to perform an audit of a governmental entity. The Finance Director will mail RFP's to a listing of CPA firms that have demonstrated their ability to perform audit services to governmental entities.

## WOOD COUNTY

Upon receiving the RFP's, the Finance Director will review the proposals to first eliminate those firms not meeting the minimum requirements. The RFP's of the remaining firms will then be assigned points in each of the areas identified in the RFP to include but not limited to price.

The Finance Director will compile the results and submit his/her recommendation to the respective Oversight Committee. The Committee will have the responsibility of making the final selection.

The award of the audit contract will be for a minimum of three years with the option of the Oversight Committee for annual extensions.

### *Engagement Letters*

The external auditors should submit an engagement letter for review and approval before commencing audit work. Engagement letters stipulate the audit's purpose, its scope, the period to be covered, the reports the external auditor will develop, and the fees charged by the auditor for services to be performed. Schedules or appendixes may accompany the letter to provide more detail. The letter may briefly describe procedures to be used in specific areas. In addition, if the scope of the audit is limited in any way, the letter may specify procedures that the external auditors will omit. Additionally, the letter should specify whether the external auditors expect to render an opinion on the County's financial statements.

### *Reporting Standards*

In accordance with auditing standards, the auditor must provide an opinion on whether the financial statements, including disclosures (such as footnotes to the financial statements) are presented fairly, in all material respects, in conformity with GAAP. The auditor's report must express an opinion regarding the financial statements as a whole or must state that an opinion cannot be expressed. If an overall opinion cannot be expressed, the auditor must state the reasons.

### *Assessing Deficiencies by External Audit*

The external auditor evaluates and determines the effect of control deficiencies made known during an audit. Control deficiencies can exist in the design or the operational effectiveness, or both, of an internal control or set of controls. Auditing standards require the auditor to assess each control deficiency that comes to his or her attention and determine its impact, individually or collectively, as of the date of management's assessment. The risk severity assigned depends on whether there is a reasonable possibility that the County's controls will fail to prevent or detect a misstatement of an account balance or disclosure, as well as on the magnitude of the potential misstatement resulting from the deficiency or deficiencies. Two common terms are used to define the magnitude of a control deficiency:

A **material weakness** is a deficiency, or combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected on a timely basis.

## WOOD COUNTY

A **significant deficiency** is defined as 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.

### *Auditors' Reports*

An independent auditor's report on its audit of the financial statements, and, as applicable, internal control over financial reporting, should include

- The identification of the financial statements that have been audited, including the related disclosures.
- A statement that the financial statements are the responsibility of management.
- A description of the auditor's responsibility and the auditing standards used.
- A brief discussion of what the audit entails.
- The auditor opinion.
- As applicable, explanatory paragraphs. Further, if the report is for an integrated audit of the financial statements, the auditor includes its opinion on the results of its audit of internal controls over financial reporting.

### *Other Communications between the County and the External Auditor*

In addition to the audit reports and opinions, external auditors typically issue or communicate other information to the oversight committee. The extent of communication varies depending on audit findings and statutory requirements. This communication can best be described in three areas: internal control-related matters, communication with the finance director or audit committee, and confirmation of audit independence.

### *Communication of Internal Control-Related Matters Noted in the Audit*

Under auditing standards, the auditor is required to communicate, in writing, to the finance director or the audit committee all significant deficiencies and material weaknesses. Under Generally Accepting Audit Standards (GAAS), the auditor should also communicate to management, either orally or in writing, other deficiencies identified during the audit that have not been communicated to management by other parties and that, in the auditor's professional judgment, are of sufficient importance to merit management's attention. The auditor should communicate to management or the oversight committee deficiencies in internal control over financial reporting identified during the audit that are neither significant deficiencies nor material weaknesses.

### *Communication with Finance Director or Audit Committees*

Auditing standards require the external auditor to communicate the following items to the finance director or audit committee:

- Planned scope and timing of audit.
- Significant risks identified during auditor's risk assessment procedures.
- Auditor responsibilities under the applicable auditing standards.
- Views about qualitative aspects of the county's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures.
- Uncorrected misstatements.
- Disagreements with management.

## WOOD COUNTY

- Consultation with other accountants.
- Significant difficulties encountered in performing the audit.
- Material, corrected misstatements that the auditor brought to the attention of management as a result of audit procedures.
- Significant findings or issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.
- The auditor's views about significant matters that were the subject of management's consultations with other accountants on accounting or auditing matters, when the auditor is aware that such consultation has occurred.
- Written representations.

### *Use of Internal Audit Work*

An external auditor may consider the use of the internal audit function in planning and conducting an external audit. The use of internal auditor's work may include using the internal audit function in obtaining audit evidence or to provide direct assistance under the direction, supervision, and review of the external auditor, or both. The external auditor must make a determination concerning the nature and extent of the internal audit function's work that can be used. Adequate documentation should be retained to support this planning. When considering use of the internal audit function in obtaining audit evidence, the external auditor is required to evaluate three areas:

- The function's organizational status and relevant policies and procedures to adequately support the objectivity of the internal auditors.
- The level of competence of the function.
- The application by the function of a systematic and disciplined approach, including the internal audit function quality control activities.

When considering the use of internal auditors to provide direct assistance, the external auditor's evaluation focuses on whether internal auditors can be used and to what extent. The external auditor considers the internal auditor's objectivity and competence, and risk mitigating factors. Factors determining the extent of the work consider the following:

- External auditor's evaluation of the existence and significance of threats to the internal auditors' objectivity, the effectiveness of the safeguards applied to reduce or eliminate the threats, and the level of competence of the internal auditors who will be providing such assistance.
- Assessed risk of material misstatement.
- Amount of judgment involved.

The external auditor should communicate to the oversight committee or the Finance Director its plans for using internal audit work. Examiners should be aware that the results of the external auditor's planning around using work of internal auditors may affect the county's current internal audit plans.

### **Delegation of Authority**

The Oversight Committee delegates authority of preparing for and monitoring the annual audit to the Wood County Finance Director. The Finance Director has the authority to determine what preparations are



## WOOD COUNTY

appropriate and the authority to request from all applicable departments work papers, schedules and reports to support the financial records.

### **Preparing for and monitoring the audit**

It is in the best interests of the County that the annual process be as efficient as possible. It is significantly more cost effective for Wood County employees to spend time related to preparing for the audit than the auditors. It will therefore be the responsibility of the Finance Department, and any applicable department, to prepare financial work papers, schedules and reports that will support any financial or program area whenever possible.

The Finance Director will be available to monitor the progress of the audit to ensure that any questions or requests for information from the auditors are promptly addressed. Similarly, all department heads must designate the main contact person in their department to address any questions or requests for information from the auditors. If the main contact person cannot be available each day of the audit, a secondary contact person must be identified and be capable of acting on behalf of the main contact person.

### **Internal Controls**

The County shall establish a set of internal controls that shall be documented in writing. The internal controls will be reviewed by the County and with the independent auditor. The controls shall be designed to prevent employee error, misrepresentation by third parties, or impudent actions by officers or employees of the County.

### **Reporting Requirements**

The independent audit firm will communicate all significant audit findings to the Finance Director. In those instances when it would not be appropriate to communicate with the Finance Director, the audit firm will communicate those audit findings directly to the Chairman of the Oversight Committee.

## **Appendix**

### **Appendix A**

#### **Glossary**

11/22/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Saturday, November 30, 2019

	Actual	2019 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$24,662,532.62	\$26,904,581.00	(\$2,242,048.38)	(8.33%)
41150 Forest Cropland/Managed Forest Land	59,710.10	25,000.00	34,710.10	138.84%
41220 General Sales and Retailers' Discount	206.90		206.90	0.00%
41221 County Sales Tax	4,695,177.15	5,800,000.00	(1,104,822.85)	(19.05%)
41230 Real Estate Transfer Fees	129,941.12	120,000.00	9,941.12	8.28%
41800 Interest and Penalties on Taxes	370,479.69	410,000.00	(39,520.31)	(9.64%)
41910 Payments in Lieu of Taxes	18,661.73	18,500.00	161.73	0.87%
Total Taxes	29,936,709.31	33,278,081.00	(3,341,371.69)	(10.04%)
<b>Intergovernmental Revenues</b>				
43211 Federal Grants-Emergency Government	4,341.00		4,341.00	0.00%
43410 State Aid-Shared Revenue	3,064,206.60	3,059,556.00	4,650.60	0.15%
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	340,806.03	377,350.00	(36,543.97)	(9.68%)
43514 State Aid-Court Support Services	84,342.00	58,400.00	25,942.00	44.42%
43516 State Aid-Modernization Grants	37,264.00	58,120.00	(20,856.00)	(35.88%)
43521 State Aid - Law Enforcement	363,061.93	232,326.00	130,735.93	56.27%
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	2,194,425.05	2,096,592.00	97,833.05	4.67%
43549 State Aid-Private Sewage	24,210.00	20,000.00	4,210.00	21.05%
43551 State Aid-Health Grants	77,864.66	77,978.00	(113.34)	(0.15%)
43554 State Aid-Health WIC Program	241,078.00	360,000.00	(118,922.00)	(33.03%)
43557 State Aid-Health Consolidated Contract	60,971.00	66,766.00	(5,795.00)	(8.68%)
43560 State Aid-Grants	59,007.00	66,391.00	(7,384.00)	(11.12%)
43561 State Aids	10,041,273.74	12,352,657.00	(2,311,383.26)	(18.71%)
43567 State Aid-Transportation	216,615.00	211,515.00	5,100.00	2.41%
43568 State Aid-Child Support	712,560.24	938,661.00	(226,100.76)	(24.09%)
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		0.00%
43574 State Aid-Snowmobile Trail Maint	37,145.81	75,006.81	(37,861.00)	(50.48%)
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	106,480.45	407,487.00	(301,006.55)	(73.87%)
43640 State Aid-Co Share Managed Forest Lands	21,300.21	20,000.00	1,300.21	6.50%
43690 State Aid-Forestry Roads	3,245.08	3,249.00	(3.92)	(0.12%)
Total Intergovernmental	18,022,808.64	21,187,550.81	(3,164,742.17)	(14.94%)
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	387,210.32	350,000.00	37,210.32	10.63%
44101 Utility Permits	3,800.02	1,050.00	2,750.02	261.91%
44102 Driveway Permits	1,620.00	860.00	760.00	88.37%
44200 DNR & ML Fees	62,203.27	54,250.00	7,953.27	14.66%
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,425.00	1,025.00	400.00	39.02%
44300 Sanitary Permit Fees	52,575.00	60,253.00	(7,678.00)	(12.74%)
44411 County Planner Plat Review Fees	2,675.00	7,500.00	(4,825.00)	(64.33%)
44412 Wisconsin Fund Application Fees	750.00	750.00		0.00%
44413 Shoreland zoning Fees & Permits	9,417.60	15,675.00	(6,257.40)	(39.92%)
44415 HT Database Annual Fee	70,220.00	90,560.00	(20,340.00)	(22.46%)
44435 Water Meter Revenues	165.00		165.00	0.00%
Total Licenses and Permits	592,061.21	582,923.00	9,138.21	1.57%
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	1,572.24	1,700.00	(127.76)	(7.52%)
45115 County Share of Occupational Driver	200.00	200.00		0.00%
45120 County Share of State Fines and Forfeitures	121,940.66	152,000.00	(30,059.34)	(19.78%)
45123 County Parks Violation Fee	495.00	750.00	(255.00)	(34.00%)
45130 County Forfeitures Revenue	82,720.52	92,000.00	(9,279.48)	(10.09%)
45191 Private Sewage Fines	11,051.44	15,000.00	(3,948.56)	(26.32%)
Total Fines, Forfeits and Penalties	217,979.86	261,650.00	(43,670.14)	(16.69%)
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	29,805.00	20,000.00	9,805.00	49.03%
46121 Treasurer Fees-Redemption Notices	12,203.27	4,000.00	8,203.27	205.08%
46122 Property Conversion Charges	2,787.43	1,000.00	1,787.43	178.74%
46130 Register of Deeds-Fees	265,716.74	309,000.00	(43,283.26)	(14.01%)
46131 Register of Deeds-Laredo Tapestry		3,800.00	(3,800.00)	(100.00%)
46135 Land Record-Fees	73,680.00	92,880.00	(19,200.00)	(20.67%)
46140 Court Fees	131,264.23	170,000.00	(38,735.77)	(22.79%)
46141 Court Fees and Costs-Marriage Counseling	10,698.70	12,700.00	(2,001.30)	(15.76%)
46142 Court/Juvenile	25,077.40	22,000.00	3,077.40	13.99%
46143 Other Professional Reimbursements	17,733.94	14,750.00	2,983.94	20.23%

11/22/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
**All Departments**  
**Saturday, November 30, 2019**

		2019		
		Actual	Budget	Variance
				Variance %
46144	Circuit Court Branch I	27,786.95	28,600.00	(813.05)
46146	Circuit Court Branch III	9,943.00	7,500.00	2,443.00
46191	Public Charges-Clerk	6,780.00	7,600.00	(820.00)
46192	Public Chgs-Temp Licenses	6,577.00	7,000.00	(423.00)
46194	County Clerk Copy Fees	127.50	275.00	(147.50)
46195	Public Chgs-Map & Data Sales	70.00	100.00	(30.00)
46196	Public Chgs-Human Resources	1,405,172.64	1,500,767.00	(95,594.36)
46210	Sheriff-Public Charges	454.39	350.00	104.39
46211	Sheriff Revenue-Civil Process Fees	62,315.76	60,000.00	2,315.76
46212	Sheriff Cost Reimbursement/Witness Fees	46,693.30	53,000.00	(6,306.70)
46214	Reserve Deputy Revenue	18,199.42	12,000.00	6,199.42
46215	Sheriff Escort Service	29,069.21	30,000.00	(930.79)
46216	Restitution	2,298.81	200.00	2,098.81
46217	OWI Restitution	1,263.98	1,800.00	(536.02)
46221	Public Chgs-Coroner Cremation	53,500.00	60,000.00	(6,500.00)
46230	Death Certificates	17,100.00	15,000.00	2,100.00
46241	Jail Surcharge	25,923.18	35,000.00	(9,076.82)
46242	Huber/Electronic Monitoring	223,447.80	347,678.00	(124,230.20)
46243	Inmate Booking/Processing Fee	12,325.75	18,000.00	(5,674.25)
46244	Other County Transports	14,145.99	22,000.00	(7,854.01)
46245	Jail Stay Fee	29,531.16	41,975.00	(12,443.84)
46291	Public Chgs-ID Cards		100.00	(100.00)
46310	Public Chgs-Frac Sand	248,912.16		248,912.16
46330	Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)
46510	Public Chgs-Crisis Stabilization	362,303.28	509,837.00	(147,533.72)
46520	Institutional Care-Private Pay	652,607.17	1,380,056.00	(727,448.83)
46521	Institutional Care-Other Pay	3,386.00	5,500.00	(2,114.00)
46525	Public Chgs- Medicare	2,147,477.24	2,156,613.00	(9,135.76)
46526	Public Chgs- Medicaid	3,415,450.86	6,227,595.00	(2,812,144.14)
46527	Public Chgs-Veterans EW	8,442.72		8,442.72
46530	Public Charges	4,571,473.35	5,893,278.00	(1,321,804.65)
46531	Public Chgs- Private Insurance	975,872.64	923,369.00	52,503.64
46532	Public Chgs-County Responsible	42,197.19	202,819.00	(160,621.81)
46533	Public Chgs-NW Mental Health Inpatient	156,964.60	529,195.00	(372,230.40)
46534	Public Chgs-NW Mental Health Inpatient	1,555,532.00	1,823,383.00	(267,851.00)
46536	Third Party Awards & Settlements	323,618.88	404,946.00	(81,327.12)
46537	Contractual Adjustment	(3,649,468.06)	(4,430,479.00)	781,010.94
46590	Provision for Bad Debts-Edgewater	(45,999.96)	(92,000.00)	46,000.04
46621	Child Support-Genetic Tests	3,789.37	4,300.00	(510.63)
46623	Child Support-Filing Fees	149.74	200.00	(50.26)
46624	Child Support-Service Fees	10,021.38	12,000.00	(1,978.62)
46625	Child Support-Extradition Charges		500.00	(500.00)
46721	Public Chgs-Parks	488,987.11	550,000.00	(61,012.89)
46772	UW-Extension Project Revenue	3,565.08	3,050.00	515.08
46813	County Forest Revenue	225,675.53	385,000.00	(159,324.47)
46825	Land Conservation Fees & Sales	57,654.75	68,185.00	(10,530.25)
46826	Private Sewage Charges	9,670.00	19,150.00	(9,480.00)
	<b>Total Public Charges for Services</b>	<b>14,129,975.58</b>	<b>19,503,072.00</b>	<b>(5,373,096.42)</b>
	<b>Intergovernmental Charges for Services</b>			
47210	Intergovernmental Charges	473,358.91	570,700.00	(97,341.09)
47230	State Charges	1,123,561.19	1,433,100.00	(309,538.81)
47231	State Charges-Highway	208,238.89	232,838.00	(24,599.11)
47232	State Charges-Machinery		2,090,226.00	(2,090,226.00)
47233	State Charges-Performance Based Maintenance	121,512.86		121,512.86
47250	Intergovernmental Transfer Program Rev	670,873.21	618,800.00	52,073.21
47300	Local Gov Chgs	294,831.22	561,660.00	(266,828.78)
47320	Local Gov Chgs-Public Safety	32,167.55	30,000.00	2,167.55
47330	Local Gov Chgs-Transp	848,802.45	1,207,485.00	(358,682.55)
47332	Local Gov Chgs-Roads	503,015.94	403,360.00	99,655.94
47333	Local Gov Chgs-Bridges	13,790.47	27,440.00	(13,649.53)
47350	Local Gov Chgs-Hlth & Human Svcs	36,711.00	66,858.00	(30,147.00)
47351	Local Gov Chgs-Other Governments		5,000.00	(5,000.00)
47391	Local Gov Chgs-BNI (Materials)	976.56	2,500.00	(1,523.44)
47392	Local Gov Chgs-BNI (Staff)	237.00	850.00	(613.00)
47393	Local Gov Chgs-Work Relief	14,734.66	14,200.00	534.66
47395	Local Gov Chgs-EM Vehicles	4,388.64	5,000.00	(611.36)
47396	Local Gov Chgs-EM Equipment	2,637.50	800.00	1,837.50
	<b>Total Charges to Other Governments</b>	<b>4,349,838.05</b>	<b>7,270,817.00</b>	<b>(2,920,978.95)</b>
	<b>Interdepartmental Charges for Services</b>			
47410	Dept Charges-Hlth Benefits & Other	10,026,528.98	10,813,388.00	(786,859.02)
47411	Dept Charges-Purchasing	33,331.34	38,200.00	(4,868.66)
47412	Dept Charges-Insurance	456,876.20	498,408.00	(41,531.80)
47413	Dept Charges-Gen Govt	1,080,040.30	1,128,105.00	(48,064.70)

11/22/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Saturday, November 30, 2019

		2019			
		Actual	Budget	Variance	Variance %
47415	Dept Charges-Systems	278,684.01	318,245.00	(39,560.99)	(12.43%)
47421	Dept Charges-Public Safety	26,316.33	21,500.00	4,816.33	22.40%
47430	Dept Charges-Bldg Rent	818,025.12	926,936.00	(108,910.88)	(11.75%)
47435	Dept Charges-Sheriff Lockup Rent	14,666.63	16,000.00	(1,333.37)	(8.33%)
47438	Dept Charges-Riverblock Rent	546,337.00	597,276.00	(50,939.00)	(8.53%)
47440	Dept Charges	6,160.09	3,400.00	2,760.09	81.18%
47460	Dept Charges-Drug Court	51,000.00	73,000.00	(22,000.00)	(30.14%)
47470	Dept Charges-Highway	2,373,078.79	1,783,420.00	589,658.79	33.06%
	Total Interdepartmental Charges	15,711,044.79	16,217,878.00	(506,833.21)	(3.13%)
	Total Intergovernmental Charges for Services	20,060,882.84	23,488,695.00	(3,427,812.16)	(14.59%)
Miscellaneous					
48000	Miscellaneous	357.10		357.10	0.00%
48100	Interest	69.79	20.00	49.79	248.95%
48110	Interest-Capital Projects	5.17	10.00	(4.83)	(48.30%)
48113	Unrealized Gain/Loss on Investment	116,099.30	(24,500.00)	140,599.30	(573.87%)
48114	Interest-Investment	247,339.54	124,812.00	122,527.54	98.17%
48115	Interest-General Investment	259,975.33	30,000.00	229,975.33	766.58%
48116	Interest-Section 125 & Health	904.49	378.00	526.49	139.28%
48117	Interest-Clerk of Courts	222.79	400.00	(177.21)	(44.30%)
48200	Rental Income	129,346.61	138,196.00	(8,849.39)	(6.40%)
48300	Gain/Loss-Sale of Property	74,751.00	152,000.00	(77,249.00)	(50.82%)
48310	Gain/Loss-Sale of Fixed Assets	23,664.87		23,664.87	0.00%
48320	Gain/Loss-Sale of Surplus Property	852.00	500.00	352.00	70.40%
48340	Gain/Loss-Sale of Salvage and Waste	4,971.82	6,700.00	(1,728.18)	(25.79%)
48440	Insurance Recoveries-Other	1,132,721.17	1,404,240.00	(271,518.83)	(19.34%)
48500	Donations	260,315.35	127,550.00	132,765.35	104.09%
48502	Donations-Veterans Loan Repayment	4,290.92		4,290.92	0.00%
48503	Donations-Services ATV Club	4,149.50	6,000.00	(1,850.50)	(30.84%)
48510	Donations	530,000.00		530,000.00	0.00%
48540	Donations & Contributions	30,328.82	45,000.00	(14,671.18)	(32.60%)
48830	Recovery of PYBD & Contractual Adj	40,553.05	46,500.00	(5,946.95)	(12.79%)
48860	Revenue from Meals	12,423.45	21,000.00	(8,576.55)	(40.84%)
48880	Food Vending Machine Income	2,431.77	4,500.00	(2,068.23)	(45.96%)
48900	Other Miscellaneous Revenue	82,784.81	37,450.00	45,334.81	121.05%
48901	Other/Miscellaneous Revenue	7,845.90	1,500.00	6,345.90	423.06%
48910	Vending/Cafeteria Revenue	7,731.08	8,700.00	(968.92)	(11.14%)
48920	Vending Machine Revenue	3,141.11	4,200.00	(1,058.89)	(25.21%)
48940	Canteen Income		500.00	(500.00)	(100.00%)
48970	Rental Income- NHC, Health Annex	16,049.00	17,508.00	(1,459.00)	(8.33%)
48980	Misc/Other Workshop Revenue	66.87	100.00	(33.13)	(33.13%)
48990	Other Operating Income	2,526.77	1,984.00	542.77	27.36%
48991	Copier Revenue	1,399.25	1,800.00	(400.75)	(22.26%)
	Total Miscellaneous	2,997,318.63	2,157,048.00	840,270.63	38.95%
Other Financing Sources					
49110	Proceeds from Long-Term Debt	3,422.00	59,486.00	(56,064.00)	(94.25%)
49210	Transfer from General Fund		310,000.00	(310,000.00)	(100.00%)
49220	Transfer from Special Revenue	4,695,177.15	5,800,000.00	(1,104,822.85)	(19.05%)
49270	Transfer from Internal Service		377,267.00	(377,267.00)	(100.00%)
	Total Other Financing Sources	4,698,599.15	6,546,753.00	(1,848,153.85)	(28.23%)
TOTAL REVENUES		90,656,335.22	107,005,772.81	(16,349,437.59)	(15.28%)

**EXPENDITURES**

General Government					
51120	Committees & Commissions	171,766.93	216,928.00	45,161.07	20.82%
51212	Circuit Court Branch I	362,121.75	412,441.00	50,319.25	12.20%
51213	Circuit Court Branch II	104,283.77	122,773.00	18,489.23	15.06%
51214	Circuit Court Branch III	121,819.05	130,614.00	8,794.95	6.73%
51215	Drug Court	179,902.80	216,187.00	36,284.20	16.78%
51217	Clerk of Courts-Divorce Mediation	14,900.00	25,000.00	10,100.00	40.40%
51220	Family Court Commissioner	54,166.60	65,000.00	10,833.40	16.67%
51221	Clerk of Courts	1,185,504.50	1,344,176.00	158,671.50	11.80%
51231	Coroner	137,182.57	160,607.00	23,424.43	14.58%
51310	District Attorney	267,490.82	322,279.00	54,788.18	17.00%
51315	Victim Witness Program	133,298.56	152,796.00	19,497.44	12.76%
51320	Corporation Counsel	255,535.92	310,643.00	55,107.08	17.74%
51330	Child Support	908,139.47	1,049,541.00	141,401.53	13.47%
51420	County Clerk	245,406.32	302,827.00	57,420.68	18.96%
51424	County Clerk-Postage Meter	11,812.43	14,000.00	2,187.57	15.63%
51430	Health Benefit Payments	10,058,570.81	13,210,172.00	3,151,601.19	23.86%
51431	Health-Wellness	279,992.85	377,267.00	97,274.15	25.78%
51433	Human Resources-Labor Relations	5,063.00	30,000.00	24,937.00	83.12%
51435	Human Resources-Personnel	355,379.52	415,754.00	60,374.48	14.52%

11/22/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Saturday, November 30, 2019

		2019		
	Actual	Budget	Variance	Variance %
51436	Human Resources-Programs	397.44	6,000.00	5,602.56
51440	County Clerk-Elections	34,704.48	50,953.00	16,248.52
51450	Data Processing	1,561,274.90	1,776,746.00	215,471.10
51451	Voice over IP	125,189.08	147,300.00	22,110.92
51452	PC Replacement	162,539.34	176,500.00	13,960.66
51453	Co Clerk-Inform & Commun	11,126.40	18,500.00	7,373.60
51510	Finance	417,035.10	467,934.00	50,898.90
51520	Treasurer	362,804.27	453,189.00	90,384.73
51550	Purchasing	46,002.72	53,006.00	7,003.28
51590	Contingency		281,639.13	281,639.13
51591	Efficiency	1,397.00	23,000.00	21,603.00
51592	Initiatives	24,300.00	25,000.00	700.00
51611	Bldg Maint-Courthouse and Jail	909,556.43	1,227,675.00	318,118.57
51630	Bldg Maint-Unified Svcs Building	9,013.04	10,022.00	1,008.96
51640	Bldg Maint-Joint Use Building	7,502.80	12,272.00	4,769.20
51650	Bldg Maint-Sheriff Lockup	2,758.58	5,472.00	2,713.42
51660	Bldg Maint-CBRF's		3,450.00	3,450.00
51670	Bldg Maint-River Block	292,310.87	597,276.00	304,965.13
51710	Register of Deeds	411,888.23	463,224.00	51,335.77
51931	Property and Liability Insurance	573,815.00	613,429.00	39,614.00
51933	Workers Comp Insurance	329,950.08	488,268.00	158,317.92
51934	Sick Leave Conversion	112,829.53	500,000.00	387,170.47
	<b>Total General Government</b>	<b>20,248,732.96</b>	<b>26,279,860.13</b>	<b>6,031,127.17</b>
	<b>Public Safety</b>			
52110	Sheriff-Administration	2,252,706.39	2,753,446.00	500,739.61
52130	Radio Engineer	158,856.38	231,544.00	72,687.62
52131	Sheriff-Indian Law Enforce	23,164.58	34,541.00	11,376.42
52140	Sheriff-Traffic Police	2,684,652.12	3,192,419.00	507,766.88
52150	Sheriff-Civil Svc Comm	960.50	1,000.00	39.50
52220	Emer Mgmt-Fire Suppression	76,915.42	143,164.00	66,248.58
52510	Emer Mgmt-SARA Title III	33,488.74	52,807.00	19,318.26
52520	Emergency Management	258,870.09	290,606.00	31,735.91
52601	Dispatch	1,553,009.16	1,801,711.00	248,701.84
52530	Emer Mgmt-Bldg Numbering	1,476.00	3,000.00	1,524.00
52540	Emer Mgmt-Work Relief	156,519.36	185,677.00	29,157.64
52710	Sheriff-Jail	2,331,279.57	2,741,849.00	410,569.43
52712	Sheriff-Electronic Monitoring	164,322.04	221,737.00	57,414.96
52713	Sheriff-PT Transp/Safekeeper	1,330,843.34	1,388,247.00	57,403.66
52721	Sheriff-Jail Surcharge	13,728.13	100,000.00	86,271.87
	<b>Total Public Safety</b>	<b>11,040,791.82</b>	<b>13,141,748.00</b>	<b>2,100,956.18</b>
	<b>Public Works-Highway</b>			
53110	Hwy-Administration	290,163.56	334,628.00	44,464.44
53120	Hwy-Engineer	168,290.22	232,838.00	64,547.78
53191	Hwy-Other Administration	290,927.31	323,806.00	32,878.69
53210	Hwy-Employee Taxes & Benefits	(451,110.48)		451,110.48
53220	Hwy-Field Tools	(10,748.70)	13,400.00	24,148.70
53230	Hwy-Shop Operations	295,741.48	331,129.00	35,387.52
53232	Hwy-Fuel Handling	(25,892.17)	12,100.00	37,992.17
53240	Hwy-Machinery Operations	(1,069,129.91)	2,173,434.00	3,242,563.91
53260	Hwy-Bituminous Ops	149,033.25	230,902.00	81,868.75
53262	Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01
53266	Hwy-Bituminous Ops	1,918,018.45	1,762,924.00	(155,094.45)
53270	Hwy-Buildings & Grounds	201,778.87	181,436.00	(20,342.87)
53290	Hwy-Salt Brine Operations	41,503.61		(41,503.61)
53291	Hwy-Salt Brine Operations	1,262.93		(1,262.93)
53281	Hwy-Acquisition of Capital Assets	9,300.00		(9,300.00)
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00
53311	Hwy-Maint CTHS Patrol Sectn	1,449,827.58	1,701,201.00	251,373.42
53312	Hwy-Snow Remov	1,095,255.80	947,088.00	(148,167.80)
53313	Hwy-Maintenance Gang	127,424.75	107,015.00	(20,409.75)
53314	Hwy-Maint Gang-Materials	2,230.49		(2,230.49)
53320	Hwy-Maint STHS	1,257,984.78	1,386,445.00	128,460.22
53323	Hwy-Maint STHS PBM	59,684.25		(59,684.25)
53330	Hwy-Local Roads	1,163,469.56	1,190,217.00	26,747.44
53340	Hwy-County-Aid Road Construction	815,672.58	440,617.00	(375,055.58)
53341	Hwy-County-Aid Bridge Construction	207,310.61	200,422.00	(6,888.61)
53490	Hwy-State & Local Other Services	474,875.01	555,842.00	80,966.99
	<b>Total Public Works-Highway</b>	<b>8,493,450.82</b>	<b>12,248,116.00</b>	<b>3,754,665.18</b>
	<b>Health and Human Services</b>			
54121	Health-Public Health	1,525,187.26	1,808,272.00	283,084.74

11/22/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Departments  
 Saturday, November 30, 2019

		2019		
		Actual	Budget	Variance
				Variance %
54122	Health-WIC Program	327,887.39	359,800.00	31,912.61
54128	Health-Public Health Grants	71,846.49	67,205.00	(4,641.49)
54129	Humane Officer	39,645.54	35,485.00	(4,160.54)
54130	Health-Dental Sealants	94,516.15	114,654.00	20,137.85
54132	Adams-Juneau Sanitation	291,143.07	307,487.00	16,343.93
54210	Edgewater-Nursing	3,486,699.75	4,320,403.00	833,703.25
54211	Edgewater-Housekeeping	118,065.19	130,363.00	12,297.81
54212	Edgewater-Dietary	618,236.83	742,634.00	124,397.17
54213	Edgewater-Laundry	50,019.47	54,322.00	4,302.53
54214	Edgewater-Maintenance	330,612.57	441,542.87	110,930.30
54217	Edgewater-Activities	151,740.21	184,131.00	32,390.79
54218	Edgewater-Social Services	142,455.13	152,037.00	9,581.87
54219	Edgewater-Administration	644,565.24	726,015.00	81,449.76
54220	Wood Haven TBI	(19.04)	897,983.00	898,002.04
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00
54317	Human Services Crisis Stabilization	236,315.53	291,153.00	54,837.47
54324	Norwood-SNF-CMI	982,090.21	1,146,558.00	164,467.79
54325	Norwood SNF TBI	718,909.91	728,974.00	10,064.09
54326	Norwood-Inpatient	3,052,716.27	3,524,103.00	471,386.73
54350	Norwood-Dietary	1,020,485.25	1,129,370.00	108,884.75
54351	Norwood-Plant Ops & Maint	565,985.91	675,913.00	109,927.09
54363	Norwood-Medical Records	228,304.08	261,726.00	33,421.92
54365	Norwood-Administration	1,068,648.12	1,199,527.00	130,878.88
54401	Human Services-Child Welfare	3,172,692.42	3,822,418.00	649,725.58
54405	Human Services-Youth Aids	2,441,058.20	3,343,095.00	902,036.80
54410	Human Services-Child Care	110,799.22	159,188.00	48,388.78
54413	Human Services-Transportation	314,979.01	449,566.00	134,586.99
54420	Human Services-ESS	1,309,319.23	1,466,547.00	157,227.77
54425	Human Services-FSET	2,869,272.69	3,176,589.00	307,316.31
54435	Human Services-LIEAP	88,625.92	120,256.00	31,630.08
54440	Human Services-Birth to Three	436,745.74	545,393.00	108,647.26
54445	Human Services-Childrens COP	43,487.50	177,844.00	134,356.50
54450	Human Services-Childrens Waivers	305,406.82	350,302.00	44,895.18
54455	Human Services-CSP	506,893.09	590,056.00	83,162.91
54460	Human Services-OPC MH	1,014,656.36	1,516,881.00	502,224.64
54465	Human Services-CCS	1,982,568.63	2,288,081.00	305,512.37
54470	Human Services-Crisis Legal Svc	891,034.45	979,664.00	88,629.55
54475	Human Services-MH Contr COP	497,347.39	1,393,677.00	896,329.61
54480	Human Services-OPC AODA	376,980.62	428,196.00	51,215.38
54485	Human Services-OPC Day Treatment	51,748.25	84,601.00	32,852.75
54495	Human Services-AODA Contract	33,777.82	126,100.00	92,322.18
54500	Human Services-Administration	3,064,794.82	3,508,916.00	444,121.18
54611	Aging-Committee on Aging		198,278.00	198,278.00
54710	Veterans-Veterans Relief	5,849.27	9,236.00	3,386.73
54720	Veterans-Veterans Service Officer	298,024.41	344,334.00	46,309.59
54730	Veterans Relief Donations	280.92	300.00	19.08
54740	Veterans-Care of Veterans Graves	1,264.00	2,865.00	1,601.00
54750	Veterans-WDVA Grant	10,248.45	11,058.00	809.55
	Total Health and Human Services	35,593,911.76	44,420,598.87	8,826,687.11
	<b>Culture, Recreation and Education</b>			19.87%
55112	County Aid to Libraries	977,892.57	977,893.00	0.43
55210	County Parks	1,454,174.03	1,679,377.00	225,202.97
55441	Maintenance Snowmobile Trails	112,299.32	88,591.81	(23,707.51)
55442	ATV Maintenance	10,139.51	11,370.00	1,230.49
55460	Marshfield Fairgrounds	25,000.00	25,000.00	
55620	UW-Extension	323,937.86	524,198.00	200,260.14
55630	UW-Extension Center-Marshfield	47,872.00	47,872.00	
55650	UW-Extension Junior Fair	32,000.00	32,000.00	
55660	UW-Extension Projects	27,793.85	17,700.00	(10,093.85)
	Total Culture, Recreation and Education:	3,011,109.14	3,404,001.81	392,892.67
	<b>Conservation and Development</b>			11.54%
56111	State Forestry Roads	3,426.76	7,000.00	3,573.24
56121	Land Conservation	253,478.31	292,602.00	39,123.69
56122	DATCP Grant	210,356.40	314,582.00	104,225.60
56123	Wildlife Damage Abatement	35,999.60	61,019.00	25,019.40
56125	Non-Metalic Mining Reclamation	36,500.21	40,288.00	3,787.79
56126	MDV	254.88	1,390.00	1,135.12
56128	Mill Creek	4,640.88	22,000.00	17,359.12
56310	County Planner	342,863.91	387,027.00	44,163.09
56320	Land Record	83,989.17	246,750.00	162,760.83
56340	Surveyor	20,480.12	44,304.00	23,823.88

11/22/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
All Departments  
Saturday, November 30, 2019

		2019			
		Actual	Budget	Variance	Variance %
56730	Transp & ED-Airport Aid	17,500.00	13,384.00	(4,116.00)	(30.75%)
56740	Payment in Lieu of Tax	77,344.10	77,345.00	0.90	0.00%
56750	Transp & Economic Develop	107,270.00	145,191.00	37,921.00	26.12%
56780	CDBG-ED	35,025.08	35,000.00	(25.08)	(0.07%)
56911	State Wildlife Habitat	567.00	2,500.00	1,933.00	77.32%
56913	Park & Forestry Capital Proj	202,667.32	359,330.00	156,662.68	43.60%
56943	Private Sewage System	170,326.68	261,793.00	91,466.32	34.94%
	Total Conservation and Development	1,602,690.42	2,311,505.00	708,814.58	30.66%
	<b>Capital Outlay</b>				
57120	Cap Projects-Gen Government	358,896.23	375,000.00	16,103.77	4.29%
57121	Cap Projects-Parks	34,035.19	75,300.00	41,264.81	54.80%
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	3,387,672.63	2,313,082.00	(1,074,590.63)	(46.46%)
57410	Cap Projects-Human Services	847.96		(847.96)	0.00%
57412	Cap Projects-Edgewater	148,263.96	169,000.00	20,736.04	12.27%
57420	Cap Projects-Norwood	331,694.36	357,477.00	25,782.64	7.21%
57610	Cap Projects-Cons & Dev-Vehicles	34,000.00	34,000.00		0.00%
57640	UW Remodeling/Construction	30,441.66	70,500.00	40,058.34	56.82%
57930	Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
57940	Depreciation & Amortization	316,606.90		(316,606.90)	0.00%
	Total Capital Outlay	4,668,718.86	3,658,696.00	(1,010,022.86)	(27.61%)
	<b>Debt Service</b>				
58140	Debt Service Principal-Highway	3,400,000.00	3,400,000.00		0.00%
58240	Debt Service Interest-Highway	568,619.17	568,620.00	0.83	0.00%
58295	Paying Agent & Fiscal Charges	31,000.00		(31,000.00)	0.00%
	Total Debt Service	3,999,619.17	3,968,620.00	(30,999.17)	(0.78%)
	<b>Other Financing Uses</b>				
59210	Transfers to General Fund	4,695,177.15	6,487,267.00	1,792,089.85	27.62%
59270	Transfer to Internal Service		(187,012.00)	(187,012.00)	100.00%
	Total Other Financing Uses	4,695,177.15	6,300,255.00	1,605,077.85	25.48%
	<b>TOTAL EXPENDITURES</b>	<b>93,354,202.10</b>	<b>115,733,400.81</b>	<b>22,379,198.71</b>	<b>19.34%</b>
	<b>NET INCOME (LOSS) *</b>	<b>(2,697,866.88)</b>	<b>(8,727,628.00)</b>	<b>6,029,761.12</b>	<b>(69.09%)</b>



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

November 30, 2019

To: Wood County Executive Committee

From: Kimberly McGrath, Director- Human Resources

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

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### Human Resources Activity

	November 2019	2019 Year-to-Date
Applications Received	333	1,310
Positions Filled	17	133
Promotions/Transfers	3	27
New Hire Orientations	10	68
Terminations, Voluntary	8	72
Terminations, Involuntary	3	11
Retirements	2	8
Exit Interviews	3	32

### Human Resources Narrative

#### General Highlights

1. All Annual Performance Evaluations are due to HR by December 6<sup>th</sup>. Throughout the month, met with several managers and oversight committees to answer questions and provide feedback on the process and forms.
2. Benefit open enrollments forms were due back November 11<sup>th</sup>. All enrollment data is currently being processed with our various vendors to ensure a successful January implementation.
3. The HR Coordinator was elected Communications Chair of the Stevens Point Area Human Resources Association (SPAHR) Board in November. Her two year term will commence January 1, 2020.

#### Meetings & Trainings

1. Attended the Executive Committee meeting on November 5<sup>th</sup> where the HR topics addressed were: an introduction of the Safety & Risk Specialist and Department Head Performance Evaluations.
2. Attended the Judicial & Legislative Committee on November 1<sup>st</sup> to introduce the Safety & Risk Specialist and provide an overview of the Department Head Performance Evaluation process.
3. Attended the Highway, Infrastructure, and Recreation Committee on November 7<sup>th</sup> to provide an overview of the Department Head Performance Evaluation process.
4. Attended County Board on November 12<sup>th</sup>.
5. Attended the Criminal Justice Coordinator Adhoc Committee on November 15<sup>th</sup>.



6. Attended the Department Head meeting on November 20<sup>th</sup> to discuss the topic of employee recognition.
7. Held a conference call with Jeff Kortess, employee engagement and retention speaker, on November 25<sup>th</sup> to prepare for the Department Head Retreat taking place on December 10<sup>th</sup>.
8. Staff attended various meetings including:
  - a. Wellness Committee Meeting on November 19<sup>th</sup>.
  - b. RuderWare Labor Law Conference on November 7<sup>th</sup>.
  - c. Webinar on "Implementing an HSA? What Your FSA Participants Need to Know" on November 19<sup>th</sup>.
  - d. Wisconsin Department of Workforce Development's Fall Workers' Compensation seminar on November 13<sup>th</sup> and 14<sup>th</sup>.

#### **Benefits**

1. 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.
2. Processed and prepared monthly COBRA remittance, TASC admin fees, quarterly EAP fees, and turnover reports.
3. Reconciled monthly invoices for health, dental, vision, life, and disability insurances.
4. Collected and reviewed all Open Enrollment Benefit Election forms.
5. Entered open enrollment benefit elections in HRMS for all benefit eligible employees.
6. Completed enrollment changes via vendor websites for Vision and Dental enrollments.
7. Processed the enrollment file and uploaded to Anthem's secure site for 2020 medical enrollments.

#### **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 job descriptions.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Scheduled multiple post-offer, pre-employment drug tests and forwarded the results. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of the position being filled.
5. Posted positions on Cyber Recruiter, Job Net, Indeed, and the Wood County Employment Opportunities sites (along with any other position-specific websites): Administrative Services 4 – Intake, Family Resource Coordinator – Youth Justice, Social Worker – Initial Response (2), Economic Support Specialist, Dispatcher, Family Interaction Worker, Social Work Supervisor – Ongoing (2), Legal Administrative Assistant (2), Crisis Mental Health Therapist, Mental Health Clinician (Licensed), Medical First Responder, Social Worker – Ongoing, Social Worker – Initial Assessment, and RN/CNA/LPN - Edgewater.
6. Interviews scheduled for the following positions: CCS/CSP Service Facilitator, Part-time Deputies, and Administrative Services 4.
7. References/Background/Degree verifications made regarding the following positions: Mechanic, Social Worker – Ongoing, and Crisis Interventionists.
8. Offers made and accepted regarding the following positions: Case Worker, Social Worker – Ongoing, Energy Data Analyst, Mechanic, Corrections, and CCS/CSP Service Facilitator.

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>
--------------------------	-------------------	-----------------	---------------

Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple)	Ongoing recruitment
Replacement	Child Support	Case Worker – Paternity	Filled
Replacement	Child Support	Administrative Services 4	Interviewing
Replacement	Dispatch	Dispatcher-Vacancy & Establish List	Deadline 1/1/20
New	District Attorney	Legal Administrative Assistant	Deadline 12/3/19
New	District Attorney	Legal Administrative Assistant	Deadline 12/3/19
New	Health	Environmental Health Asst/Spec.	Deadline 12/10/19
Replacement	Highway	Mechanic	Filled
Replacement	Human Services	Psychiatrist	Filled
Replacement	Human Services	Crisis Interventionist - Casual	Offer Pending
Replacement	Human Services	Crisis Interventionist – Casual	Filled
Replacement	Human Services	Crisis Interventionist – Part-time	Filled
New	Human Services	Economic Support Specialist	Deadline 12/1/19
Replacement	Human Services	Social Worker (Initial Assessment)-3	Deadline 11/25/19
New	Human Services	Social Worker (Initial Assessment)	Deadline 12/8/19
Replacement	Human Services	Social Worker – Ongoing/FSET	Filled
Replacement	Human Services	Social Worker (Ongoing)	Filled
Replacement	Human Services	Family Resource Coord-Youth Justice	Deadline 11/13/19
New	Human Services	Social Work Supervisors (2)	Deadline 12/1/19
New	Human Services	Crisis Mental Health Therapist	Deadline 12/10/19
New	Human Services	Social Worker (Ongoing)	Deadline 12/8/19
Replacement	Human Services	Crisis Interventionists – 2 Full-time	Deadline 12/19/19
New	Human Services	Mental Health Clinician (Licensed)	Deadline 12/16/19
Replacement	IT	PC Technician	Filled
New Position	Norwood	COTA, Occupational Therapist, Dietary Aide, Cook, RN, LPN and CNA's Multiple	Ongoing recruitment by Norwood
Replacement	Park & Forestry	Medical First Responders	Deadline 12/9/19
Replacement	Sheriff	Patrol Sergeant	Filled
Replacement	Sheriff	Deputy Sheriff-Eligibility List	Deadline 1/5/20
Replacement	Sheriff	Corrections Officer	Filled
Replacement	Sheriff	Part-Time Deputies (Reserves)	Backgrounds/Refs
Replacement	UW Extension	Project Intern-Energy Data Analyst	Filled

### **Safety, Risk, and Liability**

1. Continuing to work with Aegis to close out June power surge claim and with Emergency Management to close out July storm damage claims for the County.
2. Working on 2020 insurance renewals with Aegis, ReleaseGuard, ProAssurance, and various other insurance providers.
3. Archiving and filing property/liability and workers' compensation claims files from 2007-present.
4. Met with the Finance Director on November 12<sup>th</sup> to discuss reconciliation of the Workers Compensation accounts and on November 26<sup>th</sup> to discuss the Property & Liability Insurance premiums budgeted. Prepared a resolution for a budget amendment related to deductible expenditures not included in the 2019 budget.
5. The following claims are currently open:

#### **New Workers' Compensation Claims (4)**

- a) 11/6/19 – Human Services – Employee slipped on ice while off-site, suffered knee injury (surgery required)
- b) 11/16/19 – Sheriff's – Employee was assisting with uncooperative inmate, fractured ankle (surgery required)

- c) 11/16/19 – Sheriff's – Employee was assaulted while assisting with uncooperative inmate
- d) 11/26/19 – Highway – Employee sustained lower back injury while installing snow fence

**Open Workers' Compensation Claims (4)**

- a) 3/28/19 – Edgewater – Employee slipped and fractured wrist during patient care (surgery required)
- b) 6/11/19 – Sheriff's – Employee suffered gunshot wound while dealing with uncooperative subject (surgery required)
- c) 9/19/19 – Norwood – Employee sustained contusions to head and neck from a combative resident
- d) 10/7/19 – Highway – Employee incurred medical only expenses after near-miss accident on highway

**New Property/Vehicle Damage Claims (1)**

- a) 11/15/19 – Damage to Sheriff's squad from car vs. deer collision (est. \$5,332.12)

**Open EEOC/ERD Claims (2)**

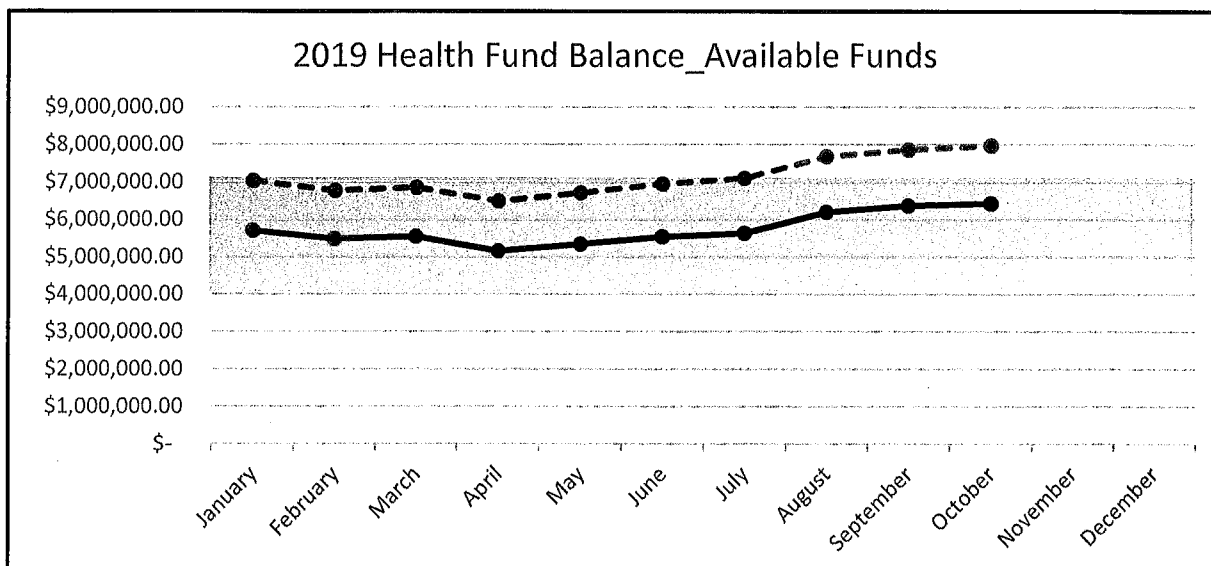
- a) 9/16/19 - Claim alleging violation of the Wisconsin Fair Employment Act- submitted our position statement to the ERD on October 11<sup>th</sup>
- b) 6/21/19 - Related to a 2016 claim alleging violation of the Wisconsin Fair Employment Act- Wood County successfully defended the claim at the Initial Determination stage and again after a four-day Hearing to Determine Probable Cause. The Complainant has appealed to the Labor and Industry Review Commission (LIRC). On October 4<sup>th</sup> Counsel submitted the County's Reply Brief in Opposition to the Petition for Review.

**Other**

1. Facilitated New Hire Orientation on November 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, and 25<sup>th</sup>.
2. Conducted exit interviews on October 30<sup>th</sup> and November 8<sup>th</sup> including benefit and payout information.
3. Provided Department Heads with lists of outstanding performance evaluations in their departments to prepare for the upcoming deadline of December 6<sup>th</sup>. Many evaluations have been received, and a final reminder will be going out on November 27<sup>th</sup>.
4. Sent Quarter 4 DOT Random letters, due December 2<sup>nd</sup>.
5. Completed multiple questionnaires for Unemployment Insurance and reconciled and processed the October Unemployment Insurance payment.
6. Processed multiple HR, Wellness, and Safety & Risk vouchers for payment.
7. Replied to multiple requests from surrounding counties with varied information.
8. Held weekly team meetings and bi-weekly individual staff meetings to discuss and provide updates on the department's progress towards our 2019 goals.
9. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

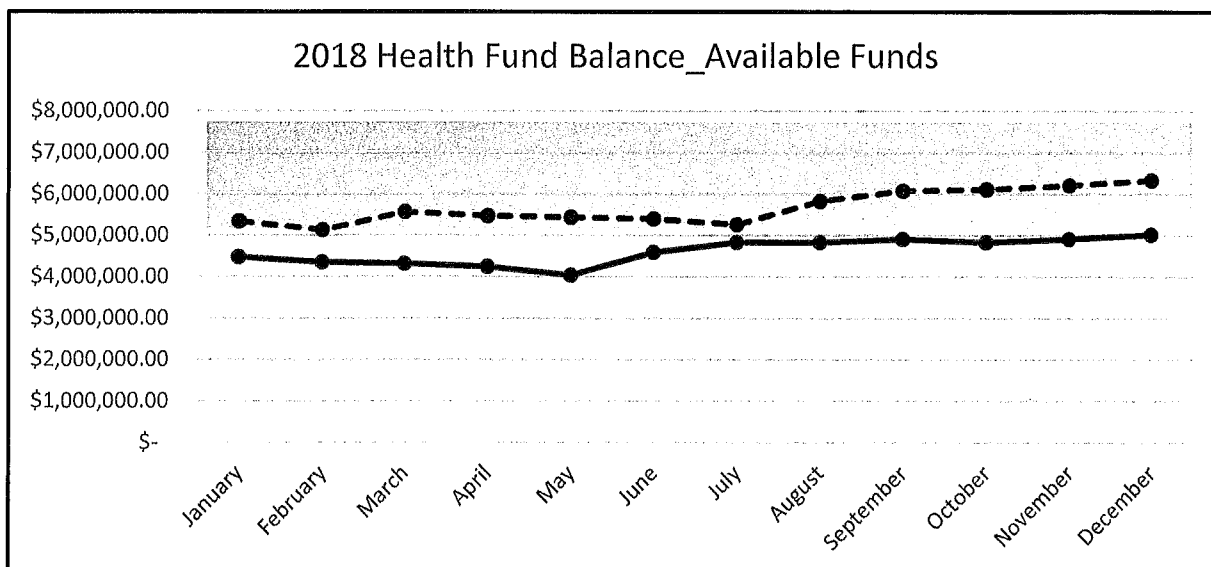
**For specific information on HR activities, please contact the HR Department.**

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	\$ 7,088,744.49	\$ 5,617,057.79	\$ 5,247,789.82	\$ 4,822,978.42
August	\$ 7,670,878.32	\$ 6,182,575.07	\$ 5,817,203.30	\$ 4,820,156.19
September	\$ 7,858,325.78	\$ 6,358,024.31	\$ 6,067,797.47	\$ 4,901,947.05
October	\$ 7,964,236.62	\$ 6,416,974.66	\$ 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



2019 Total Balance - Dashed Line

2019 Available Funds - Solid Line



2018 Total Balance - Dashed Line

2018 Available Funds - Solid Line



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

**November 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. Industry 4.0 Cyber Safety Awareness training was assigned to all employees.
2. Expanded the Land & Water Conservation's new TreeSales system that was developed in-house by building custom reports.
3. Revamped IT's internal Project Management System by building a new version. This software is utilized within the IT department to manage project workload.
4. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The kickoff meeting for Edgewater Haven Matrix upgrade to CareAssist has been scheduled for early December.
5. 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. Preparation for property tax bill writing was completed.
6. Discovery for a Highway Department permit system is complete. Configuration and specification for RtVision OneGov permit solution continues. This system will provide online permit applications and payments processing.
7. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. The Sheriff Department migration to real time vacation is complete and ready for the 2020 deployment.
8. 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.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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9. Completed and submitted pre-installation documents provided by the state DOJ for upgrades to the Digital Audio Recorder, DAR, system in Branch III and the Reserve Courtroom.
  10. Began work with Insight (vendor) Engineering on Demand for the Rapids City Hall to Courthouse Site-to-Site VPN. Provided Insight with requirements and existing device configuration files.
  11. Worked with Spectrum to complete network interface installation at Cornerstone's new location at City Hall Plaza.
  12. Network staff continue to work with Marshfield Clinic on testing the possibility of using the new WebEx Room Kit for Telehealth. This is for the TBI unit that is being relocated from Norwood to Edgewater.
  13. Began transitioning systems to the new Citrix Environment. This month programs were installed and configured on the new servers. New CIS, Countywide Law Enforcement Software, servers have been configured and are ready for IBR, Incident Based Reporting, testing.
  14. Identified an issue with one of the AC units in the County Datacenter. Network staff worked with Maintenance and the vendor, Tweet/Garot to address the issue to the unit is now functioning correctly.
  15. Placed a new PC across from the Courthouse Security checkpoint. This gives the checkpoint staff the ability to access the County camera system while still manning the station.
  16. During the HR remodel the construction crew cut HR's fax line. Network staff provided a temporary route so that HR could continue to receive faxes while a new fax line was run.
  17. Staff continues to work on updating internal documentation of the County network as multiple recent changes must be added. This will also provide a real time status view into the County network which gives IT staff the ability to identify network issues quicker.
  18. Worked with Human Services Cornerstone to set up their Out Patient Clinic branch office for video chat with doctors. This was the final step in the move from the 4th street location to Marshfield City Hall Plaza and also the final step in Cornerstone's certification for the Out Patient clinic in this location.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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19. Started working with the County Clerk department to move to a digital setup for committee and county board packets. This project will be ongoing through the first quarter of next year. Once completed, this project will save the County Clerk department time, allow for more accessibility in the packets, and have better control over deadlines.
  20. Worked with Human Services to move a printer from Marshfield to Wisconsin Rapids. This printer is needed for the new doctor that starts in December. It also was a strategic move for Human Services in reducing the overall printers in the department.
  21. Organized and attended, along with programming staff, a full day demo for Streamline SmartCare for the Human Services department. SmartCare is an alternative to our current electronic health record system, TCM. A follow-up meeting was also held on what steps we needed to take going forward before we decide if SmartCare is the right system for Wood County. This project will be ongoing if Streamline is picked as a vendor for the next year or more.
  22. Migrated the Health WIC Facebook page over to the county policy and setup for social media. Social media sites under the county policy and the Social Media Coordinator's control provides the best security regarding site access and published content.
  23. Currently working with Maintenance and vendor, Gappa, to upgrade security systems at the courthouse. This will help the Sheriff Department with Courthouse security by popping up a camera view when someone rings the doorbell at the maintenance shop door. It will also help with migrating employee photos from the door control system into the County email system, Outlook. Email containing the sender/employee photo has been requested by numerous departments.
  24. In November, IT acquired the rights to the woodcountywi.gov domain. This was a recommendation from both the State Department of Enterprise Technology and federal Department of Homeland Security. Utilizing a dotgov domain increases the security of the County's Domain and will help prevent cyberattacks.
  25. Installed an End Point Management software on all Elections PC's in the County Clerk's Department. This was a software package provided by the State to help ensure that all computers connecting to the State Elections system meet security requirements.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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26. For the month of October, 495 helpdesk requests were created, with staff completing 497 tickets and leaving 172 open requests. These numbers represent service requests from departments throughout the County.
  27. IT continues to implement new ServiceDesk Desktop Central software. This software will improve software management on County devices by identifying software that is in need of upgrade. Updated software ensures that the County network is secure by allowing us to quickly identify and address vulnerabilities. This software will also allow IT to be more efficient when deploying computers to users.
  28. Data migration planning continues as we prepare to eliminate the SharePoint software.
  29. Continued work with the Health Department, Environmental Health Division, on software needs for their expanded well water testing programs. The new software has been deployed and Environmental Health staff are now entering water sample information and testing results. Work continues on further customizing data entry screens, and building data exports and mail merges for results letters.
  30. Continued work with the Parks and Forestry Department to improve the Park Reservations system.
  31. Continued work with the Health Department on a new mobile-friendly design for their department on the public website.
  32. Staff attended two ribbon cutting ceremonies. The Solar Array event at Nepco Lake and the new Cornerstone location on second floor of Marshfield City Hall Plaza.





# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

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### Letter of Comments November 2019

#### 1. Ongoing Projects and Planning

- a. District Attorney – In the coming month I will be working to assemble bidding documents for the DA's office remodeling. This project will be one of the first to get started in 2020.
- b. Jail Chiller replacement – The chiller has been shipped from the factory and should be installed within the next few weeks.
- c. Edgewater Haven – Bids for the 2020 project have been received and reviewed. Contracts are being drafted and should allow an early January start date as planned.
- d. Victim/Witness – There appears to have been some confusion regarding the timeline for moving the Victim/Witness (V/W) office. At its October meeting, the Executive Committee approved relocating the V/W office to the south end of second floor, across from Human Resources. There was no timeline set by the Committee, and my intent was to complete the move in 2020 along with some of the other remodeling taking place. Since a few Committee members have questioned why the move wasn't going to happen sooner, the timeline for relocating the V/W office should be clarified by the Committee.

#### 2. Miscellaneous

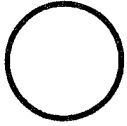
- a. Attended: Executive Committee, J&L, Health & Human Services, Department Head and County Board meetings.
- b. Participated in ribbon cutting ceremonies for both the Nepco Solar project and the relocation of Human Services Cornerstone office.

## **TREASURER'S REPORT**

12-03-2019

By: H. Gehrt

1. Attended Executive Committee meeting on November 5.
2. Hosted an evening software training for the newer treasurer's and more seasoned treasurer's on November 6.
3. Attended County Board Meeting on November 12.
4. Locked up properties that were tax deeded at the October meeting with the Sheriff's Department and Maintenance Department on October 14. These properties will be held over the winter and sold in the Spring. There will be a possibility of one more property to tax deed this year.
5. In a final effort to get delinquent tax payers to pay before the new tax bills come out, there were 756 delinquent notices sent out with the November pay off amounts.
6. Attended Department Head Meeting on November 20.
7. All mill rate tax calculation sheets have been distributed to the municipalities to enter in their information. Once completed, the municipality will mail back to the county, where the numbers will be double checked and then the tax bills printed.
8. All Department reviews were completed and submitted to Human Resources before the deadline.
9. Our office has been busy running tax bills. As of this report, there are 2 municipalities that has not returned their sign off on special assessment/special charges and 20 municipalities that have not turned in any information for us to begin to process their taxes. We have had 5 municipalities pick up tax bills, but are also waiting on 9 others to pick up their tax bills.



## RESOLUTION#

 Introduced by  
Page 1 of 1

Executive Committee

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

**INTENT & SYNOPSIS:** To amend the 2019 budget for Property & Liability Insurance (51931) for deductible expenditures not included in the 2019 budget process:

**FISCAL NOTE:** Transfer of \$10,000 from the Wood County contingency fund balance which is currently at \$281,639. Unanticipated revenue from FEMA of \$25,000 will be received to cover a portion of the unanticipated expenditures.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			

Account	Account Name	Debit	Credit
51931	Property & Liability Insurance		\$35,000
51590	Wood County Contingency Fund	\$10,000	
43300	FEMA Funds	\$25,000	

**WHEREAS,** Property Insurance deductible costs were greater than anticipated due to an unforeseen power surge at River Block and storm damage, and

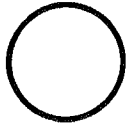
**WHEREAS,** \$25,000 in reimbursement funds from FEMA, and

**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.

**THEREFORE BE IT RESOLVED,** to amend the Property & Liability (51931) 2019 budget of \$35,000 with unanticipated revenues (43300) of

\$25,000 and with a transfer from the contingency fund (51590) for \$10,000 to fund the above unanticipated expenditures and any unspent appropriations will be returned to the contingency fund balance.

**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a class I notice of this budget change within 10 days.



## RESOLUTION#

Introduced by  
Page 1 of 1

Health and Human Services Committee & Executive Committee

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

**INTENT & SYNOPSIS:** To Amend the 2019 budget for Edgewater Haven Dietary (54212) for the purpose of funding the Capital Purchase necessary to replace the current Dietary Water Heater with a new Water Heater.

**FISCAL NOTE:** To transfer \$13,000 from Available Contingency (51590) to the Edgewater Dietary Function (54212). At the time of this request the funds available in contingency are \$281,639. The adjustment to the budget is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			

Account	Account Name	Debit	Credit
54212	Edgewater Dietary		\$13,000
51590	Contingency	\$13,000	

**WHEREAS,** a new Hot Water Heater is required to replace the current one in Dietary which has expired and has been determined to irreparable, and

**WHEREAS,** not replacing the Dietary Water Heater is not an option and delay on the replacement could result in an Immediate Jeopardy Citation due to dishwasher water temperatures not reaching 180 degrees to properly sanitize dishes, and

**WHEREAS,** rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual cost will exceed the budget at a function level", and

**WHEREAS,** the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures, and

**THEREFORE BE IT RESOLVED,** to amend the Wood County Budget for 2019 and to transfer \$13,000 from the Contingency Account (51590) to the Edgewater Dietary (54212) function, and

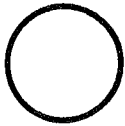
**BE IT FURTHER RESOLVED,** that pursuant to Wis. Stats. 65.90 (5) the County Clerk is directed to publish a Class 1 notice of the budget change within 10 days.

Douglas Machon, Chair

William Winch

48

William Clendenning



## RESOLUTION#

SK

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

**INTENT & SYNOPSIS:** To amend the 2019 ADAMS-JUNEAU budget for additional revenue and expenditures unanticipated during the original budget process.

**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54130	ADAMS-JUNEAU		38,853
44100	Licensing Revenue	27,692	
48540	Other Grants	11,161	

Source of Money: Licensing Fees, Other Grants (AGC), budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

**WHEREAS** revenues generated by the department will be higher than anticipated by \$38,853 due to additional licensure fee collections and grant funding, and

**WHEREAS** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$38,853, and

**WHEREAS** the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, 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",

**NOW THEREFORE BE IT RESOLVED** to amend the Wood County

ADAMS-JUNEAU (54130) budget for 2019 by appropriating \$27,692 of unanticipated revenue from licensing fees into the Licenses/Permits revenue account (44100) and \$11,161 of unanticipated grant funds from the Armenia Growers Coalition into the Private Grants/Other revenue account (48540),

**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.

## EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

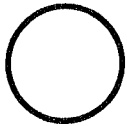
BILL CLENDENNING

ADAM FISCHER

KEN CURRY

WILLIAM WINCH

DENNIS POLACH



## RESOLUTION#

## Motion:

Adopted: ☐1<sup>st</sup>Lost: ☐2<sup>nd</sup>Tabled: ☐No: ☐Yes: ☐Absent: ☐

Number of votes required:

☐

Majority

☒

Two-thirds

Reviewed by:

PAK

, Corp Counsel

Reviewed by:

MAC

, Fin. Dir.

**INTENT & SYNOPSIS:** To amend the 2019 GRANTS budget for additional revenue and expenditures unanticipated during the original budget process.

**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54128	GRANTS		13,000
43557	State Grants	13,000	

Source of Money: Department of Health Services, Division of Public Health, budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

**WHEREAS** revenues generated by the department will be higher than anticipated by \$13,000 due to additional grant funding, and

**WHEREAS** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$13,000, and

**WHEREAS** the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, 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",

**NOW THEREFORE BE IT RESOLVED** to amend the Wood County GRANTS (54128) budget for 2019 by appropriating \$13,000 of unanticipated revenue from the Department of Health Services into the state grant revenue account (43557),

**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.

## EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

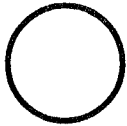
BILL CLENNENING

ADAM FISCHER

KEN CURRY

WILLIAM WINCH

DENNIS POLACH



## RESOLUTION#

Introduced by

Health &amp; Human Services Committee and Executive Committee

Page 1 of 1

Committee

SK

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

**INTENT & SYNOPSIS:** To amend the 2019 WIC budget for additional revenue and expenditures unanticipated during the original budget process.

**FISCAL NOTE:** No cost to Wood County. The adjustment to the budget is as follows:

Function	Account Name	Debit	Credit
54122	WIC		41,541
43554	State Grants	41,541	

Source of Money: Department of Health Services, Division of Public Health, budgeted expenditures are being increased by the same amount as the unanticipated funding sources.

**WHEREAS** revenues generated by the department will be higher than anticipated by \$41,541 due to additional grant funding, and

**WHEREAS** expenditures of the above functions are anticipated to exceed the originally adopted budget by \$41,541, and

**WHEREAS** the reasons for the over expended functions have been adequately justified to the Health and Human Services Committee, 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",

**NOW THEREFORE BE IT RESOLVED** to amend the Wood County WIC (54122) budget for 2019 by appropriating \$41,541 of unanticipated revenue from the Department of Health Services into the state grant revenue account (43554),

**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.

## EXECUTIVE COMMITTEE

DOUG MACHON (CHAIR)

DONNA ROZAR

BILL CLENDENNING

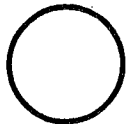
ADAM FISCHER

KEN CURRY

WILLIAM WINCH

DENNIS POLACH

51



## RESOLUTION#

Introduced by  
Page 1 of 2

Executive Committee

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

**INTENT & SYNOPSIS:** To amend the 2019 budget for the Human Services, Norwood Health Center and Edgewater Haven programs for transfer of available appropriations to functions where actual expenditures are recorded.

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

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			

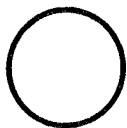
Account	Account Name	Debit	Credit
54325	Norwood SNF/BI		\$70,000
54326	Norwood Inpatient		\$75,000
54350	Norwood Dietary		\$25,666
54317	Norwood Bridgeway/Crisis		\$5,000
54324	Norwood SNF-CMI	\$ 25,666	
54351	Norwood Maintenance	\$5,000	
54220	Edgewater Woodhaven TBI	\$170,000	
54213	Edgewater Laundry		\$3,000
54218	Edgewater Social Services		\$10,000
54219	Edgewater Administration		\$12,000
54410-35	Community Resources Division		\$85,000
54500	Community Administrative Division		\$35,000
54455-95	Mental Health/AODA Division	\$120,000	

**WHEREAS,** the programs requiring transfers in Norwood SNF/BI (54325), Norwood Inpatient (54326), Norwood Dietary (54350), Norwood Bridgeway/Crisis (54317), Edgewater Laundry (54213), Edgewater Social Services (54218), Edgewater Administration (54219), Community Resources Division (54410-35) and Community Administrative Division (54500) are in fact where expenditures appropriated during the adoption of the 2019 budget will be recorded, and

**WHEREAS,** the programs making the transfers out Norwood SNF-CMI (54324), Norwood Maintenance (54351), Edgewater Woodhaven TBI (54220) and Mental Health/AODA Division (54455-95) are not expected to expend all amounts appropriated during the adoption of the 2019 budget, and

**WHEREAS,** rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual cost will exceed the budget at a function level”, and





ITEM#

DATE

December 17, 2019

**RESOLUTION#**

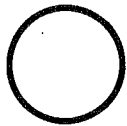
Effective Date: Upon passage and publication

Introduced by Executive Committee  
Page 2 of 2

Committee

**THEREFORE BE IT RESOLVED**, to amend the Wood County Budget for Norwood, Edgewater and Community programs to reflect the transfers out of appropriations from Norwood SNF-CMI (54324) of \$25,666, Norwood Maintenance (54351) of \$5,000, Edgewater Woodhaven TBI (54220) of \$170,000, and Mental Health/AODA Division (54455-95) of \$120,000; and the transfers in of appropriations of \$70,000 to Norwood SNF/BI (54325), \$75,000 to Norwood Inpatient (54326), \$25,666 to Norwood Dietary (54350), \$5,000 to Norwood Bridgeway/Crisis (54317), \$3,000 to Edgewater Laundry (54213), \$10,000 to Edgewater Social Services (54218), \$12,000 to Edgewater Administration (54219), \$85,000 to Community Resources Division (54410-35) and \$35,000 to Community Administration Division(54500), 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 the budget change within 10 days.



## RESOLUTION#

Introduced by  
Page 1 of 1

Executive Committee

ITEM#

1-7

DATE

December 17, 2019

Effective Date

Upon Passage &amp; Publication

## Motion:

Adopted:

1<sup>st</sup>

Lost:

2<sup>nd</sup>

Tabled:

No:

Yes:

Absent:

Number of votes required:

☐

Majority

☒

Two-thirds

Reviewed by: \_\_\_\_\_, Corp Counsel

Reviewed by: MAC, Finance Dir.

MAC

INTENT & SYNOPSIS: To amend the 2019 budget for Humane Officer (54129) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: To transfer \$15,000 from available balance in contingency (51590) to Humane Officer (54129). At the time of this request the funds available in contingency are \$281,639. The adjustment to the budget is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			

Account	Account Name	Debit	Credit
54129	Humane Officer		\$15,000
51590	Contingency	\$15,000	

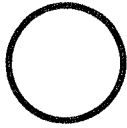
**WHEREAS**, the Wood County Humane Officer incurred a number of expenditures that were not anticipated during the 2019 budget; and

**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, and

**THEREFORE BE IT RESOLVED**, to amend the Wood County budget for 2019 to transfer \$15,000 from the Contingency Account (51590) to the Humane Officer (54129) 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#

Introduced by  
Page 1 of 1

Executive Committee

ITEM#

1 - 8

DATE

December 17, 2019

Effective Date

Upon Passage &amp; Publication

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

MAC

**INTENT & SYNOPSIS:** To amend the 2019 budget for UW Extension - Projects (55660) for the purpose of funding higher than anticipated expenditures.

**FISCAL NOTE:** To transfer \$12,000 from available balance in Fund Balance (34300) to UW Extension – Project (55660). The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
54129	UW Extension - Projects		\$12,000
34300	Fund Balance	\$12,000	

**WHEREAS,** the Wood County Humane Officer incurred a number of expenditures that were not anticipated during the 2019 budget; and

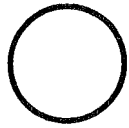
**WHEREAS,** rule 26 of the Wood County Board of Supervisors states that “an amendment to the budget is required any time the actual costs will exceed the budget at the function level”, and

**WHEREAS,** the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures, and

**THEREFORE BE IT RESOLVED,** to amend the Wood County budget for 2019 to transfer \$12,000 from Fund Balance (34300) to the UW Extension – Projects (55660) 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.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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 Executive Committee  
Page 1 of 1

**Motion:** Adopted: ☐  
 1<sup>st</sup> \_\_\_\_\_ Lost: ☐  
 2<sup>nd</sup> \_\_\_\_\_ Tabled: ☐  
 No: \_\_\_\_\_ Yes: \_\_\_\_\_ Absent: \_\_\_\_\_  
 Number of votes required:  
☐ Majority ☒ Two-thirds  
 Reviewed by: PAK, Corp Counsel  
 Reviewed by: MAC, Finance Dir.

**INTENT & SYNOPSIS:** To amend the 2019 budget for Circuit Court Branch III (51214) for the purpose of funding higher than anticipated expenditures.

**FISCAL NOTE:** To transfer \$10,000.00 from available balance in contingency (51590) to Circuit Court Branch III (51214). At the time of this request, the funds available in contingency are \$281,639.00. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51214	Circuit Court Branch III		\$10,000.00
51590	Contingency	\$10,000.00	

**WHEREAS,** Circuit Court Branch III incurred a number of expenditures that were not anticipated during the 2019 budget; and

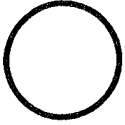
**WHEREAS,** these expenditures included:

- The expected costs from the retirement of an employee, resulting in a payout of accrued vacation,
- The expected costs of interpreters for a criminal case that required multiple in-person interpreters,
- The expected costs of prison transcripts, which is a new requirement in District 9 on all Pro Se Criminal OWI cases.

**THEREFORE BE IT RESOLVED,** to amend the Wood County Budget for 2019 to transfer \$10,000.00 from the Contingency Account (51590) to the Circuit Court Branch III (51214) 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.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	VACANT			
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#

1-10

DATE

December 17, 2019

Effective Date

Upon Passage &amp; Publication

Introduced by

Highway Infrastructure and Recreation and Executive

Page 1 of 2

Committee

jbp

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

INTENT & SYNOPSIS: To amend the 2019 budget of various Highway functions listed below for additional expenditures of \$299,408 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County.

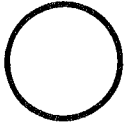
Source of Money: Available appropriations in revenues in excess of budget of \$254,901 and functions under budget of \$44,507.

The adjustment to the budget is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D.			
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			

Account	Account Name	Debit	Credit
43531	State Aid – Transportation	97,833	
47470	Dept Charges – Highway	157,068	
53240	Hwy-Machinery Operations	44,507	
53266	Hwy – Bituminous Ops		152,751
53313	Hwy – Maint. Gang		11,530
53314	Hwy – Maint Gang – Materials		2,230
53270	Hwy-Buildings & Grounds		4,317
53312	Hwy-Snow Removal		128,580

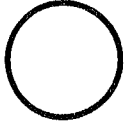
**WHEREAS**, final funding of expenditures for bituminous operations-maintenance, highway maintenance-gang, highway maintenance – gang materials, highway buildings and grounds, and highway snow removal are able to be funded by functions under budget, as well as higher than anticipated revenues, and

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

**WHEREAS**, Rule 26 of the Wood County Board of Supervisors states than “an amendment to the budget is required any time the actual costs will exceed the budget at the function level,” and

**THEREFORE, BE IT RESOLVED**, to amend the Wood County Highway budget for 2019 by appropriating unanticipated revenues of \$254,901 and functions under budget funds of \$44,507, and

**BE IT FURTHER RESOLVED** that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to publish a Class I notice of this budget change within 10 days.



## RESOLUTION#

ITEM#

1-11

DATE

December 17, 2019

Effective Date

Upon passage of publication

Introduced by  
Page 1 of 1

Highway Infrastructure &amp; Recreation &amp; Executive Committees

Committee

SMG

**INTENT & SYNOPSIS:** To provide for unanticipated revenue from the State of Wisconsin Department of Natural Resources to finance additional maintenance and grooming for the Wood County Snowmobile Trails for the winter of 2018-2019.

**FISCAL NOTE:** The costs to be funded in the 2019 budget are in lines 244-2102-55441-345 (expenditures) and 244-2102-43574 (revenues). The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
43574	State Aid Revenues	\$66,868.04	
55441	Snow Maintenance		\$66,868.04

**SOURCE OF MONEY:** State of Wisconsin Department of Natural Resources Snowmobile Trail Aids Grant.

**WHEREAS,** the additional expenses and revenues were not anticipated during the 2019 budget process, and

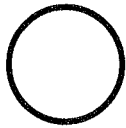
**WHEREAS,** the Snowmobile budget will incur expenses that were not anticipated in the 2019 budget less than the amount of additional revenues, and

**THEREFORE BE IT RESOLVED** to amend the 2019 Wood County Parks & Forestry Snowmobile Trail Aids budget for additional unanticipated revenues by appropriating \$66,868.04 of additional revenue (43574) monies to Parks & Forestry Maintenance Snowmobile Trails (55441), and

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

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

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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 \_\_\_\_\_ Executive Committee  
Page 1 of 1

ITEM#

1-12

DATE

December 17, 2019

Effective Date

December 17, 2019

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

CAK

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

**FISCAL NOTE:** Paid Amount **\$8,705.25**

**WHEREAS,** by Resolution No. 19-10-9, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 05-00262C, more particularly described as:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			

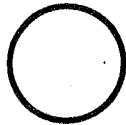
Lot 1 of Wood County Certified Survey Map No. 5782 (recorded in Volume 20 of Survey Maps at Page 82 as Document No. 780250) being part of the NE ¼ of the NE ¼ of Section 28, Township 22 North, Range 4 East, Town of Cranmoor, Wood County, Wisconsin, excepting therefrom all lands used, deeded or platted for highway purposes.

**WHEREAS,** Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

**WHEREAS,** it is beneficial for Wood County to sell to the former owner of this property because the funds received on November 7, 2019 will compensate the County in full for the amounts due and owing,

**THEREFORE BE IT RESOLVED,** that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.





## RESOLUTION#

Introduced by \_\_\_\_\_ Executive Committee  
Page 1 of 1

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

CAK

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

**FISCAL NOTE: Paid Amount \$12,526.86**

**WHEREAS**, by Resolution No. 19-10-9, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 18-00723F, more particularly described as:

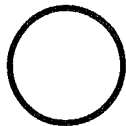
		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

That part of Lot 3 of Wood County Certified Survey Map No. 361 (recorded in Volume 2 of Survey Maps at Page 61 as Document No. 489690 (Ralph Coombs Certified Survey Map No. 1)) being part of the SW ¼ of the NE ¼ of Section 12, Township 21 North, Range 5 East, Town of Saratoga, Wood County, Wisconsin, described as follows: Commencing at the NE corner of Lot 2 of Wood County Certified Survey Map No. 361 (Ralph Coombs Certified Survey Map No. 1); thence running South along the East boundary line of said Lot 2, 315.25 feet; thence running East parallel to the North boundary line of said Ralph Coombs's Certified Survey Map No. 1, a distance of 413 feet; thence run North parallel to the Easterly line of Lot 2 of said Certified Survey Map, 315.25 feet to the North boundary line of said Certified Survey Map; thence West along the North line of said Certified Survey Map, 413 feet to the point of commencement.

**WHEREAS**, Wood County Ordinance 904 and Wis. Stat. § 75.35(3) authorizes Wood County to sell tax deed property back to the former owner upon payment of all taxes, interest, fees, and special charges and assessments,

**WHEREAS**, it is beneficial for Wood County to sell to the former owner of this property because the funds received on November 8, 2019 will compensate the County in full for the amounts due and owing,

**THEREFORE BE IT RESOLVED**, that the Wood County Board of Supervisors authorize the County Clerk to sell the above referenced property back to the former owner by Quit Claim Deed.



## RESOLUTION#

Introduced by \_\_\_\_\_ Executive Committee  
Page 1 of 1

ITEM#

1-14

DATE

December 17, 2019

Effective Date

December 17, 2019

Committee

CAK

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

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

<b>FISCAL NOTE: TAXES 2011 – 2018</b>	<b>\$56,340.51</b>
<b>PUBLICATION FEES</b>	<b>114.00</b>
<b>TAX DEEDING EXP.</b>	<b>204.73</b>
<b>TOTAL</b>	<b>\$56,659.24</b>

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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 **2011**. 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.

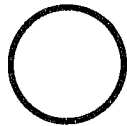
**WHEREAS,** Notice of Application for taking Tax Deed has been served on owners of record as provided by Section 75.12, Wisconsin Statutes.

**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.

24-00124H Lot 1 of Wood County Certified Survey Map No. 6357 (recorded in Volume 22 of Survey Maps at Page 57 as Document No. 816380) being part of the NW ¼ of the NW ¼ of Section 10, Township 22 North, Range 6 East, Village of Biron, Wood County, Wisconsin.

Taxes 2011-2018	\$56,340.51
Publication Fees	\$114.00
Tax Deed Expense	\$204.73

Property is located at 3241 Plover Rd, Village of Biron.



## RESOLUTION#

Introduced by Executive Committee  
Page 1 of 2

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

MAC

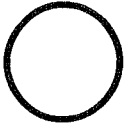
INTENT & SYNOPSIS: To show additional elements of committed and assigned governmental fund balance projected as of December 31, 2019:

FISCAL NOTE: Total committed and assigned governmental fund balance as of December 31, 2019 is projected to be \$9,341,940 detailed as Follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			

Account General Fund Committed	Account Name	Actual 12/31/2018	Projected 12/31/2019
51440	Clerk Elections	\$250,630	\$221,466
52530	Building Numbering	8,743	8,481
52130	Police Radio	10,853	10,853
54122	Public Health WIC	4,238	4,238
54128	Health-Grants	31,400	21,118
54130	Health-Dental Sealants	55,346	31,937
54132	Juneau/Adams	-	43,076
51433	HR Labor Relations	71,141	66,078
56121	Land Conservation	17,748	17,748
56315	Census Redistricting	4,500	4,500
59210	Permits & Fines	2,009	8,037
51931	Property & Liability Ins	155,066	38,491
51711	Reg of Deeds-Redaction	42,367	42,367
52131	Indian Law Enforcement	66,613	61,894
52712	Electronic Monitoring	325,978	353,711
52721	Jail Surcharge	209,709	221,904
51451	Voice-Over IP	35,391	30,463
55660	UW Ext Project Accounts	96,946	72,717
55661	Farm Technology Days	43,000	-
54710	Veteran's Relief	3,979	2,421
54730	Veteran's Relief Donations	3,145	28,864
51316	Victim Witness Task Force	6,010	6,010
Total Committed		\$1,444,812	\$1,296,374

Assigned Funds Account Name	Actual 12/31/2018	Projected 12/31/2019
Subsequent Year Budget	\$2,917,866	\$3,955,613
Other Governmental Funds Assigned		
County Highways	1,851,426	1,776,198
Human Services Fund (before deferral of revenues)	48,762	1,498,224
ADRC	55,265	55,265
Parks and Forestry	687,004	427,927
Land Records and Private Sewage	199,050	223,365
Land Conservation	80,770	(67,975)
Transportation and Economic Development	38,728	83,074
Sheriff and corrections	93,875	93,875
Total Other Governmental	5,972,746	8,045,566

**RESOLUTION#****Error! Reference  
source not found.**

Total Governmental Funds Committed and Assigned

\$5,813,358	\$6,129,668
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**WHEREAS** governmental financial reporting rules require governments to report governmental fund balances in their various components of liquidity, and

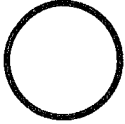
**WHEREAS** one component of fund balance is that portion that is constrained by limitations that the County imposes upon itself, and

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

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

**WHEREAS** each of the above elements of committed and assigned fund balance have been detailed in the 2019 and 2020 budgets as "carryover/nonlapsing" balances, and

**THEREFORE BE IT RESOLVED** that the above functions have their balances shown as "committed and assigned" for the financial statements dated December 31, 2019.



## RESOLUTION#

Introduced by  
Page 1 of 1

Executive Committee

MAC

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

INTENT & SYNOPSIS: To formally adopt the General Fund – Fund Balance Reserves Policy.

FISCAL NOTE: No additional cost to Wood County.

**WHEREAS**, The purpose of this policy is to establish a key element of financial stability of the County by setting guidelines for the General Fund – Fund Balance(s), and

**WHEREAS**, a healthy fund balance is an important measure of economic stability, and

**WHEREAS**, it is essential that the County maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances, and

**WHEREAS**, the County desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures, and

**THEREFORE BE IT RESOLVED**, to approve the attached “General Fund – Fund Balance Reserve Policy”.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			

# WOOD COUNTY



Responsible Official:	Finance Director
Responsible Office:	Finance
Policy #	
Origination Date:	December 17, 2019
Last Amended Date:	

## GENERAL FUND – FUND BALANCE RESERVES POLICY

### Purpose Statement

The purpose of this policy is to establish a key element of financial stability of the County by setting guidelines for the General Fund – Fund Balance(s). A health fund balance is an important measure of economic stability. It is essential that the County maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The fund balance also provides cash flow liquidity of the County's general operations.

### Objective

The County desires to maintain a prudent level of financial resources to guard its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unpredicted one-time expenditures. In addition, this policy is intended to document the appropriate fund balance level to protect the County's credit worthiness. The General Fund – Fund Balance(s) are accumulated and maintained to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

### Scope

This policy establishes the amounts the County will strive to maintain in its General Fund – Fund Balance(s), how the Fund Balance(s) will be funded and the conditions under which the Fund Balance(s) may be used.

### General Policy

Wood County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Fund Balance Type Definitions. GASB No. 54 applies to governmental funds and therefore does not apply to Enterprise and Internal Service Funds. The definitions of the fund balance classifications used in this policy shall be consistent with GASB No. 54.

1. Nonspendable – this classification represents funds that are inherently nonspendable. Resources that must be maintained intact pursuant to legal or contractual requirements are nonspendable. This can include assets that will never convert to cash such as prepaids and inventories, or will not convert to cash within the current fiscal year such as tax deeds and long term accounts receivables.
2. Restricted – these funds are limited by externally enforceable limitations on use. This includes limitations from the entity providing the money, such as grantors. Also, this classification includes funds with limitations placed by law or enabling legislation such as debt service and capital outlay funds.
3. Committed – funds in this classification are those with limitations the government places on itself. The purpose of these funds is decided by the County Board action and also requires County Board action to change the purpose. Funds in this category are non-lapsing or carryover funds.

## WOOD COUNTY

4. Assigned – assigned fund balance has limitations based on the intended use of the funds. The assigned use can be established by the County Board as described in the financial statements, such as Highway Governmental and Special Revenue Funds.
5. Unassigned – residual net resources, or the balance after nonspendable, restricted, committed and assigned are classified as unassigned fund balance. This is the amount of fund balance that is available to address emergencies and provide fiscal stability. This is the classification governed by this Fund Balance Policy.

**Considerations** – Credit rating agencies determine the adequacy of the unassigned fund balance using a complex series of financial evaluations. The size of the fund balance is an important, but not the only consideration in the County's rating. Other important factors are the reliability of a government's revenue performance and fiscal decisions made by the County Board.

The Government Finance Officers Association (GFOA) recommends maintaining a total fund balance of as high as 25% of annual General Fund revenue or expenditures. This percentage varies depending on individual situations, based on the above mentioned considerations and risk. Also, GFOA recommends that Counties of any size maintain an unrestricted General Fund balance of no less than two months of regular general fund operating revenues or expenditures, whichever is more predictable.

1. Unassigned Fund Balance Levels – The County will maintain a minimum level of Unassigned Fund Balance in the General Fund equivalent to 4 months of regular, on-going operating expenditures (including transfers out) whichever is higher. The County will measure its compliance with this policy as of December 31<sup>st</sup> each year, as soon as practical after final year-end account information becomes available. During the course of the year the Finance Department shall closely monitor the County's revenues and expenditures to ensure Unassigned Levels are not used beyond any planned. For the purpose of this policy, current year's actual expenditures will exclude significant Non-Recurring Items.

If, based on staff's analysis and forecasting, the target level of Unassigned Fund Balance is not being met or are likely to not be met at some point within a five-year time horizon, then during the annual budget process, Unassigned levels will be provided to the Chairman and County Board Supervisors. Should the projected year-end Unassigned be below the minimum amount established by this policy, a plan to replenish the Unassigned would be established based on the requirements outline in this policy.

2. Cash Balance – In order to provide liquidity adequate to meet the needs and demands of providing government services including unanticipated reductions in revenues or unplanned increases in expenditures, Cash Balances will be maintained and managed through the Pooled Cash method in such a way as to minimize short-term borrowing. This reduces overall cost to taxpayers by minimizing interest expense. The 4 month Reserve is intended to support this effort and counterbalance the tax collection cycle.
3. Fund the Unassigned – Funding of Unassigned targets will generally come from excess revenues over expenditures or one-time revenues.
4. Conditions for Use of Unassigned – Available fund balances shall not be used for ongoing operating expenditures, unless a determination has been made that available balances are in excess of required guidelines and that plans have been established to address any future operating budget shortfalls. Emphasis shall be placed on one-time uses that achieve future operating cost reductions. Use of

## WOOD COUNTY

Unassigned in balancing the subsequent fiscal year will maintain a **15%** or higher of current working capital.

5. Authority over Unassigned – The County Board Supervisors may authorize the use of Unassigned. The Finance Department will regularly report both current and projected Reserve levels to the County Board of Supervisors.
6. Maintenance of Unassigned – In the event that the Unassigned is so calculated to be less than the policy anticipates, the County shall plan to adjust budget resources in the subsequent fiscal years to restore the balance. Except in extraordinary circumstances, Unassigned should not be used to fund any portion of the ongoing and routine year-to-year operating expenditures of the County. It should be used primarily to insure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow and to provide overall financial stability.
7. Excess of Unassigned – In the event Unassigned exceed the minimum balance requirements, at the end of each fiscal year, any excess Unassigned may be used in the following ways:
  - a. One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs; or
  - b. Pay as you go capital outlay expenditures
8. Reporting of Unassigned – The Finance Director shall annually submit a report to the Executive Committee outlining the status of the County's various components of the fund balance. This report shall be submitted within thirty days of the receipt of the annual financial audit. The Finance Director shall also provide status reports at other times to the Executive Committee as may be requested.

## Appendix

### Appendix A

#### Glossary

Approval — the action of officially agreeing to something or accepting something as satisfactory.

Authorization — limits the initiation of a transaction or performance of a process to selected individuals.

Carryover funds — refer to funds budgeted but unexpended during a budget year which are brought forward as additions to the subsequent year's budget.

Cash Flow Liquidity — is a term that refers to the enterprise's ability to repay its debts from generated cash funds.

Expenditures — an amount of money that is spent on something. : an amount of time, energy, effort, etc., that is used to do something. : the act of spending money.



## WOOD COUNTY

Fund Balance — is the difference between assets and liabilities in a governmental fund. The general fund, where a government accounts for everything not reported in another fund. Special revenue funds, for reporting specific revenue sources that are limited to being used for a particular purpose.

Generally Accepted Accounting Procedures (GAAP) — is a framework of accounting standards, rules and procedures defined by the professional accounting industry, which has been adopted by nearly all publicly traded U.S. companies.

Governmental Accounting Standards Board (GASB) — is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States.

Policy — a course or principle of action adopted or proposed by a government, party, business, or individual.

Pooled Cash Method — takes all reserve items in an association and puts them into one general use account and pays for variable expenses when they occur.

Requirements — need for a particular purpose.

Revenues — the income of a **government** from taxation, excise duties, customs, or other sources, appropriated to the payment of the public expenses. 2. the **government** department charged with the collection of such income. 3. **revenues**, the collective items or amounts of income of a person, a state, etc.

### Appendix B

See attached Best Practices from the GFOA

2

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** November 21, 2019

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

**PRESENT:** Donna Rozar, Adam Fischer, Jessica Vicente, Tom Buttke, Marion Hokamp, Al Breu, Mark Holbrook, Heather Wellach RN

**EXCUSED:** Steven Kulick MD

**ALSO PRESENT (for all or part of the meeting):** Brandon Vruwink, Jordon Bruce, Marissa Laher, Jo Timmerman (Human Services); Rock Larson (Veterans Service); Sue Kunferman, Kathy Alft, Kristie Egge (Health Department); Reuben Van Tassel (Maintenance); Bill Clendenning (County Board Supervisor)

**1) Call to Order**

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

**2) Quorum**

Rozar declared a quorum.

**3) Public Comments**

- n/a

**4) Health Department Presentation on River Riders Bike Share Program and Potential Sponsorships**

Kristie Egge described the River Riders Bike Share Program and shared outcomes of this successful rural program. She explained how bike station sponsorships are currently made possible by community support. Motion (Buttke/Holbrook) to approve a one-year \$9,000 sponsorship using unanticipated Health Department budget surplus dollars. All ayes. Motion carried.

**5) Consent Agenda**

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

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

n/a

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

Department staff answered questions regarding information in the financial statements.

**8) Human Services Title IV-E Legal Representation of Parents and Children Grant**

Brandon Vruwink shared concerns regarding the above grant request by the Clerk of Courts and explained how the grant does not meet minimum standards established by Human Services. For this reason, he declined to sign the grant application as requested.

**9) Norwood Health Center Proposal for Increasing Nursing Shift Differentials**

Jordon Bruce explained how proposed shift differentials were not included in the 2020 Norwood budget recently approved by County Board. Decreased overtime compensation can be used towards meeting the proposed plan for increasing shift differentials. Motion (Fischer/Breu) to approve the 2020 shift differentials for Norwood Health Center. 7 ayes 1 opposed (Holbrook opposed stating he is supportive of shift differentials but believes the differentials should be more significant). Motion carried.

**10) Resolution approve Human Services out-of-state travel request to attend the 25<sup>th</sup> Annual National Psychopharmacology Update in Las Vegas NV, February 13-15, 2020 with registration expenses paid by budgeted tax levy**

A resolution stating the reason for the out-of-state travel request was shared in the Committee packet. Motion (Buttke/Vicente) to approve attendance by the Human Services Psychiatric Nurse Practitioner to the National Psychopharmacology Update in Las Vegas NV, with registration paid from budgeted tax levy training dollars (air fare and hotel costs paid for by the Psychiatric Nurse Practitioner). All ayes. Motion carried.

- 11) Resolution to amend the Health Department 2019 WIC budget for additional revenue and expenditures unanticipated during the original budget process**  
Agenda items 11, 12, and 13 were combined into one action item. Motion (Breu/Holbrook) to support the resolutions as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.
- 12) Resolution to amend the Health Department 2019 GRANTS budget for additional revenue and expenditures unanticipated during the original budget process**
- 13) Resolution to amend the Health Department 2019 ADAMS-JUNEAU budget for additional revenue and expenditures unanticipated during the original budget process**
- 14) Health Department out-of-state travel request to attend the National Association of County and City Health Officials (NACCHO) 2020 Preparedness Summit in Dallas TX, March 31-April 3, 2020 with all expenses paid with grant funds**  
Conference details and learning objectives were shared in the Committee packet. Motion (Buttke/Breu) to authorize attendance to the NACCHO 2020 Preparedness Summit in Dallas TX, with all expenses paid using grant funds. All ayes. Motion carried.
- 15) Health Department out-of-state travel request to attend the Community of Practice for Public Health Improvement and Innovation (COPPHII) Open Forum in Kansas City MO, March 26-27, 2020 with all expenses paid with grant funds**  
Conference details and learning objectives were shared in the Committee packet. Motion (Holbrook/Hokamp) to authorize attendance to the COPPHII Open Forum in Kansas City MO, with all expenses paid using grant funds. All ayes. Motion carried.
- 16) Health Department performance management survey of Health & Human Services Committee**  
A short survey was given to Committee members. The survey is part of the performance measures of the Health Department management team. Completed surveys were returned to Health Department staff.
- 17) Resolution to amend the 2019 budget for Edgewater Haven Dietary (54212) for the purpose of funding the capital purchase necessary to replace the current dietary water heater with a new water heater**  
Marissa Laher explained reasons for the capital purchase request. Motion (Fischer/Holbrook) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.
- 18) Legislative Issue Updates**  
Department heads provided updates regarding issues pertaining to their departments. There was Committee consensus to explore the process for overriding the Governor's veto regarding the CNA training legislation.
- 19) Items for Future Agenda**  
The Chair noted items for future agendas.
- 20) Next Meeting(s)**
  - December 19, 2019, 5:00 pm, Edgewater Haven, Administration Building, Conference Room 110 - Port Edwards
- 21) Adjourn**  
Rozar declared the meeting adjourned at 6:17 p.m.

Minutes taken by Kathy Alft and subject to Committee approval.

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, October 14, 2019 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Donna Rozar.

Jennifer Lemmer took roll:

Present	Absent	Staff
Rozar	Fischer (ex)	Diane
Sippel	Ashbeck	Pam
Robinson		Tony
McDonald		Stacie
Panfil		Katie
Rotter		Chandra
Kieper		Ted
Degner		Sheng
Breit		
Clark		
Nyen		
Lemmer		
Yang		
McGivern		

Guests: Diane introduced North Central CAP's outreach staff to the meeting.

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

Public Comments: Steve Robinson talked to Marathon County staff about reducing our budget and was told they just don't have enough funds for their own programs such as additional DA's or officers. Steve Robinson suggested talking with the City of Wausau.

Target Group Sector Nomination Committee: Holly Kieper made a motion from the committee to approve Mallory McGivern as a new Board member representing low income constituents.

Finance Committee: Pam reviewed the reports and discussed the Weatherization Advance on our Balance Sheet that has now been expensed through September. Jennifer Lemmer, Secretary/Treasurer, made the recommendation from the Committee to approve the year to date financial statements. Motion carried.

Housing Programs: Outreach staff discussed our housing programs. Katie discussed the coordinated entry and the different screenings and eligibility processes. Katie discussed differences in Permanent Supportive housing, Section 8, Prevention & Rapid Rehousing, TBRA, and United Way local dollars. Chandra discussed scenarios with families and participants and working through processes such as medical issues. Sheng briefly discussed the Emergency Housing assistance program funded by the Marathon County United Way. Stacie reported we currently have 66 Section 8 vouchers in Lincoln County and we still have 60 on the waiting list. Steve Robinson asked if staff receive referrals for people who are couch surfing and don't actually have an address. Katie explained the definition of homelessness and those people don't fit the definition. Katie explained people in those situations

should be screened for Prevention assistance. Ted discussed his new role and what he's been training and working on as a new outreach worker.

2020 CSBG Application: Diane discussed the application that was sent in advance with the Board packet. Diane discussed new funding we have received including TBRA, CDBG, and SSO funds. Motion was made by Peter Rotter to approve the 2020 CSBG Application. Second was made by Deb McDonald. Motion carried.

By-Law Review and Discussion: Diane discussed the wording change to remove the annual meeting "from a period of June 15<sup>th</sup> thru July 15<sup>th</sup>" to the designation of the second Monday in June. This aligns with all other agency Board meetings. Donna Rozar suggested we not get tied to a specific date. Wording to replace the former is as follows: The annual meeting of the Corporation shall be held in the month of June on a date, and at a location and hour determined by the Board of Directors. Motion was made by Sue Sippel to approve the By-Law change. Second was made by Jake Nyen. Motion carried.

Weatherization Report: Tony distributed the September weatherization production report. 240 audits were completed thru September and 113 (48%) were deferrals. 131 units were completed thru September as well as 31 baseload units. Tony discussed our pilot project utilizing a Savings to Investment Ratio of .95 and so far we have only actually been able to add one unit. Tony reported discussions with the State on using other funds to assist with deferrals but so far it has just been talked about and nothing has been decided. Steve Robinson asked if we have noticed additional deferrals because of the moisture and Tony explained the averages are not any higher than what we normally experience.

Next Meeting Date: Our next meeting will be December 9, 2019.

Adjourn: Donna Rozar declared the meeting adjourned at 7:01 pm.

*Health Department Report**November 21, 2019**If you have any questions about this report, please contact Sue Kunferman at 715-421-8928 (W) or 715-213-8493 (Cell) or skunferman@co.wood.wi.us***ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN**

- We continue to work on updating a variety of emergency preparedness plans. Next in line is our Mass Clinic Plan and our Pandemic Plan. We are also tweaking our Continuity of Operations Plan (COOP) based on our exercise that was held last month. We are also scheduled to hold a full-scale Family Assistance Center drill in June of 2020 and have invited Emergency Management and Human Services to participate with us.
- I had the opportunity to participate in a full-scale emergency preparedness drill with Marshfield Medical Center. The scenario involved the release of Ricin into the air handling system at the Marshfield Hotel. This was an excellent learning experience and the drill went very smoothly. I also had the opportunity to participate in an influenza pandemic mass clinic exercise with the UWEC nursing students on the Marshfield campus.
- I completed the Servant Leadership Certificate program at UW Madison. This was an extremely valuable experience. The rest of our management team will complete the program in spring of 2020.
- School districts in southern Wood County have requested to meet regularly with Brandon and me to discuss how our agencies can continue to build partnerships and improve communication with the schools. Our first meeting was November 20.
- Four staff from the WI Department of Health Services Northern Regional Office visited our department in October. The purpose of the visit was to take a tour of our office space and to discuss the revised DHS 140 Review process, ask how our reaccreditation process went, discuss successes and challenges, and provide an overall update on our work. The visit went very well.

**COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH**Community Health (Healthy People Wood County)

The coalition leads have been working hard to develop the Healthy People Wood County Community Health Improvement Plan (CHIP). The Healthy People team held two CHIP planning meetings and asked coalition partners to provide their input on the top three health priorities identified within the Community Health Assessment (CHA). The next steps are to disseminate a survey for additional feedback on coalition strategies to address the health priority areas as well as holding focus groups with Wood County residents. One of these focus groups will be with the Hmong community, which is scheduled for November 10<sup>th</sup> at LoveINC. As a reminder, conducting a CHA and CHIP are statutorily required activities.

An overview of Public Health was presented to a senior class at UWSP. Multiple students from UWSP have completed internships at the health department. These interns have been invaluable assets for the work of the coalitions in the past.

Student Success Story

Hannah Wendels was a student at the department in the spring of 2019, working with the environmental health team. She then transitioned into an LTE role and worked with the community health team through the end of October 2019. We are happy to share, Hannah was offered and accepted a job with UW-Extension here in Wood County. Her time with us was exceptional and we wish her the best in her new role. Hannah shared before she left, "I learned so much at the health department and it provided me with the knowledge I needed to apply and interview for my new job- thank you!"

UW-Eau Claire Nursing Students

The students have been working on a *Wisconsin Rapids Rental Inspection and Licensing Program*; a major part of the project is community engagement. In order to do community engagement the students created a survey asking questions about how those people being surveyed found their rental property, their likelihood of supporting an inspection process for rentals, and the likelihood of supporting an online database for all rental properties in the community. The students chose to conduct door knocking as their next type of community engagement. They have had 18 surveys completed, and have one more round of community engagement planned to increase responses from college students and the elderly population who rent in Wisconsin Rapids.

Parents as Teachers

The proposal to seek funding to implement the *Parents as Teachers* program is almost complete and will be ready to share with partners and potential funders.

## HPWC Communications

Updates to the Healthy People Wood County Website ([healthypeoplewoodcounty.org](http://healthypeoplewoodcounty.org)) are being worked on to ensure all the information and work being done by teams is up-to-date. An annual report is being drafted, which will include our highlights from 2019 and detail our social media and traditional communication interactions.

## Farmers Market

The Wisconsin Rapids Downtown Farmers Market ended on October 26<sup>th</sup>. The market was open Thursdays and Saturdays from 8:00 AM – 2:00 PM. It was located on the road along the river at 220 1<sup>st</sup> Avenue South, Wisconsin Rapids, WI 54495. We had a very successful market – a short explanation of how payment was processed and a few data points are below. These data points do not include cash sales, WIC, Aspirus Fruit and Veggie RX, Incourage vouchers, or Senior Farmers Market Vouchers. These are only data points in regards to the processing of credit, debit, and FoodShare EBT.

The market this year was able to accept Credit, Debit, and FoodShare EBT transactions. The equipment to do payment processing was funded through a National Farmers Market Coalition grant; however, markets still needed to pay processing fees per transactions. This accounts for \$0.15 every FoodShare EBT transaction and \$0.15 + 0.049% every credit/debit transaction. To cover the cost for this processing fee the market charged a \$1.00 transaction fee to every credit/debit transaction. Transaction fees cannot be applied to FoodShare EBT users.

Visitors to the market who used credit, debit, and/or FoodShare EBT visited the market management booth to swipe their respective payment type. The visitor then received \$1.00 wooden tokens for the amount they swiped.

For example: Anna would like to spend \$20.00 at the market. Anna is using a credit card. The market manager processes her card for \$21.00 (\$20 + \$1 processing fee). Anna receives 20 - \$1.00 wooden tokens to be used at any vendor booth accepting the tokens for payment of goods.

Below you will see dollars by redemption type and total number of transactions at the market by month. Total redeemable dollars is the amount that can actually be used to purchase goods. Total dollars in transactions include the \$1.00 processing fees.

### Total Visitor Dollar Redemptions by Type

	June	July	August	September	October	Season Total
<b>\$ FoodShare EBT</b>	\$132	\$519	\$652	\$383	\$108	\$1794
<b>+ \$ Credit/ Debit</b>	\$1055	\$394	\$804	\$468	\$247	\$2968
<b>= Total Redeemable Dollars</b>	\$1187	\$913	\$1456	\$851	\$355	\$4762
<b>+ Transaction Fee Credit/Debit</b>	\$50	\$20	\$46	\$22	\$14	\$152
<b>= Total Dollars in Transactions Credit/Debit, and FoodShare EBT combined</b>	\$1237	\$933	\$1502	\$873	\$369	\$4914

- Of total **dollars** swiped at the market, FoodShare EBT accounted for 38%.
- Of total **dollars** swiped at the market, Credit/Debit accounted for 62%.

### Total Number of Transactions by Type

	June	July	August	September	October	Season Total
<b># of Credit/Debit transactions</b>	50	20	46	22	16	154
<b># of FoodShare EBT Transactions</b>	10	33	44	27	10	124
<b>Total # of Transactions</b>	60	53	90	49	26	278

- Of the number of transactions completed at the market, 55% were credit/debit users and 45% were FoodShare Users. The program was almost equally used by both credit/debit users and FoodShare users.

FoodShare was highly utilized at the market! At many markets you usually see a 90/10 split or even less! I believe the utilization rate had to do with increased market management presence and the new market token system. In the past, only FoodShare EBT users used tokens at the market – there was stigma attached to visiting the market management booth and swiping your FoodShare card. Now we are able to process debit/credit. Debit/credit users also receive wooden tokens; therefore, you do not know “who is who” when swiping cards at the market booth –

we've taken away the stigma people used to feel and made it easier to utilize FoodShare benefits – while also increasing services for credit/debit users and/or people who don't have cash on them – a win-win!

#### **Total Unduplicated Transactions by Type**

<b># of transactions</b>	<b># of FoodShare cardholders (unduplicated)</b>	<b># of Credit/Debit cardholders (unduplicated)</b>
<b>1</b>	51	88
<b>2</b>	16	14
<b>3</b>	5	4
<b>4</b>	4	0
<b>5</b>	2	1
<b>6</b>	0	1
<b>15</b>	0	1
<b>Total Users</b>	<b>78</b>	<b>109</b>

- **109 visitors accounted for 154 credit and debit transactions.**
  - Of the visitors, 19% were return users (processing 2 or more times)
  - 81 % utilized the program one time
- **78 visitors accounted for 124 FoodShare transactions.**
  - Of the 78 visitors, 35% were return users (processing 2 or more times)
  - 65% utilized the program one time
- **In the programs first year, a total of 187 people utilized the ability to process credit, debit, and EBT FoodShare at the farmers market resulting in \$4,762 additional dollars supporting local vendors that had not been tapped into previously.**

*(\*assuming only one card # used per person and one payment type used per person)*

A full farmers market report will be available at the end of 2019.

#### River Riders Bike Share

The program will be ending for the 2019 season during the first week of November. The program has grown significantly in 2019. The number of riders increased from 157 riders in 2018 to 363 riders in 2019. The number of trips taken increased from 230 trips in 2018 to 727 trips in 2019. Bikes are available at six locations throughout the Wisconsin Rapids area. Bike Share is an affordable option for recreation, physical activity, and transportation. The program is also very environmentally friendly, shows support of bicyclists, and further enhances bikeability improvement planning.

The program will go into winter “hibernation” starting the first week of November. More data will be released at the end of November and an updated report will be created and made available. Overall the program had a very successful year. We are now seeking sponsorships for the 2020 season. Ho-Chunk Casino kicked-off our 2020 funding season by making a full commitment to fund one of the six stations! A big thank you goes out to them! Sponsors receive their logos on the side of the bike baskets and special promotions and discounts for their organization. Additional funds are being sought from local organizations. We are hopeful and have had a positive response for funding for the 2020 season.

#### Wood County Jail Workgroup & Report

The Wood County Health Department is partnering with the Wood County Jail and other community partners to address several challenges that the jail is currently facing, including overcrowding, recidivism, and unmet mental health and substance use disorder needs among the incarcerated population. To initiate this process, the jail has started sharing their data with the health department, which will be used to increase the understanding of these challenges and thus foster the development of well-informed, comprehensive, and cost-effective solutions.

The Wood County Jail Workgroup has now met a total of three times and includes representation from the Health Department, Wood County Jail, Wood County Sheriff's Department, the Family Health Center of Marshfield, Inc., and community organizations such as Three Bridges Recovery and Love INC. Starting at the next meeting in mid-December, the workgroup is aiming to expand to include various other individuals who are relevant to incarceration and criminal justice work, such as chiefs of police, the District Attorney, the Clerk of Courts, judges, mental health and substance use disorder providers, and representatives from Community Corrections, Human Services, and Aspirus Riverview. Going forward, this workgroup will meet monthly.

Amelia Harju, MPH, is the Population Health Fellow at the Wood County Health Department and is leading the Wood County Jail Workgroup. She is also in the process of creating a report which aims to describe:

- the issues (stated above) the Wood County Jail is facing,
- initiatives the jail is already undergoing to help mitigate those issues,
- success stories from neighboring county jails that faced similar challenges, and



- potential solutions that are informed by neighboring counties as well as evidence-based practices

Amelia is currently working on gathering more information to include in the report and acquiring feedback from other members of the workgroup. Ultimately, the report will help serve as a guide for the Wood County Jail Workgroup and it will provide valuable data, information, and suggestions for other counties in Wisconsin facing similar issues.

#### Mental Health Matters

The month of October was a reminder of the breadth of work that the coalition is undertaking. Leadership from the team attended the Rural Communities Opioid Response Program (RCORP) meeting. The RCORP meetings are led by partner organization Marshfield Clinic, specifically out of the Family Health Center. During the meeting four objectives were identified, one specifically being around funding a case manager for the Wood County Jail to help reduce recidivism. Once these objectives are solidified along with their deliverables, the grant for RCORP will be written and submitted by the Family Health Center.

Along the line of work being done within the jail, Mental Health Matters continues to collaborate with the Wood County Jail with the hopes of reducing barriers to treatment for incarcerated people and those who are being released back into the community. We have been working with jail staff to obtain and analyze primary data that will help paint a better picture of who is within the jail's walls. The latest jail meeting also happened in October, which highlighted the need to work more closely with the Mental Health Coordinator within the jail to start implementing trauma informed initiatives.

In regards to continual partnerships with local organizations, staff attended the Marshfield Clinic's Mental Health Workgroup to provide them updates on recent coalition happenings as well as potential partnership opportunities. One of the opportunities was around an expansion of Question Persuade Refer Trainings within Wood County. Another of the opportunities was starting to build out a storyteller group up in Marshfield based out of the A Better Way Clubhouse. The Marshfield group would look similar to the Storyteller workgroup in Wisconsin Rapids, which had its first meeting in October at the River Cities Clubhouse. During this meeting, the group started strategic planning and establishing a timeline for the work. The purpose of the workgroup is to identify ways to address and reduce stigma around mental illness and substance used disorder within the community. The next meeting is set for the first Friday of November.

Another collaborative effort happening within the clubhouse was a discussion between Crossview Church, Mental Health Matters, and the River Cities Clubhouse around utilizing a 12-passenger van Crossview owns. A focus group was held within the clubhouse to identify transportation needs of clubhouse members as well as potential uses of the van that can address some of those needs.

October also marked the last quarterly full coalition meeting of the year. During this meeting, the *Up to Me* curriculum was presented to coalition members. This curriculum will serve as the introductory training for storytellers. The curriculum helps participants write their story and identify the best settings for them to disclose about their lived experience. The full coalition meeting also served as a time for partner organizations to provide updates from their organizations as well as network.

The Mental Health Matters lead, David, recently completed the Adverse Childhood Experiences (ACE) Interface training of the trainers. He can now start providing those trainings throughout Wood County.

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

##### Port Edwards/Armenia Groundwater Issues-MOU progress

Residents in the Port Edwards/Armenia area were offered another opportunity for free water testing under this MOU agreement with AGC. Health Department staff did on site sampling for those who signed up for the program. 105 residents called to schedule sampling. There were 103 requesting regular samples, 1 confirmatory sample, and 1 post RO installation sample. Of these samples, 60 samples were analyzed with 18 at unsafe nitrate levels, 4 of these were greater than 25 mg/L nitrate. At the time of this report, not all samples were collected or analyzed. A final accounting of this sampling effort will be provided in December. One resident's well water was collected by staff in the initial May 2018 sampling and tested at 6.7 mg/L nitrate. In June 2019 he self-tested again with a result of 20.79 mg/L nitrate. The confirmatory testing done by EH staff on November 6, 2019 had a result of 32 mg/L nitrate. We will recommend that he continue to monitor his well for nitrate levels.

##### Temporary Event Inspections

Staff attended Pumpkin Fest in Nekoosa and 9 vendors were inspected.

##### Lead Inspections

One home was tested for lead in Arpin due to a child with an elevated blood lead level. No lead was found in the home. The lead likely came from the child's previous residence.

### Staff Training

Environmental Health Staff attended the Wisconsin Environmental Health Association Conference in Elkhart Lake. Topics included emerging pests of concern, CBD oil and marketing, hazardous algal blooms, Food Safety from the operator's perspective, polyfluoroalkyl substances, and enforcement of public health hazard abatement orders. Kate Carlson attended the Radon Conference and a training session on radon in schools. Ellen completed additional FDA online training courses.

### New Businesses and Consultations

Fruity Helado opened as a retail food store in Marshfield. In October, the 7 Baltus Gas stations in Wood County all changed to R-Stores. There will be another set of pre-licensing inspections of these establishments in December as GPM Investments will own them. Applebee's in Wisconsin Rapids had a pre-licensing inspection. Walk-n-Roll was licensed as a mobile restaurant in Wisconsin Rapids. A consultation was done with a potential new caterer in Pittsville.

### Complaints

Twenty-four complaints were received and followed up on in the month of October.

- A caller complained of illness caused by his residence. The landlord was contacted.
- There were 2 mold complaints filed in October.
- We received 6 complaints of bed bugs found in homes and apartments, and in public transportation.
- In October there were 3 complaints of poor housing conditions investigated.
- We investigated 1 case of hoarding which involved both an accumulation of debris in the home as well as pet urine and feces.
- There were 2 complaints about restaurants. One was a complaint regarding undercooked beef and another was a complaint about illness from fish.
- A manufactured home community resident complained of a grossly inflated water bill.
- A manager called to complain about a tenant with mice in her rental unit.
- A tenant complained that some of the rooms in the home did not have adequate heat. The landlord said that ductwork would need to change to repair this.
- A tenant called to report a continuing problem with flying squirrels in the house.
- A tenant called to complain about odors in an apartment due to the death of an individual in another apartment that had gone undiscovered for a long time. The landlord had the apartment cleaned and no odor was detected upon inspection.
- A caller claimed that a beverage from a local restaurant seemed tainted and caused burning of the mouth and lips. The restaurant manager was contacted and no other complaints were received.
- A complaint was received about a restaurant serving out dated food.
- A complaint was received about a business reportedly not being cleaned regularly.
- A complaint came in regarding an unlicensed mobile food truck. The mobile unit is now licensed.

### COMMUNICABLE DISEASE TEAM REPORTS

#### Tuberculosis Update – Jean Rosekrans & Alecia Pluess

A confirmed case of tuberculosis disease continued on directly-observed medication therapy and weekly sputum sample collection during October. Two new cases of latent tuberculosis infection (LTBI) were started on medications through the health department. Two additional cases of LTBI previously diagnosed continue on medication. There was one hospitalized case of influenza during October as well as one case of legionellosis.

#### Communicable Disease Update – Jean Rosekrans & Alecia Pluess

- During the month of October, Wood County had 21 cases of chlamydia, 3 cases of Hepatitis C, and 1 case of Hepatitis B 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 October, 3 cases of campylobacter, 1 case of E. coli, 1 case of giardia, 1 case of cryptosporidiosis, 1 case of salmonella, and 1 case of Hepatitis A were reported. The health department was notified that recent Salmonella cases were matching by whole genome sequencing at Wisconsin State Lab of Hygiene. Department of Health Services requested that additional supplemental interviews be completed with these cases and is taking a deeper look at the interviews based on exposures reported. Public Health Nurses continue to work with the DHS Enterics Section on these cases of salmonella.
- During October there were 4 probable cases and 16 suspect cases of Lyme's disease. There was also 1 case of anaplasmosis and 1 suspect arboviral case.
- Public Health Nurses assisted with administering flu shots to county employees through the County Wellness Program's flu shot clinics.
- Communicable Disease Nurses participated in a Measles Tabletop Drill with Marshfield Medical Center on October 10<sup>th</sup>.

Jean went on one home visit for a child with elevated blood lead levels.

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

- WIC partnered with Fit Families to host a Halloween Party on October 24<sup>th</sup> at the old East Junior High building gymnasium, in which 76 community members attended. The purpose of this activity was to educate the community about Fit Families and the importance of living and leading a healthy lifestyle, and to enroll interested families.
- Micaela Rucker, Sarah Sugden, and I attended the Fit Families training on October 29<sup>th</sup> where we brainstormed ideas on new PSE activities to consider working on.
- Sarah Sugden, Tiffany Halama, Jessica Hutchinson and I attended the WI WIC Association (WWA)/Fit Families Professional Development Day on October 30<sup>th</sup> to obtain continuing education on counseling skills and new nutrition topics.
- Sarah Krubsack, Betsy Mancl, Jessi Jacobitz, and Micaela Rucker attended the WIC Support Staff training on October 30<sup>th</sup> to receive updates and training from the state WIC office.
- Several new WIC foods are now available including tofu, shredded cheese, and additional cereal and juice options.

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	1336	1366	1363	1382	
Active (final)	1414	1376	1338	1378	1361	1377	1401	1348	1370	1365		
Participating	1412	1376	1328	1374	1357	1372	1396	1345	1370	1363	1390	

## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT**

**November 13, 2019**

### **Director's Report by Brandon Vruwink**

Our Cornerstone location has officially moved to City Hall Plaza. To celebrate we have planned a Grand Opening and ribbon cutting on Thursday, November 21<sup>st</sup> from 3 to 5 pm. Please join us for refreshments and tours of the new space! A big thank you to the entire Cornerstone team for all of their work in helping with the moving process.

The Wisconsin Counties Association's held a legislative day as part of the County Ambassador Program on October 29<sup>th</sup>. Supervisor Fischer and I represented the Human Services Department and spoke to the need for passing the CNA Training bill. Register of Deeds Tiffany Ringer, Child Support Director Brent Vruwink, Veterans Services Officer Rock Larson and Supervisor Clendenning also supported us in our efforts. While attending CAP day I had an opportunity to speak with Governor Evers Chief of Staff, Maggie Gau. I shared a copy of the resolution the Wood County Board of Supervisor passed in support of the CNA Training Bill. Maggie was very gracious and genuinely appreciated hearing Wood County's perspective.

On Tuesday, November 5<sup>th</sup> the Wisconsin State Senate passed AB 76, the CNA Training Bill. The bill was sent to the Governor for his consideration. I prepared a letter and sent it to Governor Evers respectfully requesting his support. I have included a copy of the letter in the packet.

With the assistance of Facilities Manager Van Tassel, the preliminary work for the continued renovation of the 300 wing at Edgewater Haven is underway. We expect to begin the project in early January with completion scheduled for the middle of March. Once this phase is complete, if funding is approved, we will be able to complete the rest of the 300 wing in 2021.

One of the Human Services Departments' goals is to evaluate grant opportunities. We have successfully responded to many grants over the past several years and will continue to evaluate new opportunities in the future. When reviewing opportunities we must determine whether the grant requirements are consistent with our mission and values. Next, we need to determine if we have the capacity to successfully implement the proposal. Lastly, we need to evaluate the return on investment. Most of the grant requests we submit are to the State of Wisconsin Department of Children and Families and the Department of Health Services. We have long-standing contracts with these agencies so it is essential we submit well prepared, quality proposals.

### **Administrative Services Update by Jo Timmerman**

Norwood: Census on the Admissions Unit for October averaged 9.33. The 01-01-19 through 10-31-19 average census was 9.40. The budgeted average census on this unit for 2019 is 9.00. Census on the Crossroads (locked) unit for October was 15.62. The 01-01-19 through 10-31-19 average census was 14.88, with an average 2019-budgeted census of 15.80. The new Crossroads 2 (Pathways unlocked) unit had an average census for October of 10.62. The 01-01-19 through 10-31-19 average census was 8.53. The average annual census budgeted for this unit for 2019 is 8.52; this average is the result of a phasing in of residents on the unit beginning with an average of six for the months of January through June. The period July through December is assuming increases that reach 12.5 by November and December, thus bringing the annual average census to 8.52.

Additional projects worked on by staff are:

- Processed Medicare, Medicaid, Commercial Insurance, other county and patient responsible billings for the month of October
- Attended/conducted bi-weekly budget meetings

- Attended monthly Accountants' Group meeting
- Processed TRIP collections and reimbursements
- Three staff member attend WHA seminar on cost reporting for hospital units
- Processed vendor payments
- Assisted Dietary Manager on Congregate Meal Program rate setting
- Supervisor and Business Office staff are training our new Intake Coordinator who started on 10-07-19
- Attended Norwood Department Head meetings
- Staff attended All-Staff meeting/training
- Patient Accounts Coordinator worked with AR Supervisor on TBI training materials for upcoming Matrix software TBI setup for Edgewater

Edgewater: The average daily census for October for the nursing home unit was 51.13. The 01-01-19 through 10-31-19 was 54.08. The budgeted average census on this unit for 2019 is 60.

Additional projects worked on by staff are:

- Processed 71 claims totaling \$325,355 to Medicare, Medicaid, HMOs, Commercial Insurance, and patient responsible billings and payments
- Attended/conducted bi-weekly budget meetings
- Attended monthly Accountants' Group meeting
- Processed vendor payments
- Staff attended All-Staff meeting/training

Community: Projects worked on by staff are:

Personnel:

- Vacancy filled due to retirement of Family Services Transcriptionist - Emily Maciejewski started 10/14
- Updated Outpatient Appointment Secretary position for recruitment posting
- Interim coverage for open positions established and put in place, began training new staff
- Work as backup in CSP area during staff absences and during All Staff meetings
- Ensure coverage in all support staff positions for multiple absences, vacations and long term leaves
- Conducted training for Outpatient Clinic reception desk combined with River Block lobby reception

Technology:

- Attended IT new phone console demo
- Attended IT phone conference with EHR demo of SmartCare
- Set up Birth-to-Three coordinators with dictation software and assigned transcriptionists (support staff to help alleviate workload entering notes)
- Worked through set up issues with new staff this month

Committees:

- As part of the Safety Security Subcommittee began developing a tiered alert system for internal/external communication of threats
- HPWC Coalition - working on counties Community Health Assessment Initiatives for next 3 years and roles of Coalition members

General/Special Projects:

- Cornerstone move project: organized staff time and moving of some equipment, helped monitor and communicate progress of space, worked through contracts for garbage and cleaning products, and assign secretary duties related to move

- Scheduled tours for new hires and added materials to new employee orientation book
- Coordinated the reorganization of Marshfield City Hall Reception area; adding new privacy panels and a defined workstation
- Worked with supervisors and staff on Family Services records requests; improved the process and communication between Support Staff and Family Services workers
- Monitored and fixed IMS scanning deletions and errors
- Worked with Energy Assistance to assign transcriptionist on backlog of voicemails, and set up a system ongoing for high volume/short term timeframes
- Worked with AR Supervisor to update the Outpatient Clinic cash procedure
- Worked on DOJ updates to account
- Monitored backlog of Outpatient Clinic dictation; approved transcription time for back log
- Worked with staff on two HIPAA /confidentiality investigations
- Completed 2018 WIMCR Desk Review Edits
- Provided Data for WCHSA CCS interim rate discussion
- Compiled and completed 2020 NIMC Budget for Presentation at NIMC Directors Meeting
- Supervised Revenue and Adjustment Integration
- Reviewed and signed off on Journal Entries
- Reviewed and signed off on Asset Reconciliations (Cash Accounts)
- Reviewed and gave insight for Financials prepared for H&HS Committee meeting
- Prepared for monthly Community department budget meetings
- Prepared and provided staff Annual Review
- Compiled 2020 CLTS rate setting application
- Prepared and attended team meeting for agency consumers cost share needs
- Prepared and submitted updated DOJ forms for state
- Attended Streamline video conference
- Reviewed 2018 audit reports from NIMC members
- Ongoing supervision, facilitation and problem solving with division staff
- Worked at Edgewater location on to provide supervision and support
- Reviewed monthly Manager reports

#### Meetings:

- Attended all Monday morning Administrative Services Division managers meetings
- Attended/conducted Weekly Look Ahead Outpatient Clinic reception meetings
- HR & personnel meeting every week until 10/23
- Held bi-weekly meetings with all other support staff
- Attended the WPS TPA monthly teleconference meeting
- Attended October NIMC Managers Meeting to present 2020 budget to the Consortium Directors
- Attended Fall All-Staff Meeting in Marshfield
- Attended bi-weekly Edgewater budget meeting
- Attended BLT Building Safety/Security Subcommittee meeting
- Prepared and shared BLT Building Safety/Security Subcommittee Meeting notes
- Attended Monthly CLTS Teleconference
- Attended County Accountants Meeting
- Attended DCF/YA Trust Account Teleconference
- Attended Streamline Video Conference

## **Behavioral Health Division Update by Stephanie Gudmunsen**

Last month I reported on the pending retirement of long time Wood County employee, Marc Cross. Sadly, Marc passed away on October 21. A bench will be placed in the Cornerstone client drop-in area to honor Marc for the many lives he positively affected during his years of working at Cornerstone.

We are very excited to prepare to welcome Dr. Suzanne Grimm as our new Outpatient Psychiatrist and Behavioral Health Medical Director. Dr. Grimm is a board certified adult psychiatrist with many years of experience in both private practice and working for Sheboygan County. Dr. Grimm will be starting in early December.

Crisis Interventionist (CI) staff updates: Emily Schwabe has moved from the part time CI position to the full time position. Sheena Bohl will be starting 11/18/19 in the part time CI position. With these changes, the full and part time crisis positions are full. Hannah Tyznik will be starting as a casual CI as of 11/11/19.

Four Crisis Intervention staff have successfully completed the Train the Trainer courses in order to be able to teach the classes required to work at a CBRF. Every staff person hired as a Crisis Interventionist or a Residential Aide is required to complete classes that include Medication Administration, Fire Safety, Standard Precautions, Choking and First Aid, Resident Rights and Client Groups. The classes are costly and previously could only be accomplished by using an outside agency to provide the training. In addition to training our own staff, there is also the possibility of offering the courses to other agencies that need to train their CBRF employees.

The Cornerstone move is now complete. The movers completed their part over the course of two days on October 23<sup>rd</sup> and 24<sup>th</sup> and staff were quickly set up and operational again. All of the Cornerstone staff worked very hard prior the move to go through everything in order to remove everything from the old building that was unneeded or unwanted, and the Emergency Government crew helped us on several days prior to and after the move to get the building completely cleaned out. The result was a substantial paring down of stuff so we could start fresh in our new location with only items that are necessary and in good condition. Staff then worked hard to unpack and get everything re-set up. Norwood maintenance staff assisted as well. We are excited to have everyone see the new Cornerstone at the grand re-opening on November 21!

The new Cornerstone Outpatient Clinic Branch Office was certified by DQA on October 24. Beginning the week of November 11, clients will come to Cornerstone for their therapy and tele-psychiatry services instead of the Chestnut Street Branch Office at the Annex and Health Care Center. The Chestnut Street Branch Office will remain certified as some services may continue to take place there depending on the needs of the clients.

## **Edgewater Haven Update by Marissa Laher**

In the month of October, we had 7 admissions and 3 readmissions. Current Memory Care census is 15 residents.

Census comparison to last year:

October 2018 – 58.23 average census with 7.67 rehab

October 2019 – 51.10 average census with 5.70 rehab

Admissions/Discharges Comparison:

October 2018 – Admissions 12/Discharges 9/Readmissions 8

October 2019 – Admissions 7/Discharges 3/Readmission 3

The number of referrals received in the month of October were quite a bit lower than they normally are. This was due to our main referral source having a lower census throughout the month of October. We receive a daily fax from the discharge planners at the hospital letting us know what their census is. We continue to be proactive with frequent contact with the hospitals. Throughout October, our social workers had daily conversations with the discharge planners, the discharge planners visited Edgewater for a tour and a meeting, and we attended networking events they held.

In the past month, we have focused very heavily on recruiting. We started having walk-in interviews in October. Between Monday-Friday 8:00-4:30, anyone can walk-in, fill out an application, and be interviewed on the spot. Social media has been a huge asset in getting the word out that we are hiring and holding walk-in interviews. We also purchased "We're Hiring!" yard signs. Many staff took signs home and placed them throughout the community. Our recruiting efforts have made a little impact and should begin to be noticed in November to get us a step closer in being able to staff and open the TBI unit.

Our current open positions are:

- RN
  - Full time 2015-1 opening
- CNA
  - Full time 2015-6 openings
  - Part time 90%-1 opening
- Dietary
  - Part time-50%-1 opening
  - Casual position-3 openings
- TBI
  - 5 CNA's (3 at 2080 hrs/year and 2 at 1310 hrs/year)
  - 2 LPN's (at 1278 hrs/year)
  - 4 RN's (3 at 2080 hrs/year and 1 at 1060 hrs/year)

### **Employment & Training Update by Lacey Piekarski**

FSET: The NorthCentral Programs employment and training team, specifically, FSET and Children First Programs staff will begin strategic plan initiatives in 2020. These action teams are staff led with leadership support on topics including 3<sup>rd</sup> party programming, just-in-time training, community connections and initiating job skills training. The teams will outline specific action steps and begin implementation of these tasks to achieve our strategic plan goals.

The FSET Certified Nursing Assistant (C.N.A.) Program collaboration with Norwood and Edgewater Haven is planning to begin offering courses in early 2020. The final stages for state and federal approval have been submitted and curriculum is currently being reviewed to suit the needs of our Human Service Department facilities. Courses will be offered for up to 10 students in each cohort, as often as monthly. We are developing an outreach plan to connect with high schools, and community agencies to encourage referrals to our program.

In October, FSET partnered with Energy Assistance to offer individual FSET enrollment and informational appointments. As a result of this collaboration we enrolled three new customers in one day!

Ending the month of October, the regional FSET program enrolled 176 new customers to increase our enrollment rate to 48.62%.

Independent Living (IL): The regional IL Program hosted state and regional staff in early November. This meeting was a day to connect and learn from other regions, sharing our strategies and data collection



methods. Our team received praise from the state, specifically for our ability to connect and engage youth, maintaining an 80% or higher youth engagement rate.

The IL Youth Advisory Council expanded to Wood County in October. The second youth-led meeting was held in November and the group outlined their purpose and the initiatives they would like to begin leading.

*Brighter Futures:* The Brighter Futures program will conclude our first year of operation in December. Once complete, we will compile the data and pass along the exciting results.

A LEO Program cohort will begin with Positive Alternatives Group Home in November, providing on-site sessions to youth in out of home care.

### **Family Services Update by Jodi Liegl**

*Personnel Updates:* Jessica Cary-Davis joined the Youth Justice team. Missy Wachuta was hired as an Intensive Social Worker within the Youth Justice team. This position is the result of the Youth Justice Innovation Grant we were awarded for 2019-2020 and is a collaborative partnership with CW Solutions, who will be the employer of record. Missy has started working with two identified youth and their families providing 10-20 hours per week of intensive in-home services. Anttanyjha Taylor-Thomas started as an Ongoing Social Worker and FSET (Food Share Employment and Training) Case Manager. This position is a collaborative position which in part manages child safety, promotes the well-being of children and achieves permanence through ongoing case management in the provision of Child Protective Services and in part provides supportive job coaching and assist families in managing employment related issues. We are currently recruiting for two Initial Assessment Social Worker positions and a Family Resource Coordinator/Youth Mentor position.

Through a partnership with CW Solutions and Wood County Child Support, four evidence-based parenting curriculums were purchased to enhance the education and skills provided to the families we serve. Three are from the Nurturing Parenting Programs: Parents & Their Infants, Toddlers, and Preschoolers; Parents & Their School-Age Children 5-11; and Parents & Adolescents. The fourth curriculum is the Nurturing Father's Program. All of the programs are designed as group based with some having individual home parent session components as well.

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

**Meeting Date:** November 21, 2019

Caseload activity for October - 20 new veterans served. During the month of September, we completed/submitted 358 federal forms to include:

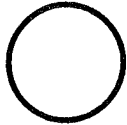
- 23 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 7 Appeal – Higher level review, Notice of Disagreement (appeal)
- 25 new claims for disability compensation
- 7 new claim for pension
- 6 new claim for surviving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

### **Activities:**

1. Completed as of October 23rd:
  - a. October 23 – Housing and Homeless Coalition meeting
  - b. October 26 – Senator Baldwin’s Service Academy Nominations Committee
  - c. October 29 – WCA County Ambassador Day at the Capital
  - d. November 7 – Veterans Day Reception at the Executive Residence, WDVA Board meeting, I am not invisible (Women Veterans Exhibit grand opening ceremony)
  - e. November 10 – Guest speaker at Wisconsin Rapids Elks Club Veteran Appreciation Dinner
  - f. November 11 – Veterans Day Wood County Memorial Ceremony
  - g. November 12 – Briefing to I-Team
2. Near Future:
  - a. November 20 – Housing and Homeless Coalition meeting
  - b. December 10 – Department Head Retreat
  - c. December 11 - Joint Wood & Portage County CCS/CST Meeting
  - d. December 11- Representative Kind’s new Veteran’s caseworker will be at the Heroes Café.

### **Office updates:**

1. Wood County veteran hiring initiative: No update this month.
2. Update on department head’s goal to get legislative action to reform the hiring requirements for the WDVA grant. Senator Jacque has introduced a bill (LRB-1497/1) to increase the amount of grants to counties and removed the exam or hiring process (Chapter 59 or 63) requirements. The WDVA leadership was convinced to remove the outdated exam requirement in their Chapter 45 clean up (if Senator Jacque’s bill does not pass).
3. Due to the federal government’s Blue Water Navy Act, which concedes Agent Orange exposure to Navy and Marines, who served onboard ships that operated within 12 nautical miles of Vietnam. This would grant these veterans suffering from the presumptive illnesses service connected disability compensation. Also widows of veterans who died due to these issues. This law becomes effective January 1, 2020. In preparation for this we are reviewing, all files for navy & marine veterans who may have served during the period covered. In addition, we are reviewing veterans with zero or low disability ratings that should have increased over time. With only about 10% reviewed, we have identified 60 veterans to attempt to reach out to. Letters will start to go out this month.



## RESOLUTION#

Introduced by Health &amp; Human Services Committee

SG

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

**INTENT & SYNOPSIS:** To authorize out-of-state training and travel for the Outpatient Clinic Psychiatric Nurse Practitioner.

**FISCAL NOTE:** \$800 for conference registration fee. Airfare and hotel costs will be paid for by the Psychiatric Nurse Practitioner.

**Source of Money:** Budgeted training dollars, tax levy.

**WHEREAS,** the Psychiatric Nurse Practitioner is required to obtain Continuing Education Credits on an annual basis,

**WHEREAS,** the 25<sup>th</sup> Annual National Psychopharmacology Update is taking place in Las Vegas, Nevada on February 13, 2020 through February 15, 2020 and attending the conference earns 33.5 Continuing Education Credits,

**WHEREAS,** this conference is one of the largest psychopharmacology conferences in the US and is not offered locally,

**WHEREAS,** the primary responsibilities of the Psychiatric Nurse Practitioner position are related to psychopharmacology,

**WHEREAS,** the Psychiatric Nurse Practitioner will pay for her own air fare and hotel costs,

**WHEREAS,** the Wood County Board of Supervisors approval is required for out of state travel, that requires the use of tax levy funds, and

**THEREFORE BE IT RESOLVED,** that the Wood County Board of

Supervisors approves the Psychiatric Nurse Practitioner to attend the 2020 National Psychopharmacology Conference in Las Vegas, Nevada with registration costs not to exceed \$800.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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 of the Wood County Public Safety Committee

3

**DATE:** November 11, 2019

**PRESENT:** Dennis Polach, Joe Zurfluh, Mike Feirer, Bill Winch

**EXCUSED:**

**NOT**

**PRESENT:**

**OTHERS** Steve Kreuser, Scott Brehm, Ted Ashbeck, Randy Dorshorst, Nanci Olson, Shawn

**PRESENT:** Becker, Bill Clendenning, Lori Heideman, Kelli Trzinski, Trey Larson, Dan Brandl, Jason DeMarco, Amy Kaup

**LOCATION:** Wood County Annex Marshfield

### 1. Call to Order:

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

### 2. Review minutes of October 14, 2019:

Motion by Feirer, second by Zurfluh to approve the minutes of the October 14, 2019 meeting as presented. Motion carried unanimously.

### 3. Public Comments:

No Public Comments.

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

December 9, 2019

9:00 a.m.

Wood County Courthouse

### 5. Communications Department:

#### a. Communications October 2019 Claims:

The Committee reviewed the Communications October 2019 claims.

#### b. Communications Report:

The Committee reviewed the Communications report.

Motion by Feirer, second by Zurfluh to approve the report and claims. Motion carried unanimously.

**6. Emergency Management Department**

**a. Emergency Management October 2019 Claims:**

The Committee reviewed the Emergency Management October 2019 claims.

**b. Emergency Management Activity Report:**

The committee reviewed the Emergency Management report. Steve answered questions regarding the tabletop drill that was held in Marshfield. Talked about the FEMA assistance process and the status of the application. Answered questions and gave an update on the Saratoga water problem. Stated that we should be hearing back from the Army Corps of Engineers soon on whether or not they are going to do a hydrology study.

**Motion by Zurfluh, second by Feirer to approve the report and claims. Motion carried unanimously.**

**7. Dispatch Department:**

**a. October 2019 Claims:**

The Committee reviewed the Dispatch October 2019 Claims.

**b. Dispatch Report:**

The Committee reviewed the Dispatch report.

Answered questions about the WINENA training and other training that the Department has to do each year. Each dispatcher needs to take 24 hours of training per year to keep their certifications. Answered questions about the towing company and the complaint received against one of the operators.

**Motion by Feirer, second by Winch to approve the report and claims. Motion carried unanimously.**

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner report.

**b. October 2019 Claims:**

The Committee reviewed the Coroner October 2019 claims.

**9. Humane Officer**

**a. Humane Officer Report:**

The Committee reviewed the Humane Officer Report

**10. Sheriff's Department:**

**a. Correspondences:**

Sheriff Becker told the Committee the Department received a \$5000 grant from Enbridge for UTV equipment. Sheriff Becker said the UTV should be ready by the end of the year.

Sheriff Becker told the Committee that the Department will once again be contracted by the Village of Vesper for Police services.

**b. Wood County Rescue:**

The Committee reviewed the Wood County Rescue report.

**c. Crime Stoppers:**

The Committee reviewed the Crime Stoppers report.

Sheriff Becker stated Lt. Joseph Zurfluh will be taking over the Law Enforcement Coordinator position for Crime Stoppers, which was vacated by Scott Drew when he accepted the Chief of Police position for the Village of Port Edwards.

**d. K-9 Project:**

The Committee reviewed the K-9 report.

**e. October 2019 Claims:**

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

**f. Increase to Civil Process Fees Resolution:**

**Motion by Feirer, second by Zurfluh to approve the increase to the Civil Process Fees from \$65.00 to \$75.00 beginning January 1, 2020. Motion carried unanimously.**

**g. Marijuana Ordinance:**

Sheriff Becker discussed establishing an ordinance prohibiting the first time possession of small amounts of marijuana. He said most surrounding counties and cities in Wood County already have one.

Bill Clendening stated he would like to have the Judicial and Legislative Committee write the resolution and ordinance. Bill stated he would take this to the Committee.

**h. IBR Costs:**

Sheriff Becker told the Committee some individuals at the Central Records meeting felt the fees should be paid by Wood County.

The Committee will be following the motion set back on November 12, 2018.

**i. Hiring Process:**

Sheriff Becker stated the Department is accepting applications until the end of 2019.

**j. Promotions:**

Sheriff Becker stated all the Department's promotional processes are complete.

**k. Boat/ATV Patrol:**

The Committee reviewed the Boat Patrol/ATV Patrol report.

**l. Overtime:**

The Committee reviewed the overtime report.

**m. Courthouse Security:**

The Committee reviewed the Courthouse Security report.

**n. Jail Items**

- i. Inmate Daily Population-Reviewed
- ii. EMP - Reviewed
- iii. Safekeeper Housing Numbers –Reviewed
- iv. Kitchen Report - Reviewed
- v. Maintenance - Nothing new to report at this time.
- vi. Inmate Programs – Nothing new to report at this time.
- vii. New Jail Study - Sheriff Becker stated Adventure Architects' surveys will be held December 3, 2019 through December 5, 2019.

**11. October 2019 Claims: Dispatch, Communications, Emergency Management, and Sheriff:**

**Motion by Feirer, second by Winch to approve the October 2019 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**12. Agenda Items:**

WCA Legislative Exchange February 4, 2019 and February 5, 2019 in Madison Wisconsin

**13. Pursuant to Wisconsin State Statute 19.85(1)(c), the Committee may go into closed sessions for performance evaluations of the Dispatch Manager, Communications Director, and Emergency Management**

**Motion by Feirer, second by Zurfluh to go into closed sessions at 10:10 a.m. Motion carried unanimously. Winch-yes, Polach-yes, Zurfluh-yes Feirer-yes**

**14. Return to open session**

**Motion by Feirer, second by Zurfluh to return to open sessions as 10:40 a.m. Motion carried unanimously. Winch-yes, Polach-yes, Zurfluh-yes Feirer-yes**

**15. Adjourn**

**Meeting adjourned at 10:40 a.m. by Vice Chairman Polach.**

Minutes taken by Wood County Sheriff's Department and Emergency Management



**MINUTES**  
**WOOD COUNTY TRAFFIC SAFETY COMMISSION**

The Wood County Traffic Safety Commission met at the Wood County Highway Department, 555 17<sup>th</sup> Avenue North, Wisconsin Rapids, WI on **August 28<sup>nd</sup>** at 10:30 a.m.

**PRESENT**

Dennis Polach  
Joel Ortman  
Sarah Roach  
Quentin Ellis  
Trace Frost  
Bill Clendening  
Melvin Pedersen  
Rhae Stertz  
Dan Brugman  
Arne Nystom  
Patrick Zeps  
Bill Winch  
Scott Brehm  
Brandon Dammann  
Bernard Karaliunas  
Lori Heideman  
Roland Hawk

**REPRESENTING**

Wood County Board  
Wood County Highway Department  
Wood County Emergency Management  
Wood County Sheriff Dept  
Wisconsin DOT- BOTS  
Wood County Board  
Grand Rapids PD  
WI State Patrol  
Wisconsin DOT  
Grand Rapids Chairman  
Marshfield Police Dept  
Wood County Board  
Coroner  
Wood County Highway  
Wood County Highway  
Wood County Dispatch  
Wood County Highway

Roland Hawk called the meeting to order at 10:32 a.m.

1. Introductions were made.
2. **Minutes of the May 28, 2019 Traffic Safety Commission Meeting.**

*Motion to accept and place on file minutes from the May 28, 2019 Traffic Safety Commission meeting made by Melvin Pedersen. Seconded by Joel Ortman. Motion approved unanimously.*

**3. Review Two (2) fatal crashes**

Melvin Pedersen reviewed fatal crash involving bicyclist. Victim was biking in the lane behind the fog line when driver hit from behind. Waiting on BAC, believed to have been alcohol related. WI State Patrol conducting a visibility assessment. In the police report it notes 45 MPH, when it is actually 40 MPH, there will be an amended report to correct.

Second crash occurred in Wisconsin Rapids. Representative not present. Victim pulled out from stop sign, was hit by cargo van. Victim passed away days later.

**4. ATV Discussion**

Roland Hawk discussed Highway created a route map, all signage on main routes are completed. Alternate route signs are kept up and maintained by municipalities. HWY Dept is trying to minimize the use of County roads. Went over routes with County Trunk connections. Maps are online.

**5. Winter Weather/ Hazard Call Out Protocol**

Commission had extensive discussion to facilitate communication between Highway/ Dispatch/ Law Enforcement. Highway operates on 18 hour roads and patrols are out on 2 hour routes. They will continue to pre-treat the roads especially concrete and bridges. Request that roads be called by actual name not the local name, requests more detail up front so they can bring the proper gear with them.

**6. Report from the Department of Transportation Engineer**

Dan Brugman went over construction projects and will email out all projects to the group at the State level. Roland Hawk, discussed County wide road projects.

**7. Local Program Specialist Report and Highway Safety Plan Solicitation**

Trace Frost, WI DOT BOTS, gave state wide fatal statistics for this year at 385. Which is 12% below where we were at this time last year. Drive Sober mobilization started August 16- September and Wood County is participating. Went over Community map updates. Discussed some new legislative updates and emailed to the group.

**8. Other Business brought properly before the Commission:**

Roland Hawk discussed his testimony for Work Place Safety, Flagger Rights. Revised to include EMS/Fire to include classifying emergency scenes as work zones.

Continued on discussion about HWY Z and 48<sup>th</sup> St. WI DOT looking at proposal to improve area. HWY Dept stated No passing had been painted. HWY A high risk rural road has been approved.

**9. Public Comments.**

None.

**9. Adjournment.**

*Roland Hawk made a motion to adjourn at 11:28 a.m. Seconded by Bill Winch. Motion approved unanimously.*

**The next Traffic Safety Commission meeting is scheduled for Wednesday, November 20 at 10:30 a.m. at the Wood County Highway Department**



# Wood County

## WISCONSIN

OFFICE OF CORONER

SCOTT D. BREHM

DATE:

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 October 2019:

Deaths in Wood County.....	84
Calls for Service.....	77

Sudden/Suspicious Deaths and Falls.....	27
Traffic Fatalities.....	0
Suicides.....	0
Drownings.....	0
Fire Fatalities.....	0
Homicides.....	0
Suspected Overdoses.....	3

Death Certificates Signed.....	27
Cremation Permits Signed.....	64
Autopsies Performed.....	3
Disinterments.....	0

Remarks: Attached are the findings and remarks from Corporation Counsel in regards to an investigation performed by DOJ/DCI.

Respectfully Submitted,

Scott D. Brehm  
Wood County Coroner

## Investigation of Dara Hamm



Peter Kastenholz

Yesterday, 3:17 PM

Scott Brehm

Reply all |

Hi Scott,

Someone, I presume from the DA's office, dropped off a copy of the DOJ's investigative report on Dara Hamm this morning. I went ahead and read it over such that I would be prepared if you stopped by or called to talk about it. Now that I have read it, I want to give a summary of my take on the report and what if any cause of action that the county should take and reasonably expect to win based upon the data in the report.

There are several different allegations of financial abuse by Hamm and my plan is to address each one and then I will follow up with a discussion on the applicable statutes of limitations and how I think we should be proceeding here.

1. Hamm charged an \$85 per diem for the first seven months of being in office and was only eligible for \$50 per diems.

There doesn't seem to be any dispute that Hamm charged an \$85 per diem on 110 occasions when she should have only billed at the \$50 rate. This resulted in an overpayment of \$3,850 for which the county has not been reimbursed.

The evidence here is compelling and solid. If Hamm doesn't pay back the \$3,850 the county has a clear case against her.

2. Hamm charged \$100 for report writing at the end of each month.

There is no question that Hamm charged the \$100 each month. Hamm maintains that her predecessor (Kronstedt) advised her to bill the county for the report writing. Kronstedt did in fact bill the county \$100 each month, at least at the end of his tenure, for report writing. There is no ordinance, resolution or policy authorizing this billing. The oversight committee took no action to stop the practice or apparently even to question it.

It is rather clear to someone like myself that the \$100 per month report writing was not authorized and that the monthly salary would cover this type of function. However, there being no policy on it and the fact that Hamm's predecessor charged in the same fashion and the committee to my knowledge never asked about or acted to stop the practice, makes it unlikely the county could show that Hamm was wrong in so billing and therefore had to reimburse the county for the payments made.

3. Hamm inappropriately commenced the practice of charging per diems for meetings and conferences when she stopped over-billing her per diems.

The record is clear that Hamm did as alleged. It doesn't appear that Kronstedt charged per diems for meetings and conferences. I am not aware that the oversight committee affirmatively approved the new practice or that it was formally brought to its attention. Likewise, there is no evidence the oversight committee questioned the vouchers containing the billing or asked Hamm to change her practice.

An action by the county to recover these costs is stronger than it would be for the \$100 end of month reports because there was no past practice of charging per diems for meetings and conferences. It is by no means a solid case, though, with the committee never questioning the practice and therefore acquiescing to it. The county would be in the awkward position of contending that the committee was negligent in performing its job and therefore should be entitled to recover the payments. It is possible that Hamm would find a member of the committee that oversaw her during her four year term that would say they were aware of the charge and deemed it an appropriate application of the per diem policy. For these reasons I would be leery about suing for the recovery of these payments.

4. Hamm charged per diems and mileage for actions that were not taken.

The DOJ DCI investigator did not delve into trying to prove or disprove this allegation and there weren't precise details included in your written complaint or apparently in your interview with the investigator to follow up on. Possibly for similar reasons as the investigator, that being it is very unlikely to be a profitable endeavor to try and prove up these claims and to get funeral home directors and staff to verify actions and inaction of Ms. Hamm, that I am not interested in pursuing verification of this allegation.

From a legal perspective these alleged instances of overbilling would be very difficult to prove.

Another component of assessing what actions can be taken to recover money that was overpaid by a governmental entity to a former elected official has to do with the statute of limitations applicable to the over-billing events. When an employee or elected official brings an action against the county for payment for services rendered, the 2 year statute of limitation under Wis. Stat. s. 893.44 applies. That statute only limits the time within a recipient of compensation may sue, not when the "employer" may sue for overpayments made. Arguably, the 6 year look back period set forth in Wis. Stat. s. 893.61 for contracts for payment of money with a governmental entity applies. It is also plausible for a court to find that the 2 year limitation period under s. 893.93(1m)(b) for fraudulent acts applies. There is no case law on point so it isn't crystal clear. Obviously, though, the statute of limitations that does apply will impact the county's ability to recoup overpayments.

My suggestion is that you address this topic with your oversight committee. If they want it to be considered in closed session then I should be there for that and assist in writing the specific notice for the agenda.

The preferred approach in my opinion would be for the committee to authorize/direct me to recover the \$3,850 in the 110 per diems that were paid at \$85 each instead of the correct \$50 each. I would attempt to make the recovery by a voluntary payment plan and if that failed I would then utilize small claims court to obtain reimbursement.

I would like to be notified if and when the Public Safety Committee plans to meet to discuss the topic.

Thank you for your attention and please advise if you have any questions or concerns.

Peter Kastenholz  
Wood County Corporation Counsel

Dept. Head Humane Officer Nanci Olson  
October 20<sup>th</sup> – November 2<sup>nd</sup> 2019

10-20; Reports

10-20,21; WC17357 Dog bite, owner was bit on both hands by his own dog @ 10800 block of 10<sup>th</sup> St. Hewitt. 0,78

10-21,27; GR4629 Hoarding, sanitation concerns, and welfare. Open Case, under investigation. 0,0

10-21; WR22743 Cat bite happened at the 3300 block of 18<sup>th</sup> St.S. Follow up on expiration of Rabies Vaccination. 20

10-22,27; WC17043 Follow up, Dog Bite occurred at the 9300 block of US Highway 10, Marshfield. An Order of Abatement to be issued due to past history in Clark County for the dog at large several times and also one past bite history. 80,80

10-22,11-2; WR20419 Open Case, Order of Abatement follow up. 12,12

10-23,27; WC17469 Dog Bite, victim was bit by neighbors dog which had broke it's lead to get loose @ 6400 block of Michigan Street Vesper. 38,38

10-24; Full day of Law Enforcement training regarding animal fighting @ Midstate in Marshfield. 84

10-25,26; WC17577 Dog bite, victim was bit in the hand when he walked into the house where the dog lived @ 8000 block of County Rd K, Arpin, the dog doesn't like men. 48,48

10-25; NK2930 Cat bite, victim bit by her own cat @ 300 block of Wood Ave. 16

10-28,11-2; WC13519 Follow up on condition of a horse @ 4000 block of Apple Road. Open case for as long as necessary for the health and well being of the animal. 32,32

10-29; WR23952 Hoarding, sanitation concerns, and welfare of several cats. Open Case. 0

10-30; WC14080 Welfare check @ 5800 block of Yellow Stone road, Auburndale with a dog on a re-feeding program and addressing shelter concerns. This case will remain open as long as necessary. 70

10-31; WC15147 Welfare concerns @ 2500 block of Plover Road regarding horses. Open Case. 22

## TIME CARD

COUNTY OF WOOD

EMPLOYEE NAME: Nanci Olson

Monthly Time Report

DEPARTMENT: Wood County Humane Officer

Olson

10/20/2019 THROUGH 11/2/2019

APPROVED BY: Public Safety Committee

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
10/20/19		\$50.00	0	2p	6p	4.00	reports
10/20/19	WC17357	\$50.00	0	8:30p	10:30p	2.00	Dog Bite
10/21/19	WC17357	\$50.00	78	8a	11a	3.00	Dog Bite
10/21/19	GR4629	\$50.00	0	3p	4p	1.00	Hoarding
10/27/19	GR4629	\$50.00	0	1p	3p	2.00	Hoarding
10/21/19	WR22743	\$50.00	20	4p	6p	2.00	Cat bite
10/22/19	WC17043	\$50.00	80	3p	6p	3.00	Abatement Order
10/27/19	WC17043	\$50.00	80	9a	1p	4.00	Abatement Order
10/22/19	WR20419	\$50.00	12	8a	10a	2.00	Abatement Order
11/02/19	WR20419	\$50.00	12	8a	11a	3.00	Abatement Order
10/23/19	WC17469	\$50.00	38	8a	11a	3.00	Dog Bite
10/27/19	WC17469	\$50.00	38	4p	7p	3.00	Dog Bite
10/24/19		\$50.00	84	6:30a	5:30p	11.00	Law enforcement train
10/25/19	WC17577	\$50.00	48	8a	11a	3.00	Dog Bite
10/26/19	WC17577	\$50.00	48	3p	6p	3.00	Dog Bite
10/25/19	NK2930	\$50.00	16	8p	10p	2.00	Cat bite
10/28/19	WC13519	\$50.00	32	8a	11a	3.00	Welfare
11/02/19	WC13519	\$50.00	32	1p	3p	2.00	Welfare
10/29/19	WR23952	\$50.00	0	1p	2p	1.00	Hoarding
10/30/19	WC14080	\$50.00	70	9a	12p	3.00	Welfare
10/31/19	WC15147	\$50.00	22	8a	11a	3.00	Welfare
TOTAL		\$1,050.00	710			63.00	\$411.80

(Mileage Check)

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

Mileage: 101-3901-54129-000-331

Humane Officer Dept Head Nanci Olson  
October 6<sup>th</sup> – October 19<sup>th</sup> 2019

10-6; Humane Officer Reports

10-7; WC15147 Welfare concerns @ 2500 block of Plover Road, checking conditions of animals, rechecks done until conditions improve. Open Case. 22

10-8; WR21930 Welfare check on a thin dog @ 500 block of 10<sup>th</sup> St. S. WR. Open Case. 16

10-8,9; WR22016 A cat belonging to the South Wood County Humane Society bit a vet tech @ 1221 Parkwood Drive, while the veterinarian was examining him before surgery. 12,22

10-9,19; WC14080 Welfare check @ 5800 block of Yellow Stone road, Auburndale regarding a mother dog that lost a lot of weight, recommendations are to pull the puppies that are old enough and to start the dog on a re-feeding program. The shelter area needs to be cleaned up and for the dog to have a longer chain. This case will remain open as long as necessary. 70,70

10-10,11; WR22150 A black lab got loose @ 500 block of Oak St. and ran to the neighbors and bit their dog on the back of the neck. This dog bit in the recent past so I wrote up an Order of Abatement for the owners regarding proper confinement and the use of a muzzle. The owners of the Lab decided instead to have the dog put down, which I confirmed with the Veterinarian that the dog was in fact put down.

10-10; WC16751 Dog bite happened @ 5000 block of Cty. Rd Q, Seneca. The owner of this puppy said he was playing too rough with the dog when he was bit in the left hand. 38

10-10,11; WC16757 Dog Bite happened while a bicyclist was riding past the 6100 block of Richfield Drive, Arpin, and 4 dogs came out, with one of the dogs going on the road and biting the victim in the upper thigh. 64,64

10-11,19; WC16349 Welfare check, sanitation concerns, open case. 30,30

10-12,18; WC13519 Follow up on condition of a horse @ 4000 block of Apple Road. This case will remain open as long as necessary for the health and well being of the animal. 32,32

10-14; Public Safety Meeting 12

10-14; WR22466 Dog bite happened @ 1300 block of 10<sup>th</sup> Ave. North, when an owner of a coonhound was cleaning the dog's sore ears when the dog bit her in the hand. 18

10-15,16,17; WC17043 Dog Bite happened on the evening of October 14<sup>th</sup> and reported today, the bite occurred at the 9300 block of US Highway 10, Marshfield. Victim was bit while knocking on the neighbors door. The dog's owner moved out a couple months ago leaving the temporary care of her dog to her twin sister whom also moved in to the owners prior home. The owner of the dog picked up the dog on the evening of the bite and dropped him off in the City of Marshfield where she also recently lived prior to moving back to Coby where she lived prior to moving to the US Highway 10 address. There was great difficulty tracking the owner down in Coby, finding out the sister's name whom is caretaker of the dog and the location of the dog in Marshfield. Eventually, the dog, which has a bite history in Coby, is currently being quarantined at the South Wood County Humane Society. An Order of Abatement will be issued. 40,40,22

10-17; WR22743 Cat bite happened at the 3300 block of 18<sup>th</sup> St.S. The cat was playing in the middle of the night on top of the sleeping owner when she was bit on her right arm. 20

10-18; WR20419 Open Case, Order of Abatement issued. 12



**EMPLOYEE NAME:** Nanci Olson

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**Olson**

10/6/2019 THROUGH 10/19/2019

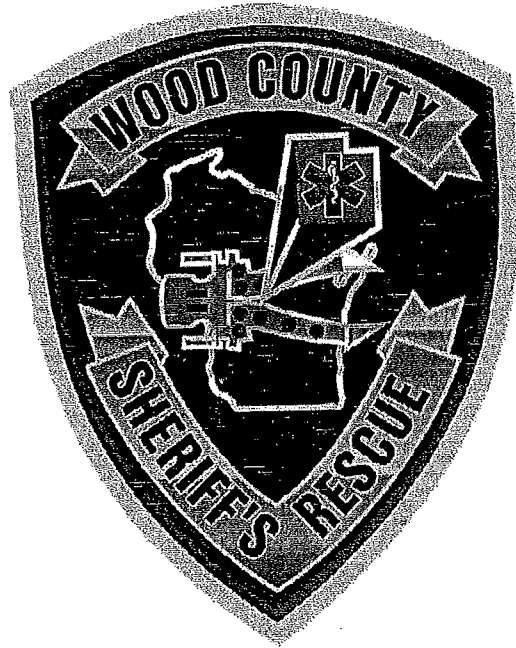
**APPROVED BY: Public Safety Committee**

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
10/06/19		\$50.00	0	2p	6p	4.00	Reports
10/07/19	WC15147	\$50.00	22	9a	11a	2.00	Welfare
10/08/19	WR21930	\$50.00	16	4:30p	6p	1.50	Welfare
10/08/19	WR22016	\$50.00	12	7p	8p	1.00	Cat Bite
10/09/19	WR22016	\$50.00	22	10a	12p	2.00	Cat Bite
10/09/19	WC14080	\$50.00	70	1p	5p	4.00	Welfare
10/19/19	WC14080	\$50.00	70	9a	12p	3.00	Welfare
10/10/19	WR22150	\$50.00	16	8a	11a	3.00	Aggressive dog
10/11/19	WR22150	\$50.00	16	2p	4p	2.00	Aggressive dog
10/10/19	WC16751	\$50.00	38	1p	4p	3.00	Dog Bite
10/10/19	WC16757	\$50.00	64	5p	8p	3.00	Dog Bite
10/11/19	WC16757	\$50.00	64	8a	12p	4.00	Dog Bite
10/11/19	WC16349	\$50.00	30	5p	7p	2.00	Welfare
10/19/19	WC16349	\$50.00	30	2p	4p	2.00	Welfare
10/12/19	WC13519	\$50.00	32	9a	11a	2.00	Welfare
10/18/19	WC13519	\$50.00	32	3p	6p	3.00	Welfare
10/14/19		\$50.00	12	8:30a	10:30a	2.00	Public Safety Meeting
10/14/19	WR22466	\$50.00	18	5p	7p	2.00	Dog Bite
10/15/19	WC17043	\$50.00	40	11a	4p	5.00	Dog Bite
10/16/19	WC17043	\$50.00	40	9a	1p	4.00	Dog Bite
10/17/19	WC17043	\$50.00	22	12p	2p	2.00	Dog Bite
10/17/19	WR22743	\$50.00	20	3p	6p	3.00	Cat Bite
10/18/19	WR20419	\$50.00	12	8a	10a	2.00	Welfare
<b>TOTAL</b>		<b>\$1,150.00</b>	<b>698</b>			<b>61.50</b>	<b>\$404.84</b>

Per Diem: 101-3901-54129-000-101  
Mileage: 101-3901-54129-000-331

(Mileage Check)

2019



# October Monthly Report

Wood County Sheriff's Rescue

2019

## October Training Descriptions

Date	Type	Description
1-Oct	Business Meeting	Business Meeting
8-Oct	Water Rescue	Review of yellow inflatable boat - Inflation, deflation and use of black snow skirt
15-Oct	Medical	Reviewed inventory and placement of equipment in all UEMR rigs with quiz at end of night.
22-Oct	Work Night & Water Rescue	Marc 1 Repeater set up. Yellow inflatable timed set up.
29-Oct	Work Night	Reviewed On-Spot Chains video and discussed proper usage for upcoming winter season.

# Call Summary

Page 1

Call #	81	82	83	84	85
Date	10/3/2019	10/5/2019	10/9/2019	10/14/2019	10/19/2019
Time	16:32	7:40	10:31	18:34	20:59
Day of Week	Thursday	Saturday	Wednesday	Monday	Saturday
Township	Wisconsin Rapids	Saratoga	Port Edwards	Port Edwards	Port Edwards
Location	210 1ST AVE S	1116 STH 73S	CTH GG & STH 173	4TH STREET & SENECA RD	949 CTH G
Call Type	Other	Other	10-50 w/ injuries	10-50 w/ injuries	10-50 w/ injuries
Medical/ Extrication	No	Extrication	Extrication	No	No
Ambulance			Nekoosa	WRFD	
EMR					
Fire			Port Edwards		
Tools/ Equipment Used			Traffic Cones		
Notes	Run with the Cops 5K	Wood County Auto Extrication Course	Nekoosa Fire also on scene		10-22ed prior to arrival on scene

# Call Summary

Page 2

Call #	86	87			
Date	10/31/2019	10/31/2019			
Time	15:35	17:32			
Day of Week	Thursday	Thursday			
Township	Wisconsin Rapids	Grand Rapids			
Location	444 WEST GRAND AVE	RICHLAND HILLS DR & WHITROCK AVE			
Call Type	Other	10-50 w/ Unknown Injuries			
Medical/ Extrication	No	No			
Ambulance					
EMR					
Fire					
Tools/ Equipment Used					
Notes	WRPD Trunk or Treat	10-22ed prior to arrival			

# Special Event Summary

Page 1

Date	10/3/2019	10/5/2019	10/31/2019		
Day of Week	Thursday	Saturday	Thursday		
Event	Run With The Cops 5K	Wood County Auto Extrication Course	Trunk or Treat		
Host	Special Olympics		WRPD		
Location	210 1ST AVE S	SARATOGA TOWN HALL	WRPD		
Vehicle Used	R3	R3, R4	R3		
Tools/ Equipment Used					
Event Description	Lighting at turn around behind Firefighter's Memorial	Auto extrication course in accordance with NFPA 1006 Chapter 8. Used hand tools including air chisel, reciproaing saw, high lift jacks and stabilization bars.	Show and tell with Rescue 3. Handed out candy to trick-or-treaters at event.		



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

November 6, 2019

Sheriff Becker:

During the Month of October the Crime Stoppers program received 26 tips that were forwarded to the appropriate agencies for follow-up.

Our monthly meeting was held on 10/15/19. Our next meeting is scheduled for 11/12/19 at the Pittsville Fire Department.

Lt. Joseph Zurfluh



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

TO: Sheriff Shawn Becker

FROM: Lieutenant Charles Hoogesteger

DATE: 11/6/19

RE: K9 Program – OCTOBER

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### **TRAINING (K9 ACE)**

- Deputy Christianson and K9 Ace took part in a three-day training in the La Crosse Area for Wisconsin Law Enforcement Canine Handlers Association. Areas of training included tracking, narcotics, apprehension, K9 Emergency 1<sup>st</sup> Aid, and obedience.

### **TRAINING (K9 TORO)**

- Deputy Pidgeon and K9 Toro took part in a three-day training in the La Crosse Area for Wisconsin Law Enforcement Canine Handlers Association. Areas of training included tracking, narcotics, apprehension, K9 Emergency 1<sup>st</sup> Aid and obedience.

### **COMMUNITY/DEMOS (K9 ACE)**

- NONE

### **COMMUNITY/DEMOS (K9 TORO)**

- Run with the Cops K9 Demo

### **DEPLOYMENTS (K9 ACE)**

- WRPD – Positive indication with prior drug use in veh
- GRPD – Positive indication with no locate
- WOSO – Positive indication with possession of THC and drug paraphernalia
- WOSO - Positive indication with possession of THC and drug paraphernalia
- WOSO JAIL – Search of lockers in Huber and no indication

### **DEPLOYMENTS (K9 TORO)**

- WRPD – Positive indication with narcotic items located on a previous stop
- WRPD – vehicle search with no indication



- WRPD – Wisconsin Rapids Area Middle School search with no indication
- ADSO – Assist with search of suicidal subject
- WRPD – Vehicle search with no indication
- WOSO – track of subject involved in battery and false imprisonment case. Subject located and taken into custody without incident.

Additionally, both K9 teams were requested by neighboring agencies for 3 separate drug interdictions.

Respectfully

Lt Charles Hoogesteger

## **Minutes of the Wood County Public Safety Committee**

**DATE:** November 12, 2018

**PRESENT:** Dennis Polach, Joe Zurfluh, Bill Winch, Mike Feirer

**EXCUSED:**

**NOT**

**PRESENT:** Jason Zaleski

**OTHERS**

**PRESENT:** Bill Clendenning, Thomas Reichert, Lori Heideman, Kelli Trzinski, Dan Brandl, Steve Kreuser, Dara Hamm, Nanci Kinney, Scott Brehm, Erik Engel

**LOCATION:** Wood County Health and Annex

### **1. Call to Order:**

Bill Winch called the meeting to order at 9:02 a.m.

### **2. Review minutes of October 8, 2018:**

Motion by Feirer, second by Polach to approve the minutes of the October 8, 2018 meeting as presented. Motion carried unanimously.

### **3. Public Comments:**

Incoming Coroner Scott Brehm introduced himself to the committee.

### **4. IBR:**

Motion by Zurfluh, second by Feirer to accept Incident Base Reporting-option one-conversion with on-site training totaling \$31,427.00 with each municipality paying for their portion of the conversion with option for reimbursement if grant money becomes available. Wood County Sheriff's Department \$12,790.78, Marshfield Police Department \$6,128.26, Wisconsin Rapids Police Department \$5,594.00, Grand Rapids Police Department \$3,048.41, Nekoosa Police Department \$2,137.03, Pittsville Police Department \$942.81, and Port Edwards Police Department \$785.67. Motion carried unanimously.

### **5. ATV Update:**

None

### **6. Engine Breaking Update:**

Chairman Winch stated the engine breaking signage is working.



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

## Operations Overtime/Comp Time Totals

### October 2019

#### Patrol

Overtime hours: 60

Comp time hours: 286.505

#### Investigations

Overtime hours: 7.5

Comp time hours: 9

#### Security Services

Overtime hours: 4.25

Comp time hours: 11

#### Boat Patrol

Administrative hours: 1

\*This hour was spent on duty

#### ATV Patrol

Patrol hours: 2

\*These hours were spent on duty

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	9.00	0.00	48.00	0.00	57.00
August	0.00	0.00	0.00	33.00	0.00	33.00
September	0.00	9.00	0.00	2.00	0.00	11.00
October	0.00	24.00	0.00	96.00	0.00	120.00
November	0.00	0.00	0.00	24.00	0.00	24.00
December	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	24.00	103.75	36.00	669.75	91.25	924.75



# Wood County

## WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

### Public Safety Committee Meeting

#### Security Services October 2019 Report

For the month of October 2019, Security Services has stopped numerous prohibited items from coming into the Courthouse. The totals for the month of October are:

Guns –	5
Knives -	238
O.C. -	8
Drugs/Alcohol -	.5g of Meth and 2 bottles of alcohol

One of the guns was located by use of the X-Ray machine while the other 4 guns were found just by having the equipment in place and the individuals told us about them. All 5 people had concealed carry permits. They were reminded about the laws governing this right and they were allowed to return the property to their vehicles.

We have also arrested 3 people on warrants at the front doors of the Courthouse and have screened a total of 5,098 people since keeping track of this statistic on October 18<sup>th</sup>.

We are still working on fine tuning this new department and figuring out ways that will better fit both employees of Wood County and the residents.

Attached is the break down by week of items located.

## Security's Weekly Report

October 7<sup>th</sup> – October 11<sup>th</sup> 2019

Guns	3
Knives	52
O.C.	3
Misc. Items	10

October 14<sup>th</sup> – October 18<sup>th</sup> 2019

Guns	0
Knives	70
O.C.	2
Misc. Items	3
Drugs	.5g of Meth
Count of screenings on 10-18	471

October 21<sup>st</sup> – October 25<sup>th</sup> 2019

Guns	0
Knives	48
O.C.	1
Misc. Items	0
Drugs	0
Warrants	3
Count of screenings	2,260

October 28<sup>th</sup> – November 1<sup>st</sup> 2019

Guns	2
Knives	68
O.C.	2
Misc. Items	2 bottles of alcohol
Drugs	0
Security Req. (started on Wed)	3
Count of screenings	2,367

# 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	250	103	38	237	99	33	238	99	36	237	100	52	0	0	0
2	234	97	50	248	104	39	244	99	33	233	98	36	234	103	52			
3	241	97	55	247	106	39	245	99	33	234	99	37	232	103	52			
4	239	99	55	251	106	39	227	97	33	236	99	37	229	103	50			
5	242	99	55	255	106	37	228	97	32	234	99	36	226	102	49			
6	244	101	53	255	106	38	227	95	36	235	99	36						
7	241	101	50	250	105	39	230	104	37	238	99	36						
8	239	101	48	251	103	37	229	104	36	238	98	33						
9	240	99	47	251	102	37	232	103	35	243	98	37						
10	241	99	48	245	106	35	231	100	36	245	96	38						
11	242	98	47	251	106	35	227	100	32	245	100	44						
12	236	99	46	250	105	33	232	99	33	245	102	44						
13	230	106	47	247	105	34	234	98	33	246	102	44						
14	230	106	47	243	100	36	225	103	33	253	102	43						
15	236	106	47	245	100	38	229	102	32	239	101	41						
16	237	105	49	243	99	38	235	102	32	231	100	41						
17	247	104	50	251	106	38	228	100	30	232	105	41						
18	251	101	49	256	106	37	223	98	32	231	104	42						
19	250	98	50	257	106	37	233	98	35	236	102	43						
20	247	103	47	247	103	37	234	98	34	236	102	43						
21	250	103	47	256	104	39	238	103	34	245	102	43						
22	252	103	47	254	103	38	240	103	34	238	98	41						
23	247	101	45	249	106	37	242	103	32	237	96	45						
24	251	98	45	243	104	39	235	100	33	234	96	50						
25	250	98	45	247	104	39	235	100	34	244	99	50						
26	251	102	45	245	104	36	237	97	32	239	103	51						
27	252	103	45	238	99	35	239	99	34	240	103	51						
28	250	103	43	245	95	36	237	100	37	246	103	51						
29	251	103	42	244	94	35	236	100	36	243	100	51						
30	247	103	39	243	96	34	240	100	36	234	96	51						
31	254	100	39	234	99	33				234	97	52						
WCJail	243.87			248.10			233.63			238.77			231.60			0.00		
Shipped	101.10			102.94			100.00			99.90			102.20			0.00		
EMP	47.48			36.84			33.73			42.71			51.00			0.00		
Avg Length of Stay (Days)	23.20			32.50			28.90			37.10			0.00			0.00		

### 2019 Yearly Averages

Total	237.16
Safekeeper	98.75
EMP	44.53
LENGTH of STAY	29.28

SK Total
WP 75
AD 25
SK 100

Color indicates low population	198	01/23/19
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# 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	97	78

# 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	108	78	25	104	74	25	100	75	24	84	75	25	0	0	0
2	86	74	23	104	80	24	111	74	25	96	73	25	79	78	25			
3	88	73	24	101	81	25	112	74	25	95	75	24	77	78	25			
4	83	75	24	105	81	25	97	73	24	98	74	25	76	78	25			
5	87	75	24	112	81	25	98	72	25	97	74	25	75	77	25			
6	89	76	25	111	81	25	95	70	25	98	74	25						
7	89	76	25	106	80	25	88	78	26	101	74	25						
8	89	76	25	111	79	24	87	78	26	105	73	25						
9	93	75	24	112	77	25	92	78	25	107	73	25						
10	94	75	24	104	81	25	93	75	25	110	71	25						
11	97	75	23	110	81	25	93	75	25	100	75	25						
12	91	74	25	112	80	25	98	74	25	98	77	25						
13	77	82	24	108	79	26	100	72	26	99	77	25						
14	77	82	24	107	76	24	86	77	26	107	77	25						
15	83	82	24	107	75	25	92	76	26	96	76	25						
16	83	80	25	106	74	25	98	76	26	89	75	25						
17	93	79	25	107	81	25	94	75	25	85	80	25						
18	101	76	25	113	81	25	90	73	25	84	79	25						
19	102	73	25	114	81	25	97	73	25	90	77	25						
20	96	78	25	107	79	24	99	73	25	90	77	25						
21	99	78	25	112	79	25	98	78	25	99	77	25						
22	101	78	25	112	78	25	100	78	25	98	73	25						
23	100	76	25	105	82	24	104	78	25	95	72	24						
24	107	73	25	99	79	25	99	75	25	87	71	25						
25	106	73	25	103	79	25	98	75	25	95	76	23						
26	102	76	26	104	79	25	105	74	23	86	78	25						
27	102	78	25	103	74	25	103	77	23	86	78	25						
28	102	78	25	113	71	24	97	77	23	92	78	25						
29	104	78	25	113	69	25	97	77	23	92	75	25						
30	104	78	25	112	71	25	101	77	23	86	71	25						
31	114	75	25	101	74	25				84	72	25						
WOOD	94.45			107.81			97.53			95.00			78.20			0.00		
WPSO	76.48			78.10			75.20			75.06			77.20			0.00		
ADSO	24.61			24.84			24.83			24.84			25.00			0.00		
TOTAL	243.87			248.10			233.63			238.77			231.60			0.00		

2019 Safe Keeper Averages		
WOOD Co Jail	93.04	108
WAUPACA Co	74.33	75
ADAMS Co	24.50	25
Total Population	237.16	232

MONTH High Low

July	114	77
August	114	99
September	112	87
October	107	84
November	0	0
December	0	0

# 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	3134	\$90,384.56	\$129,434.20	\$39,049.64	\$257,087.18	\$16,936.00
August	3191	\$92,028.44	\$131,788.30	\$39,759.86	\$296,847.04	\$17,291.25
September	3000	\$86,520.00	\$123,900.00	\$37,380.00	\$334,227.04	\$15,957.25
October	3097	\$89,317.48	\$127,906.10	\$38,588.62	\$372,815.66	\$15,754.25
November	511	\$14,737.24	\$21,104.30	\$6,367.06	\$379,182.72	\$16,406.75
December	0	\$0.00	\$0.00	\$0.00	\$379,182.72	\$16,305.25
<b>TOTAL</b>	<b>30432</b>	<b>\$877,658.88</b>	<b>\$1,256,841.60</b>	<b>\$379,182.72</b>		<b>\$197,192.25</b>

\$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	47.48	\$43,126.08	\$289,042.16	\$527,059.59
August	36.84	\$33,461.77	\$322,503.93	\$602,867.30
September	33.73	\$29,648.67	\$352,152.60	\$673,263.89
October	42.71	\$38,793.49	\$390,946.09	\$746,474.78
November	0	\$0.00	\$390,946.09	\$820,508.27
December	0	\$0.00	\$390,946.09	\$891,267.51
<b>TOTAL</b>	<b>62.69</b>	<b>\$390,946.09</b>	<b>\$390,946.09</b>	<b>\$891,267.51</b>

EMP Monthly Average x number of days in month = bed days  
 Bed Days x \$29.30 = Monthly Savings

[REDACTED]

# 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	\$27,125.00	\$82,125.00	\$109,250.00	\$764,750.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$874,000.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$983,250.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$1,092,500.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,092,500.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,092,500.00	\$82,125.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$271,250.00</b>	<b>\$821,250.00</b>	<b>\$1,092,500.00</b>		<b>\$985,500.00</b>

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	3618	3423	3910	0	10951	\$25,299.22
August	3183	3011	3572	0	9766	\$21,566.50
September	2979	2867	3291	0	9137	\$21,188.91
October	2190	2136	2434	0	6760	\$15,438.84
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
<b>TOTAL</b>	<b>29983</b>	<b>28730</b>	<b>29032</b>	<b>2948</b>	<b>90693</b>	<b>\$212,595.15</b>

Cost per meal **\$2.34**

Cost per day **\$7.03**

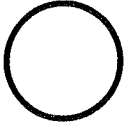
### Wood County Jail Kitchen Expenses

	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	\$212,595.15	\$0.00	\$0.00	\$0.00
Number of Meals	120,952	90,693	0	0	0
Cost per Meal	\$2.14	\$2.34	#DIV/0!	#DIV/0!	#DIV/0!
Cost per Day	\$6.41	\$7.03	#DIV/0!	#DIV/0!	#DIV/0!





## RESOLUTION#

Introduced by  
Page 1 of 1

Public Safety Committee and Executive Committee

Committee

RSD

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

**INTENT & SYNOPSIS:** To increase the Civil Process service fee in the Wood County Sheriff's Department from \$65 to \$75 for basic service fees and service attempts. Writs of replevin, writs of restitution, and writs of execution will be increased from \$65 to \$75 for service and will still have the additional costs including officers productive hourly rate added.

**FISCAL NOTE:** Unknown Revenue

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

**WHEREAS**, the Wood County Sheriff's Department is Statutorily responsible for Civil Process in the County and the sale of real property in certain situations, and County Board is responsible for setting fees for these services, and

**WHEREAS**, the Wood County Sheriff's Department has one Sergeant assigned to Civil Process and a significant portion of a secretaries time is spent on billing and filing returns, and

**WHEREAS**, the Wood County Sheriff's Department generates approximately \$62,000 in revenue for providing this service, and

**WHEREAS**, an increase in fees will reduce the cost incurred by the County having a deputy sheriff perform this statutorily required function, and

**WHEREAS**, it is felt that this service should become more of a user fee, and

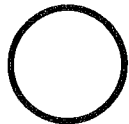
**WHEREAS**, the last increase in Civil Process fees was in 2009, is currently \$65 per attempt and is below that of most surrounding counties, and

**WHEREAS**, some of the Civil Process papers can be served by private business and the Wood County Sheriff's Department encourages this so the Deputy assigned to Civil Process can be used for other law enforcement needs, and

**WHEREAS**, the increases would be effective January 1, 2020, and

**WHEREAS**, the Public Safety Committee believes it is in the best interest of Wood County to increase the service fee for Civil Process,

**NOW THEREFORE BE IT RESOLVED**, by the Wood County Board of Supervisors to increase the Civil Process Service Fees from \$65 to \$75 for basic service fees and service attempts. Writs of replevin, writs of restitution, and writs of execution will be increased from \$65 to \$75 for service.



## ORDINANCE#

Introduced by  
Page 1 of 1

Public Safety and Judicial &amp; Legislative Committees

ITEM#

3- 2

DATE

December 17, 2019

Effective Date

Upon passage &amp; publication

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

LAD

**INTENT & SYNOPSIS:** To establish an ordinance prohibiting the first time possession of small amounts of Marijuana and then consolidating that with the drug paraphernalia and synthetic cannabinoids ordinances already in existence.

**FISCAL NOTE:** There will be an unknown increase in revenues to the county by means of using an ordinance versus a state statute to enforce the law.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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 already has ordinances in place for use in lieu of state statutes when appropriate to enforce possession of drug paraphernalia and first time synthetic cannabinoid possession, and

**WHEREAS,** most surrounding counties and cities within Wood County have an ordinance prohibiting the first time possession of small amounts of Marijuana, which simplifies the administration of the law, allows for a greater part of the penalty to go to Wood County, and allows more latitude to the charging and prosecuting authorities to make the penalty fit the crime, and

**WHEREAS,** it makes sense to realign the existing ordinances dealing with the first time possession of synthetic cannabinoids and possession of drug paraphernalia into one drug related ordinance that covers the first time possession of a small amount of Marijuana as well.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY ORDAINS to**

1. Rescind existing Ordinance 236 dealing with drug paraphernalia and Ordinance 281 regulating the possession of synthetic cannabinoids, and
2. Create new Ordinance 236 governing the possession of small amounts of Marijuana and synthetic cannabinoids as well as drug paraphernalia as specifically set forth on the attachment hereto, and
3. Making the above changes effective upon passage and publication of this ordinance as provided for by law.
4. Directing the County Clerk to publish this Ordinance within ten days.

**TABLE OF CONTENTS**  
**PROHIBITION OF POSSESSION OF MARIJUANA, SYNTHETIC**  
**CANNABINOIDS AND DRUG PARAPHERNALIA ORDINANCE #236**

<b>236.01</b>	<b>DEFINITIONS .....</b>	<b>236-1</b>
<b>236.02</b>	<b>DETERMINATION .....</b>	<b>236-2</b>
<b>236.03</b>	<b>USE OR POSSESSION .....</b>	<b>236-3</b>
<b>236.04</b>	<b>PENALTY.....</b>	<b>236-4</b>

**WOOD COUNTY ORDINANCE #236**  
**PROHIBITION OF POSSESSION OF MARIJUANA, SYNTHETIC**  
**CANNABINOIDS AND DRUG PARAPHERNALIA**

**236.01 DEFINITIONS**

In this ordinance the following definitions are included and incorporated by reference as follows:

- (a) "Marijuana" has the same meaning as the definition found in section 961.01(14).
- (b) "Drug Paraphernalia" has the same meaning as the definition found in section 961.571 of the Wisconsin Statutes.
- (c) "Synthetic Cannabinoid" includes all controlled substances defined under section 961.14(4)(tb) of the Wisconsin Statutes, or an analog of those controlled substances.

**236.02 DETERMINATION**

- (a) In determining whether an object is drug paraphernalia, a court or other authority shall consider the factors stated in section 961.572, Wisconsin Statutes.
- (b) The weight of the substance includes the tetrahydrocannabinols and the weight of any marijuana that contained the tetrahydrocannabinols.

**236.03 USE OR POSSESSION**

- (a) No person may possess or attempt to possess tetrahydrocannabinols included under section 961.41(4)(t) of the Wisconsin Statutes, or synthetic cannabinoids included under section 961.14(4)(tb) of the Wisconsin Statutes, except as provided in section 961.41(3g)(intro.)
- (b) No person may possess drug paraphernalia.
- (c) This ordinance shall not apply to any person who:
  - (1) Is charged with possession of more than 5 grams of marijuana.
  - (2) Is charged with possession of any amount of marijuana following a conviction for possession of marijuana, in this state.
  - (3) Is charged with possession of any amount of synthetic cannabinoid following a conviction for possession of synthetic cannabinoid, in this state.

**236.04 PENALTY**

Any person who violates any provision of this ordinance shall, upon conviction, be subject to a forfeiture of not less than \$100, nor more than \$500, exclusive of costs, and upon failure to pay the same shall be confined in the county jail for not more than thirty days.

This ordinance will supersede any ordinance in conflict therewith and shall take effect upon passage and publication, as required by law.

4

MINUTES  
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING  
WEDNESDAY, NOVEMBER 6, 2019  
WOOD COUNTY COURTHOUSE, ROOM 115 WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Mark Holbrook, Robert Ashbeck, Bill Leichtnam, Harvey Petersen and Dave LaFontaine (arrived at 9:06 a.m.)

Member Excused:

Staff Present: Land Conservation Staff – Shane Wucherpennig, Adam Groshek, Rod Mayer and Lori Ruess  
UWEX Staff – Jason Hausler, Rachael Whitehair, Nancy Turyk, Laura Huber and Wendy Young  
Planning & Zoning Staff – Jason Grueneberg

Others Present: District #12 Supervisor Doug Machon, District #14 Supervisor Dennis Polach (arrived at 10:43 a.m.)  
District #15 Supervisor Bill Clendenning

1. **Call CEED Committee Meeting to Order.** Chair Curry called the CEED meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chair Curry declared a quorum.
3. **Public Comment.** None
4. **Review Correspondence.** (Item 13d was moved up on the agenda) Jason Hausler introduced Rachael Whitehair, Natural Resource Educator. Rachael started with Wood County on October 21<sup>st</sup>, and will cover Wood and Marathon counties. Rachael gave a brief report on her former work experience and added the last two weeks she has been busy meeting with people in Central Wisconsin.

Bill Leichtnam stated he had four items he wanted to bring up for discussion.

- a. Press release put out by Central Sands County Collaborative Committee. Chair Curry pointed out that this is on the agenda and will be discussed under 8d.
- b. Discovery Farms Conference – December 11<sup>th</sup> in Wisconsin Dells. Supervisor Leichtnam noted that there is a very good agenda with items of interest to this Committee. He asked that someone from CEED or Land & Water Conservation Department attend. Shane Wucherpennig will be attending this conference.
- c. Wisconsin Land + Water Winter County Conservationist Meeting December 12<sup>th</sup> and 13<sup>th</sup> at the Holiday Inn & Convention Center in Stevens Point. Bill Leichtnam expressed interest in attending this meeting. It was the consensus of the committee that he could attend and this item will be put on the December 4<sup>th</sup> CEED agenda for per diem authorization.
- d. Bill Leichtnam referred to page 42 of the WCA magazine; the DNR surface water grant. He added it might be worth looking into and applying for this grant.

Robert Ashbeck expressed his concerns regarding agenda items 8d and 8e and proposed that the CEED "back off" on information being sent to Madison.

5. **Hand out Performance evaluations to committee for department heads.** Chair Curry handed out the evaluation packet for Department Heads. He briefly explained the changes to the form and what sections the CEED needs to complete. He added, HR has defined smart goals for 2020 and it is up to CEED to determine if the Department Head goals fit into this category. Following discussion, it was decided that the Department Heads should complete a self-evaluation to bring to the November 12<sup>th</sup> meeting.
6. **Consent Agenda.** The Consent Agenda included the following items: 1) minutes of the October 2, 2019 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from, Shane Wucherpennig, Adam Groshek, Rod Mayer, Emily Salvinski, Lori Ruess, Jason Grueneberg, Adam DeKleyn, Paul Bernard, Jeff Brewbaker, Stevana Hamus, Kim Keech, Victoria Wilson, Laura Huber, Matt Lippert, Nancy Turyk, Jackie Carattini, Janell Wehr, Rachael Whitehair and Kelly Hammond.
  - A. Minutes of October 2, 2019. No additions or corrections needed.
  - B. Department Bills. No additions or corrections needed.

C. Staff Activity Reports. No additions or corrections needed.

*Motion by Dave LaFontaine/Mark Holbrook to approve and accept the October 2, 2019 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Motion carried unanimously.*

7. **Risk and Injury Report.** No injuries to report.

8. **Land & Water Conservation Dept.**

- a. Set crop prices for the Wildlife Damage Claims Program. Rod Mayer explained the 2019 statewide and local crop prices that were included in the CEED packet. The prices are an average compiled from various newspapers, co-ops and reports. The approved prices will be used for claims paid on crops damaged by a hunt-able wildlife species. Proposed prices: field corn - \$3.66/bushel, soybeans - \$8.36/bushel, other hay/\$148/ton, alfalfa - \$186.56/ton and fresh fruit cranberries - \$50.10/barrel. Doug Mahon expressed concern with only having a "fresh fruit" price for cranberries and not a processed price, as most of the cranberry crop goes to concentrate at a much lower price. Wucherpfennig explained that there were no claims for cranberries this year, but Mayer still included the price for cranberries. In the future, prices for fresh fruit cranberries and processed cranberries will be calculated and presented.

*Motion by Harvey Petersen/Bill Leichtnam to accept and approve the 2019 crop prices for wildlife damage claims as presented.. Motion carried unanimously.*

- b. Open bids/approve low bid for Twin Lake Cranberry's woven wire fence. Rod Mayer presented two sealed bids for Twin Lake Cranberry's woven wire fence. Chair Curry opened the bids - Straight Line Fence LLC - \$66,800 and Real Fence - \$62,500. Mayer added that he received bidders proof from both of these contractors.

*Motion by Harvey Petersen/Mark Holbrook to accept the low bid for Twin Lake Cranberry's woven wire fence in the amount of \$62,500 from Real Fence. Motion carried unanimously.*

It was requested that a copy of the low bid be included in the December County Board packet.

- c. Open bids/approve low bid for Martin Wolf's waste storage facility closure. Adam Groshek reported; seven contractors received bid packets for Martin Wolf's waste storage facility closure and two submitted bids. Chair Curry opened the bids - Dean Altmann Trucking & Exc. - \$8,500 and Pankratz Trucking LLC - \$7,000. Groshek added he estimated the project would cost \$5,360, but the bids could be higher due to the wet weather or topsoil over the site being included in the bid. Discussion followed. Mark Holbrook suggested that the county's estimate be included in the bid packet to bidders in the future. Dave LaFontaine added this could be an advantage to the County when bids come in high, but could also be a disadvantage. Wucherpfennig and Groshek agreed with LaFontaine, as there have been projects where the bids have come in lower than what they estimated.

*Motion by Bill Leichtnam/Harvey Petersen to accept the low bid in the amount of \$7,000 from Pankratz Trucking LLC, for the purpose of basing cost-share dollars for Martin Wolf's waste storage facility closure. Motion carried unanimously.*

- d. Discuss UW Extension Madison letter to Wood County on Nitrogen application rate guidance request. Bill Leichtnam referenced the letter on page 25 of the CEED packet from Douglas Reinemann, Associate Dean for Extension and Outreach. He added it's a big deal to have the College of Agricultural & Life Sciences recognize the growing needs and challenges in the area of water quality in Wisconsin. The letter states a special water quality project coordinator will be appointed to help 1) organize existing resources, 2) communicate with County Board Supervisors and stakeholders in Wood County, and 3) identify needed research and Extension program support. Chair Curry commented this item was put under Land & Water Conservation on this agenda, but UWEX is a big part of it too. Jason Hausler gave a brief update and stated it is all coming together and will be a wonderful partnership.

Bill Leichtnam mentioned he would like to see monthly reports regarding this, possibly through the new Natural Resource Educator, Rachael Whitehair.

The CEED directed Jason Hausler to see if Kevin Masarik is available to present at the December County Board meeting or a meeting in 2020.

- e. Discuss resolution on NR151 rule revisions to the state. Shane Wucherpfennig presented a resolution he drafted encouraging the Wood County Board of Supervisors to support the proposed revisions to NR151, which will set new-targeted Performance Standards and Prohibitions. Chair Curry explained the writing of this resolution was due to a motion unanimously passed at the October CEED meeting. The CEED read the resolution; lengthy discussion followed.

Bill Leichtnam, Mark Holbrook and Bill Clendenning expressed their satisfaction with the well-written resolution.

Supervisor Ashbeck expressed his concerns with the third "WHEREAS". He added he could not support this, as it will affect farmers in Milladore. Shane Wucherpfennig explained revisions to NR151 would take place with or without this resolution.

*Motion by Bill Leichtnam/Mark Holbrook to forward to County Board the resolution encouraging the Wood County Board of Supervisors to support the proposed revisions to NR151, which will set new Targeted Performance Standards and Prohibitions to abate groundwater pollution by nitrate in areas with highly permeable soils. Motion passed.*

*Voting Aye: Ken Curry, Bill Leichtnam, Mark Holbrook, Dave LaFontaine*

*Voting Nay: Robert Ashbeck – This should be handled by the State; the CEED should not get involved.  
Harvey Petersen - With the adverse effect of weather on farmers, he cannot support this.*

**f. Committee Reports.**

- i. Citizen's Groundwater Group meeting – Bill Leichtnam gave a brief report on October 21<sup>st</sup> Citizen's Groundwater Group meeting. Guest speaker was Senator Patrick Testin. Senator Testin spoke on "Nitrate Pollution & Water Quality in the Central Sands". The next meeting is scheduled for November 18<sup>th</sup>, at River Block, Room 206.
- ii. Health Committee Report - Chair Curry read the email from Nancy Eggleston stating she would not be able to attend the CEED as the Health Department was conducting the next round of water testing. They have not recently heard from the AGC.
- iii. Central Sands Groundwater County Collaborative (SCGWCC) Committee report - Shane Wucherpfennig reported the committee has not met since the resolution and letter. Nancy Turyk gave an update on the Communications Work Group.
  - Drafted a press release.
  - Working to identify common threads to prepare and disseminate.
  - Need to work through governance and how they would like to speak as a group.

**9. Private Sewage.** Nothing new to report.

**10. Land Records.** Nothing new to report.

**11. County Surveyor.** Nothing new to report.

**12. Planning.** Nothing new to report.

**13. UW Extension**

- a. General office update. Jason Hausler reported he is working with the State with all the new organizational branding. He is also working to resolve some issues UWEX staff could have with going through the courthouse security. This could include cooking and baking utensils used by the FoodWise program for teaching and demonstrations outside the courthouse and pressure cookers brought in for UWEX to test.

November 18-20, staff (except for administrative assistants) will be attending an all Colleague Conference.

Jason updated the CEED on office space concerns due to increase in staff. He also gave a brief update on possible partnerships and changes to county fairs.

- b. 2020 Extension Contract. Jason Hausler stated a copy of the contract between Wood County and the Board of Regents of the University of Wisconsin System was included in the CEED packet. The language in the contract has not changed and the contract has been reviewed by Peter Kastenholz. Jason reviewed the positions covered under the contract and explained the changes to the two co-funded positions (Agriculture Extension Educator – Dairy and Agriculture Extension Educator – Cranberry). The fee for these two positions is not changing, just the fee structure. Jason added, with the transition Madison assumes all risk and liability, which potentially saves the County money. Discussion followed.

*Motion by Dave LaFontaine/Mark Holbrook to approve the 2020 contract between Wood County and the Board of Regents of the University of Wisconsin System upon Wood County Board's approval of the 2020 Wood County Budget. Motion carried unanimously.*

- c. FoodWise Education Update. Jason Hausler reported; Hannah Wendels accepted the FoodWise position and will begin employment with Wood County on Monday, November 11<sup>th</sup>.
- d. Natural Resources Educator – Rachael Whitehair. This agenda item was moved up on the agenda.
- e. Agricultural Educator/Cranberry Specialist Update. Jason gave an update on the Agricultural Educator/Cranberry Specialist position. He explained more state dollars would be coming into the County, but there will also be additional costs for office space and office supplies.

At this time, Laura Huber gave an update on the Youth Meat Processing Contest, held at Hewitt's Meat Processing. This contest was made possible by a Wood County Farm Progress Days grant received by the Wood County 4-H. Contest participants created their own flavored brats. Laura provided cooked samples of apple, cherry, cranberry wild rice, gummy bear and orange Kool Aid flavored brats created by the youth. She added these flavored brats are available upon request at Hewitt's Meat Processing. During the sampling, Laura gave a brief update on 4-H enrollment and the stuff the desk event and handed out updated 4-H brochures.

**Schedule next regular committee meeting.**

- November 12, 2019 - Economic Development and department head evaluations.
- The next regular CEED meeting is scheduled for Wednesday, December 4, 2019 at 9:00 a.m., in Room 115 of the Wood County Courthouse.
- The January CEED is scheduled for Wednesday, January 8, 2020 at 9:00 a.m. in Room 115 of the Wood County Courthouse.

**14. Agenda items for next meeting.**

- NR151 Resolution
- Authorize per diem for Bill Leightnam to attend the Wisconsin Land + Water Winter 2019 County Conservationist meeting on Thursday, December 12, 2019.

**15. Schedule any additional meetings if necessary.** No other meetings were scheduled at this time.

**16. Adjourn.** Chair Curry declared the meeting adjourned at 11:40 a.m.

Minutes by Lori Ruess, Land and Water Conservation Department.



MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 TUESDAY, NOVEMBER 12, 2019, 1:00 p.m.  
 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 (for part of meeting)  
 Land Conservation Staff: Shane Wucherpennig

Others Present: Dennis Polach (Dist. #14 Supervisor), Bill Clendenning (Dist. #15 Supervisor)

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. **Item #6, Public Comment, moved to Item #3.** No public comment.
4. **Consent Agenda.** The Consent Agenda included the following items: 1) minutes of the Tuesday, September 17th, 2019 CEED-ED meeting and the Friday, October 4th, 2019 CEED Tour.
  - a. Review/approve minutes: Minutes of September 17th, 2019 and October 4th, 2019 meeting. No additions or corrections needed.
  - b. Review monthly letter of comment: No questions or comments.

*Motion by Dave LaFontaine to approve and accept the September 17 CEED-ED minutes and the October 4, 2019 CEED Tour minutes as presented. Second by Bill Leichtnam. Motion carried unanimously.*

5. **Update on Regional Economic Development Innovation (REDI) initiative.** Jason stated that a steering committee has been established. The group is quite diverse. Once the list is finalized, it will be shared. There will be a "kick off" meeting on December 18th and 19th at the UW in Marshfield. This will be a publicly noticed meeting that will be a two day workshop. All are welcome.
6. **Go into closed session pursuant to Wis. Stat. S. 19.85(1)(c), to discuss performance reviews of the Planning and Zoning Director and the Land and Water Conservation Director.** Questions and answers were provided on both the Planning and Zoning Director and the Land and Water Conservation Director self-evaluations.
7. **Closed Session.** Motion by Dave LaFontaine to convene into closed session pursuant to Wis. Stat. S. 19.85(1)(c). Second by Mark Holbrook. Curry: Aye, Ashbeck: Aye, LaFontaine: Aye, Leichtnam: Aye, Holbrook: Aye. Motion carried. The Committee went into closed session at 1:44 p.m.
8. **Open Session.** Return to open session at 2:45 p.m. Curry: Aye, Ashbeck: Aye, LaFontaine: Aye, Leichtnam: Aye, Holbrook: Aye. Motion carried.
9. **Adjourn.** Next CEED-ED meeting will be set at regular CEED meeting. Chairperson Curry declared the meeting adjourned at 2:50 p.m.

Minutes by Victoria Wilson, Planning & Zoning Office

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, DECEMBER 4, 2019  
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

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

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, and Kim Keech.  
 Land & Water Conservation Staff: Shane Wucherpfennig.  
 UW Extension Staff: Jason Hausler and Laura Huber.  
 Surveyor: Kevin Boyer.

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. #14 Supervisor Dennis Polach and Dist. #15 Supervisor Bill Clendening.

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.** None
4. **Review Correspondence.** None
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the November 6, 2019 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Adam DeKleyn, Paul Bernard, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Adam Groshek, Rod Mayer, Emily Salvinski, Lori Ruess, Matt Lippert, Nancy Turyk, Jackie Carattini, Janell Wehr, Laura Huber, Hannah Wendels and Rachel Whitehair.
  - A. Minutes of November 6, 2019. No additions or corrections needed.
  - B. Department Bills. No additions or corrections needed.
  - C. Staff Activity Reports. No additions or corrections needed.

*Motion by Dave LaFontaine to approve and accept the November 6, 2019 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Mark Holbrook. Motion carried unanimously.*

6. **Risk and Injury Report.** None.
7. **Land & Water Conservation Department.**
  - A. Take action on resolution on NR151 rule revisions to the state Robert Ashbeck is against the third "WHEREAS" in the resolution about local input and giving local stakeholders the opportunity to be part of the rule making process. Robert Ashbeck added that farmers have a nutrient management plan and vegetable growers do not. Bill Leichtnam shared that nutrient management plans protect the nutrients in the soil not the groundwater. Shane Wucherpfennig commented that the state will do what they want in the end. Local public input is similar to a public hearing. Mark Holbrook expressed that farmers will have a voice and are a local stakeholders too. Dave LaFontaine shared that all stakeholders will have citizen input.

*Motion by Dave LaFontaine to encourage the Wood County Board of Supervisors to support the proposed revisions to Ch. NR 151, Wis. Adm. Code, which will set newer Targeted Performance Standards and Prohibitions to abate pollution of groundwater by nitrate in areas of the state with highly permeable soils that are susceptible to groundwater contamination. Second by Bill Leichtnam. Motion carried 5-1. Robert Ashbeck objects to how the third WHEREAS is worded in the resolution.*

- B. Take action on per diem request for Bill Leichtnam to attend the Wis. Land & Water Conservation Conference in Stevens Point on December 12, 2019 Bill Leichtnam requested per diem, conference registration and mileage to attend the Wis. Land & Water Conservation Conference in Stevens Point on December 12, 2019.

*Motion by Dave LaFontaine to approve requested per diem, conference registration and mileage for Bill Leichtnam to attend the Wis Land & Water Conservation Conference in Stevens Point on December 12, 2019. Second by Mark Holbrook. Motion carried unanimously.*

- C. Approve bids for Luke Keuffer's fencing/crossing project Luke Keuffer requested cost sharing for a fencing and stream crossing project for 30-40 head of cattle 1-1/2 miles along the Yellow River Watershed Corridor. Shane Wucherpfennig shared that one bid was received for the fencing project and no bids for the stream crossing project. Real Fence LLC owned by Brandon Zimmerman was the low bid for the fencing project of \$18,656.98 with an estimate of \$226/feet. County staff estimated the fencing project to cost \$250/feet. There was no bids for the stream crossing project. Bids are not needed as county policy doesn't require bids on projects estimated lower than \$6,000. Mark Holbrook commented that there is a benefit to support the fencing and stream crossing project as the public has an interest in contributing to clean groundwater.

*Motion by Harvey Petersen to accept the low bid of \$18,656.98 from Real Fence LLC for cost sharing purposes. Second by Bill Leichtnam. Motion carried 6-0.*

- D. Discuss/suggestion for office or office hours in Marshfield for Land & Water Conservation Robert Ashbeck has made a request that the Land & Water Conservation Department has office hours in Marshfield one day a week as it is time consuming for farmers to come to the Wisconsin Rapids location. Chairman Curry recommended to educate the public as to the Wisconsin Rapids office location and office farm visits. Shane Wucherpfennig shared that office staff currently visit farmers on the farm. Office staff have mobile devices which are able to pull up maps and aerial photos. Shane Wucherpfennig will educate the public in their spring newsletter regarding Wisconsin Rapids office location and farm visits.

E. Committee Reports

- i. Citizens Groundwater Group meeting Bill Leichtnam commented that the Citizen's Groundwater Committee meeting was held on Monday, November 18th. Notes from the meeting are in the CEED Committee packet.

Key items that came from the meeting:

- Hancock Scoping NR151 preliminary testimony.
- Possible legislation bills:
  - a. AB69/SB31 Permit Fees for CAFO
  - b. AB148/SB137 Nitrate Testing Pilot Program
  - c. AB511/SB451 Distributing & Labeling of Fertilizer and Soil or Plant Additives Produced by Manure
  - d. Another possible ten legislation bills
- Divided government:

<u>Years</u>	<u>Passed Legislation</u>
2003-2004	327
2005-2006	491

2008-2009 242  
2018-2019 20

- Panel Discussion: Nitrates in Central Wisconsin: Science/Solutions  
Monday, January 6<sup>th</sup>, 6:30 p.m. @ Nekoosa High School Auditorium  
Sponsors: Clean Green and Central Sands Groundwater County Collaborative  
Panelists: Two legislatures, Health Department, Farmer and Two Scientists
- Wisconsin DATCP/DNR Hearings on "Livestock Siting" revisions and possible NR151 Extension to areas with sensitive soils. There is an interim DATCP Secretary. A decision may not be made until they have a new DATCP Secretary. Their official statement on the hearings that it was a "pause".
- Wood/Juneau County MOU w/AGC – Nothing to report. There has not been any meetings for the last two months.

All committee meetings are the third Monday of the month at 2:00 p.m. at the Wood County Riverblock Building, Room #206.

- i. Health Committee report Chairman Curry shared that Nancy Eggelston said there is nothing new to report regarding the Wood/Juneau County MOU w/AGC. A possible teleconference may be scheduled for week of December 9<sup>th</sup>. Bill Leichtnam commented that there was a third round of water tests done in early November. There were approximately 93 water samples and of those samples 27% had greater than 10 ppm for nitrates.
  - ii. Central Sands Groundwater County Collaborative (CSGWCC) committee report Nothing to report. There is a meeting scheduled for Monday, December 9<sup>th</sup> at 1:30 p.m. at the Hancock Agricultural Research Station.
8. **Private Sewage.** Staff report in packet. There are approximately 600 property owners that have not paid the \$20.00 program fee. Second notices are scheduled to go out on Monday, December 9<sup>th</sup>.
9. **Land Records.** Staff report in packet. Everything is going well with the new employee Paul Bernard as the Land Records Coordinator.
10. **County Surveyor.**
- A. Presentation of County Surveyor annual report County Surveyor Kevin Boyer updated the CEED Committee on a brief history of the County Surveyor and 2019 past maintenance work. Wood County was 60% monumented in January 2009. It was noted that in March 2017 Wood County is 100% monumented. All corners are updated every 20 years. The Surveyors annual report is attached to these minutes.
  - B. Consider renewal of contract for Public Land Survey System corner maintenance due to road construction maintenance projects Jason Grueneberg shared that Central Staking has the 2019 PLSS corner maintenance due to road construction contract. Corners are verified prior and after road construction. Central Staking is agreeable to the 2019 contract price for 2020. Cost prior to construction is \$92.50 per corner and after \$92.50 per corner. If there is damage to the corner the cost is \$280 per corner. Jason Grueneberg recommends extending the contract for Public Land Survey System corner maintenance due to road construction/maintenance projects for 2020 with Central Staking.

*Motion by Dave LaFontaine to approve renewal of Central Staking contract for Public Land Survey System corner maintenance due to road construction/maintenance projects. Second by Robert Ashbeck. Motion carried unanimously.*

## 11. Planning.

- A. Review/Action on Preliminary Plat of Rangeline Subdivision Adam DeKleyn explained the request for the Preliminary Plat of Rangeline Subdivision in the Town of Saratoga. The 14 acre parcel is owned by Quinn Properties LLC proposing 3 lots ranging from 4.06-5.35 acres in lot size. The Wood County Land Subdivision Ordinance is administered countywide within the unincorporated areas of the county. This ordinance regulates procedures and standards for dividing a parcel of land into smaller parcels. Preliminary plat was sent to the town of Saratoga for comment/review. Additional, copies of the preliminary plat were sent to the following review agencies for comment /review: WDOT, Tax Lister, County Surveyor, Emergency Management, Sheriff's Department and applicable utilities. All agencies having the authority to review the preliminary plat. Planning & Zoning staff has reviewed the request and recommends to conditionally approve the preliminary plat of Rangeline Subdivision.

*Motion by Kenneth Curry to conditionally approve the Preliminary Plat of Rangeline Subdivision in the Town of Saratoga. Second by Mark Holbrook. Motion carried unanimously.*

- B. Review 2020 goals for the Director of Planning & Zoning Jason Grueneberg shared 2020 goals with the CEED Committee.
- C. Discuss next Economic Development meeting There will not be a special CEED Committee (Economic Development) meeting in December. CEED Committee (Economic Development) meeting will be reestablished in January. A REDI Grant meeting will be on December 18<sup>th</sup> and December 19<sup>th</sup> at UW-Stevens Point at Marshfield. Bill Leichnam requested per diem for CEED Committee members to attend the REDI Grant meeting. Discussion followed.

*Motion by Bill Leichnam to approve requested per diem for CEED Committee members to attend the REDI Grant meeting on December 18th and December 19th. Second by Mark Holbrook. Motion carried unanimously.*

## 12. UW Extension.

### A. General Office Update

Jason Hausler shared the following office updates:

- Cranberry Specialist position closes on December 10<sup>th</sup>.
- Hannah Wendels is the new FoodWise Nutrition Educator and started November 11<sup>th</sup>. This position is 100% state funded.
- 2019 Annual Report will be completed.
- Staff annual reviews will occur in early spring 2020. Goals are evaluated following year after being established. Goals are benchmarked and evaluated. New goals are then established.

- B. County Board Presentation – Kevin Masarik Jason Hausler shared that Kevin Masarik Groundwater Education Specialist of the Center for Watershed Science and Education Department at UW-Stevens Point will be giving a 15 minute presentation on January 21, 2020 at the Wood County Board meeting with a question/answer period.

- C. Educational Presentation – Laura Huber Laura Huber gave a presentation on the Wisconsin Fall Forum held in Green Lake with over 400 attendees. The purpose of Fall Forum is to provide educational opportunity for youth and adult volunteers, developing youth and adult partnerships, create an engaging and welcoming environment to facilitate discussion between counties and regions, provide youth and adult volunteers to be involved in the planning and evaluation of statewide programs, encourage diversity of thought and promote strategies for youth and adults to reach underserved and underrepresented groups. Wood County was represented by 36 participants and Wood County 4-H Llama Project. John Noltner of A Peace of My Mind visited Wisconsin Fall Forum and asked "How has 4-H impacted you or your community?" The link to view the YouTube video what was said: [https://www.youtube.com/watch?v=9KPif-D8cVg&feature=share&fbclid=IwAR0P\\_C7QaF7fGKx08S1Yrk2H6dAkz3ms-oqG5wBuWFanNmZVFIQwaee1f-w](https://www.youtube.com/watch?v=9KPif-D8cVg&feature=share&fbclid=IwAR0P_C7QaF7fGKx08S1Yrk2H6dAkz3ms-oqG5wBuWFanNmZVFIQwaee1f-w)

Wood County has approximately 600 youth members and 130 adult members. Training youth is important for the future to help them strive for greatness.

Wood County received a \$5,000 grant from 4-H Tech Changemakers program. The National 4-H Council and Microsoft are working together to empower 4-H teens to lead digital skills trainings, teach the value of digital tools and find technology solutions to real world problems.

**13. Schedule Next Regular Committee Meeting.** The next regular CEED meeting is scheduled for Wednesday, January 8, 2019 at 9:00 a.m. at Wood County Courthouse in Conference Room #115.

**14. Agenda items for next meeting.**

A. Wood County Solar Project

Harvey Petersen announced that he is retiring after 27 years and will no longer be the Farm Service Agency representative. A new Farm Service Agency representative will attend the CEED Committee meetings starting in January 2020.

**15. Schedule any additional meetings if necessary.** None

**16. Adjourn.** Chairman Curry declared the meeting adjourned at 11:28 a.m.

Minutes by Kim Keech, Planning & Zoning Office

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

Thursday, September 26, 2019

Nepco Lake County Park  
Wisconsin Rapids, WI 54494

**MINUTES**

**CALL TO ORDER:** North Central ITBEC Board Chair Mike Klimoski called the joint Board and Tourism & Economic Development Advisory Committee meeting to order at 10:00 a.m.

**ROLL CALL: Board Members:** Brad Hamilton, Wood County; Larry Neuens, Florence County; Arlyn Tober, Shawano County; Phil Idsvoog, Portage County. **Tourism & Economic Development Advisory Committee Members:** Matt McLean, Wood County; Sara Brish, Portage County; and Charlie Rayala, Vilas County. **Board & Tourism & Economic Development Advisory Committee Members:** Mike Klimoski, Langlade County; Lance Pliml, Wood County; William Chaney, Forest County; Russ Fisher, Oneida County; Donna Kalata and Robert Sivick, Waushara County. **EXCUSED: Board Members:** Marvin Anderson, Vilas County; Tom Tallier, Forest County; Lori Moore, Florence County. **Board & Tourism & Economic Development Advisory Committee Members:** Angie Close, Langlade County; Cindy Burzinski, Vilas County; Al Haga, Portage County; Samantha Boucher and Greg Sekela, Oconto County; Jim Winkler, Oneida County; Bill Bialecki, Lincoln County. **STAFF:** Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representative. **OTHERS:** Debbe Kinsey, Lincoln County; Meredith Kleker, Wisconsin Rapids Area Convention & Visitors Bureau; Jeff Anderson, Wisconsin Department of Tourism; Roger Rayala.

Introductions were made around the room. Bill Korrer informed the group that Forest County Supervisor and North Central ITBEC member Melinda Otto had passed away in early August. Arlyn Tober said that Shawano County Supervisor Bonnie Olson, who was also on the North Central ITBEC Tourism Advisory Committee, passed away on August 21st.

**APPROVAL OF JULY 25, 2019 JOINT MEETING MINUTES:** Motion by Idsvoog, second by Hamilton, to approve the July joint meeting minutes as printed. Motion carried.

**CHAIR'S REMARKS:** Board Chair Klimoski apologized for missing the last joint Board and Tourism & Economic Development Advisory Committee meeting. Somehow, he had Waupaca County on his mind instead of Waushara and ended up in Waupaca at the courthouse. Chair Klimoski added that it has been a very wet summer. The Wolf River across the road from his business is still very high, which is unusual for late September.

**PROJECT DIRECTOR'S REPORT:**

- a. WCA Opioid Litigation: Bill Korrer told the group that there had been motions filed earlier this month, from both the defendants and plaintiffs, with the trial scheduled to start in four weeks.
- b. Northwoods Rail Transit Commission: Not much new on the railroad front. Frac sand business is starting to slow in western Wisconsin as sources of similar sands have been discovered closer to the oil and natural gas fields using it.
- c. WACVB Fall Conference - November 7 & 8, 2019 in Manitowoc: The 2019 Wisconsin Fall Tourism Conference is November 7 & 8 in Manitowoc. The 24-hour conference begins at noon on Thursday and wraps up at 12:30 pm on Friday. Additional information and registration is available online at [www.escapetowisconsin.com](http://www.escapetowisconsin.com).

**FINANCIAL REPORT:** Bill Korrer informed the group that there is an undesignated fund balance of \$9,352.31. Mr. Korrer recommended closing out the line item for an ITBEC booth at the WCA Conference marketplace. Motion by Hamilton, second by Chaney, to close out "ITBEC Booth at WCA Marketplace" and return the \$137.50 balance to the North Central ITBEC Project Funds account. Motion carried.

**COUNTY ISSUES ROUNDTABLE DISCUSSION:** Donna Kalata shared information about the Waushara County K-9 Run. Lance Pliml thanked everyone for coming to Wood County and Wisconsin Rapids for today's meeting, and added that ATV routes are now open. Nekoosa's Pumpkin Festival will be next weekend. Matt McLean announced that the Wisconsin Rural Partners Summit will be in Marshfield next year in April. Marshfield also has a new brand launch underway.



## **MARKETING REPORT:**

- a. 2020 Sports Shows Update: Sara Brish updated the Board and Tourism & Economic Development Advisory Committee on the recent marketing team meeting and the results from that meeting. The sports show schedule has the Green Bay Camping & RV show on January 23-26, 2020, and the Tinley Park show on February 8-9, 2020. The unknown at this juncture is the five day Milwaukee Journal Sentinel Sports Show in March. There are several outdoor shows in northern Illinois that seem to fit the needs. The SEM co-op program through the Department of Tourism has helped push [www.northcentralwisconsin.com](http://www.northcentralwisconsin.com) closer to the top of internet searches. Ms. Brish reminded the group that the sports show worker sign-ups are available online and encouraged those counties that haven't worked a show to strongly consider it in 2020. Current photos are needed for the website. Consensus among the members is that it's time to move on from the Milwaukee show.

**DEPARTMENT OF TOURISM UPDATE:** Jeff Anderson reported on the current happenings in the department. The fall Donald Driver campaign is underway. There are over 100,000 individuals signed up for the fall color report. The Department also announced Hiebing, Turner, and Simpleview as its new agencies of record following a competitive review of Request for Proposals (RFP) from marketing and advertising, public relations and web development agencies across the country. That means that current marketing firm, Laughlin Constable, will be transitioning their duties in the near future. Interviews are underway for the newly created outdoor manager position. Secretary Sarah Meaney will be in Minocqua for Beef-A-Rama this weekend and the Chamber's Annual meeting and dinner.

**CONSIDERATION OF ITEMS FOR FUTURE AGENDA:** Nothing new was suggested.

**SET NEXT MEETING DATE:** The next meeting will be on December 5, 2019, in Florence County.

**ADJOURNMENT:** Motion by Idsvoog, second by Hamilton, to adjourn at 11:25 a.m.  
Motion carried.



*Activities Report for Shane Wucherpfennig - November, 2019*

- **November 1** – Worked on Luke Keuffer fencing design.
- **November 4**– Worked on 2019 projects.
- **November 5** – Worked on 2019 projects.
- **November 6** – Attended CEED.
- **November 7** – Entered wells in GIS. Updated maps.
- **November 8** – As Built construction checks on 2019 Projects.
- **November 11** – Updating as built project folders.
- **November 12** – Met with DNR, Verso and the City Engineer's office to discuss Wisconsin River discharges.
- **November 13**– Door replacement at Forestry garage. Met with Russ from NRCS to assist in a project with them.
- **November 14** – Staff Meeting. Met with Brandon from real fence to discuss Luke Keuffer streambank fencing/crossing project.
- **November 15** – Landowner field visits.
- **November 18** – Attended Citizens groundwater meeting at River block.
- **November 19** – Opened bid for Luke Keuffer fence with Chairman Curry. Oil change on Grey truck with Highway.
- **November 20** – Attended Department head meeting.
- **November 21** – Worked with County Lidar and produced maps. Attended Golden Sands RC&D Water & Counsel meetings.
- **November 22** – Worked on GIS Projects. Worked with Rodney on Non-metallic letters for 2020 fees.
- **November 25-29** – Vacation.

## **Activities Report for Adam Groshek – November 2019**

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

- ~Martin Wolf manure structure abandonment plan, bid preparation, contractor discussions, bid opening, preconstruction meeting, construction inspections, and asbuilt documentation.
- ~Pankratz Farms, LLC manure storage bidding discussions, bid opening, construction inspections, asbuilt documentation, and overage calculations, and discussion.
- ~Open enrollment annual update/registration.
- ~Required November IT security training.
- ~Thiel asbuilt documentation check.
- ~Wilson endangered resources review application to DNR, Wood Turtle incidental take permit application, conservation plan drafting, discussions with DNR, and planning for hire of turtle biologist to minimize take of the Threatened Wood Turtle for the project.
- ~Coenen grassed waterways stakeout, discussion with landowner, and preconstruction meeting with landowner and contractor.
- ~Tree sale working database demo with all LWCD staff.
- ~Otter Creek Farms manure storage facility asbuilts.
- ~Work truck maintenance.
- ~BOND \$ office meeting to discuss difficulty in spending this year's money with farm economy.
- ~CREP grazing plan discussion with Jeremy Krings, annual review and tally of all CREP related activities.
- ~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. Additional discharge occurred that was traced to a Verso discharge point.
- ~County P card setup with new tax id #.
- ~Continuation of Nitrate water test kit distribution and delivery to Health Department for testing.
- ~Reber manure storage pit abandonment delayed until 2020. Contract rolled over.
- ~Bores grassed waterways/rock crossing project delayed until 2020. Contract rolled over.

## ***Activities Report for Rod Mayer***

***November 2019***

- Completed field inspections for 63 Non-metallic mines throughout county – including: contacting all operators, walking all mines, GPSing all changes, and documenting all observations.
- Completed vegetative transect on one reclaimed mine – including 14 sample areas.
- Worked on letters for Non-metallic mine permitting and financial assurance – including: updating new 2019 activity maps for each mine, calculating permit fee based on active acres, calculating and checking financial assurance amounts, and sending out two letters for each (2020 fee letter and individual mine permit fee/financial assurance letter).

## Activities Report for Emily Salvinski November 2019

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- **Monday, November 4.** Started mapping future well water testing locations. Attended WI pest management update meeting in Marshfield.
- **Friday, November 8.** Finished mapping well water testing locations. Updated cost-share tracking database. Completed IT security training. Sent website edits to IT.
- **Wednesday, November 13.** Helped with annual fall newsletter mailing.
- **Thursday, November 14.** Attended staff meeting. Added October Mill Creek surface water phosphorus data to charts. Took mailing to the post office. Put together new mailing relating to manure spreading options with the current conditions.
- **Friday, November 15.** Added health department testing results to database.
- **Monday, November 18.** Combined the new water test shapefile with the “all wells” shapefile and the “all nitrate data” shapefile.

### ***Activities Report for Lori Ruess – November 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 bid letters for Martin Wolf's manure storage closure.
- Meeting with Jeff from Rhyme to discuss options for printing of mass envelopes for newsletter.
- Attended November 6<sup>th</sup> CEED meeting and completed minutes.
- Completed the required "Industry 4.0 Cyber Safety Awareness" November security training.
- Completed October sales tax report and forwarded to Finance.
- Worked with Emily on preparing over 1400 Conservation Connection newsletters for mailing and emailing.
- Attended November 14<sup>th</sup> staff meeting and completed minutes.
- Completed the 1<sup>st</sup> SWRM Grant Staff and Support Reimbursement request in the amount of \$114,198.34 and submitted to DATCP.
- Completed the CREP Annual Report and submitted to DATCP.
- Assisted Rod with Nonmetallic Mining questions and mailing of annual inspection letters.
- Reviewed/proof read incidental take authorization conservation plan for Wilson's streambank project.
- Mailed CREP incentives checks to four landowners that enrolled in CREP this year.
- Processing tree, shrub and wildflower orders as they come in.
- Completed cost-share contract for Luke Keuffer – streambank & shoreland protection and access road/cattle crossing.
- Approved all time cards for the December 4<sup>th</sup> payroll.
- Organized CEED packet and County Board packet and took to County Clerk's office.

# REAL FENCE, L.L.C.

202 POPLAR ST  
CURTISS, WISCONSIN 54422  
(715) 229-9381

SOLD BY		DATE
		11-02-19
NAME		
Wood Land and Water Conservation Dept.		
ADDRESS		PHONE
Twin Lakes Cranberry project		
CITY		

☐ CASH      ☐ CHARGE      ☐ MERCHANDISE RETURNED  
☐ C.O.D.      ☐ PAID OUT      ☐ PAID ON ACCOUNT

QTY.		DESCRIPTION	PRICE	AMOUNT
37	1	6"X12' posts		\$814.00
185	2	5"X12' posts		\$3515.00
435	3	4"X12' posts		\$5655.00
18	4	rolls 20/46/12 660' wire		\$12,600.00
90	5	Strainers		\$260.00
90	6	10" brace pins		\$45.00
53	7	5" brace pins		\$16.00
5,760'	8	12.5 gauge brace wire		\$173.00
16	9	16' Gates + hand ware		\$5,600.00
2	10	20' Gates + hand ware		\$900.00
	11	Staples, crimps, etc.		\$230.00
	12	Supplies Total		\$29,828.00
	13	Labor Total		\$2,672.00
	14			
	15	Deduct _____ If Paid By _____		
	16	Accounts 30 Days Past Due Are Subject To A 1 1/2% Finance Charge.		
RECEIVED BY			TOTAL	\$62,500.00

5385

THANK YOU

## CITIZENS (WOOD COUNTY) GROUNDWATER GROUP MEETING

DATE: Monday, November 18, 2019  
TIME: 2:00 p.m.  
LOCATION: Wood County Riverblock Building, Conference Room 206

**Present:** Rhonda Carrell, Bill Clendenning, Bruce Dimick, Nancy Eggleston, John Endrizzi, Shari Grass-Redfox, Gordon Gottbeheit, Tamas Houlihan, Kim Keech, Bill Leichtnam, Representative Katrina Shankland and Shane Wucherpfennig.

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 the following correspondence and updates at the meeting:

  - A. Hancock Scoping NR151 after testimony – (40+ people attended, 18 spoke-14 favor & 4 against) Kewaunee resident, John Rybicki, thought that the idea of a six county groundwater collaborative was a wonderful idea and plans to organize a northeastern Wisconsin county collaborative with Door, Kewaunee, Brown, Manitowoc and Outagamie counties.
  - B. Representative Scott Krug Monthly Newsletter –  
Other possible legislation bills:
    - a. AB69/SB31 Permit Fees for CAFO
    - b. AB148/SB137 Nitrate Testing Pilot Program
    - c. AB511/SB451 Distributing & Labeling of Fertilizer and Soil or Plant Additives Produced by Manure
  - C. Waushara Argus press release article "Land, Water and Conservation Departments form Central Sands Groundwater Collaborative" – Central Sands Groundwater Collaborative was formed to meet the present and future needs for safe, high quality, reliable and sustainable drinking water. The group is made up of Land & Water Conservation Departments, Public Health Departments and County Board Supervisors from Adams, Juneau, Marquette, Portage, Waushara and Wood Counties as well as UW Madison Extension. Goals and strategies of the collaborative group was highlighted.
  - D. WCA Agriculture, Environment & Land Use Steering Committee – Former Wood County Board Chair, Lance Pliml appointed Bill Leichtnam to steering committee. Committee meets quarterly.  
Meeting Highlights:
    - a. Solutions to polluted rural wells with either nitrates or PFA's.
    - b. Chuck Wagner (Kewaunee County) and Pat Laughrin (Calumet County) commented on our continued search for well water contamination in regards to nitrates or PFA's.
    - c. Mandating rural well testing and inspections of septic systems at a cost to the homeowner. Invasion of privacy?
    - d. Meter attached to pressure tank for rural wells and should be tested for 30 days. Landowner bare costs.
    - e. What would be the homeowners cost?
  - E. WCA Government Affairs Association Lobbyist Day – Highlighted summary of legislation passed with a divided government:

<u>Years</u>	<u>Passed Legislation</u>
2003-2004	327
2005-2006	491
2008-2009	242
2018-2019	20
  - F. Article "Lake Superior Research Institute Launches New Study to document levels of fluoride, metals in groundwater" – A \$55,626 grant from the Wisconsin Department of Natural Resources Groundwater Coordinating Council makes the project possible.



4. **Panel Discussion: Nitrates in Central Wisconsin: Science/Solutions planning & preparation**

Panel Discussion (tentative suggestions):

- A. Name Changed to: "Groundwater Contamination in Central Wisconsin: Science/Solutions"
- B. Month: January 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>
- C. Time: 6:30 p.m.
- D. Location: McMillan Library, Wisconsin Rapids
- E. Sponsor Suggestions: Clean Green or Central Sands Groundwater County Collaborative – Possible co-sponsors Protect Wood County, Saratoga Concerned, Wisconsin Potato Vegetable Growers Association
- F. Panel Format (2 minute length):  
A good moderator is important to keep the discussion on track. Time limit and expectations of the panel discussion.  
Opening Statement  
Roundtable  
Closing Statement
- G. Length: 75-90 minutes
- H. Moderator Suggestions: Peter Manley, Gus Mancuso, Nancy Turyk, Craig Broeren, Mark Skibba, Sam Steckbauer, Andy Barnett
- I. Media: Channel 7, Channel 9, Gannett, River City Times (Buyer's Guide)
- J. Panelists (6 Panelists):  
Suggestions: Representative Katrina Shankland, Senator Patrick Testin, Matt Ruark, Yi Wang, Deana Knutson, Kevin Masarik, Nancy Eggleston, Dr. A.J. Bussan  
Other Suggestions: John Eron, Dick Okray, William Hatch, Chris Kachrek, Andy Dirks, Andy Wallendahl, Kara O'Conner, Matt Krueger
- K. Planning Committee Members: Bill Leichtnam, Rhonda Carrel, Bruce Dimick, Gordy Gottbeheut, Rick Antin, John Endrizzi

5. **Speaker Vos's Task Force on Groundwater Quality-recommendations & legislation (member's discussion)**

Bill Leichtnam attended the WCA Agriculture, Environment & Land Use Steering Committee Meeting. The WCA Lobbyist members shared that the Speaker Vos's Task Force recommendations will not have anything mandatory coming from the state legislature, might not even get to the senate and partisan roadblocks in the way. WCA said that there may be money available for well testing, \$3 million for the county cons, 2025 new POWTS testing and CAFO fees may increase to \$1,000. Representative Katrina Shankland commented that the WCA information is inaccurate. There are approximately 12 bills that are drafted. The goal is to make sure that the bills have the co-sponsors and co-authors for the bills to pass. The Speaker Vos's Task Force on Groundwater Quality bills are ever evolving.

6. **DATCP/DNR Hearings on "Livestock siting" revisions AND possible NR151 Extension to areas with sensitive soils (Hancock Scoping Public Hearing Nov. 4<sup>th</sup>)-membership discussion**

Bill Leichtnam asked if the DATCP/DNR hearings on livestock siting are those revisions to livestock siting largely dead or dead in the water. Representative Katrina Shankland shared that DATCP announced two Fridays ago that they are withdrawing the rules for now in order to hear more public testimony. It did not say it was dead and it also did not give a timeline. There is no DATCP Secretary and only has an interim DATCP Secretary. A decision may not be made until they have a new DATCP Secretary. There is a lot of uncertainty as to DATCP ability to do its job without a DATCP Secretary. Their official statement kind of seemed like it was "a pause".

Bruce Dimick commented that the NR151 Extension to areas of sensitive soils of the Hancock Scoping Public Hearing was a preliminary hearing. There will be a full public hearing on either December 4<sup>th</sup> or December 6<sup>th</sup>. Comments from the November 4<sup>th</sup> public hearing will be consolidated and shared. Bruce Dimick encourages anyone who would like to make a statement to contact the liaison person of the Wisconsin Natural Resources Board.

7. **CGG "Action Items"** UW-Superior water lab got a \$55,000 DNR grant. The panel discussion makes the group a player and much stronger. What action should we take? How can we move things along?
8. **Update on Wood/Juneau County MOU w/AGC**  
Nothing to report. Last monthly teleconference call was a recap of the numbers. The third round of water testing is taking place in the Town of Armenia and Town of Port Edwards.
9. **"Outreach Activities" (Planning for Pittsville "Water" meeting in evening in the fall, possible water testing on site, coordination with UW-Extension "Natural Resources Educator" and Wood County Land & Water Conservation)-begin planning**  
Agenda item to be discussed at the December meeting.
10. **Future Speakers-Green Fire? N Wood County legislators? Others?**  
The next couple of months will be devoted to a working group.
11. **Roundtable**
  - A. Gordon Gottbeheit – Move panel discussion to January 13<sup>th</sup> as weather may be a factor.
  - B. Rhonda Carrell – Apologizes to Representative Katrina Shankland that the Speaker Vos's Task Force wasn't going to get anything done. Feels hopeless at times and partisan. Thanks to Representative Katrina Shankland for your tireless efforts and being optimistic.
  - C. Shari Grass-Redfox – Thank you for everything. Learned a lot.
  - D. John Endrizzi – WPVGA hosted a meeting. 14 Mile Creek Watershed was invited where they shared goals, who they are, past history and what they do. Collaboration is important.
  - E. Tamas Houlihan – Important to work together to solve problems. Would like more farmer collaboration.
  - F. Representative Katrina Shankland – Please feel free to reach out if you have any questions.
  - G. Nancy Eggleston – Nancy will check to see if anyone wants to be on the panel from the Central Sands Groundwater County Collaborative.
  - H. Bruce Dimick – Positive meeting.
12. **Announcements of members / visitors (upcoming parallel events / meetings)**  
Upcoming events announced throughout the meeting.
13. **Next Meeting**  
Monday, December 16, 2019. 2:00-4:00 p.m. @ Wood Co Riverblock Building, Room 206  
  
There will be a special Panel Planning Committee meeting on December 2<sup>nd</sup> @ 3:00 p.m. with location to be decided.
14. **Adjourn Groundwater Group Meeting** Bill Leichtnam declared the meeting adjourned @ 3:56 p.m.  
  
Notes by Kim Keech, Planning & Zoning Office

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Adam DeKleyn, County Planner  
Paul Bernard, Land Records Coordinator  
Jeff Brewbaker, Code Administrator  
Stevana Hamus, Code Technician  
Kim Keech, Admin Services 5  
Victoria Wilson, Admin Services 4

RE: Staff Report for December 4, 2019

**1. Planning (Adam DeKleyn)**

- a. Land Subdivision - Plat Review – (2) CSMs were submitted for review/approval. (4) CSMs were approved/recorded. (2) CSMs are pending approval.

Preliminary plat for Rangeline Subdivision (Town of Saratoga) submitted for review/approval. Preliminary plat was reviewed and a staff report is included in this packet for CEED review/action.

- b. Marshfield Water Quality Management (WQM)/Sewer Service Area (SSA) Review –

- i. Sanitary Sewer Extension Project (8" dia. sanitary lateral)  
Hampton Inn Suites. 400 W. Upham St. City of Marshfield.  
(208 Compliance Letter issued)

- c. Town of Lincoln Comprehensive Plan – Public hearing and presentation conducted at November Town Board Meeting. Lincoln Town Board will take action on ordinance adopting Comprehensive Plan at December Town Board.
- d. Town of Grand Rapids Comprehensive Plan – Preparing to initiate and facilitate the planning process for updating the Town of Grand Rapids Comprehensive Plan. Introductory meeting with Plan Commission will be held in December.
- e. Town Planning and Zoning Assistance – Provided planning and zoning assistance for several town officials.

**2. Land Records (Paul Bernard)**

- a. Addressing – Adding new address and readdress points to the address point layer from a variety of different sources including City of Wisconsin Rapids, City of Marshfield and Emergency Management.
- b. Parcel Mapping – Updating the parcel mapping with new splits and combines.

- c. Publishing data to the web – The first round of parcel updates have been updated on the county GIS website.
- d. Custom Maps – preparing several custom map products including ATV trails, Zoning and municipal maps.
- e. Contracts – Reviewing contracts for the PLSS maintenance through Rutzen and Central Staking as well as the 2020 air photo contract.
- f. Analyzing preliminary state standards – There is a published preliminary standard for address point and road centerline data. There will be quite a lot of work done in the months to come to reach this standard, while considering the needs of dispatching software.

### 3. Code Administrator's (Jeff Brewbaker and Stevana Hamus)

10/29/19 - Holding tank permit issued, Mound Plow TN 17, Reinspect TN 17, Conventional permit issued, 1 soil test review, 1 hydrograph reviewed

10/30/19 - Conventional inspection TN 18, Mound tank inspection TN 11, Mound re inspection TN 11, Mound tank inspection TN 08, 4- inspection reports completed, prepared for floodplain violation court case.

10/31/19 - Mound Plow TN 16, Conventional inspection TN 18, conventional permit reviewed and issued, 4 inspection reports completed, 1 soil test reviewed, 2 hydrographs reviewed, and 1 reconnect permit issued, mound tank insp TN 15.

11/01/19 - HT inspection TN 02, Mound Reinspection TN 16, mound reconnect permit issued, 1 soil test reviewed.

11/04/19 - Inspection reports, completed cranberry farm floodplain certification TN 14, reviewed soils report TN 07

11/05/19 - Inspection reports, Conventional permit issued, 1 soil test review, 1 hydrograph reviewed, pressurized mound plan TN 07

11/06/19 - Inspection reports, mound tank insp TN 15, JB worked on Stevana's annual review

11/07/19 - Pump Installers course Rothschild, conventional system insp TN 18, riparian shoreland zoning permit insp TN 03

11/08/19 - Inspection reports, JB discussed annual review with SH

11/11/19 - Inspection reports, mound insp TN 13, studied bridge decking projects for floodplain compliance Rocky Creek and NEPCO Lake, conventional insp TN 07, re-connect insp TN 07

11/12/19 - Inspection reports, Conventional permit issued, 1 soil test review, 1 hydrograph reviewed, conventional insp TN 07, re-connect insp TN 07

11/13/19 - Inspection reports, took calls regarding septic tank maintenance notices

11/14/19 - Inspection reports, holding tank insp TN 15, conventional insp TN 18

11/15/19 - Inspection reports, complaint investigation TN 14, created shoreland preservation affidavit TN 18

11/18/19 - Inspection reports, mound plow insp TN 07, mound re-inspect TN 07, conventional insp TN 18

11/19/19 - Inspection reports, mound soils review, pressure plan review and mound permit TN 08, tank insp TN 15, conventional insp TN 18

11/20/19 - Inspection reports, (2) conv. insp reports TN 07, (1) conv. Insp report TN 13

11/21/19 - Inspection reports

11/22/19 - Inspection reports

11/25/19 - Inspection reports/ complaint investigation TN 11

11/26/19 - Holding tank insp TN 08, mound tanks and force main insp TN 08

#### **4. Office Activity (Kim Keech and Victoria Wilson)**

- a. Monthly Sanitary Permit Activity – There were 24 sanitary permits issued in October 2019 (8 New, 15 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$13,025. There were 16 sanitary permits issued in October 2018 (4 New, 8 Replacements, 3 Reconnects and 1 Non-Plumbing) with revenues totaling \$4,175.

There were 162 sanitary permits issued through October 2019. For comparison purposes, the following are through the same period for the previous five years: 2018 – 151, 2017 – 176, 2016 – 141, 2015 – 163 and 2014 – 165.

- b. 2019 Tax Refund Intercept Program (TRIP) – As of November 26<sup>th</sup>, Wood County received an additional \$0.00 for a total of \$6,362.40 on nine 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 22<sup>nd</sup> with a due date of Friday, August 9<sup>th</sup>. There were 2,858 mailed between the four notices. Septic maintenance 2<sup>nd</sup> reminders were mailed on Monday, September 23<sup>rd</sup>. Septic maintenance 3<sup>rd</sup> reminders (Corporation Counsel Letters) were mailed on November 11<sup>th</sup>. As of November 26<sup>th</sup>, there are 70 systems remaining that have not been serviced.

- d. 2019 Program Fee Notices – The approximately 4,604 program fee notices were mailed on Thursday, October 24<sup>th</sup> with a due date of Monday, November 25<sup>th</sup>. 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. Program fee 2<sup>nd</sup> reminder postcards are scheduled to be mailed on Monday, December 9<sup>th</sup>. As of November 26<sup>th</sup>, there are 796 property owners who have not paid the program fee.
- e. Enforcement Activities Update (Small Claims) – Vacancy checks by office staff for 2019 maintenance enforcement will be verified starting in early January as time permits.
- 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. The new budget did not extend the Wisconsin Fund Grant program past its original sunset date, so the next application deadline of January 31, 2020 will be the last year to apply.
  - i. (5) Wisconsin Fund Applications FY2020 – Wisconsin Fund Grant Applications was emailed to the State of Wisconsin on January 30<sup>th</sup> meeting the deadline date of January 31<sup>st</sup>. Disbursement of Wisconsin Fund Grant have all been completed for FY2020.
  - ii. (3) 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. Citizens Groundwater Group meeting on November 18<sup>th</sup>
  - ii. Wellness Committee Meeting on November 19<sup>th</sup>
- i. Victoria attended the following meetings/trainings:
  - i. Economic Development roundtable on November 8<sup>th</sup>
  - ii. CEED Meeting (Economic Development) on November 12<sup>th</sup>



# Wood County WISCONSIN

OFFICE OF PLANNING  
AND ZONING

**DATE:** December 4, 2019 Meeting  
**TO:** CEED Committee  
**FROM:** Adam DeKleyn, County Planner *AD*  
**RE:** Preliminary County Plat of Rangeline Subdivision

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## STAFF REPORT

**REQUEST:** Review/Action on Preliminary County Plat of Rangeline Subdivision  
**SUBDIVISION NAME:** Rangeline Subdivision (*Exhibit 1*)  
**LOCATION:** Corner of Rangeline Road and State Highway 73, Town of Saratoga (*Exhibit 2*)  
**LEGAL:** BEING PART OF LOT 1 OF CSM 10611, LOCATED IN PART OF THE FRACL NW1/4 NW1/4 OF S18, T21N, R6E, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.  
**OWNER/SUBDIVIDER:** Quinn Properties, LLC  
**SURVEYOR:** Badger – Land Survey, LLC

### **INTRODUCTION:**

The Wood County Land Subdivision Ordinance is administered countywide within the unincorporated areas of the county. This ordinance regulates procedures and standards for dividing a parcel of land into smaller parcels. The purpose of this ordinance is to promote the public health, safety and general welfare; and to encourage orderly subdivision layouts. The Preliminary County Plat of Rangeline Subdivision shall be in conformance with all provisions of this ordinance and the Wis. Stats.

### **BACKGROUND:**

A preliminary plat for Rangeline Subdivision was submitted to the Department of Planning and Zoning (DPZ) on October 24, 2019. Preliminary plat was sent to the Town of Saratoga for comment/review. Additionally, copies of the preliminary plat were sent to the following review agencies for comment/review: WDOT, Tax Lister, County Surveyor, Emergency Management, Sheriff's Department, and applicable utilities. DPZ staff have reviewed the preliminary plat.

### **ANALYSIS:**

Site is mostly wooded, relatively flat and consists of just under 14 acres total. The preliminary plat proposes 3 lots ranging from 4.06 to 5.35 acres in size. Size of the lots provide adequate room for development and provision of Private Onsite Wastewater Treatment Systems (POWTS). Soils appear to be consistent with the installation of conventional septic systems. All lots have adequate access to Rangeline Rd. No new roads are proposed. No new access will be allowed to WIS 73. Additionally, no WI-DNR mapped wetlands or FEMA mapped floodplain are located on the site. County Zoning on the site is Unrestricted. Land use/zoning onsite is regulated by the Town of Saratoga zoning ordinance.

(1 of 2)



# Wood County WISCONSIN

## OFFICE OF PLANNING AND ZONING

### **REVIEW AND DECISION:**

CEED review and decision concerning approval or disapproval of preliminary subdivision plats shall be based on compliance with county/town ordinances and comprehensive plans. Objections by any review agencies shall also be considered.

### **FINDINGS OF FACT AND CONCLUSIONS OF LAW:**

#### **Findings of Fact:**

Preliminary plat is consistent with:

- Wood County Comprehensive Plan and Future Land Use Map (*Exhibit 3*)
- Wood County Land Subdivision Ordinance and Zoning Ordinance
- Town of Saratoga Comprehensive Plan and Future Land Use Map (*Exhibit 4*)
- Applicable Town of Saratoga ordinances

Saratoga Town Board approved the preliminary plat on 11/20/2019. All agencies having the authority to review the preliminary plat have approved.

#### **Conclusions of Law:**

The actions being taken and followed in this report are in accordance with the provisions of Chapter 701.04(2) of the Wood County Land Subdivision Ordinance #701.

### **RECOMMENDATION:**

Based on DPZ review and the aforementioned Findings of Fact and Conclusions of Law, I forward a recommendation to **conditionally approve** the preliminary plat of Rangeline Subdivision.

### **CEED COMMITTEE OPTIONS:**

- Conditionally approve preliminary plat.
- Reject the preliminary plat.
- Table the item to later date with just cause.

### **EXHIBITS:**

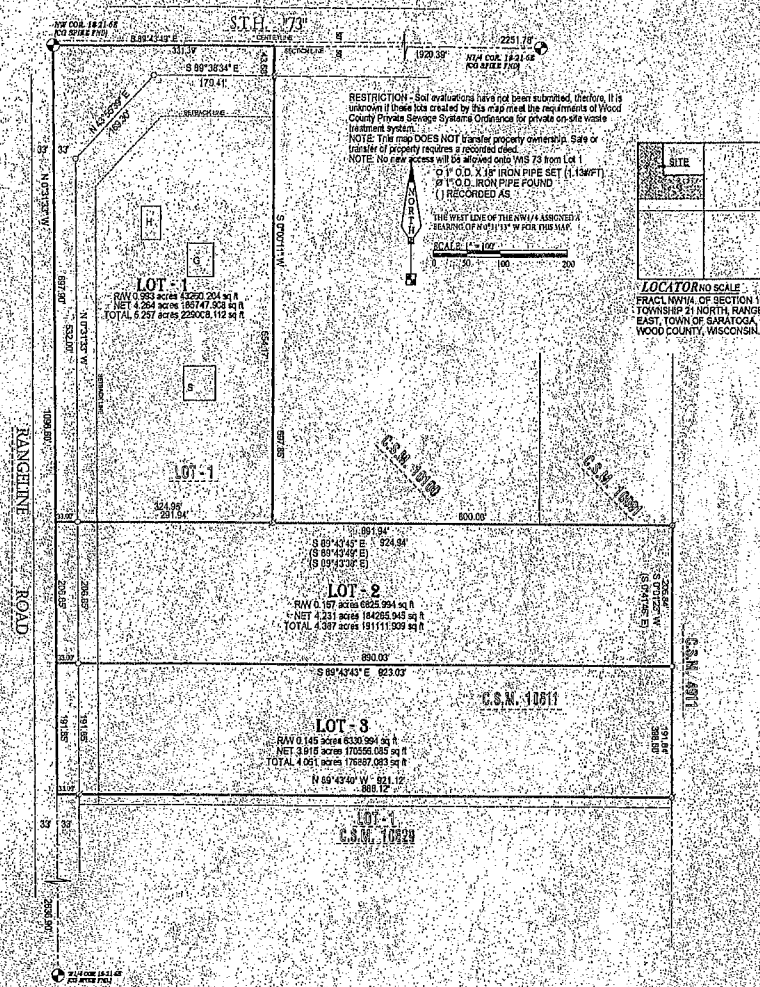
1. Preliminary County Plat of Rangeline Subdivision
2. Location Map
3. Wood County Future Land Use Map
4. Town of Saratoga Future Land Use Map

(2 of 2)



# COUNTY PLAT OF RANGELINE SUBDIVISION

BEING PART OF LOT 1 OF WOOD COUNTY CERTIFIED SURVEY MAP NO. 10611, LOCATED IN PART OF THE FRAC. NW1/4 NW1/4 OF SECTION 18, TOWNSHIP 21 NORTH, RANGE 6 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.



## SURVEYOR'S CERTIFICATE

I, KEVIN M. WHIPPLE, PROFESSIONAL LAND SURVEYOR, hereby certify:

That I have surveyed, divided and mapped "RANGELINE SUBDIVISION" being part of Lot 1 of Wood County Certified Survey Map No. 10611, located in part of the Frac. NW1/4 NW1/4 of Section 18, Township 21 North, Range 6 East, Town of Saratoga, Wood County, Wisconsin by the direction of QUINN PROPERTIES, LLC, who professed to me to be the owner of said lands described as follows:

Commencing at the NW COR. 12-21-66, said point being the POINT OF BEGINNING, Thence along the North Line of the NW1/4 on a bearing of S 89°43'08" E, a distance of 331.39'; Thence along CSM 10100 on a bearing of S 0°01'17" W, a distance of 607.00' to an iron monument; Thence along CSM 10100 & 10091 on a bearing of S 89°43'28" E, a distance of 300.00' to an iron monument; Thence along CSM 4911 on a bearing of S 0°01'27" W, a distance of 358.68' to an iron monument; Thence N 89°43'07" W, a distance of 321.12' to an iron monument; Thence along the West Line of the NW1/4 on a bearing of N 0°31'37" W, a distance of 1066.00' to an iron monument being the POINT OF BEGINNING, subject to right-of-way, easements, reservations and encumbrances of record. BE AUNT.

I think I have made such land subdivision and plat at the direction of the owners of said land. That this plat is a true and correct representation of all of the original boundaries of the land surveyed and the subdivisions thereof made. That I have complied fully with the provisions of Chapter 239 Wisconsin Statutes and the WOOD County Subdivision Ordinance to the best of my knowledge and belief.

KEVIN M. WHIPPLE, P.L.S., JLS.  
Drafted By: KEVIN WHIPPLE  
Field work completed on: 10/04/19

## OWNER'S CERTIFICATE OF DEDICATION

QUINN PROPERTIES, LLC, as owner, hereby certify that I caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat. I also certify that this plat is required by s. 238.10 or s. 238.12 to be submitted in the following for approval or rejection:

Town of Saratoga, Town Board  
City of Nekeosha, Common Council (optional)  
Wood County Planning and Zoning  
Witness the hand and seal of said owner's this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

QUINN PROPERTIES, LLC  
(REPRESENTATIVE)

STATE OF WISCONSIN

WOOD COUNTY

Personally, came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named owner, to me known to be the person and executor of the foregoing instrument and acknowledged the same.

NOTARY PUBLIC

My commission expires \_\_\_\_\_

## TOWN BOARD RESOLUTION

Resolved, that the County Plat of "RANGELINE SUBDIVISION" located in the TOWN OF SARATOGA, a hereby approved by the Town Board.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

TOWN CHAIRMAN

I hereby certify that the foregoing is a copy of a resolution adopted by the Town Board of the TOWN OF SARATOGA, Wood County, Wisconsin.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

TOWN CLERK

## CERTIFICATE OF TOWN TREASURER

I, \_\_\_\_\_, being duly elected, qualified and acting treasurer of the Town of Saratoga, Wood County, Wisconsin, do hereby certify that in accordance with the records in my office show no unpaid taxes or unpaid special assessments as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, on any of the land included on the plat of "RANGELINE SUBDIVISION".

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

TOWN TREASURER

## CERTIFICATE OF COUNTY TREASURER

I, \_\_\_\_\_, being duly elected, qualified and acting treasurer of WOOD County, Wisconsin, do hereby certify that the records in my office show no unredemmed tax sales and no unpaid taxes or unpaid special assessments as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affecting the land included in this plat of "RANGELINE SUBDIVISION".

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

COUNTY TREASURER

## CITY OF NEKEOSHA RESOLUTION

Be it resolved that the City of Nekeosha "COUNTY PLAT OF RANGELINE SUBDIVISION" located in part of the FRAC. NW1/4 NW1/4 OF SECTION 18, TOWNSHIP 21 NORTH, RANGE 6 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN, is hereby approved.

DATED \_\_\_\_\_ SIGNED \_\_\_\_\_

MAYOR

I hereby certify that the above resolution was adopted by the City of Nekeosha Common Council at a regular meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

DATED \_\_\_\_\_ SIGNED \_\_\_\_\_

CITY CLERK

STATE OF WISCONSIN  
COUNTY OF WOOD  
THE WOOD COUNTY PLANNING AGENCY DOES HEREBY  
CONDITIONALLY APPROVE THIS PRELIMINARY PLAT IN  
ACCORDANCE WITH THE PROVISIONS OF THE LAND  
SUBDIVISION ORDINANCE, WOOD COUNTY, WISCONSIN,  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Approved by: \_\_\_\_\_, City of \_\_\_\_\_, WI \_\_\_\_\_

WOOD COUNTY PLANNING AGENCY  
PLAT REVIEW OFFICE

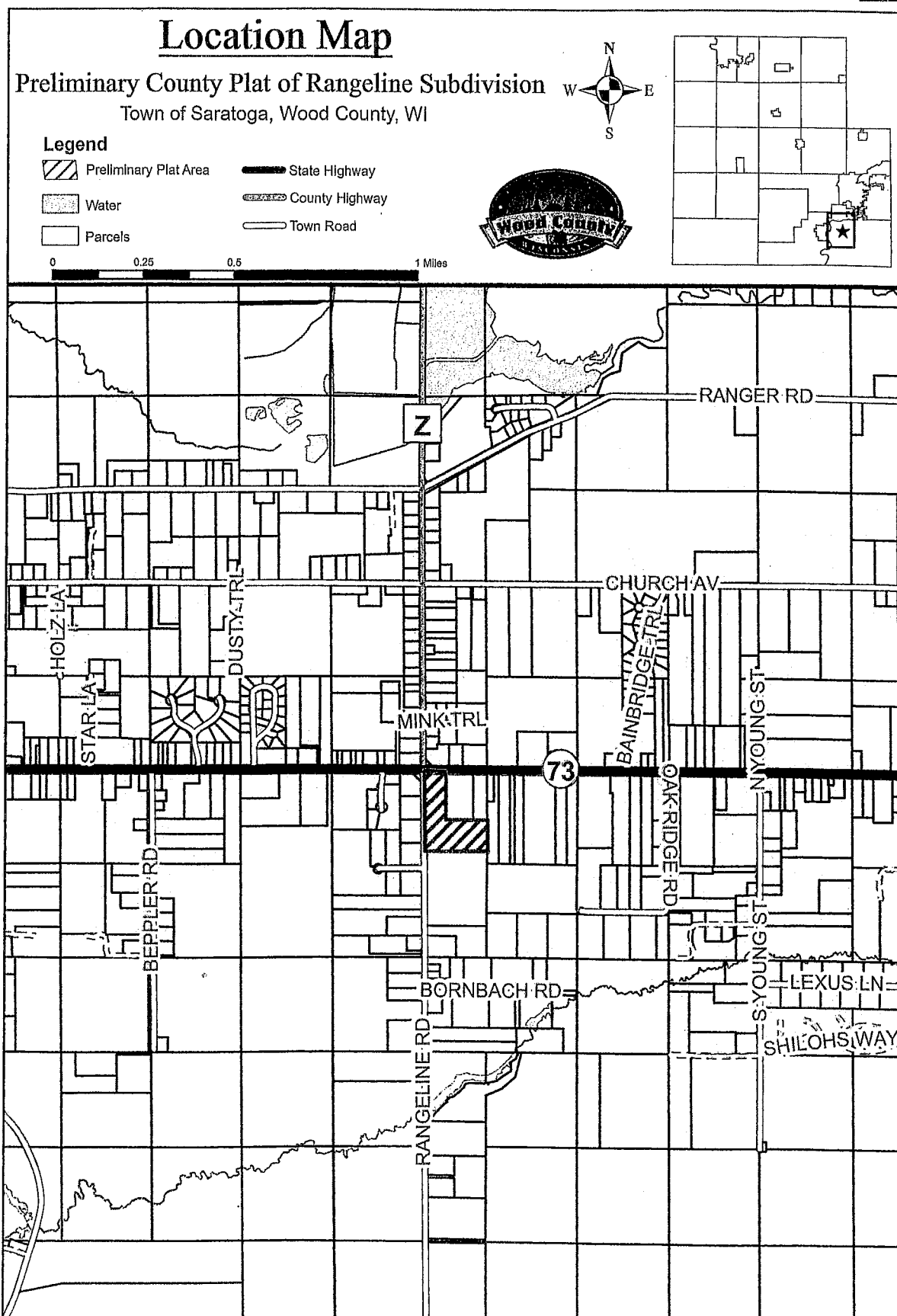
**BADGER LAND SURVEY, LLC**  
1000 W. WISCONSIN AVE.  
WISCONSIN RAPIDS, WI 54495

PHONE: (715) 424-7900  
FAX: (715) 424-7901  
E-MAIL: [Survey@badgerland.com](mailto:Survey@badgerland.com)

JOB # 902126  
DATE: 10/24/19  
SCALE: 1" = 100'  
PAGE: 1  
REVISIONS:

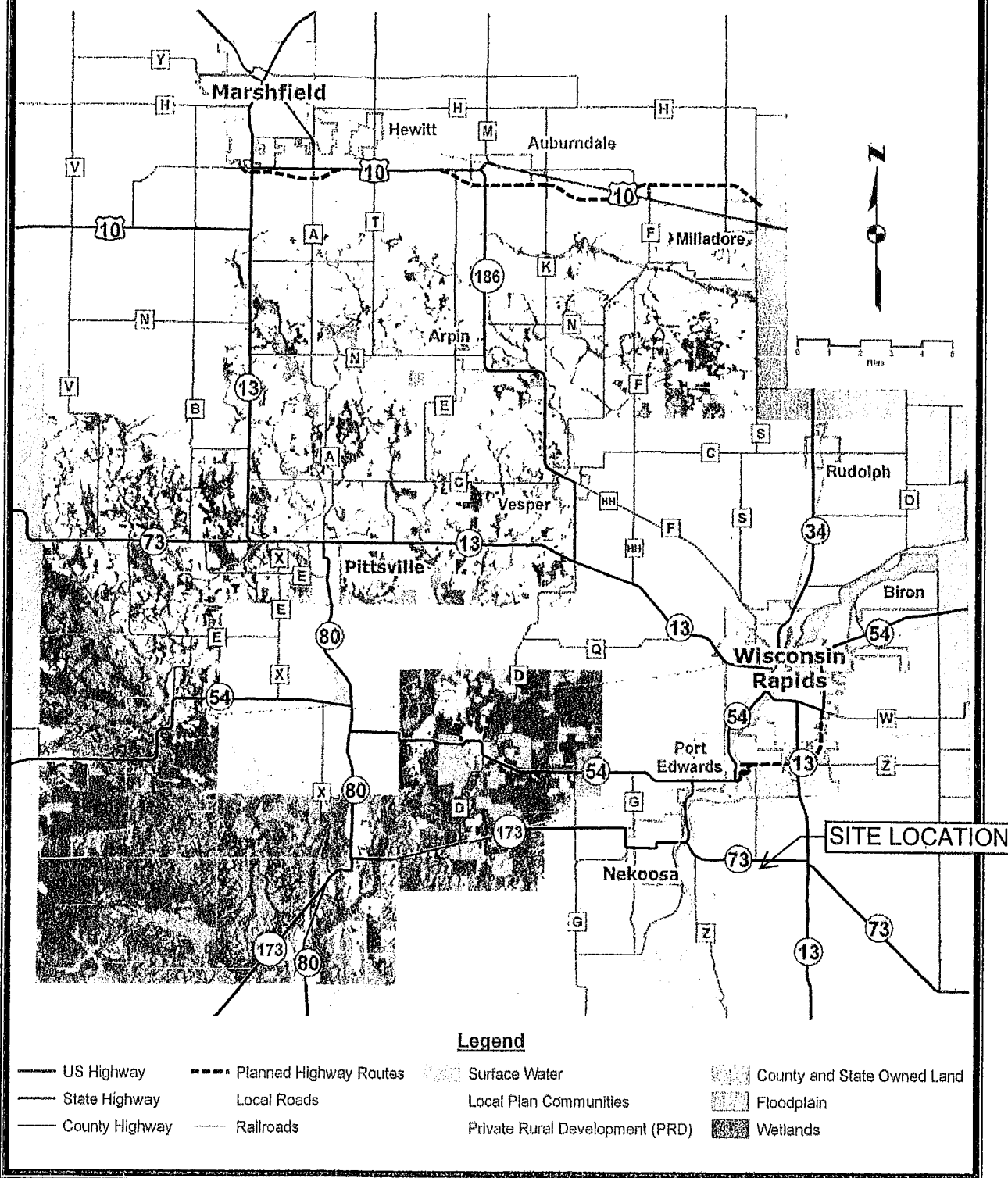
**COUNTY PLAT OF RANGELINE SUBDIVISION**  
BEING PART OF LOT 1 OF WOOD COUNTY CERTIFIED SURVEY MAP NO. 10611, LOCATED IN PART OF THE FRAC. NW1/4 NW1/4 OF SECTION 18, TOWNSHIP 21 NORTH, RANGE 6 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN.

**QUINN PROPERTIES, LLC**  
P.O. BOX 1102  
WISCONSIN RAPIDS, WI 54495



# FUTURE LAND USE

*Wood County, Wisconsin*

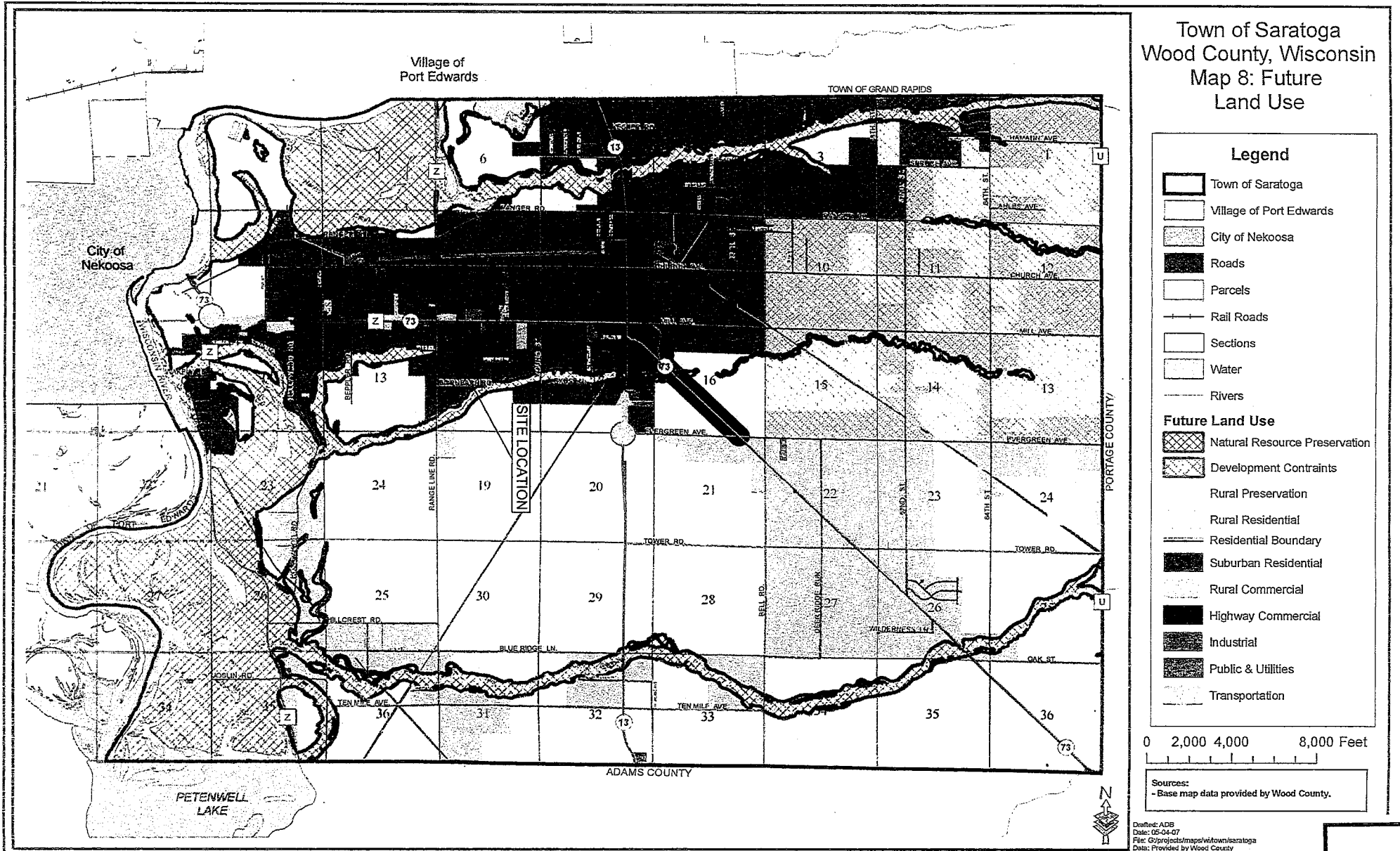


Wood County Comprehensive Plan

Element 8: Land Use

Page 8 - 15

Town of Saratoga  
Wood County, Wisconsin  
Map 8: Future  
Land Use



**WISCONSIN FUND PROGRAM TRENDS  
WOOD COUNTY, WISCONSIN  
FY86 - FY20**

FISCAL YEAR	NUMBER OF APPLICANTS	TOTAL RECEIVED	AVERAGE GRANT RECEIVED	APPLICATION FEES	AVERAGE GRANT AFTER FEES
1986	57	\$79,400	\$1,393	\$0	\$1,393
1987	59	\$106,196	\$1,800	\$0	\$1,800
1988	56	\$95,915	\$1,713	\$0	\$1,765
1989	48	\$78,067	\$1,626	\$0	\$1,626
1990	49	\$86,675	\$1,769	\$0	\$1,769
1991	85	\$163,741	\$1,926	\$10,899	\$1,798
1992	99	\$224,425	\$2,267	\$14,518	\$2,120
1993	84	\$152,563	\$1,816	\$10,227	\$1,694
1994	65	\$114,678	\$1,764	\$8,560	\$1,633
1995	45	\$97,964	\$2,177	\$6,489	\$2,033
1996	71	\$135,265	\$1,905	\$9,675	\$1,769
1997	44	\$92,096	\$2,093	\$7,831	\$1,915
1998	57	\$115,209	\$2,021	\$5,947	\$1,917
1999	29	\$85,174	\$2,937	\$4,382	\$2,786
2000	41	\$106,311	\$2,593	\$5,859	\$2,450
2001	30	\$88,387	\$2,946	\$4,446	\$2,798
2002	30	\$109,964	\$3,665	\$4,459	\$3,517
2003	26	\$72,474	\$2,787	\$3,831	\$2,640
2004	20	\$72,465	\$3,623	\$3,000	\$3,473
2005	34	\$117,117	\$3,445	\$5,060	\$3,296
2006	18	\$49,885	\$2,771	\$2,621	\$2,626
2007	25	\$82,237	\$3,289	\$3,750	\$3,139
2008	21	\$72,852	\$3,469	\$3,117	\$3,321
2009	24	\$81,643	\$3,402	\$3,370	\$3,261
2010	32	\$122,353	\$3,824	\$4,800	\$3,674
2011	23	\$72,428	\$3,149	\$3,239	\$3,008
2012	27	\$73,921	\$2,738	\$3,989	\$2,590
2013	28	\$69,738	\$2,491	\$3,871	\$2,352
2014	17	\$63,821	\$3,754	\$2,400	\$3,613
2015	15	\$68,965	\$4,598	\$2,141	\$4,455
2016	11	\$45,371	\$4,125	\$1,650	\$3,975
2017	12	\$19,119	\$1,593	\$1,350	\$1,481
2018	4	\$15,799	\$3,950	\$600	\$3,800
2019	7	\$33,582	\$4,797	\$1,050	\$4,647
2020	5	\$25,360	\$5,072	\$750	\$4,922
<b>TOTALS</b>	1,298	\$3,091,160	\$99,290	\$143,881	\$95,056
<b>AVG/YR</b>	37	\$88,319	\$2,837	\$4,111	\$2,716

Note: Wood Co entered into the Wis Fund Grant Program, effective 1/15/85, with passage of Co Board Resolution #11.

Note: 1994 was a 'short year' due to a change of the deadline date of submitting applications from May 31st to January 31st.

SOURCE: WOOD COUNTY PLANNING & ZONING OFFICE

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE  
ECONOMIC DEVELOPMENT ACTIVITIES REPORT-JASON GRUENEBERG

**SolSmart Building Inspector Training** – On September 30<sup>th</sup> I conducted SolSmart training for building inspectors that work in Wood County. The training included discussion regarding the current process for permitting solar installations in the county, and review of the installer checklist that was created for reference.

**Ho-Chunk District 3 Meeting** – On October 1<sup>st</sup> I presented at the Ho-Chunk District 3 meeting held at Powers Bluff. The purpose of the meeting was for local leaders to provide updates on area projects to Ho-Chunk District 3 Representatives.

**Central Wisconsin Economic Development Advisory Committee (CWED)**– On October 10<sup>th</sup> I participated in the CWED Advisory Committee meeting to discuss possible options for lending to non-profits and providing grants in the future.

**Marshfield Economic Development Board** – On October 10<sup>th</sup> I attended the Marshfield Economic Development Board meeting. Agenda items included 2020 budget discussion, a strategic planning update, a housing update, a TIF overview presentation, discussion on the update of the Sewer Service Area Plan, and presentation of an award for Wenzel Plaza. I also provided an economic development update on behalf of the County.

**Planning & Zoning Best Practices for Large-scale Solar Development** – On October 15<sup>th</sup> I participated in the aforementioned SolSmart sponsored training to learn more about land use regulations as they pertain to large-scale solar developments.

**Central Wisconsin Economic Development Fund Board of Directors Meeting** – On October 16<sup>th</sup> I participated in the CWED Board of Directors meeting. Agenda items included discussion of loans to non-profits, offering lines of credit, offering grants, review of financials and reports from the Treasurer, President and Administrative Services Provider. Currently there is \$1,404,785 of CWED funds lent out to businesses in Wood County.

**Solar & Electric Vehicle Best Practices for Local Governments** – On October 17<sup>th</sup> I participated in the aforementioned SolSmart sponsored training to learn more about how local government can utilize electric vehicles in their fleets.

**Central Housing Region (CHR)** – On October 24<sup>th</sup> I participated in the CHR public hearing for the purpose of identifying additional community needs, and to comment on Community Development Block Grant activities. Attached is a summary of the 2018 Grant Year cycle by County. Approximately \$2 million of additional funding will be available to the region on July 1<sup>st</sup> 2019. Attached is a pamphlet that summarizes the CHR Community Development Block Program and eligible projects.

**SolSmart/Nepco Solar Ribbon Cutting** – I am working with the Sustainable and Renewable Committee and the Heart of Wisconsin Chamber of Commerce to plan a ribbon cutting for the County's SolSmart Gold designation and the installation of solar at the Nepco Park Shelter.

**Wood County Economic Development Roundtable** – On November 8<sup>th</sup> I facilitated a meeting of the Wood County Economic Development roundtable at Pearl Engineering in Wisconsin Rapids. The City of Wisconsin Rapids hosted this roundtable discussion.

CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE  
ECONOMIC DEVELOPMENT ACTIVITIES REPORT-JASON GRUENEBERG

**Rural Economic Development Innovation (REDI) Initiative** – The REDI Core team is in the process of finalizing the REDI Steering Committee membership. The Steering Committee will participate in a 2-day kickoff session December 18<sup>th</sup> and 19<sup>th</sup>.

# CHR CDBG Statistics for 2018 Grant Year

County: Wood

Totals as of 10/23/2019

## Grant Statistical Information for the County

Applications Received	13
Ineligible/Inactive/Referred	0/4/2
On Waiting List	0
Projects In Progress	6
Number of New Mortgages	9

## Grant Financial Information for the County

ID	Amount	
WO238	1,050.00	Lead & Asbestos Testing
WO238	57,867.00	Mortgage
WO238 (2)	1,342.00	Mortgage
WO240	595.00	Testing
WO240	22,457.00	Mortgage
WO240 (Amend)	(268.00)	Amend Mortgage
WO240	220.00	Lead Clearance
WO249	525.00	Testing
WO249	28,402.00	Mortgage
WO249	(273.00)	Amend Mortgage
WO249	220.00	Lead Clearance
WO254	1,020.00	Testing
WO254	60,493.00	Mortgage
WO254 (2)	1,151.00	Mortgage
WO254	(192.00)	Amend Mortgage
WO254	220.00	Lead Clearance
WO263	1,065.00	Testing
WO263	25,516.00	Mortgage
WO263	220.00	Lead Clearance
WO308	1,080.00	Testing
WO31	1,125.00	Lead & Asbestos Testing
WO324	38,892.00	Mortgage
WO324 (2nd)	2,230.00	Mortgage
WO324 (3rd)	912.00	Mortgage
WO327	2,282.00	Mortgage
WO334	1,185.00	Lead & Asbestos Testing
WO335	1,185.00	Lead & Asbestos Testing
WO364	555.00	Lead Testing
WO364	12,652.00	Mortgage
WO371	5,624.00	Mortgage
WO371(2)	912.25	Mortgage

Totals

\$ 270,264.25



# CHRCDBG Statistics for 13 Grant Year

## TOTALS

As of 10/23/2019 -totals updated

### Total Grant Statistical Information

Applications Received	135
Ineligible/Inactive/Referred	14/18/35
On Waiting List	0
Projects in Progress	37
Number of New Mortgages	59

### Total Grant Financial Information

2018 Project Funds Total	1,739,300.00
Paybacks and Interest Earned	\$ 178,156.17
Lead &/or Asbestos class	\$ 635.00
Total Obligated	\$ 2,318,973.45
Balance Remaining	\$ (402,152.28)

### Quick reference by County

Adams	\$ 226,946.08
Green Lake	\$ 247,727.75
Juneau	\$ 415,359.84
Marathon	\$ 180,263.72
Marquette	\$ 160,235.00
Portage	\$ 192,660.00
Waupaca	\$ 526,961.71
Waushara	\$ 98,555.10
Wood	\$ 270,264.25
Totals	\$ 2,318,973.45

## OWNER-OCCUPIED AND RENTAL UNIT REHABILITATION LOANS

Provide no-interest, deferred payment home repair loans for LMI owner occupants.

Provide 1.5% interest loans for repairing units rented to LMI tenants and/or creating new low or moderate income rental units by:

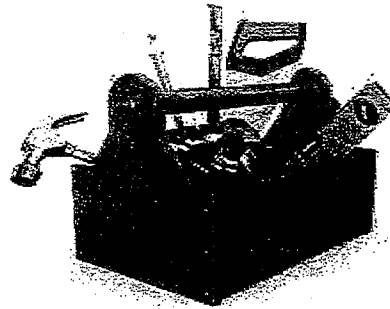
- (1) Converting vacant properties into rental units, and/or
- (2) Converting large single-family homes into duplexes.

CDBG loans for shall be subject to a \$50,000 maximum.

The debt to equity ratio cannot exceed 120% of the value of the property.

If there is a request to subordinate loans, each request will be subject to the following criteria as agreed upon by the Central Housing Region Committee.

- No additional debt can be incurred to the property.
- There would be a savings due to a lower interest rate being offered to the borrower.
- There would be better terms offered by the bank refinancing the debt.



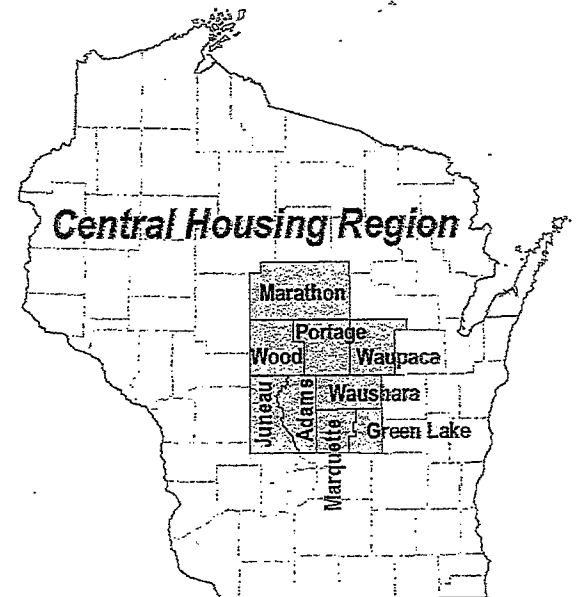
**FOR AN APPLICATION OR  
ADDITIONAL INFORMATION  
CONTACT:**  
**CENTRAL HOUSING REGION CDBG  
PROGRAM ADMINISTRATORS  
JUNEAU COUNTY HOUSING  
AUTHORITY**  
717 E. State Street, Mauston, WI 53948  
(608) 847-7309  
Email: [juncoba@frontier.com](mailto:juncoba@frontier.com)  
**Get our application online!**  
[juneaucountyhousingauthority.com](http://juneaucountyhousingauthority.com)



2017

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Homeowner & Rental Rehabilitation



**Central Housing Region Counties**  
Adams, Green Lake, Juneau, Marathon,  
Marquette, Portage, Waupaca, Waushara,  
and Wood

## **ELIGIBILITY REQUIREMENTS:**

→Must be owner-occupied or land contract buyer three months prior to applying. Contract must be written, legally binding, and properly recorded. Contract seller is required to also sign mortgage.

→Must be owners of low-to-moderate income renter-occupied units.

→All occupants directly benefiting from the CDBG housing rehabilitation program must be at or below the appropriate Section 8 income limit for their county.

→Include all sources of gross income from all household members who are at least 18 years of age.

→Mortgage and property taxes must be current.

→All mortgages, judgments, and liens in addition to the rehab cost cannot exceed 120% of the Fair Market Value of the property.

→Property must be insured.

# **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

This is a program for ensuring the community's ability to conserve, rehabilitate and improve residential properties occupied by low-to-moderate (LMI) residents.

## **CENTRAL HOUSING REGION OBJECTIVES:**

Expansion of affordable housing stock for low and moderate income persons.

Elimination of neighborhood blight and structural deterioration.

Elimination of housing conditions that are detrimental to public health, safety, and welfare.

Elimination of unnecessary energy waste through modern rehabilitation energy saving improvements.

Conservation of existing housing stock.



## **ELIGIBLE REHAB ACTIVITIES INCLUDE:**

Repairs that bring the unit to decent, safe, and sanitary condition using HQS Inspection/Evaluation of property.

Examples include but are not limited to: Roofs, siding, windows, plumbing, electric, septic, well, etc.

## **INELIGIBLE REHAB ACTIVITIES INCLUDE:**

- Properties scheduled for sale, acquisition, or condemned.
- Mobile homes in a mobile home park, must own land to be eligible.
- Reimbursement for work which has been contracted for or completed prior to signing agreement with CHR.
- Appliances, except as required for handicapped accessibility.

## County Surveyor's 2019 Year End Report

### 1.) Maintenance Work

- a. 2019 County Contract 1 with Rutzen Survey Services
  - i. 246 corners under contract
    - 1. Town of Port Edwards
    - 2. Town of Saratoga
    - 3. Town of Seneca
    - 4. Town of Grand Rapids
    - 5. Town of Rudolph
  - ii. 2/3 of the contract is delivered
  - iii. Final deliverables expected to be on time
  - iv. Contract Due December 5, 2019
  - v. With 100% monumentation we are in maintenance contracts
- b. 2019 Town/Highway Contract
  - i. Corners sent to Central Staking due to construction
  - ii. Notifications from Highway Dept and Townships
  - iii. 45 corners being reset on surface of pavement
  - iv. This is VERY important for the maintenance of our PLSS
    - 1. 45-50 corners per year is average

### 2.) 2019 office work

- a. CSM Reviews
  - i. CSM submittals are consistent with few comments
  - ii. All CSM reviews are done offsite
  - iii. With more divisions in a good economy we had a few issues with multiple splits and needing subdivisions
    - 1. This was all worked out with Adam D.
- b. Map filing
  - i. Maps are filed every Friday
  - ii. No backlog of Maps in the in basket
  - iii. All maps are stamped "Received" with the date
    - 1. CSM are no longer accepted
      - a. CSMs are a Register of Deeds document
      - b. By giving CSM copies away we are hurting our retained fees.
      - c. CSM's are being removed from the files. Progress is about 75%
      - d. CSM removal will save the office a lot of filing space
  - iv. R/W maps
    - 1. Maps are in the hanging racks
- c. Work with Paul on the transition from Justin
  - i. Scanning
  - ii. Online records
- d. 2020 PLSS projects



# Wood County WISCONSIN

OFFICE OF PLANNING  
AND ZONING  
Land Information Office

## Contract for County Surveyor Services

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

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

### 1) Scope of Services

The Contractor shall be required to perform the following duties:

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

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

## 2) Liability Insurance

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

## 3) Contract Terms

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

## 4) Payment for Services

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

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

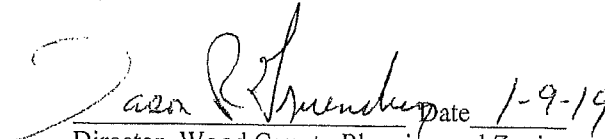
Fee Schedule	
Establish Ties or Re-tie/Tie Sheet(s)/GPS Coordinates prior to road reconstruction or surfacing	\$92.50 per corner
Reset a countersunk <b>Bernsten Steel Survey Nail</b> or <b>Cotton Gin Spike</b> following road reconstruction or surfacing	\$92.50 per corner
Lost or Obliterated Corner Replacement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

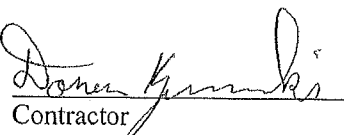
**5) Vendor Indemnity**

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

**6) Equal Opportunity, Affirmative Action Employer**

Wood County is an Equal Opportunity, Affirmative Action Employer.

 Date 1-9-19  
Director, Wood County Planning and Zoning

 Date 11 Jan 19  
Contractor



## CEED Committee Report *November 2019*

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### **LAURA HUBER**

*Extension Wood County, 4-H Program Coordinator*

- Became a certified Real Colors Facilitator at a training in St Paul (30 Sept - 2 Oct)
- Attended WI 4-H Fall Forum and taught a class for 4-H adult volunteers (1-3 Nov)
- Presented to the Wood County Board's CEED Committee (6 Nov)
- Met with Wood County Extension staff for our monthly meeting (6 Nov)
- Appeared on WFHR radio (7 Nov)
- Met with the Youth Success Coalition (11 Nov)
- Participated in annual review for Wendy (12 Nov)
- Met with Jason Hausler and Wendy Young to discuss the Extension Role in Fairs document (12 Nov)
- Conducted VIP training for new 4-H volunteers (14 Nov)
- Wood County 4-H Awards and Movie Morning (16 Nov)
- Co-taught Officer Training for youth 4-H leaders with Kaitlyn Bernarde of Marathon County (16 Nov)
- Attended the Extension All Institute Meeting in Madison (18-19 Nov)
- Planned 4-H Fire & Ice Teen Leadership Camp with colleagues (21 Nov) via Zoom
- Taught Annual 4-H Leader Training for Wood County volunteers (21 Nov)
- Met with Wood County 4-H Teen Leadership Group for annual planning (25 Nov)
- Attended the Wood County 4-H Leaders Association meeting (25 Nov)
- Enjoyed an extended Thanksgiving break (26-29 Nov)
- Promoted 4-H re-enrollment program throughout the month
- Scheduled trainings for volunteers
- Began work on Creative Arts Day and Project Discovery Day
- Reviewed and submitted 4-H Charter Renewals
- Filed 990-N e-postcards with the IRS for all of our county 4-H clubs and groups
- Created an Instagram account to aid in outreach to youth 4-H members

### **Ongoing Responsibilities:**

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 856 followers.
  - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 307 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

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### **MATT LIPPERT**

*Extension Wood & Clark Counties, Agriculture Agent*

- I met with the Wood County Farm Bureau Board to discuss farm issues with their organization.
- I interviewed on WDLB.
- I participated on the MACCI Agribusiness Committee monthly meeting.





- I attended the All-Program In-service in Madison- Monona Terrace, a two-day opportunity to update on Extension programs and network with colleagues.
- I conferenced via webinar with area ag educators to plan winter programming.
- I introduced Natural Resource Educator Rachael Whitehair to the southern part of Wood County including Central Sands Dairy, Cranmoor cranberry production area and Sandhill game farm.
- I attended the appreciation program for the Central Wisconsin State Fair.
- I answered questions about pricing various forms of standing and harvested corn, in forms such as corn silage, snaplage, high moisture corn and for corn that was well eared and late planted corn with no grain included.
- November marks my first month of programming for both Clark and Wood County.
- I promoted the new cranberry position to many interested parties in the cranberry industry.

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## **NANCY TURYK**

*Extension Wood County, Community Resource Development Educator*

### **Economic Development**

- Coordinated with USDA REDI facilitating team, County team, and UW-Stevens Point @ Marshfield about the upcoming webinar and workshop. The workshop is scheduled for Dec. 18 & 19 at UW-Stevens Point @ Marshfield.
- Discussions with UW Madison Extension about their involvement with the USDA REDI project and the UniverCity project with Wisconsin Rapids to ensure opportunities are maximized with both projects by minimizing overlap.
- Attended the CEED ED meeting.
- Preparing for Marshfield EDB strategic planning process.
- Attended the Marshfield Retail Panel organized by UW-Stevens Point@Marshfield continuing education program that had approximately 35 attendees.

### **Strategic Planning**

- Prepared two surveys with Sue Kunferman for the Health Dept. strategic plan updates. Ran and summarized the first survey.
- Prepared, ran, and summarized department head survey for County strategic plan. Met several times with Vice Chair Rozar about upcoming department head planning process. Preparing and summarizing materials for use in the County strategic plan and upcoming planning process.

### **Energy**

- Completed the necessary steps to hire the graduate student intern from the UW Madison Resource Energy Demand Analysis (REDA) to conduct a baseline analysis of Wood County energy use. Continued working with Alliant, Wisconsin Rapids Water Works and Lighting, Verso, Marshfield Utilities, and Oakdale Electric Coop to obtain energy data needed for the baseline analysis. Sent the acquired data to the UW Madison REDA intern for analysis. Attended County Board meeting.
- Upon their request, met with the City of Wausau sustainability team to discuss Wood County's energy initiatives.
- Updated Executive Committee on the SolSmart Gold designation.
- Assisted with preparations and advertising for Wood County's solar ribbon cutting event at Nepco Park. Assisted at the event.



- Discussed economic benefits of renewable energy with UW Stevens Point Business Management graduate student.

#### **UW-Madison Division of Extension**

- Participated in Area 7 All colleagues meeting in Stevens Point and Wood County Extension staff meeting.
- Attended two days of the All Extension Meeting in Madison.
- Met with UW Madison Extension Climate Change Leadership Team.
- Listened to the monthly Dean's Coop Update and Community Development Zoom.
- Participated in colleague's annual review.

#### **Other**

- Identified and invited speakers for the Diversity and Inclusion program for the Heart of Wisconsin Leadership Program. Preparing my presentation.
- Attended CEED meeting.
- Organizing upcoming meeting of the Central Sands Groundwater County Collaboration.

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### **JACKIE CARATTINI**

*Extension Wood County, Family Living Educator*

- Taught a Colors Training for Regional Social Services Consortium
- Taught first two weeks of 4 week "Taking Care of You" program at both WI Rapids and Marshfield libraries.
- Attended UW-Madison Faculty Senate meeting via zoom
- Attended Youth Health Transition zoom
- Attended a national PILD planning meeting on zoom
- Taught a Real Colors Training at the State School Nutrition Association Statewide Conference in Madison.
- Taught budgeting at the Hannah House in Marshfield.
- Attended the Department of Extension Administrative Committees zoom meeting
- Attended HCE Fall craft day.
- Taught Rent Smart at SWEPS food pantry.
- Facilitated "Hidden in Plain Site" at Marshfield Columbus High School.
- Presented on WFHR and WDLB radio
- Taught "Who Gets Grandmas Yellow Pie Plate" at the WI Rapids Library.
- Attended the Extension All Staff meeting in Madison.
- Attended a Racism/dialogue training in Madison.

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### **HANNAH WENDELS**

*Extension Wood County, FoodWise Nutrition Educator*

- Met with Kelly Hammond and Penny Schmitt to go over new employee trainings, paperwork and plans for the future (November 11)
- Met with Kelly Hammond and Jill Sanders to look at calendars to observe upcoming teaching events (November 12)
- Met with Jason Hausler, Area Director for initial on-boarding (November 12)



- Met with Penny Schmitt and Kelly Hammond at the Portage County Extension office for a team meeting and a FoodWise Zoom meeting (November 13)
- Planned the SWEPS "Let's Talk Turkey" lesson with Kelly Hammond (November 14)
- Attended the All Institute Annual Program Meeting in Madison (November 18)
- Attended the All Institute Annual Program Meeting in Madison (November 19)
- Chose lesson topics for 2020 SWEPS Wellness Series (November 21)
- Attended the Hunger Coalition meeting (November 21)
- Lesson observation in Portage County with Penny Schmitt (November 22)

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## JANELL WEHR

*Extension Wood County, Horticulture Coordinator*

- Appear on WFHR promoting Master Gardener Level 1 Training
- Participate in the State Level Master Gardener Coordinator Monthly Web Meeting
- Attend WC Master Gardener General membership meeting
- Respond to a few horticultural inquiries from the community
- Outreach to WCMG who did not report hours- updated status to Certified, Emeritus, Exempt or Out of Program. Provide guidance to navigation Online program or Continuing Education opportunities.
- Update social media regularly. Include Level 1 training as well as interesting information to engage community
- Continue planning for Master Gardener Level 1 training- scheduled for Jan-April 2020 at the Town of Wood Community Hall. Created application and promotion materials, procured specialists to host classes
- Continue to promote Mentor program within Master Gardeners in coordination with upcoming Level 1 training. Focus on retention within program.
- Cohort 5- Extension Professional Training/Onboarding Process – Plan of Work con't; Humble Inquiry discussion- how to engage with community stakeholders in a meaningful and appropriate way.
- Attend Wood County Master Gardener Community Ed Meeting
- Entered hours for late Master Gardeners in ORS (online system)
- Facilitated project leaders meeting- Engaged members in "Getting By, By Letting Go" Exercise; WSU Generational Differences video/discussion; future of projects and success/failures of the previous season. Discussed diminished resources and how to mitigate
- Began planning process for Continuing Education classes at UWSP @ Marshfield. Plan to teach 2 courses next spring- Right plant, Right place and Forecast 2020: What to expect in pest and disease management
- Watched webinar from Oregon State Extension/Oregon Food Bank on Garden Classes/Seed to Supper Curriculum. Plan to integrate Seed to Supper curriculum at SWEPS for the garden program portion of the Extension Wellness Series to be offered at SWEPS in collaboration with FoodWise and Family Living Educator in 2020
- Watched Extension National MG Webinar for November
- Wrote news release which was sent to all local newspapers in the county promoting level 1 training. Was published in some of the publications.



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## **RACHAEL WHITEHAIR**

*Extension Wood County, Natural Resources Educator*

- Met with Bill Leichtnam to discuss Wood County water quality issues as well as public and political climate (November 1)
- Met with Whitney Prestby, Natural Resource Educator from Green Bay and Lower Fox Demo Farm Network Facilitator, to discuss effective models for farmer education in the area of conservation practice adoption (November 4)
- Attended WFHR radio interview with Laura Huber to introduce myself and my role to the community (November 7)
- Met with Robin Rothfeder, professor of natural resources planning at UWSP, to discuss opportunities for landowner education and facilitation of DNR led watershed group (November 8)
- Gave two presentations on storm water dynamics and pollution at Lincoln High School (November 11)
- Assisted Kris Tiles with data collection during a focus group of forestry professionals regarding the auditing process (November 12)
- Assisted Kris Tiles with data collection during a focus group of forestry professionals regarding the auditing process (November 14)
- Attended the all colleague meeting in Madison (November 18-20)
- Assisted Kris Tiles with data collection during a focus group of forestry professionals regarding the auditing process (November 21)
- Met with the Adams Co. Water Task Force to discuss water quality issues in the region and brainstorm potential approaches (November 22)
- Met with Whitney Prestby and Michelle Scarpace, other Natural Resource Educators, to discuss best practices for program evaluation methods (November 26)
- Attended pollinator habitat seeding at Wysocki Family of Cos. Headquarters (November 26)

## RESOLUTION#

Introduced by

CEED

Page 1 of 1

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

SAW

**INTENT & SYNOPSIS:** To encourage the Wood County Board of Supervisors to support the proposed revisions to Ch. NR 151, Wis. Adm. Code, which will set newer Targeted Performance Standards and Prohibitions to abate pollution of groundwater by nitrate in areas of the state with highly permeable soils that are susceptible to groundwater contamination.

**FISCAL NOTE:** There are no fiscal obligations for the County associated with this resolution.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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**, good quality groundwater in sufficient quantity is a basic resource that all citizens and businesses in the State of Wisconsin, as well as Wood County, rely upon. The citizens and businesses of our great state and county expect state government to monitor and protect the groundwater in our state in such a way that we may all prosper; and

**WHEREAS**, nitrate is the most widespread groundwater contaminant in Wisconsin and is especially prevalent in areas with highly permeable soils. Evidence suggests that the statewide standards are insufficient to achieve surface water quality and groundwater standards in areas with highly permeable soils; and

**WHEREAS**, the NR 151 revision process will allow for local input and give local stakeholders the opportunity to be part of the rule making and develop a rule that is designed to protect both surface and groundwater; and

**WHEREAS**, for some time now in an effort to work together and share resources across county lines the County Land and Water Conservation Departments (being the lead agency), Public Health Departments, UW Madison-Extension Departments, and County Board Supervisors in the central sands area of Adams, Juneau, Marquette, Portage, Waushara, Wood and Sauk County have joined together to form the Central Sands Groundwater County Collaborative (CSGCC); and

**WHEREAS**, because of the unique geographic features found throughout the State of Wisconsin this six county collaborative feels that it is necessary to assess the environmental impacts and draft water quality standards that are based on a county-by-county or a regional basis, recognizing the vulnerability of some geographic features which are highly susceptibility to contamination.

**THEREFORE, BE IT RESOLVED**, that the Wood County Board of Supervisors supports performance standards that must include modifications to nutrient management plans; application rates of manure and or commercial fertilizers; timing of nutrient management application; no spreading on already saturated soils; crop rotations, and implementation of growing crops year round as cover crops which store unused nitrogen in the soil.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be directed to the attention of the Governor of the State of Wisconsin, Wisconsin Counties Association, Wisconsin Towns Association, State Legislators, and to each Wisconsin County.

( )

Kenneth Curry

Mark Holbrook

Robert Ashbeck

Dave LaFontaine

Bill Leichtnam

Harvey Petersen - Citizen Member

Adopted by the County Board of Wood County, this

day of

20 19

County Clerk

County Board Chairman

## MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: December 6, 2019  
 TIME: 9:30 a.m.  
 PLACE: Room 115, Wood County Courthouse  
 TIME ADJOURNED: 11:00 a.m.  
 MEMBERS PRESENT: Chairman William Clendenning, Bill Leichtnam,  
 Kenneth Curry, Brad Hamilton, Jake Hahn  
 OTHERS PRESENT: Peter Kastenholz, see attached list.

1. At 9:30 a.m., Chairman Clendenning called the meeting to order.
2. Public comments. None at this time.
3. The minutes for the November 1, 2019, meeting were reviewed. There being no objections, the minutes were deemed approved by the Chair.
4. There were no new claims.
5. There were no new animal claims against the County.
6. Committee reviewed monthly voucher and department reports of the departments it oversees. Moved by Leichtnam, seconded by Hamilton, to approve the reports and payment of department vouchers. All ayes.

Moved by Hamilton, seconded by Curry, to have the Health Director and Health & Human Services Chair invited to the next meeting to discuss positions on legislation reinstating paternal liability for ½ of birth cost recovery. All ayes.  
 (SB 350/AB 103)

7. The Committee reviewed correspondence and legislative issues.
  - a. Report of Citizens Groundwater Group. Supervisor Leichtnam provided an oral update and minutes will be included in the county board packet via the CEED meeting minutes.  
  
 The Corporation Counsel was directed to get another meeting of the AGC - MOU participants scheduled.
  - b. Ordinance #912 filing and recording in the Register of Deeds' office.  
Moved by Hamilton, seconded by Leichtnam, to support the resolution to amend Wood County Ordinance #912 and to submit it to the county board. All ayes.

- c. Outagamie County resolution supporting Department of Revenue publication of determination of utility aid payments. The resolution was discussed and the committee determined no action should be taken.
  - d. Outagamie County resolution urging the Governor and Legislators to study the out-migration of millennial population from Wisconsin. The Committee reviewed the resolution and decided not to take action on it.
  - e. Establishing first offense marijuana ordinance.  
Moved by Clendenning, seconded by Hahn, to co-sponsor with Public Safety Committee the Ordinance rescinding Wood County Ordinances #236 and #281 and creating new Wood County Ordinance #236 governing the possession of small amounts of marijuana and synthetic cannabinoids and drug paraphernalia. All ayes.
  - f. Governor's veto of CNA training requirements. Moved by Hahn, seconded by Hamilton, not to pursue encouraging state legislators to overturn the governor's veto. All ayes.
8. County Board rules.
- a. Ordinance for filling county board supervisor vacancy.  
Moved by Hamilton, seconded by Leichtnam, to approve presenting the draft resolution to the county board. 4 ayes, 1 nay. Supervisor Hahn voted no, as he doesn't feel it is necessary.
  - b. Department alignment in committee structure. The Committee determined to hold this over until next month.
9. Report from Criminal Justice Coordinator Ad hoc Committee. The ad hoc committee is proceeding in defining the position. The Coordinator should be on board on or about July 1, 2020.
10. Courthouse security committee update. The Committee addressed requests for exceptions to security requirements and wants to leave this to the courthouse security committee.
11. Agenda items for the January 2020, meeting:
- Department alignment in committee structure.
  - Birth cost recovery legislation.
  - Renewable and Sustainable Committee membership.
  - Attendance at WCA Legislative Exchange.
  - Courthouse Security Committee update.

12. The next committee meeting will be January 3, 2020, at 9:30 a.m.
13. Meeting adjourned without objection by the Chairperson at 11 a.m.

Minutes taken by Peter Kastenholz.



## Judicial & Legislative Committee Meeting

**Date:** December 6, 2019

[illegible]

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Friday, November 15, 2019  
**TIME:** 10:00 a.m.  
**PLACE:** Wood County Courthouse - Room 115  
Wisconsin Rapids, WI

**PRESENT:** Bill Clendenning, Adam Fischer, Brent Vruwink, Kim McGrath

**OTHERS PRESENT** (for part or all of the meeting): None.

1. The meeting was called to order by Judicial & Legislative Chair Clendenning.
2. There was no public comment
3. Without objection, Supervisor Clendenning appointed Supervisor Fischer as Chair of the adhoc committee, Child Support Director Vruwink as Secretary, and himself as Vice-Chair.
4. The committee discussed the parameters and next steps of the committee. Supervisor Clendenning gave an overview of the initial request for the Criminal Justice Coordinator position originally brought by the Criminal Justice Task Force. The position has been approved in the County's 2020 budget for a July 1<sup>st</sup> start date.

Supervisor Fischer inquired about the expectation of the position; of which this ad hoc committee is tasked to determine. Discussion was held at length with the committee ultimately deciding that they would like to start the process by conducting an internal survey and seeking insight from various departments that would work closely and collaboratively with this position. The initial departments that were discussed were: Branches I, II, and III, District Attorney, Sheriff, Clerk of Courts, and Child Support. If the County is considering the expansion of this position including the creation of Diversion Courts, additional departments, such as Veterans and Human Services, may need to be scheduled at a later time.

Following the internal discussions, the committee agreed that next steps include external visits to other counties that have a successful Criminal Justice program. The committee would be interested in learning how those counties implemented their program, funding sources, and any identified benefits, challenges, and lessons. The committee is also interested in conducting grant research to determine what funding may be available to offset the cost of the program. That research would include timelines, deadlines, and available amounts/awards for specified grants. The committee discussed holding presentations to both the Criminal Justice Task Force and the Judicial & Legislative Committees with their findings of the internal survey, external visits, and grant research.

Discussion was held related to the qualifications of the position- one of the main skillsets being strong communication skills- both written and verbal as this position will be responsible for grant writing and connecting with the public and community. Recruitment timeline was discussed. HR Director McGrath indicated that the position should ideally be posted in early April with interviews taking place in late May for a July 1<sup>st</sup> hire.

At the next meeting, the committee would like Branches I, II, and III, District Attorney, Sheriff, Clerk of Courts, and Child Support departments invited to help identify how the committee can best understand and capture the unique and individual needs of these internal departments that will work closely with this position. The committee members shared some general questions that they would like posed to the internal departments. HR Director McGrath will gather the committee's questions together for the next meeting.

5. The next scheduled adhoc committee meeting is Friday, December 6<sup>th</sup> at 12:00pm at the Wood County Courthouse, Room 115. HR Director McGrath will extend invitations to the internal departments that are requested to attend.
6. The Chair declared the meeting adjourned at 10:56 a.m.

Minutes recorded and prepared by Brent Vruwink, Secretary. Minutes in draft form until approved at the next meeting.

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, December 4, 2019  
**TIME:** 12:00 p.m.  
**PLACE:** Wood County Courthouse-Room 115  
Wisconsin Rapids, WI

**PRESENT:** Adam Fischer, Bill Clendenning, Brent Vruwink and Kim McGrath

**OTHERS PRESENT:** (for part or all of the meeting): Brandon Vruwink, Cindy Joosten, Gregory Potter, Craig Lambert, Theodore Ashbeck, Randy Dorshorst and Shannon Lobner

1. The meeting was called to order at 12:00 p.m. by the committee chair, Supervisor Fischer.
2. A motion was made by Vruwink and seconded by Clendenning to approve the minutes from the 11/15/2019 meeting. All voted aye, motion carried.
3. A quorum was declared as all committee members were present at the meeting.
4. There were no public comments.
5. Discussion was held with the various departments in attendance, including Branch I, District Attorney, Clerk of Courts, Sheriff and Child Support, as to how the Criminal Justice Coordinator position would impact their individual departments; where they see the coordinator position in 5 years; what the vision of the coordinator position should be; and what role the department will play in the onboarding and implementation of the coordinator position.

Following the discussions, the committee agreed that the coordinator position will need to have specific skills and an entrepreneurial mindset in order to be successful in the coordinator role, in addition to building relationships with departments and outside community resources that are available throughout the county and state.

6. Discussion was held on grant funding and the role that the coordinator position will have. Vruwink provided the committee members with statewide information on Treatment Alternatives and Diversion (TAD) Funded Programs. Based on research, grant monies are available but decisions will need to be made to establish who will write the grant and how the specific grant funds will be administered and claimed.
7. Future agenda items include:
  - Scheduling an on-site visit in Dunn County for committee members to learn more about how the Justice Coordinator position was implemented
  - Funding Plan

8. The next scheduled adhoc committee meeting will be held on **Monday, 12/09/2019 at 12:45 p.m.** The committee will meet on the third floor of the Wood County Courthouse and attend the 1:00 Drug Court hearings. After Drug Court, the committee will convene in Room 115 of the Wood County Courthouse at approximately 2:15 to gain additional insight from the Veterans Service Department and Human Services Department on how their departments can work with the coordinator position.

Supervisor Fischer and HR Director McGrath will work on drafting the agenda for the next meeting and provide that information to the County Clerk, in addition to extending invitations to the Veterans Service Director and Human Services Director for the next adhoc committee meeting.

9. The Chair declared the meeting adjourned at 2:00 p.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.

**CRIMINAL JUSTICE COORDINATOR ADHOC COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, December 9, 2019  
**TIME:** 12:45 p.m.  
**PLACE:** Wood County Courthouse-Room 115  
Wisconsin Rapids, WI

**PRESENT:** Adam Fischer, Bill Clendenning, Brent Vruwink and Kim McGrath

**OTHERS PRESENT:** (for part or all of the meeting): Brandon Vruwink, Rock Larson, and Shannon Lobner

1. The meeting was called to order at 12:45 p.m. by the committee chair, Supervisor Fischer.
2. A quorum was declared as all committee members were present at the meeting.
3. There were no public comments.
4. A motion was made by Vruwink and seconded by Fischer to approve the minutes from the 12/04/2019 meeting. All voted aye, motion carried.
5. Fischer, Clendenning, Vruwink, McGrath and Lobner attended Drug Court in Wood County Branch III from 1:00 – 2:15 to observe the court process.
6. A recess was taken at 2:17 and Supervisor Fischer reconvened the meeting at 2:19.
7. Discussion was held with Rock Larson, Veterans Services Director and Brandon Vruwink, Human Services Director, as to how the Criminal Justice Coordinator position would impact their individual departments; where they see the coordinator position in 5 years; what the vision of the coordinator position should be; and what role the department will play in the onboarding and implementation of the coordinator position.

Larson will gather information from other Veterans Services Offices and Courts pertaining to grants; level of participation from other Veterans Services Offices in Veterans Court; and how Veterans Outreach is being done in other counties and provide that data to McGrath in Human Resources for this committee.

8. Discussion was held on the next steps of the committee and future agenda items. The committee would like to invite Supervisor Pliml to the next meeting to share his experiences with the Wood County Drug Court process. Supervisor Fischer will contact Supervisor Pliml to attend the next meeting.

The committee also wants to schedule a tour in Dunn County to obtain more information on their courts and processes. McGrath will reach out to Dunn County to get a court schedule so that a tour can be scheduled in 01/2020.

9. Future agenda items include:
  - Scheduling an on-site visit in Dunn County for committee members to learn more about how the Justice Coordinator position was implemented
  - Meeting with Supervisor Pliml to discuss Wood County Drug Court
10. The next scheduled adhoc committee meeting will be held on **Tuesday, 12/17/2019**, immediately following the Wood County Board meeting and will convene in Room 115 of the Wood County Courthouse.
11. The Chair declared the meeting adjourned at 3:30 p.m.

Minutes taken by Shannon Lobner and are in draft format until approved by the committee at the next meeting.

## RESIDENTIAL OPTIONS COMMITTEE MINUTES

DATE: Thursday, November 14, 2019

TIME: 1:30 – 2:30 p.m.

LOCATION: Room 115, Wood County Courthouse

ATTENDEES: Stephanie Gudmunsen (WCHS), Paul Bernard (WCP&Z), Quentin Ellis (WCSD), Joe Zurfluh (WCSD), Dan Schroeder (WDOC), Scott Timm (WDHS) and Peter Kastenholz (WCCC).

The Committee members recognized that this is more of a work group and there was no need to appoint officers. The members will collectively determine how to proceed.

Scott Timm works with other counties and shared the approaches they have used to fulfill the Committee's responsibility to identify within about 100 days a residential option in Wood County for placement of an individual determined to be a sexually violent person but the state has now deemed safe to be released under supervised conditions. Scott later explained that supervised release for the first year is just that, any time the subject is authorized to be away from the residence he will have to have a human monitor physically present with him. Meanwhile, when the subject will have a monitoring device on him at all times during the first year.

The options and the Committee's preliminary responses to them are as follows:

- Place an advertisement on Craig's list to see if there is anyone interested in leasing quarters for the subject to reside for the next year. It was determined that the ad would need to be a bit vague and it would simply take too much unproductive time to try to locate a residence in this fashion.
- Have the Committee locate properties that would fit the statutory criteria (at least 1500 feet away from any school, licensed child care facility, public park, place of worship, or youth center) and share the list with vendors the state and other counties have worked with in the past to ascertain if any of the vendors would acquire any of the properties through purchase or lease, such that the vendor could then enter into a contract with the state (DHS) to then lease the property from the vendor to place the subject there for the next year. The Committee liked this idea.
- Have Wood County itself use a property it already owns, for instance a tax deeded parcel, and have the county then contract with DHS to use the property to house the subject. The Committee was okay with this approach as well.
- Have Wood County place a mobile home on property it owns that is within the permissible area. This would require expenditures by the county to acquire the home and install the utilities. The Committee was concerned we didn't have time or funds to timely pursue this option.

The Committee concluded we would proceed as follows:

- Paul would finish the GIS mapping he has been working on that will identify those parts of the county that are more than 1500 feet from the designated places that the subject can't live within that proximity to.



- Paul would then ascertain from the County Treasurer if there are any properties the county has already tax deeded that are possible matches for using as a residence for the subject for the next year.
- Paul or Peter would also ascertain from the Treasurer if there are any properties that are tax delinquent but not tax deeded that might be appropriate for sale to one of the vendors.
- Scott will obtain a list of the vendors who may be interested in acquiring property to lease to DHS for placement of the subject and will route this to Peter.
- Peter, Paul and possibly others will try to ascertain what properties within the permissible area are for sale and develop a list of them that can then be routed off to the vendors for their consideration.
- Scott will advise if Senate Bill 60, which has been approved by both houses and loosens up the s. 980.08 restrictions on the placement of persons approved for supervised release from the Sand Ridge Secure Treatment Center, is signed by the governor and if so, when it takes effect.
- The Committee will meet again on Thursday, December 5<sup>th</sup> at 1:30 p.m.

## RESIDENTIAL OPTIONS COMMITTEE MINUTES

DATE: Thursday, December 5, 2019  
 TIME: 1:30 – 3:20 p.m.  
 LOCATION: Room 115, Wood County Courthouse  
 ATTENDEES: Stephanie Gudmunsen (WCHS), Quentin Ellis (WCSD), Joe Zurfluh (WCSD),  
 Dan Schroeder (WDOC), Scott Timm (WDHS), Heather Gehrt (Treasurer),  
 Reuben Van Tassel (Maintenance) and Peter Kastenholz (WCCC).

The Committee members determined that there were no changes needed to the minutes of the meeting of November 14, 2019.

The Committee reaffirmed that it is pursuing a two track approach. The first track is using a county tax deeded property for lease to the state for purposes of placing the subject and the second track being to identify properties to one or more vendors that the vendor could purchase and lease to the state for placement of the subject.

With respect to using a county-owned property for placement, Heather had worked with GIS Specialist Paul Bernard to determine which of the county-owned properties would meet the statutory criteria for placement. Only one such property was potentially suitable and that was a tax-deeded property on Highway 73 in Saratoga. Reuben had assessed the property for its condition and cost for repairs. Reuben reported that it would cost \$10,000 – \$15,000 to put the property in a condition that it would be reasonably habitable. Scott advised that the likely period of supervised release for which the property would be leased for the subject would be 2.5 – 3.5 years. The standard lease with the state is one year with an option to renew. A reasonable lease rate would be about \$500 per month. Quentin, Joe, and Dan spoke in favor of using the county-owned property approach such that there weren't any out-of-county placements in the home when the subject is done living there. Joe presented a report on his review of the neighborhood of this property and stated there were several homes nearby but none of them had small children residing in them. The committee recognized that having children in close proximity to the subject's residence was not a legal impediment but it was one that all of us factored into our consideration as a priority concern.

Discussion was had on the process for getting funds to renovate the property and it requiring county board action. It was suggested that this could be acted on at the December county board meeting via a resolution using contingency funds, which would require a 2/3rds vote.

Further discussion was had on there being a church as well as a group home for developmentally disabled and mentally ill adults not too far from the property. The law enforcement participants and Stephanie emphasized the priority of safety to residents and in particular handicapped ones and suggested taking this option off the table for that reason despite their concerns about bringing a vendor in to buy a property and the county not having long-term control of the situation.

With respect to the second option, using the list of vendors provided by the state that purchase homes for subjects such as we have here and then leasing the property to the state for placement

of the subject, background information was shared. Specifically, the state has identified such vendors and attempts were made to contact all of them. Two of them have not responded and four of them expressed interest in buying a home in Wood County wherein the subject could be placed. The vendors had shared their respective criteria for buying properties and those were shared with the committee. Past experience by the state and current communications with the county suggest that one of the vendors would be the best to work with.

The committee next reviewed about 25 properties in the county that were listed on Zillow or Trulia that meet the criteria set by the vendors and meet the statutory location restrictions. During this process all but nine of the properties were determined to not be good locations due to proximity to other homes and parks. This left nine properties. Paul Bernard will be asked to place these properties on a single map. The committee determined to ask the one vendor to ascertain if they would be interested in any of the nine properties such that a further, more detailed vetting by law enforcement, could be done. Peter will follow up on this. Emphasis was made to expedite this process.

The discussion turned to when we need to meet next and what would need to be done at the meeting. The group wanted a meeting soon such that an update can be obtained on the selected vendor's actions and anticipated time frames for completing a purchase of a property in that we have to report back to the court on or before February 4 as to a property owner that is willing to enter into a lease with the state to house the subject lest the county is subject to sanctions by the court. The Committee will meet again on Friday, December 20, at 8:30 a.m., in Room 317-A of the courthouse with Stephanie and Scott participating telephonically. If there is not a need for action by the committee, then Peter will share a status report with the committee electronically



# Wood County WISCONSIN

CORPORATION  
COUNSEL OFFICE

*Peter A. Kastenholz*  
CORPORATION COUNSEL

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MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE  
December 2019

MACU (Members Advantage Credit Union) Litigation. The briefs on the defendant's motion for summary judgment have been filed and we are now awaiting a decision by the court. I would be surprised if the motion is granted and if it is, we will consider an appeal. If the motion is denied, we will proceed to trial preparation. My expectation is that MACU would present some sort of settlement offer unless their counsel has full control of the case.

Opioid Litigation. I receive updates from litigation counsel every week or so concerning the opioid litigation. Those of us who receive these updates, including Wisconsin County corporation counsel, are directed to keep the information confidential. Most of the data contained in the updates is information I have already seen in the news. At this point, there have been a few test trials and more are scheduled. Meanwhile, the defendants are looking to negotiate a comprehensive settlement with all of the plaintiffs and those negotiations are simply ongoing.

Residential Options Committee. About 18 months ago the state legislatively mandated that each county form a residential options committee (committee) to place sexually violent persons who are being released to the community under a supervised release program. The gist of the law is to make each county responsible for finding a home within the county for their residents when a court finds that they meet the statutory safety criteria for release. A county has 120 days to locate an appropriate residential option for the subject or the county will be punished for not doing so. We held an organizational meeting in the summer of '18 so as to be prepared when a court order was issued for Wood County to locate a placement and in early November we received such an order and the committee has met to commence its work. The committee consists of statutorily designated state and county staff; there are no elected officials on it. The work is apolitical but can generate intense interest and hostility. The meetings are open but much of the treatment history of the subject being placed is confidential. The committee was designed to be immune from political pressure and just to deal with facts. Part of my role with the committee is to make sure it receives all of the relevant facts but to deflect political pressure. I wanted everyone to know what is transpiring in case there is a bit of a brouhaha.



# Wood County

## WISCONSIN

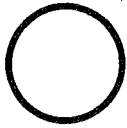
### REGISTER OF DEEDS OFFICE

*Tiffany R. Ringer*  
Register of Deeds

#### DECEMBER 2019

#### MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

1. On November 1<sup>st</sup>, I attended the Judicial and Legislative committee meeting
2. Discussed Safe at Home procedure with Corporation Counsel Kastenholtz. The Register of Deeds office procedure is now in place. The procedure was shared with County Clerk Trent Miner, Treasurer Heather Gehrt, GIS Paul Bernard and Real Property Lister Nancy Marti.
3. On November 4<sup>th</sup>, I met with Corporation Counsel Kastenholtz regarding a Parcel Number ordinance for Wood County. Corporation Counsel Kastenholtz drafted the ordinance.
4. November 7<sup>th</sup>, I invited Heather Schwersenska, Waushara County Register of Deeds, to our office to discuss the upcoming software upgrade.
5. On November 7<sup>th</sup>, I was added to the WRDA researching mandatory electronic recording group.
6. Angela Breunig attended Title Examiner Course II in Madison on November 8<sup>th</sup>. There are a total of six courses through WLTA to become certified. She will continue to attend them as they become available.
7. On November 12<sup>th</sup> I attended the Annual County Budget Hearing and Executive Committee meeting.
8. On November 12<sup>th</sup> I attended the Wood County Board meeting.
9. I am working with IT, specifically Wendy Markworth, and Fidlar to update the Wood County Register of Deeds website. The updates will be user friendly and modern.
10. I attended the PRIA webinar: Cybersecurity on November 21<sup>st</sup>.
11. I attended the Wood County Child Abuse and Neglect Prevention Task Force meeting on November 22<sup>nd</sup>.
12. I will be attending the Judicial and Legislative Committee meeting on December 6<sup>th</sup>



## ORDINANCE #

ITEM#

5- 1

DATE

December 17, 2019

Effective Date

Upon passage &amp; publication

Introduced by  
Page 1 of 1

Judicial and Legislative Committee

LAD

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

**INTENT & SYNOPSIS:** To require the use of parcel identification numbers on all future filings in the Register of Deeds' office.

**FISCAL NOTE:** There is no added cost to the county or the public; the ordinance will make document location by county staff and the public easier and faster.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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 Register of Deeds has advised that the administration of real estate conveyances is more efficient for both the public and county staff when parcel identification numbers are used on all real estate transactions, and

**WHEREAS**, in order to promote efficiency in the administration of the office of County Treasurer, Planning and Zoning, Surveyor, and Register of Deeds and to assist in the modernization of land records, the Register of Deeds has requested that the county enact an ordinance requiring the use of parcel identification numbers in all real estate conveyances recorded in the Register of Deeds' office, and

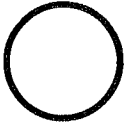
**WHEREAS**, the Judicial and Legislative Committee has looked into this recommendation and has concluded that it would be in the best interest of the county and its citizens to enact the proposal requested by the Register of Deeds and to insert the provision in Ordinance 912, which currently just establishes when documents must be filed for recording in the Register of Deeds' office, all as set forth below,

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY ORDAINS** as follows:

Section 1. Wood County Ordinance #912 entitled: Filing & Recording Documents in the Register of Deeds Office is hereby rescinded and recreated to read:

- A. Wood County Ordinance #912 Filing & Recording Documents in the Register of Deeds' Office.
- B. In order to ensure the complete processing, recording and indexing of documents on the same day they are received, the Register of Deeds' office must receive a document no later than 3:30 p.m. to be recorded that day; documents received after 3:30 p.m. will be processed on the next official business day.
- C. The Register of Deeds' office will not accept for recording any conveyance of any interest in real estate, as defined in Wis. Stat. s. 706.01(4), which does not contain a parcel identification number.

Section 2. This ordinance shall take effect upon passage and publication.



## ORDINANCE#

Introduced by Judicial and Legislative Committee  
Page 1 of 1

ITEM#

5- 2

DATE

December 17, 2019

Effective Date

Upon passage and publication

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

LAD

**INTENT & SYNOPSIS:** To mandate that a vacancy in the office of county board supervisor be filled if the vacancy arises at least three months prior to the next election for county board supervisors.

**FISCAL NOTE:** None.

**WHEREAS,** Wis. Stat. Ch. 17 deals with resignations and filling those vacancies in various state and local offices. Wis. Stat. s. 17.21 governs vacancies in elective county offices but doesn't cover county board supervisor vacancies except for in Milwaukee County, and

**WHEREAS,** Wis. Stat. s. 59.10(3)(e) sets forth the general method for filling a vacancy in the office of a county board supervisor other than in Milwaukee County and provides in relevant part that: "If a vacancy occurs on the board, the board chairperson, with the approval of the board, shall appoint a person to fill the vacancy."

**WHEREAS,** however, Wis. Stat. s. 59.10(1) allows counties in the state to become self-organized and thereby make decisions about certain issues that deviate from the standard provisions in the statutes, including the number of supervisors on the county board, their terms of office, compensation of the supervisors and the filling of vacancies. To the point, s. 59.10(1)(d) states that a self-organized county "may determine the procedure for filling a vacancy" in the office of county board supervisor, and

**WHEREAS,** Wood County became a self-organized county many years back and did so by enacting what is now County Board Ordinance Ch. 906. Therein at s. 906.03(1)(b) it provides as follows: "*Method for filling vacancies on the county board.* Vacancies in the office of county supervisor may be filled by appointment of the county board chairperson, subject to confirmation by the county board."

**WHEREAS,** the Judicial and Legislative Committee believes that it is in the best interest of the county in general and the constituents in a district with the supervisor vacancy in particular to have the supervisor position filled if the vacancy arises at least three months prior to the next election for Wood County Board supervisors and that the County Board Chairperson make the appointment as soon as is reasonable.

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY ORDAINS** as follows:

- Section 906.03(1)(b) of the Wood County Ordinances is repealed and recreated to read: "*Method for filling vacancies on the county board.* Vacancies in the office of county supervisor shall be filled by the appointment of the County Board Chairperson as soon as practical if the vacancy arises more than three months prior to the next election of Wood County Board Supervisors. The appointment is subject to confirmation by the County Board.
- This ordinance change shall take effect upon passage and publication and the County Clerk is directed to publish a copy of this ordinance within ten days of passage.

(6)

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

**DAY & DATE:** Thursday, November 7, 2019  
**PLACE:** Wood County River Block Auditorium, 111 W. Jackson St., Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:**  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch, Supervisor Marion Hokamp, Supervisor Dennis Polach, Supervisor, Lance Pliml  
**EXCUSED:**  
**OTHERS PRESENT:** Supervisor Bill Clendenning; Commissioner Roland Hawk, Parks & Forestry Office Supervisor, Sandra Green; Forest Administrator Fritz Schubert, Parks and Forestry

1. Call meeting to order.
2. Declaration of Quorum.
3. Public comments.
4. \*\*\*Presentation by Human Resources on Annual Performance Evaluation. Kim McGrath presented this information. Bring this information with you to your committee and review with everyone to be sure the priorities are in line. On the front page, you can ignore the very right side column when reviewing very few individuals. Ten competencies are identified as very important to display. Rate each appropriately, comments are optional. The goals section is where you would indicate progress in 2019 and on page seven; your employee would identify their 2020 goals. On the last page, is the overall performance rating and should ideally be an average. The evaluation should be returned by December 6, 2019. You would then meet with your department heads to review the findings.
5. Correspondence. R. Hawk shared a recent phone call from Mark Schneider who the committee approved a waiver to construct a driveway on Cty. Trunk K. The Schneider's could not demonstrate they are owners of the property so Highway contacted the owner, Mr. Schrock. He wanted the permit issued in his name and so R. Hawk approved the permit for Mr. Schrock and did not approve permit for Mr. Schneider and returned their check. Mr. Schneider called R. Hawk complaining Mr. Schrock was threatening to have his camper towed from the property so he could construct the new driveway. Mr. Schneider wanted R. Hawk to revoke the permit, hearing R. Hawk say he would not Mr. Schneider threatened a law suit naming Wood County and R. Hawk.
6. **CONSENT AGENDA**
  - a. Approve minutes from previous committee meetings
  - b. Department Staff Reports
  - c. Department Vouchers
  - d. Department Revenue Reports
  - e. Review items, if any, pulled from consent agenda. **Motion to approve the Consent Agenda with the following items pulled for discussion; 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, and C. Schooley's report. Motion by D. Polach, and second by M. Hokamp. Included in this motion is denial of the Special Use Permit (as per C. Schooley's recommendations) for "The Big Pull by Badgerland Waterski Team" at Lake Wazeecha. The denial is based on reasons stated in correspondence to the organizer of the event. B. Winch requested a comparison of utilities for Parks & Forestry from last year**



**during the month of October to this year. S. Green will compile that information for Mr. Winch. Motion approved.**

7. ATV Update. R. Hawk installed signs on roads that were approved at the last HIRC meeting. He hopes this week those sections can open. Hwy. 80 bridge at Babcock will soon be open as soon as we get an ok from DOT. A section of Hwy 80 from Necedah Road to X and then from X to Ball Road will be open. ATV Planning Committee will be meeting soon to talk about winter work on the ATV trails to see what needs to be done and what northern routes to look at to extend services of trails and routes into the northern portion of the county. The section from Necedah to the bridge is over 35 so that could not open right now.

8. **HIGHWAY**

- a. Resolution for Highway Access Control Ordinance (replaces Existing Ordinance #401). In order to officially adopt, we need an Ordinance to replace outdated ordinance. **Motion to approve by M. Hokamp, and second by D. Polach. Motion carried.**

- b. CTH U projects:

a. STH 54 – S Biron Drive. Out for bid now. Bid opening is 1<sup>st</sup> Tuesday in December.

b. Bridgewater/Classic Development will be complete by the January HIRC meeting.

- c. Sale of unused/low use county highway property. No discussion.
- d. Tandem Axle Quotes. Bid information handed out. The Commissioner and Hwy. employees do not recommend the purchase of a Freight Liner because issues experienced recently in the salt/brine/winter conditions. The two recommendations are the Mack and the Western Star. They have had very good luck with these trucks in the past. The shop is recommending accepting the Scaffidi Truck Mack bid that was provided and put two Mack's in service that would meet those requirements with their engine and transmission. **Motion to approve the purchase of the Mack's by Scaffidi Truck for \$237,033 by D. Polach and second by M. Hokamp. Motion carried.**

Next bid process is on the Tandem Axle Truck Equipment. It is determined the company can meet the 19" clearance. **Motion by A. Fischer to approve the low bid and give R. Hawk time to communicate about pricing and if changes bring back to the committee for further approval. Second by B. Winch. Motion carried.**

- e. \*\*\*Discuss Evaluation Parameters. A discussion regarding an ordinance regarding the Highway Commissioner and re-election on the 2<sup>nd</sup> January after initial appointment. It is the desire of the committee to elect for life-term for the highway commissioner position. A. Fischer would encourage the commissioner to do a lifetime commissioner placement. If his performance would ever come into question, which is not anticipated, we would re-evaluate. They will have a special meeting for evaluations later this month and after that, we will bring a resolution to the January HIRC and then to the January County Board for approval for a lifelong appointment.
- f. \*\*\*Re-election of Highway Commissioner (see discussion above).
- g. WCHA Appointment for Commissioner. R. Hawk was approached about applying for Secretary of the Wisconsin County Highway Commission. R. Hawk is asking for support from the committee for this, which is in the early part of January. **Motion to recommend R. Hawk to participate in this by D. Polach and second by M. Hokamp. A. Fischer would certainly write a letter of recommendation as well.**

9. **PARKS AND FORESTRY**

- a. Parks Revenue Report. **Motion by M. Hokamp and second by B. Winch. Motion carried.**
  - b. Forestry Revenue Report. **Motion by D. Polach and second by B. Winch. Motion carried.**
  - c. 2020 Rental Information - New White Sands Beach Shelter(s). **Motion to approve C. Schooley's recommendations as stated in his report by M. Hokamp and second by A. Fischer. Motion carried.**
10. Future Agenda Items. F. Schubert: Karner Blue Butterfly agreement and extension of several Timber Sale Contracts. A. Fischer has scheduled a special meeting on Friday, November 22, 2019 at 10:00 am at the Highway Department.
11. Set next regular meeting date: December 5, 2019, Wood County Highway Department, 555 17<sup>th</sup> Ave N., Wisconsin Rapids, WI 54495
12. Adjournment. A. Fischer called the meeting at 9:31 am.

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor

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

**DAY & DATE:** Friday, November 22, 2019  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave N,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 10:00 A.M.  
**ADJOURNMENT TIME:** 10:56 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml,  
Supervisor Dennis Polach  
**EXCUSED:** None.  
**OTHERS PRESENT:** Supervisor Bill Clendenning, Wood County Board;  
Director Chad Schooley, Parks and Forestry Department;  
Accounting Supervisor John Peckham, Highway  
Department; Accounting Technician Caity Carmody,  
Highway Department

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 10:00 am.
2. Fischer declared a quorum.
3. Public comments. None.
4. Parks & Forestry Snowmobile Trail Aids Resolution

**Motion to approve the Parks and Forestry Snowmobile Trail Aids Resolution to amend the 2019 Snowmobile Fund Budget made by L. Pliml and seconded by W. Winch. All in favor. Motion carried.**

5. Highway Budget Resolution

**Motion to approve the Highway Budget Resolution to amend the 2019 Highway Budget as indicated made by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.**

6. Highway Commissioner vehicle purchase by Parks & Forestry Department

J. Peckham explained that Roland Hawk was approached by Dennis Quinnell of the Parks and Forestry Department regarding his truck. Dennis had asked Roland if he liked his vehicle. Roland said he was “not in love with it” and would entertain selling it. Hawk and Brad Martinson (Shop Superintendent) had spoken and Martinson said there were some additional things that the mechanics had added to it after purchase, and since the vehicle and its enhancements are only a year old, he felt it would be appropriate to increase the asking price to \$24,783.38.

C. Schooley explained that they had \$30,000 in the 2020 budget for a fleet vehicle replacement. The North Park 2004 ½ ton fuel truck is in dire need of replacement, and the intention was to replace Quinnell’s vehicle and give his old vehicle to North Park.

**Motion to approve the sale of the Highway Commissioner’s truck for \$24,783.38 to the Parks and Forestry Department made by L. Pliml and seconded by D. Polach. All in favor. Motion carried.**

7. Review goals of Highway Commissioner and Parks & Forestry Director

The committee reviewed the 2019 goals of the Parks and Forestry Director and the Highway Commissioner. R. Hawk was not present to share his goals or insights on achievement, but he had forwarded his thoughts to A. Fischer prior to the meeting and these were shared with the committee. Schooley shared his insights as well.

8. Pursuant to Wis. Stat. s. 19.85(1)(c), the Committee may go into closed session for performance evaluations of Highway Commissioner and Parks and Forestry Director.

**Motion to enter closed session at 10:13 AM pursuant to Wis. Stat. s. 19.85(1)(c) for the performance evaluations of Highway Commissioner and Parks and Forestry Director made by D. Polach and seconded by W. Winch. Ayes: L. Pliml, W. Winch, D. Polach, M. Hokamp, A. Fischer. Nays: none.**

9. Return to open session at 10:55 AM.

10. Fischer declared the meeting adjourned at 10:56 AM.

Minutes taken by Caitlin Carmody, Highway Accounting Technician

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

**DAY & DATE:** Thursday, December 5, 2019  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave N,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 11:24 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml (via  
phone), Supervisor Dennis Polach  
**EXCUSED:** None.  
**OTHERS PRESENT:** Supervisor Bill Clendenning; Peter Kastenholz,  
Corporation Counsel; Commissioner Roland Hawk,  
Highway; Director Chad Schooley, Parks and Forestry;  
Forest Administrator Fritz Schubert, Parks and Forestry;  
Sarah Salewski, Health; Kristie Egge, Health; Caitlin  
Carmody, Highway; James Patrick, Town of Cary; Russ  
Copeland, Town of Dexter; Dennis Palmer, Town of  
Dexter; Randy Moody, Town of Port Edwards; Kathleen  
Plucinski, Town of Remington; Jim Good, Town of  
Richfield; Pete Winistorfer, Town of Rock; Gary Krause,  
Town of Seneca; Gavin Hutchinson, Wisconsin  
Department of Natural Resources; Shaun Johnson,  
Stainless & Repair; Derrick Backaus, Stainless & Repair;  
Wade Neville, Monroe Truck Equipment; Joe Sebben,  
Scaffidi Trucks; John Kunding, Futurewood

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:00 am.
2. Fischer declared a quorum.
3. Public comments. None. *Supervisor Fischer indicated that he would allow public comments during agenda item discussion.*
4. Correspondence.

Fischer shared an email he received from Supervisor Jake Hahn regarding a Clark County ordinance that now allows ATV travel on all county roads. Hahn requested that the HIRC address it at their January meeting. Fischer stated they would discuss whether to add it to the January agenda at the end of the meeting.

5. Health Department Presentation on River Riders Bike Share Program and Potential Sponsorships

Sara Salewski and Kristie Egge from the Health Department were present to address the committee. They shared the 2019 River Riders Bike Share Program Report, which discusses the results of the 2019 bike share season. The new White Sands Beach location at South Wood County Park proved the most popular location with 58% of the utilization happening there. Individuals from 25 counties in Wisconsin and 22 different states used the service. Residents of Wood County took Eighty-three percent of trips. The highest use was found among individuals age 18-24.

The Health Department is looking to continue this program, but to do so, they need to acquire sponsors for the six locations. They have secured three sponsors so far: City of Wisconsin Rapids, Ho Chunk Nation, and the Health and Human Services Committee. The Health and Human Services Committee recommend they ask the Highway Infrastructure and Recreation Committee for support as South Wood County Park had the highest utilization. It would cost \$9,000 each year for a full sponsorship and logos would be added to the bikes in return. The cost covers the bikes, the maintenance of the bikes; data received from the program, and offers a low or no cost membership to riders. Every three years, Zagster replaces the bikes and donates the old ones to the community.

Fischer stated they would discuss sponsorship later in the agenda and thanked the presenters.

6. **CONSENT AGENDA**

- a. Approve minutes from previous committee meetings
- b. Department Staff Reports
- c. Department Vouchers
- d. Department Revenue Reports

**Motion to approve the consent agenda less pages 3, 10, 14, 17, and 18 by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.**

7. Review items, if any, pulled from consent agenda

Page 3: Supervisor Winch asked if the committee had approved the sale of the low use properties (8c in the minutes) or not at the previous meeting. It was confirmed that this is an agenda item.

Page 10: Winch questioned the reference to MSA Professionals. Chad Schooley explained that this is the company hired to do the Powers Bluff Development Project phase 1 plan, and that was an agenda item. Winch stated he thought the bike trail was put in at no cost. It was clarified that the single-track bike trail was going to be done by in part by volunteers, but no progress has really been made yet.

Page 14: Winch questioned why there were multiple payments to Dean Altmann Trucking for hauling the backhoe. Hawk explained that the Highway Department needed the backhoe to be moved multiple times and those were each individual payments.

Page 17: Winch questioned why the Highway Department was renting a backhoe. Hawk explained that they sold the track backhoe because it was not used as much and purchased a second rubber-tired backhoe, which could be used much more frequently and was in fact running pretty much every day. Then they just rented a track backhoe whenever it was needed for a project and charged the rental back to the project, which was often recouped from municipalities.

Page 18: Winch questioned what the soil testing done by REI was for. Hawk explained that was to test Parcel 2, which the Highway Department was attempting to sell but had previously been a town dump.

Winch questioned other duplicate payments and it was explained that each invoice is paid separately, so if a part were ordered multiple times, you would see multiple entries.

**Motion to approve the removed items from the consent agenda by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.**

Schooley asked to address the Special Use Permits in his Director's report. Schooley stated he received the new annual request from Aqua Skiers for the use of the White Sands Beach for their ski shows and practices. He has been in touch with the project manager for the Biron river site and he indicated it should be ready by June of 2020. The director of the Aqua Skiers stated if that site was ready, they would be doing their Tuesday through Thursday practices there for the summer, but was still requesting the rest of the dates. Schooley stated there were a few dates that were in addition to previous years' request – May 26-28. Schooley stated that the Aqua Skier president confirmed the August 22<sup>nd</sup> and Labor Day Weekend events would not be at the Lake Wazeecha site.

Schooley stated the Aqua Skiers requested the committee discuss it now but that they would like to be present for the actual approval at the next meeting. Fischer stated it would be added to the January agenda.

*At this time, the committee moved to agenda item #9 and followed it with item #8.*

#### 8. ATV Update

Hawk stated they finally got approval from the DNR for the Town of Remington ordinance. It is currently sitting with the Wisconsin Department of Transportation for approval. It will open State Highway 80 from Necedah Road to County Highway X and then CTH X from STH 80 to Ball Road. He is hoping this will be done by the end of the year. Sandra Green from the Parks and Forestry Department will also be creating a report showing the County funds used in 2019. He said it was also brought to his attention that in the Town of Port Edwards ATV riders are crossing STH 54 at Swiggum Ln. He stated that unless there is an enforcement action done there, the County Highway Department could not do anything because the Township opened up all their roads and people are riding illegally in the right of way.

Schooley stated the ATV planning group met again. P&F has a large grant award project starting in 2020. They may be applying for some funding for additional kiosks and signing (including an entrance one at Dexter park) and to add a north/south mainline trail. Route signing is not eligible for the DNR's grant funding, however. The townships and county have already signed all the routes, but the problem is with consistent signing. If they wanted to re-sign anything, they would have a funding issue to do that as the ATV clubs have not been financially involved in developing the routes and the departments have not discussed setting aside continued funding in their budgets for it. Hawk stated that last year, Planning and Zoning and HWY put in \$5000 for route signage but he thinks they would need to budget \$10,000-\$20,000 each year for replacements from damage, theft, or wear and tear. He would like to see the HIRC establish an account to fund signs, and any other costs not eligible for grant funding, in the future until the clubs get more involved. Green will be setting up a meeting with all the ATV clubs.

*Following item #8, the committee moved to item #11.c and then returned to #10.*

9. Discussion on concerns from Wood County Townships on the Wood County Parks, Forestry, and Highway Departments

Fischer opened the floor for public comments. James Patrick from the Town of Cary stated that State Statute requires municipalities to clear up any trees that fall in the roads or ditches in order to keep the roads passable. However, that tree is actually owned by the property owner. In the case of private property owners, the Township gives those 30 days to clean up the tree. If they do not clean it up in 30 days, the Township does and then sends them a bill for the service. Patrick stated that five townships have 75% of the County owned property and those are the five poorest townships. He shared a document that was drafted to show the cost to the township for county property being off the tax roll. He stated that townships provide the road coverage and maintenance to access these properties, but they do not get any funding from property taxes or the county for it. Patrick stated those townships do get 10% of the logging revenue, but it does not amount to much. He stated if they are required to clean the County's ditches out, they should be allowed to bill the County for it just as they do private property owners.

Jim Good from the Town of Richfield spoke next. He stated that it is disgusting when spring comes and everyone leaves their garbage in the township ditches. He stated that after the July storm they had 10 people spend three days in the township just trying to get the roads passable. He also stated that loggers have dropped trees on the road and the township has had to address it with them, although this was on private property.

Dennis Palmer from the Town of Dexter spoke next. He stated that if the land is there for the public use, the public should be paying for it. He asked how the 10% logging revenue actually works. Schooley explained that it is a prorated amount based off how many acres of county forest a township has. Townships who do not have any county forest do not get any of that money.

Fischer stated that he was hearing two main issues – one was maintaining ROW and road access for County owned lands and the other is that the townships feel like they are not getting enough funding from the County for the road maintenance.

Patrick stated he would like lands owned by the County to be treated the same as private landowners and for townships to be able to bill the County for cleanup of the roads.

Fischer asked if anyone has ever contacted the County when trees are down to get them cleaned up. Patrick stated he had not because there was no mechanism for that.

Hawk stated that he agrees it is disgusting when things are dumped on the side of the ditch. He stated he does not believe it is the responsibility of the County to clean that up though as it is an enforcement issue. He said that the Highway Department's practice for downed trees is to clear back to the property line and leave the wood for the landowner to handle. He stated if the townships wanted assistance with getting trees cleaned up, they need only call Parks and Forestry or the Highway Department and have them clean it up.

Fischer stated he understood the townships' frustrations and that if there is not a mechanism for communication, then one should be created. He stated he is sure that Parks and Forestry are not intentionally leaving trees lay in the roadway and that it is more likely that they just do not know about it. He stated the County is a service organization and if there is a service issue, then it needs to be fixed. He stated that if the issue is that the townships want more money for having county land in their township,



this would be a tougher issue to address because then they are discussing the County budget. He stated if townships are looking for greater compensation, he would like to see something in writing and sent to Schooley and then it can be discussed further.

Pliml stated he is not willing to make wide sweeping change in policy but that the service response can certainly be discussed especially in storm or disaster response.

Schooley agreed on the communication issue. He stated he did have one township contact them for cleanup for downed trees and the Forestry staff were out there working on it. He stated he hoped no one had the experience where they contacted Parks and Forestry Dept. and did not see a response.

Kathy Plucinski from the Town of Remington stated that Adams County has a program called Fire Wise where Townships and landowners do the cleanup and the County hires a contractor to come do the cleanup of the material they place on the side of the road. The County could look into State funding for a process like this.

Pete Winistorfer from the Town of Rock stated that their township has a policy where the supervisors cut the trees back to the right of way and give the landowner 30 days to clean it all up. If the landowner doesn't, the township cleans it up and bills them an hourly rate to clean it back to the property line. He encourages townships to keep hourly record of their work if it does get to that point.

Fischer stated he would like the County to be treated the same as landowners and that he would be appalled if the departments did not respond. He stated he would like to direct the Highway Commissioner and Parks and Forestry Director to work with the townships to come up with a system so that the towns are heard and the County has time to respond. There was consensus on the committee. Fischer stated he would give Hawk and Schooley 60 days to work with the townships and then present a plan for communication at the February HIRC meeting. The townships named James Patrick of the Town of Cary as their representative.

## **10. HIGHWAY**

### **a. Discuss Highway Commissioner's 2020 Goals**

Hawk identified his two goals for 2020 as:

- To build a GIS database to manage the department's assets. He would like to inventory at least 20 miles of road a year.
- To have the online permitting process completed for all Highway Department permits by the end of next year.

**Motion to approve the Highway Commissioner's 2020 goals made by D. Polach and seconded by W. Winch. All in favor. Motion carried.**

*At this time, the committee chose to skip forward to 10.c. to accommodate L. Pliml who would need to be excused thereafter.*

b. Review recent Patrol Truck Quotes

Hawk explained that after they received approval last month for the quotes for the two tandem axle trucks and their equipment, a number of things came to light. One was that they could not accommodate the m-drive transmission on the Mack truck per manufacturer recommendations and they would therefore need to use the Allison transmission. This would be an additional \$8,000 per truck. The seller offered to waive the subscription fees for the maintenance manuals for three years in exchange. Hawk stated that it would be his preference to see the committee approve sticking with the Mack truck even though it was going to be more expensive than originally anticipated because the cost is still cheaper over the life of the truck which is 15-20 years due to less maintenance needs. He had Brad Martinson, Shop Superintendent, put together a cost analysis to help compare the trucks based on examples of each that are currently in the Highway Department's fleet.

**Motion to approve the continuation of the Mack truck purchase made by D. Polach and seconded by M. Hokamp. All in favor, Motion carried.**

*At this time, L. Pliml was excused to leave by the chairman.*

Hawk stated he still had some concerns about the way the Monroe equipment that was approved last month would fit on the Mack truck – specifically in regards to the underbody and tailgate. He stated he would like to have the truck built to incorporate a wedge for the brine tank and salt on top and put a specialized spreader on the tailgate. In addition, the Monroe equipment would add additional weight to the trucks when they are already having a hard time keeping the crew under weight on the roads. Wade Neville from Monroe Truck stated that he was operating under the understanding that if they could make the scraper fit and the price wouldn't change, they were awarded the bid. He stated their engineers did do new drawings and submitted them to Martinson and that he told Martinson that Monroe would build whatever needed to be built. Shaun Johnson from Stainless and Repair stated that they had maintained the specifications entirely. Hawk stated that the Monroe equipment has a very high cost for use and the weight is much higher than what they want for their drivers. The Stainless and Repair equipment would allow drivers to stay under weight and still haul a significant amount. Hawk stated it is a very unique truck that they have not bid before which is why there is so much conflict here.

**Motion to go with the recommendation of the Highway Commissioner to purchase the truck meeting the specifications set forth by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.**

- c. **Motion to enter into closed session pursuant to Wis. Stats 19.85(1)(e) at 9:34 AM to discuss sale of parcel in Town of Cary by W. Winch and seconded by M. Hokamp. Roll call vote was held. Aye: A. Fischer, W. Winch, M. Hokamp, L. Pliml, D. Polach. Nay: none. Motion carried.**
- d. The Committee returned to open session at 9:47 AM.
- e. Resolution for Sale of Low-Use Highway Properties

Hawk explained that the parcel 2 sale was just closed on Monday and the final bid amount was listed in the resolution. The other two parcels were already approved for sale at the previous meeting.

**Motion to accept the bid and approve the resolution for sale of three parcels made by M. Hokamp and seconded by A. Fischer. All in favor. Motion carried.**

- f. Ordinance 402 - Highway Administration addition

Fischer stated that he would like it to be the practice of the Highway Commissioner to discuss the negotiation of any sale or purchase of property with the Committee prior to negotiation. He believes there should be a check and balance of power.

**Motion to approve the addition of section 2 to Ordinance 402 made by A Fischer and seconded by M. Hokamp. All in favor. Motion carried.**

- g. Resolution for NACE Conference Commissioner Travel

Hawk stated the resolution shows the maximum that would be spent for the out of state travel to Alabama for the National Association of County Engineer's annual conference. He is still working with other county commissioners to reduce the costs.

**Motion to approve the resolution for NACE Conference travel for the Highway Commissioner made by D. Polach and seconded by M. Hokamp. (No vote: W. Winch – does not approve of out-of-state travel in general.) Motion carried.**

*At this time, the committee addressed the Parks and Forestry agenda in the following order: 11.f, 11.e, 11.g&h, 11.a, 11.b, and finally 11.d.*

## **11. PARKS AND FORESTRY**

- a. Director's 2020 Goals and Evaluation Feedback

Schooley presented 11 possible 2020 goals and the Committee settled on the following:

- 1.) Make recommendations, and begin implementing funding plan for phase 1 of Powers Bluff Development Project. Continue applying for grants for project.
- 2.) Assist in administering ATV development grant.
- 3.) Review P&F personnel work duties/assignments for current and future operations, and make staffing recommendations to HIRC.

Schooley then wanted to discuss the evaluation he received at the last meeting. Fischer had shared with him the results of his evaluation and he wanted clarification on a number of things that were discussed with him and written on the evaluation form. Schooley stated that in the future, he would like to be notified prior to the year end evaluation of any areas that he is not performing up to expectations. He also stated that the comments on the evaluation were very vague and did not refer to anything specific. He stated that it is hard to improve

on things when he doesn't know what is wrong. He asked what the followup monitoring will entail due to his 2 rating in Customer Service. Fischer stated that since he is the Chairman, he would follow up with this. It was discussed that in the future, department heads should be invited into the closed session after the committee has discussed their evaluation to discuss it further with all parties present.

b. Powers Bluff Development Project discussion

Schooley stated he would like to continue using MSA Professionals for future planning. He received a letter indicating what next steps they would take in the project (this was shared with the committee). He would like more time to review their recommendations and bring it back to the committee at a future meeting.

c. River Riders Bike Share Program Sponsorship

Fischer reiterated that Health and Human Services Committee had approved the Health Department to provide a full sponsorship to the River Riders Bike Share Program. Supervisor Rozar felt strongly that the HIRC consider it as well. Pliml stated he couldn't see the HIRC sponsoring with that kind of money because there is no return revenue to the departments from it. Fischer asked Schooley if there was even any money in the budget to use for this. Schooley explained that it was a tough year for revenues with the weather being what it was and that everyone's budget was getting tighter. If the HIRC wants to sponsor, he would like to see the committee increase the budget to make room for it. Clendenning suggested that it get added to the County Board agenda and that the money come out of contingency. Fischer stated it would be hard for the committee to approve it given that they will already be going further into levy and it would be irresponsible budgeting. Schooley stated the program in South Wood County Park was very popular. People really wanted to see more rental opportunities and it did fit that niche. The committee consensus was to not approve the sponsorship funding.

d. Karner Blue Butterfly SHCA Agreement

F. Schubert stated that this was an agreement that was entered into in the past to assist in the protection of vital habitat for the endangered Karner Blue Butterfly. It is considered an "incidental take" permit and allows forestry operations to continue working on lands while still supporting habitat conservation efforts. The agreement does not require committee member signatures and therefore would not require a resolution, but Schubert wanted to bring it to the committee's attention nonetheless.

**Motion to approve the Karner Blue Butterfly SHCA Agreement made by D. Polach and seconded by M. Hokamp. (No vote: W. Winch, no reason stated.) Motion carried.**

e. 2020 HIRC Meeting Dates & locations

The committee decided to move the March meeting to the second Thursday in March (March 12<sup>th</sup>, 2020) to accommodate those committee members wishing to attend the National Association of Counties conference.

f. Timber Sale Contract Extensions: #748, #749, #762, #764

**Motion to approve the presented Timber Sale Contract Extensions made by A. Fischer and seconded by D. Polach. All in favor. Motion carried.**

g. Parks Revenue Report

**Motion to approve both the Parks and Forestry revenue reports made by M. Hokamp and seconded by A. Fischer. All in favor. Motion carried.**

h. Forestry Revenue Report

12. Future Agenda Items.

- Powers Bluff Development Project
- (February) Communication policy with townships for management of right-of-way bordering county lands
- In a future meeting, the committee will discuss revising the ATV ordinance to allow operation of ATVs and UTVs on all county roads.

13. Set next regular meeting date: January 2, 2020 at the Wood County River Block Building, Auditorium at 111 W. Jackson St., WI Rapids, WI 54494

14. Fischer declared the meeting adjourned at 11:24 AM.

Minutes taken by Caitlin Carmody, Accounting Technician



# Wood County

## WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

*Roland Hawk*  
COMMISSIONER

November 7, 2019

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for November 7, 2019 HIRC meeting

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### Department Activities

#### Personnel

An offer has been made to a potential mechanic. Received three applications in the past six weeks.

Commissioner is seeking permission to attend the 2020 National Association of County Engineers (NACE) annual meeting out of state. *Agenda item.*

Commissioner evaluation and re-election scheduled for January 2020. *Agenda Item.*

Commissioner to seek leadership role with WCHA. This is an elected position and has a six year commitment. Elected first as Secretary for two years, then move to President for two years, and final two years as Past-President. *Agenda Item.*

Three employees were involved in a work zone accident on October 9. No WC employee was injured and no WC equipment was damaged.

Commissioner, superintendents, and four crew members attended Wisconsin Winter Tech Talks (WisDOT sponsored Statewide winter maintenance event) held October 29 at MSTC.

#### Highway Projects

2019 Construction projects are complete.

CTH U (Bridgewater Development) Wood County portion of JT & discontinuance is completed. Portage County and Town of Plover portion should be completed by December.

CTH U (STH 54 – South Biron Dr) WisDOT has project out for bids. County to perform tree removal during winter.

#### Highway Maintenance

Purchased Temporary Portable Rumble Strips (TPRS) for use in construction work zones.

Completed clean up from July storm. Submitted documents to FEMA for reimbursement.

Shop is prepping patrol trucks for winter maintenance.

Crews are replacing culverts on 2020 construction projects. This allows for settlement to occur over winter and work can be done during dryer conditions versus dealing with spring run off.

#### ATV Plan

Working on signing recent additions to ATV plan.

#### Unused/Low-Use County Highway Property

REI Engineering completed Phase II soil and ground water survey on the remaining parcel, and results did not reveal anything exceeding state soil or groundwater standards. Listed remaining parcel with Wisconsin Surplus. Bid closing prior to December HIRC.

Commissioner initiated the boundary survey of a five acre outlot on the Smith Pit Quarry property in the town of Rock. Survey will be completed and documents submitted to P&Z next month.

#### Highway Access Control Policy

Need Resolution to adopt updated ordinance and replace existing ordinance. *Agenda Item.*

#### On Line Permitting

Department is working with RTVision to implement on-line permitting. Anticipate having segments go live by January 2020.

#### Equipment

Purchased a low boy trailer for \$34,000 to replace the old trailer taken out of service in September.

## Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues

Revenues are as anticipated.

In October, we have received the final GTA 2019 payment in the amount of \$548,606. With county construction projects winding down, State and Local charges are picking up, though revenues in this area are a bit low. The State has been encouraging counties to back off of State work for the time being. We have done a number of Road and Bridge Aid projects that will bump up revenues when the invoices are approved and sent. Bituminous revenues are in good shape.

### Expenses

Expenses are as anticipated.

Bituminous Operations expenses are a bit higher than expected but are offset by the revenues. Expenses to local governments are picking up as we have completed our County projects and moved on to municipals. Snow removal expense is, as anticipated, in excess of budget. We are hoping for a quiet autumn/winter but we have already had the equipment out on snow and ice control in October. County Aid Road Construction expenses exceed budget but those monies are, for the most part, recovered after invoicing.

### Other

Caity Carmody, Department Accounting Technician, wrapped up a productive term as President of the CHEMS Board. The CHEMS Board oversees our cost accounting program, CHEMSPRO, as well as leading the charge in coordinating the Annual CHEMS Conference. By all accounts, Caity led a successful effort to put on a very constructive conference in October. She will now serve a term as Past President. We are quite proud of her.

In addition to the CHEMS Conference, Caity has been very busy in helping to put on the recent Winter Tech Talk meeting. This was a joint effort between Wood County, the State, and Mid-State Tech to educate on the latest in snow and ice control; primarily as it relates to salt brine.



11/26/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 Highway Departmentwide  
 Saturday, November 30, 2019

	Actual	2019 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Intergovernmental Revenues</b>				
43531 State Aid-Transportation	\$2,194,425.05	\$2,096,592.00	\$97,833.05	4.67%
Total Intergovernmental	2,194,425.05	2,096,592.00	97,833.05	4.67%
<b>Licenses and Permits</b>				
44101 Utility Permits	3,800.02	1,050.00	2,750.02	261.91%
44102 Driveway Permits	1,620.00	860.00	760.00	88.37%
44260 Moving Permits	1,425.00	1,025.00	400.00	39.02%
Total Licenses and Permits	6,845.02	2,935.00	3,910.02	133.22%
<b>Public Charges for Services</b>				
46310 Public Chgs-Frac Sand	248,912.16		248,912.16	0.00%
Total Public Charges for Services	248,912.16		248,912.16	0.00%
<b>Intergovernmental Charges for Services</b>				
47230 State Charges	1,123,561.19	1,433,100.00	(309,538.81)	(21.60%)
47231 State Charges-Highway	208,238.89	232,838.00	(24,599.11)	(10.56%)
47232 State Charges-Machinery		2,090,226.00	(2,090,226.00)	(100.00%)
47233 State Charges-Performance Based Maintenance	121,512.86		121,512.86	0.00%
47300 Local Gov Chgs	294,831.22	561,660.00	(266,828.78)	(47.51%)
47330 Local Gov Chgs-Transp	848,802.45	1,207,485.00	(358,682.55)	(29.70%)
47332 Local Gov Chgs-Roads	503,015.94	403,360.00	99,655.94	24.71%
47333 Local Gov Chgs-Bridges	13,790.47	27,440.00	(13,649.53)	(49.74%)
Total Charges to Other Governments	3,113,753.02	5,956,109.00	(2,842,355.98)	(47.72%)
<b>Interdepartmental Charges for Services</b>				
47430 Dept Charges-Bldg Rent		34,745.00	(34,745.00)	(100.00%)
47470 Dept Charges-Highway	2,373,078.79	1,783,420.00	589,658.79	33.06%
Total Interdepartmental Charges	2,373,078.79	1,818,165.00	554,913.79	30.52%
Total Intergovernmental Charges for Services	5,486,831.81	7,774,274.00	(2,287,442.19)	(29.42%)
<b>Miscellaneous</b>				
48310 Gain/Loss-Sale of Fixed Assets	23,664.87		23,664.87	0.00%
48340 Gain/Loss-Sale of Salvage and Waste	4,971.82	6,700.00	(1,728.18)	(25.79%)
48510 Donations	530,000.00		530,000.00	0.00%
Total Miscellaneous	558,636.69	6,700.00	551,936.69	8,237.86%
<b>TOTAL REVENUES</b>	<b>8,495,650.73</b>	<b>9,880,501.00</b>	<b>(1,384,850.27)</b>	<b>(14.02%)</b>
<b>EXPENDITURES</b>				
<b>Public Works-Highway</b>				
53110 Hwy-Administration	290,163.56	334,628.00	44,464.44	13.29%
53120 Hwy-Engineer	168,290.22	232,838.00	64,547.78	27.72%
53191 Hwy-Other Administration	290,927.31	323,806.00	32,878.69	10.15%
53210 Hwy-Employee Taxes & Benefits	(451,110.48)		451,110.48	0.00%
53220 Hwy-Field Tools	(10,748.70)	13,400.00	24,148.70	180.21%
53230 Hwy-Shop Operations	295,741.48	331,129.00	35,387.52	10.69%
53232 Hwy-Fuel Handling	(25,892.17)	12,100.00	37,992.17	313.98%
53240 Hwy-Machinery Operations	(1,060,361.15)	2,173,434.00	3,233,795.15	148.79%
53260 Hwy-Bituminous Ops	149,033.25	230,902.00	81,868.75	35.46%
53262 Hwy-Bituminous Ops	30,576.99	119,372.00	88,795.01	74.39%
53266 Hwy-Bituminous Ops	1,918,018.45	1,762,924.00	(155,094.45)	(8.80%)
53270 Hwy-Buildings & Grounds	201,778.87	181,436.00	(20,342.87)	(11.21%)
53281 Hwy-Acquisition of Capital Assets	9,300.00		(9,300.00)	0.00%
53310 Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311 Hwy-Maint CTHS Patrol Sectn	1,449,827.58	1,701,201.00	251,373.42	14.78%
53312 Hwy-Snow Remov	1,095,255.80	919,588.00	(175,667.80)	(19.10%)
53313 Hwy-Maintenance Gang	127,424.75	107,015.00	(20,409.75)	(19.07%)
53314 Hwy-Maint Gang-Materials	2,230.49		(2,230.49)	0.00%
53320 Hwy-Maint STHS	1,249,216.02	1,386,445.00	137,228.98	9.90%
53323 Hwy-Maint STHS PBM	59,684.25		(59,684.25)	0.00%
53330 Hwy-Local Roads	1,163,469.56	1,190,217.00	26,747.44	2.25%
53340 Hwy-County-Ald Road Construction	815,672.58	440,617.00	(375,055.58)	(85.12%)

11/26/2019

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 Highway Departmentwide  
 Saturday, November 30, 2019

	Actual	2019 Budget	Variance	Variance %
53341 Hwy-County-Aid Bridge Construction	169,810.61	200,422.00	30,611.39	15.27%
53490 Hwy-State & Local Other Services	474,875.01	555,842.00	80,966.99	14.57%
Total Public Works-Highway	8,413,184.28	12,220,616.00	3,807,431.72	31.16%
<b>Capital Outlay</b>				
57310 Highway Capital Projects	3,387,672.63	2,313,082.00	(1,074,590.63)	(46.46%)
57930 Depreciation & Amortization	5,857.18		(5,857.18)	0.00%
Total Capital Outlay	3,393,529.81	2,313,082.00	(1,080,447.81)	(46.71%)
<b>TOTAL EXPENDITURES</b>	<b>11,806,714.09</b>	<b>14,533,698.00</b>	<b>2,726,983.91</b>	<b>18.76%</b>
<b>NET INCOME (LOSS) *</b>	<b>(3,311,063.36)</b>	<b>(4,653,197.00)</b>	<b>1,342,133.64</b>	<b>(28.84%)</b>



# Parks & Forestry Committee Reports

Thursday, November 7, 2019

## Director Report, by Chad Schooley

- Attended October Exec. Comm. meeting to discuss Nepco Solar Project. The project was approved, and installation has begun. The Sustainable and Renewable advisory committee has inquired about hosting a ribbon cutting for the project. I will be working with them on this, and will forward further information as it becomes available.
- Participated and hosted District 3 Ho-Chunk Legislators meeting at Powers Bluff County Park on October 1. James Webster, Executive GM, Ho-Chunk Gaming Nekoosa arranged the meeting. Along with other area projects that were presented, I spoke about the Powers Bluff Development Project.
- MSA has sent over the finalized documents for the Powers Bluff County Park Development Plan: Phase 1. I will put this as an agenda item in December, along with "next steps" for the project.
- FEMA storm damage cleanup and documentation has continued throughout this month. We are hopeful that this will be completed in the near future.
- I was asked to participate in a discussion with a local "dog park advisory committee" regarding what properties are owned by Wood County in the Wisconsin Rapids area. This group formed when the dog park on 17<sup>th</sup> Ave., in Wisconsin Rapids, closed down earlier this year. They are in the very preliminary phases of identifying properties, specifically on the west side, that may be suitable for a dog park. They also plan on meeting with the city of Wisconsin Rapids regarding possible locations.
- I will be meeting with Patrick Gatterman, owner of Northward Peddle and Paddle, at Powers Bluff on 11/1/19. He is interested in providing rental equipment at some point (fat bikes, snowshoes, etc...). If you recall, Northward Peddle and Paddle had two "pop up" rental events this past summer at South Park. This was a great success, and they would like to possibly expand rentals within the parks in future years.
- With the two additional shelter areas planned for completion, and available for use at White Sands beach in 2020, we would like to begin taking reservations. These shelters will be similar to the other open shelters, in that they will be available for the public on a first come basis, unless they are reserved for the day. The serving area will only be available to individuals who rent the western shelter. I would recommend charging \$100/day for the shelter with the serving area, and \$75/day without the serving area. Both would be available from May 1- October 31 for rental, and from 8am -10pm during those dates. There will be picnic table seating for approximately 50 people in both shelters. These shelters will be perfect for smaller events such as birthday parties, family reunions, and graduation parties.
- **October:** 15 shelter reservations
- **Special Use Permits**
  - None at this time

## Construction Supervisor Report, by Dennis Quinnell

### Current Projects

- White Beach Remodel; work continues on kitchen area.
- We are burying the electrical, emergency stop, and communication wires from the top Ski hill operator's booth to the bottom booth, and terminating the wires in the panels.
- Erosion repair is being done on Powers Bluff access roads.
- Powers Bluff old tube tow operator's booth has been removed, and the adjacent loading area has been enlarged for the coming season.
- Because of the lack of quotes, we may be requesting a carryover of 2019 debt service funds to complete the Willow Run vault toilet remodel, and the North Park firewood storage shed projects in 2020. We will continue looking for an available contractor.

### Maintenance Operations

- As of November 1, all campgrounds and day use areas are closed for the season except for Dexter's third loop, which is open until deer gun season is closed.
- Powers Bluff is starting to be prepped for winter.

### Employee Matters

- All LTE employees are done for the season.

## Office Supervisor Report, by Sandra Green



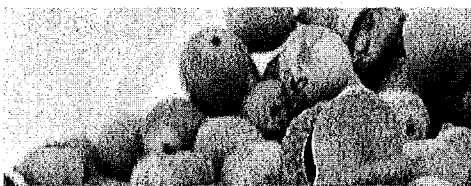
← Comments



Deanna Webb recommends  
Wood County Parks & Forestry  
(North Park).

Sep 15 at 8:36 PM

We fell in love with this park! We are tent campers and prefer the non electric sites and being so close to water is a huge plus! The park Ranger is so kind and inviting and keeps this park beautifully kept all season. The wash house is clean and has wonderful showers. The park is huge with tons of recreational areas. We have quickly made one particular site our home away from home and look forward to many more weekends here watching weddings and disc golf tournaments across the river! Wood County, you're doing your parks right!



Commenting as Wood  
County Parks & Forestry  
(North Park)



### Snowmobile / ATV

- Attended the 2<sup>nd</sup> Snowmobile meeting in Milladore.
- Called a landowner to set up a day to meet in regards to a possible bridge replacement on the Kellner Knights trail system.
- Worked with the clubs on how to report storm damage.

### Office

- Attended the monthly HIRC meeting on September 5, 2019 at the ATV Intensive Use Area and recorded minutes.
- Approximately one week, worked on the FEMA reimbursement paperwork.
- We received an amazing compliment that I wanted to share with the committee (see left).
- Attended insurance/health benefits informational class.
- Worked with Paul Bernard to update the ATV Trail/Route Map.
- Working with Marshfield CVB, WI Rapids City Times, Travel Wisconsin, Heart of WI Chamber of Commerce & WI Outdoor News for advertising the Wood County ATV/Trail Route System.
- We have started to receive registrations for our 4<sup>th</sup> Powers Bluff Boutique & Vendor Shopping Event on November 16, 2019. We are about half-full right now.

### **Forest Administrator, by Fritz Schubert**

- Continued working with Peter K. on logger/credit union performance bond recovery/collection.
- Investigated storm damage to forest and snowmobile trails in compartments 57, 65, and 68.
- Checked forest road conditions.
- Patrolled forest for illegal woodcutters.
- Storm damage cleanup on snowmobile trail/compartment 57.
- Karner Blue Butterfly Species and Habitat Conservation Agreement (SHCA); working on draft of new KBB agreement which will be future agenda item.
- Completed maps/reports to receive county forest road state aid payment.
- Hit a deer with new truck. Obtained repair estimate and worked with Terry Stelzer to get it fixed.

**FOREST ADMINISTRATOR  
REVENUE REPORT & TIMBER SALE BALANCES  
OCTOBER 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		\$14,768.80	\$15,407.25	\$638.45
759	15-16	VERSO	35,935.00	04/04/18	03/15/21		\$0.00	\$0.00	\$0.00
761	4-18	VERSO	36,625.00	07/07/18	06/01/20	\$5,761.54	\$14,485.03	\$13,973.18	-\$511.85
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	\$3,852.78	\$19,820.71	\$3,852.78	-\$15,967.93
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		\$40,019.45	\$40,019.45	\$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	\$904.94	\$7,186.64	\$904.97	-\$6,281.67
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
778	7-19	FUTUREWOOD	19,650.20	08/21/19	12/31/19	\$17,859.06	\$19,873.81	\$17,859.06	-\$2,014.75
755		FIREWOOD				30.00	\$7,186.64	\$904.97	
								250.00	

Payments Received This Month: \$ 28,408.32

(15,841.33)

Payments received this month SUB TOTAL: \$ 28,408.32

10% Town Revenue: \$2,840.83

90% County Revenue: \$ 25,567.49

Total County Forestry Revenue for this month: \$ 25,567.49

Jobs Continuing

Jobs Gone Inactive

2019 Budgeted Total Revenues \$385,000

2019 Forestry Revenue to date (90% of ACTUAL REVENUE): \$ 213,880.50

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

Completed - keeping Performance  
Bond(s) until roads are fixed.

# WOOD COUNTY PARKS & FORESTRY DEPARTMENT REVENUE SUMMARY 2019

## OCTOBER REVENUE - NOVEMBER HIRC

BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2019	YTD REVENUE 2018	OCT REV 2019	OCT REV 2018	ACTUAL REV 2018
\$ 300,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33	\$ 277,314.18	\$ 257,496.86	\$ 5,625.63	\$ 2,358.61	\$ 286,847.73
\$ 96,000.00	Camping Self-Registration, All site types	\$18/\$21/\$23/\$26/\$33	\$ 75,709.02	\$ 92,446.41	\$ 8,005.69	\$ 15,728.90	\$ 73,946.89
\$ 30,000.00	Campground Firewood Sales	\$6 per rack	\$ 25,922.83	\$ 28,431.79	\$ 1,410.33	\$ 1,196.00	\$ 28,443.17
\$ 7,000.00	Ice	\$3 (7 lbs.) /\$6 (20 lbs.)	\$ 5,058.30	\$ 6,732.68	\$ 8.53	\$ 36.97	\$ 6,732.68
\$ 1,200.00	Non-Camper Dump Fee	\$7	\$ 1,514.70	\$ 1,230.33	\$ 260.66	\$ 291.94	\$ 1,257.63
\$ 900.00	Camper Storage Fee	\$15/wk - \$60/mo	\$ 502.38	\$ 794.31	\$ 156.40	\$ 398.10	\$ 893.84
\$ 550.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$ 727.49	\$ 464.46	\$ 56.87	\$ 17.06	\$ 549.77
\$ 54,600.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	\$100/\$150/\$175/\$200/\$225	\$ 37,830.22	\$ 44,623.72	\$ 1,654.02	\$ 3,440.75	\$ 49,147.90
\$ 2,750.00	Shelters - Open (DX, SP, RSBP)	\$75/\$125	\$ 6,401.41	\$ 2,132.96	\$ 142.18	\$ -	\$ 2,322.53
\$ 1,000.00	General Park User Fees (outside of normal shelter fee areas)	\$50 / \$10 per picnic table	\$ 710.89	\$ -	\$ 47.39	\$ -	\$ -
\$ 15,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$10/\$15/\$250/\$450/\$500	\$ 27,822.46	\$ 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.)	\$ 3,966.26	\$ -	\$ 179.15	\$ -	\$ -
\$ 2,000.00	Parks Pulpwood	Market Price	\$ 1,758.89	\$ 3,574.00	\$ 1,758.89	\$ -	\$ 20,618.38
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	\$ 19,828.58	\$ 18,943.67	\$ 293.84	\$ 178.20	\$ 18,953.15
\$ 1,500.00	45123 - Violations (non-tax)	\$50.00	\$ 495.00	\$ 777.94	\$ 100.00	\$ -	\$ 777.94
\$ 10,000.00	Miscellaneous*	Misc.	\$ 9,904.78	\$ 5,346.24	\$ -	\$ -	\$ 7,370.00
\$ 540,000.00			\$ 497,323.03	\$ 476,285.18	\$ 19,699.59	\$ 23,646.53	\$ 511,857.58
Misc. *PB Land Rental, General Donations, Gift Certificates, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
BUDGETED REVENUES	SOURCE	FEES	YTD REVENUE 2019	YTD REVENUE 2018	OCT REV 2019	OCT REV 2018	ACTUAL REV 2018
\$ 5,000.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$ 805.11	\$ 2,884.80	\$ 90.00	\$ 676.00	\$ 5,479.80
\$ 385,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships)	CONTRACTED	\$ 213,880.47	\$ 348,637.84	\$ 25,567.49	\$ 65,358.53	\$ 435,697.88



## Parks & Forestry Committee Reports

Thursday, December 5, 2019

### Director Report, by Chad Schooley

- The Nepco Solar panel project has been completed and is now online producing power. I assisted in the planning, and was a speaker, for the ribbon cutting ceremony at the Nepco Shelter on November 21<sup>st</sup>. The contractor will be providing a link, that we will post on our website, where the general public can see the power production.
- Attended the Department Head meeting on November 20<sup>th</sup>.
- Attended the November 22<sup>nd</sup> HIRC meeting, which included my annual evaluation. Supervisor Fischer reviewed the evaluation with me after the meeting and asked that I bring ideas for 2020 goals to the December HIRC meeting. I will bring these to the meeting, and have a few questions regarding my evaluation.
- FEMA storm damage documentation has continued throughout this month. We are hopeful that this will be completed in the near future.
- Now that MSA has finished their initial planning work for the Powers Bluff Development Project, I would like to get direction from the HIRC on next steps in this process. I will be inquiring about this at the meeting.
- Completed annual supervisory staff evaluations
- **November:** 11 shelter reservations
- **Special Use Permits**
  - January 25, 2020 Port Edwards Lions Annual Fisheree. Nepco Lake. Event rents the shelter building for January 24<sup>th</sup> and 25<sup>th</sup>.
  - February 2, 2020 Pittsville Lions Annual Fisheree. Lake Dexter. Event uses shelter building for concessions. Recommend Fee waiver for rental in lieu of past work done by Lions members to shelter building.
  - February 9, 2020 Central WI Ice Racing Association Motorcycle and ATV races. Lake Dexter. Event uses ice access in park, and has all other event functions on the ice. There has not been any fees for this event in the past.
  - May 9, 2020 First Choice Pregnancy Resource Center Walk for Life fundraiser. South Wood County Park. Event rents the enclosed shelter and uses the walk trail.
  - Aqua Skiers 2020 Red Sands Beach Usage request. I have included a copy of the emailed request in your packet. I would like to discuss this further during the meeting.

### Construction Supervisor Report, by Dennis Quinnell

#### **Current Projects**

- White Beach Remodel; work continues on kitchen area.
- Electric upgrades on Powers Bluff ski tow are complete and working.
- I am working with contractors to get quotes for the next spring season to repair the storm damaged roofs and to remodel the Willow Run toilet.



## **Maintenance Operations**

- All campgrounds are closed for the season.
- Crews are cutting dead trees, doing trail work, repairing tables and plowing snow as needed.

## **Employee Matters**

- We have an ad out for First Responders for the coming ski season.
- We have scheduled a winter training & employee meeting at Nepco Shelter for December 19, 2019.

## **Office Supervisor Report, by Sandra Green**

### **Snowmobile / ATV**

- Attended the 3rd Snowmobile meeting in Milladore.
- Still working on the bridge replacement for Kellner Knights. Also working with the Bakerville Sno Rovers on a possible bridge replacement. They have fixed it to get through this season, but will apply for full replacement in April, 2020.
- Continued to work with the clubs on how to report storm damage.

### **Office**

- Attended the monthly HIRC meeting on November 7, 2019 and recorded minutes.



- Worked with Paul Bernard to update the ATV Trail/Route Map.
- Our 4<sup>th</sup> Powers Bluff Boutique & Vendor Shopping Event on November 16, 2019 went very well! We made about \$1200. The baskets went over great so will definitely do again soon. We are trying something new. If you donate something new for the raffle baskets, we will give you two wingspans of raffle tickets for the next raffle basket event! Just stop in anytime M-F, 7:30 am – 4pm. You can donate 1 or 10 items or more! We have plenty of tickets. Thank you!

## **Forest Administrator, by Fritz Schubert**

- Investigated forest road damage complaint.
- Checked forest road conditions.
- Storm damage cleanup on snowmobile trail/compartments 68. Salvaged sawlogs from down trees.
- Routine Timber sale administration (2 active sales).
- Karner Blue Butterfly Species and Habitat Conservation Agreement (SHCA); Completed draft of new KBB agreement (agenda item for December meeting).
- Worked to address beaver problems on Wood County Forest: solicited volunteer trappers, located dams, coordinated efforts.
- Attended Nepco solar panel ribbon cutting event.

**FOREST ADMINISTRATOR  
REVENUE REPORT & TIMBER SALE BALANCES  
NOVEMBER, 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		\$14,768.80	\$15,407.25	\$638.45
759	15-16	VERSO	35,935.00	04/04/18	03/15/21		\$0.00	\$0.00	\$0.00
761	4-18	VERSO	36,625.00	07/07/18	06/01/20	\$511.85	\$14,485.03	\$14,485.03	\$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	\$15,967.93	\$25,538.87	\$19,820.71	-\$5,718.16
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		\$40,019.45	\$40,019.45	\$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	\$14,395.66	\$22,205.89	\$15,300.60	-\$6,905.29
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
778	7-19	FUTUREWOOD	19,650.20	08/21/19	12/31/19	\$2,433.29	\$23,779.35	\$20,292.35	-\$3,487.00
							\$7,186.64	\$904.97	
755		FIREWOOD				40.00		250.00	

Payments Received This Month: \$ 33,348.73

(5,079.71)

Payments received this month SUB TOTAL: \$ 33,348.73

10% Town Revenue: \$3,334.87

90% County Revenue: \$ 30,013.86

Total County Forestry Revenue for this month: \$ 30,013.86

Jobs Finished
Jobs Started
Jobs Continuing
Jobs Gone Inactive

2019 Budgeted Total Revenues \$385,000

2019 Forestry Revenue to date (90% of ACTUAL REVENUE): \$ 243,894.36

**WOOD COUNTY PARKS & FORESTRY DEPARTMENT  
REVENUE SUMMARY 2019**

**NOVEMBER REVENUE - DECEMBER HIRC**

BUDGETED REVENUES	46721 SOURCE	FEES	YTD REVENUE 2019	YTD REVENUE 2018	NOV REV 2019	NOV REV 2018	ACTUAL REV 2018
\$ 300,000.00	Camping Reservations (PAYPAL & In Office Cash/Check) All site types.	\$10 Resv. Fee+/\$18/\$21/\$23/\$26/\$33	\$ 274,438.51	\$ 261,128.08	\$ 2,731.00	\$ 3,631.22	\$ 286,847.73
\$ 96,000.00	Camping Self-Registration, All site types	\$18/\$21/\$23/\$26/\$33	\$ 76,893.84	\$ 93,715.64	\$ 1,203.68	\$ 1,318.48	\$ 93,715.64
\$ 30,000.00	Campground Firewood Sales	\$6 per rack	\$ 25,949.37	\$ 28,443.17	\$ 26.54	\$ 11.38	\$ 28,443.17
\$ 7,000.00	Ice	\$3 (7 lbs.) /\$6 (20 lbs.)	\$ 5,058.30	\$ 6,732.68	\$ -	\$ -	\$ 6,732.68
\$ 1,200.00	Non-Camper Dump Fee	\$7	\$ 1,530.81	\$ 1,257.63	\$ 16.11	\$ 27.30	\$ 1,257.63
\$ 900.00	Camper Storage Fee	\$15/wk - \$60/mo	\$ 630.34	\$ 893.84	\$ 127.96	\$ 99.53	\$ 893.84
\$ 550.00	Washer/Dryer	\$2 wash / \$2 dry/\$1 Laundry Pods	\$ 742.66	\$ 549.77	\$ 15.17	\$ 85.31	\$ 549.77
\$ 54,600.00	Shelters Enclosed (SP, NP, DX, PB, Nepco, ATV)	\$100/\$150/\$175/\$200/\$225	\$ 42,346.81	\$ 47,230.36	\$ 4,516.59	\$ 2,606.64	\$ 49,147.90
\$ 2,750.00	Shelters - Open (DX, SP, RSBP)	\$75/\$125	\$ 6,401.41	\$ 2,132.96	\$ -	\$ -	\$ 2,322.53
\$ 1,000.00	General Park User Fees (outside of normal shelter fee areas)	\$50 / \$10 per picnic table	\$ 710.89	\$ -	\$ -	\$ -	\$ -
\$ 15,000.00	Powers Bluff Winter Recreation Tickets, Parties, Rentals & Concessions	\$10/\$15/\$250/\$450/\$500	\$ 27,822.46	\$ 12,681.33	\$ -	\$ 426.54	\$ 12,681.33
\$ 1,500.00	X-Country Skiing	\$5/daily; \$15/annual; \$40/family	\$ 1,870.80	\$ 1,035.02	\$ 15.17	\$ -	\$ 1,314.64
\$ 7,500.00	Disc Golf	\$2 / \$4 / \$20 / \$40 (2019 Inc.)	\$ 4,004.17	\$ -	\$ 37.91	\$ -	\$ -
\$ 2,000.00	Parks Pulpwood	Market Price	\$ 1,758.89	\$ 3,574.00	\$ -	\$ -	\$ 20,618.38
\$ 20,000.00	Boat Launch	\$20/annual; \$5/daily	\$ 19,828.58	\$ 18,953.15	\$ -	\$ 9.48	\$ 18,953.15
\$ 1,500.00	45123 - Violations (non-tax)	\$50.00	\$ 495.00	\$ 777.94	\$ -	\$ -	\$ 777.94
\$ 10,000.00	Miscellaneous*	Auction	\$ 14,909.78	\$ 5,446.24	\$ 5,005.00	\$ 100.00	\$ 7,370.00
\$ 540,000.00			\$ 505,392.63	\$ 284,551.38	\$ 13,695.13	\$ 3,215.38	\$ 531,626.33
Misc. *PB Land Rental, General Donations, Gift Certificates, Hay Cutting, Scrap Metal, Cost of replacement of damaged materials in campgrounds (firepits), etc.							
BUDGETED REVENUES	SOURCE	FEES	YTD REVENUE 2019	YTD REVENUE 2018	NOV REV 2019	NOV REV 2018	ACTUAL REV 2018
\$ 5,000.00	Powers Bluff Project Donations Non-Lapsing	Informational purposes only. CASH/CHECK/PAYPAL	\$ 1,711.11	\$ 3,289.80	\$ 906.00	\$ -	\$ 5,479.80
\$ 385,000.00	46813 - Timber Sales & Wood Cutting (90%/County & 10%/Townships)	CONTRACTED	\$243,894.33	\$ 189,727.12	\$ 30,013.86	\$ -	\$ 435,697.88



## RESOLUTION#

Introduced by  
Page 1 of 1

ITEM#

6-1

DATE

December 17, 2019

Effective Date

December 17, 2019

Highway Infrastructure and Recreation Committee

CAC

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

**INTENT & SYNOPSIS:** To approve the Highway Commissioner to travel to Orange Beach, Alabama from April 19-23, 2020 for the National Association of County Engineer's annual conference.

<b>FISCAL NOTE:</b>	Airfare	\$600
	Vehicle Rental	\$300
	Hotel (\$189/night)	\$1134
	Meals	\$68
	Registration	\$645
	Total (HWY Budget)	\$2747

**WHEREAS**, the National Association of County Engineers is hosting its annual conference in Orange Beach Alabama from April 19-23, 2020, and

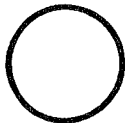
**WHEREAS**, the Wood County Highway Department benefits greatly from learning about the new technologies and practices that are shared at the National Association of County Engineers annual conference, and

**WHEREAS**, Rule 16 of the Wood County Board states that out-of-state travel that is funded by tax levy dollars requires approval from the County Board,

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES** to approve the Highway Commissioner to attend the 2020 National Association of County

Engineer's Conference on April 19-23, 2020, with all expenses paid by the Highway Department Budget.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			



## ORDINANCE#

Introduced by  
Page 1 of 1

ITEM#

6-2

DATE

December 17, 2019

Effective Date

Upon Passage and Publication

Highway Infrastructure and Recreation Committee

CAC

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

**INTENT & SYNOPSIS:** To clarify that the Highway Commissioner is exempt from Wood County Board Rule #42 and may negotiate the purchase and sale of real property without prior authorization of the County Board.

**FISCAL NOTE:** None.

**WHEREAS**, Wood County Board Rule #42 requires committees, supervisors and employees to obtain county board approval prior to commencing negotiations for the acquisition of an interest in real property, and

**WHEREAS**, Rule #42 provides that "This rule will not apply when the state statutes, Wisconsin Administrative Code, or a county ordinance or policy approved via resolution give specific authority to a position in county employment, such as the Highway Commissioner, to acquire interests in real property..." and

**WHEREAS**, as of this time there is no rule or ordinance exempting the Highway Commissioner from application of Rule #42, and

**WHEREAS**, it is an essential part of the job for the Highway Commissioner to acquire and dispose of property with some frequency and the Highway, Infrastructure and Recreation Committee believes it is in the County's best interest to grant the authority to the Highway Commissioner to negotiate for the acquisition of property without first obtaining County Board approval, and

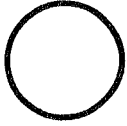
**WHEREAS**, Wood County Ordinance #402 sets forth the authority of the Highway Commissioner beyond what is contained in the statutes, and could be added to so as to include the authority to negotiate for the acquisition of interests in real property prior to but subject to County Board approval,

**NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY ORDAINS** as follows:

Section 1. Ordinance section 402.02(a) is hereby created to read: "The Highway Commissioner is further authorized to negotiate for the acquisition and sale of real property, subject to County Board approval, except as otherwise provided by law."

Section 2. This ordinance shall take effect upon passage and publication as provided for by law.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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

ITEM#

6-3

DATE

December 17, 2019

Effective Date

December 17, 2019

Highway Infrastructure and Recreation Committee

CAC

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

**INTENT & SYNOPSIS:** To authorize the County Clerk to execute a quit claim deed transferring county highway property Parcel 1 (ID 0400054) to Stacy Brogan, Parcel 2 (ID 1600659) to Matt Akins, and Parcel 3 (ID 1600671) to Carrie Draeger.

**FISCAL NOTE:** The County will receive \$82,500 for the sale of parcel 1, \$63,000.00 for the sale of parcel 2, and \$102,500.00 for the sale of parcel 3.

**Source of Money:** Compensation will be put into Wood County Highway Department funds.

**WHEREAS,** Wood County Highway Department advertised on the Wisconsin Online Surplus Auction website for sale of the in October and November, and

**WHEREAS,** the submitted bids were opened on November for parcels 1 & 3 and December 2 for parcel 2, and

**WHEREAS,** Stacy Brogan was the highest bidder for Parcel 1 (ID 0400054) with a bid of \$102,500.00, Matt Akins was the highest bidder on Parcel 2 (ID 1600659) with a bid of \$63,000.00, and Carrie Draeger was the highest bidder for Parcel 3 (ID 1600671) with a bid of \$82,500.00,

**NOW, THEREFORE, BE IT RESOLVED,** that the County Clerk is authorized and directed to execute the originals of the attached quit claim deed, thereby authorizing the conveyance of Parcels 0400054, 1600659 and

1600671 to Stacy Brogan, Matt Akins, and Carrie Draeger respectively, with compensation put into Wood County Highway Department funds.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Urban, D			
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			



## Central Wisconsin State Fair

Board of Directors Minutes  
Monday, October 21<sup>st</sup>, 2019 at 7:00 PM

**ROLL CALL:** Dale Christiansen, Peggy Sue Meyer-Miller, Vicki Selz, Brian Varsho, Bob Ashbeck, Nick Wayerski, Jeff Viergutz, Scott Karl, Julie Schooly, & Sandy Leonhard.

The meeting of the Central Wisconsin State Fair Board was called to order at 7:03pm in the Fair office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

**Public Comment:** Ashlee Sayre was present at the meeting.

**Approval of Minutes:** Minutes from the September meeting were not available at the meeting and were emailed to the board after the meeting. All CWSF Board members accepted and approved the minutes.

**Financial Report:** Dale Christiansen presented a financial report to the board. He stated that he was still waiting on incoming bills from the Fair so he can get an itemized report out the board.

**Executive Director's Report:** Dale Christiansen went over the Fair's garbage needs. A trailer which can be utilized during the Fair to remove and transport garbage during the Fair is being worked on and an onsite garbage compactor is being looked into.

**Jr. Fair Report:** Sandy Leonhard could not make the meeting and was waiting on the notes from the meeting. She shared the "Care to share" reports from the Fair with the Board.

**Commission Report:** The commission met and has approved the repairs to the AC units on the Junior Fair Building. The Commission asked for more quotes to repair the windows in the Round Barn and quotes for repairing the Junior Fair roof.

### **Committee Reports:**

1. **Fairest of the Fair:** The Fairest of the Fair have been and continue to be active in the community.
2. **Buildings & Grounds:** The snow fence is needing to be put up along Peach Street possibly on Saturday, October 26<sup>th</sup>.
3. **Haunted Round Barn - 2020:** Nick Wayerski will be meeting with the City inspector this coming week.

### **Old Business:**

1. **2020 CWSF Raffle:** Dale is requesting raffle ideas, thoughts on the ticket prices, and would like to have the next raffle ready by March.
2. **District Meeting:** Dale and Ashlee attended the Fall District meeting, and it went well.

**New Business:**

1. 1Goose Promotions Demo Derby: Derby had to be rescheduled to October 27<sup>th</sup> at 2:00 PM due to weather. The event went well for the first year.
2. Winter Storage: Storage is scheduled for October 26<sup>th</sup> from 8AM – 11AM. The Fair office is looking for volunteers to man the buildings.
3. Appreciation Evening: Invitations are sent out. All CWSF Board members are asked to attend.
4. Upcoming Board Election: The CWSF Board election will be in November, and the following members terms are up: Vicki Selz, Scott Karl, & Jeremy Carolfi.
5. 2020 Steak Feed: Looking for ideas on date, time, and location for Spring of 2020.
6. WI Assoc. of Fairs – Annual Convention: January 5<sup>th</sup> – 8<sup>th</sup>, 2020 in Wisconsin Dells, WI. Any Board member interested in coming should let the Fair office know asap so we can make reservations.

**Agenda items for next meeting:**

1. 2020 Steak Feed

**Adjournment:** Bob Ashbeck made a motion to adjourn the meeting and Sandy Leonhard seconded the motion, all approved. The meeting was adjourned at 8:08 PM.

Respectfully submitted by,

CWSF Office Administrator  
*Ashlee Sayre*

CWSF Secretary  
*Nick Wayerski*



## MINUTES

McMillan Memorial Library  
Board of Trustees  
October 16, 2019

**DRAFT**

Subject to  
Approval

7

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

### ROLL CALL ATTENDANCE:

Present: Andrea Galvan, David Farmbrough, Craig Broeren, Susan Bovee, William Clendenning, Scott Kellogg, William Hascall, and Heather Gygi.

Absent: Anne Zacher and Kevin Finbraaten

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

CORRESPONDENCE: A note of thanks was received from Coland Group for hosting their meeting here.

MINUTES: **A motion to approve the Minutes of the September 18, 2019 Library Board meeting was made by Ms. Bovee, second by Mr. Hascall. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for October 2019. **A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Broeren, second by Ms. Gygi. Motion carried.**

### DIRECTOR'S REPORT:

**Library Use and Events** –Wisconsin Remembers: a face for every name

<<https://www.mcmillanlibrary.org/wisconsin-remembers>> will be on display through November 15, with a documentary and discussion scheduled for 11/11. The opening reception featured a flag ceremony by the Vietnam Veterans of America and the Pledge from the Girl Scouts. The September 28<sup>th</sup> chamber music concert was preceded by a visit to Lincoln High School. We co-sponsored the Climate Change Forum II, with Mayor Vruwink and Co. Board Chair Machon featured. As a follow up, we showed the National Geographic special "Paris to Pittsburgh".

The annual ARES-RACES conference will be here on October 19. October 21 is the deadline for entries in our Ghost Short Story Contest. The Sara Rifleman Jazz Trio is in concert October 24. We have a YA "Stranger Things" escape room planned for October 25<sup>th</sup>. Staff participated in the WRAMS Family & Consumer Science event.

**Building & Grounds** – The Grand Avenue side has been sodded and we will get the former rose garden sodded too. Work continues on the expanded WiFi and security camera system. We have projects underway to add circuits to the emergency generators and exit lighting in the Fine Arts Center, Processing, Staff Lounge and Upper Workroom. This will help with exit / shelter, as well as providing services even when power is out. The fence in the former entrance has moved back to allow room for bicycle racks.

**Budget** – The 2020 budget proposal has been discussed with the Mayor and the County's Executive Committee.

**Capital Campaign / Adult Room** – Campaign training is set for October 17<sup>th</sup>. Please review the campaign documents, as they are under revision.

**Miscellaneous** – We replaced some older library shelving with more efficient storage shelving. As part of our sweep of storage areas, we have finished recycling metal and are moving on to gathering waste for an extra City pickup. YS Manager Kerry Preece presented at the WLA conference on our summer food program. Katie Killian, who interned here during the summer, had a poster session titled Making Makerspaces Accessible. The City has been selected to be part of the UniverCity program (<https://univercity.wisc.edu/ucy/>), which pairs cities with UW professors and classes. McMillan is part of the Arts / Culture project.

COMMITTEE REPORTS: There were no committee meetings held during the month. The Capital Campaign Committee is holding a workshop with Marcy Heim on October 17<sup>th</sup> at 5:00pm.

OLD BUSINESS: There were no items of Old Business

NEW BUSINESS: There were no items of New Business

**A motion to adjourn was made by Mr. Clendenning, second by Mr. Broeren. Motion carried and the meeting adjourned at 5:50 p.m.**

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on November 20, 2019 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

**Draft**  
**South Central Library System Board of Trustees Minutes**  
**10/24/2019, 12:15 p.m.**  
**4610 S. Biltmore Lane, Suite 101, Madison, WI 53718**  
**Badger and Chester Rooms**

7

**Action Items:**

Approved and signed the petition to address Macmillan Publishing's embargo of electronic materials to libraries. <https://ebooksforall.org/>

Approved the creation and releasing a statement from the SCLS Board supporting the petition and condemning the Macmillan embargo. This statement will be put on the SCLS website and Facebook page and a press release will be distributed.

**Present:** A. Bhasin, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, J. Honl, N. Long, M. Meloy, K. Michaelis, M. Nelson, G. Poulson, T. Walske, A. Weier, C. Whitsell

**Absent:** N. Brien, M. Hokamp,

**Excused:** N. Foth, P. Nelson, K. Williams

**Recorder:** H. Moe

**SCLS Staff Present:** M. Van Pelt, K. Goeden

**Call to Order Time:** 12: 15 p.m. J. Healy-Plotkin, President

- a. Introduction of guests/visitors: Joshua Klingbeil, CIO for the Wisconsin Valley Library Service, was introduced.
- b. Changes/additions to the agenda: None
- c. Requests to address the Board: None

**Approval of previous meeting minutes:** 09-26-2019

- a. Motion: C. Whitsell moved approval of the 09-26-2019 minutes. G. Poulson seconded.
- b. Changes or corrections: None
- c. Vote: Motion carried.

**Bills for Payments:**

- a. Motion: A. Weier reviewed the bills for payment in the amount of \$554,644.88 and moved approval. M. Furgal seconded.
- b. Discussion: None
- c. Vote: Motion carried.

**Financial Statements:**

**Presentation:** Workforce Development – Mark Jochem. You may view the PowerPoint presentation in the board documents online.

**Committee Reports:**

- a. Advocacy: N. Long noted that the petition regarding Macmillan Publishing's embargo of electronic materials to libraries should be signed by every library board.
- b. Personnel – System Director's evaluation: N. Long noted the committee met to discuss M. Van

Pelt's goals and evaluation. N. Long will write up the official evaluation to be placed in Van Pelt's personnel file.

**Action Items:**

- a. Approve and sign petition to address Macmillan Publishing's embargo of electronic materials to libraries. <https://ebooksforall.org/>
  - i. Motion: C. Whitsell moved approval. A. Weier seconded.
  - ii. Discussion: None
  - iii. Vote: Motion carried.

b. Create and release statement from the SCLS Board supporting the petition and condemning the Macmillan embargo. This statement will be put on the SCLS website and Facebook page and a press release will be distributed. The board authorized the Board President to review and approve the statement written by the SCLS staff.

- i. Motion: C. Whitsell moved. P. Cox seconded.
- ii. Discussion: Will the verbiage of the letter be shared with the board? Mark Ibach and M. Van Pelt will draft a press release and the board president will approve the release and a copy will be provided to the board in their November board packet. M. Van Pelt noted the WPLC website has the information available informing the public about the long wait to receive a copy, since there will be only two downloadable copies available.
- iii. Vote: Motion carried.

**SCLS Foundation Report:** M. Van Pelt noted the Friends of the LaValle Public Library have joined the foundation. The Cornerstone event was attended by 62 people. The award winners were Rome, McFarland and Monticello. M. Van Pelt thanked the following board members for attending the event: J. Healy-Plotkin, N. Long, G. Poulson and T. Walske. Donations are still encouraged.

**System Director's Report:** You may view the report online. M. Van Pelt noted that she and K. Goeden met with First Business Bank for their quarterly meeting. The SCLS Foundation is invested in stocks and SCLS is invested in bonds. Both accounts are doing well. The Marathon County Library Board invited SCLS to provide a presentation of the services we offer. M. Van Pelt, the SCLS coordinators, L. Oathout, director of PCPL and Susan Lee, MPL, attended. The Marathon County Library Board is forming a task force to do further investigation and at their December board meeting, Wisconsin Valley Library Service will be providing a presentation.

**Discussion:**

a. WLA Conference – J. Healy-Plotkin attended. M. Van Pelt and K. Schneider attended the pre-conference and noted the "So you want to talk about race" presentation was great. The WLA Conference is a good educational opportunity and SCLS pays for the board's WLA membership and trustees receive a reduced rate to attend the conference. Three sessions of the conference are available via recorded webinar.

Next year the conference will be held in Green Bay.

b. Madison Public Library article on publishing embargo: J. Healy-Plotkin noted MPL also provided an article regarding overdue fines. MPL is seriously considering going fine free.

**Administrative Council (AC) Report:** The AC met October 17, 2019. You may view the minutes online.

**Information Sharing:**

M. Furgal noted the Monticello Public Library provided an article in their town newsletter about the award they received at the Cornerstone Event.

The Dane County Library Service provides homebound delivery. *The Dream Bus* which is run by Dane County hits pockets that don't have libraries and provides service to areas that need it. Any library can contract *The Dream Bus* and schedule it to come to their library. The bus has Wi-Fi and books can be check out.

P. Cox noted he sold his house and bought a condo.

The November board meeting will be held Friday the 22<sup>nd</sup> and the December meeting will be held Friday the 20<sup>th</sup>.

This will be the last 2019 board meeting attended by M. Van Pelt since she begins her FML on November 12. Kerrie Goeden will serve as the on-site director in her absence.

**Adjournment:** 1:18 p.m.

For more information about the Board of Trustees, contact Martha Van Pelt

BOT/Minutes/10-24-2019

Introduced by: WOOD COUNTY BOARD OF SUPERVISORS

RELATING TO THE LIFE AND PUBLIC SERVICE OF CARL HILKE

**WHEREAS**, it has pleased the Almighty to call from this life, Carl Hilke, and

**WHEREAS**, Carl was born in Wisconsin Rapids on May 20, 1955, and passed from this world on November 8, 2019, and

**WHEREAS**, Carl was a long time radio broadcaster in Wisconsin Rapids, covering many governmental meetings and community stories, and

**WHEREAS**, Carl started his career in Wisconsin Rapids radio in 1981 in the old Daily Tribune building covering the news for WFHR & WWRW radio stations, and

**WHEREAS**, his work has been recognized by the Wisconsin Associated Press and the Wisconsin Broadcasters Association. He was a past president of the Associated Press Advisory Board and the Central Wisconsin Press Club, and

**WHEREAS**, Carl was active in the community, receiving the Community Spirit Award from the Heart of Wisconsin Chamber of Commerce and the Wisconsin Rapids Elks Lodge Distinguished Citizens Award.

**NOW, THEREFORE, BE IT RESOLVED**, that the Wood County Board of Supervisors appreciates Carl Hilke's community service, expresses their sorrow at his passing, and extends our condolences to his family and friends.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be sent to his wife, Pamela.

**BE IT FURTHER RESOLVED**, that we stand in silence for one minute in respect to his passing.

**WOOD COUNTY BOARD OF SUPERVISORS**

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