

AGENDA OPERATIONS COMMITTEE

DATE: Tuesday, March 12, 2024
TIME: 9:00 AM
LOCATION: Courthouse - Conference Room 115

1. Call meeting to order
2. Public Comments
3. CONSENT AGENDA
 - a. Review/approve minutes from previous committee meetings
 - b. Review monthly letters of comment from department heads.
 - c. Approval of departments vouchers – County Board, County Clerk, Finance, Human Resources, and Treasurer.
4. Review items, if any, pulled from consent agenda
5. Discuss American Rescue Plan Act
6. **WELLNESS COORDINATOR UPDATE**
7. **FINANCE**
 - a. Finance Department update
 - b. Resolution – Amend 2023 Parks Budget
 - c. Resolution – Amend 2023 Parks CIP Projects
 - d. Resolution – Amend 2023 Veterans CVSO Budget
 - e. Resolution – Amend 2023 Highway Budget
 - f. Resolution – Amend 2023 Clerk of Courts Budget
8. **HUMAN RESOURCES**
 - a. Incentive pay for bilingual skills
 - b. Discuss compensation for next term of office of County Clerk, Register of Deeds, and Treasurer
9. Comments from the Chair
10. Consider any agenda items for next meeting
11. Set next regular committee meeting date
12. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2494 003 7921

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m379b4525e5eebe70e3b49c8784d6cb92>

Meeting number (access code): 2494 003 7921

Meeting password: 031224

MINUTES OPERATIONS COMMITTEE

DATE: Tuesday, February 8, 2024

TIME: 9:00 AM

PLACE: Courthouse – Room 115

MEMBERS PRESENT: Ed Wagner, Lance Pliml, Laura Valenstein (WebEx), Adam Fischer, Donna Rozar (WebEx)

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chairman Wagner called the meeting to order at 9:00 AM.
2. There was no public comment.
3. Motion by Pliml/Fischer to approve the consent agenda. Motion carried unanimously.
4. Pliml reported that there is nothing new on the ARPA issue. He is planning on calling a meeting before the end of the month to allocate remaining dollars with the hopes the Courthouse heating estimates might be more firmed up by then.
5. Wellness Coordinator Boeshaar provided a departmental update.
6. Finance Director Newton provided a departmental update.
7. Newton presented 12 resolutions amending a number of Highway Dept. budgets were presented to the committee. They include: Amend 2023 UW Extension Budget, Amend 2023 Health Department Budget, Amend 2023 Human Services ARPA Projects, Amend 2023 Human Services Budget, Amend 2023 Communications Budget and ARPA Projects, Amend 2023 EM BNI Budget, Amend 2023 EM Budget, Amend 2023 Debt Service Budget, Amend 2023 UWSP Marshfield ARPA Projects, Amend 2023 Jail Capital Projects, Amend 2023 Maintenance CIP Projects, and Amend 2023 Property & Liability Budget. Motion by Pliml/Fischer to approve the resolutions and forward onto the county board for their consideration. Motion carried unanimously.
8. The Committed Fund resolution was presented by Newton. Motion by Fischer/Pliml to approve the resolution and forward onto the county board for consideration. Motion carried unanimously.
9. Newton and Miner reported that an incorrect levy number was used in both the apportionment and levy limit worksheet, whereby causing an increase in the total levy received and a subsequent decrease in the shared revenue payment. The error is well documented by both offices so will not be an issue in 2024.

10. McGrath reviewed the various proposals for a market review of the 2024 wage plan. She stated the lowest cost one is from McGrath Consulting Group (no relation) for \$12,350. This company also does work for Portage and Marathon Counties. This can be covered in this year's budget. Motion by Fischer/Pliml to approve the quote from McGrath Consulting Group for the market review. Motion carried unanimously.
11. McGrath provided a report on how many different positions in the county work non-traditional hours. Of those that responded, 48% of the positions work outside the normal business hours. This project was done to ascertain whether a change in the vacation policy was needed. Motion by Pliml/Rozar to leave the current vacation policy in place. Motion carried unanimously.
12. McGrath shared comparable and options for setting the wages for the County Clerk, Treasurer, and Register of Deeds for the next term of office starting in 2025. This must be done no later than the March County Board meeting. The incumbent office holders shared information on the current status of a number of counties that are in the same process, as well as how the various functions have changed. The committee directed McGrath to explore the cost of different percentage increases, including if the positions were placed at the same as the Clerk of Courts. This will be an agenda item for the next meeting.
13. The next meeting will be on Tuesday, March 12, 2024 at 9:00 AM.
14. Chair Wagner adjourned the meeting at 9:58 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

Operations Committee
February 8, 2024

[illegible]



Wood County

WISCONSIN

OFFICE OF THE
COUNTY CLERK

Trent Miner

Letter of Comments – March 2024

- The February Spring Primary election came in and went with no big issues. Of those municipalities with primaries, the county wide turnout was 20.31%. I would have expected better. In Wisconsin Rapids, with the mayor's primary on the ballot, the turnout was only 14.91%. The Town of Lincoln with the Marshfield School Board race on it had 25.87% turnout and the Wood County portion of the City of Marshfield, with the same race on the ballot, had a 24.53% turnout.
- I would be horribly remiss if I did not have a HUGE shout out to Chris Markworth in the IT Dept. He is the county's Web Developer - Programmer Analyst and is the one that makes me look good on Election Night. As you well know, we upgraded our election system which also included our reporting module. Because of that, the entire page for Election results had to be rebuilt. Add to that, we only got the information 3 weeks prior to the election from our system provider. Chris did an EXCELLENT job putting it all together and making it functional for the election. We, once again, have an election reporting mechanism on our website that is the envy of the state, and that is ALL due to Chris.
- I received a call from the US Attorney for the Western District of Wisconsin, Tim O'Shea. We had a conversation about the ongoing threats to Election Administrators in both the state and nation and him wanting to do a letter to all county clerks letting them know of his offices' resources in combatting and mitigating these threats. I, of course, agreed, and sent it out to my fellow county clerks. The Badger State Sheriff's Association was also copied in on the letter and Sheriff Becker and I have connected on this subject.
- I will be doing another chief election inspector baseline training for just the City of Marshfield on Thursday, March 14th for about 10 new and returning chiefs. This is a private session that I did not open up to the state. After the training, the City Clerk, Jessica Schiferl, and I will be doing an interview with the Marshfield Communications Director Tom Loucks for their public access channel about the upcoming elections.
- The local radio station, WFHR-AM asked if I would do a show with their host James Malouf on Friday, March 8th, concerning the elections, of which I agreed.
- With that election behind us, we are deep into the next election, that being the April Spring Election and the Presidential Preference Vote. Programming is done, and by time you read this, the absentee ballots will be delivered and close to being sent out. The process of setting up this ballot is challenging, making sure each race is on the correct ballot split. We double, triple, quadruple, and quintuple check that each candidates name is correctly placed and spelled and it is in the correct reporting unit.

- I attended the Wisconsin County Constitutional Officers Association conference in Madison on March 5-6. This was a shortened version of the conference. It was nice to see my county clerk peeps once again and meet numerous legislative representatives. We had time with both the Wisconsin Ethics Commission, as well as the Elections Commission staff going over current statutes and court ruling as we head into the April election.
- One of our last two hand count municipalities have moved forward with the purchase of a ballot tabulator. We had the unit shipped to my office so I could do the set up and testing on it prior to having it go online. I will also be setting up a Saturday training on it for their poll workers and clerk. By me doing this, it saves the municipality hundreds of dollars in having to have a company rep come and do the set up and training. I am also doing a Saturday training for the Town of Remington on their DS200. They have a new clerk and election workers who have not had to do the set up and closing, so I agreed to run down to Babcock for a few hours and do a training session.



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

February 29, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director- Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – February 2024

Human Resources Activity

	February 2024	2024 Year-to-Date
Applications Received	251	383
Positions Filled	17	30
Promotions/Transfers	6	17
New Hire Orientations	7	18
Terminations, Voluntary	13*	20
Terminations, Involuntary	1	2
Retirements	0	0
Exit Interviews	3	3

*Eleven of these are casual

Human Resources Narrative

General Highlights

1. Act 4 went into effect on January 1st. This act provides the opportunity for jail staff (Jailers) to opt-in to WRS Protective Status. The form to opt-in or opt-out was distributed to all Wood County jail staff on January 2nd. The deadline for jail staff to opt-out of Protective Status is March 1st. Any jail staff that does not return a form to opt-in or opt-out by the deadline will automatically be Protective Status. As of February 29th, all jail staff have returned their form. Changes will be entered within the ETF/WRS system on March 4th.
2. Completed the Q4 2023 Wood County Core Value Awards process. To be nominated, a Wood County employee would have been witnessed exemplifying one or more of the six identified Wood County Core Values. A total of 22 nominations were received for the quarter, of which Department Heads reviewed and voted on at their Q1 Department Head meeting. The following employees were selected to receive a Core Values Award:
 - Integrity: Ashley Straight, Human Services
 - Professionalism: Camen Hofer, Health
 - Service: Dan Vollert, Parks & Forestry
 - Compassion: Jim Kraft, Edgewater
 - Initiative*: Steve Bidwell, Norwood AND Susanna Wagner, Sheriff

*Since there were no nominations for Diversity, Department Heads were able to award two awards for Initiative.

Selected employees will receive their merit pay award on the March 21st payroll.

3. Began the preliminary work for the 2024 Market Update on our wage plans. Held an introductory call with McGrath Consulting on February 23rd and started gathering the requesting documents and information necessary. The project is expected to span March-July 2024 and more information will be shared with Department Heads in the coming weeks. The annual salary grade appeal process will be rolled into this market review, so there will be a change to that process this year. The consultant will conduct virtual meetings with all Department Heads as part of this project; these meeting will be scheduled later in March. There will be no JDQs to complete with this project.
4. Created a memo for the Committee to consider several options for setting wages for the next term of office for the County Clerk, Register of Deeds, and Treasurer positions. Wages must be set by April 15, 2024.

Meetings & Trainings

1. Attended the Operations Committee meeting on February 8th.
2. Attended County Board on February 20th.
3. Attended the Wisconsin Public Employer Labor Relations Association (WPELRA) Conference in Madison on February 1st- 2nd. Session topics included a state legislative update, creating positive workplace culture, public sector HR practices, data driven HR practices, team optimization, and the case for community.
4. Attended the Stevens Point Area Human Resources Association (SPAHRA) monthly meeting on February 14th. The topic presented was Servant Leadership and Self Deception.
5. Attended the Heart of Wisconsin's Network Exchange for HR Professionals on February 14th. The topic presented was Mental Health First Aid.
6. Held the monthly conference call with The Horton Group on February 27th to discuss various benefit topics.
7. Attended the Department Head Meeting on February 28th.
8. Held individual staff and team meetings to discuss and provide updates on the department's identified 2024 goals.
9. Staff attended various webinars related to benefits, employment law, and compliance.

Benefits

1. Processed Open Enrollments for Medical, Dental, Vision, and Short Term Disability changes with benefit vendors.
2. 1095-C forms were sent to employees in late February prior to the March 1st deadline.
3. 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.
4. Processed and prepared monthly COBRA remittance, EBC admin fees, and stop loss admin fees.
5. Reconciled monthly enrollments for health, dental, vision, life, and disability insurances.
6. Assisted multiple employees with questions related to FMLA, leaves of absence, retirement, and benefit claims concerns.
7. Processed COBRA notifications for dependents on the health plan reaching age 26.

Recruitment

1. Updated the Status of Open Positions, Headcount Sheet (FTE Control), New Hire, and Termination spreadsheets daily.
2. Completed a one-month campaign on Indeed showcasing multiple positions.
3. Reported new hires with the Wisconsin New Hire Reporting Center.
4. Posted multiple vacancies on Cyber Recruiter and other pertinent employment sites based on the Request for Hire submitted. Closed multiple positions in Cyber Recruiter upon successful acceptance of an offer and notified all remaining applicants of position status.

5. Communicated with multiple applicants, employees, and supervisors regarding varying positions.
6. Continuing to work with Edgewater, Norwood, and Human Services to review and update/pause/re-instate subscriptions with Indeed. Looking into different options to ensure we are reaching out to interested candidates in a timely manner, including sponsoring three Human Service positions on Indeed for two weeks.
7. Scheduled multiple post-offer, pre-employment drug tests with multiple testing locations for applicants offered employment.

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

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Replacement	Branch I	Legal Admin Assistant (Floater)	Position posted, interviews conducted, offer pending on final candidate as of 3/4/2024.
Replacement	Clerk of Courts	Information Clerk	Position posted, deadline 3/6/2024.
Replacement	Corporation Counsel	Lead Legal Administrative Assistant	Position posted, interviews conducted, position filled internally 2/26/2024.
Replacement	District Attorney	Legal Admin Assistant	Position posted, deadline 3/11/2024.
Replacements	Edgewater	CNA, RN, LPN and Dietary Assistant – (Multiple) & Therapy Activity Aide	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 4/15/2024.
Replacement	Emergency Management	Deputy Director	Position posted, interviews conducted, references conducted, offer extended and accepted, filled 3/25/2024.
Replacement	Emergency Management	EM Relief Worker	Position posted, deadline 3/4/2024.
Replacement	Health	WIC Nutritionist/Health Educator	Position posted, interviews conducted, references/background completed, offer extended and accepted, filled 3/11/2024.
Replacement	Highway	Equipment Operator – End Loader	Position posted, interviews conducted, filled internally 2/19/2024.
Replacement	Highway	Engineering Intern	Position posted, interviews conducted, references completed, offer extended and accepted, filled 5/20/2024.
Replacement	Highway	Truck Operator	Position posted, interviews scheduled 3/6/2024.
Replacement	Human Services	Crisis Interventionist (50%)	Position posted, interviews conducted, filled internally 3/4/2024.
Replacement	Human Services	Bus Driver – Casual	Position posted, interviews conducted, references/background conducted, offer extended and accepted, filled 3/4/2024.
Replacement	Human Services	EMH/APS Coordinator	Position posted, deadline 3/14/2024.
Replacement	Human Services	CCS/CSP Program Manager	Position posted, deadline 3/4/2024.
Replacement	Human Services	Case Manager/SW – Ongoing/FSET	Position posted, interviews conducted, final candidate selected, completing references and background.
Replacement	Human Services	Crisis Interventionist – 7 a to 7 p	Position posted, deadline 3/4/2024.

New Position	Human Services	Social Worker – Therapeutic Care	Position posted, deadline 3/4/2024.
Replacement	Human Services	Case Mgr/SW-Youth Justice	Position posted, deadline 3/4/2024.
Replacement	IT	IT Intern	Position posted, interviews conducted 2/29/2024.
Replacement	IT	Systems Tech – Lead	Position posted, deadline 3/4/2024.
Replacements	Norwood	Mental Health Technicians, Dietary Aides, RN, LPN, and Therapy Assistant	Ongoing recruitment- positions posted, applications reviewed, interviews, references, backgrounds, onboarding. Deadline 3/18/2024.
Replacement	Parks	Parks Maintenance Worker (South Park)	Position posted, deadline 3/4/2024.
Replacement(s)	Parks	Camp Rangers (South & Dexter)	Position posted, deadline 3/4/2024.
Replacement(s)	Parks	Summer Help – LTE II's	Position posted, deadline 3/4/2024.
Replacement	Planning & Zoning	Code Administrator	Position reposted, deadline 3/1/2024.
Replacements/New	Sheriff	Corrections Officer	Position posted, interviews conducted, and backgrounds being completed by Sheriff's Department. Three positions filled.
Replacement (9)	Sheriff	PT Deputies	Position posted, interviews conducted. Nine positions filled 2/21/2024.
Replacement	Sheriff	Deputy Sheriff	Position posted, deadline 4/14/2024.

Safety/Risk Management

1. Continuing the process of updating the Written Programs and Safety/Risk Manual appendices/forms.
2. Managed open claims with Aegis/Charles Taylor throughout the month.
3. Corresponded with various insurers regarding claims, including for the River Block power failures in March and September of 2023.
4. Attended Norwood Safety Committee meeting on 2/20/24.
5. Met with Emergency Management and IT on various dates to discuss messaging and the Everbridge System.
6. Attended Jail Construction Progress Meeting/Walkthrough on 2/13/24.

NEW Workers' Compensation Claims (2)

1. 2/2/24 – Sheriff's – Employee cut L thumb nailed on uniform pants, became infected
2. 2/13/24 – Parks – Employee struck lower R leg with tool while pulling logs at North Park

OPEN Workers' Compensation Claims (2)

1. 12/7/23 – Sheriff's – Employee is seeking treatment for mental health conditions as a result of employment with the Department
2. 1/12/24 – Sheriff's – Employee is experiencing lingering effects from conceded WC injury to L shoulder from 2003

CLOSED Workers' Compensation Claims (1)

1. 8/8/23 – Human Services – Employee suffered head injury when hit on top of head by bus speaker that became dislodged

First Aid Injuries (5)

1. 2/2/24 – Human Services – Employee fainted and hit head after donating blood

2. 2/3/24 – Norwood – Employee twisted R ankle while walking out of nurse’s station
3. 2/14/24 – Sheriff’s (Rescue) – Employee scraped L elbow and fell on back slipping while exiting Rescue truck
4. 2/19/24 – Highway – Employee smashed L pointer finger when they dropped lance onto it while crack filling
5. 2/29/24 – Highway – Employee reporting ringing in ears after using impact tools the prior day (hearing protection was being worn)

Property/Vehicle Damage Claims (2)

1. The claim for the March 2023 power loss at River Block has been accepted by Hartford Steam Boiler, and will be paid under the County’s equipment breakdown coverage. As of 12/18/23, a total of \$114,645.34 has been received from various property and liability insurance providers.
2. We received some of the final invoices for replacing HVAC components damaged during the September 2023 River Block power surge, and have now exceeded the County’s deductible. A claim will be submitted to Aegis/County Mutual for cost reimbursement. As of 1/24/24, Risk Management has paid \$47,166.16 in repair and replacement costs. This includes repairing control drives in the building’s HVAC units, elevator controls, lighting modules, and security panels and various pieces of equipment within the building, as well as replacing several hundred surge suppressors and three pieces of electronic equipment within departments.

Liability Claims (1)

1. Concurrent claims were filed with two of the County’s insurers for the incident involving resident funds at Norwood Health Center. Total damages are unknown at this time and both claims remain in the determination stage.

OPEN EEOC/ERD Claims (2)

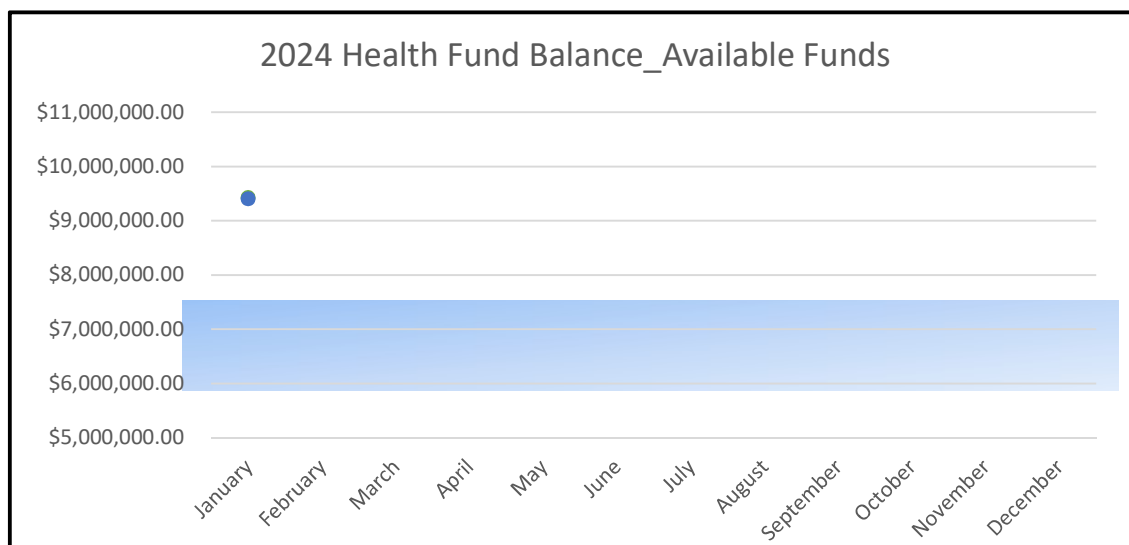
1. 2/14/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received a Notice of Complaint on February 16, 2022. Chubb Insurance assigned external counsel to Jackson Lewis. Our position statement was drafted, finalized, and submitted to the EEOC on April 15, 2022. No recent activity.
2. 2/24/22- Former Norwood employee submitted a claim alleging violation of the Wisconsin Fair Employment Act. We received an Initial Determination of No Probable Cause on August 26, 2022. The claimant filed a timely appeal and a hearing was held on July 19 & 20, 2023. Our post-hearing brief was submitted on September 6, 2023. Our response post-hearing brief was submitted on September 26th. Currently awaiting a ruling from the assigned judge.

Other

1. Posted multiple announcements on LinkedIn and Facebook throughout the month. These include job advertisements, employee recognition, and other relevant community focused announcements.
2. Continuing to work on updating job descriptions as jobs evolve and vacancies occur.
3. Quarter 1 Random DOT testing has been completed.
4. Worked with Unemployment Insurance (UI) to provide additional information regarding multiple claims. Worked with various departments to compile information needed.
5. Reconciled and processed the January Unemployment Insurance payment.
6. Received and processed multiple invoices for HR, Safety & Risk, and Wellness.
7. Facilitated New Hire Orientation on February 5th, 21st, 19th, and 26th.
8. Conducted exit interviews on February 21st and 27th.
9. Completed the annual I-9 Audit.
10. Completed Q1 Employee Recognition- provided letters to employees approaching an eligible service year or retirement and ordered/distributed selected gifts to departments.
11. Created ballots and award letter for the Core Values program.

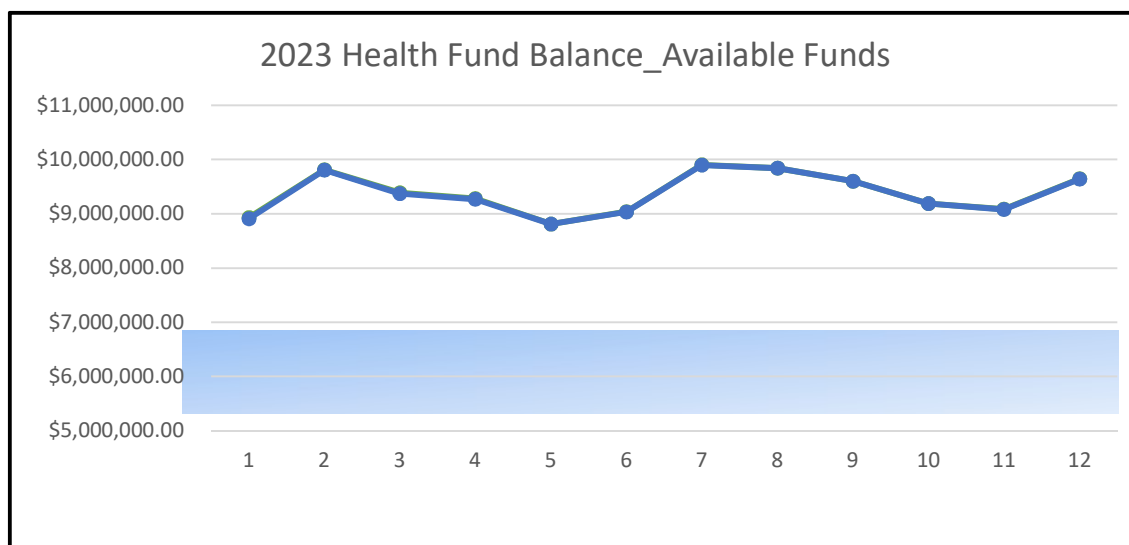
12. Responded to multiple verifications of employment.
13. Replied to requests from surrounding counties with varied information.
14. Met with several County employees and managers individually over the month to listen to concerns, provide advice, counsel, resources, and appropriate follow-up.

	2024		2023	
	Total	Available	Total	Available
January	\$ 9,427,766.51	\$ 9,404,475.83	\$ 8,930,525.31	\$ 8,907,992.93
February			\$ 9,812,561.93	\$ 9,803,088.17
March			\$ 9,389,238.55	\$ 9,372,293.86
April			\$ 9,280,719.81	\$ 9,266,233.16
May			\$ 8,812,064.51	\$ 8,809,711.19
June			\$ 9,038,126.24	\$ 9,035,294.50
July			\$ 9,903,399.31	\$ 9,897,749.54
August			\$ 9,842,898.87	\$ 9,841,374.62
September			\$ 9,601,891.13	\$ 9,598,265.15
October			\$ 9,189,858.21	\$ 9,189,539.63
November			\$ 9,082,480.97	\$ 9,078,920.25
December			\$ 9,643,399.06	\$ 9,642,537.95



2024 Total Balance - Green Line

2024 Available Funds - Blue Line



2023 Total Balance - Green Line

2023 Available Funds - Blue Line

For further information on HR activities, please contact the HR department.



Wood County

WISCONSIN

OFFICE OF THE
TREASURER

Heather L. Gehrt

LETTER OF COMMENTS—MARCH 2024

1. Attended Wisconsin Counties Association weekly calls on Mondays in February.
2. Attended the Operations Committee meeting on February 8.
3. I was invited to speak to the Heart of Wisconsin Leadership class regarding the County Treasurer position and duties that the office does on February 8.
4. Attended County Board meeting on February 20.
5. Attended REDI Housing Task Force meeting on February 27.
6. Attended Department Head meeting on February 28.
7. Attended Judicial and Legislative Committee meeting on February 29.
8. 2024 seems to be starting off with a bang in the sales tax department! January sales tax was about 16% higher than January 2023. Hopefully this trend will continue throughout the year.
9. All February settlements were completed and paid by the February 20 statutory deadline to taxing jurisdictions. We had a few stragglers that didn't get all of their MFL paid by then, however, all payments have now been received as of this report.
10. The office sent out about 1200 delinquent notices for about 1600 parcels that have delinquent taxes owed from 2020-current for just over \$3.5 million dollars. The amount of notices is about the same from last year, however, delinquent taxes are down about \$300,000.
11. Human Resources will be bringing up the pay for the constitutional officers of County Clerk, Register of Deeds, and Treasurer. I will be happy to answer any questions that the Committee may have.
12. I will be unavailable March 4-6 for the Wisconsin County Constitutional Officers meeting in Madison and again on March 7 for the Wood County Housing Summit at Mid-State in Wisconsin Rapids.



Wood County

WISCONSIN

Employee Wellness

Ryan Boeshaar

Letter of Comments – February 2024

- The final onsite biometric screening is scheduled for next week at Riverblock. There was a total of 8 screenings this year and all were highly participated in. I still have 2 backup dates available in case we need to cancel next week's screening. Participants who were unable to attend an onsite biometric event can either complete the biometric screening by going through their primary care provider or using the 2024 voucher form to schedule a free appointment at any of the Aspirus occupational health clinics listed. The deadline to complete both the biometric screening and online health assessment is March 31, 2024.
- Health coaching sessions have started to ramp up. I met with 40 people in February to go over their 2023 goals, strategize future goals, and review their 2024 biometric and health assessment results. There has been a wide range of wellbeing goals set so far this year, but the most popular goals set focus around the physical dimension of wellness (nutrition and exercise).
- The Quarter 1 Wellness Challenge, "*Prioritizing SELF*" wrapped up last week. To recap, this 4-week challenge focused on taking care of ourselves to ensure that both our physical and emotional needs are met. I provided participants with a plethora of self-care practices/examples, and practical strategies on how to increase one's level of self-care. This was the highest participated challenge to date, with a total of 153 participants!
- I have been planning for a couple wellness activities that will be promoted in March and April. Some of them have been activities done in past years such as the annual step challenge which will happen next quarter and the wellness bulletin board items displayed quarterly. Other activities are brand new and I am excited to be promoting them in the coming weeks, including an Earth Day challenge in April to encourage environmental wellbeing practices.
- I am working closely with any new hires and/or employees who have previously not enrolled in the Wellness Program to create their wellness portal accounts so they may begin the process of completing the qualifying activities and become more involved with wellness.

COUNTY BOARD CLAIMS

Jan-24

Paid February 2024

	MONTH	PER DIEM	MILEAGE	Other Expenses	TOTAL
Allen Breu	January-24	\$ 400.00	\$ 40.20		\$440.20
William Clendenning	January-24	\$ 665.00	\$ 278.05		\$943.05
Jake Hahn	January-24	\$ 465.00	\$ 270.01		\$735.01
Brad Hamilton	January-24	\$ 415.00	\$ 18.76	\$ 12.00	\$445.76
John Hokamp	January-24	\$ 350.00	\$ 52.26		\$402.26
David La Fontaine	January-24	\$ 450.00	\$ 255.27		\$705.27
Bill Leichtnam	January-24	\$ 695.00	\$ 182.24		\$877.24
Jeff Penzkover	January-24	\$ 300.00	\$ 50.92		\$350.92
Lance Pliml	January-24	\$ 850.00	\$ 71.02		\$921.02
Dennis Polach	January-24	\$ 315.00			\$315.00
Donna Rozar	January-24	\$ 250.00			\$250.00
Lee Thao	Dec 23/Jan 24	\$ 600.00	\$ 49.49		\$649.49
Laura Valenstein	January-24	\$ 495.00			\$495.00
William Voight	January-24	\$ 350.00	\$ 142.04		\$492.04
Ed Wagner	Dec 23/Jan 24	\$ 630.00	\$ 87.45		\$717.45
William Winch	January-24	\$ 400.00	\$ 29.48		\$429.48
Joseph Zurfluh	January-24	\$ 390.00	\$ 29.48		\$419.48
Joe Beheln	Jan/Feb 24	\$ 100.00			\$100.00
Andrea Halbersma	January-24	\$ 50.00			\$50.00
David Laude	February-24	\$ 50.00			\$50.00
Robert Levendoske	February-24	\$ 50.00	\$ 46.90		\$96.90
Thomas Mancuso	February-24	\$ 50.00	\$ 7.37		\$57.37
Michael Meyers	February-24	\$ 65.00	\$ 46.90		\$111.90
Rebecca Spiros	January-24	50.00			\$50.00
		\$8,435.00	\$1,657.84	\$12.00	\$10,104.84

Chairman

Operations Committee

Committee Report

County of Wood

Report of claims for: COUNTY CLERK

For the period of: FEBRUARY 2024

For the range of vouchers: 06240019 - 06240032

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06240019	STAPLES ADVANTAGE	Office Supplies	01/31/2024	\$53.98	P
06240020	CASTLEROCK VETERINARY CLINIC	STRAY - JAN 2024	02/01/2024	\$151.50	P
06240021	STAPLES ADVANTAGE	Office Supplies	02/02/2024	\$77.87	P
06240022	ELECTION SYSTEMS & SOFTWARE	Coding - Spring Primary	01/26/2024	\$2,710.25	P
06240023	STAPLES ADVANTAGE	Office Supplies	02/07/2024	\$14.99	P
06240024	STAPLES ADVANTAGE	Office Supplies	02/08/2024	\$51.66	P
06240025	ELECTION SYSTEMS & SOFTWARE	ExpressVote ballots	02/03/2024	\$155.00	P
06240026	ELECTION SYSTEMS & SOFTWARE	ExpressVote Ballot Shipping	02/04/2024	\$31.01	P
06240027	UNITED MAILING SERVICE	Mail Fees - January 2024	01/31/2024	\$1,383.83	P
06240028	GANNETT WISCONSIN LOCALIQ	Various Ads - January 2024	01/31/2024	\$398.90	P
06240029	OFFICE ENTERPRISES INC	Mail Machine Ink Tank & Labels	02/16/2024	\$315.49	P
06240030	STAPLES ADVANTAGE	Office Supplies - Election	02/16/2024	\$37.01	P
06240031	QUALITY PLUS PRINTING INC	Various Election Envelopes	02/19/2024	\$1,610.00	P
06240032	US BANK	VISA Charges	02/19/2024	\$399.73	P
Grand Total:				\$7,391.22	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: FINANCE

For the period of: FEBRUARY 2024

For the range of vouchers: 14240035 - 14240057

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14240035	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/29/2024	\$18.98	P
14240036	SOUTH CENTRAL LIBRARY SYSTEM	DELIVERY SERVICES	01/31/2024	\$15,735.00	P
14240037	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/06/2024	\$16.27	P
14240038	AMERICOLLECT INC	GARNISHMENT PAYMENT	02/08/2024	\$211.22	P
14240039	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	02/08/2024	\$286.73	P
14240040	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	02/08/2024	\$246.92	P
14240041	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	02/08/2024	\$539.97	P
14240042	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	02/08/2024	\$5,864.45	P
14240043	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/08/2024	\$3,036.13	P
14240044	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/08/2024	\$4,077.75	P
14240045	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	02/08/2024	\$355.85	P
14240046	STAPLES ADVANTAGE	OFFICE SUPPLIES	02/13/2024	\$13.04	P
14240047	WIPFLI LLP	2023 AUDIT PROGRESS BILLING	02/12/2024	\$6,551.01	P
14240048	AMERICOLLECT INC	GARNISHMENT PAYMENT	02/22/2024	\$196.09	P
14240049	CREATIVE FINANCE INC	GARNISHMENT PAYMENT	02/22/2024	\$392.46	P
14240050	HARRING MARK STANDING CHAPTER 13 TRUSTEE	GARNISHMENT PAYMENT	02/22/2024	\$246.92	P
14240051	KOHN LAW FIRM SC	GARNISHMENT PAYMENT	02/22/2024	\$554.16	P
14240052	MUTUAL OF OMAHA INSURANCE COMPANY	SHORT TERM DISABILITY INS	02/22/2024	\$5,889.69	P
14240053	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY INSURANCE	02/22/2024	\$3,052.20	P
14240054	MUTUAL OF OMAHA INSURANCE COMPANY	BASIC LIFE/SUPP (VOL) LIFE INS	02/22/2024	\$4,127.75	P
14240055	SUPPORT PAYMENT CLEARINGHOUSE	AZ CHILD SUPPORT PAYMENT	02/22/2024	\$355.85	P
14240056	KARBERG JANET	2/22/24 DIRECT DEPOSIT RETURN	02/22/2024	\$979.78	P
14240057	US BANK	W-2 FILING, TRAINING	02/19/2024	\$1,267.00	
Grand Total:				\$54,015.22	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: Human Resources

For the period of: February 2024

For the range of vouchers: 17240012 - 17240025 23240010 - 23240014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17240012	HEART OF WI CHAMBER OF COMMERCE	Service & Recognition Program	01/31/2024	(Voided)	P
17240013	AMAZON CAPITAL SERVICES	Office Supplies	01/25/2024	\$33.23	P
17240014	MCHS OCCUPATIONAL HEALTH	Drug & Alcohol Testing	01/30/2024	\$75.00	P
17240015	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	02/01/2024	\$159.00	P
17240016	ASPIRUS OCCUPATIONAL HEALTH	Drug Testing	02/01/2024	\$53.00	P
17240017	NORTHWOODS LASER & EMBROIDERY	Service Recognition Program	02/01/2024	\$67.00	P
17240018	MARSHFIELD AREA CHAMBER OF COM	Service Recognition Program	01/31/2024	\$60.64	P
17240019	HEART OF WI CHAMBER OF COMMERCE	Service & Recognition Program	02/01/2024	\$230.00	P
17240020	ASPIRUS OCCUPATIONAL HEALTH	Advisor/Mileage/HRA/Bios/Labs	02/01/2024	\$16,767.00	P
17240021	WI DEPT OF WORKFORCE DEVELOPMENT	January 2024 Unemployment	02/05/2024	\$2,048.92	P
17240022	CONCENTRA HEALTH SERVICES INC	Drug & Alcohol Testing	01/24/2024	\$565.00	P
17240023	US BANK	P-Card Charges	02/16/2024	\$950.90	P
17240024	OPPORTUNITY DEVELOPMENT CENTER	Recognition Program	02/15/2024	\$114.00	P
17240025	WELD RILEY SC	Legal Fees	01/31/2024	\$980.00	P
23240010	APHE WISCONSIN LLC	CPR Fee	01/31/2024	\$15.00	P
23240011	WI COUNTY MUTUAL INS CORP	Insured Endorsement	02/06/2024	\$225.00	P
23240012	JACKSON LEWIS P.C.	Liability Deductible	10/30/2023	\$2,020.00	P
23240013	AEGIS CORPORATION	Resident Fund Surety Fund - NW	01/01/2024	\$600.00	P
23240014	TJ'S AUTO & COLLISION REPAIR	Vehicle Damage - Squad #29	01/24/2024	\$1,050.95	P
Grand Total:				\$26,014.64	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: TREASURER

For the period of: FEBRUARY 2024

For the range of vouchers: 28240022 - 28240043

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28240022	CITY OF MARSHFIELD	JANUARY SPECIAL CHARGES	02/07/2024	\$1,079.99	P
28240023	CITY OF NEKOOSA TREASURER	JANUARY SPECIAL CHARGES	02/07/2024	\$481.80	P
28240024	CITY OF WISCONSIN RAPIDS	JANUARY SPECIAL CHARGES	02/07/2024	\$2,224.58	P
28240025	TOWN OF PORT EDWARDS	JANUARY SPECIAL CHARGES	02/07/2024	\$600.07	P
28240026	TOWN OF REMINGTON	JANUARY SPECIAL CHARGES	02/07/2024	\$381.81	P
28240027	TOWN OF SARATOGA	JANUARY SPECIAL CHARGES	02/07/2024	\$786.23	P
28240028	TOWN OF GRAND RAPIDS	JANUARY SPECIAL CHARGES	02/07/2024	\$334.76	P
28240029	VILLAGE OF HEWITT	JANUARY SPECIAL CHARGES	02/07/2024	\$56.00	P
28240030	VILLAGE OF PORT EDWARDS TREAS	JANUARY SPECIAL CHARGES	02/07/2024	\$3.92	P
28240031	WI DEPT OF ADMINISTRATION	JANUARY WI LAND INFO	02/07/2024	\$5,817.00	P
28240032	WOOD COUNTY TITLE LLC	TY2020 TITLE REPORTS	02/07/2024	\$4,540.00	P
28240033	ARENDT EVELYN	TAX OVERPAYMENT REFUND	02/21/2024	\$18.21	P
28240034	BADGER TITLE LLC	TAX OVERPAYMENT REFUND	02/21/2024	\$13.44	P
28240035	JANKOWSKI TADEUSZ	TAX OVERPAYMENT REFUND	02/21/2024	\$90.83	P
28240036	ROBERTS MELISSA	TAX OVERPAYMENT REFUND	02/21/2024	\$259.57	P
28240037	RODENBECK HANS L	TAX OVERPAYMENT REFUND	02/21/2024	\$170.11	P
28240038	STATE OF WISCONSIN TREASURER	JAN CLERK OF COURTS REVENUES	02/21/2024	\$125,300.32	P
28240039	US BANK	SPRING LEGISLATIVE BREAKFAST	02/28/2024	\$35.00	P
28240040	BEAVER CREEK NURSERY & LANDSCAPING LLC	TAX DEED SHOVELING	02/28/2024	\$235.00	P
28240041	KROENING SHAWN	TAX OVERPAYMENT REFUND	02/28/2024	\$64.54	P
28240042	MID-STATE TECHNICAL COLLEGE	WOOD COUNTY HOUSING SUMMIT	02/28/2024	\$20.00	P
28240043	WOOD COUNTY TITLE LLC	TAX OVERPAYMENT REFUND	02/28/2024	\$27.34	P
Grand Total:				\$142,540.52	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County

WISCONSIN

Office of
Finance Director

Edward Newton
Finance Director

Date: March 12, 2024
To: Operations Committee

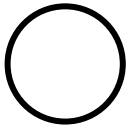
Subject: Finance Department Update
From: Ed Newton & PaNyia Yang

Departmental Activities and Projects - Ongoing/Upcoming

- 2023 Annual Audit and Reporting (Newton/Yang).
- 2023 Single Audit (Newton/Yang).
- 2023 Cost Allocation Plan planning and preparation (Newton/Yang).
- 2023 Form A preliminary/audited filing (Yang).
- Ongoing year-end/audit/single audit/discussions with WIPFLI (Newton/Yang).
- Prepare/file quarterly ARPA report (Newton).
- Prepare/file semi-annual Opioid report (Newton).
- Prepare/file annual Local Assistance and Tribal Consistency Fund (LATCF) report (Newton).
- Prepare/file annual disclosure Municipal Securities Rulemaking Board (MSRB) (Newton/Yang).
- Review departments budget to actuals expenditures (Newton/Yang).
- Assisting departments on various questions (Newton/Yang/Weiler/Nelson).
- Questica – Upgrade, improve current reports, update functions, and training (Newton/Yang).
- 2024 – 2028 Capital Improvement Plan – CIP request/borrowing/funding needs (Newton/Yang).
- Debt funding – 2025 CIP projects/Jail (Newton/Yang).
- Staff development - succession planning (Newton/Yang).
- Opioid settlement information (Newton/Yang).
- AP cross training (Nelson/Weiler).
- Prepare monthly voucher reports for committee packets (Nelson).
- Prepare/review various resolutions (Newton/Yang).
- GASB 96 – (Subscription-Based Information Technology Arrangements-SBITA) review (Newton/Yang).
- Account Payable ACH project (Nelson).
- Send out debt service confirmations to various municipalities for ACFR (Nelson).
- Act 4 (Weiler).
- Work with various department to prepare and enter Fixed Assets/Resolutions (Yang).

Meetings, Webinars and Conferences

- Weekly WCA County Leadership meetings (Newton).
- Attend County Board meeting (Newton/Yang).
- Attend Department Head meeting (Newton).
- Attend various committee meetings (Newton/Yang).
- Attend City of Marshfield creation of TID #15 meeting (Newton).
- Discussion with City of Marshfield regarding TID #5 Escrow Agreement (Newton).
- Discussion of Direct Pay Solar Tax Credit & 179D – WIPFLI/Quarles/Baird/Webinars (Newton).
- Discussions with WIPFLI (Newton/Yang).
- Various discussion with CLA regarding GASB 96 implementation (Newton).
- Various discussions with department regarding year-end budgets/reconciliation/audit (Newton/Yang).
- Various discussions and meetings with Human Resources. (Newton/Yang).
- Various discussion with Parks department (Yang).
- Various discussion with Clerk of Courts (Newton/Yang).



RESOLUTION#

Introduced by
Page 1 of 1

Highway Infrastructure & Recreation Committee and Operations Committee

ITEM#

DATE

March 19, 2024

Effective Date

Upon passage & posting

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

INTENT & SYNOPSIS: To amend the 2023 Parks and Forestry Department Admin budget (55210) for additional expenditures that were not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from the Forestry (46813) revenue account. The adjustment to the budget is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T.			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
55210	Parks and Forestry Admin		\$127,000
46813	Forestry Revenue	\$127,000	

WHEREAS, the Parks and Forestry Administration budget has incurred unanticipated expenditures due to the increased cost of maintenance goods, professional services, and capital outlay equipment in 2023, and;

WHEREAS, revenues from Parks and Forestry timber sales exceeded the 2023 budget and will offset the unanticipated expenditures, 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

THEREFORE, BE IT RESOLVED to amend the Parks & Forestry Admin budget (55210) for 2023 by appropriating \$127,000 of unanticipated revenues from the Forestry (46813) revenue account, and

BE IT FURTHER RESOLVED that pursuant to Wis. Stats 65.90(5), the County Clerk is directed to post a notice of the budget change within 15 days.

{ }

Jake Hahn (Chairman)

John Hokamp

Lee Thao

Al Breu

David LaFontaine

Ed Wagner (Chairman)

Adam Fischer

Lance Pliml

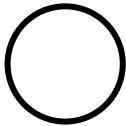
Laura Valenstein

Donna Rozar

Adopted by the County Board of Wood County, this _____ day of _____ 20 24 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Highway Infrastructure & Recreation Committee & Operations Committee

ITEM#
DATE
Effective Date

March 19, 2024
Upon Passage & Posting

PY

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Majority

☒

Two-thirds

Reviewed by:

PK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

INTENT & SYNOPSIS: To amend the 2024 Parks & Forestry Capital Projects budgets to include 2023 unspent funds for projects that will be using America Rescue Plan Acting (ARPA) funding:

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from previously approved ARPA funds. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
57521	Parks Capital Projects (401)		\$483,909
56913	Parks Capital Projects (245)		\$446,268
43300	ARPA Proceeds	\$930,177	

WHEREAS, the 2023 Parks and Forestry Department capital projects budgets included ARPA funding of various projects totaling \$1,291,000, and

WHEREAS, only \$360,823 of the \$1.291 million was expended in 2023, leaving unspent appropriation ARPA funds of \$930,177, and

WHEREAS, the various projects needing carryover of 2023 unspent ARPA funds are identified below and are anticipated to be completed in 2024, and

	Project #	Carryover Amount
Playground Equipment Replacement	21-22-006	\$ 50,000
Road/Parking Lot Resurfacing	21-23-002	80,000
Powers Bluff Shop Construction	21-23-005	250,000
South Park Storm Shelter	21-23-006	89,500
South Park Shop Improvements	21-23-008	14,409
Powers Bluff 3-Mile Multi-use Trail	Res 22-10-9	14,768
Powers Bluff Trailhead	Res 23-5-5	431,500
		<u>\$ 930,177</u>

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

THEREFORE BE IT RESOLVED, to amend the Parks & Forestry Capital Projects budget (57521) for 2024 by appropriating \$483,909 from ARPA Proceeds (43300) and amend the Parks Capital Projects budget (56913) for 2024 by appropriating \$446,268 from ARPA Proceeds (43300) that were unspent in the 2023 budget year, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a notice of this budget change within 15 days.

{ }

JAKE HAHN (Chair)

JOHN HOKAMP

LEE THAO

AL BREU

DENNIS LAFONTAINE

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

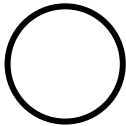
ADAM FISCHER

LAURA VALENSTEIN

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Health & Human Services & Operations Committees

ITEM#
DATE March 19, 2024
Effective Date Upon passage and posting

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PAK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

TDM

INTENT & SYNOPSIS: To amend the 2024 CVSO Grants budget to include unspent funds for projects that will be using unspent grant funds

FISCAL NOTE: No cost to Wood County. The source of the funding is unspent funds from the 2023 CVSO Grants budget. The monies will be expended in 2024. The adjustment to the bugdet is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Function	Account Name	Debit	Credit
54760	CVSO Grants		\$3,788
34300	Fund Balance	\$3,788	

WHEREAS, the CVSO Grants budget will have unexpended funds from the 2023 budget year, 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

THEREFORE BE IT RESOLVED, to amend the Wood County CVSO Grants budget account (54760) for 2024 by appropriating \$3,788 from the Fund Balance (34300) with unspent monies from the 2023 budget year, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is required to post a notice of this budget change within 15 days.

OPERATIONS COMMITTEE

Ed Wagner (CHAIR)

Donna Rozar

Adam Fischer

Lance Pliml

Laura Valenstein

HEALTH & HUMAN SERVICES COMMITTEE ()

Adam Fischer, Chair

Donna Rozar

Tom Buttke

John Hokamp

Lee Thao

Kristin Iniguez, DO

Rebecca Spiros, RN

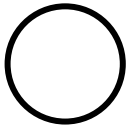
Mary Jo Wheeler-Schueller

Lori Nordman

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#
DATE March 19, 2024
Effective Date Upon Passage & Posting

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No: Yes: Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PK

 , Corp Counsel

Reviewed by:

EN

 , Finance Dir.

PY

INTENT & SYNOPSIS: To amend the 2023 budget of various Highway functions listed below for additional expenditures of \$1,451,416 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of funding are transfers available and not anticipated to be spent under Highway function (53311) and available funds from Highway capital projects fund balance (34113). The adjustment to the budget is as follows:

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Buttke, T			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Voight, W			
8	Hahn, J			
9	Winch, W			
10	Thao, L			
11	Penzkover, J			
12	Valenstein, L			
13	Hokamp, J			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

Account	Account Name	Debit	Credit
53251	Crushing Operations		\$219,346
53340	Cty Aid Road Construction		\$24,246
53341	Cty Aid Bridge Construction		\$29,211
53311	Maint CTHS Patrol Section	\$272,803	
57310	Highway Capital Projects		\$1,178,613
34113	Hwy CP Fund Balance	\$1,178,613	

WHEREAS, final funding of expenditures for crushing operations, county aid-road construction, county aid-bridge construction, and highway capital projects are able to be funded by functions under budget or available fund balance, 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

THEREFORE BE IT RESOLVED, to amend the 2023 Wood County Highway budgets to fund additional expenditures by transferring available appropriations of \$272,803 out of Maintenance CTHS Patrol Section (53311) to Crushing Operations (53251) of \$219,346, County Aid Road Construction (53340) of \$24,246, and County Aid Bridge Construction (53341) of \$29,211 AND transfer \$1,178,613 from Highway capital projects fund balance reserve (34113) to Highway Capital Projects (57310), and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a notice of this budget change within 15 days.

()

ED WAGNER (Chair)

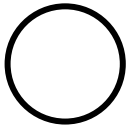
DONNA ROZAR

LANCE PLIML

LAURA VALENSTEIN

ADAM FISCHER

Adopted by the County Board of Wood County, this day of 20 .



RESOLUTION#

Introduced by
Page 1 of 1

Operations Committee

ITEM#

DATE

March 19, 2024

Effective Date

Upon Passage & Posting

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

Majority

X

 Two-thirds

Reviewed by:

PK

, Corp Counsel

Reviewed by:

EN

, Finance Dir.

INTENT & SYNOPSIS: To amend the 2023 budget for Clerk of Courts budget (51221) for the purpose of funding higher than anticipated expenditures.

FISCAL NOTE: No additional cost to Wood County. The source of funding is unanticipated revenues from Clerk of Courts state aid. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51221	Clerk of Courts		\$2,445
43514	CSC – State Aid	\$2,445	

WHEREAS, Clerk of Courts incurred additional expenses for indigent legal fees that were not anticipated during the 2023 budget; and

WHEREAS, unanticipated revenues from court support services state aid is sufficient to cover the overage of expenses, 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

THEREFORE BE IT RESOLVED, to amend the Clerk of Courts (51221) budget for 2023 by appropriating \$2,445 of unanticipated revenues from Court Support Services state aid (43514), and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats. 65.90 (5), the County Clerk is directed to post a notice of this budget change within 15 days.

{ }

ED WAGNER (Chair)

DONNA ROZAR

LANCE PLIML

LAURA VALENSTEIN

ADAM FISCHER

Adopted by the County Board of Wood County, this day of 20 .

County Clerk

County Board Chairman



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

March 6, 2024

To: Wood County Operations Committee

From: Kimberly McGrath, Director of Human Resources

Subject: Wage Data for the County Clerk, Register of Deeds, and Treasurer positions

Below please find several options for discussion and consideration as it related to the salaries of the elected positions of County Clerk, Register of Deeds, and Treasurer. The salaries of these positions for the years 2025-2028 must be set by resolution prior to April 15, 2024.

Current annual salaries for 2024 are \$82,494
(Grade 11, Step 11 of the Elected Officials Pay Plan, based on 2015 annual hours)

Options for the Committee to consider (all options assume a 3% COLA for 2025)

1. Remain Grade 11, Step 11, keep at 2015 hours, eligible for COLA
 - Salary would be \$84,969 in 2025 (same increase as current process provides)
 - 3% total increase in 2025
 - Years 2026-2028 would be COLA only
2. Remain at Grade 11, Step 11, increase to 2080 hours, eligible for COLA
 - Salary would be \$87,710 in 2025
 - 6.3% total increase in 2025
 - Years 2026-2028 would be COLA only
3. Move to Grade 12, Step 11, keep at 2015 hours, eligible for COLA
 - Salary would be \$90,800 in 2025 (same salary as Clerk of Courts)
 - 10.1% total increase in 2025
 - Years 2026-2028 would be COLA only
4. Move to Grade 12, Step 11, increase to 2080 hours, eligible for COLA
 - Salary would be \$93,730 in 2025
 - 13.6% total increase in 2025
 - Years 2026-2028 would be COLA only

The committee may also choose to consider a hybrid approach of these options, such as Option 2 for years 2025 and 2026 and Option 3 for years 2027 and 2028. This would allow the opportunity to preserve the internal equity of all of our elected official positions since we cannot make any changes to the Clerk of Courts or Sheriff position until 2027 (wages to be set in 2026).

Thank you for the opportunity to present this information to the Committee for review.