

EXECUTIVE COMMITTEE

DATE: Tuesday, November 7, 2017
TIME: 8:30 a.m.
LOCATION: Wood County Courthouse, Room 114

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
 - (a) Review/approve minutes from previous committee meetings
 - (b) Approval of departments vouchers – County Board, County Clerk, Maintenance and Purchasing, Risk Management, Information Technology, Wellness, Treasurer, Finance, and Human Resources.
4. Review items, if any, pulled from consent agenda
5. **County Clerk**
 - (a) Review letter of comments
6. **Maintenance**
 - (a) Review letter of comments
 - (b) Discuss and consider approval of Ad Hoc Property Committee recommendations
 - (c) Consider assigning continuing space needs to Ad Hoc Property Committee
7. **Safety & Risk Management**
 - (a) Review letter of comments
8. **Information Technology**
 - (a) Review letter of comments
 - (b) Review Social Media Policy
9. **Wellness**
 - (a) Wellness Updates
10. **Treasurer**
 - (a) Review letter of comments
 - (b) Andrew Smith, US Bank, purchase card program presentation
 - (c) Resolution for sale of tax deed properties.
 - (d) Resolution to tax deed properties.
 - (e) Resolution to sell tax deed back property to former owner.
 - (f) Discussion and possible action on tax deed parcels.
11. **Finance**
 - (a) Review letter of comments
 - (b) Discuss presentation for November 14 public hearing on 2018 proposed budget
 - (c) Discussion and decisions on payroll function
 - (d) Permission to proceed with Wipfli consulting contract for integration of Payroll in Finance
 - (e) Correspondence
 - Budget and actual reports for 10 months ended October 31, 2017
12. **Human Resources (HR)**
 - (a) Monthly Letter of Comments
 - (b) Human Resources Administrator Introduction
 - (c) Educational Reimbursement Policy Discussion
 - (d) Upcoming Health Insurance Presentation – Tim Deaton, The Horton Group
13. Consider any agenda items for next meeting.
14. Set next regular committee meeting date.
15. Adjourn

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 3, 2017
TIME: 8:30 a.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Bill Clendenning, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner
EXCUSED: Michael Feirer
OTHERS PRESENT (for part or all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Heather Gehrt, Terry Stelzer, Sue Kunferman, Jordan Bruce, Shane Wucherpennig, John Peckham, Doug Passineau, Cindy Robinson, Dennis Polach, John Nystrom (Marshfield YMCA), Warren Kraft, Kelli Quinnell, Steve Kreuser

The meeting was called to order by Chairman Wagner.

Public Comment – No public comment

Consent Agenda

Motion (Breu/Pliml) to approve the consent agenda minus the minutes from the September 5, 2017 Executive Committee meeting. Motion carried unanimously.

Rozar requested the minutes of the September 5, 2017 Executive Committee meeting be pulled for further discussion. Discussion of a bill from Design Unlimited, LLC was included as an agenda item for the next meeting but was not put on the October agenda. The bill is for \$8,665 in additional costs for extra work requested to the plan for a possible new Human Services building in Marshfield. As this expense was not budgeted, the money will need to come out of contingency. A resolution to approve payment will be presented at a special meeting of the Executive Committee prior to the County Board meeting on October 17th.

Motion (Henkel/Pliml) to approve the meeting minutes of the September 5, 2017 Executive Committee. Motion carried unanimously.

Rozar introduced John Nystrom, CEO of the Marshfield YMCA, and led discussion regarding the YMCA's request for an easement from Wood County allowing them to construct a driveway off of Chestnut Street to their facility to help alleviate traffic backups on McMillan Street (their only access) and improve safety. Nystrom provided a drawing to the Committee which laid out the proposed new driveway and stated that the Y will be covering all costs associated with the construction and maintenance of this driveway.

Motion (Clendenning/Breu) to approve Wood County entering into negotiations with the Marshfield YMCA for an easement. Motion carried unanimously.

The County Clerk Letter of Comments was reviewed.

Maintenance Manager Van Tassel reviewed his Letter of Comments. Van Tassel stated he was approached by the Wisconsin Rapids Police Department with a request for permission to conduct training in the vacated 12th Street building. Seeing no reason to deny this request, the training will be scheduled.

Van Tassel gave an update on the Courthouse and River Block construction projects. The River Block construction is winding down with the north end sidewalk being replaced and installation of glass for the third floor breakroom.

Risk Management Director Stelzer reviewed his Safety and Risk Management Letter of Comments.

The IT Letter of Comments was reviewed. IT Director Kaup stated that Matt Ives has been hired to fill the Programmer position. IT will be moving the remaining equipment out of the old data center into the new center on October 14th.

Wellness Coordinator Fandre presented his update. Quarter 5 of the Wellness Program has been implemented. Approximately 200 new participants have joined the Wellness Program.

Treasurer Gehrt reviewed her Department's Letter of Comments. She has a request from a Town of Cameron resident whose property is being tax dedeed that he be allowed to rent the space from the County until March to allow time to remove all of his property. The matter will be addressed at the October 17th special Executive Committee meeting prior to County Board.

The Finance Department Letter of Comments was reviewed.

Finance Director Martin gave an update on the 2018 budget which included changes to the County Board budget. Projections on the debt issuance cost and premium on the new debt were discussed. Total budget for 2018 stands at \$109,672,569 with an operating tax rate of \$4.485, debt service tax rate of \$0.648 and library tax rate of \$0.384.

Motion (Pliml/Rozar) to approve the 2018 budget and tax rates as presented. Motion carried unanimously.

Martin requested that an official motion be made to move the payroll function to Finance as well as to approve the Wipfli proposal. Martin shared the cost estimate provided by Wipfli to implement the Dynamics payroll module and Wipfli will turnkey the process. Discussion was held regarding moving the payroll function from Human Resources to Finance. Kaup expressed concern with IT not driving the project and stated she has a lot of questions. Pliml shared his concern that there is not enough time to make sure Dynamics will work with TimeStar. Wagner requested that Finance, HR, and IT continue to work together on this project.

Motion (Clendenning/Breu) to approve moving the Wood County payroll function from Human Resources to Finance. Motion carried unanimously.

With the payroll function being moved to Finance, Martin is requesting a full-time employee for payroll processing. Cummings and Martin will develop a job description for the position.

Motion (Rozar/Clendenning) to approve the addition of one full-time employee to Finance for payroll. Motion carried unanimously.

An initial resolution for borrowing not to exceed \$1 million for highway construction was presented by Passineau. The resolution is being supported by the Highway Infrastructure & Recreation Committee and this Committee is asking the Executive Committee to co-sponsor it. Discussion was held with several Committee members stating they are not comfortable with adding that much debt while others stated that a commitment was made to highway improvement and it needs to be seen through.

Motion (Clendenning/Breu) to have the Executive Committee co-sponsor the resolution for borrowing not to exceed \$1 million for highway construction. Breu-yes; Clendenning-yes; Henkel-no; Pliml-no; Rozar-yes; Wagner-no. Motion failed.

Discussion was held on the \$5.44 million debt issue for Highway, Refunding STFL, and 2018 Capital projects. Martin reviewed the timeline for the process which includes a ratings conference call with Moody and Springstead on October 5th, bid opening on October 16th, and a resolution to accept the bid being presented to the Executive Committee at a special meeting before County Board on October 17th with presentation to the County Board that same day.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 10:07 a.m. Meeting reconvened at 10:17 a.m.

Human Resources (HR)

Warren Kraft discussed HR's Monthly Letter of Comments and gave a staffing update of the HR office. He noted that due to a retirement in the office, HR will exceed the administration line item of the budget.

Kraft also presented a memo regarding the Educational Reimbursement Policy. Discussion on the memo took place. Further discussion will take place at the next regularly scheduled Executive Committee meeting.

Future agenda items: Discussion of lease with the City of Marshfield and Kurt Heuer request for office space within the Courthouse

A special meeting will be held on Tuesday, October 17th at 8:30 a.m. prior to County Board.
Next regularly scheduled Executive Committee meeting: Tuesday, November 7th, 8:30 a.m.

Motion (Wagner/Henkel) to adjourn the Executive Committee meeting at 10:50 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna Rozar
Secretary

Human Resources agenda items minutes taken and prepared by Kelli Quinnell. Other minutes taken and prepared by Brenda Nelson. All minutes reviewed by the Executive Committee secretary.

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, October 17, 2017

TIME: 8:30 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Al Breu, Bill Clendenning, Michael Feirer, Hilde Henkel, Lance Pliml, Donna Rozar, Ed Wagner

OTHERS PRESENT (for part or all of the meeting): Brenda Nelson, Marla Cummings, Mike Martin, Heather Gehrt, Sue Kunferman, Brandon Vruwink, Reuben Van Tassel, Amy Kaup, Warren Kraft, Dennis Polach, Dave LaFontaine, Bill Leichtnma, Joe Murray (Springsted)

The meeting was called to order by Chairman Wagner.

Public Comment – No public comment

Finance Director Martin presented a resolution awarding the sale of \$5,415,000 general obligation promissory notes. Joe Murray from Springsted explained that the dollar amount was different from the original resolution amount of \$5,440,000 due to refunds from State trust fund loans taken by the County earlier in the year. He furthermore stated that the winning bid was from Bank of Oklahoma Financial Securities.

Motion (Rozar/Breu) to approve the resolution awarding the sale of \$5,415,000 general obligation promissory notes to BOK Financial Securities. Motion carried unanimously.

Martin presented a resolution to amend the 2017 budget for Human Services Administration for the purpose of funding the cost of architectural services.

Motion (Pliml/Feirer) to approve the resolution to amend the 2017 budget for Human Services Administration for the purpose of funding the cost of architectural services. Motion carried unanimously.

Finance Director Martin presented revisions made to the 2018 budget which included the addition of wages and fringes to the Finance budget for the payroll position being transferred from Human Resources to Finance and the addition of an Economic Support position for Human Services. Adjustments were also made for the decrease in the general obligation promissory notes amount.

Motion (Clendenning/Feirer) to approve the revised 2018 proposed Wood County budget. Motion carried unanimously.

A resolution to authorize the grant of an easement to the Marshfield YMCA to build and maintain a driveway on County land adjacent to the Wood County Annex and Health Center was presented and discussed.

Motion (Breu/Henkel) to approve the resolution to authorize the grant of an easement to the Marshfield YMCA to build and maintain a driveway on County land adjacent to the Wood County Annex and Health Center. Motion carried unanimously.

A resolution to authorize negotiations and enter into a lease extension with the City of Marshfield for Human Services office space in Marshfield City Hall was presented and discussed.

Motion (Clendenning/Breu) to approve the resolution to authorize negotiations and enter into a lease extension with the City of Marshfield for Human Services office space in Marshfield City Hall. Motion carried unanimously.

Treasurer Gehrt led a discussion regarding the request of a Town of Cameron property owner to rent parcel 0300045 (which is being tax dedeed by the County) to allow for additional time to vacate the premises and remove all property.

Motion (Clendenning/Breu) to deny the Town of Cameron property owner's request to rent parcel 0300045. Motion carried unanimously.

Motion (Henkel/Rozar) to adjourn the Executive Committee meeting at 8:45 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Donna Rozar
Secretary

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

Committee Report

County of Wood

Report of claims for: County Clerk

For the period of: October 2017

For the range of vouchers: 06170292 - 06170358

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06170292	FRONTIER COMMUNICATIONS	Various Mfld Dept Phone 9/17	10/01/2017	\$132.48	P
06170293	TDS TELECOM		09/28/2017	\$310.32	P
06170294	NATIONAL ASSN OF COUNTIES	2018 Membership Dues	10/02/2017	\$1,495.00	P
06170295	WAGNER ED	E WAGNER MILEAGE AUG 2017	10/02/2017	\$365.94	P
06170296	LANGTON DENNIS	September 2017 Deliveries	10/03/2017	\$190.00	P
06170297	BOUMA KARMEN M	T ARPIN K BOUMA 17 DOG LISTER	10/03/2017	\$55.00	P
06170298	AUE JAMES	T AUBURNDALE J AUE DOG LIST 17	10/03/2017	\$40.00	P
06170299	IMMERFALL SHARI L	T CAM S IMMER DOG LISTER 17	10/03/2017	\$25.50	P
06170300	DETLEFSEN ROBERT	T CRAN R DETLEF DOGLISTER 17	10/03/2017	\$9.00	P
06170301	LILLEY CHARLES ASSESSOR	T DEXTER C LILLEY DOGLISTER 17	10/03/2017	\$52.00	P
06170302	TOWN OF GRAND RAPIDS	T GR RAPIDS DOG LISTER 17	10/03/2017	\$548.50	P
06170303	FOLLEN RANDY	T HANSEN R FOLLEN DOGLISTER17	10/03/2017	\$44.00	P
06170304	BELL JANET	T LINCOLN J BELL DOGLISTER 17	10/03/2017	\$94.00	P
06170305	CEGIELSKI ANDREW ASSESSOR	T MFLD A CEG DOG LISTER 17	10/03/2017	\$45.00	P
06170306	CEGIELSKI ANDREW ASSESSOR	T MILL A CEG DOG LISTER 17	10/03/2017	\$41.50	P
06170307	REESE KATHLEEN	T PT EDW K REESE DOGLISTER17	10/03/2017	\$67.50	P
06170308	WOODWORTH NANCY	T REM N WOOD DOGLISTER 17	10/03/2017	\$32.00	P
06170309	CEGIELSKI ANDREW ASSESSOR	T RICH A CEG DOG LISTER 17	10/03/2017	\$96.50	P
06170310	BANECK DARLENE	T RUD D BANECK DOG LISTER 17	10/03/2017	\$47.00	P
06170311	KESTER BILLIE JO M	T SARAT B KESTER DOGLISTER 17	10/03/2017	\$407.00	P
06170312	RADTKE JOAN	T SENECA J RADTKE DOGLISTER 17	10/03/2017	\$69.00	P
06170313	HAAS LINDA M	T SHERRY L HAAS DOGLISTER 17	10/03/2017	\$38.00	P
06170314	LARSON DAWN M	T SIGEL D LARSON DOGLISTER 17	10/03/2017	\$81.00	P
06170315	TRITZ RALPH J	T WOOD R TRITZ DOGLISTER 17	10/03/2017	\$60.00	P
06170316	GRIMM SHELLEY M	V APRIN S GRIMM DOGLISTER 17	10/03/2017	\$9.00	P
06170317	WITT PAM	V BIRON P WITT DOGLISTER 17	10/03/2017	\$66.50	P
06170318	BURR MARY JANE	V HEW MJ BUR DOGLISTER 17	10/03/2017	\$67.50	P
06170319	DICKRELL SARA	V MILL S DICK DOGLISTER 17	10/03/2017	\$22.50	P
06170320	VILLAGE OF PORT EDWARDS TREAS	V PT ED DOGLISTER 17	10/03/2017	\$65.00	P
06170321	YACH AMY	V RUD A YACH DOGLISTER 17	10/03/2017	\$21.00	P
06170322	SCHALOW DEBRA E	V VES D SCHL DOGLISTER 17	10/03/2017	\$24.00	P
06170323	CITY OF MARSHFIELD TREASURER	C MFLD DOGLISTER 17	10/03/2017	\$461.00	P
06170324	CITY OF NEKOOSA TREASURER	C NEKOOSA DOGLISTER 17	10/03/2017	\$58.00	P
06170325	HAHN TAMI	C PITT T HAHN DOGLISTER 17	10/03/2017	\$84.00	P

Committee Report - County of Wood

County Clerk - October 2017

06170292 - 06170358

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06170326	CITY OF WIS RAPIDS TREASURER	C WR DOGLISTER 17	10/03/2017	\$398.50	P
06170327	OFFICE ENTERPRISES	Ink Tank/Labels - Ptge Machine	10/09/2017	\$604.93	P
06170328	CEPRESS CINDY	Mileage/Exp - Sept. 2017	10/09/2017	\$78.20	P
06170329	WISCONSIN MEDIA	VAR ADS 9/1 - 9/30/2017 GANNET	10/10/2017	\$1,072.10	P
06170330	UNITED MAILING SERVICE	MAIL FEES SEPT 1 - 30 2017	10/12/2017	\$973.26	P
06170331	CENTURYLINK	VARIOUS DEPT LONG DISTANCE	10/16/2017	\$81.89	P
06170332	UNITED PARCEL SERVICE	REPLENISH UPS ACCT OCT 2017	10/17/2017	\$150.00	P
06170333	BEAR GRAPHICS INC	2017 DOG SUPPLIES OCT 2017	10/17/2017	\$75.80	P
06170334	FRONTIER COMMUNICATIONS	Various Mfld Phone Chgs	11/01/2017	\$133.32	P
06170335	ASHBECK ROBERT	R ASHBECK SEPT 17 MILEAGE	10/24/2017	\$65.27	P
06170336	BARTH DAVID	D BARTH MILEAGE SEPT 2017	10/24/2017	\$48.15	P
06170337	BREU ALLEN	A BREU SEPT 17 MILEAGE	10/24/2017	\$128.40	P
06170338	CLENDENNING WILLIAM	W CLEND MILEAGE MEALS SEPT 17	10/24/2017	\$113.23	P
06170339	CURRY KENNETH	K CURRY SEPT 17 MILEAGE MEALS	10/24/2017	\$104.14	P
06170340	FEIRER MICHAEL	M FEIRER SEPT OCT 17 MILEAGE	10/24/2017	\$236.47	P
06170341	FISCHER ADAM	A FISCHER SEPT 17 MILEAGE	10/24/2017	\$136.96	P
06170342	HAMILTON BRAD R	B HAMILTON SEPT 17 MIL & MEALS	10/24/2017	\$132.49	P
06170343	HENKEL HILDE	H HENKEL SEPT 17 MILEAGE	10/24/2017	\$48.15	P
06170344	LAFONTAINE DAVID	D LAFONTAINE SEPT 17 MIL/MEALS	10/24/2017	\$225.05	P
06170345	LEICHTNAM BILL	B LEICHTNAM SEPT 17 MILEAGE	10/24/2017	\$154.08	P
06170346	MACHON DOUG	D MACHON SEPT 17 MILEAGE	10/24/2017	\$93.63	P
06170347	MACIEJEWSKI JANE	J MACIE JULY OCT 17 MILEAGE	10/24/2017	\$31.57	P
06170348	O'DONNELL HUGH	H O'DONNELL OCT 17 MILEAGE	10/24/2017	\$41.73	P
06170349	PLIML LANCE	L PLIML SEPT 17 MILEAGE & HOTE	10/24/2017	\$354.63	P
06170350	POLACH DENNIS	D POLACH OCT 17 MILEAGE	10/24/2017	\$64.31	P
06170351	ROZAR DONNA	D ROZAR SEPT 17 MILEAGE	10/24/2017	\$156.22	P
06170352	WAGNER ED	E WAGNER SEPT 17 MILEAGE	10/24/2017	\$141.24	P
06170353	WINCH WILLIAM	W WINCH SEPT 17 MILEAGE	10/24/2017	\$45.36	P
06170354	ZURFLUH JOSEPH SR	J ZURFLUH SEPT 17 MILEAGE	10/24/2017	\$50.83	P
06170355	WISCONSIN RAPIDS COMMUNITY MEDIA	DVD for Cty Brd Mtg 9/19/2017	10/27/2017	\$20.00	
06170356	WOODTRUST BANK NA	October 2017 VISA Charges	10/30/2017	\$201.00	
06170357	LANGTON DENNIS	October 2017 Deliveries	10/31/2017	\$209.00	
06170358	TDS TELECOM	VAR DEPT TDS PH BILLS OCT 17	10/31/2017	\$311.66	
Grand Total:				\$11,906.31	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

COUNTY BOARD
September 2017 vouchers

REPORT ON CLAIMS
Paid October 2017

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$440,398.77
CB	Robert Ashbeck	September Per Diem	\$ 300.00
CB	Allen Breu	September Per Diem	\$ 365.00
CB	William Clendenning	September Per Diem	\$ 580.00
CB	Ken Curry	September Per Diem	\$ 400.00
CB	Michael Feirer	Sept & October Per Diem	\$ 680.00
CB	Adam Fischer	September Per Diem	\$ 350.00
CB	Brad Hamilton	September Per Diem	\$ 450.00
CB	Hilde Henkel	September Per Diem	\$ 465.00
CB	David La Fontaine	September Per Diem	\$ 400.00
CB	Bill Leichtnam	September Per Diem	\$ 550.00
CB	Doug Machon	September Per Diem	\$ 265.00
CB	Lance Pliml	September Per Diem	\$ 850.00
CB	Dennis Polach	September Per Diem	\$ 350.00
CB	Donna Rozar	September Per Diem	\$ 415.00
CB	Ed Wagner	Aug & September Per Diem	\$ 1,155.00
CB	William Winch	September Per Diem	\$ 300.00
CB	Joe Zurfluh	September Per Diem	\$ 300.00
CB	Dave Barth	October Per Diem	\$ 50.00
CB	Hugh O'Donnell	October Per Diem	\$ 50.00
CB	Jane Maciejewski	July & October Per Diem	\$ 100.00
TOTAL			\$448,773.77

Chairman

Executive Committee

Committee Report

County of Wood

Report of claims for: MAINTENANCE / PURCHASING

For the period of: OCTOBER 2017

For the range of vouchers: 19171002 - 19171115 50120284 - 50120286

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171002	ACE HARDWARE	TOOLS	09/21/2017	\$12.78	P
19171003	ACE HARDWARE	TOOLS	09/26/2017	\$44.99	P
19171004	ACE HARDWARE	TOOLS	09/27/2017	\$32.77	P
19171005	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	09/25/2017	\$3,679.79	P
19171006	COMPLETE CONTROL	SMOKE DETECTOR REPAIR-JAIL	09/20/2017	\$83.00	P
19171007	ERON & GEE/HERMAN'S PLUMBING & HEATING	REPLACE CH BOILER VALVES	09/15/2017	\$855.00	P
19171008	G & K SERVICES	MAT CLEANING RIVER BLOCK	09/27/2017	\$81.83	P
19171009	GAPPA SECURITY SOLUTIONS	COURTHOUSE SECURITY CAMERAS	09/14/2017	\$2,548.50	P
19171010	LAKELAND CHEMICAL SPECIALITES	BOILER SUPPLIES	09/21/2017	\$774.55	P
19171011	LYCON INC	COURTHOUSE SIDEWALK-CONCRETE	09/20/2017	\$960.00	P
19171012	MOTORS AND CONTROLS LLC	JAIL AIR COMPRESSOR PUMP	09/21/2017	\$591.50	P
19171013	QUALITY DOOR & HARDWARE	RB ENTRY DOORS	09/21/2017	\$27,120.00	P
19171014	REIGEL PLUMBING & HEATING	REPAIR ADAMS AVE A/C	09/25/2017	\$299.14	P
19171015	SUPERIOR CHEMICAL CORPORATION	WASP & HORNET SPRAY	09/21/2017	\$137.53	P
19171016	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	09/18/2017	\$42.20	P
19171017	WISCONSIN VALLEY BUILDING PRODUCTS	COURTHOUSE SIDEWALK-SUPPLIES	09/18/2017	\$126.95	P
19171018	WISCONSIN VALLEY BUILDING PRODUCTS	COURTHOUSE SIDEWALK-EQUIP RENT	09/19/2017	\$50.00	P
19171019	WISCONSIN VALLEY BUILDING PRODUCTS	SAWZALL BLADES	09/26/2017	\$67.23	P
19171020	WOOD TRUST BANK	RB PERMITS, SHOP, JAIL	09/20/2017	\$780.12	P
19171021	EXPRESS RECYCLING SOLUTIONS	RECYCLE FLOURESCENT BULBS	09/29/2017	\$824.00	P
19171022	VAN TASSEL REUBEN	MILEAGE REIMBURSEMENT	09/30/2017	\$139.10	P
19171023	ACE HARDWARE	SUPPLIES	10/02/2017	\$30.78	P
19171024	ADVANCE JANITORIAL SERVICE & SUPPLY	JANITORIAL SUPPLIES	09/29/2017	\$39.68	P
19171025	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	10/01/2017	\$5,438.40	P
19171026	CRESCENT ELECTRIC SUPPLY CO	FORKLIFT CHARGER PARTS	09/29/2017	\$182.71	P
19171027	G & K SERVICES	MAT CLEANING COURTHOUSE	10/04/2017	\$198.26	P
19171028	LAKELAND CHEMICAL SPECIALITES	BOILER CHEMICALS	10/02/2017	\$1,117.71	P
19171029	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	09/22/2017	\$7,606.61	P
19171030	RON'S REFRIGERATION & AC INC	REPAIR JAIL CHILLER	10/03/2017	\$634.00	P
19171031	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	10/05/2017	\$60.00	P
19171032	SUPERIOR CHEMICAL CORPORATION	FLOOR STRIPPER	09/28/2017	\$295.48	P
19171033	WASTE MANAGEMENT	WASTE DISPOSAL COURTHOUSE	09/25/2017	\$927.26	P
19171034	WASTE MANAGEMENT	WASTE DISPOSAL JOINT USE	09/25/2017	\$75.77	P
19171035	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC HUMAN SVCS	09/27/2017	\$558.68	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
OCTOBER 2017

50120284 - 50120286 19171002 - 19171115

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171036	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE COURTHOUSE	09/27/2017	\$13,709.53	P
19171037	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	09/27/2017	\$217.33	P
19171038	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	09/27/2017	\$98.14	P
19171039	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	09/27/2017	\$40.80	P
19171040	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	09/27/2017	\$10.30	P
19171041	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	09/27/2017	\$490.31	P
19171042	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	09/27/2017	\$93.87	P
19171043	WE ENERGIES	GAS SERVICE JAIL	09/26/2017	\$479.38	P
19171044	WE ENERGIES	GAS SERVICE COMMUNICATIONS	09/26/2017	\$10.18	P
19171045	WE ENERGIES	GAS SERVICE COURTHOUSE	09/26/2017	\$228.29	P
19171046	WE ENERGIES	GAS SERVICE HUMAN SERVICES	09/26/2017	\$27.78	P
19171047	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	09/28/2017	\$10.23	P
19171048	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	09/28/2017	\$10.23	P
19171049	WE ENERGIES	GAS SERVICE AIRPORT CBRF	09/27/2017	\$38.02	P
19171050	WE ENERGIES	GAS SERVICE RIVER BLOCK	09/28/2017	\$854.49	P
19171051	ACE HARDWARE	AIR COMPRESSOR BELTS	10/05/2017	\$15.99	P
19171052	ACE HARDWARE	AIR HANDLER BELTS	10/09/2017	\$33.98	P
19171053	ADVANCED DISPOSAL	GARBAGE DISPOSAL FEES	09/30/2017	\$315.88	P
19171054	APPLIED INDUSTRIAL TECHNOLOGY	AIR COMPRESSOR BELTS	10/05/2017	\$37.30	P
19171055	COMPLETE CONTROL	SMOKE DETECTORS	09/30/2017	\$207.33	P
19171056	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE CBRF	10/03/2017	\$117.00	P
19171057	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE HUMAN SERVICES	10/03/2017	\$117.00	P
19171058	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	10/03/2017	\$156.00	P
19171059	SHERWIN-WILLIAMS CO THE	PAINT	10/05/2017	\$66.53	P
19171060	WINSUPPLY OF WISCONSIN RAPIDS	HVAC TRAINING - YOUNG	10/11/2017	\$40.00	P
19171061	WISCONSIN VALLEY BUILDING PRODUCTS	SUPPLIES-SHERIFFS DEPT REMODEL	10/05/2017	\$29.84	P
19171062	COMPLETE CONTROL	HVAC SOFTWARE	10/13/2017	\$8,056.95	P
19171063	CRESCENT ELECTRIC SUPPLY CO	CH SECURITY LIGHT PARTS	10/04/2017	\$166.40	P
19171064	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	10/16/2017	\$40.00	P
19171065	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	10/16/2017	\$40.00	P
19171066	G & K SERVICES	MAT CLEANING COURTHOUSE	10/18/2017	\$129.46	P
19171067	GAPPA SECURITY SOLUTIONS	KEYS	10/12/2017	\$50.00	P
19171068	GRAYBAR ELECTRIC COMPANY INC	THERMOSTAT - DISPATCH	10/11/2017	\$31.58	P
19171069	HOME DEPOT CREDIT SERV (Maintenance)	RB, CH, SHERIFF REMODEL	10/05/2017	\$1,303.45	P
19171070	LAKELAND CHEMICAL SPECIALITES	CHEMICALS	10/09/2017	\$49.69	P
19171071	MENARDS - PLOVER	RB & SHERIFF REMODEL SUPPLIES	10/11/2017	\$742.52	P
19171072	PER MAR SECURITY SERVICES	TECH SUPPORT CAMERA SYSTEM	10/08/2017	\$407.88	P
19171073	RON'S REFRIGERATION & AC INC	DIFFUSERS & BAFFELS - C OF C	10/13/2017	\$129.50	P
19171074	RON'S REFRIGERATION & AC INC	MT GARAGE PIPE INSULATOIN	10/16/2017	\$269.00	P
19171075	SCHILLING SUPPLY COMPANY	ICE MELT	10/17/2017	\$1,378.56	P
19171076	SHERWIN-WILLIAMS CO THE	SHERIFF REMODEL-PAINT	10/13/2017	\$596.34	P
19171077	SHERWIN-WILLIAMS CO THE	SHERIFF REMODEL-PAINT	10/17/2017	\$568.59	P
19171078	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	10/17/2017	\$120.00	P
19171079	WISCONSIN VALLEY BUILDING PRODUCTS	SHERIFF REMODEL-SUPPLIES	10/13/2017	\$14.92	P

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
OCTOBER 2017

50120284 - 50120286 19171002 - 19171115

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19171080	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	10/12/2017	\$56.89	P
19171081	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	10/12/2017	\$41.00	P
19171082	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	10/12/2017	\$396.38	P
19171083	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	10/12/2017	\$2,667.46	P
19171084	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	10/12/2017	\$1,047.17	P
19171085	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	10/12/2017	\$6.81	P
19171086	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	10/12/2017	\$70.25	P
19171087	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	10/12/2017	\$32.25	P
19171088	ACE HARDWARE	SHOP SUPPLIES	10/19/2017	\$16.98	P
19171089	ACE HARDWARE	SHOP SUPPLIES	10/26/2017	\$50.97	P
19171090	BAUER'S FLOOR MART	RB CARPET INSTALL	08/22/2017	\$200.00	P
19171091	ERON & GEE/HERMAN'S PLUMBING & HEATING	PIPE INSULATION	10/17/2017	\$812.50	P
19171092	G & K SERVICES	MAT CLEANING RIVER BLOCK	10/25/2017	\$81.83	P
19171093	GRAINGER (Maintenance)	SUPPLIES-SHERIFF DEPT	10/17/2017	\$142.84	P
19171094	GRAINGER (Maintenance)	LOCKER LOCKS-DISPATCH	10/17/2017	\$128.16	P
19171095	MENARDS - PLOVER	DISPATCH & JAIL KITCHEN	10/20/2017	\$55.40	P
19171096	MOTORS AND CONTROLS LLC	AIR COMPRESSOR FILTERS	10/19/2017	\$78.04	P
19171097	OTIS ELEVATOR CO	ELEVATOR SVC CONTR 11/1-1/31	10/20/2017	\$1,008.00	P
19171098	OTIS ELEVATOR CO	ELEVATOR SVC CONTRACT-ANNUAL	10/20/2017	\$2,103.48	P
19171099	RAPIDS RENTAL & SUPPLY	MOWER BELT COVER	10/25/2017	\$103.00	P
19171100	UNITED RENTALS NORTH AMERICA INC	AERIAL LIFT	10/16/2017	\$3,500.00	P
19171101	VIKING ELECTRIC SUPPLY	CREDIT MEMO	08/23/2017	(\$222.88)	P
19171102	VIKING ELECTRIC SUPPLY	TRANSFORMER ELEC SUPPLIES	10/18/2017	\$54.17	P
19171103	VIKING ELECTRIC SUPPLY	TRANSFORMER ELEC SUPPLIES	10/18/2017	\$1,471.06	P
19171104	VIKING ELECTRIC SUPPLY	CREDIT MEMO	10/18/2017	(\$1,333.56)	P
19171105	VIKING ELECTRIC SUPPLY	TRANSFORMER ELEC SUPPLIES	10/19/2017	\$1,170.92	P
19171106	HEINZEN PRINTING	PRINTING	10/31/2017	\$443.00	
19171107	INDIANHEAD SPECIALTY CO	STAMPS	10/31/2017	\$91.78	
19171108	OFFICE DEPOT	OFFICE SUPPLIES	10/31/2017	\$884.26	
19171109	OFFICEMAX INCORPORATED	OFFICE SUPPLIES	10/31/2017	\$927.11	
19171110	QUALITY PLUS PRINTING INC	PRINTING	10/31/2017	\$620.00	
19171111	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	10/31/2017	\$395.85	
19171112	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/31/2017	\$1,565.56	
19171113	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/31/2017	\$1,670.51	
19171114	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/31/2017	\$524.91	
19171115	STAPLES ADVANTAGE	OFFICE SUPPLIES	10/31/2017	(\$1,245.04)	
50120284	MIDLAND PAPER		10/11/2017	\$428.74	P
50120285	MIDLAND PAPER		10/23/2017	\$680.18	P
50120286	SCHILLING SUPPLY COMPANY		10/23/2017	\$144.36	P

Grand Total:**\$108,837.23**

Committee Report - County of Wood

MAINTENANCE / PURCHASING -
OCTOBER 2017

50120284 - 50120286 19171002 - 19171115

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
OCTOBER 2017

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
	ALL THE BELOW WERE PAID BY AEGIS (TPA)		
PREPAID	WORK COMP CLAIM	TTD	\$106.48
PREPAID	WORK COMP CLAIM	TTD	\$319.46
PREPAID	WORK COMP CLAIM	TTD	\$319.46
PREPAID	WELLNESS WITHIN CHIROPRACTIC	WC MED REIMBURSE	\$47.41
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$412.35
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$348.50
PREPAID	ADVANCED CHIRO & LASER CENTER	WC MED REIMBURSE	\$480.84
PREPAID	ST MICHAELS HOSPITAL	WC MED REIMBURSE	\$17,906.30
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$2,130.79
PREPAID	WORK COMP CLAIM	TTD	\$319.46
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$320.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$207.00
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$820.77
PREPAID	ADVANCED CHIRO & LASER CENTER	WC MED REIMBURSE	\$192.42
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	WORK COMP CLAIM	TTD	\$20.30
PREPAID	CENTRAL WISCONSIN	WC MED REIMBURSE	\$54.60
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$179.63
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$196.63
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$451.63
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$76.50
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$93.50
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$136.00
PREPAID	KLASINSKI CLINIC SC	WC MED REIMBURSE	\$350.52
PREPAID	KLASINSKI CLINIC SC	WC MED REIMBURSE	\$339.72
PREPAID	KLASINSKI CLINIC SC	WC MED REIMBURSE	\$260.19
PREPAID	WORK COMP CLAIM	TTD	\$319.46
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$8.71
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$148.80
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$152.68
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$512.16
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$97.08
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$71.30
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$1,553.45
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$677.02
PREPAID	LINDER & MARSACK	ATTORNEY BILL	\$105.00
PREPAID	CIOX HEALTH	WC MED REIMBURSE	\$8.60
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$845.38
PREPAID	WORK COMP CLAIM	TTD	\$319.46
PREPAID	WORK COMP CLAIM	TTD	\$159.72
	TOTAL		\$31,221.96

TTD - TEMPORARY TOTAL DISABILITY
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY
DB - DEATH BENEFIT

COMMITTEE REPORT
SAFETY, WORK COMP
AND INSURANCE
OCTOBER 2017

#1

CHAIRMAN

Committee Report

County of Wood

Report of claims for: RISK MANAGEMENT

For the period of: OCTOBER 2017

For the range of vouchers: 23170033 - 23170035

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
23170033	AEGIS CORPORATION	NOTARY BOND	10/05/2017	\$25.00	P
23170034	SAFELITE FULFILLMENT INC	VEHICLE DAMAGE REPAIR BILL	10/11/2017	\$341.89	P
23170035	WESTSIDE AUTO BODY	VEHICLE DAMAGE REPAIR BILL	10/23/2017	\$4,603.93	P
Grand Total:				\$4,970.82	

Signatures

Committee Chair:

Committee Member:

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Committee Report

County of Wood

Report of claims for: IT

For the period of: October 2017

For the range of vouchers: 27170335 - 27170378

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27170335	INSIGHT PUBLIC SECTOR INC	ucm upgrade	08/31/2017	\$2,812.20	P
27170336	INSIGHT PUBLIC SECTOR INC	web security appliance	09/11/2017	\$4,761.06	P
27170337	INSIGHT PUBLIC SECTOR INC	lctiny mount	09/29/2017	\$10.94	P
27170338	INSIGHT PUBLIC SECTOR INC	Web security	09/08/2017	\$17,377.52	P
27170339	INSPERITY BUSINESS SERVICES LP	timestar implementation	09/19/2017	\$7,000.00	P
27170340	INSPERITY BUSINESS SERVICES LP	timestar implementation	09/13/2017	\$6,125.00	P
27170342	CHARTER COMMUNICATIONS	Internet pro80	09/14/2017	\$130.00	P
27170343	MARSHFIELD UTILITIES	Fiberoptic- 3rd qtr	09/20/2017	\$851.25	P
27170344	SOLARUS	phone chgs for 00063942-1	10/01/2017	\$9,620.15	P
27170345	SOLARUS	phone chgs for 00077856-5	10/01/2017	\$302.74	P
27170346	SOLARUS	phone chgs 00061009-7	10/01/2017	\$77.99	P
27170347	SOLARUS	phone chgs acct 00111161-9	10/01/2017	\$20.00	P
27170348	US BANK	credit card charges	08/25/2017	\$2,768.21	P
27170349	US BANK	credit card chages	08/25/2017	\$79.98	P
27170350	WI DEPT OF TRANSPORTATION	TraCS conference registration	09/26/2017	\$60.00	P
27170351	FLEXSTAFF	Temp PC Tech	09/20/2017	\$1,135.68	P
27170352	FLEXSTAFF	temp services	09/13/2017	\$969.74	P
27170353	ULTRACOM WIRELESS COMMUNICATI	kyocera dura- shaun m	09/13/2017	\$66.11	P
27170354	BRANDL DAN R	Mileage	10/10/2017	\$81.32	P
27170355	ULTRACOM WIRELESS COMMUNICATI	Phone FSET	09/27/2017	\$329.99	P
27170356	CDW GOVERNMENT INC	test scanners	09/20/2017	\$1,462.04	P
27170357	FRONTIER COMMUNICATIONS	phone charges	09/22/2017	\$542.00	P
27170358	FRONTIER COMMUNICATIONS	phone charges	09/22/2017	\$1,129.68	P
27170359	ELECTROLINE INC	data center equipment	09/06/2017	\$1,674.00	P
27170360	FLEXSTAFF	temp services	09/27/2017	\$931.84	P
27170361	FLEXSTAFF	temp services	10/04/2017	\$1,164.80	P
27170362	SOLARWINDS	maintenance	10/04/2017	\$319.00	P
27170363	US CELLULAR	CELL CHGS ACCT 821710598	09/16/2017	\$534.81	P
27170364	US CELLULAR	CELL CHGS ACCT 203538532	09/20/2017	\$1,000.28	P
27170365	US CELLULAR	US CELL CHGS ACCT 203391922	09/20/2017	\$182.44	P
27170366	US CELLULAR	CELL CHGS ACCT 217293182	09/20/2017	\$682.00	P
27170367	US CELLULAR	CELL CHGS ACCT 277407322	09/16/2017	\$2,199.63	P
27170368	US BANK	Credit card charges	08/25/2017	\$21.00	P
27170369	INSIGHT PUBLIC SECTOR INC	Health Dept new hire PC	09/21/2017	\$1,294.72	P

Committee Report - County of Wood

IT - October 2017

27170335 - 27170378

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27170370	INSIGHT PUBLIC SECTOR INC	Dexter Switch	09/21/2017	\$960.99	P
27170371	NORTHWAY COMMUNICATIONS	North Park Antenna	09/19/2017	\$65.45	P
27170372	SCHREIBER DAVID	Mileage and Parts	10/23/2017	\$172.56	P
27170373	INSIGHT PUBLIC SECTOR INC	UCM Upgrade	09/30/2017	\$2,750.81	P
27170374	CDW GOVERNMENT INC	Headset for Analyn	10/10/2017	\$236.64	P
27170375	NETBRAIN	Maintenance renewal	10/23/2017	\$2,100.00	P
27170376	FLEXSTAFF	Temp Services	10/18/2017	\$270.86	P
27170377	CHARTER COMMUNICATIONS	Internet PRO080	10/14/2017	\$130.00	P
27170378	IVES MATTHEW	Mileage	10/17/2017	\$97.02	P
Grand Total:				\$74,502.45	

Signatures

Committee Chair:

Committee Member:

Committee Member:

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Committee Member:

Committee Member:

36-2

Committee Report

County of Wood

Report of claims for: Wellness

For the period of: October 2017

For the range of vouchers: 34170014 - 34170099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34170014	ASPIRUS OCCUPATIONAL HEALTH	Employee Wellness Program	10/02/2017	\$19,350.94	P
34170015	WELLNESS COUNCIL	Annual Membership Dues	10/04/2017	\$495.00	P
34170016	FANDRE ADAM	Incentives/Rewards	10/24/2017	\$131.81	P
Grand Total:				\$19,977.75	

Signatures

Committee Chair:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: Treasurer

For the period of: October 2017

For the range of vouchers: 28170214 - 28170235

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28170214	FIRST AMERICAN TITLE INSURANCE CO	Tax Overpayment Refund	10/05/2017	\$1,896.48	P
28170215	MOBILE LOCK & SECURITY	Rekey locks Tax Deed Property	10/05/2017	\$514.00	P
28170216	O'SHASKY DIANE OR DANIEL RUDER	Tax Overpayment Refund	10/05/2017	\$208.40	P
28170217	STATE OF WISCONSIN TREASURER	3rd Qtr Probate & Birth Fees	10/05/2017	\$40,923.20	P
28170218	WI DEPT OF ADMINISTRATION	Sept 2017 WI Land Info	10/05/2017	\$6,643.00	P
28170219	WOOD COUNTY REGISTER OF DEEDS	Tax Deed Recording Fees	10/05/2017	\$60.00	P
28170220	CITY OF MARSHFIELD	SEPTEMBER SPECIALLS	10/12/2017	\$936.42	P
28170221	CITY OF NEKOOSA TREASURER	SEPTEMBER SPECIALS	10/12/2017	\$542.44	P
28170222	CITY OF WISCONSIN RAPIDS	SEPTEMBER SPECIALS	10/12/2017	\$522.34	P
28170223	TOWN OF PORT EDWARDS	SEPTEMBER SPECIALS	10/12/2017	\$87.10	P
28170224	TOWN OF SARATOGA	SEPTEMBER SPECIALS	10/12/2017	\$514.42	P
28170225	TOWN OF GRAND RAPIDS	SEPTEMBER SPECIALS	10/12/2017	\$866.20	P
28170226	TOWN OF MARSHFIELD	SEPTEMBER SPECIALS	10/12/2017	\$223.16	P
28170227	TOWN OF RICHFIELD	SEPTEMBER SPECIALS	10/12/2017	\$693.55	P
28170228	TOWN OF ROCK TREAS LISA M WALLIS	SEPTEMBER SPECIALS	10/12/2017	\$243.12	P
28170229	VILLAGE OF HEWITT	SEPTEMBER SPECIALS	10/12/2017	\$1,070.10	P
28170230	VILLAGE OF PORT EDWARDS TREAS	SEPTEMBER SPECIALS	10/12/2017	\$250.80	P
28170231	BEAR GRAPHICS INC	TAX BILL ENVELOPES	10/17/2017	\$999.75	P
28170232	GEHRT HEATHER	WCTA MEETING EXPENSES	10/17/2017	\$100.62	P
28170233	RAUCH ADAM OR TINA	TAX OVERPAYMENT REFUND	10/17/2017	\$8.68	P
28170234	STATE OF WISCONSIN TREASURER	SEPT CLERK OF COURTS REVENUE	10/17/2017	\$146,927.73	P
28170235	WOODTRUST BANK	MONTHLY SERVICE FEES	10/17/2017	\$957.74	P
Grand Total:				\$205,189.25	

Committee Report - County of Wood

Treasurer - October 2017

28170214 - 28170235

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

36-1

Committee Report

County of Wood

Report of claims for: Finance

For the period of: October 2017

For the range of vouchers: 14170041 - 14170099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14170041	MARTIN MICHAEL F	Reimb Payroll Best Practices	10/09/2017	\$195.00	P
14170042	CUMMINGS MARLA	Conference Expenses	10/23/2017	\$640.88	P
14170043	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	4th Qtr 2017 Tax Levy	10/04/2017	\$49,569.50	P
14170044	UW - MARSHFIELD WOOD COUNTY	2017 CIP Expenses	10/12/2017	\$7,468.35	P
14170045	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	Clear Schmidt Endowment	10/30/2017	\$26,835.54	P
Grand Total:				\$84,709.27	

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: OCTOBER 2017

For the range of vouchers: 17170269 - 17170304

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17170269	WOODTRUST BANK NA	VISA CHARGES - SEPT 2017	09/20/2017	\$242.32	P
17170270	US HEALTH WORKS MEDICAL GROUP PC	MRO SERVICES	09/27/2017	\$110.00	P
17170271	BOSTON MUTUAL	WHOLE LIFE 092817 PR	09/28/2017	\$1,696.73	P
17170272	UNITED STATES LIFE INS CO THE	AIG DIS 092817 PR	09/28/2017	\$1,565.59	P
17170273	UNITED STATES LIFE INS CO THE	AIG TERM LIFE 092817 PR	09/28/2017	\$3,595.84	P
17170274	ALLIANCE COLLECTION AGENCIES	ALLIANCE GMT 092817 PR	09/28/2017	\$362.63	P
17170275	GREAT LAKES HIGHER EDUCATION CORP	GREAT LAKES GMT 092817 PR	09/28/2017	\$206.61	P
17170276	US DEPARTMENT OF EDUCATION	US DEPT OF ED GMT 092817 PR	09/28/2017	\$187.59	P
17170277	HARRING MARK STANDING CHAPTER 13 TRUSTEE	MARK HARRING GMT 092817 PR	09/28/2017	\$150.12	P
17170278	AMT	AMT GMT 092817 PR	09/28/2017	\$203.00	P
17170279	BOSTON MUTUAL	WHOLE LIFE 101217	10/12/2017	\$1,619.83	P
17170280	NATIONWIDE TRUST CO FSB	PEHP PROGRAM PR 101217	10/12/2017	\$37,424.00	P
17170281	ALLIANCE COLLECTION AGENCIES	ALLIANCE GMT 101217	10/12/2017	\$194.98	P
17170282	GREAT LAKES HIGHER EDUCATION CORP	GREAT LAKES GMT 101217	10/12/2017	\$215.57	P
17170283	US DEPARTMENT OF EDUCATION	US DEPT OF ED 101217	10/12/2017	\$135.17	P
17170284	HARRING MARK STANDING CHAPTER 13 TRUSTEE	MARK HARRING GMT 101217	10/12/2017	\$150.12	P
17170285	AMT	AMT GMT 101217	10/12/2017	\$203.00	P
17170286	UNITED STATES LIFE INS CO THE	AIG DISABILITY 101217	10/12/2017	\$1,604.05	P
17170287	UNITED STATES LIFE INS CO THE	AIG TERM/SUPP LIFE 101217	10/12/2017	\$3,514.00	P
17170288	WI DEPT OF WORKFORCE DEVELOPMENT	AUG/SEPT UI CHARGES	10/12/2017	\$4,378.78	P
17170289	BOSTON MUTUAL	BOSTON MUTUAL 102617 PR	10/26/2017	\$1,587.65	P
17170290	UNITED STATES LIFE INS CO THE	AIG LTD 102617 PR	10/26/2017	\$1,605.76	P
17170291	UNITED STATES LIFE INS CO THE	TERM & SUPP LIFE 102617 PR	10/26/2017	\$3,532.97	P
17170292	HARRING MARK STANDING CHAPTER 13 TRUSTEE	MARK HARRING GMT 102617 PR	10/26/2017	\$150.12	P
17170293	AMT	AMT GMT 102617 PR	10/26/2017	\$203.00	P
17170294	US DEPARTMENT OF EDUCATION	US DEPT OF ED GMT 102617 PR	10/26/2017	\$138.69	P
17170295	GREAT LAKES HIGHER EDUCATION CORP	GREAT LAKES GMT 102617 PR	10/26/2017	\$209.21	P
17170296	ALLIANCE COLLECTION AGENCIES	ALLIANCE GMT 102617 PR	10/26/2017	\$204.03	P
17170297	ASPIRUS BUSINESS HEALTH RIVERVIEW	DRUG & ALCOHOL TESTING	10/26/2017	\$219.00	P
17170298	MARSHFIELD LABORATORIES	DRUG & ALCOHOL TESTING	10/26/2017	\$291.00	P
17170299	ASPIRUS OCCUP HEALTH	DRUG & ALCOHOL TESTING	10/26/2017	\$46.00	P
17170300	ABR EMPLOYMENT SERVICES	CONTRACTED SERVICES	10/26/2017	\$1,347.28	P
17170301	NORTHWOODS LASER & EMBROIDERY	SERVICE PLAQUE	10/26/2017	\$70.25	P
17170302	HORTON GROUP INC THE	HEALTH INS CONS AUG & OCT	10/26/2017	\$4,166.66	P

Committee Report - County of Wood

HUMAN RESOURCES - OCTOBER 2017

17170269 - 17170304

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
17170303	BUTLER-MEDDAUGH ANGELA	MILEAGE	10/26/2017	\$19.26	P
17170304	QUINNELL KELLI	MILEAGE	10/26/2017	\$80.25	P
Grand Total:				\$71,631.06	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Comments from the County Clerk
November 2017 Executive Committee Meeting

Business after hours on October 18th went splendidly. Almost 150 people visited the River Block and saw how much was accomplished in such a short time frame. Many complimentary comments were heard throughout the event. Department heads and staff gave tours and then attendees enjoyed refreshments. We provided a lovely spread for VERY little money. I've attached a spreadsheet which outlines the donations and their exact or estimated costs and from whom, along with the actual cost of items purchased. The awesome amount of donated items and personal time contributed is what made this event so successful. Many thanks to everyone who contributed and attended.

Friday, October 20th, I hosted a meeting for my district clerks. Area clerks attended. I invited the chairperson of our association's Website and Publicity Committee to update us on format changes and change of responsibility and roles within that committee regarding our association website. We discussed the upcoming 2018 election year and changes that are on the horizon in the election world and their impact to us. With recent changes in Domestic Partnerships, that was a major topic of conversation. Courthouse Security was also a focus. We discussed the level of security at each of our courthouses and any plans for the future. And of course, many other topics related to our jobs.

On November I will be teaching a municipal clerk certification class here. This class is open to any municipal clerk in the state. The spring election brought four new clerks out of our 34 municipalities. This certification class is required before they can administer an election. With four elections next year, they need to start learning what is expected of them. Over 30 municipal clerks are signed up. I had to limit attendance due to room size. I'm looking forward to having a larger meeting space available at River Block someday.

Business After Hours 10/18/2017 Donations and Expenses				
	Donations		Expenses	
Cindy Cepress	popcorn supplies/condiments	\$ 20.00	ham/buns/cheese trays	\$ 97.09
Jason Grueneberg	homemade salsa	\$ 10.00	crackers/plates/tortilla chips/fork	\$ 22.89
Health Dept. employees	desserts	\$ 50.00		
Parks Dept.	4 tow tickets/2 nights camping	\$ 82.00		
Hotel Mead	2- \$25 gift certificate	\$ 50.00		
CW Solutions	Mug/Minion/Thermos/Frisbee	\$ 20.00		
County Clerk	2 - Sesquicentennial books/4 wooden nick	\$ 15.00		
UWEX	Plat Book	\$ 30.00		
Edgewater Haven	Reusable shopping bag	\$ 5.00		
??	\$10 Kwik Trip gas card	\$ 10.00		
Venus	bottled water	\$ 20.00		
Gardner Trucking/Cold Storage	Sweetened Dried Cranberries	\$ 75.00		
HayCreek Pallet	Crate like notepads	\$ 30.00		
		\$ 417.00		\$ 119.98
Donna Rozar	Cash of \$60			
Lance Plimi	Cash of \$60			



Wood County WISCONSIN

MAINTENANCE
DEPARTMENT

Maintenance Monthly Comments From the Desk of Reuben Van Tassel

November 7, 2017

The north side River Block sidewalk was removed and replaced the week of October 16th.

Attended Business After Hours at the River Block on October 18th.

Maintenance staff continues to work on the remodeling of the space on second floor being taken over by the Sheriff's Department.

Maintenance Manager and Technicians completed forklift safety training.

Participated in web meetings with representatives from Dude Solutions. Traveled to Lincoln County on October 19th to see their facility management program in use.

Participated in web meetings with representatives from AkitaBox. Traveled to St. Croix County on October 20th to see AkitaBox facility management program in use.

Attended Executive Committee, County Board, Employee Feedback, Health and Human Services Committee and Executive Committee Ad Hoc Committee meetings.

Attended meeting with Jason Grueneberg (Planning and Zoning), Joe Eichstead (City Engineer), Ryan Lavin & Ken Brekke (We Energies). We Energies is proposing to relocate some of their equipment from the Riverbank near Jackson Street over to an area along the eastern edge of the Baker Street parking lot. They will be working with the City on the precise location and will likely be in need of an access easement from the County. This equipment relocation would provide safer and more reliable natural gas supply to many customers in that vicinity.

**AD HOC PROPERTY COMMITTEE
MINUTES**

DATE: Thursday, October 26, 2017
TIME: 3:00 p.m.
PLACE: Room 114, Wood County Courthouse
PRESENT: Al Breu, Ken Curry, Brad Kremer
OTHERS PRESENT: Reuben Van Tassel, Lance Pliml, Bill Clendenning, Jason Grueneberg

The meeting was called to order by Chairman Breu.

Public Comments – None

The Committee discussed delineation of wetland on 17th Avenue property. Grueneberg contacted two firms regarding wetland delineation which should be completed prior to sale of property. This may have to be done next year during the growing season. Grueneberg will continue checking into options for the delineation process. Pliml provided some value ranges for the 21 acres with the maximum value being close to \$194,000. The property was originally purchased for \$125,000. Discussion held regarding selling the entire property or smaller parcels. This property will be discussed further at the next Ad Hoc Property meeting.

Discussion was held regarding the property at 1010 Airport Avenue in Wisconsin Rapids. The original purchase price paid by the County was \$141,000; the Wisconsin Rapids City Assessor provided an approximate current value of \$182,600. This property will likely be the easiest to sell of those being considered.

Motion (Kremer/Curry) to ask the Executive Committee to direct Van Tassel to work with Emergency Management and the Treasurer to clean, paint and list the property for sealed bids with a reserve of \$150,000. Motion carried.

The property located at 2611 12th Street South in Wisconsin Rapids (formerly Unified Services) was discussed. This may be a difficult property to market; the value of the property needs to be determined.

Motion (Curry/Kremer) to ask the Executive Committee to direct Van Tassel to obtain a commercial appraisal on the property at 2611 12th Street South for an amount not to exceed \$2,000. Motion carried.

Discussion was held regarding the two CBRF properties in Marshfield, those being 613 West 11th Street and 2401 South Peach Avenue. Appraisals had been done in 2009 and showed a

value of \$250,000 per property. Clarity Care has been leasing both homes and may be interested in purchasing them.

Motion (Curry/Kremer) to direct Van Tassel to contact Clarity Care and inquire of their interest in the properties and if they would like to make an offer to purchase. Motion carried.

Agenda items for next meeting: Ongoing space needs for Courthouse and buildout options for River Block third floor.

Chairman Breu declared the meeting adjourned at 4:31 p.m.

Minutes in draft form until approved at the next meeting of the Ad Hoc Property Committee. Minutes reviewed by Chairman Breu, taken by Reuben Van Tassel/Brenda Nelson.



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – October 2017

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

- Updating property lists for insurance renewals.
- Processing insurance renewals for 2018.

Lost Time/ Restricted Duty/Medical Injuries: 8

- 09/25/2017 – Norwood HC – Employee sustained a contusion and concussion when a combative resident attacked him. Lost time injury.
- 09/25/2017 – Norwood HC – Employee sustained a contusion to the right hand while restraining a combative resident. Medical only.
- 9/29/2017 – Norwood HC – Employee sustained a back strain loading pipes onto truck. Lost Time.
- 9/27/2017 – Emergency Mgmt. – Work release employee sustained a strain to the left wrist while stacking wood. Medical only.
- 10/7/2017 – Norwood HC – Employee sustained a laceration to the right index finger when reaching out for a falling metal food container. Medical only.
- 10/10/2017 – Highway – Employee sustained a strain to the right arm while working concrete. Medical with restrictions.
- 10/13/2017 - Edgewater – Employee sustained a left shoulder strain while rolling a resident. Lost time injury.
- 10/16/2017 – Highway – Employee sustained a low back strain while operating an asphalt roller. Medical only.

First Aid Injuries: 2

- 10/09/2017 – Norwood HC – Employee sustained a contusion to the face from a combative resident.
- 10/16/2017 – Human Services – Employee sustained contusion to the left hand and wrist while adjusting a van seat.

Property/Vehicle Damage Claims: 2

- 09/23/2017 – Sheriff's – Squad #6 vs. deer. Loss of \$4603.93.
- 10/05/2017 – Sheriff's – Squad #23 windshield vs. stone. Windshield replacement. Loss of \$341.89.

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

- 00/00/2017 – Dept. – Claim

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

- Engen vs. Wood County Highway. 9/27/2011. Trial scheduled in May has been delayed until 2018.
- Waite retaliation claim. 10/04/2014. No updates.
- Suicide claim 5/6/2017 – Glodowski.

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

Distributed sharps containers for Deputies to prevent BBP exposures.

Evacuation plan updates for Wood County River Block building.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

October, 2017

- ◆ On Saturday, October 14th, the County Data Center was moved from its old location on the 1st floor to the new location. This was a monumental move and one that required a tremendous amount of planning, preparation, coordination, and time. From 4:30pm on Friday, October 13th, thru 8:00am on Monday County IT staff, with the assistance of the Communications Coordinator, spent a combined 207 people hours moving equipment, verifying services, and resolving any issues that occurred as a result of the move. The move went extremely well. IT appreciates the patience of the 24X7 departments that were impacted by this move and are grateful for the assistance of staff in Dispatch, the Sheriff's Department, Edgewater, Norwood and Human Services that assisted with testing applications and services post move. This was a joint effort and was extremely successful. Resolved the issue with Citrix and continue to work on the issue with the phone system that occurred after the move.
- ◆ GCS property tax system, vendor for replacement property tax software, is being used for tracking deed and parcel data, receipting tax payments, and generating reports. Special assessment data is being loaded in preparation for the 2017 property tax billing cycle. Open records requests are being fulfilled using the GCS data.
- ◆ Support for Norwood Healthcare Center and Edgewater Haven is ongoing. Matrix software for both Edgewater and Norwood is scheduled for a large upgrade that has been postponed by the vendor. After upgrade completion access to the Matrix software will be available on the county intranet page. The server address for MatrixCare and Point of Care will change, this means current shortcuts will be rendered obsolete and post upgrade access can be obtained from the county intranet links.
- ◆ RtVision, Highway Department time and materials tracking software, payroll export file will be updated with new earnings codes as soon as the vendor can fulfill our request. These codes will map to the payroll software, HRMS, new codes that will alleviate a rounding issue. These new codes are now implemented in the TimeStar system and will alleviate a rounding issue as well.
- ◆ The TimeStar, electronic time card and time tracking, system configuration is complete. System configuration, which requires coordination between IT, HR and the Finance Department has been continually updated to address the needs of each department. System configuration includes multiple functions like importing employee data, assigning pay groups, assigning time tracking types, setting access permissions, etc. Application access restriction configuration testing is complete and IT continues to apply login restrictions to employees according to department head preferences.

The implementation that spanned from April to September 19, 2017 is now complete. All departments are live using the TimeStar software. As planned and on schedule, Wood County has transitioned from TimeStar's implementation team to support. IT works continually to address some remaining issues concerning the mandatory PBJ (Payroll Based Journaling) reporting to CMS (Centers for Medicare & Medicaid). The submission deadline for PBJ reports from Norwood Healthcare Facility and Edgewater Haven is November 15, 2017.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Time Simplicity, the add on module that will provide scheduling software to select departments, training will continue. The addition of the TimeStar & Time Simplicity software eliminated the need for manual paper time card tracking and entry and will provide a staff scheduling solution for select departments.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Zoning permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. Sanitary permit entry into the web based system is complete.
- ◆ Register of Deeds servers and Fidlar software upgrade scheduled for October is complete.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is complete. However, additional systems that require archive data were discovered and will require analysis and solution development. Replacement system creation and implementation of these systems continues as we plan to decommission the SCO Unix server early in 2018.
- ◆ Data from the archived Human Services server, Pathlinks, was recovered and presented to Human Services financial staff for approval. Approval was received in October and the servers will be scheduled for decommission.
- ◆ Worked with Human Services staff to setup new billing codes in TCM.
- ◆ Identified an error in TCM that caused 5000+ duplicate PPS strips to be created. Worked with Vendor to obtain emergency patch. Applied the emergency patch.
- ◆ Updated TCM to build 15.
- ◆ Resolved an issue between eWISACWIS application and new computers that utilize the Operating System Windows 10.
- ◆ Attended the Multi-County Project Managers meeting in Outagamie County.
- ◆ Resumed work on payment processing improvements to the Park Reservations system.
- ◆ Implemented a new system for Emergency Management to post surplus county property for sale on the county website. This system will be available for public use after IT settles some final details with EM staff.
- ◆ Updated the Treasurer's Department Tax Deed Property Sale website to conform with the office's latest sealed bid procedures.
- ◆ Replaced outdated monitors for the Register of Deeds and Treasurer's public computers.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
- ◆ Assisted the State of WI in the move from the BCN network to the new State of Wisconsin Badgernet circuit.
 - ◆ Setup a new monitoring station in Jail Control that will popup notifications on the screen if they receive an alert from the bracelet monitoring system.
 - ◆ Installed the new higher capacity Storage (SAN) solution that replaced the current system that was End of Life.
 - ◆ Installed and began configuration on the new Barracuda Security Webfilter that will replace the current web filter solution. Work on this will continue in November.
 - ◆ Developed application for Dispatch for various notification tracking. This application runs on the Dispatch monitors and keeps track of important County information that dispatch needs to be aware of.
 - ◆ Worked with State to get signed up to use MACH. This mapping software allows the Sheriff's department and Dispatch to see where state level vehicles are and has the ability to request help when needed from the state.
 - ◆ Worked on setting up proactive monitoring of the County's IT servers. This allows IT the ability to be alerted, diagnose, and fix issues that arise before they become problematic for County Employees that use systems on these servers.
 - ◆ 458 helpdesk requests were created in August, with staff completing 476 tickets leaving 324 open requests. These numbers represent service requests from departments throughout the County.
 - ◆ Reclaimed several UPS units from the abandoned Dispatch Center. Re-deployed as replacements for failed UPS units in network closets at the Courthouse, Norwood and Edgewater facilities.
 - ◆ Restored LAN connectivity to the North Park Ranger Station. Link installation was completed with technical assistance from Communications department.
 - ◆ Worked with county departments, Dodge County, and internal IT staff to finalize the Wood County Social Media Policy and its associated forms.
 - ◆ Created both a main Wood County Facebook page and Veterans pages. These pages were both developed using the Social Media Policy guidelines, and were used to finish finalizing the forms for departments and IT to be able to set specific settings within the pages.
 - ◆ Setup Labor Allocations in TimeStar for 4 Norwood employees, so their allocations could be tracked for Medicare and Medicaid.
 - ◆ The new PC Technician started, October 30th. The IT Department is now at full staff.



WOOD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy #	Approval Date:
Policy Title SOCIAL MEDIA	Effective Date:
	Revision Date(s): None

Wood County recognizes that emerging online collaboration platforms are fundamentally changing the way citizens, government entities, and businesses interact with each other. The County has determined that online discourse through social computing will further enhance delivery of County services and foster positive public perception and a sense of community.

I. Purpose and Scope

This policy is intended to provide a framework for use of social media when authorized by the County as part of an employee's job duties.

Social media is considered any interaction among people in which they may create, share, and exchange information and ideas in virtual communities and networks. Any platform that is used to build social networks or social relations for the sharing of information of common interest is considered a social media site. The forms of social media or technology referred to in this policy include, but are not limited to Facebook, LinkedIn, MySpace, Twitter, Yammer, YouTube, video and wiki postings, chat rooms, comment sections of newspapers/publications, personal blogs and other similar forms of online journals, diaries and personal newsletters.

County-owned technology resources are the property of the County, as is all data created, entered, received, stored, or transmitted via County-owned equipment. All use of social media or similar technology is subject to all County policies, including but not limited to the information technology use and security policy, as well as existing internet, email, and harassment policies.

II. Changes to This Policy

Wood County may, from time to time, modify this Social Media Policy to reflect legal, technological and other developments. A current copy of this document can be found on the employee Intranet at <https://www.co.wood.wi.us/Employee>, or upon request from the IT department.

III. Wood County Social Media Site Guidelines

All County social media sites must be sponsored by a department. The department must include a link to this site from their departmental home page and the County's official social media directory, on the County's official website.

It is the responsibility of the department head of the sponsoring department, or designee, to maintain compliance with this policy and all other applicable policies and laws in the management of their social media site(s).

This section does not apply to websites or other online services over which the County has direct administrative control. Also excluded from this section are websites or other online services which are controlled by organizations affiliated with one or more county departments, related to the department's mission. Examples of these exceptions include the official Wood County website, community initiative websites that partner with County departments, and intergovernmental websites. Social media sites, which are managed by County employee(s), but are branded under an affiliated organization and fall under social media policies and standards of that organization, are also excluded from this section.

The sponsoring department is responsible for the following:

- 1) All management of the authorized social media site(s)
- 2) The accuracy, quality, and timeliness of all content on an authorized social media site
- 3) Reliability and dependability of a social media site, meaning once a social media site is created, it must be regularly updated and maintained
- 4) The authorization of the appropriate staff to maintain a site
- 5) Any costs accrued with the social media site, this includes but is not limited to:
 - a) Site fees
 - b) Site promotion
 - c) Social media data archiving
 - d) Any fees that may be incurred while adhering to open records laws

When creating a County social media site, page, etc., all departments and employees should adhere to the following Guidelines:

- 1) Appropriate use: All communications carried out on County equipment or County sponsored electronic media must adhere to the appropriate use guidelines set forth in the Computer Usage policy and in this policy.
- 2) Encourage one-way communication when possible.
- 3) Comment Policy: Any County authorized social media site which allows comments to be posted must display the following comment policy:

The purpose of this site is to present matters of public interest in the County of Wood, including information regarding its many residents, businesses and visitors. We encourage you to submit comments, but be advised this is not an open public forum. Once posted, the County reserves the right, but assumes no obligation, to delete any comment for any reason, including but not limited to, submissions that are illegal, obscene, defamatory, threatening, invade privacy, or which are considered to be offensive to anyone or may infringe upon the intellectual property or copyrights of others. Also comments which include spam or links to other sites, are clearly off topic, advocate illegal or illicit activity, promote particular products, services or vendors, or advocate for a particular political party, candidate or point of view, may be deleted at the County's discretion. The County reserves the right to block any user that violates these terms. The County does not necessarily review all posted comments on a regular basis. No user shall

rely upon this site to communicate to the County or to any other person, information regarding any immediate threat to safety, health, or property. A person wishing to report an immediate threat to health, safety or property or needing other emergency assistance should call 911. All users of this site are hereby notified that any information, comments, messages or other data posted to or through this site may be subject to applicable records disclosure laws, and should not be considered private or confidential. Comments expressed on this site do not necessarily reflect the opinions of Wood County or its employees. The County takes no responsibility nor assumes any liability for any content posted on this site. Please contact the site administrator for assistance with a comment you believe violates the above policy.

- 4) Departments are required to enforce this policy and verify that all posts do not contain any of the following:
 - a) Spam
 - b) Off topic posts
 - c) Promotion of illegal activity
 - d) Copyrighted or licensed material
 - e) Promotion of political candidates
 - f) Promotion of products, organizations, or services that are not in line with the department mission
 - g) Personal attacks
 - h) Personal protected information
 - i) Violent, obscene, or discriminatory comments
 - j) Repetitive posts
- 5) Administrative Structure: any County authorized social media site will require the following:
 - **Social Media Coordinator:** this person will operate under the direction of the Information Technology director and is responsible for maintaining documentation on all social media sites and assigned managers. This person will also assist the assigned managers in making sure their social media sites are in compliance with this policy.
 - **Backup Social Media Coordinator:** this person will serve as backup to the Social Media Coordinator during their absence.
 - **Assigned Manager:** this person will be responsible to see to it that the use of the social media site adheres to this policy and all related County policies. The name of the proposed Assigned Manager must be filed with the Social Media Coordinator along with a request for an authorized social media site.
 - **Backup Manager:** to prevent issues related to site administration during the absence of the Assigned Manager, all authorized sites must have a named backup manager also to be filed as part of the request for an authorized site. It is the responsibility of the sponsoring department manager to update this information should the authorized personnel change.
 - **Approved content authors:** sponsoring departments must authorize all employee content authors for their departmental social media site.
- 6) Notification to Coordinator: The County Social Media Coordinator is to be made aware of any and all Department sponsored social media sites, to include the following information:
 - a) Site Address

- b) Purpose of Site
 - c) Manager and Backup Manager of site
 - d) Type of communication, one-way, two-way moderated, open two-way (not recommended)
- 7) Required elements of a County authorized social media page: Technology permitting, all county sanctioned social media sites shall contain the following information in a prominent place on the site:
- a) County Department clearly identified
 - b) County logo in logo area and profile picture
 - c) Comment policy
 - d) Stated purpose of page
 - e) Notification that violations of comment policy may result in blocking user
 - f) Disclaimer(s) – See Sections IV 7) below and III 3) above, if applicable.
 - g) Official contact for page
 - h) Page design uses styling consistent with the County's brand.
- 8) Prohibited content: The following types of content are prohibited on County sponsored social media sites:
- a) Political endorsements, campaign ads or links to any such content
 - b) Content not related to the stated purpose of the particular social media site

IV. Guidelines for Official Employee Use of Social Media Sites

- 1) Employees may only establish official sites, blogs, pages, or accounts in their official capacity as County staff on a social media site with the authorization of their Department Head. Notification of all new official Social Media sites must be provided to the Social Media Coordinator. All County authorized social media sites are to be sponsored by a County agency or department and the content of such site will become the responsibility of the department and its management.
- 2) Permission to author official content on social media sites will only be granted to those employees who are authorized to speak on behalf of the County via these electronic communications media. Employees so authorized shall be referred to as designated social media representatives and such designation shall be made by the employee's Department Head with notice to the Wood County Social Media Coordinator.
- 3) Employees are expected to recognize the confidentiality of certain County information, and the privacy rights of employees and residents, and are prohibited from disclosing confidential, personal employee and non-employee information and any other proprietary and/or nonpublic information to which employees have access. Questions regarding whether information has been released publicly or doubts regarding the propriety of any release shall be directed to the employee's supervisor before releasing the information.
- 4) When communicating electronically, employees are expected to speak respectfully about the County and County-related matters, to limit communications to items in which the employee is authorized to speak and to identify themselves and their role with the County.

- 5) Employees are expected to follow all applicable laws when using on-line communications, including laws pertaining to copyright, fair use, defamation, privacy, ethics code, and financial disclosure laws. Note that the violation of any such applicable law, or county policy, including publication or posting of unfounded or derogatory statements, or misrepresentation can result in disciplinary action up to and including termination, as well as other legal consequences. Employees must also adhere to the Code of Ethics and other Department specific policies, if applicable.
- 6) Employees may not publish content to any website or social media application that is unrelated to subjects associated with their position with the County. When writing about County matters try to add value and provide worthwhile information and perspective.
- 7) All official Wood County Social Media Sites must have the disclaimer in Section III 3) above and official Blog posts made will include the following disclaimer: "The information on this site is provided as a courtesy for informational purposes only, and may not be applicable to a particular person's situation. All information is subject to change and the accuracy thereof is not guaranteed. No legal, medical or technical advice is intended or provided to users of this site."
- 8) Honor the privacy rights of our employees by seeking their permission and the permission of their Department Head before writing about or displaying internal happenings that involve the employee.
- 9) Employees should not cite or reference County contractors or suppliers without their approval. Care should be taken to not promote one contractor over another or provide preferential treatment of any kind.
- 10) Authorized County social media sites shall not be used to endorse political candidates or organizations
- 11) Be aware of your association with the County and that at all times you serve as an ambassador of the County to the public.
- 12) Posts should not be edited after the fact. When making changes to previous posts, indicate that you have done so.

V. Legal Implications of County Use of Social Media

- 1) Copyrights of video footage and photos uploaded by County representatives. Risks can be mitigated by following these standard operating procedures:
 - a) County source materials. Use only photos and videos produced by the County or contractors working directly on behalf of the County
 - b) Obtain written copyrights. If copyrighted materials are used, be sure to get and maintain physical records of copyright licenses and honor any branding or labeling requirements specified in the copyright license.

- 2) Privacy rights of individuals who become friends, fans or followers of County sites. Social media users will follow these guidelines:
 - a) Account. County representatives who set up accounts will use a general office e-mail account, department name and general office phone number if possible.
 - b) Restrict to Find People and Follow People. County representatives should not follow private citizen or commercial profiles from within their County social networking profile. While we cannot necessarily stop all people from being Friends, Fans or Following us, we should not click onto the profiles of our Friends, Fans and Followers.
 - c) Comments and Discussions. When possible, disallow comments and discussions on social profiles. If it is not possible to disable this function, representatives must refrain from participating in dialogue and online discussions with social profile visitors.
- 3) All content should be in keeping with Web Content Accessibility Guidelines (WCAG).
- 4) Open Records requirements are mandated by the State of Wisconsin.
 - a) County Social media authors will use existing material from existing County web pages or previously published documents whenever feasible.
 - b) If the nature of the social media platform does not allow record retention, the platform is not allowed.
- 5) All content must adhere to the CAN-SPAM Act of 2003.

VI. Employer Monitoring

Employees have no expectation of privacy while using the County's technology resources for any purpose, including authorized social media. The County monitors all such use and may withdraw content deemed to be inappropriate, outside the scope of an employee's authority, or in violation of County policy as determined by the Department Director and/or the Human Resources Director.

VII. Reporting Violations

The County requests and strongly urges employees to report any violations or possible or perceived violations of this policy to their immediate supervisor.

VIII. Discipline for Violations

The County will investigate and respond to all reports of violations of this policy. Violations may result in disciplinary action up to and including termination.

IX. Acknowledgement

Department Heads, Site Managers and Backup Managers shall file with the Social Media Coordinator a written acknowledgement that they have that they received, read, understood and agreed to comply with the County's social media policy and guidelines. Any questions regarding this policy should be directed to the Social Media Coordinator.



Wood County Social Media Checklist

DEPARTMENT:

DEPARTMENT: _____

PLATFORM: _____

SITE ADDRESS: _____

Site Information

Purpose of Site: _____

Manager Contact Information: _____

Backup Manager Contact Information: _____

Type of Communication: ☐ One-Way ☐ Two-Way Moderated
☐ Open Two-Way (not recommended)

Account Number for Archiving: _____

PLATFORM:

Required Content (See Policy for Details)

- ☐ County Department Clearly Identified
- ☐ County Logo for Profile Picture
- ☐ Comment Policy
- ☐ Stated Purpose of Page
- ☐ Disclaimer for Blogs
- ☐ Official Contact for Page
- ☐ Archiving System in Place
- ☐ Site address formatted as WoodCoWI."Department/Org Name

Facebook Specific Items

- ☐ Post Attribution as page, not user
- ☐ Notifications for email are on to the minimum of check-ins, mentions, reviews, comments, edits, messages and shares
- ☐ Messenger visibility turned off

Social Media Manager

Date

Social Media Back-Up Manager

Date



Wood County Social Media Policy Acknowledgement

DEPARTMENT: _____

DEPARTMENT: _____

SOCIAL MEDIA PLATFORMS: _____

Social Media Managers

Manager: _____

Back Up: _____

Content Authors: _____

Department Head: _____

Acknowledgement of Receipt of Policy and Checklist

By signing this form, you confirm that you understand the information in this policy and that it is your responsibility to abide by it.

Social Media Manager

Date

Social Media Back-Up Manager

Date

Social Media Content Author

Date

Social Media Content Author

Date

Social Media Content Author

Date

Department Head

Date

Social Media Coordinator

Date



Wood County Social Media Facebook Setting List

DEPARTMENT:

DEPARTMENT: _____

SITE ADDRESS: _____

Page Settings

Visitor Posts ☐ Allow ☐ Photos/Videos ☐ Review/Moderation ☐ Disable

Audience Optimization ☐ On ☐ Off

Message Page ☐ Allow ☐ Deny

Tagging Photos/Videos ☐ Allow ☐ Deny

Tagging People/Pages ☐ Allow ☐ Deny

Restricted Words
(profanity filter on "strong" by default)

Information Update Posts ☐ Publish Posts ☐ Don't Publish Posts

Comment Order ☐ Most Recent Posts First ☐ Most Active Posts First

Tab Order
(Rank order starting at 1, use "-" to remove) About Services Events Community Reviews Videos
Photos Posts Ads Groups Live Videos Notes Offers

Preferred Audience*
(zip code/cities)

Crossposting Videos
(site names needed)

* Default cities for the audience are set for everyone, of all ages, in this location (home or recent locations).

25-mile radius of Arpin, Auburndale, Babcock, Blenker, Hewitt, Marshfield, Milladore, Pittsville, Port Edwards, Rudolph, Vesper, Wisconsin Rapids

Settings that are by default set:

- Page is published (once the Social Media Coordinator is given the go ahead that it is ready)
- Page is verified (if Facebook allows)
- Page Location is used for Frames for photos or videos
- Country Restrictions allow the page to be visible by everyone
- Age Restrictions allow the page to be visible to everyone
- Profanity filter is set to strong
- Recommending your page on people's timelines
- Posting in multiple languages is turned off
- Translations are turned on for those that read in other languages
- Visibility for Messenger is turned off

If you feel that any changes should be made from the defaults on your page, please comment below with which item and why.

Wood County Employee Wellness Update
November 7th, 2017 Submitted: Adam Fandre

2016-2017 Employee Wellness Program

New Hire Orientation- Continue to promote and encourage new hires to participate in the upcoming Wellness year. New hires starting after quarter 1 must complete biometric screenings, health assessment, and health coaching within by October 31st to be eligible for 2018 premium incentive.

Portal Updates-

101 employees completed the Quarter 4 Workout Watch activity
145 employees completed the Quarter 4 Wellness Challenge
141 employees completed Quarter 4 Follow-up Health Coaching activity
217 second-chance employees have successfully joined the Wellness Program and earned the 2018 premium discount
217 employees received Quarter 4 incentive payout.
181 employees received \$75 bonus.

Wellness Committee Updates-

- 2016-2017 Wellness Program Planning and Promotion.
- Discussion/constructive feedback of Quarter 4 wellness challenge, activities, and deadlines.
- Reviewed tentative Quarter 5 wellness challenge focused on financial wellness.
- Reviewed activities and changes for 2018 wellness year.
- Discussed Lunch & Learn topics for 2018.
- Created and distributed monthly fliers/handouts on health insurance including terminology, frequently asked questions, free public options, etc. in addition to summer time safety in place of health fair.
- Distributed/posted communication for Employee Wellness Program enrollment on bulletin boards at each location.
- Gave updates on Quarter 4 incentive payouts and \$75 bonus.

Wellness Board Updates-

- U.W Extension Financial Health Survey—Sarah Siegel presented a survey on financial health that UW Extension has been using for financial planning sessions. The Wellness Board supports including this survey as a financial piece to the Wellness Program.
- Motion to incentivize open enrollment meeting attendance with 100 points. These points can also be acquired by watching the on-line video and taking a post-test at the end of the viewing. All ayes. Motion passed.
- Discussion of making influenza vaccine mandatory, with allowable exemptions, for Wood County Employees—Discussion of educational efforts, the use of masks in multi-use buildings (esp. Wood County Annex and Health Center), and the possible use of incentives to encourage vaccine administration took place. Feed-back will be obtained with a possible future policy about hand hygiene and use of masks during the flu season.
- Discussion regarding potential reasonable alternatives for obtaining blood for required lab work (for example, individuals with needle phobias)—after a lengthy discussion, it was decided that there is no reasonable alternative to a blood draw to obtain required labs. An individual can go to their primary care provider and submit the results obtained in that setting.
- Discussion regarding acceptable timeframe for Biometric results collected previously—general discussion of a timeframe took place. It was decided that if biometrics were completed within 6 months of quarter 1, they would be counted equally for both new and current participants.

Coordinator Monthly Updates-

- Working extensively with ManageWell's support team to ready portal for 2018 Wellness Year.
- Coordinated and managed Quarter 4 wellness challenge.
- Coordinated and managed Quarter 4 Workout Watch activity.

- Dispersed incentives for Quarter 4 wellness challenge.
- Creating Quarter 5 wellness challenge focused on financial wellness.
- Completed health coaching at various Wood County locations for second-chance employees to receive premium discount for 2018.
- Crafting monthly Lunch & Learn quizzes for portal and hard-copies for Parks and Forestry.
- Coordinated presenter for December Lunch & Learn.
- Coordinated 2018 Lunch & Learn topics and presenters with Health Department.
- Distributed communication for upcoming November Lunch & Learn.
- Working with systems to livestream Lunch & Learn presentations at off-site Wood County location.
- Working with Aspirus and department heads to coordinate ergonomic assessments for employees.
- Meeting with department heads to discuss ergonomic assessment results and recommendations.
- Coordinating with Wood County vending machine vendors to include healthy options/alternatives.
- Updated Wellness bulletin boards.
- Attended employee feedback meeting.
- Worked with payroll and human services to distribute quarter 4 incentives and bonuses to employees.
- Planning/crafting/designing Wellness Program activities for 2018.
- Worked in conjunction with Norwood and Edgewater staff to coordinate flu clinics for various Wood County locations.
- Recorded open enrollment meeting in conjunction with Human Resources and crafted a quiz in ManageWell that employees may complete to receive 100 points.
- Helping with portal support.

Wellness Activities-Going on Now

Work out Watch - Quarter 5: Employees have the opportunity to earn 500 wellness points just by sticking to their physical fitness goal for the quarter. In order to claim these points they must complete and submit a "Workout Watch Form" to the Wellness coordinator by each quarter deadline. Must have goal created and approved by the Wellness Coordinator by: Quarter 2-January 15th, Quarter 3-April 15th, Quarter 4-July 15th. Employees complete a self- review form of their goal and submit to the Coordinator at the end of each quarter to determine employee wellness points awarded.

Fitness Assessments- Quarter 5: Employees will have an opportunity to complete a MET fitness assessment. This assessment is calculated based on a formula that incorporates the employees' current activity level, height, weight, and resting pulse. The fitness assessments will be offered every six months to allow employees to measure progress over time.

Enclosures:

August 7th 2017 Wellness Board Meeting Minutes

October 17th 2017 Wellness Committee Meeting Minutes

Wood County Employee Wellness Board Meeting Minutes

Tuesday, August 7, 2017

Wood County River Block, Health EOC Room

Board members present: Amy Kaup, Donna Rozar, Dawn Schmutzer, Warren Kraft (HR Director—ex-officio), Jordan Bruce, Sue Kunferman

Also present: (for part of all of the meeting) Amanda Handrahan (Aspirus Business Health), Adam Fandre (Wellness Coordinator), Angela Zausch (by phone); see attached sign-in sheet for additional individuals present

1. Chair Kunferman called the meeting to order at 10 a.m.
2. **Introductions** were made around the table and the room.
3. **Public comments:** Wood County employees present unanimously spoke against making the influenza vaccine mandatory for county employees and stated their reasons for those objections.
4. Motion (Kaup/Bruce) to receive and place on file the minutes from the June 6, 2017 meeting as presented. All ayes. Motion carried.
5. **UW Extension Financial Health Survey**—Sarah Siegel presented a survey on financial health that UW Extension has been using for financial planning sessions. The Wellness Board supports including this survey as a financial piece to the Wellness Program. The Wellness Coordinator would be the only recipient of the survey results. If financial concerns are identified, UW Extension will partner with Wellness to provide a 1 hour class to individuals.
6. Motion (Rozar/Schmutzer) to incentivize open enrollment meeting attendance with 100 points. This points can also be acquired by watching the on-line video and taking a post-test at the end of the viewing. All ayes. Motion passed.
7. **Discussion of making influenza vaccine mandatory, with allowable exemptions, for Wood County Employees**—Warren reported that there is no state law prohibiting a mandate. It was noted that the vaccine is currently mandatory at both Norwood Health Center and Edgewater Haven. Discussion of educational efforts, the use of masks in multi-use buildings (esp. Wood County Annex and Health Center), and the possible use of incentives to encourage vaccine administration took place. Feed-back will be obtained with a possible future policy about hand hygiene and use of masks during the flu season. An update from Jordon on the feed-back he receives from the Wood County Annex in Marshfield will be on the agenda of the next meeting.

8. **Discussion regarding potential reasonable alternatives for obtaining blood for required lab work (for example, individuals with needle phobias)**—after a lengthy discussion, it was decided that there is no reasonable alternative to a blood draw to obtain required labs. An individual can go to their primary care provider and submit the results obtained in that setting.
9. **Discussion regarding acceptable timeframe for Biometric results collected previously**—General discussion of a timeframe took place. It was decided that if biometrics were completed within 6 months of quarter 1, they would be counted equally for both new and current participants. Adam will communicate this timeframe decided to employees. Adam reported that the informational sessions he is having on the change in the Wellness Program are going well. They are not well-attended but employee's questions are being answered appropriately.
10. **Update regarding wellness program activities and points structure**—Discussion took place regarding a possible tiered system so the program doesn't lose employees over the year. The decision was to follow trend for one year before implementing a tiered system. Adam will make the changes necessary as discussed with aligning payouts and points obtained with participation in the Wellness Program.
11. **2018 Wellness Budget**—Adam and Sue will meeting with Mike in the near future regarding the 2018 Wellness Budget. A discussion took place regarding the possibility of another funding source for the Wellness Program other than the health insurance reserve fund. This is a discussion that needs to take place at the Executive Committee level.
12. **Update from the Wellness Committee**—Updates received and documents on file.
13. **General employee wellness updates**—Concerns were expressed about smoking outside the River Block building. Follow-up with department heads will take place.
14. **Future meeting agenda items**—noted
15. Next meeting date: November 7, 2017, 1 p.m., Health EOC Room
16. The Chair declared the meeting adjourned at 12:23 p.m.

Respectfully submitted,

Donna M. Rozar

Donna M.P Rozar, secretary (electronically signed)

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

Name of Meeting: Wellness Committee Meeting Minutes
Date: 10/17/2017

Location: Courthouse RM 114

Time Called to Order: 1:30PM

Time Adjourned: 2:30PM

Call in Number: *8408

Members Present/Call in

Adam Fandre, Janet Karberg, Sandra Green, Ryan Soyk, Brad Martins
 Maria Luepke, Amber France, Lisa Keller, Laura Clark, Lacey Piekarsk
 Danielle Wickersham

Members Absent:

Dawn Schmutzer

Recording Professional:

Laura Clark

Next Meeting:

- Date: 3rd Tuesday of each month, November 21st, 2017
- Time: 1:30pm
- Location: River Block – Large Conference Rm 130
- Call in #: *8408

AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY
Premium Incentive Communication	<ul style="list-style-type: none"> • Suggestions/Feedback • Deadline approaching rapidly (10/31/2017) • Update on numbers of new joiners 	The deadline of October 31 st is fast approaching. Adam has been busy with last minute people signing up and having to do health coaching. 230 new people have signed up for Wellness.	Adam/All
Walking Challenge	<ul style="list-style-type: none"> • Feedback • Improvement for next year 	Adam stated he received good feedback. Discussion was held regarding having the challenge earlier in the year, due to weather conditions. It was also discussed not to have deadlines on weekends, as the walking challenge deadline to turn in numbers was a Saturday. It was felt it should fall on a Monday, if the end of the month falls on a weekend.	All
No Smoking/Tobacco Signage at River Block	<ul style="list-style-type: none"> • Signage being put up along river 	No smoking/Tobacco signage at River Block will go up soon.	Adam
Quarter 4 Payout and \$75 Bonus	<ul style="list-style-type: none"> • Tentatively set for 10/25/2017 	The payout of \$100 for Quarter 4 and \$75 bonus (if the person participated in all four quarters) should be paid out on the October 26 th payroll.	Adam
Vending Machines	<ul style="list-style-type: none"> • Healthier options for vending machines coming soon 	Adam will check with Don to get healthier selections in the vending machines at all locations.	Adam/All
Monthly fliers/handouts	<ul style="list-style-type: none"> • Wellness bulletin boards • Themes/focus? • Next focus 	Discussion on what should go on the Wellness Board at all locations. Insurance brochures, good health procedures, budgeting for the holidays were some suggestions. November will have new fliers on boards.	Adam/All
Wellness Activities	Quarter 5 activities and deadlines	Adam stated there will be no health coaching during Quarter 5. Both flu shots can be used in quarter 5, along with the financial challenge will give everyone enough points. Lunch and Learns can also be attended for added points.	Adam/All
Quarter 5 Wellness Challenge	<ul style="list-style-type: none"> • Review materials • Suggestions/improvements 	The challenge materials were reviewed. The challenge will be done on the honor system, as it was felt no one would be willing to give Adam a copy of their budget.	Adam/All
How to Get Wellness Word Out & Increase Participation	<ul style="list-style-type: none"> • Identified locations whose participation rates are lowest, will try to reach out to these areas. • Update on department interactions (who talked to who) 	It will be interesting to see how many people continue to participate in the Wellness Program after the 1 st Quarter.	All

Other	<ul style="list-style-type: none"> • CSA's/Exercise Classes 	Adam is working to get Yoga classes scheduled every week. In Wis Rapids. Also the possibility of a massage therapist at the River Block was discussed. Discussion of giving a prize of a massage in the upcoming months. Marshfield City Hall has a massage therapist available a couple of times a month. Janet stated there is a Zumba class every Tues & Thurs at 4:35 or so on the 3 rd Floor of the River Block.	Adam/All
3 Step Action Plan Activity		Adam went over a 3-step activity with the committee. Different ways of getting the word out about the Wellness Program was possibility paycheck stuffers. Talk of live streaming lunch & learns, as some people just can't get away from their desk and they are only offered in Wis Rapids.	All

TREASURER'S REPORT

11-07-2017

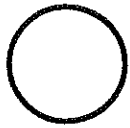
By: H. Gehrt

- I went around with a Sheriff's Deputy and locksmith and secured properties that were taken by tax deed on October 2.
- I participated in the Executive Committee Meeting on October 3.
- I participated in the United Way Campaign report meetings on October 5 and October 24.
- I participated in the annual fall Treasurer's Conference at the Great Wolf Lodge in Wisconsin Dells October 11-13.
- I participated in the Executive Committee Meeting on October 17.
- I participated in the County Board Meeting on October 17.
- I participated in the open enrollment meeting for insurance at River Block on October 18.
- I held a new treasurer and refresher trainer class with our tax software system provider for all municipal treasurer's in the evening on October 19.
- Andrew Smith, from US Bank, will be presenting to the Committee information on a county wide purchase card program option.
Currently, there are 20 departments out of 30 that are using credit cards from 3 different financial institutions.

ITEM# 1-

DATE November 14, 2017

Effective Date November 14, 2017



RESOLUTION#

 Introduced by Executive Committee
 Page 1 of 2

Committee

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

CAK

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

FISCAL NOTE:	Offered Amount	\$38,702.00
	R.E. Taxes	(11,026.56)
	Publication fees	(231.24)
	Tax Deed fees	(587.00)
	Special Charges	(7,445.97)
	Del Utilities	(431.36)

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

GAIN \$18,979.87**WHEREAS**, an open bid process was held and this was the best offer received on the below mentioned property, and,**WHEREAS**, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:**THEREFORE BE IT RESOLVED**, that the following offer be acceptedTown of Dexter

06-00483N Lot 2 of Wood County Certified Survey Map No. 539 (recorded in Volume 2 of Survey Maps at Page 239)(Robert C. Schroeder Certified Survey Map #1) being part of the Northeast one-quarter of the Southwest one-quarter of Section 26, Township 22 North, Range 3 East, Town of Dexter, Wood County, Wisconsin.

APPRAISED
 \$3,000.00

OFFER
 \$3,600.00

Property is located at 3059 Pine Lane, Town of Dexter.

Town of Remington

14-01221 Lot 3 of Block 16 of Babcock, Town of Remington, Wood County, Wisconsin.

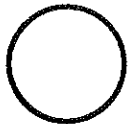
APPRAISED
 \$3,100.00

OFFER
 \$5,101.00

Property is located at 1632 Oak St, Town of Remington.

City of Marshfield

33-03137J A part of Lot 1 of Tuttrup Addition to the City of Marshfield, Wood County, Wisconsin described as follows, to wit: Beginning at a point on the East line of Cedar Street which is 154 feet South of the point where the East



RESOLUTION#

Introduced by Executive Committee
Page 2 of 2

Committee

line of Cedar Street intersects with the South line of Grant Street, and running thence Southerly along the East line of Cedar Street a distance of 44 feet, thence Easterly, at right angles to Cedar Street 165 feet; thence Northerly, parallel with Cedar Street, 44 feet; thence Westerly at right angles to Cedar Street 165 feet to the point of beginning.

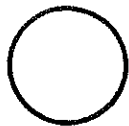
APPRAISED

\$21,000.00

OFFER

\$30,001.00

Property is located at 717 N Cedar Ave, City of Marshfield.



RESOLUTION#

Introduced by EXECUTIVE COMMITTEE

Page 1 of 2

Committee

CAK

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

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

FISCAL NOTE: TAXES 2010 – 2016	\$13,506.02
DEL UTILITIES	526.63
SPEC. ASSESSMENTS	31,971.48
PUBLICATION FEES	680.90
TAX DEEDING EXP.	618.00

TOTAL	\$47,303.03
--------------	--------------------

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

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 2010. 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.

21-00588B All of Wood County Certified Survey Map No. 4386 (recorded in Volume 15 of Survey Maps at Page 186) being part of the Northwest one-quarter of the Southwest fractional one-quarter of Section 30, Township 23 North, Range 5 East, Town of Sigel, Wood County, Wisconsin.

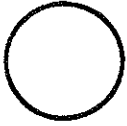
Taxes 2010-2016	\$3,406.46
Publication Fees	\$195.95
Tax Deed Expense	\$235.00

Property is located at 5488 County Rd D, Town of Sigel.

34-07377 Lot 2 of East Side Assessor's Plat No. 29, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2012-2016	\$8,072.12
Del. Utilities	\$526.63
Publication Fees	\$96.99
Tax Deed Expense	\$75.00

Property is located at 321 10th St S, City of Wisconsin Rapids.



34-10116 Lots 13 & 14 of Block 1 of Amundson's Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2012-2016	\$506.86
Special Assessments	\$7,992.87
Publication Fees	\$96.99
Tax Deed Expense	\$81.00

Property is located at 1621 29th St N, City of Wisconsin Rapids.

34-10123 Lots 3 & 4 of Block 2 of Amundson's Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2012-2016	\$506.86
Special Assessments	\$7,992.87
Publication Fees	\$96.99
Tax Deed Expense	\$77.00

Property is located at 1520 29th St N, City of Wisconsin Rapids.

34-10125 Lots 5 & 6 of Block 2 of Amundson's Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

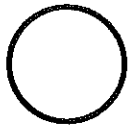
Taxes 2012-2016	\$506.86
Special Assessments	\$7,992.87
Publication Fees	\$96.99
Tax Deed Expense	\$75.00

Property is located at 1540 29th St N, City of Wisconsin Rapids.

34-10127 Lots 7 & 8 of Block 2 of Amundson's Subdivision, City of Wisconsin Rapids, Wood County, Wisconsin.

Taxes 2012-2016	\$506.86
Special Assessments	\$7,992.87
Publication Fees	\$96.99
Tax Deed Expense	\$75.00

Property is located at 1620 29th St N, City of Wisconsin Rapids.



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

Committee

CAK

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: <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>MM</u> , Finance Dir.		

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

FISCAL NOTE: Paid Amount \$3,260.00

WHEREAS, by Resolution No. 17-8-4, the Wood County Board of Supervisors authorized the taking of a tax deed on parcel number 07-03151, more particularly described as:

Lot 15 of Merry Manor, Town of Grand Rapids, Wood County, Wisconsin.

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 October 31, 2017 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.

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

N Maple Ave/E Becker Rd, Marshfield WI

I went around with EG Employees to look at this huge willow tree (see picture #1 below) on a tax deed property that will need to be taken down. I have received one verbal quote and one written quote for taking down the tree. This tax deed parcel has been in the County's possession since the '80's and is a very undesirable lot (see picture # 2 below). It has a big ditch that runs through the parcel and has a steeper incline.

The owner next door said if we took down the tree then he would buy the lot from the County for \$1.00. This property owner has been maintaining this property up until he found out last year that he didn't own that property. This parcel is .07 acres and would never be of interest to anyone else.

In my opinion, I think we should remove the tree and sell the parcel to get back on the tax roll to generate some type of revenue, otherwise the county is just going to keep on incurring costs for snow removal and weed control from the City of Marshfield.



Votava Subdivision, Nekoosa WI

As you can see with the attached maps, there are 5 lots in this subdivision that are all in wetlands and 4 of the lots are in FEMA Flood Hazard. The City of Nekoosa has no plans to ever complete a roadway back to these properties.

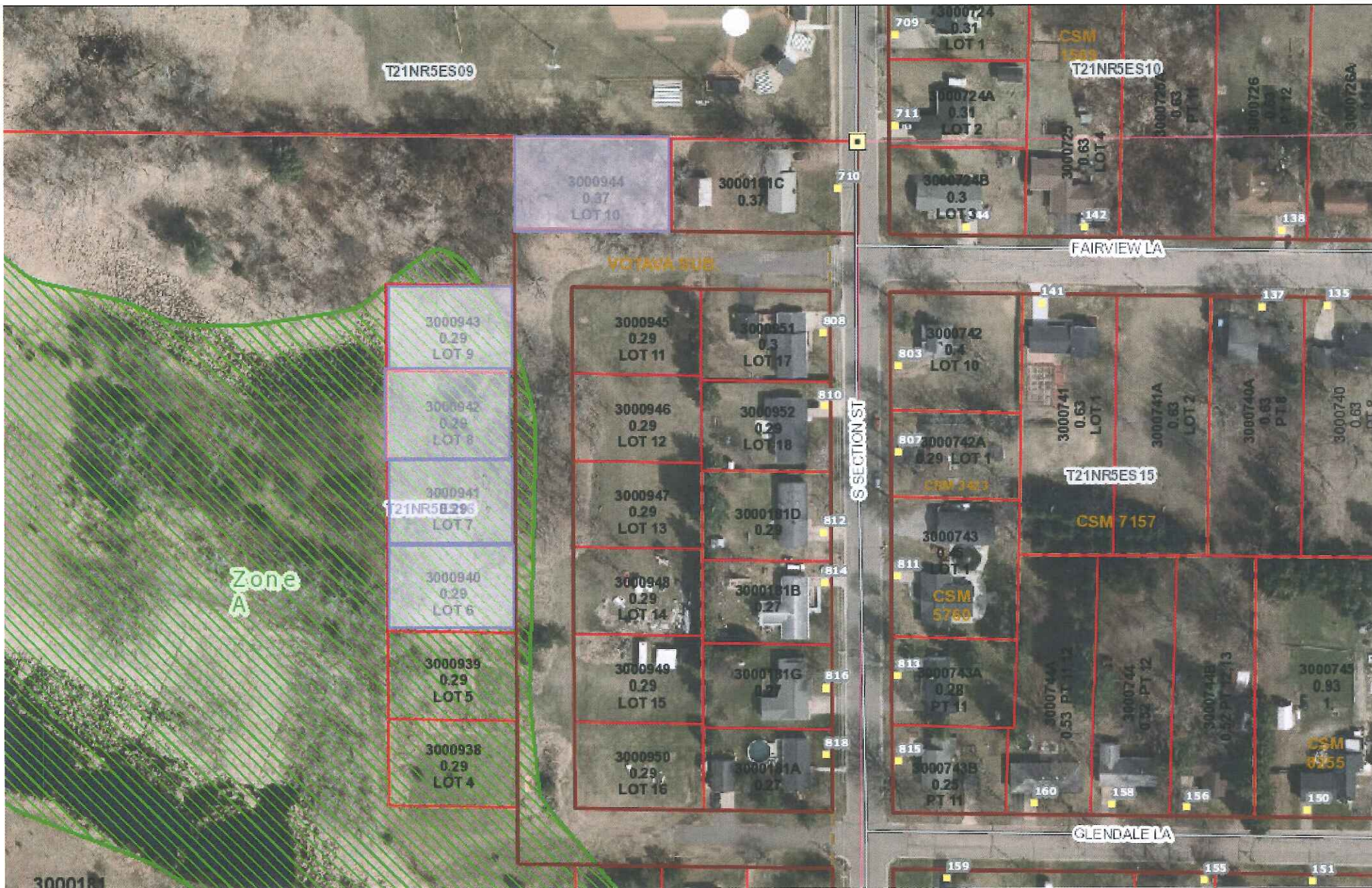
I have been working with Tracy Arnold, Conservation Program Coordinator, from Land and Water Conservation Department and Jeff Brewbaker, Environmental Specialist, from Planning & Zoning to see what if any type of educational/recreational opportunities this land has.

What I would like to do is see if the School District of Nekoosa would be interested in purchasing these properties, \$1.00/piece to utilize the area as an educational/conservation area.

If they are not interested in this option, then the county would end up holding onto these properties possibly forever.

The only other option I see is that the county pays over \$20,000 to have a hydrologic/hydraulic study done to see if these properties really fall in the wetland/flood hazard areas. There would be no guarantee that these properties would sell if found to be out of those areas.

In my opinion, rather than holding on to these properties, I would like to see if there could be some type of educational opportunity with the school district.



Wood County Land Information Office

Wood County Land Information Office

Disclaimer: This Map is NOT a Survey!!!

No information on this website is intended to serve as legal evidence of size, shape, location or ownership of real estate or environmental features including floodplains and wetlands. Wood county assumes no liability related to the use of this map. Property types open to the public for hunting should ALWAYS be verified by the Treasurer's Office.

59

FEMA Flood Hazard



November 2, 2017

77

11a-1

Executive Committee
Monthly Comments on Agenda Items
Finance Department – Mike Martin
Tuesday, November 7, 2017

Comments on Agenda Items

11b. Discuss presentation for November 14th public hearing on 2018 Proposed Budget

The public hearing and Executive Committee meeting on the annual proposed budget has traditionally included:

- Opening remarks by the Executive Committee Chair
- Finance Department presentation on elements and trends in the budget
- Questions and comments from the public and County Board members
- Executive Committee action on resolutions to approve the 2018 budget and the tax levies and rates

11c. Discussion and decisions on payroll functions

The Executive Committee formally approved the transfer of the payroll function from Human Resources and the position in Finance to run the payroll function at the October 3rd meeting. The proposal from Wipfli to provide professional services and the necessary software tools to implement the payroll module in Dynamics was delayed in order to further study all of the necessary elements and costs. Wipfli has provided an updated proposal for your consideration at this meeting.

Finance, Human Resources and Information Technology met on November 2nd to discuss this project. We will provide an update to the entire committee on the results of that meeting.

There remain problems to be resolved prior to the clean transfer of the payroll function.

- There are balances in a number of the payroll withholding accounts that are wrong.
 - The variance in the withholdings for State, Federal and Social Security are off by approximately \$10,000.
 - The variances in the Wisconsin Retirement System liability have been cleared for the most part by simply transferring the balance from the withholding account to a receivable account.
 - The payroll clearing account doesn't clear each payroll.
- There have been penalties incurred for both the 1st and 2nd quarters of 2017 totaling approximately \$45,000. The 1st quarter penalty of \$35,000 was forgiven.

11d. Correspondence

- 1) Budget and actual reports for 10 months ended October 31, 2017

11a-2

Departmental Activities

Payroll

Had multiple conversations with Barbara Bell and Dawn Swartz on the implementation of the Dynamics payroll module. A job description and a subsequent JDQ on the payroll clerk position were drafted and submitted to Human Resources

2017A \$5.414 million G.O. Promissory Notes

There was a conference call with Moody's on October 5th to discuss factors impacting the bond rating related to the upcoming issuance of the 2017A G.O. Promissory Notes. A representative of Moody's along with Joe Murray were part of the discussion. Ed Wagner along with the Finance Director and the Deputy Finance Director spoke on behalf of the County. The County retained our Aa1 rating which is the second highest rating possible.

Bids on the 2017A G.O. Promissory Notes were opened on Monday October 16th. The low bid was received from BOK Financial Securities with a True Interest Rate of 1.8171% (net of premium). That bid was awarded by the Wood County Board at their October 17th meeting.

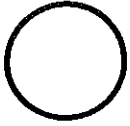
There were multiple documents that required completion by the Finance Department. We (County Board Chair, County Clerk, Finance Director and Treasurer) conducted a signing session on October 23rd. The documents were mailed on November 2nd. The closing in the notes and the receipt of the debt proceeds is scheduled for November 15th.

Filling the Deputy Finance Director position

Marla and I interviewed four candidates to fill the soon to be vacant Deputy Finance Director position on October 16th. We conducted second interviews with two of the applicants on October 19th. An offer was extended and accepted. Lacey Bell will be starting on Monday, November 27th.

Other Activities

Marla attended a budget academy from October 10th through October 13th. Both Marla and I participated in a webinar on arbitrage regulations.



RESOLUTION#

ITEM# 1-

DATE November 14, 2017 11/15 - 1/1

Effective Date Upon passage and publication

Introduced by Executive Committee
Page 1 of 1

Committee

MM

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

INTENT & SYNOPSIS: To approve year 2018 budget

FISCAL NOTE:

	<u>USES</u>	<u>SOURCES</u>
Budgeted Expenditures	\$109,822,712	
Anticipated Revenues		\$78,120,058
Unencumbered Fund, Applied		6,057,108
Tax Levy		25,645,546
	\$109,822,712	\$109,822,712

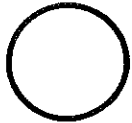
WHEREAS, every department and oversight committee has worked to develop departmental budgets that will allow for the department to effectively perform its functions, yet within the general fiscal restraints suggested by the Executive Committee, and

WHEREAS, the Executive Committee has tried to balance the needs of the departments in their varied public service functions with the need to limit the tax levy, and in doing so has developed the proposed budget submitted to the Board this day, and

WHEREAS, pursuant to Wisconsin Statutes, a summary of the proposed budget has been published as a class 1 notice,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS that the year 2018 budget, as detailed in the accompanying schedules of expenditures by function and revenues by funding source, is hereby adopted.

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



RESOLUTION#

Introduced by Executive Committee
Page 1 of 1

Committee

MM

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

INTENT & SYNOPSIS: To establish Wood County's Tax Levy for 2017 collectable in 2018

FISCAL NOTE: \$25,645,546

WHEREAS, the 2018 Wood County Budget is projected to maintain working capital cash reserves of 15% based on governmental type expenditures and levy subsidies to the enterprise funds (Highway and Edgewater), and

WHEREAS, Wood County must comply with the lesser of:

- the tax rate limits (\$5.51 operating and \$.43 debt service) imposed in 1993 and reduced by 50% of expected County Sales Tax proceeds. Debt service tax rates can be increased for any debt authorized after June 1, 2005.

- increase in the levy limited to the net new construction percent increase of 0.967%

WHEREAS, Wood County continues to provide property tax relief through the application of County sales tax proceeds, and

WHEREAS, prudent budgeting by all departments permitted the County to meet its expenses within the mandated levy limits.

THEREFORE, BE IT RESOLVED BY THE WOOD COUNTY BOARD OF SUPERVISORS, that the sum of \$25,645,546 be and hereby is levied on taxable property in Wood County for 2017, collectable in 2018 for the following purposes:

Demonstrating Tax Rate Limit Compliance

Operating Levy (using \$5.51 limitation)	\$26,574,480
Less 50% of anticipated County Sales Tax	(3,023,241)
Less reduction in compliance w/levy limits	(1,920,920)
Net Operating Levy (over all of County)	21,630,319
Debt Service Levy (rate of \$.546495)	3,124,083
Subtotal (over all of County)	\$24,754,402
County Aid to Libraries (over part of Co)	891,144
Total County Tax	\$25,645,546

Demonstrating Levy Limited to Net New Construction

2017 Actual Levy	\$24,885,936
Less Library	(887,103)
2017 Debt Service	(2,575,612)
Net Levy subject to limit	\$21,423,221
Increase for net new construction	207,098
Subtotal	21,630,319
Debt Service for 2018	3,124,083
Co Aid to Libraries	891,144
Allowable Levy	25,645,546
Final adjustments	(-0-)
Total actual Tax Levy	\$25,645,546

BE IT FURTHER RESOLVED, that a rate of \$5.132948 per thousand be levied on an equalized valuation of \$4,822,648,200 for the entire County. The County Aid to Libraries will be levied over the districts not participating in library operations at a rate of \$0.384415 per thousand of equalized valuation of \$2,318,179,800 for those districts.

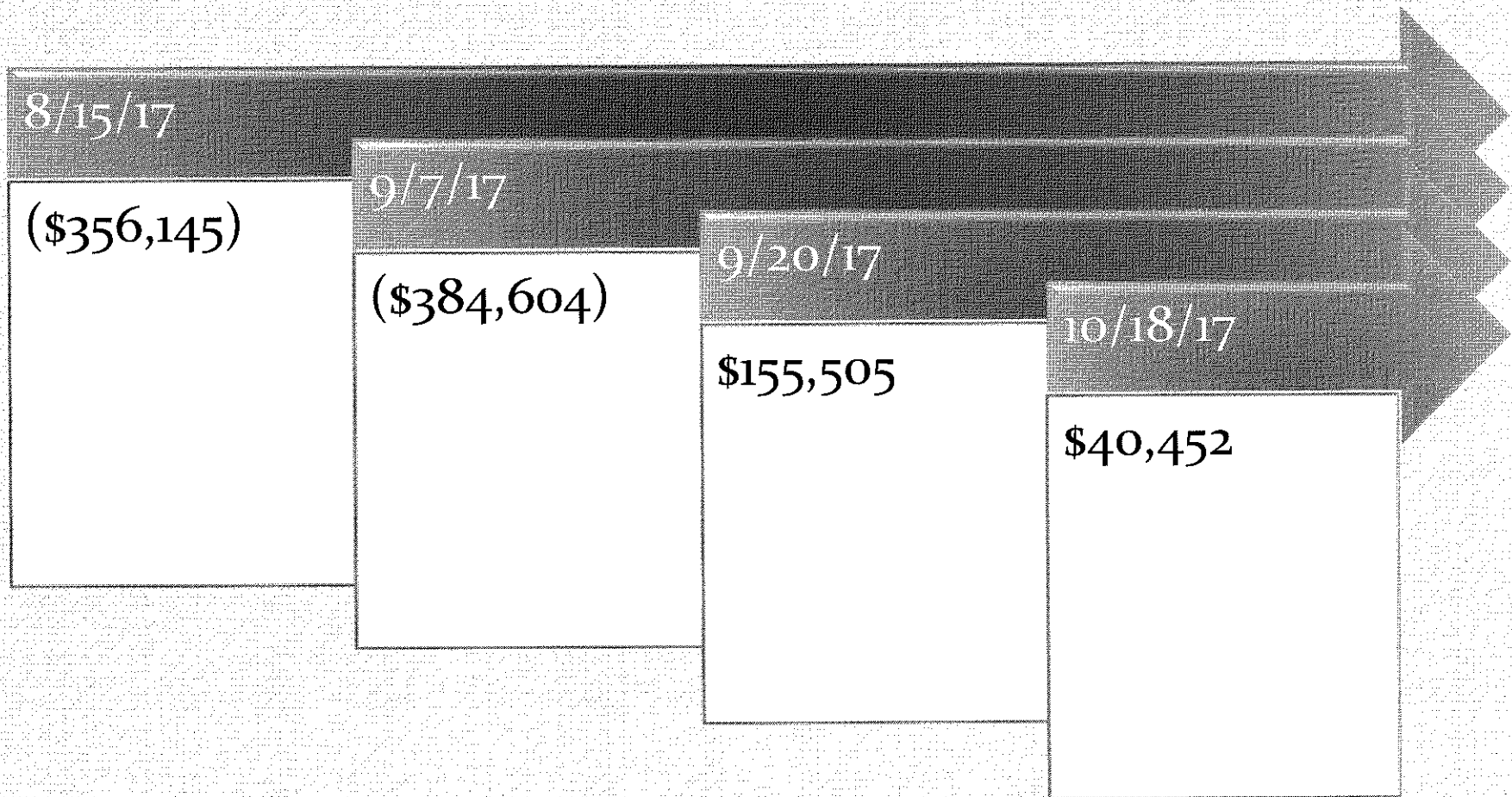
WOOD COUNTY

2018 PROPOSED BUDGET

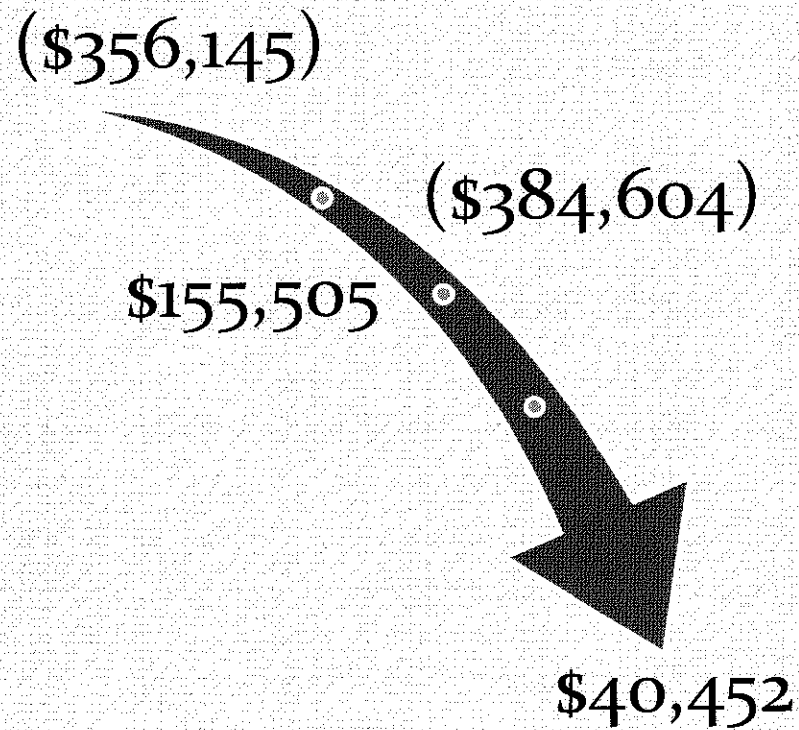
NOVEMBER 14, 2017

116-2/1

THE 2018 BUDGET PROCESS

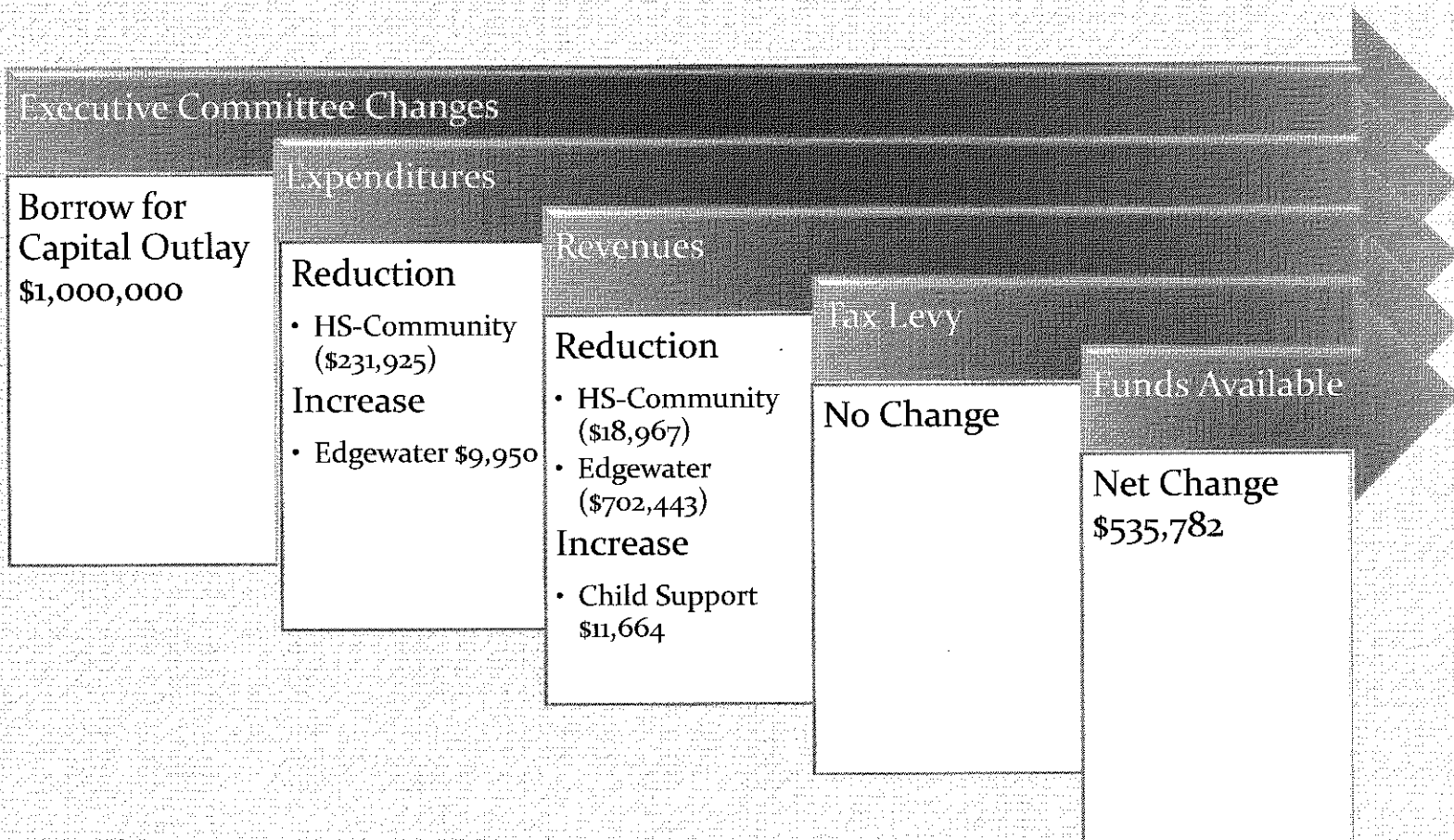


THE ROAD FROM DEFICIT TO BALANCED



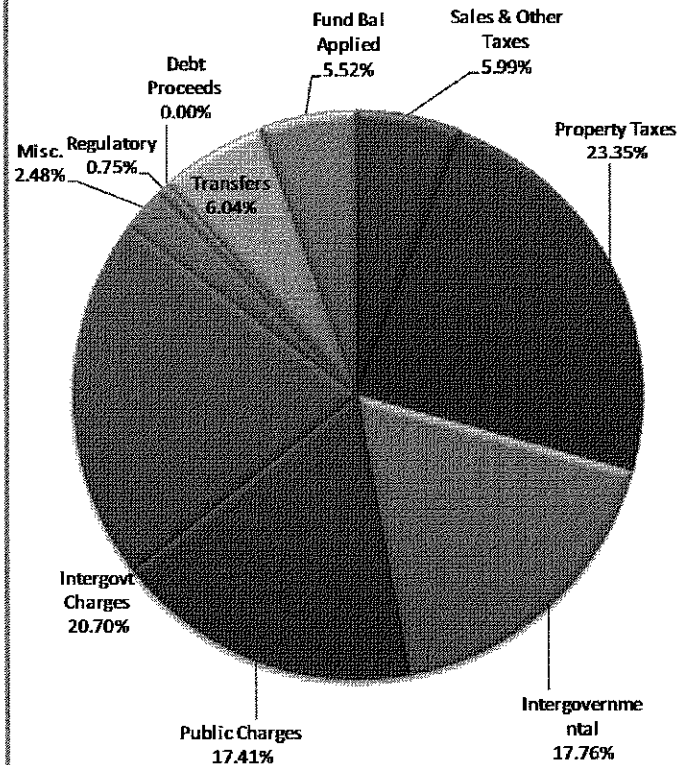
11/6 2/3

From 9/23/2016 - 10/4/2016
(\$2,542,659) – (\$661,286)



11/6 2/4

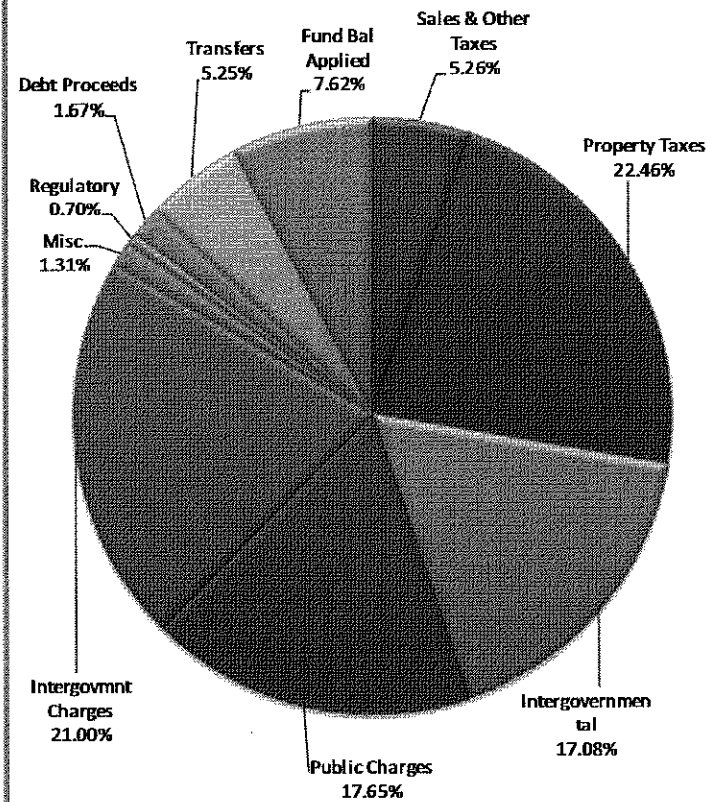
Wood County 2018 Proposed Budget Revenues by Source



Sources

Sales & Other Taxes	\$	6,575,522	5.25%
Property Taxes		25,645,546	22.43%
Intergovernmental		19,509,533	17.04%
Public Charges		19,124,160	17.63%
Intergovt Charges		22,729,504	20.96%
Misc.		2,728,162	1.30%
Regulatory		822,509	0.70%
Debt Proceeds		-	1.67%
Transfers		6,630,668	5.24%
Fund Bal Applied		6,057,108	7.78%
\$		109,822,712	100.00%

Wood County 2017 Revised Budget Revenues by Source

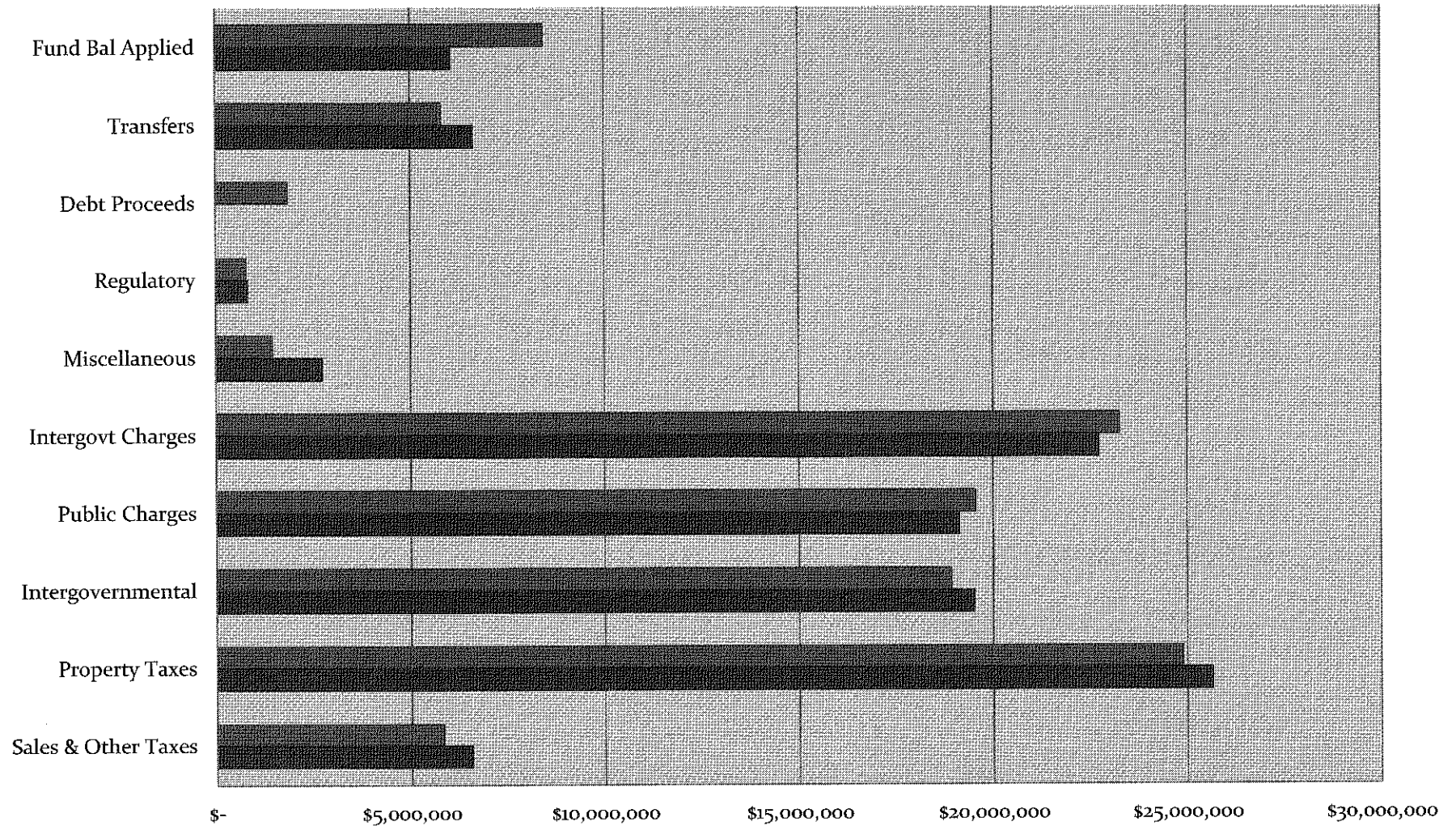


Sources

Sales & Other Taxes	\$	5,827,560	5.91%
Property Taxes		24,885,936	21.86%
Intergovernmental		18,923,787	18.14%
Public Charges		19,550,623	19.78%
Intergovmt Charges		23,267,004	19.76%
Misc.		1,450,998	1.06%
Regulatory		778,243	0.59%
Debt Proceeds		1,846,999	0.04%
Transfers		5,811,760	5.79%
Fund Bal Applied		8,436,586	7.07%
\$		110,779,496	100.00%

1/16-2/15

Wood County Revenue by Source

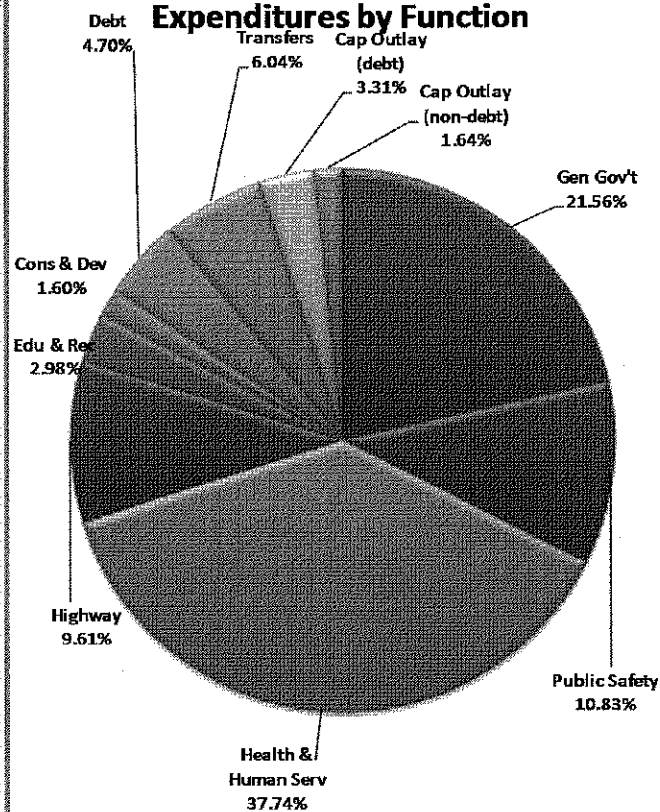


	Sales & Other Taxes	Property Taxes	Intergovernmental	Public Charges	Intergovt Charges	Miscellaneous	Regulatory	Debt Proceeds	Transfers	Fund Bal Applied
2017	\$5,827,560	24,885,936	18,923,787	19,550,623	23,267,004	1,450,998	778,243	1,846,999	5,811,760	8,436,586
2018	\$6,575,522	25,645,546	19,509,533	19,124,160	22,729,504	2,728,162	822,509	-	6,630,668	6,057,108

11/6/16

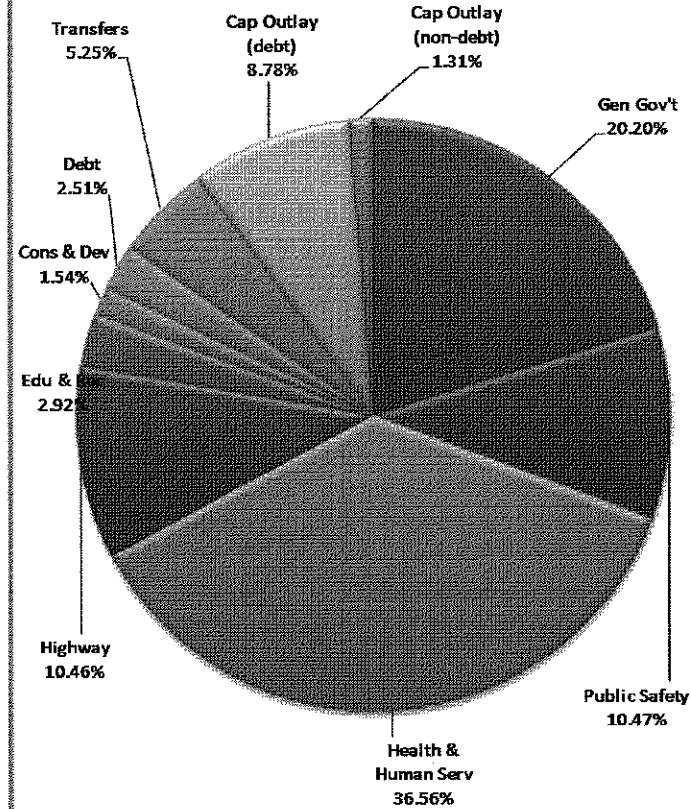
Wood County 2018 Proposed Budget

Expenditures by Function



Uses			
Gen Gov't	\$	23,682,428	21.56%
Public Safety		11,888,748	10.83%
Health & Human Serv		41,447,207	37.74%
Highway		10,550,455	9.61%
Edu & Rec		3,271,225	2.98%
Cons & Dev		1,752,793	1.60%
Debt		5,162,817	4.70%
Transfers		6,630,668	6.04%
Cap Outlay (debt)		3,630,000	3.31%
Cap Outlay (non-debt)		1,806,371	1.64%
	\$	109,822,712	100.00%

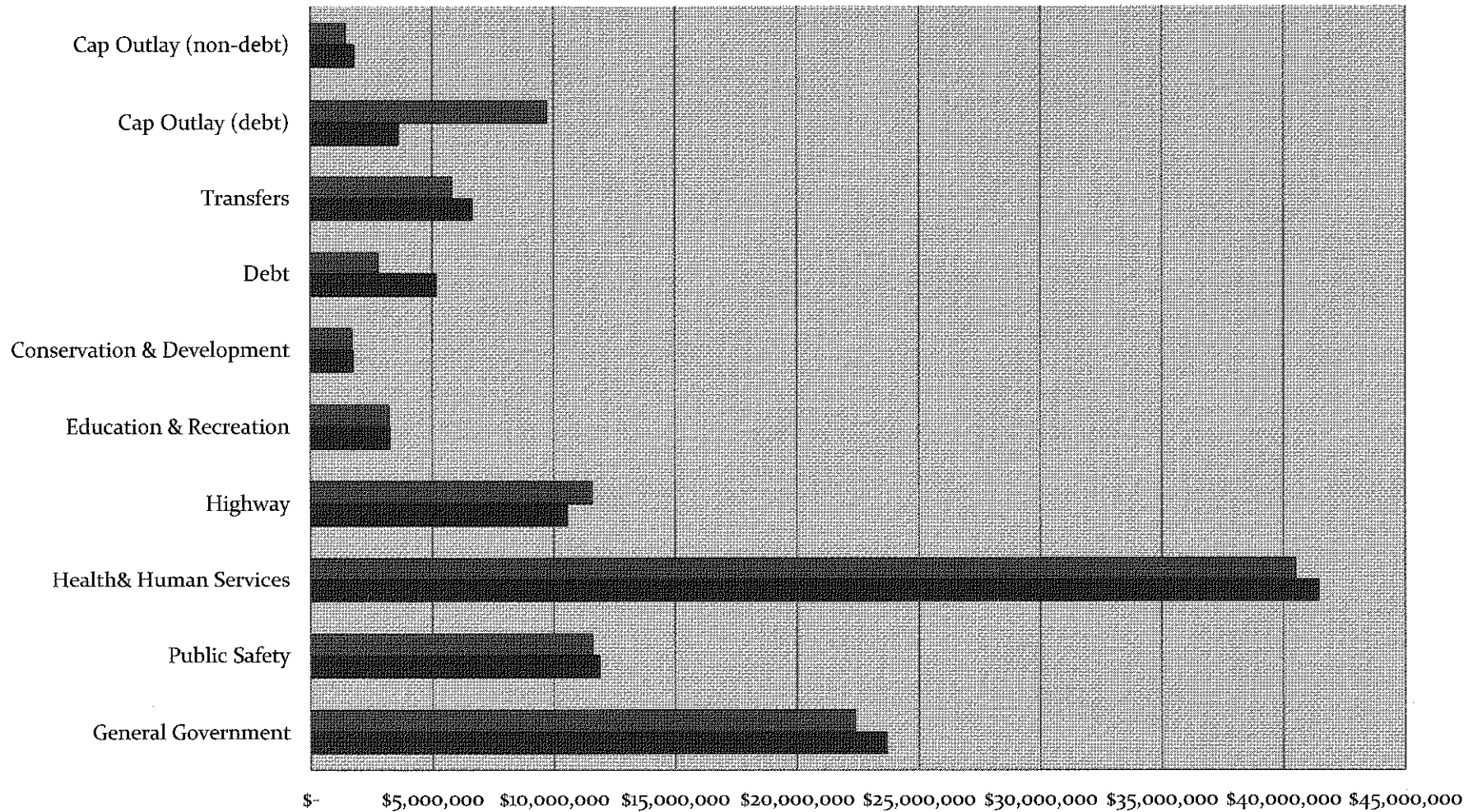
Wood County 2017 Revised Budget Expenditures by Function



Uses			
Gen Gov't	\$	22,377,800	20.20%
Public Safety		11,596,531	10.47%
Health & Human Serv		40,505,272	36.56%
Highway		11,587,763	10.46%
Edu & Rec		3,232,796	2.92%
Cons & Dev		1,704,323	1.54%
Debt		2,784,629	2.51%
Transfers		5,811,760	5.25%
Cap Outlay (debt)		9,730,000	8.78%
Cap Outlay (non-debt)		1,448,622	1.31%
	\$	110,779,496	100.00%

11/6/17

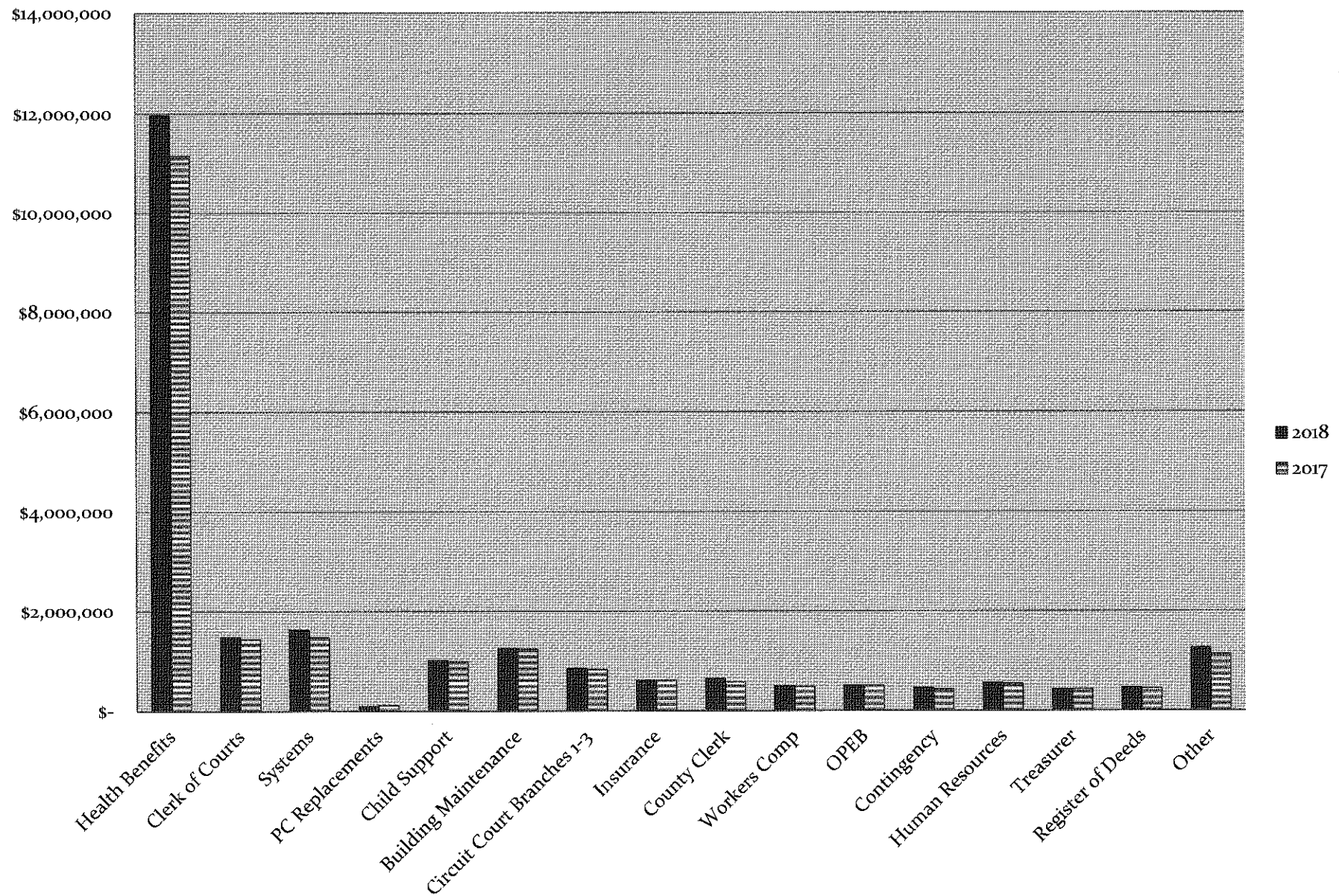
Wood County Expenditures by Function (Uses)



	General Government	Public Safety	Health & Human Services	Highway	Education & Recreation	Conservation & Development	Debt	Transfers	Cap Outlay (debt)	Cap Outlay (non-debt)
2017	\$22,377,800	11,596,531	40,505,272	11,587,763	3,232,796	1,704,323	2,784,629	5,811,760	9,730,000	1,448,622
2018	\$23,682,428	11,888,748	41,447,207	10,550,455	3,271,225	1,752,793	5,162,817	6,630,668	3,630,000	1,806,371

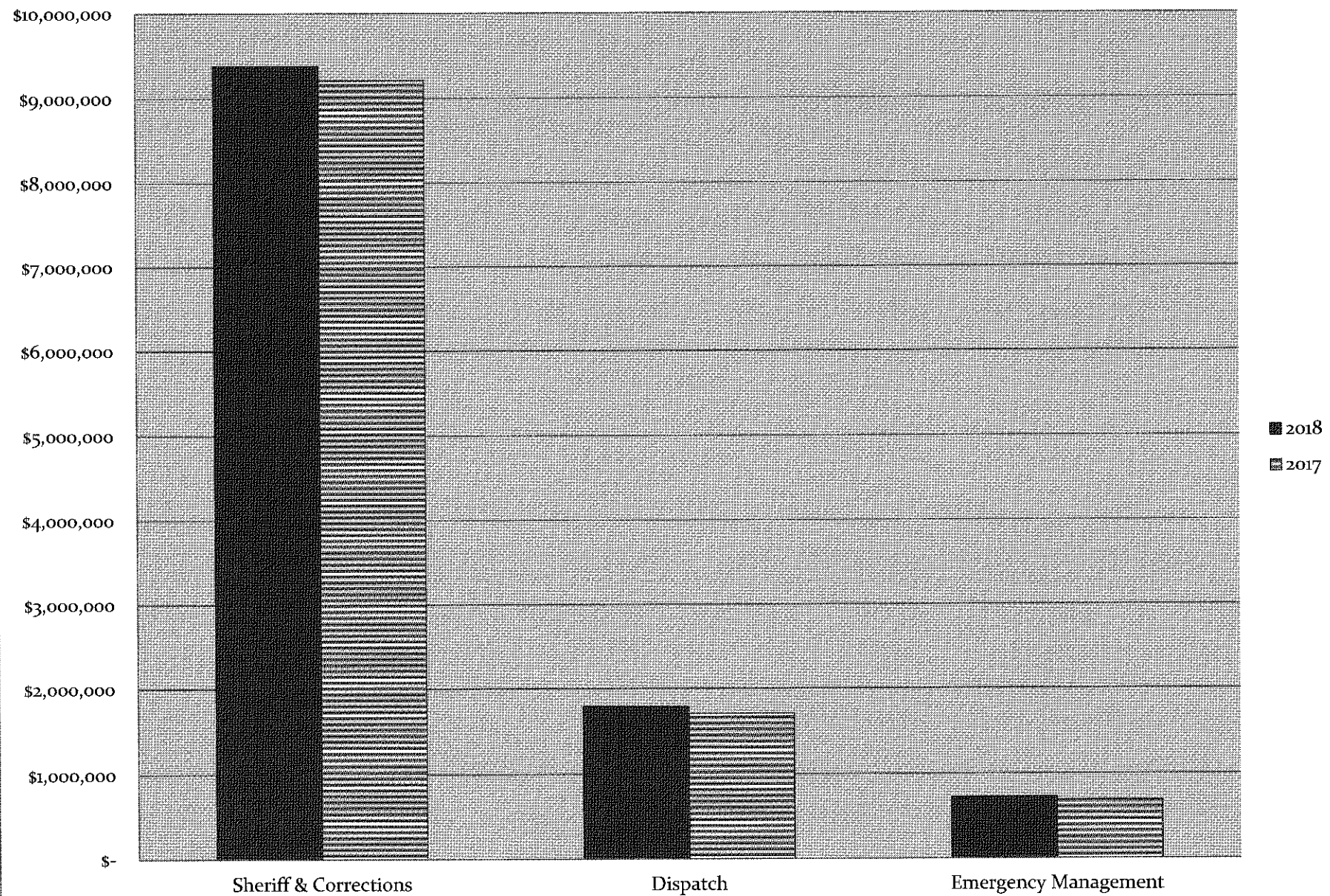
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General Government 2017 and 2018



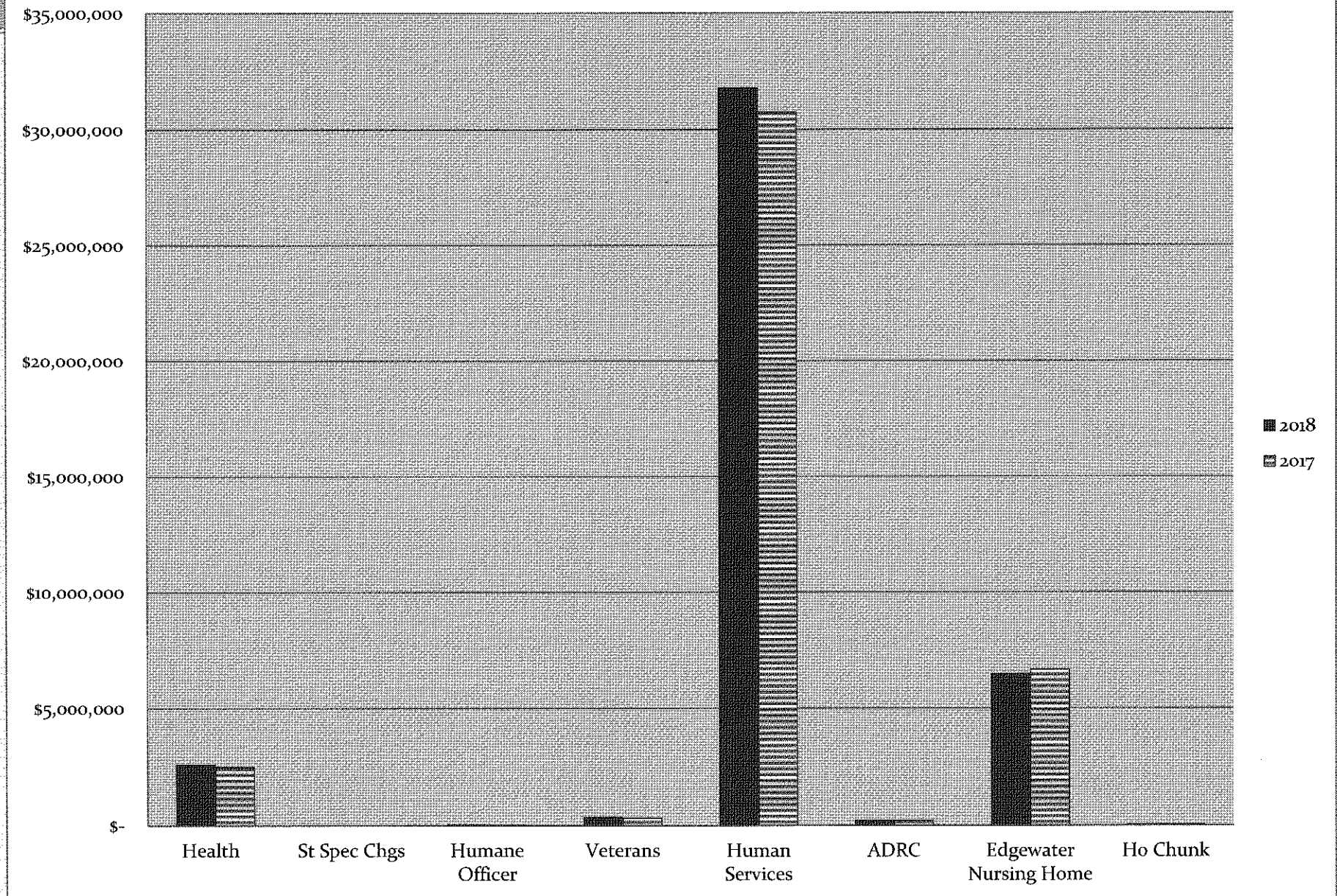
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Public Safety Expenditures 2017 and 2018



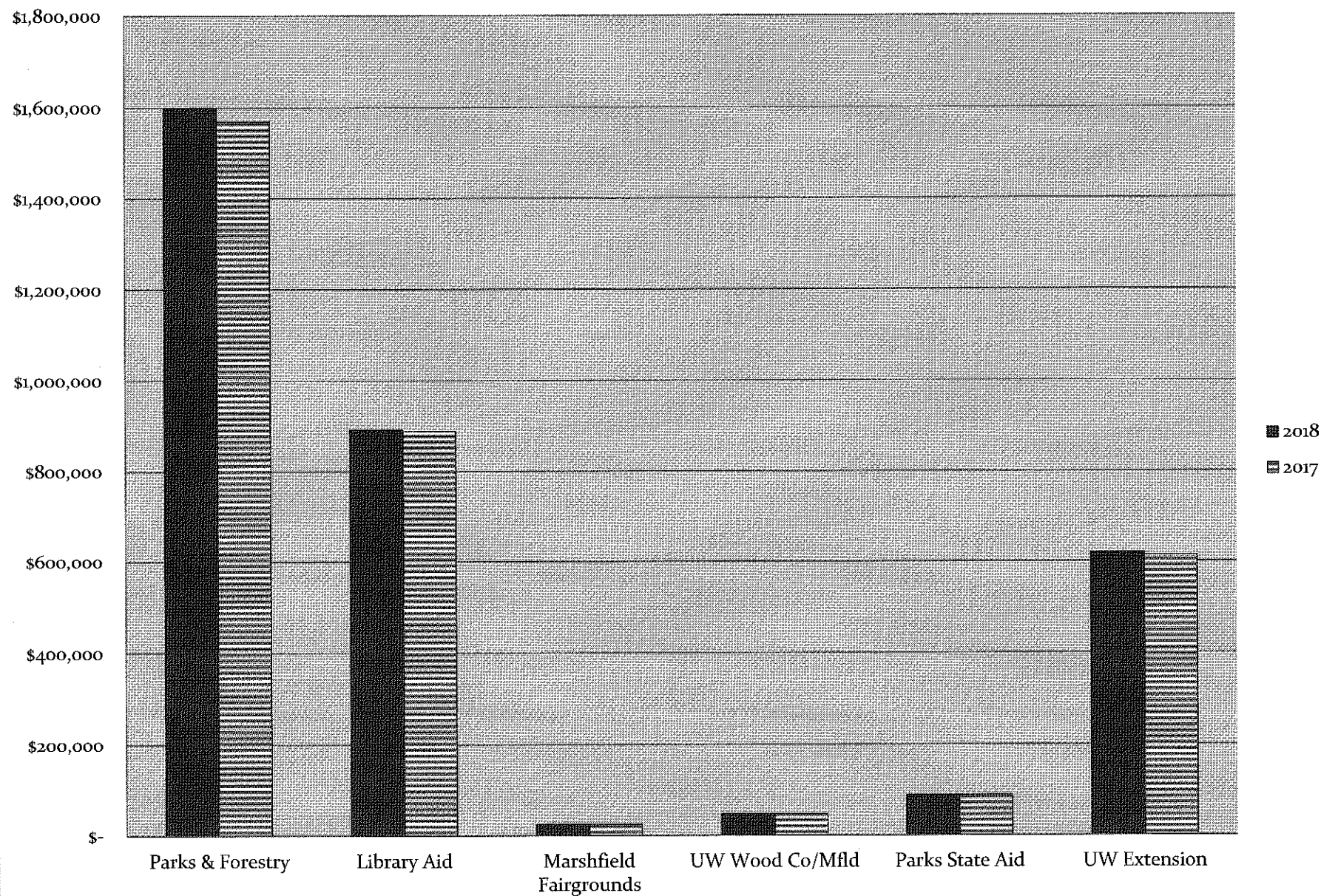
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Health and Human Services Expenditures 2017 and 2018



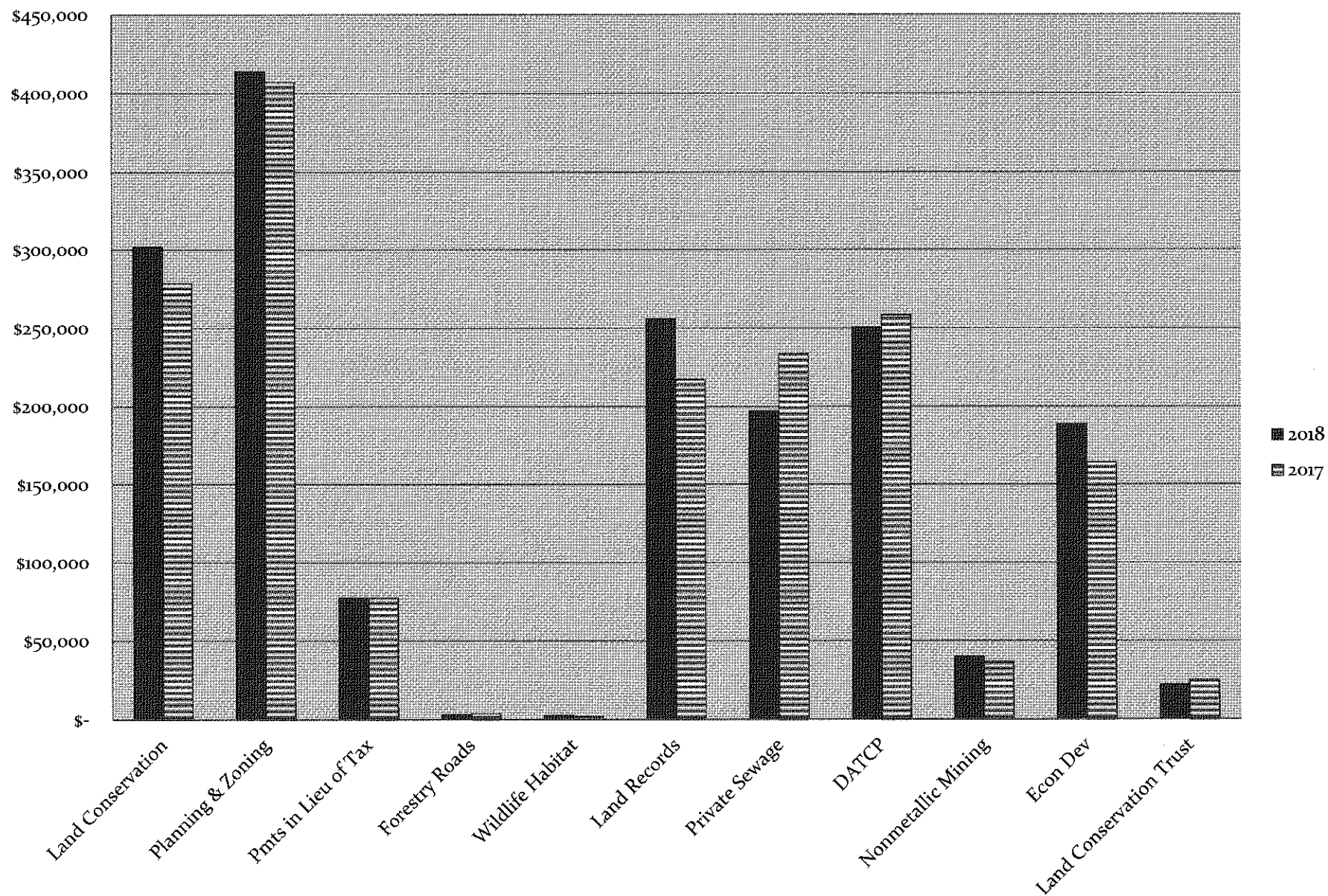
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Education and Recreation Expenditures 2017 and 2018



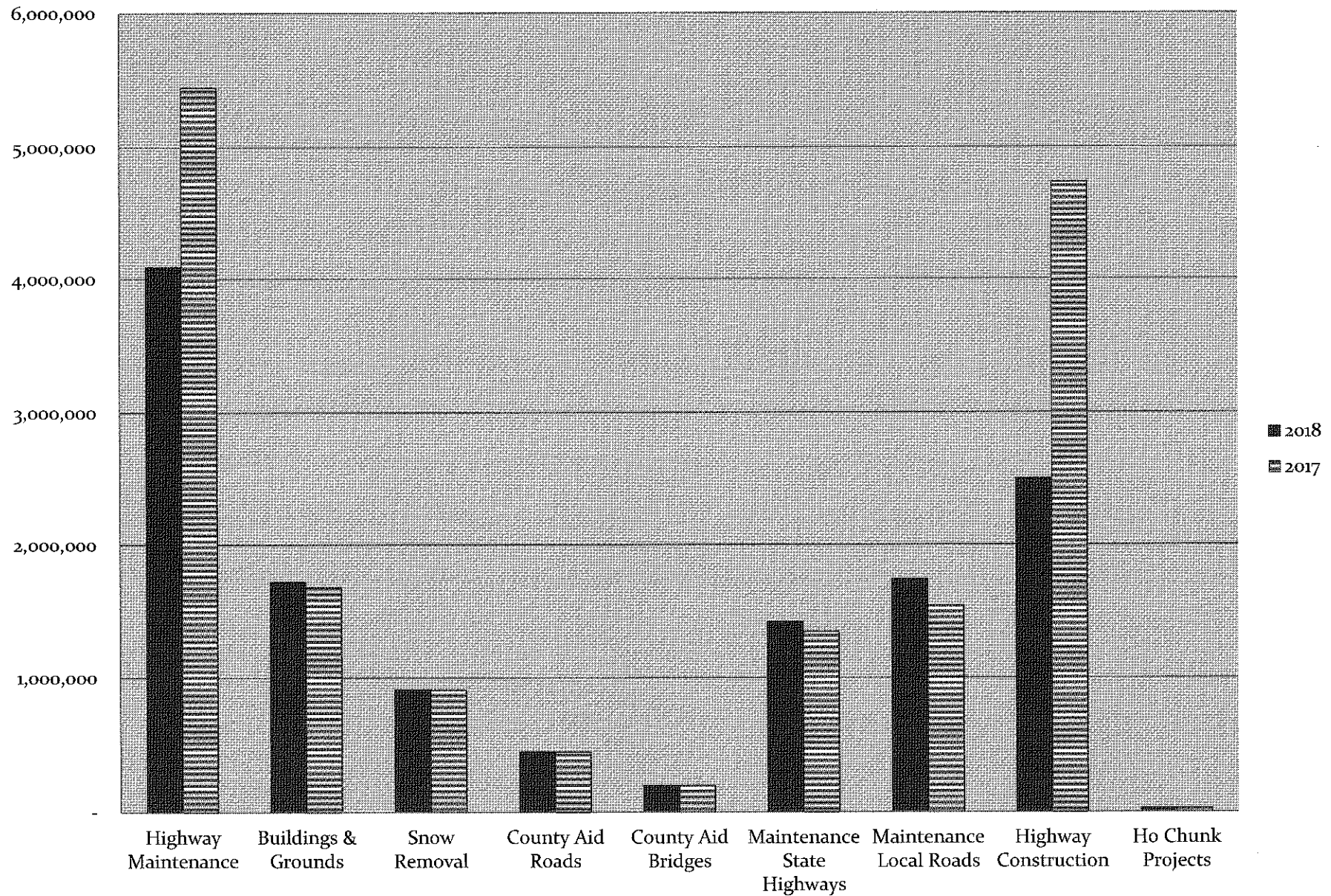
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Conservation and Development Expenditures 2017 and 2018



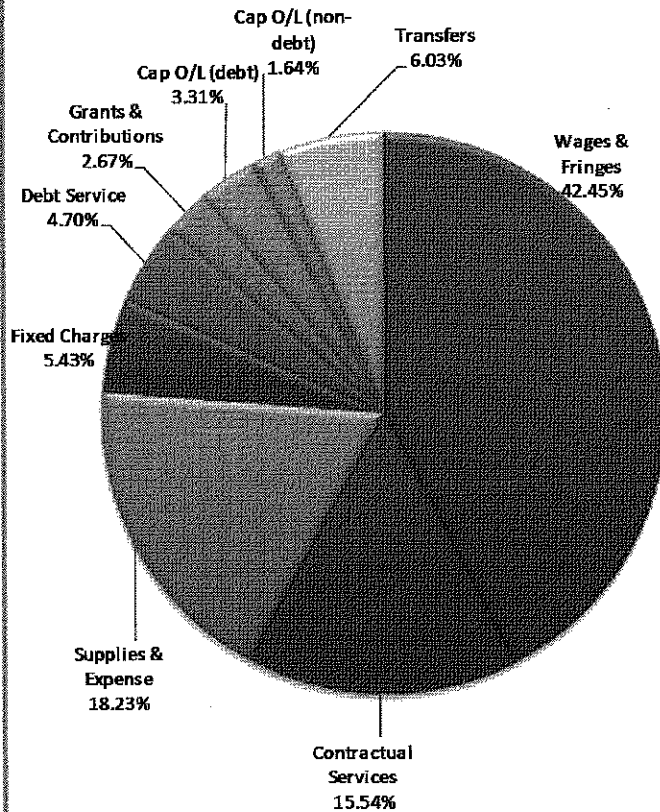
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Highway Expenditures with Construction 2017 and 2018



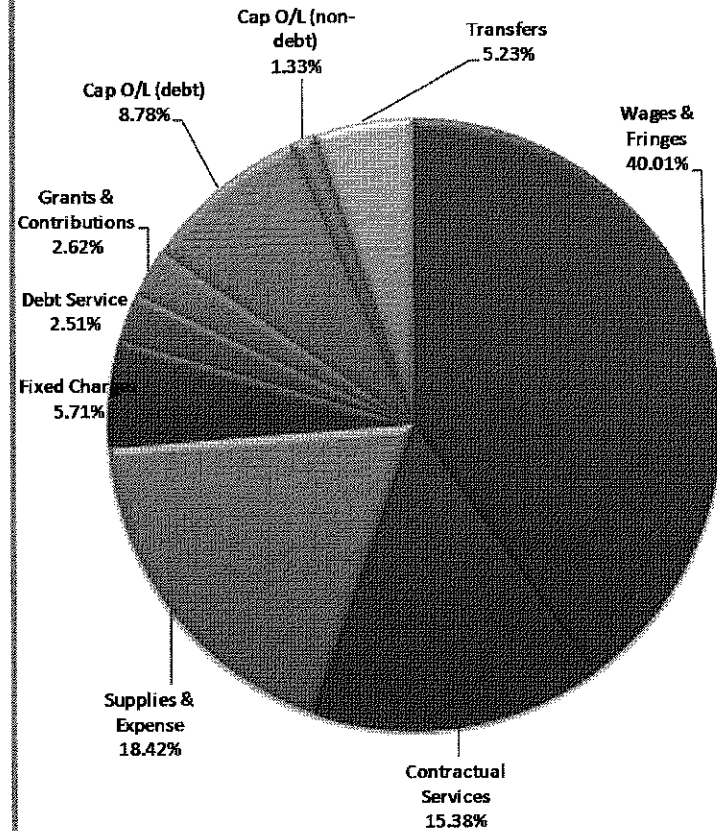
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Wood County 2018 Proposed Budget Expenditures by Type



Uses			
Wages & Fringes	\$	46,615,614	42.45%
Contractual Services		17,068,093	15.54%
Supplies & Expense		20,021,782	18.23%
Fixed Charges		5,958,111	5.43%
Debt Service		5,163,030	4.70%
Grants & Contributions		2,934,963	2.67%
Cap O/L (debt)		3,630,000	3.31%
Cap O/L (non-debt)		1,806,371	1.64%
Transfers		6,624,748	6.03%
	\$	109,822,712	100.00%

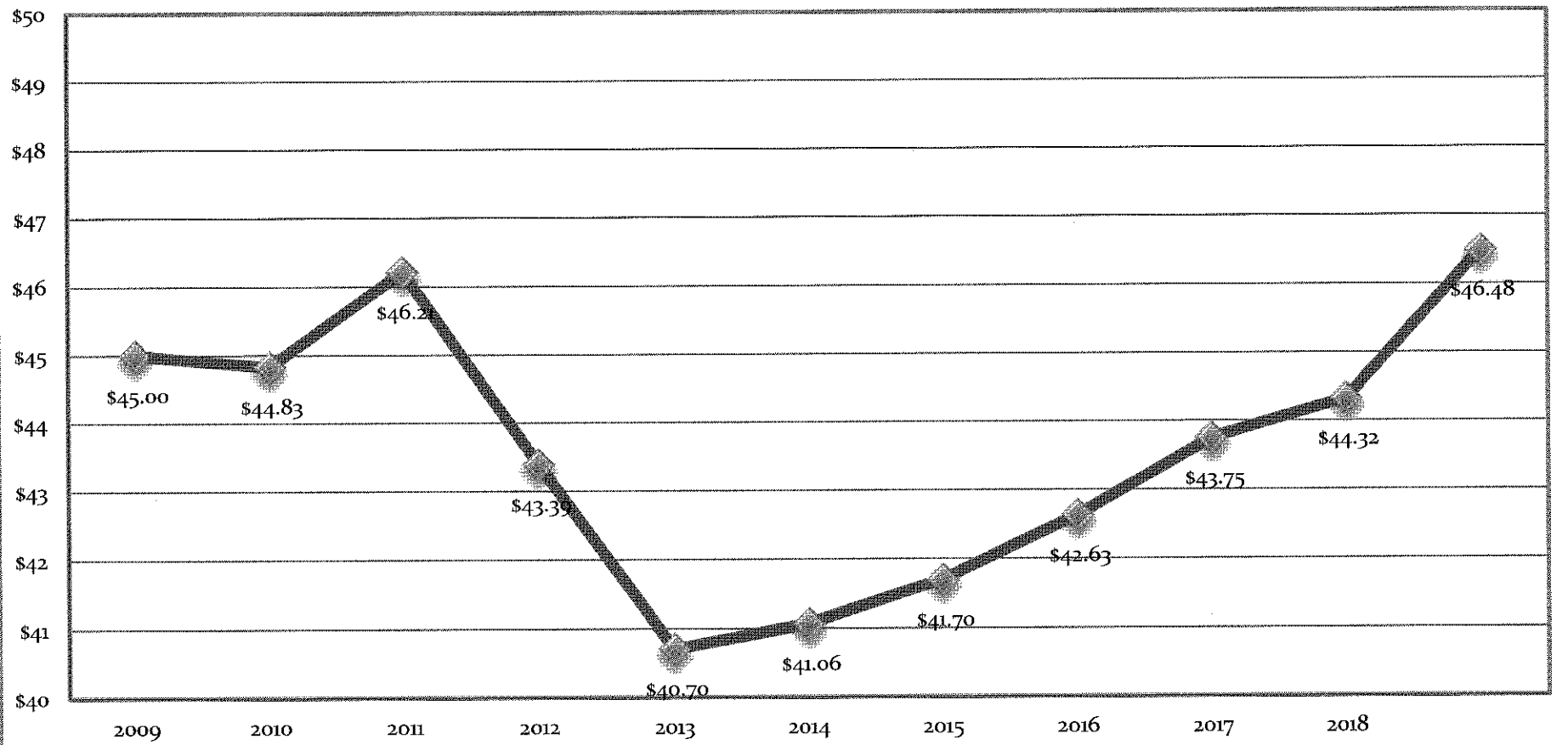
Wood County 2017 Revised Budget Expenditures by Type



Uses			
Wages & Fringes	\$	44,322,938	40.01%
Contractual Services		17,040,078	15.38%
Supplies & Expense		20,407,472	18.42%
Fixed Charges		6,323,546	5.71%
Debt Service		2,786,014	2.51%
Grants & Contributions		2,899,572	2.62%
Cap O/L (debt)		9,730,000	8.78%
Cap O/L (non-debt)		1,478,752	1.33%
Transfers		5,791,124	5.23%
	\$	110,779,496	100.00%

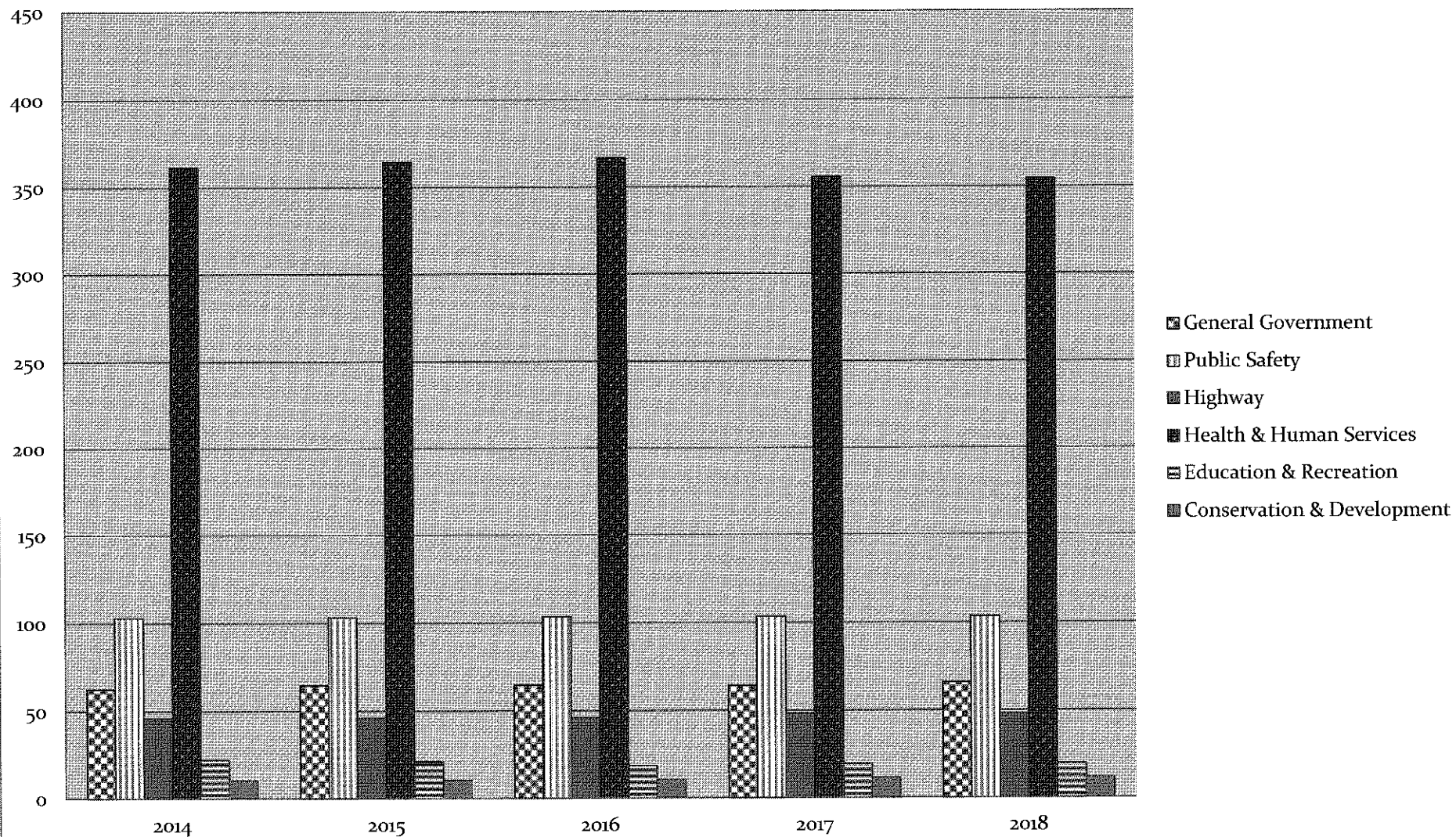
11/6-2/15

Wood County Adopted Budget Wages & Fringes 2009-2018 (millions)



11/6/16

Wood County Full-Time Equivalents (FTEs) by Category 2014-2018



11/6/17

WOOD COUNTY BUDGETED FTEs

2009 – 2018

DEPT #	DEPARTMENT NAME	2009 BUDGET	2010 BUDGET	2011 BUDGET	2012 BUDGET	2013 BUDGET	2014 BUDGET	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET	Increase (Decrease)
2	Child Support	11.44	11.44	10.91	10.91	10.53	10.88	10.88	10.91	10.91	10.81	(0.10)
3	Branch I	3.34	3.49	3.50	3.52	3.59	4.56	4.55	4.55	4.69	4.69	-
4	Branch II	1.37	1.23	1.23	1.23	1.18	1.18	1.18	1.18	1.04	1.04	-
5	Branch III	1.10	1.10	1.10	1.09	1.06	1.06	1.08	1.08	1.08	1.08	-
6	County Clerk	3.41	3.40	3.39	3.39	3.39	3.39	3.39	3.39	3.40	3.40	-
7	Clerk of Courts	11.24	11.43	11.43	11.43	12.40	12.40	13.37	12.40	12.40	12.40	-
8	Dispatch	21.24	21.24	21.24	21.26	21.26	21.26	21.26	21.26	21.26	21.26	-
9	Corporation Counsel	2.20	1.97	1.97	1.97	1.97	1.97	1.97	1.97	1.97	1.97	-
11	DA & Victim Witness	5.85	5.84	5.84	5.83	5.82	5.82	5.82	5.82	5.82	5.82	-
12	Edgewater	120.78	120.78	120.28	99.24	99.24	99.25	99.24	97.74	78.62	76.39	(2.23)
13	Emergency Management	6.63	6.63	6.61	6.61	6.61	6.61	6.61	6.61	6.61	6.62	0.01
14	Finance	2.25	2.25	2.22	2.25	2.25	2.25	2.25	2.25	2.25	3.25	1.00
15	Health	25.06	24.72	25.34	25.30	25.30	25.30	24.94	24.79	27.96	27.48	(0.48)
16	Highway	49.09	49.21	46.23	46.22	46.24	46.02	46.00	46.00	48.25	48.24	(0.01)
17	Human Resources	4.06	4.06	4.06	4.06	4.06	4.06	5.06	5.06	5.06	5.06	-
18	Land Conservation	3.78	3.78	3.78	3.78	3.78	3.79	3.79	3.80	4.98	4.98	-
19	Maintenance	3.44	4.31	4.30	4.30	4.30	4.31	4.31	4.30	4.30	5.53	1.23
21	Parks & Forestry	18.62	18.65	18.61	18.52	17.58	17.64	16.73	16.19	17.19	17.19	-
22	Planning & Zoning	6.62	6.41	6.41	6.88	6.88	6.88	6.88	6.91	6.91	6.91	-
23	Safety & Workers Comp	2.06	1.19	1.19	1.19	1.19	1.19	1.19	1.19	1.19	1.19	-
24	Register of Deeds	4.84	4.84	4.84	4.84	4.84	4.85	4.85	4.85	4.84	4.84	-
25	Sheriff & Corrections	75.36	75.16	75.16	75.16	74.13	75.23	75.28	75.70	75.61	75.61	-
27	Information Technology	9.88	9.88	9.88	9.88	9.88	9.88	9.88	10.88	11.13	11.13	-
28	Treasurer	4.85	4.84	4.84	4.84	4.84	4.84	4.84	4.84	4.22	3.78	(0.44)
30	UW Extension	6.69	6.69	6.69	6.69	5.62	4.69	4.69	2.62	2.62	2.64	0.02
31	Veteran's	3.91	3.91	3.91	3.91	3.91	3.91	3.91	3.91	3.91	3.91	-
37	Surveyor	-	-	-	-	-	-	-	-	-	-	-
38	Coroner	0.53	0.53	0.53	0.56	0.63	0.66	0.66	0.69	0.50	0.66	0.16
40	Human Services	270.81	272.04	233.08	231.95	226.94	222.04	225.13	229.10	234.05	235.49	1.44
41	Humane Officer	-	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	-
TOTAL DEPARTMENTS		680.45	681.25	638.80	617.04	609.65	606.15	609.97	610.22	603.00	603.60	0.60

Increase

Decrease

No Change

1/16/18

WOOD COUNTY EQUALIZED VALUE BUDGET YEARS 2009 – 2018

Budget Year	Equalized Valuation	Change	Percentage Change
2018	4,822,648,200	109,682,000	2.33%
2017	4,712,966,200	27,323,800	0.58%
2016	4,685,642,400	107,550,350	2.35%
2015	4,578,092,050	28,722,700	0.63%
2014	4,549,369,350	9,096,100	0.20%
2013	4,540,273,250	(51,282,000)	-1.12%
2012	4,591,555,250	(5,165,800)	-0.11%
2011	4,596,721,050	17,358,400	0.38%
2010	4,579,362,650	(29,526,500)	-0.64%
2009	4,608,889,150	122,015,600	2.72%

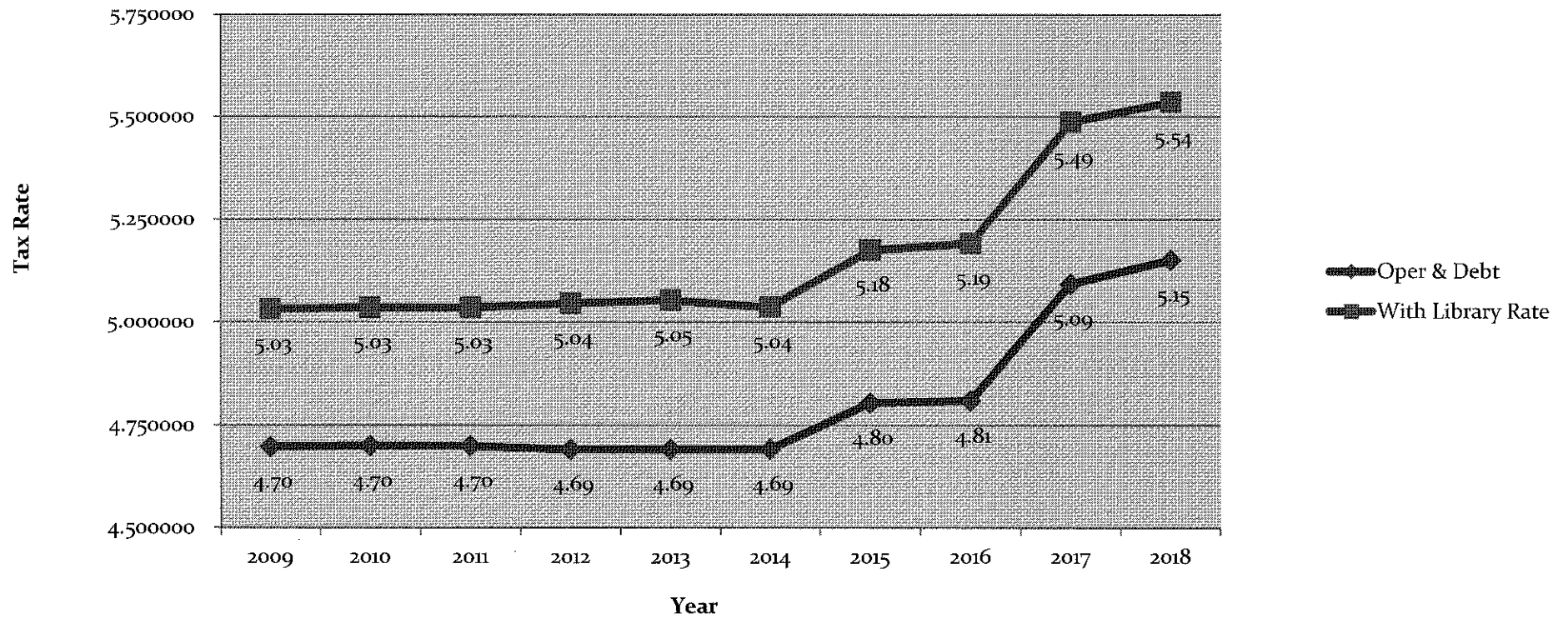
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WOOD COUNTY

TAX LEVIES AND RATES 2008 – 2018

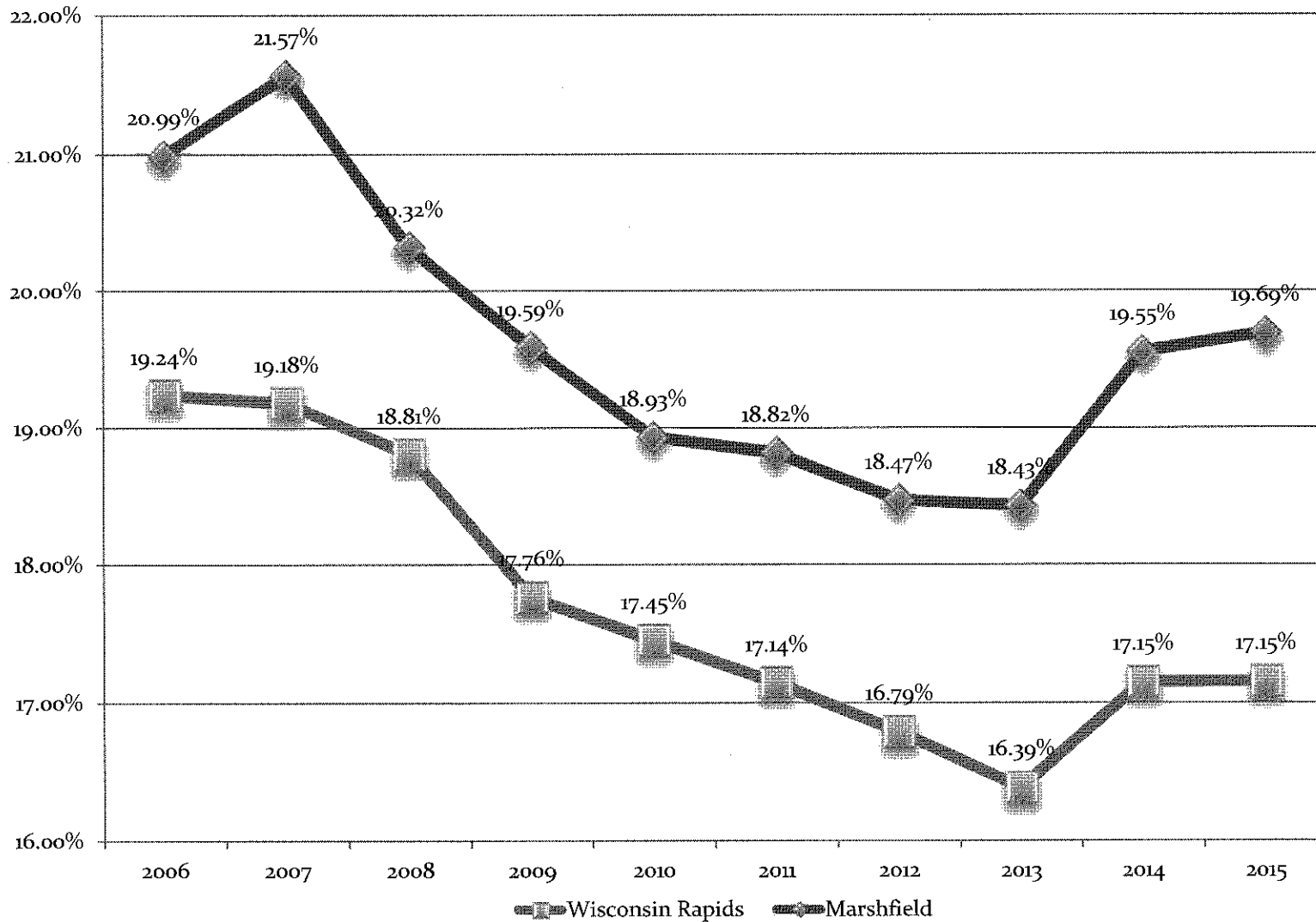
Budget Year	Operating Levy	Debt Service Levy	Library Levy	Total Levy	Tax Rate w/o Library	Library Tax Rate	Tax Rate with Library
2008	19,621,909	1,842,431	656,445	22,120,785	4.783808	0.303450	5.087258
2009	20,059,531	1,588,755	736,055	22,384,341	4.697072	0.333394	5.030466
2010	20,716,005	801,500	741,169	22,258,674	4.698799	0.335784	5.034583
2011	20,829,067	770,000	740,513	22,339,580	4.698799	0.335740	5.034539
2012	20,805,659	735,000	772,707	22,313,366	4.691364	0.353505	5.044869
2013	20,833,807	466,267	772,860	22,072,934	4.691364	0.361236	5.052600
2014	20,887,947	454,800	746,261	22,089,008	4.691364	0.344565	5.035929
2015	21,019,826	970,700	805,042	22,795,568	4.803426	0.371730	5.175156
2016	21,219,514	1,309,742	852,801	23,382,057	4.808147	0.383291	5.191438
2017	21,423,221	2,575,612	887,103	24,885,936	5.092087	0.394230	5.486317
2018	21,630,319	3,124,083	891,144	25,645,546	5.132948	0.384415	5.517363

WOOD COUNTY Tax Rates 2009 - 2018



11/6/21

County Tax Rate as a Percent of Total Tax Rate 2006 - 2015



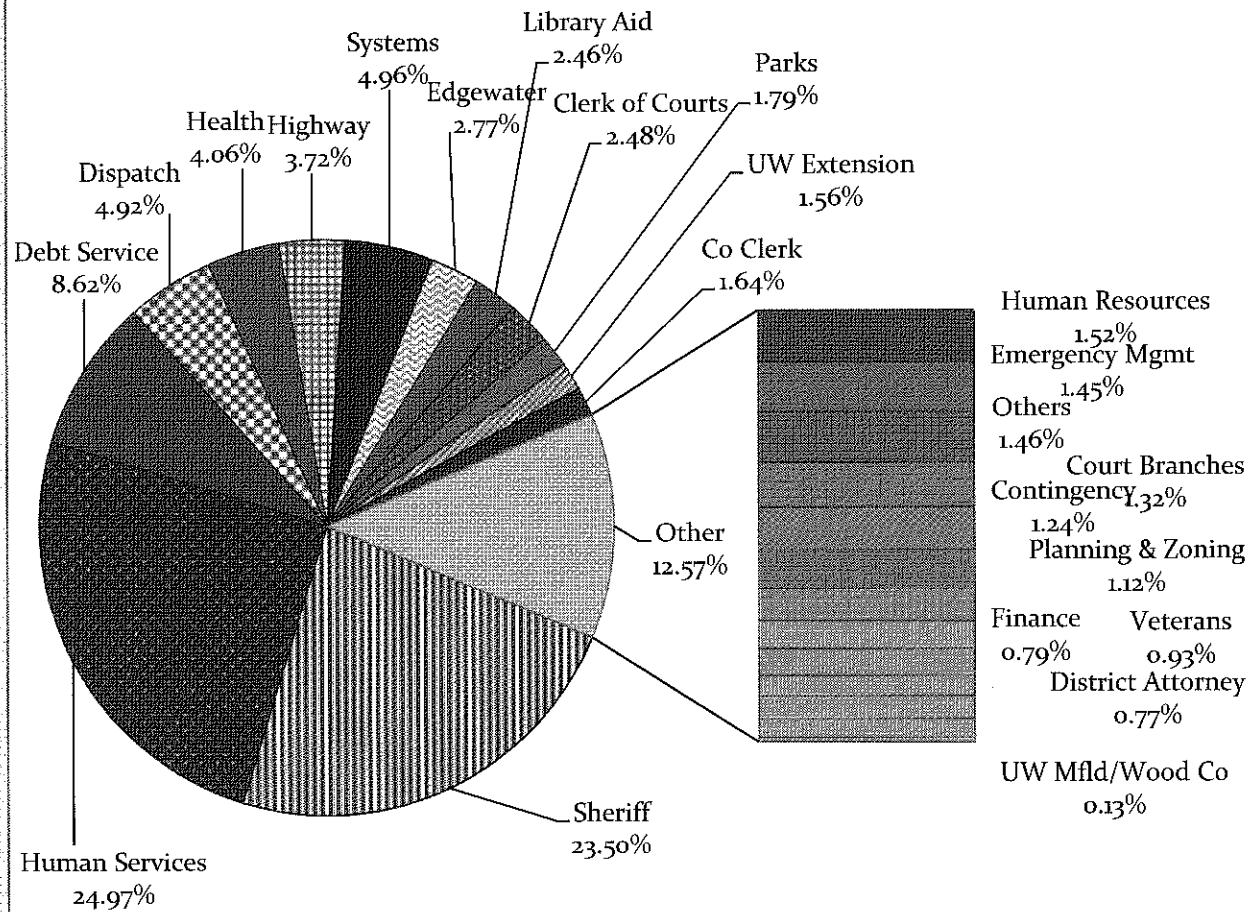
11/6/12

	2012 Adopted Budget	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Adopted Budget	2017 Proposed Budget
SOURCES						
General Revenues						
Property Taxes	\$22,313,366	\$22,072,934	\$22,089,009	\$ 22,795,568	\$ 23,382,057	\$ 24,885,936
Shared Revenues	3,269,443	3,252,084	3,252,084	3,252,084	3,305,633	3,350,697
Payments in lieu of taxes	13,350	13,350	13,350	13,350	13,350	13,350
Sales Tax	4,925,005	5,104,378	5,027,353	5,520,565	5,837,422	5,330,606
Investment Income	190,000	165,000	165,000	165,000	165,000	145,000
Unencumbered funds applied	643,005	1,269,987	1,788,692	(24,491)	583,264	(88,650)
Total General Revenues	31,354,169	31,877,733	32,335,488	31,722,076	33,286,726	33,636,939
 Program Revenues	 53,144,084	 52,535,668	 52,859,199	 56,919,198	 60,847,369	 63,240,415
Designated funds applied	1,907,956	3,739,897	2,111,662	6,525,646	6,983,540	8,716,749
Transfers from sales tax	4,925,005	5,104,378	5,027,353	5,520,565	5,837,422	5,330,606
Transfers from Soc Svc & Maint	-	-	-	-	-	-
Proceeds from borrowing and leases	-	-	20,000	-	-	-
 Total Sources of funds	 \$91,331,214	 \$93,257,676	 \$92,353,702	 \$ 100,687,485	 \$ 106,955,057	 \$ 110,924,709

	2012 Adopted Budget	2013 Adopted Budget	2014 Adopted Budget	2015 Adopted Budget	2016 Proposed Budget	2017 Proposed Budget
USES						
Operations						
Wages & fringes	\$40,703,464	\$40,949,832	\$41,697,704	\$ 42,628,415	\$ 43,750,339	\$ 44,322,938
Other operating	41,001,212	39,677,500	39,817,817	41,911,358	45,908,667	46,208,998
Other uses	5,322,198	5,643,997	5,263,853	5,989,247	6,174,420	5,791,124
Debt Service	740,536	514,461	501,608	1,279,475	1,508,417	2,786,014
Capital Outlay	3,113,804	6,021,886	4,622,720	8,428,990	9,163,214	11,365,635
Contingency	450,000	450,000	450,000	450,000	450,000	450,000
 Total Uses of funds	 \$91,331,214	 \$93,257,676	 \$92,353,702	 \$ 100,687,485	 \$ 106,955,057	 \$ 110,924,709

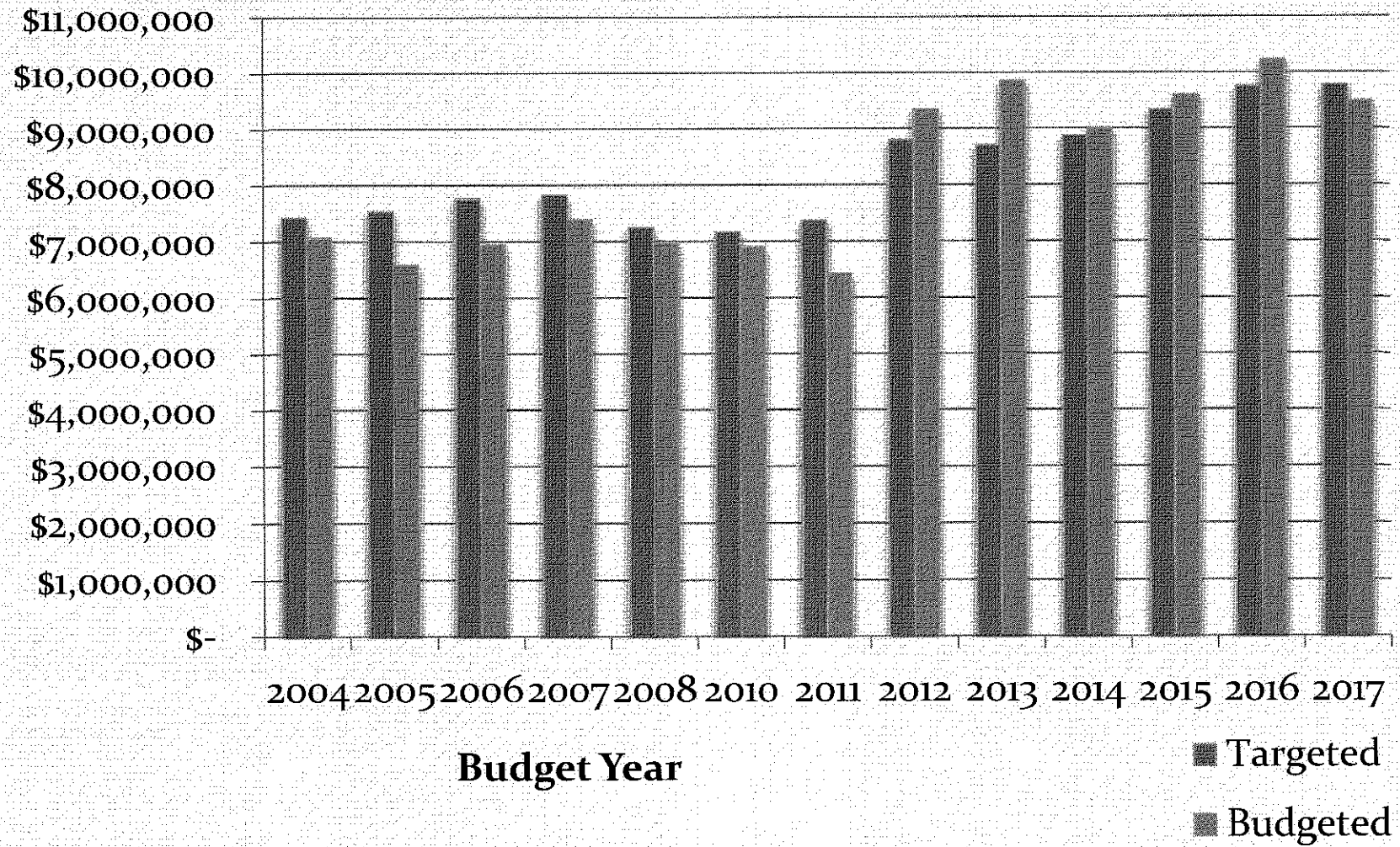
116-2/23

Wood County Departmental Share of Tax Levy & Other General Revenue-2018 Budget



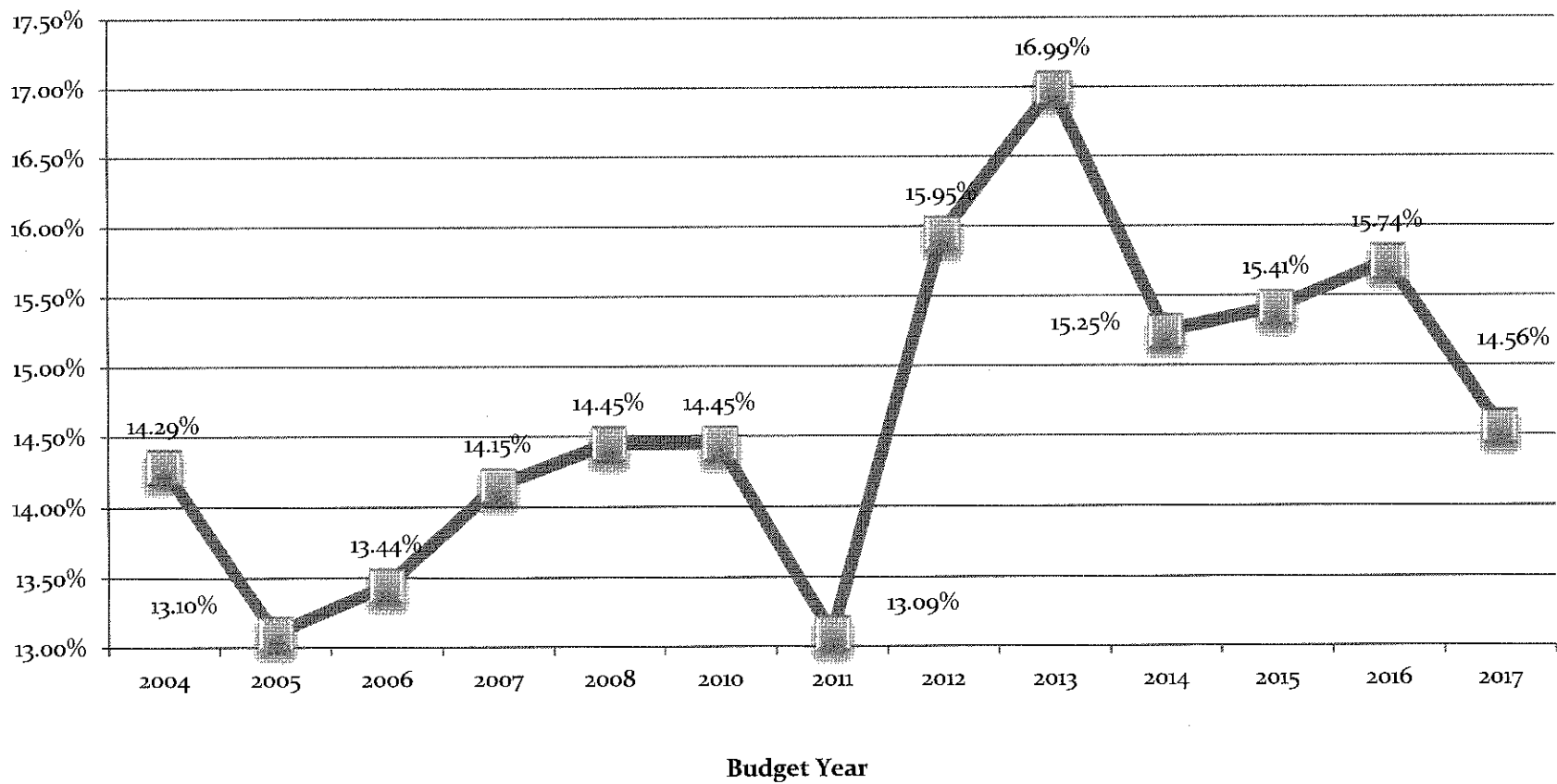
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WOOD COUNTY CASH RESERVES



1/6-2/25

WOOD COUNTY Working Capital Budgeted Percentages



1/b. 2/16

QUESTIONS??

Thank you!

11p. 2/6/07

11/6 - 3/1

**WOOD COOUNTY - 2018 BUDGET
REVENUES BY FUNDING SOURCE**

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
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GOVERNMENTAL FUND TYPES

GENERAL FUND (101)

TAXES (OTHER THAN PROPERTY TAXES)

41150	Taxes - County Share of Managed Forest Land	\$ 20,000		
41220	Taxes - General Sales and Retailers' Discount	180		
01-41230	Real Estate Transfer Fees	85,000		
41800	Taxes - Interest and Penalties on Taxes	405,000		
41910	Taxes - Payments in Lieu of Taxes	18,500		
	TOTAL TAXES		\$ 529,040	

INTERGOVERNMENTAL

01-43528-000	State Aid-SARA Title III	33,250		
43410	State Shared Taxes-Shared Revenue	3,059,556		
43430	Other State Shared Taxes	291,141		
02-43210	Victim Witness- State Aid	1,200		
01-43511	State Aid-Victim Witness	81,150		
01-43512	State Grants-Courts	59,806		
01-43512	State Grants-Courts	59,852		
02-43512	Adult Drug Treatment State Aid-BRANCH III-Drug Cou	140,000		
43512-000-000	State Grants-Courts	59,806		
03-43512	State Grants-Courts	59,000		
03-43514	Clerk of Courts State Aid Court Support Services-C	57,000		
01-43521	State Aid - Law Enforcement	14,000		
04-43521	State Aid-Traffic	7,500		
06-43521	State Aid - Corrections	115,000		
06-43211	SCAAP Grant	800		
03-43523	State Aid-Indian Law Enforcement	18,000		
02-43528-001	State Grants-Emergency Management	60,000		
10-43531	State Aids-Transportation	1,823,120		
01-43551	State Grants-Health Other	65,078		
02-43554	State Grants-Health WIC Program	354,641		
03-43557	State Aid-Health Consolidated Grant	64,895		
05-43567	WDVA Grants Veterans	11,500		
01-43571	State Grants-UW Extension	2,500		
04-43571	State Aid-Clean Sweep	9,000		
01-43581	State Grants-Forestry	45,718		
03-43586-481	State Grants-Wildlife Damage Abatement	59,785		
43640	State Aid- Managed Forest Lands	20,000		
	TOTAL INTERGOVERNMENTAL		6,573,298	

LICENSES

01-44100	Licenses/Permits - Business and Occupational	176,410		
10-44101	Licenses/Permits - Hwy Gov't Utility	1,050		
10-44102	Licenses/Permits - Hwy Gov't Driveway	860		
10-44260	Licenses/Permits - Hwy Gov't Moving	1,025		

116.3/2

**WOOD COOUNTY - 2018 BUDGET
REVENUES BY FUNDING SOURCE**

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
01-44200	Licenses/Permits - ML & DP Fees	12,500		
01-44201	Licenses/Permits - Dog License Fund	1,000		
44200	Licenses/Permits - Humane Officer Nonbusiness	10,000		
06-44100	Licensing & Permits-Adams/Juneau	166,514		
06-44410	Licensing & Permits-Adams/Juneau MOU	52,000		
44411	Plat Review Fees P&Z	2,500		
01-44413	Licenses/Permits - Animal Waste Ordinance Permit	600		
07-44413	Licenses/Permits - Land/Water Conserv Nonlapsing	1,000		
44413	Shoreland zoning fees & permits	2,650		
	TOTAL LICENSES		428,109	
<u>FINES & FORFEITURES</u>				
01-45110	Fines/Forfeitures - Circuit Court Branch I Violat	1,700		
01-45120	Fines/Forfeitures - Share of State Victim Witness	10,000		
03-45115	Fines/Forfeitures - Share of Occupational Driver	200		
03-45120	Fines/Forfeitures - Share of State County	135,000		
45120	Fines/Forfeitures - Share of State District Atty	15,000		
01-45123	Fines/Forfeitures - County Parks Violation Fee	750		
03-45130	Fines/Forfeitures - County Revenue	110,000		
	TOTAL FINES & FORFEITURES		272,650	
<u>PUBLIC CHARGES FOR SERVICES</u>				
01-46110	Public Charges-County Clerk Passports	20,000		
01-46191	Public Charges-Clerk	8,000		
01-46192	DMV Services	7,000		
01-46194	County Clerk Copy Fees	400		
03-46141	Public Charges-Clerk	5,200		
01-46130	Public Chgs-Reg of Deeds	309,000		
01-46144	Court Fees and Costs-Circuit Court Br I	28,600		
02-46146	Public Charges for Services-Drug Court	5,817		
03-46140	Public Charges-Court Fees	170,000		
02-46141	Family Counseling Fees Filing Fees-CLERK OF COURTS	7,100		
03-46142	Clerk of Courts Attorney Fee Reimbursement-CLERK	20,000		
02-46143	Other Prof Reim-Clerk of Courts-Family Counseling	5,300		
46143-000-000	Other Professional Reimbursements-BRANCH II----	320		
01-46210	Sheriff-Public Charges	400		
01-46211	Sheriff Revenue-Civil Process Fees	60,000		
01-46212	Sheriff Cost Reimbursement/Witness Fees	52,000		
01-46214	Reserve Deputy Revenue	12,000		
04-46215	Public Charges-Sheriff Prisoner Bounties	29,000		
01-46216	Restitution	300		
01-46217	OWI Restitution	1,600		
10-46241	Jail Surcharge	38,000		
01-46143	Other Professional Reimbursements	500		
06-46242	Jail-Board of Prisoners Meals	70,000		
06-46243	Inmate Booking/Processing Fee	21,000		
08-46242	Electronic Monitoring-Public Charges	182,044		

116-3/4

**WOOD COOUNTY - 2018 BUDGET
REVENUES BY FUNDING SOURCE**

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
06-46244	Jail-Other County Transports	23,000		
06-46245	Jail Stay Fee	50,370		
01-46510	Public Charges-Health	11,500		
04-46510	Public Charges Public Health	58,000		
01-46721	County Parks Revenue	475,000		
01-46813	County Forest Revenue	385,000		
46143	District Attorney Public Charges	9,000		
46194	Co Treas-Copy and Fax Fees	25		
46140	Court Fees and Costs-CORP COUNSEL---	4,500		
46196	Public Charges-Human Resources	400		
46121	Treasurer Fees-Redemption Notices	3,000		
46122	Public Charges-Property Conversion Charges	100		
04-46772-001	UW-Extension Project Revenue-Soils	2,000		
04-46772-007	UW-Extension Project Revenue-Groundwater	50		
04-46772-008	UW-Extension Project Revenue-Master Gardener	1,000		
01-46772-010	BELL	1,000		
46221	Public Chgs-Cremation	60,000		
46230	Public Chgs-Death Certificates	15,000		
01-46825-001	Public Charges-Land Cons HSWS	2,000		
	TOTAL PUBLIC CHARGES		2,154,526	

INTERGOVERNMENTAL CHARGES

01-47210	State Chgs-Interpreter Reimbursement	700
02-47310-002	Intergov Chgs Drug Court Mfid-BRANCH III-Drug Cour	22,000
10-47231-101	Intergov Charges-State Supervision	108,835
10-47231-102	Intergov Chages-State Records & Reports	66,905
10-47470	Intergov Charges-Dept Bituminous	1,809,950
50-47332	Revenue from Districts-Roads	403,360
60-47333	Revenue from Districts-Bridges	27,440
02-47415	Local Department Charges-Systems	135,000
01-47320	Local Government Charges-Public Safety	29,000
01-47350	Intergovernment Charges-Sanitation	21,050
06-47350	Intergov Charges-Adams/Juneau	48,000
47351	Local Govmt Chgs-Planning Assistance	2,000
03-47391-000	Local Government Chgs-BNI(Mat'ls)	3,200
03-47392-000	Local Government Chgs-BNI(Staff)	800
04-47393-000	Local Government Chgs-Work Relief	5,000
02-47395-000	Intergovernment Chgs-EM Vehicles	5,000
02-47396-000	Intergovernmental Chgs-EM Equipment	800
47410	Local Department Charges-Gen Government	500
04-47410	Family Court Commissioner Local Dept Charges-CLERK	3,000
03-47411	Local Dept Charges-Clerk of Courts	10,903
2302-47412	Local Dept Chgs-Ins	475,000
47413	Corporation Counsel Local Department Charges-CORP	12,000
01-47415	Local Department Charges-Systems	7,920
47421	Local Department Charges	3,000
01-47421	Local Department Charges-Public Safety	8,000

11/6-3/4

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
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04-47421	Departmental Charges-Traffic	10,000		
01-47440	Local Department Charges-Sanitation	3,400		
	TOTAL INTERGOVERNMENTAL CHARGES		3,222,763	

MISCELLANEOUS

01-48200	Forestry DNR Lease Revenue	16,311		
01-48100	Register of Deeds Interest Revenue	20		
48113	Unrealized Gain/Loss on Investment-ICM	40,000		
48114	Investment Income	80,000		
48115	Interest-General Investment	25,000		
48116	Interest-Section 125	3		
03-48117	Interest-Clerk of Courts	300		
48200	Tower Rental Income-EMER MGMT-Radio Engineer---	78,000		
48300	Gain on Sale of Prop-Tax Deed	20,000		
04-48300-000	Wood Sales	3,000		
02-48320-000	Property Sales-Surplus Property	500		
06-48500-000	Donations & Contributions-Highway Safety	1,500		
03-48500	Vets Donations for Outreach & Grave Flags/holders	250		
2302-48440	Insurance Recoveries-Other	12,000		
04-48500	Dental Sealants Donations & Contributions	32,000		
01-48540	Public Health Private Grants-Other	20,000		
48900	Miscellaneous Revenue	1,875		
10-48340	Sale of Salvage & Waste-Culverts	3,500		
	TOTAL MISCELLANEOUS		334,259	

OTHER FINANCING SOURCES

06-49210	Transfer from General Fund	260,000		
49220	Transfer from Special Revenue Fund	6,046,482		
01-49220	Transfer from General Fund	26,263		
	TOTAL OTHER FINANCING SOURCES		6,332,745	

TOTAL GENERAL FUND

\$ 19,847,390

SPECIAL REVENUE FUNDS

HUMAN SERVICES (211)

INTERGOVERNMENTAL

17-43561-684	Crisis Stabilization-State Aid FFP	60,000		
01-43561-306	State Aid BCA OPC MH	47,586		
01-43561-341	CW Post-Reunificaiton Support	50,000		
01-43561-396	CW Foster Parent IV Foster Parent Training	6,916		
01-43561-377	State Aid-Basic County Allocation	236,902		
01-43561-380	CW Kinship Care Assessments	19,080		
01-43561-561	CW Children & Families Allocation	1,190,415		
05-43560-400	Youth Aids Capacity Intervention	36,780		
05-43561-415	Youth Aids Community Allocation	1,212,766		
05-43561-418	Youth Aids AODA Counseling	21,230		

116-3/5

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
10-43561-831	ChildCare Certification	63,000		
10-43561-852	ChildCare Admin & Operations	93,000		
13-43567-472	State Grants-Aging Transportation	127,191		
13-43567-572	State Grants-Aging Transp	64,745		
20-43561-283	ESS IM GPR Available Allocation	361,413		
20-43561-291	State - FS/MA Fraud Investigation	46,000		
20-43561-294	ESS IM 50% Fed Match MA/FS	772,500		
20-43561-297	ESS PPACA	122,700		
25-43561-200	ILS-ETV Contract	247,718		
25-43561-230	FSET Contract	2,720,900		
35-43561-442	Mobile Crisis-Insurance	152,400		
40-43561-684	Mobile Crisis-Insurance	23,000		
40-43561-550	State Aid-Birth to Three	116,173		
45-43561-377	State Aid - HS CCOP	91,595		
45-43561-684	State Aid-FSP CM FFP	8,800		
45-43561-810	Community Support Team	60,000		
50-43561-830	CLTS Admin, Autism - 879	4,000		
50-43561-833	CLTS Admin, DD & PD - 876	24,000		
55-43561-561	Ho Chunk Donations	216,904		
55-43561-603	State Aid - Mental Health Block Grant	23,516		
55-43561-684	State Aid - CSP Case Management FFP	90,000		
60-43561-561	Outpatient Clinic MH-BCA	231,713		
60-43561-684	State Aid - FFP	29,000		
65-43561-561	CCS BCA	137,773		
65-43561-684	State Aid - CCS FFP	200,000		
70-43560-000	GWAAR Elder Abuse Grant	29,537		
70-43561-684	Human Services- -State Aid-FFP	30,000		
70-43561-312	State Aid-APS	73,435		
70-43561-561	Crisis Legal Services State Aid	268,534		
75-43561-516	State Aid - HS CMHP	282,064		
75-43561-561	State Aid Basic County Allocation	396,522		
75-43561-569	State Aid-MH Block Grant	15,677		
80-43561-561	Outpatient Clinic-AODA BCA	99,397		
80-43561-567	Outpatient Clinic-AODA IDP State Aid	112,000		
80-43561-570	Outpatient Clinic-AODA Block Grant	64,281		
80-43561-684	State Aid - FFP	14,600		
85-43561-561	Outpatient Clinic-Day Tx Basic County Allocation	71,754		
85-43561-684	State Aid - FFP	8,100		
95-43561-561	State Aid Basic County Allocation	46,557		
95-43561-570	Human Services-State Aid-DCF	64,281		
99-43561-561	State Aid-Administration BCA	1,064,453		
	TOTAL INTERGOVERNMENTAL		11,550,908	

PUBLIC CHARGES FOR SERVICES

17-46510-000	Public Charges-Bridgeway Crisis Stabilization	607,725
17-46537-000	C/A-Bridgeway -Crisis Stabilization	(196,115)
24-46526-000	SNF CMI Medicaid	774,118

11 b-3/6

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
24-46526-026	SNF CMI Subsidized Services	47,644		
24-46530-000	SNF CMI Private Pay	94,900		
24-46536-000	Third Party Awards & Settlements State	232,688		
25-46526-000	SNF BI Medicaid	939,217		
26-46525-000	Inpatient Medicare	1,645,649		
26-46525-025	Inpatient Medicare Ancillaries	307,722		
26-46526-000	Inpatient Medicaid	921,068		
26-46526-026	Inpatient Medicaid Ancillaries	303,018		
26-46526-096	Inpatient Medicaid Adolescent	144,493		
26-46530-000	Inpatient Private Pay	31,004		
26-46530-030	Inpatient Private Pay Ancillaries	32,139		
26-46531-000	Inpatient Insurance	1,301,449		
26-46531-031	Inpatient Insurance Ancillaries	388,013		
26-46531-091	Inpatient Insurance Adolescent	135,050		
26-46532-000	Inpatient Wood County	129,085		
26-46532-032	Inpatient Wood County Ancillaries	13,390		
26-46533-000	Inpatient Other County	256,775		
26-46533-033	Inpatient Other County Ancillaries	62,689		
26-46534-025	Inpatient Managed Care/HMO Medicare	61,919		
26-46534-026	Inpatient Managed Care/HMO Medicaid	819,331		
26-46534-034	Inpatient Managed Care/HMO Ancillaries	285,753		
26-46534-094	Inpatient Managed Care/HMO Adolescent	92,482		
26-46534-096	Inpatient Managed Care/HMO Medicaid Adolescent	51,637		
26-46537-025	Contractual Adj Inpatient Medicare	(795,147)		
26-46537-026	Contractual Adj Inpatient Medicaid	(651,620)		
26-46537-031	Contractual Adj Inpatient Insurance	(417,056)		
26-46537-032	Contractual Adj Inpatient Wood County	(142,476)		
26-46537-033	Contractual Adj Inpatient Other County	(51,278)		
26-46537-034	Contractual Adj Managed Care/HMO	(604,635)		
01-46530-560	CW Alternate Child Care Support Collections	65,000		
01-46530-561	CW Alternate Care SSI/Soc Security Collections	65,000		
01-46530-564	Public Charges for Svcs-CW	4,000		
01-46537-026	C/A Childwelfare Medicaid	(1,500)		
05-46530-430	Youth Aids Alternate Care Child Support Collection	65,000		
05-46530-440	Youth Aids Alternate Care SSI/Soc Sec Coll	15,000		
10-46530-833	Daycare Certification/Recertification Fees	1,000		
13-46530-572	State Aid/County Match	20,000		
13-46530-572-999	State Aid/County Match	9,500		
13-46531-572	Transportation Jitney-Insurance	70,000		
13-46531-572-999	Transportation Escort-Insurance	42,000		
40-46530-550	Public Charges for Services-B23	358,577		
40-46537-026	B23 C/A MA	(150,532)		
40-46537-030	B23 C/A Private Pay	(50,000)		
40-46537-031	B23 C/A Ins	(27,000)		
45-46537-026	FSP C/A Case Management MA	(9,522)		
45-46537-810-026	Case Management-CA/CST MA	(40,960)		
45-46537-030	FSP C/A - PRIVATE PAY	(3,721)		

11 b-3/7

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
45-46530-577	Public Charges for Services-FSP	32,811		
45-46530-810	Public Charges for Services-CST	46,939		
45-46537-810	C/A CST - MA	(10,001)		
50-46530-830	Public Charges for Services-CLTS	204,000		
55-46530-561	Public Charges for Services-CSP/CTT/TCM	367,981		
55-46537-026	Case Management-CA/MA	(198,000)		
55-46537-030	C/A, CSP-Private Pay	(78,000)		
60-46537-000	C/A Outpatient Clinic MH Sliding Fee	(54,914)		
60-46530-561	Public Charges for Services-OPC MH	914,404		
60-46537-025	C/A Outpatient Clinic MH Medicare	(14,573)		
60-46537-026	Case Management CA/MA	(324,816)		
60-46537-030	C/A, PP & Ins	(19,983)		
60-46537-031	C/A Outpatient Clinic MH Private Insurance	(6,650)		
65-46530-561	Public Charges for Services-CCS	1,618,973		
65-46537-026	C/A, CCS Medicaid	(147,516)		
65-46537-032	C/A, CCS Private Pay	(24,203)		
70-46530-312	Legal Fees for Service	1,500		
70-46530-561	CA Private Pay-Day TX	157,450		
70-46537-026	Mobile Crisis C/A MA	(58,000)		
70-46537-030	Mobile Crisis C/A Private Pay	(51,000)		
75-46330-000	Ho Chunk AODA/MH Grant	27,500		
75-46526-561	Client Fees-CRS, MA	450,000		
75-46537-026	C/A-CRS	(202,500)		
80-46530-000	Charges of Services-OWI Assessments	90,000		
80-46530-561	Public Charges for Services-OPC AODA	383,896		
80-46537-026	Contractual Adjustment-Medicaid	(145,081)		
80-46537-030	C/A AODA OPC-Private Pay	(8,926)		
80-46537-031	C/A Outpatient Clinic-AODA Private Insurance	(2,970)		
85-46530-000	Charges for Services-OWI Surcharge	54,000		
85-46530-561	Public Charges for Services-OPC DAY TX	240,650		
85-46537-026	C/A Outpatient Clinic-Medicaid	(146,922)		
85-46537-030	C/A Outpatiend Clinic Private Pay	(5,595)		
85-46537-031	C/A Outpatient Clinic-Insurance	(2,690)		
99-46532-561	Past Due Accounts - Collection Agency	75,000		
	TOTAL PUBLIC CHARGES		10,415,237	
<u>INTERGOVERNMENTAL CHARGES</u>				
50-47210-100	Congregate Meals	580,000		
95-47460-900	Intergovernmental Charges-Drug Court	73,000		
	TOTAL INTERGOVERNMENTAL CHARGES		653,000	
<u>MISCELLANEOUS</u>				
50-48860-000	Dietary-Revenue from Meals	20,000		
50-48880-000	Dietary Revenue from Vending	4,500		
50-48940-000	Dietary Revenue from Canteen	500		
51-48970-000	Tenant Rents	17,508		
65-48830-000	Recovery of PYBD & Contra Adjs	46,500		

1163/8

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
65-48980-000	Miscellaneous Other Revenue	100		
65-48990-000	Other Operating Revenue	100		
65-48991-000	Copier Revenue	2,000		
99-48200-561	Sublease Revenue	40,620		
99-48900-561	Human Services Miscellaneous Revenue	4,000		
99-48901-561	Miscellaneous/Other Revenue	1,500		
	TOTAL MISCELLANEOUS		137,328	
	TOTAL HUMAN SERVICES			22,756,473
CHILD SUPPORT (230)				
INTERGOVERNMENTAL				
43568	State Aid-Child Support---	928,443		
	TOTAL INTERGOVERNMENTAL		928,443	
PUBLIC CHARGES				
46621	Public Chgs-Child Support Genetic Tests	4,500		
46623	Public Charges-Child Support Filing Fees	200		
46624	Public Chgs-Child Support Service Fees	12,000		
46625	Public Charges-Extradition	500		
	TOTAL PUBLIC CHARGES		17,200	
	TOTAL CHILD SUPPORT			945,643
FORESTRY ROADS (241)				
INTERGOVERNMENTAL				
43690	State Aid-Forestry Roads	3,280		
	TOTAL INTERGOVERNMENTAL		3,280	
	TOTAL FORESTRY ROADS			3,280
WILDLIFE HABITAT (242)				
INTERGOVERNMENTAL				
43581	State Aid-Forestry	1,771		
	TOTAL INTERGOVERNMENTAL		1,771	
	TOTAL WILDLIFE HABITAT			1,771
PARKS STATE AID (244)				
INTERGOVERNMENTAL				
03-43572	State Aid-ATV	6,715		
02-43574	State Aid-Snowmobile Maintenance	67,925		
	TOTAL INTERGOVERNMENTAL		74,640	
MISCELLANEOUS				

1103/9

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
03-48503	Donated Services-ATV Club		6,000	
	TOTAL PARKS STATE AID			80,640
<u>PARKS CAPITAL PROJECTS (245)</u>				
<u>INTERGOVERNMENTAL</u>				
07-43576	Parks & Forestry Capital Proj State Aid		62,500	
<u>MISCELLANEOUS</u>				
07-48300	Proceeds from Sales of Assets	30,000		
07-48500	Parks & Forestry Capital Proj Donations/Contrib	4,330	34,330	
	TOTAL PARKS CAPITAL PROJECTS			96,830
<u>PARKS POWERS BLUSS CAPITAL PROJECTS (246)</u>				
<u>MISCELLANEOUS</u>				
08-48500	Powers Bluff Dev Project-Donations		1,500,000	1,500,000
<u>LAND RECORD (261)</u>				
<u>INTERGOVERNMENTAL</u>				
02-43516	State Aid-Modernization Grants	58,120		
	TOTAL INTERGOVERNMENTAL		58,120	
<u>PUBLIC CHARGES</u>				
02-46135	Public Charges-Land Record Fees	92,880		
02-46195	Public Charges-Map & Data Sales	100		
	TOTAL PUBLIC CHARGES		92,980	
	TOTAL LAND RECORD			151,100
<u>PRIVATE SEWAGE (262)</u>				
<u>INTERGOVERNMENTAL</u>				
03-43549	State Grant - Private Sewage	20,000		
	TOTAL INTERGOVERNMENTAL		20,000	
<u>LICENSES</u>				
03-44300	Licenses/Permits - Sanitary Permit Fees	45,000		
03-44412	Licenses/Permits - Wisconsin Fund Application Fees	750		
03-44415	Licenses/Permits - Private Onsite Waste Treat Sys	56,000		
	TOTAL LICENSES		101,750	
<u>FINES & FORFEITURES</u>				
03-45191	Fines/Forfeitures - Private Sewage	20,000		
	TOTAL FINES & FORFEITURES		20,000	
<u>PUBLIC CHARGES</u>				

11/6/3/10

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
03-46826	Public Charges Private Sewage-Plan Reviews	3,000		
	TOTAL PUBLIC CHARGES		3,000	
MISCELLANEOUS				
03-48900	Private Sewage Miscellaneous Revenue	3,250		
	TOTAL MISCELLANEOUS		3,250	
	TOTAL PRIVATE SEWAGE			148,000
DATCP GRANTS (264)				
INTERGOVERNMENTAL				
43586-480	State Aid Land Cons--DATCP	214,982		
43586-001	State Aid-DATCP/NMFE	21,591		
	TOTAL INTERGOVERNMENTAL		236,573	
OTHER FINANCING SOURCES				
49220-000	Transfer from Special Revenue	14,020		
	TOTAL OTHER FINANCING USES		14,020	
	TOTAL DATCP GRANTS			250,593
NONMETALLIC MINING (265)				
PUBLIC CHARGES				
46825	Non-Metallic Mining Fees	35,325		
	TOTAL PUBLIC CHARGES		35,325	
	TOTAL NONMETALLIC MINING			35,325
TRANSPORTATION & ECON DEV (267)				
MISCELLANEOUS				
04-48110	CDBG Loan Interest-bank	10		
04-48900	CDBG Loan Repayment	30,000		
	TOTAL MISCELLANEOUS		30,010	
	TOTAL TRANSPORTATION & ECONOMIC DEV			30,010
HO CHUNK DONATIONS (280)				
MISCELLANEOUS				
04-48500	Donations-Ho Chunk Nation		91,720	
	TOTAL HO CHUNK DONATIONS			91,720
SALES TAX (290)				
TAXES (OTHER THAN PROPERTY TAXES)				
01-41221	Taxes - County Sales Tax		6,046,482	
	TOTAL SALES TAX			6,046,482

11/23/11

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
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TOTAL SPECIAL REVENUE FUNDS

32,137,867

TOTAL GOVERNMENTAL FUNDS

51,985,257

PROPRIETARY FUND TYPES

ENTERPRISE FUNDS

EDGEWATER NURSING HOME (601)

PUBLIC CHARGES

01-46520-003	Private Pay-Skilled Care	1,027,475	
01-46520-009	Private Pay-Ancillary Billing	4,000	
09-46521-016	Other Pay-Level I Screening	6,000	
08-46521-017	Other Pay-Recreational Activities	800	
01-46520-013	Private Pay-Edgewater-Therapy	18,000	
01-46525-003	Medicare-Skilled Care	1,003,750	
01-46525-009	Medicare-Ancillary Billing	996,450	
01-46525-013	Medicare-Edgewater-Therapy	90,000	
01-46525-016	Contractual Adjustment-Medicare	(500,000)	
01-46526-003	Medicaid-Skilled Care	4,015,000	
01-46590-000	Nursing Bad Debt Expense-EW-NURSING---	(12,000)	
01-46526-009	Medicaid-Ancillary Billing	6,000	
01-46526-013	Medicaid-Edgewater-Therapy	13,000	
01-46526-016	Contractual Adjustment-Medicaid	(1,730,100)	
	TOTAL PUBLIC CHARGES		4,938,375

INTERGOVERNMENTAL CHARGES

01-47250-000	Intergovernmental Transfer Program Revenue-EW-NURS	511,615	
	TOTAL INTERGOVERNMENTAL CHARGES		511,615

MISCELLANEOUS

10-48100-000	Interest Income-EW-ADMINISTRATION---	60	
03-48910-000	Cafeteria Revenue-EW-DIETARY---	9,600	
03-48920-000	Vending Machine Revenue-EW-DIETARY---	4,600	
01-48990-000	Other Operating Income-EW-NURSING---	2,400	
	TOTAL MISCELLANEOUS		16,660

TOTAL EDGEWATER

5,466,650

HIGHWAY (604)

INTERGOVERNMENTAL CHARGES

20-47231-201	State Revenue-Radio/GPL	32,190	
20-47231-202	State Revenue-Chloride Storage	100	

11/3/12

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
20-47231-203	State Revenue-Machinery Storage	42,000		
20-47232	Machinery Revenue-HWY-Machinery Fund---	2,177,319		
70-47230	Local Charges from State Revenue	1,403,610		
70-47300-000	Local Revenue For Charges	561,660		
70-47330	Revenue from Charges-Twns/Ctes/Vlges	1,207,485		
20-47430-000	Fuel Charges to Other Departments-HWY-Machinery Fu	34,745		
20-47470-000	Depart Charges - Bituminous Revenue	128,550		
	TOTAL INTERGOVERNMENTAL CHARGES		5,587,659	
<u>MISCELLANEOUS</u>				
20-48340	Sale of Salvage and Waste-HWY-Machinery Fund---	3,200		
	TOTAL MISCELLANEOUS		3,200	
	TOTAL HIGHWAY			5,590,859
	TOTAL ENTERPRISE FUNDS			11,057,509
<u>INTERNAL SERVICE FUNDS</u>				
<u>WORKERS COMPENSATION (701)</u>				
<u>INTERGOVERNMENTAL CHARGES</u>				
47413	Local Department Charges-Workers Comp	491,569		
	TOTAL INTERGOVERNMENTAL CHARGES		491,569	
	TOTAL WORKERS COMPENSATION			491,569
<u>HEALTH FUND (702)</u>				
<u>PUBLIC CHARGES</u>				
01-46196	Health Fund-Participant Contributions	1,441,317		
	TOTAL PUBLIC CHARGES		1,441,317	
<u>INTERGOVERNMENTAL CHARGES</u>				
01-47410	Health Fund Departmental Charges-HR---	10,062,760		
01-47411	Departmental Charges-Vision	62,400		
	TOTAL INTERGOVERNMENTAL CHARGES		10,125,160	
<u>MISCELLANEOUS</u>				
01-48113	Unrealized Gain/Loss on Investment-HR---	8,430		
01-48114	Investment Income-HR---	35,959		
01-48116	Interest-Health Fund	216		
01-48440	Health Fund-Stop Loss Reimbursement	475,000		
	TOTAL MISCELLANEOUS		519,605	
<u>OTHER FINANCING SOURCES</u>				
05-49270	Transfer from Internal Service	283,903		
	TOTAL OTHER FINANCING SOURCES		283,903	

11/23/13

WOOD COOUNTY - 2018 BUDGET REVENUES BY FUNDING SOURCE

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
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TOTAL HEALTH FUND

12,369,985

MAINTENANCE (703)

INTERGOVERNMENTAL CHARGES

04-47410	Local Department Charges Joint Use Rent	8,000		
01-47430	Local Department Charges-Bldg Rent	884,379		
03-47432	Local Department Charges-Rent Unified	704		
05-47435	Local Dept Charges-Sheriff Rent	16,000		
08-47438	Interdepart Rent-River Block	575,520		
	TOTAL INTERGOVERNMENTAL CHARGES		1,484,603	

MISCELLANEOUS

06-48201	CBRF Rental Revenues	50,400		
01-48910	Vending Machine Revenue	1,400		
	TOTAL MISCELLANEOUS		51,800	

TOTAL MAINTENANCE

1,536,403

OPEB FUNDING (704)

INTERGOVERNMENTAL CHARGES

47413	Interdepartmental Charges OPEB-FINANCE-OPEB---	500,000		
	TOTAL OPEB FUNDING			500,000

PC REPLACEMENT (705)

INTERGOVERNMENTAL CHARGES

47415	PC Replacement Fund Department Charges	153,135		
	TOTAL PC REPLACEMENT			153,135

TOTAL INTERNAL SERVICE FUNDS

15,051,092

TOTAL PROPRIETARY FUND TYPES

26,108,601

TRUST AND AGENCY FUNDS

LAND CONSERVATION TRUST (819)

PUBLIC CHARGES FOR SERVICES

46825	Land Conservation Trust-Tree Sales	26,200		
	TOTAL PUBLIC CHARGES FOR SERVICES		26,200	
	TOTAL LAND CONSERVATION TRUST			26,200

116-3/14

**WOOD COOUNTY - 2018 BUDGET
REVENUES BY FUNDING SOURCE**

Account Number	ACCOUNT TITLE	AMOUNT	CATEGORY TOTALS	FUND TOTALS
TOTAL REVENUES				78,120,058
<u>PROPERTY TAXES</u>				
	General Fund	10,707,819		
	Highway Governmental	1,346,376		
	Human Services-Community	7,503,199		
	Human Services-Institution	1,542,400		
	Aging	198,278		
	Child Support	76,562		
	Transp & Econ Dev	144,145		
	Debt Service	3,124,083		
	Edgewater	1,002,684		
TOTAL PROPERTY TAXES				25,645,546
TRANSFER FROM FUND BALANCE				6,057,108
TOTAL SOURCES				\$ 109,822,712

116.4/1

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>GOVERNMENTAL FUND TYPES</u>				
<u>GENERAL FUND (101)</u>				
<u>GENERAL GOVERNMENT</u>				
<u>CIR CRT BR I</u>				
51212	Circuit Court Branch I	\$ 395,614	\$ -	\$ 395,614
		<u>395,614</u>	<u>-</u>	<u>395,614</u>
<u>CIR CRT BR II</u>				
51213	Circuit Court Branch II	119,902	-	119,902
<u>CIR CRT BR III</u>				
51214	Circuit Court Branch III	124,761	-	124,761
51215	Drug Court	215,817	-	215,817
		<u>340,578</u>	<u>-</u>	<u>340,578</u>
<u>CLERK OF COURTS</u>				
51220	Family Court Commissioner	105,233	-	105,233
51221	Clerk of Courts	1,353,334	-	1,353,334
51217	Child Custody Mediation	17,000	-	17,000
		<u>1,475,567</u>	<u>-</u>	<u>1,475,567</u>
<u>CORONER</u>				
51231	Coroner	139,842	-	139,842
<u>DISTRICT ATTORNEY</u>				
51310	District Attorney	304,049	-	304,049
51315	Victim Witness	156,044	-	156,044
51316	Victim Witness Task Force	900	-	900
		<u>460,993</u>	<u>-</u>	<u>460,993</u>
<u>CORPORATION COUNSEL</u>				
51320	Corporation Counsel	238,146	-	238,146
<u>COUNTY CLERK</u>				
51120	Committees & Commissions	202,513	-	202,513
51420	County Clerk	323,430	-	323,430
51424	Postage Meter	14,300	-	14,300
51440	Elections	94,621	-	94,621
51453	Information & Communication	18,500	-	18,500
		<u>653,364</u>	<u>-</u>	<u>653,364</u>
<u>HUMAN RESOURCES</u>				
51435	Human Resources Administration	517,384	-	517,384
51436	Human Resources Programs	7,097	-	7,097
51433	Labor Relations	28,200	-	28,200
		<u>552,681</u>	<u>-</u>	<u>552,681</u>

11/6-4 1/2

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>SYSTEMS</u>				
51450	Data Processing	1,494,291	310,000	1,804,291
51451	Voice-Over IP	128,000	-	128,000
		<u>1,622,291</u>	<u>310,000</u>	<u>1,932,291</u>
<u>FINANCE</u>				
51510	Finance	365,313	-	365,313
<u>TREASURER</u>				
51520	Treas,Tax Lister, Deeding	429,490	-	429,490
<u>PURCHASING & INSURANCE</u>				
51550	Central Purchasing	51,970	-	51,970
51931	Property & Liability Ins	612,071	-	612,071
		<u>664,041</u>	<u>-</u>	<u>664,041</u>
<u>REGISTER OF DEEDS</u>				
51710	Register of Deeds	423,055	-	423,055
51711	Register of Deeds-Redaction	32,387	-	32,387
		<u>455,442</u>	<u>-</u>	<u>455,442</u>
<u>GENERAL COUNTY</u>				
51590	Contingency	450,000	-	450,000
TOTAL GENERAL GOVERNMENT		<u>8,363,264</u>	<u>310,000</u>	<u>8,673,264</u>
<u>PUBLIC SAFETY</u>				
<u>SHARED DISPATCH</u>				
52601	Shared Dispatch	1,784,049	-	1,784,049
<u>SHERIFF</u>				
52110	Sheriff Administration	2,396,278	245,086	2,641,364
52131	Indian Law Enforcement	33,933	-	33,933
52140	Traffic Police	3,065,437	-	3,065,437
52150	Civil Service	1,000	-	1,000
52710	Jail	2,505,702	-	2,505,702
52713	Transport/Safekeeper	1,066,197	-	1,066,197
52712	Electronic Monitoring	123,188	-	123,188
52721	Jail Surcharge	187,571	-	187,571
		<u>9,379,306</u>	<u>245,086</u>	<u>9,624,392</u>
<u>EMERGENCY MANAGEMENT</u>				
52130	Police Radio	232,110	-	232,110
52510	SARA Title III	52,085	-	52,085
52520	Emergency Mgmt	297,272	-	297,272
52540	Work Relief	140,926	-	140,926
52530	Building Numbering	3,000	-	3,000
		<u>725,393</u>	<u>-</u>	<u>725,393</u>
TOTAL PUBLIC SAFETY		<u>11,888,748</u>	<u>245,086</u>	<u>12,133,834</u>

11/6-4/3

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>PUBLIC WORKS</u>				
<u>HIGHWAY GOVERNMENTAL (104)</u>				
53110	Highway Admin	288,759	-	288,759
53120	Highway Engineering	245,004	-	245,004
53191	Other Administration	335,112	-	335,112
53262	Bituminous Ops Maintenance	1,457,512	-	1,457,512
53310	Maintenance CTHS	3,300	-	3,300
53311	Maintenance CTHS Patrol	1,655,123	-	1,655,123
53312	Maintenance CTHS Snow Rem	912,440	-	912,440
53313	Maintenance Gang	103,004	-	103,004
53340	Co-Aid Road Construction	444,834	-	444,834
53341	Co-Aid Bridge Construction	200,269	-	200,269
TOTAL PUBLIC WORKS		5,645,357	-	5,645,357
<u>HEALTH & HUMAN SERVICES</u>				
<u>HEALTH DEPARTMENT</u>				
54121	Public Health	1,767,378	-	1,767,378
54122	Public Health WIC	354,641	-	354,641
54128	Grants	64,895	-	64,895
54130	Dental Sealants	128,779	-	128,779
54132	Adams/Juneau	266,514	-	266,514
		2,582,207	-	2,582,207
<u>GENERAL COUNTY</u>				
54316	State Special Charges for Institutions	360	-	360
<u>HUMANE OFFICER</u>				
54129	Humane Officer	35,519	-	35,519
<u>VETERANS SERVICE OFFICER</u>				
54710	Veteran's Relief	5,411	-	5,411
54720	Veteran's Service Officer	330,151	-	330,151
54730	Veteran's Relief Donations	300	-	300
54740	Care of Veteran's Graves	2,865	-	2,865
54750	WDVA Grant to Counties	11,500	-	11,500
		350,227	-	350,227
TOTAL HEALTH & HUMAN SVC		2,968,313	-	2,968,313
<u>LEISURE ACTIVITIES & EDUCATION</u>				
<u>PARKS & FORESTRY</u>				
55210	County Parks	1,598,197	-	1,598,197
<u>LIBRARY AID</u>				
55112	Aid to Public Libraries	891,144	-	891,144
<u>UW EXTENSION</u>				
55620	UW Extension	516,662	-	516,662
55650	UW Ext Jr. Fair	32,000	-	32,000
55660	UW Ext Project Accounts	27,700	-	27,700
55661	Farm Technology Days	43,000	-	43,000

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

11/6- 4/4

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
		619,362	-	619,362
<u>FAIRGROUNDS</u>				
55460	Marshfield Fairgrounds	25,000	-	25,000
<u>UW WOOD CO/MARSHFIELD</u>				
55630	UW Wood County/Marshfield	48,082	-	48,082
	TOTAL LEISURE & EDUCATION	3,181,785	-	3,181,785

11/6-4/5

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>CONSERVATION & DEVELOPMENT</u>				
<u>LAND CONSERVATION</u>				
56121	Land Conservation	241,959	-	241,959
56123	Wildlife Damage Abatement	59,785	-	59,785
59210	Permits and Fines	1,858	-	1,858
		<u>303,602</u>	<u>-</u>	<u>303,602</u>
<u>PLANNING & ZONING</u>				
56310	Planning & Zoning	369,261	-	369,261
56340	Surveyor	44,750	-	44,750
		<u>414,011</u>	<u>-</u>	<u>414,011</u>
<u>GENERAL COUNTY</u>				
56740	Payment in Lieu of Taxes	77,345	-	77,345
	TOTAL CONSERVATION & DEV	<u>794,958</u>	<u>-</u>	<u>794,958</u>
<u>OTHER FINANCING USES</u>				
59210-025	Transfer to Jail Operations	260,000	-	260,000
	TOTAL OTHER FINANCING USES	<u>260,000</u>	<u>-</u>	<u>260,000</u>
	TOTAL GENERAL FUND	<u>33,102,425</u>	<u>555,086</u>	<u>33,657,511</u>

11/6-4/6

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>SPECIAL REVENUE FUNDS</u>				
<u>GENERAL GOVERNMENT</u>				
<u>CHILD SUPPORT (230)</u>				
51330	Child Support	1,022,205	-	1,022,205
TOTAL GENERAL GOVERNMENT		<u>1,022,205</u>	<u>-</u>	<u>1,022,205</u>
<u>HEALTH & HUMAN SERVICES</u>				
<u>HUMAN SERVICES (211)</u>				
<u>Community</u>				
54401-05	Family Services	6,917,405	-	6,917,405
54410-35	Economic Support & Employment	4,809,170	-	4,809,170
54440-50	Children's Long-Term Support	1,027,626	-	1,027,626
54455-95	Mental Health/AODA	6,689,342	-	6,689,342
54500-05	Administration	3,236,780	-	3,236,780
TOTAL COMMUNITY		<u>22,680,323</u>	<u>-</u>	<u>22,680,323</u>
<u>Institution</u>				
54317	Crisis Stabilization	466,116	-	466,116
54324	SNF-CMI	1,047,175	-	1,047,175
54325	SNF-TBI	910,060	-	910,060
54326	Inpatient Svc	3,567,009	-	3,567,009
54350	Dietary	1,010,031	-	1,010,031
54351	Plant Operations	680,389	-	680,389
54363	Medical Records	168,904	-	168,904
54365	Administration	1,244,555	-	1,244,555
TOTAL INSTITUTION		<u>9,094,239</u>	<u>-</u>	<u>9,094,239</u>
TOTAL HUMAN SERVICES		<u>31,774,562</u>	<u>-</u>	<u>31,774,562</u>
<u>AGING (220)</u>				
54611	ADRC-CW	198,278	-	198,278
TOTAL AGING		<u>198,278</u>	<u>-</u>	<u>198,278</u>
TOTAL HEALTH & HUMAN SVCS		<u>31,972,840</u>	<u>-</u>	<u>31,972,840</u>

11/6-4/7

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>LEISURE ACTIVITIES & EDUCATION</u>				
<u>PARKS STATE AID (244)</u>				
55441	Maint of Snowmobile Trails	67,925	-	67,925
55442	ATV Maintenance	12,715	-	12,715
		<u>80,640</u>	<u>-</u>	<u>80,640</u>
<u>PARKS CAPITAL PROJECTS (245)</u>				
56913	Parks & Forestry Capital Projects	8,800	130,000	138,800
	TOTAL LEISURE & EDUCATION	<u>89,440</u>	<u>130,000</u>	<u>219,440</u>
<u>CONSERVATION & DEVELOPMENT</u>				
<u>FORESTRY ROAD ACCOUNT (241)</u>				
56111	State Forestry Road Maint	3,300	-	3,300
<u>WILDLIFE HABITAT FUND (242)</u>				
56911	State Wildlife Habitat Fund	2,500	-	2,500
<u>PARKS CAPITAL PROJECTS (245)</u>				
56913	County Forests State Aid	8,800	130,000	138,800
<u>LAND RECORD (261)</u>				
56320	Land Records	255,729	-	255,729
<u>PRIVATE SEWAGE (262)</u>				
56943	Private Sewage Administration	196,939	-	196,939
<u>DATCP GRANT (264)</u>				
56122	DATCP Grant	250,593	-	250,593
<u>NONMETALLIC MINING (265)</u>				
56125	Nonmetallic Mining Reclamation	40,057	-	40,057
<u>TRANSPORTATION & ECON DEV (267)</u>				
56750	Transportation & Economic Dev	158,575	-	158,575
56780	CDBG-Economic Development	30,000	-	30,000
		<u>188,575</u>	<u>-</u>	<u>188,575</u>
<u>HO CHUNK CONTRIBUTIONS (280)</u>				
53312-280	Highway Snow Removal	27,500	-	27,500
54121-280	Health	9,220	-	9,220
54315	Human Services MH/AODA	27,500	-	27,500
55210-280	Parks-Powers Bluff	-	27,500	27,500
		<u>64,220</u>	<u>27,500</u>	<u>91,720</u>
	TOTAL CONSERVATION & DEV	<u>1,001,913</u>	<u>27,500</u>	<u>1,029,413</u>

WOOD COUNTY - 2018 BUDGET EXPENDITURES

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>TRANSFERS</u>				
59210	Transfer Sales Tax to Gen Fund	6,046,482	-	6,046,482
59220	Transfer Parks Capital to Gen Fund	26,263		26,263
	TOTAL TRANSFERS	<u>6,072,745</u>	<u>-</u>	<u>6,072,745</u>
	TOTAL SPECIAL REVENUE	<u>40,159,143</u>	<u>157,500</u>	<u>40,316,643</u>
<u>DEBT SERVICE</u>				
58110	Principal-Highway	1,510,000	-	1,510,000
58120	Principal Edgewater	320,000	-	320,000
58130	Principal General Capital	1,910,000	-	1,910,000
58140	Principal-UW STEM	110,000	-	110,000
58150	Principal-Radio Infrastructure	185,000	-	185,000
58160	Principal-Dispatch Equipment	465,000	-	465,000
58170	Debt Service 2018 Capital	105,000	-	105,000
58210	Interest-Highway	318,147	-	318,147
58220	Interest-Edgewater	26,100	-	26,100
58230	Interest-General Capital	103,470	-	103,470
58240	Interest-UW STEM	16,800	-	16,800
58250	Interest-Radio Project	21,725	-	21,725
58260	Interest-Dispatch Equipment	71,575	-	71,575
	TOTAL DEBT SERVICE	<u>5,162,817</u>	<u>-</u>	<u>5,162,817</u>
<u>CAPITAL PROJECTS</u>				
57120	Cap Projects-Systems	-	93,000	93,000
57140	Cap Projects-Gen Gov Land	-	29,000	29,000
57141	Cap Projects-Gen Gov Bldgs	-	-	-
57210	Cap Projects-Public Safety	-	40,000	40,000
57310	Cap Projects-Highway Construction	-	2,500,000	2,500,000
57410	Cap Projects-Police Radio	-	225,000	225,000
57412	Cap Projects-Edgewater	-	492,000	492,000
57620	Cap Projects-Leisure & Rec	-	140,000	140,000
57640	UW Remodeling/Construction	-	111,000	111,000
	TOTAL CAPITAL PROJECTS	<u>-</u>	<u>3,630,000</u>	<u>3,630,000</u>
	TOTAL GOVERNMENTAL	<u>78,424,385</u>	<u>4,342,586</u>	<u>82,766,971</u>

11/6-4/8

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>PROPRIETARY FUND TYPES</u>				
<u>ENTERPRISE FUNDS</u>				
<u>PUBLIC WORKS</u>				
<u>HIGHWAY ENTERPRISE (604)</u>				
53220	Field Tools	13,237	-	13,237
53230	Shop Operations	280,245	-	280,245
53232	Fuel Handling	12,100	-	12,100
53240	Machinery Operations	1,026,431	687,185	1,713,616
53260	Bituminous Ops	224,203	-	224,203
53270	Buildings & Grounds	164,133	-	164,133
53320	Maintenance STHS	1,416,711	-	1,416,711
53330	Local Roads	1,187,637	-	1,187,637
53490	Other Services	552,901	-	552,901
	TOTAL HIGHWAY	4,877,598	687,185	5,564,783
	TOTAL PUBLIC WORKS	4,877,598	687,185	5,564,783
<u>HEALTH & HUMAN SERVICES</u>				
<u>EDGEWATER NURSING HOME (601)</u>				
54210	Nursing\Rehabilitation	4,134,094	-	4,134,094
54211	Housekeeping	131,548	-	131,548
54212	Dietary	723,423	-	723,423
54213	Laundry	150,061	-	150,061
54214	Maintenance	382,204	-	382,204
54217	Activities	169,940	-	169,940
54218	Social Services	156,283	-	156,283
54219	Administration	621,781	-	621,781
	TOTAL EDGEWATER	6,469,334	-	6,469,334
	TOTAL HEALTH & HUMAN SVCS	6,469,334	-	6,469,334
	TOTAL ENTERPRISE FUNDS	11,346,932	687,185	12,034,117

116-4/9

**WOOD COUNTY - 2018 BUDGET
EXPENDITURES**

Account Number	ACCOUNT TITLE	OPERATING	CAPITAL OUTLAY	TOTAL
<u>INTERNAL SERVICE FUNDS</u>				
<u>WORKERS COMPENSATION (701)</u>				
51933	Worker's Comp Ins	491,569	-	491,569
	TOTAL WORKERS COMP	491,569	-	491,569
<u>HEALTH BENEFITS (702)</u>				
51430	Health Benefit Payments	11,678,993	-	11,678,993
51431	Wellness	283,903	-	283,903
59720	Transfer from Hlth Ben to Wellness	283,903	-	283,903
	TOTAL HEALTH BENEFITS	12,246,799	-	12,246,799
<u>MAINTENANCE (703)</u>				
51611	Courthouse & Jail	602,870	295,000	897,870
51630	Unified Services Bldg	704	-	704
51640	Joint Use Building	8,000	-	8,000
51650	Sheriff Lockup	16,000	-	16,000
51660	CBRF's	50,400	-	50,400
51670	River Block	575,520	-	575,520
	TOTAL BUILDING MAINTENANCE	1,253,494	295,000	1,548,494
<u>OPEB FUNDING (704)</u>				
51934	Sick Leave Conversion	500,000	-	500,000
	TOTAL OPEB FUNDING	500,000	-	500,000
<u>PC REPLACEMENT (705)</u>				
51452	PC Replacement	89,000	111,600	200,600
	TOTAL PC REPLACEMENT	89,000	111,600	200,600
	TOTAL INTERNAL SERVICE	14,580,862	406,600	14,987,462
	TOTAL PROPRIETARY	25,927,794	1,093,785	27,021,579
<u>TRUST AND AGENCY FUNDS</u>				
<u>CONSERVATION & DEVELOPMENT</u>				
<u>LAND CONSERVATION TRUST (819)</u>				
56127	Land Conservation Trust	22,000	-	22,000
59900	Transfer to General Fund	12,162	-	12,162
	TOTAL CONSERVATION & DEV	34,162	-	34,162
	TOTAL TRUST AND AGENCY	34,162	-	34,162
	TOTAL COUNTY	\$ 104,386,341	\$ 5,436,371	\$ 109,822,712

11C-1

**Wood County
Professional Services Estimate
Dynamics GP Payroll Implementation**

November 1, 2017

	<u>Estimated Hours</u>	<u>Estimated Services</u>
Project Planning	40	\$8,000
Business Analysis	16	\$2,960
Migrate Data	24	\$4,440
Employees		
2018 Monthly (January and February) Payroll Balances		
Setup	24	\$4,440
Payroll (includes formatting the PR check)		
Direct Deposit (includes formatting the earnings statement)		
Training	32	\$5,920
Payroll		
Parallel PR		
Integrations	50	\$9,250
Wisconsin Retirement Reporting (ETF Report)	24	\$4,440
Reporting	50	\$9,250
Total Professional Services	260	\$48,700

Integration Tools:

Dynamics GP Integration Manager

Currently own

SmartConnect
Annual maintenance

\$4,500
17.5%

SmartList Builder
Annual maintenance

\$1,950
17.5%

SmartList Builder and SmartConnect Bundle
Annual maintenance

\$5,650
17.5%

Greenshades State Reporting (1 state)
Annual maintenance, starting year 2

\$1,699
25%

11c-21

Mike Martin

From: Warren Kraft
Sent: Wednesday, November 01, 2017 4:04 PM
To: Mike Martin
Cc: Jodi Pingel; Kelli Quinnell; Marla Cummings
Subject: FW: Payroll withholding accounts


Mike

Regarding the payroll penalties, as we have explained before several times, penalties were imposed as a direct result of changing procedures concerning manual checks to accommodate needs in Finance.

Because of our employee size, Wood County has to deposit those withholdings by the next day. We learned of this requirement when the IRS notified us of the first penalty. Though first imposed for first quarter delays, the notice came during second quarter. We immediately reverted back to the former way we had been depositing withholdings. We also immediately appealed the first quarter penalties and received forgiveness. When the second quarter penalties were issued, we also appealed based on the premise that we were not aware of the problem until into the second quarter, but were denied. Is there any further explanation that you need, and for what purposes if I may ask, like auditors' statements?

The balance of your concerns will be addressed as Jodi (health permitting) and Kelli are able.

Warren Kraft, Director
Wood County Human Resources
wkraft@co.wood.wi.us
P: 715.421.8457 F: 715.421-8692

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From: Mike Martin
Sent: Tuesday, October 31, 2017 10:00 AM
To: Warren Kraft
Cc: Marla Cummings
Subject: RE: Payroll withholding accounts

Warren,

There has been no real improvement in the withholding accounts. It has been 3 months since your acknowledgement of my email. WRS is now showing a smaller variance, but only because variance was moved to account 101-0000-13101-000-000. There is still a "overpaid" balance in Social Security, Federal and State withholding totaling nearly \$10,000. The Clearing Account (101-0000-21000-000-000) has a variance. There are payroll penalties in account 101-1703-51435-000-790 that need to be explained.

Mike


From: Warren Kraft
Sent: Thursday, August 03, 2017 10:49 AM

To: Mike Martin
Cc: Marla Cummings
Subject: RE: Payroll withholding accounts

11C-2 1/2

Thank you Mike

Warren Kraft, Director
Wood County Human Resources
wkraft@co.wood.wi.us
P: 715.421.8457 F: 715.421-8692

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From: Mike Martin
Sent: Thursday, August 3, 2017 9:59 AM
To: Warren Kraft
Cc: Marla Cummings
Subject: Payroll withholding accounts

Warren,

Things haven't got any better on many of the payroll withholding accounts. Here is just a sampling of what the financial accounts are telling me:

Social Security	overpaid	\$6,512.20	
Federal	overpaid	\$4,584.91	
State	overpaid	\$1,102.34	
Retirement	overpaid	\$4,224.99	if the proposed July payment due at the end of August is
paid, the amount overpaid increases to \$5,914.67			
Dental	overpaid	\$1,895.42	this account has had a debit balance for quite a while. I
don't know what it is supposed to represent			
Health Deductions	overpaid	\$5,418.63	

These are significant amounts. Please research the withholding accounts and let me know what is needed to fix these balances.

There is also a negative balance in the receivable account (101-0000-13101-000-000) of \$2,935.44. This account was intended to be used to recoup underpayments by employees that were to be recouped on multiple payrolls. The balance is telling me that we have withheld more from the employees than what they owed.

Please get back to me at your earliest opportunity. The problems with the retirement account was brought up at the last County Board meeting. Both Supervisors Wagner and Pliml said that it would be looked into and resolved.

Mike

11/1/2017

1181

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Tuesday, October 31, 2017

	Actual	2017 Budget	Variance	Variance %
REVENUES				
Taxes				
41110 General Property Taxes	\$20,738,280.00	\$24,886,360.00	(\$4,148,080.00)	(16.67%)
41150 Forest Cropland/Managed Forest Land	23,070.20	20,000.00	3,070.20	15.35%
41220 General Sales and Retailers' Discount	182.98	180.00	2.98	1.66%
41221 County Sales Tax	4,386,583.78	5,330,606.00	(944,022.22)	(17.71%)
41230 Real Estate Transfer Fees	187,615.80	85,000.00	102,615.80	120.72%
41800 Interest and Penalties on Taxes	444,980.28	378,000.00	66,980.28	17.72%
41910 Payments in Lieu of Taxes	18,370.24	13,350.00	5,020.24	37.60%
Total Taxes	25,799,083.28	30,713,496.00	(4,914,412.72)	(16.00%)
Intergovernmental Revenues				
43211 Federal Grants-Emergency Government		800.00	(800.00)	(100.00%)
43210 Federal Grants-General Government		1,250.00	(1,250.00)	(100.00%)
43410 State Aid-Shared Revenue	458,933.43	3,059,556.00	(2,600,622.57)	(85.00%)
43430 State Aid-Other State Shared Revenues	212,236.00	291,141.00	(78,905.00)	(27.10%)
43511 State Aid-Victim Witness	38,626.41	75,372.00	(36,745.59)	(48.75%)
43512 State Aid-Courts	356,143.91	378,464.00	(22,320.09)	(5.90%)
43514 State Aid-Court Support Services	59,411.00	57,000.00	2,411.00	4.23%
43516 State Aid-Modernization Grants	60,352.00	59,752.00	600.00	1.00%
43521 State Aid - Law Enforcement	71,408.42	131,500.00	(60,091.58)	(45.70%)
43523 State Aid-Other Law Enforcement	18,027.00	18,000.00	27.00	0.15%
43528 State Aid-Emergency Government	59,125.73	89,250.00	(30,124.27)	(33.75%)
43531 State Aid-Transportation	1,823,123.43	1,674,335.00	148,788.43	8.89%
43549 State Aid-Private Sewage		25,000.00	(25,000.00)	(100.00%)
43551 State Aid-Health Immunization	55,969.06	67,843.00	(11,873.94)	(17.50%)
43554 State Aid-Health WIC Program	168,833.00	345,858.00	(177,025.00)	(51.18%)
43557 State Aid-Health Consolidated Grant	59,039.00	69,879.00	(10,840.00)	(15.51%)
43560 State Aid-Grants	47,708.00	62,477.00	(14,769.00)	(23.64%)
43561 State Aids	8,865,714.81	10,875,471.00	(2,009,756.19)	(18.48%)
43567 State Aid-Transportation	199,367.15	203,436.00	(4,068.85)	(2.00%)
43568 State Aid-Child Support	704,377.61	912,617.00	(208,239.39)	(22.82%)
43571 State Aid-UW Extension	2,688.00	6,000.00	(3,312.00)	(55.20%)
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	79,326.09	67,925.00	11,401.09	16.78%
43576 State Aid-Parks		69,330.00	(69,330.00)	(100.00%)
43581 State Aid-Forestry	45,596.88	45,858.00	(261.12)	(0.57%)
43586 State Aid-Land Conservation	30,338.72	374,692.00	(344,353.28)	(91.90%)
43640 State Aid-Co Share Managed Forest Lands	20,822.17	20,000.00	822.17	4.11%
43690 State Aid-Forestry Roads	3,277.19	3,280.00	(2.81)	(0.09%)
Total Intergovernmental	13,447,160.01	18,992,801.00	(5,545,640.99)	(29.20%)
Licenses and Permits				
44100 Business and Occupational Licenses	179,828.10	170,000.00	9,828.10	5.78%
44101 Utility Permits	1,150.00	1,050.00	100.00	9.52%
44102 Driveway Permits	1,105.00	860.00	245.00	28.49%
44200 DNR & ML Fees	21,253.18	22,500.00	(1,246.82)	(5.54%)
44201 Dog License Fund		1,000.00	(1,000.00)	(100.00%)
44260 Moving Permits	1,400.00	1,025.00	375.00	36.59%
44300 Sanitary Permit Fees	47,075.00	45,000.00	2,075.00	4.61%
44410 County Planner Document Sales	188,639.00	154,658.00	33,981.00	21.97%
44411 County Planner Plat Review Fees	1,725.00	1,650.00	75.00	4.55%
44413 Shoreland zoning Fees & Permits	6,075.00	3,850.00	2,225.00	57.79%
44415 HT Database Annual Fee	5,020.00	75,000.00	(69,980.00)	(93.31%)
Total Licenses and Permits	453,270.28	476,593.00	(23,322.72)	(4.89%)
Fines, Forfeits and Penalties				
45110 Ordinances Violations	2,546.36	1,700.00	846.36	49.79%
45115 County Share of Occupational Driver	280.00	200.00	80.00	40.00%
45120 County Share of State Fines and Forfeitures	112,687.05	159,000.00	(46,312.95)	(29.13%)
45123 County Parks Violation Fee	550.40	750.00	(199.60)	(26.61%)
45130 County Forfeitures Revenue	79,118.00	120,000.00	(40,882.00)	(34.07%)
45191 Private Sewage Fines	16,377.19	20,000.00	(3,622.81)	(18.11%)
Total Fines, Forfeits and Penalties	211,559.00	301,650.00	(90,091.00)	(29.87%)
Public Charges for Services				
46110 County Clerk-Passport Fees	18,615.00	20,000.00	(1,385.00)	(6.93%)

11/1/2017

11d 1/2

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Tuesday, October 31, 2017

	Actual	2017 Budget	Variance	Variance %
46121 Treasurer Fees-Redemption Notices	4,754.38	2,500.00	2,254.38	90.18%
46122 Property Conversion Charges	1,417.60	100.00	1,317.60	1,317.60%
46130 Register of Deeds-Fees	261,697.44	309,000.00	(47,302.56)	(15.31%)
46135 Land Record-Fees	76,352.00	91,248.00	(14,896.00)	(16.32%)
46140 Court Fees	145,951.46	175,000.00	(29,048.54)	(16.60%)
46141 Court Fees and Costs-Marriage Counseling	14,322.67	15,000.00	(677.33)	(4.52%)
46142 Court/Juvenile	15,430.12	25,000.00	(9,569.88)	(38.28%)
46143 Other Professional Reimbursements	11,742.03	12,890.00	(1,147.97)	(8.91%)
46144 Circuit Court Branch I	28,033.55	28,600.00	(566.45)	(1.98%)
46146 Circuit Court Branch III	7,445.00	4,835.00	2,610.00	53.98%
46191 Public Charges-Clerk	7,300.00	8,000.00	(700.00)	(8.75%)
46192 Public Chgs-Temp Licenses	6,333.90	7,000.00	(666.10)	(9.52%)
46194 County Clerk Copy Fees	110.50	410.00	(299.50)	(73.05%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	1,038,365.81	1,372,400.00	(334,034.19)	(24.34%)
46210 Sheriff-Public Charges	350.00	500.00	(150.00)	(30.00%)
46211 Sheriff Revenue-Civil Process Fees	56,435.01	60,000.00	(3,564.99)	(5.94%)
46212 Sheriff Cost Reimbursement/Witness Fees	43,994.28	53,000.00	(9,005.72)	(16.99%)
46214 Reserve Deputy Revenue	12,194.30	12,000.00	194.30	1.62%
46215 Sheriff Escort Service	19,903.46	30,000.00	(10,096.54)	(33.66%)
46216 Restitution	253.00	600.00	(347.00)	(57.83%)
46217 OWI Restitution	1,339.63	1,500.00	(160.37)	(10.69%)
46221 Public Chgs-Coroner Cremation	38,300.00	66,000.00	(27,700.00)	(41.97%)
46230 Death Certificates	11,700.00	15,000.00	(3,300.00)	(22.00%)
46241 Jail Surcharge	27,221.96	42,000.00	(14,778.04)	(35.19%)
46242 Huber/Electronic Monitoring	165,355.46	262,044.00	(96,688.54)	(36.90%)
46243 Inmate Booking/Processing Fee	14,665.16	23,000.00	(8,334.84)	(36.24%)
46244 Other County Transports	16,149.45	22,000.00	(5,850.55)	(26.59%)
46245 Jail Stay Fee	34,371.73	44,895.00	(10,523.27)	(23.44%)
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	236,925.11	755,350.00	(518,424.89)	(68.63%)
46520 Institutional Care-Private Pay	753,322.32	1,470,975.00	(717,652.68)	(48.79%)
46521 Institutional Care-Other Pay	3,380.00	6,800.00	(3,420.00)	(50.29%)
46525 Public Chgs- Medicare	2,033,739.38	3,394,973.00	(1,361,233.62)	(40.10%)
46526 Public Chgs- Medicaid	3,755,172.90	5,236,812.00	(1,481,639.10)	(28.29%)
46527 Public Chgs-Veterans EW	7,651.42	64,747.00	(57,095.58)	(88.18%)
46530 Public Charges	3,617,883.29	5,873,370.00	(2,255,486.71)	(38.40%)
46531 Public Chgs- Private Insurance	1,135,191.55	1,239,799.00	(104,607.45)	(8.44%)
46532 Public Chgs-County Responsible	135,785.00	230,716.00	(94,931.00)	(41.15%)
46533 Public Chgs-NW Mental Health Inpatient	182,416.88	262,581.00	(80,164.12)	(30.53%)
46534 Public Chgs-NW Mental Health Inpatient	979,138.62	1,698,900.00	(719,761.38)	(42.37%)
46536 Third Party Awards & Settlements	108,000.00	224,087.00	(116,087.00)	(51.80%)
46537 Contractual Adjustment	(3,072,321.07)	(4,583,724.00)	1,511,402.93	(32.97%)
46590 Provision for Bad Debts-Edgewater	(9,000.00)	(12,000.00)	3,000.00	(25.00%)
46621 Child Support-Genetic Tests	2,439.55	4,500.00	(2,060.45)	(45.79%)
46622 Child Support-Application Fees		70.00	(70.00)	(100.00%)
46623 Child Support-Filing Fees	70.00	200.00	(130.00)	(65.00%)
46624 Child Support-Service Fees	10,287.37	14,000.00	(3,712.63)	(26.52%)
46625 Child Support-Extradition Charges	742.30	500.00	242.30	48.46%
46721 Public Chgs-Parks	479,068.35	475,000.00	4,068.35	0.86%
46771 UW-Extension Publication Revenue	1,314.00		1,314.00	0.00%
46772 UW-Extension Project Revenue	9,603.52	4,100.00	5,503.52	134.23%
46813 County Forest Revenue	174,613.30	385,000.00	(210,386.70)	(54.65%)
46825 Land Conservation Fees & Sales	63,064.60	68,745.00	(5,680.40)	(8.26%)
46826 Private Sewage Charges	1,500.00	3,000.00	(1,500.00)	(50.00%)
46901 Contractual Adjustment-Other	264.00		264.00	0.00%
Total Public Charges for Services	12,690,357.29	19,550,623.00	(6,860,265.71)	(35.09%)
Intergovernmental Charges for Services				
47210 Intergovernmental Charges	437,333.88	564,877.00	(127,543.12)	(22.58%)
47230 State Charges	1,105,213.46	1,343,223.00	(238,009.54)	(17.72%)
47231 State Charges-Highway	183,282.30	250,030.00	(66,747.70)	(26.70%)
47232 State Charges-Machinery	1,907,820.96	2,186,893.00	(279,072.04)	(12.76%)
47250 Intergovernmental Transfer Program Rev	294,500.00	589,760.00	(295,260.00)	(50.06%)
47300 Local Gov Chgs	348,892.51	494,154.00	(145,261.49)	(29.40%)

11/1/2017

11d1/3

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Tuesday, October 31, 2017

	Actual	2017 Budget	Variance	Variance %
47310 Local Gov Debt Service Charges		22,000.00	(22,000.00)	(100.00%)
47320 Local Gov Chgs-Public Safety	23,047.70	32,000.00	(8,952.30)	(27.98%)
47330 Local Gov Chgs-Transp	913,752.65	1,075,471.00	(161,718.35)	(15.04%)
47332 Local Gov Chgs-Roads		377,467.00	(377,467.00)	(100.00%)
47333 Local Gov Chgs-Bridges	4,591.61		4,591.61	0.00%
47350 Local Gov Chgs-Hlth & Human Svcs	39,243.50	21,050.00	18,193.50	86.43%
47360 Local Gov Chgs-Other Governments		6,996.00	(6,996.00)	(100.00%)
47391 Local Gov Chgs-BNI (Materials)	943.51	3,500.00	(2,556.49)	(73.04%)
47392 Local Gov Chgs-BNI (Staff)	207.00	1,250.00	(1,043.00)	(83.44%)
47393 Local Gov Chgs-Work Relief	4,057.30	3,500.00	557.30	15.92%
47395 Local Gov Chgs-EM Vehicles	4,539.97	4,500.00	39.97	0.89%
47396 Local Gov Chgs-EM Equipment	1,862.50	800.00	1,062.50	132.81%
Total Charges to Other Governments	5,269,288.85	6,977,471.00	(1,708,182.15)	(24.48%)
Interdepartmental Charges for Services				
47410 Dept Charges-Hlth Benefits & Other	7,783,382.36	9,351,977.00	(1,568,594.64)	(16.77%)
47411 Dept Charges-Purchasing	22,673.85	2,000.00	20,673.85	1,033.69%
47412 Dept Charges-Insurance	420,183.63	486,200.00	(66,016.37)	(13.58%)
47413 Dept Charges-Gen Govt	948,526.84	997,500.00	(48,973.16)	(4.91%)
47415 Dept Charges-Systems	238,354.93	285,170.00	(46,815.07)	(16.42%)
47421 Dept Charges-Public Safety	15,685.19	27,000.00	(11,314.81)	(41.91%)
47430 Dept Charges-Bldg Rent	721,244.40	872,364.00	(151,119.60)	(17.32%)
47432 Dept Charges-Rent Unified	590.00	704.00	(114.00)	(16.19%)
47435 Dept Charges-Sheriff Lockup Rent	13,330.00	16,000.00	(2,670.00)	(16.69%)
47436 Dept Charges-CBRF Rent		30,000.00	(30,000.00)	(100.00%)
47438 Dept Charges-Riverblock Rent	336,452.08	562,320.00	(225,867.92)	(40.17%)
47440 Dept Charges	3,398.00	3,298.00	100.00	3.03%
47460 Dept Charges-Drug Court	54,750.00	40,000.00	14,750.00	36.88%
47470 Dept Charges-Highway	3,193,453.45	3,615,000.00	(421,546.55)	(11.66%)
Total Interdepartmental Charges	13,752,024.73	16,289,533.00	(2,537,508.27)	(15.58%)
Total Intergovernmental Charges for Services	19,021,313.58	23,267,004.00	(4,245,690.42)	(18.25%)
Miscellaneous				
48000 Miscellaneous	165,459.67		165,459.67	0.00%
48100 Interest	163.97	220.00	(56.03)	(25.47%)
48110 Interest-Capital Projects	19.64	1,395.00	(1,375.36)	(98.59%)
48113 Unrealized Gain/Loss on Investment	4,177.13	40,000.00	(35,822.87)	(89.56%)
48114 Interest-Investment	85,651.84	86,000.00	(348.16)	(0.40%)
48115 Interest-General Investment	63,879.24	25,000.00	38,879.24	155.52%
48116 Interest-Section 125 & Health	230.48	1,003.00	(772.52)	(77.02%)
48117 Interest-Clerk of Courts	208.32	300.00	(91.68)	(30.56%)
48200 Rental Income	112,795.97	140,124.00	(27,328.03)	(19.50%)
48201 Rental Income- CSP/CCS	42,000.00	50,400.00	(8,400.00)	(16.67%)
48300 Gain/Loss-Sale of Property	14,242.34	55,500.00	(41,257.66)	(74.34%)
48301 Occupational Therapy Misc Rev		100.00	(100.00)	(100.00%)
48320 Gain/Loss-Sale of Surplus Property	183.20	500.00	(316.80)	(63.36%)
48340 Gain/Loss-Sale of Salvage and Waste	29,993.45	6,700.00	23,293.45	347.66%
48440 Insurance Recoveries-Other	728,422.55	412,000.00	316,422.55	76.80%
48500 Donations	3,532,040.17	397,050.00	3,134,990.17	789.57%
48501 Donations-Designated Projects	1,070.20		1,070.20	0.00%
48502 Donations-Veterans Loan Repayment	1,390.00		1,390.00	0.00%
48503 Donations-Services ATV Club	3,984.52	6,000.00	(2,015.48)	(33.59%)
48540 Donations & Contributions	127,028.92	85,402.00	41,626.92	48.74%
48830 Recovery of PYBD & Contractual Adj	37,551.03	32,000.00	5,551.03	17.35%
48860 Revenue from Meals	14,263.68	16,900.00	(2,636.32)	(15.60%)
48880 Food Vending Machine Income	3,087.00	4,500.00	(1,413.00)	(31.40%)
48900 Other Miscellaneous Revenue	20,130.07	46,895.00	(26,764.93)	(57.07%)
48901 Other/Miscellaneous Revenue	3,578.57		3,578.57	0.00%
48910 Vending/Cafeteria Revenue	7,827.13	7,400.00	427.13	5.77%
48920 Vending Machine Revenue	3,639.41	9,000.00	(5,360.59)	(59.56%)
48940 Canteen Income	22.00	500.00	(478.00)	(95.60%)
48960 FSP Parental Fees	822.00	1,200.00	(378.00)	(31.50%)
48970 Rental Income- NHC, Health Annex	14,424.20	17,309.00	(2,884.80)	(16.67%)
48980 Misc/Other Workshop Revenue	36.52	2,500.00	(2,463.48)	(98.54%)
48990 Other Operating Income	2,075.96	3,100.00	(1,024.04)	(33.03%)
48991 Copier Revenue	1,422.59	2,000.00	(577.41)	(28.87%)

11/1/2017

11d/1/17

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Tuesday, October 31, 2017

	Actual	2017 Budget	Variance	Variance %
Total Miscellaneous	5,021,821.77	1,450,998.00	3,570,823.77	246.09%
Other Financing Sources				
49110 Proceeds from Long-Term Debt	1,750,000.00	1,846,999.00	(96,999.00)	(5.25%)
49210 Transfer from General Fund		188,969.00	(188,969.00)	(100.00%)
49220 Transfer from Special Revenue		5,356,535.00	(5,356,535.00)	(100.00%)
49270 Transfer from Internal Service		266,256.00	(266,256.00)	(100.00%)
Total Other Financing Sources	1,750,000.00	7,658,759.00	(5,908,759.00)	(77.15%)
TOTAL REVENUES	78,394,565.21	102,411,924.00	(24,017,358.79)	(23.45%)

EXPENDITURES

General Government				
51120 Committees & Commissions	150,284.18	170,246.00	19,961.82	11.73%
51212 Circuit Court Branch I	297,032.73	382,751.00	85,718.27	22.40%
51213 Circuit Court Branch II	87,531.13	117,844.00	30,312.87	25.72%
51214 Circuit Court Branch III	98,263.46	120,051.00	21,787.54	18.15%
51215 Drug Court	167,553.25	211,835.00	44,281.75	20.90%
51217 Clerk of Courts-Divorce Mediation	6,950.00	20,000.00	13,050.00	65.25%
51220 Family Court Commissioner	74,515.83	103,480.00	28,964.17	27.99%
51221 Clerk of Courts	1,033,063.66	1,308,163.00	275,099.34	21.03%
51231 Coroner	101,756.38	132,769.00	31,012.62	23.36%
51310 District Attorney	215,026.84	281,899.00	66,872.16	23.72%
51315 Victim Witness Program	119,177.49	147,819.00	28,641.51	19.38%
51316 Task Force	449.80	900.00	450.20	50.02%
51320 Corporation Counsel	181,349.94	226,995.00	45,645.06	20.11%
51330 Child Support	768,460.05	990,221.00	221,760.95	22.40%
51420 County Clerk	264,813.23	322,026.00	57,212.77	17.77%
51424 County Clerk-Postage Meter	10,613.95	14,300.00	3,686.05	25.78%
51430 Health Benefit Payments	8,956,595.83	10,900,069.00	1,943,473.17	17.83%
51431 Health-Wellness	202,981.80	266,256.00	63,274.20	23.76%
51433 Human Resources-Labor Relations		28,200.00	28,200.00	100.00%
51435 Human Resources-Personnel	410,233.59	501,754.00	91,520.41	18.24%
51436 Human Resources-Programs	198.72	5,000.00	4,801.28	96.03%
51440 County Clerk-Elections	38,648.07	51,884.00	13,235.93	25.51%
51450 Data Processing	1,128,421.24	1,344,214.00	215,792.76	16.05%
51451 Voice over IP	105,096.77	127,000.00	21,903.23	17.25%
51452 PC Replacement	173,412.44	142,000.00	(31,412.44)	(22.12%)
51453 Co Clerk-Inform & Commun	10,648.96	18,500.00	7,851.04	42.44%
51510 Finance	233,298.94	285,095.00	51,796.06	18.17%
51520 Treasurer	280,585.21	429,486.00	148,900.79	34.67%
51550 Purchasing	39,563.07	54,454.00	14,890.93	27.35%
51590 Contingency		419,870.00	419,870.00	100.00%
51611 Bldg Maint-Courthouse and Jail	635,925.25	747,101.00	111,175.75	14.88%
51620 Bldg Maint-Courthouse Annex	1,047.18	2,306.00	1,258.82	54.59%
51630 Bldg Maint-Unified Svcs Building	36,723.07	51,946.00	15,222.93	29.31%
51640 Bldg Maint-Joint Use Building	17,293.13	63,049.00	45,755.87	72.57%
51650 Bldg Maint-Sheriff Lockup	3,166.31	9,111.00	5,944.69	65.25%
51660 Bldg Maint-CBRF's	10,528.68	41,826.00	31,297.32	74.83%
51670 Bldg Maint-River Block	146,555.83	562,320.00	415,764.17	73.94%
51710 Register of Deeds	327,767.57	404,716.00	76,948.43	19.01%
51711 Register of Deeds-Redaction	27,953.48	30,987.00	3,033.52	9.79%
51931 Property and Liability Insurance	521,572.25	612,622.00	91,049.75	14.86%
51933 Workers Comp Insurance	271,935.05	485,578.00	213,642.95	44.00%
51934 Sick Leave Conversion	244,538.59	500,000.00	255,461.41	51.09%
Total General Government	17,401,532.95	22,636,643.00	5,235,110.05	23.13%
Public Safety				
52110 Sheriff-Administration	1,868,987.10	2,481,864.00	612,876.90	24.69%
52130 Radio Engineer	128,892.65	223,835.00	94,942.35	42.42%
52131 Sheriff-Indian Law Enforce	18,709.00	33,137.00	14,428.00	43.54%
52140 Sheriff-Traffic Police	2,253,206.02	3,019,764.00	766,557.98	25.38%
52150 Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%
52510 Emer Mgmt-SARA Title III	26,735.37	50,132.00	23,396.63	46.67%
52520 Emergency Management	224,990.90	239,799.00	14,808.10	6.18%
52601 Dispatch	1,439,289.98	1,849,095.00	409,805.02	22.16%

11/1/17

11/1/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Tuesday, October 31, 2017

	Actual	2017 Budget	Variance	Variance %
52530 Emer Mgmt-Bldg Numbering	1,600.27	1,500.00	(100.27)	(6.68%)
52540 Emer Mgmt-Work Relief	121,379.37	174,661.00	53,281.63	30.51%
52710 Sheriff-Jail	1,843,255.77	2,432,886.00	589,630.23	24.24%
52712 Sheriff-Electronic Monitoring	82,276.00	123,188.00	40,912.00	33.21%
52713 Sheriff-PT Transp/Safekeeper	1,015,573.49	1,066,215.00	50,641.51	4.75%
52721 Sheriff-Jail Surcharge	85,752.63	214,090.00	128,337.37	59.95%
Total Public Safety	9,110,648.55	11,911,166.00	2,800,517.45	23.51%
Public Works-Highway				
53110 Hwy-Administration	229,086.80	284,066.00	54,979.20	19.35%
53120 Hwy-Engineer	174,336.50	208,238.00	33,901.50	16.28%
53191 Hwy-Other Administration	279,416.63	331,515.00	52,098.37	15.72%
53210 Hwy-Employee Taxes & Benefits	(608,636.03)		608,636.03	0.00%
53220 Hwy-Field Tools	5,399.65	12,778.00	7,378.35	57.74%
53230 Hwy-Shop Operations	245,385.89	254,382.00	8,996.11	3.54%
53232 Hwy-Fuel Handling	4,028.11	9,600.00	5,571.89	58.04%
53240 Hwy-Machinery Operations	750,841.98	1,880,470.00	1,129,628.02	60.07%
53260 Hwy-Bituminous Ops	193,526.56	172,903.00	(20,623.56)	(11.93%)
53262 Hwy-Bituminous Ops	4,012.02	49,123.00	45,110.98	91.83%
53266 Hwy-Bituminous Ops	2,186,085.29	3,322,094.00	1,136,008.71	34.20%
53270 Hwy-Buildings & Grounds	198,726.90	161,535.00	(37,191.90)	(23.02%)
53281 Hwy-Acquisition of Capital Assets	493,968.84		(493,968.84)	0.00%
53310 Hwy-Maintenance CTHS	2,514.98	7,325.00	4,810.02	65.67%
53311 Hwy-Maint CTHS Patrol Sectn	1,202,754.53	1,103,784.00	(98,970.53)	(8.97%)
53312 Hwy-Snow Remov	707,810.04	934,885.00	227,074.96	24.29%
53313 Hwy-Maintenance Gang	100,956.41	135,691.00	34,734.59	25.60%
53314 Hwy-Maint Gang-Materials	1,235.00	865.00	(370.00)	(42.77%)
53315 Hwy-Maint Gang		765.00	765.00	100.00%
53320 Hwy-Maint STHS	1,031,343.86	1,327,258.00	295,914.14	22.30%
53323 Hwy-Maint STHS PBM	64,308.80	15,965.00	(48,343.80)	(302.81%)
53330 Hwy-Local Roads	996,784.21	1,054,383.00	57,598.79	5.46%
53340 Hwy-County-Aid Road Construction	198,941.65	444,502.00	245,560.35	55.24%
53341 Hwy-County-Aid Bridge Construction	88,563.16	200,000.00	111,436.84	55.72%
53490 Hwy-State & Local Other Services	339,861.75	485,636.00	145,774.25	30.02%
Total Public Works-Highway	8,891,253.53	12,397,763.00	3,506,509.47	28.28%
Health and Human Services				
54121 Health-Public Health	1,552,230.39	1,965,149.00	412,918.61	21.01%
54122 Health-WIC Program	270,042.46	345,858.00	75,815.54	21.92%
54128 Health-Public Health Grants	71,359.22	78,890.00	7,530.78	9.55%
54129 Humane Officer	30,437.88	30,764.00	326.12	1.06%
54130 Health-Dental Sealants	101,376.78	114,485.00	13,108.22	11.45%
54210 Edgewater-Nursing	3,254,701.64	4,199,014.00	944,312.36	22.49%
54211 Edgewater-Housekeeping	108,252.29	155,400.00	47,147.71	30.34%
54212 Edgewater-Dietary	538,140.20	796,159.00	258,018.80	32.41%
54213 Edgewater-Laundry	114,973.77	146,073.00	31,099.23	21.29%
54214 Edgewater-Maintenance	285,380.52	401,929.00	116,548.48	29.00%
54217 Edgewater-Activities	132,363.80	181,959.00	49,595.20	27.26%
54218 Edgewater-Social Services	113,036.48	140,152.00	27,115.52	19.35%
54219 Edgewater-Administration	549,709.61	652,662.00	102,952.39	15.77%
54315 Mental Health/AODA Ho Chunk		27,500.00	27,500.00	100.00%
54316 Mental Institutions State Charge		424.00	424.00	100.00%
54317 Human Services Crisis Stabilization	303,513.09	388,863.00	85,349.91	21.95%
54324 Norwood-SNF-CMI	739,700.49	928,828.00	189,127.51	20.36%
54325 Norwood SNF TBI	688,712.89	864,870.00	176,157.11	20.37%
54326 Norwood-Inpatient	2,680,525.59	3,512,791.00	832,265.41	23.69%
54330 Norwood Nursing Administration	185,911.82	218,758.00	32,846.18	15.01%
54350 Norwood-Dietary	818,038.95	975,655.00	157,616.05	16.15%
54351 Norwood-Plant Ops & Maint	485,639.75	680,489.00	194,849.25	28.63%
54363 Norwood-Medical Records	150,924.65	190,765.00	39,840.35	20.88%
54365 Norwood-Administration	912,211.40	1,199,775.00	287,563.60	23.97%
54401 Human Services-Child Welfare	2,669,364.18	3,745,101.00	1,075,736.82	28.72%
54405 Human Services-Youth Aids	2,509,416.50	3,031,172.00	521,755.50	17.21%

11/1/2017

11d/16

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Tuesday, October 31, 2017

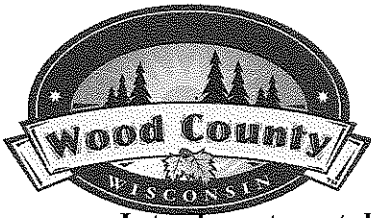
		2017			
		Actual	Budget	Variance	Variance %
54410	Human Services-Child Care	108,416.77	140,564.00	32,147.23	22.87%
54413	Human Services-Transportation	306,451.07	429,270.00	122,818.93	28.61%
54420	Human Services-ESS	1,020,375.00	1,223,127.00	202,752.00	16.58%
54425	Human Services-FSET	1,780,674.27	2,061,246.00	280,571.73	13.61%
54430	Human Services-FSET 50/50	38,517.80	590,180.00	551,662.20	93.47%
54435	Human Services-LIEAP	93,071.08	123,351.00	30,279.92	24.55%
54440	Human Services-Birth to Three	364,766.92	445,739.00	80,972.08	18.17%
54445	Human Services-Family Support	244,299.70	371,669.00	127,369.30	34.27%
54450	Human Services-Childrens Waivers	149,808.32	204,866.00	55,057.68	26.87%
54455	Human Services-CSP	432,881.07	542,324.00	109,442.93	20.18%
54460	Human Services-OPC MH	928,881.47	1,307,679.00	378,797.53	28.97%
54465	Human Services-CCS	1,352,120.97	1,629,561.00	277,440.03	17.03%
54470	Human Services-Crisis Legal Svc	561,529.19	692,722.00	131,192.81	18.94%
54475	Human Services-MH Contr COP	762,093.91	1,555,300.00	793,206.09	51.00%
54480	Human Services-OPC AODA	402,982.23	483,066.00	80,083.77	16.58%
54485	Human Services-OPC Day Treatment	61,747.96	76,128.00	14,380.04	18.89%
54495	Human Services-AODA Contract	55,863.31	104,900.00	49,036.69	46.75%
54500	Human Services-Administration	2,483,969.71	3,088,243.00	604,273.29	19.57%
54611	Aging-Committee on Aging	146,180.46	198,278.00	52,097.54	26.27%
54674	Aging-Trust Fund Schmidt	26,835.54		(26,835.54)	0.00%
54710	Veterans-Veterans Relief	7,189.65	8,161.00	971.35	11.90%
54720	Veterans-Veterans Service Officer	239,447.87	314,448.00	75,000.13	23.85%
54730	Veterans Relief Donations		300.00	300.00	100.00%
54740	Veterans-Care of Veterans Graves	1,393.87	2,865.00	1,471.13	51.35%
54750	Veterans-WDVA Grant	5,072.79	11,300.00	6,227.21	55.11%
	Total Health and Human Services	30,840,535.28	40,578,772.00	9,738,236.72	24.00%
Culture, Recreation and Education					
55112	County Aid to Libraries	889,668.00	887,103.00	(2,565.00)	(0.29%)
55210	County Parks	1,281,530.85	1,597,796.00	316,265.15	19.79%
55441	Maintenance Snowmobile Trails	67,805.33	67,925.00	119.67	0.18%
55442	ATV Maintenance	10,008.31	12,715.00	2,706.69	21.29%
55460	Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620	UW-Extension	428,607.90	510,670.00	82,062.10	16.07%
55630	UW-Extension Center-Marshfield	55,195.35	47,727.00	(7,468.35)	(15.65%)
55650	UW-Extension Junior Fair	32,000.00	32,000.00		0.00%
55660	UW-Extension Projects	6,856.68	27,700.00	20,843.32	75.25%
55661	UW-Ext Farm Technology Days		43,000.00	43,000.00	100.00%
	Total Culture, Recreation and Education:	2,796,672.42	3,251,636.00	454,963.58	13.99%
Conservation and Development					
56111	State Forestry Roads	2,819.26	4,000.00	1,180.74	29.52%
56121	Land Conservation	170,057.44	224,183.00	54,125.56	24.14%
56122	DATCP Grant	136,221.51	327,148.00	190,926.49	58.36%
56123	Wildlife Damage Abatement	38,783.60	58,832.00	20,048.40	34.08%
56125	Non-Metalic Mining Reclamation	25,395.91	36,771.00	11,375.09	30.93%
56127	Don Aron Memorial Fund	20,709.34	25,000.00	4,290.66	17.16%
56310	County Planner	258,557.68	362,464.00	103,906.32	28.67%
56320	Land Record	112,759.91	225,164.00	112,404.09	49.92%
56340	Surveyor	27,997.46	44,750.00	16,752.54	37.44%
56730	Transp & ED-Airport Aid	15,000.00	15,000.00		0.00%
56740	Payment in Lieu of Tax	77,344.60	77,345.00	0.40	0.00%
56750	Transp & Economic Develop	109,132.98	109,110.00	(22.98)	(0.02%)
56780	CDBG-ED	62,261.92	40,000.00	(22,261.92)	(55.65%)
56911	State Wildlife Habitat	2,296.00	2,000.00	(296.00)	(14.80%)
56913	Park & Forestry Capital Proj	63,239.18	313,660.00	250,420.82	79.84%
56943	Private Sewage System	138,686.49	235,070.00	96,383.51	41.00%
	Total Conservation and Development	1,261,263.28	2,100,497.00	839,233.72	39.95%
Capital Outlay					
57120	Cap Projects-Gen Government	817,018.46	925,000.00	107,981.54	11.67%
57140	Cap Projects-Gen Gov Land	2,890,114.11	3,058,487.00	168,372.89	5.51%
57210	Cap Projects-Communications	349,074.76	542,850.00	193,775.24	35.70%
57310	Highway Capital Projects	4,349,818.49	4,730,000.00	380,181.51	8.04%

11/1/17

11/1/2017

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 All Funds
 Tuesday, October 31, 2017

	Actual	2017 Budget	Variance	Variance %
57410 Cap Projects-Human Services	157,241.69	237,150.00	79,908.31	33.70%
57510 Cap Projects-Rec & Ed Bldg Impr		15,000.00	15,000.00	100.00%
57610 Cap Projects-Cons & Dev-Vehicles	30,000.00	30,000.00		0.00%
57640 UW Remodeling/Construction	4,283,996.61		(4,283,996.61)	0.00%
57940 Depreciation & Amortization	199,961.37		(199,961.37)	0.00%
Total Capital Outlay	<u>13,077,225.49</u>	<u>9,538,487.00</u>	<u>(3,538,738.49)</u>	<u>(37.10%)</u>
Debt Service				
58110 Debt Service Principal-Gen Gov	460,000.00	460,000.00		0.00%
58140 Debt Service Principal-Highway	1,908,900.00	1,908,900.00		0.00%
58210 Debt Service Interest-General Gov	72,154.65	72,155.00	0.35	0.00%
58240 Debt Service Interest-Highway	343,573.06	343,574.00	0.94	0.00%
Total Debt Service	<u>2,784,627.71</u>	<u>2,784,629.00</u>	<u>1.29</u>	<u>0.00%</u>
Other Financing Uses				
59210 Transfers to General Fund		5,796,479.00	5,796,479.00	100.00%
59220 Transfer to Special Revenue		15,281.00	15,281.00	100.00%
59270 Transfer to Internal Service		(158,843.00)	(158,843.00)	100.00%
Total Other Financing Uses		<u>5,652,917.00</u>	<u>5,652,917.00</u>	<u>100.00%</u>
TOTAL EXPENDITURES	<u>86,163,759.21</u>	<u>110,852,510.00</u>	<u>24,688,750.79</u>	<u>22.27%</u>
NET INCOME (LOSS) *	<u>(7,769,194.00)</u>	<u>(8,440,586.00)</u>	<u>671,392.00</u>	<u>(7.95%)</u>



Wood County

WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

October 30, 2017

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

From: Warren Kraft, Director of Human Resources

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

General Highlights:

- As of this writing, preparing to welcome our choice to succeed Paula Tracy as Human Resources Administrator. The successful candidate will begin on Monday, November 6 and will be introduced to the Executive Committee. In deference to the candidate's current employment, even as appropriate notice has been given, we will announce the person's employment to all staff on Monday.
- Continued efforts, with the Executive Committee chairperson, the Finance Director and Deputy, and the IT Director, to transition payroll from Human Resources to Finance, including the review of a Job Description Questionnaire, drafted as the first step in the county's process to create a new position description. And, even as one staff member remains on intermittent medical leave, attempting to schedule conferences to sort through which specific payroll and human resources functions will reside in which software program and how to engage the Wipfli consultant in developing the appropriate integrations back and forth.
- With one staff member remaining on intermittent medical leave and Paula's retirement, continued adjusting and distributing work responsibilities on a temporary basis and employed a temporary office assistant whose service ended October 27.
- Counseled Sheriff's Department administration regarding grievance filed by Wood County Deputy Sheriffs' Association (WPPA/LEER) regarding court call-in time. The grievance has proceeded to Step 3 of the process (before the Human Resources director. If the grievance is denied, the next step is to send the matter to arbitration.)
- Market Review underway for Wood County Compensation Plan. Scheduled consultant on-site appointments with department heads for October 31-November 1 to review each department's specific recruitment and retention concerns as those may have developed under the Compensation Plan. As of this writing, 15 of the 30+ department heads have scheduled such conversations. So far, seven department heads declined the opportunity for various reasons. Continued review of potential implementation ideas with Committee chairperson.
- Responding to a records request from an investigative reporter for the USA Today Network (Gannett) the request seeks discipline and roster records from the Sheriff's Department. Quentin Ellis responded on the Department's behalf and referred the reporter to the Human Resources Department for follow up records requests.
- Consulted extensively with Corporation Counsel regarding two personnel matters. Followed up with oversight committee chair and department directors. Provided updates to reporting individuals as needed

- Participated in October Employee Feedback Group meeting. Amongst the topics discussed: progress report on River Block and Courthouse remodeling, wellness update, solar panel installation and other energy saving ideas, red-lined employees and the market review of the Compensation Plan, update on the Employee Handbook revision project and specifically the draft Educational Assistance Program policy now pending before the Committee, reminders of important year-end payroll dates and related information (draft email distributed at meeting, then emailed to all Outlook users and included in the Executive Committee packet for this meeting), and update on the HR Department's paperless project; and, a department-by-department roundtable of news and information provided by the attendees.
- Participated in the annual supervisory training day, sponsored by the Wisconsin Public Employers Labor Relations Association. This presentation followed the careers of a general municipal employee and a public safety employee from an evaluative performance and discipline documentation standpoint, including matters the front-line supervisor should undertake beginning at the inception of the hiring process and time the employee is hired all the way through the end of the employee's employment, whether voluntary or involuntary. Discussion about the complex legal and practical issues involving disciplinary documentation, evaluative documentation, FMLA, WFMLA, ADA, WFEA and federal anti-discrimination principles, pay equity issues, industrial and constitutional due process, and other matters to help the front-line supervisor defend one's legitimate, nondiscriminatory decisions in the event of litigation or other legal challenges.
- Participated in a monthly teleconference with representatives of The Horton Group. Discussion points: evaluation of the open enrollment meetings that occurred during the week of October 16 and any follow-up questions still outstanding, review of outstanding claims for benefits and preliminary conversation about future benefit proposal and changes for 2019, development of a documents to be presented to the Executive Committee concerning year-to-date claims history for 2017 and a three-plus year monthly look back at health and pharmacy claims.
- Continuous consultation with several department heads and supervisors concerning employee performance issues and developed strategies for resolution. Consulted with department heads regarding FLSA hours-worked provisions and County policy for compensatory time for certain exempt employees. Assisted department head and frontline manager in a disciplinary meeting with employee who had legal representation. Provided additional guidance to department head regarding work performance issues arising in unemployment matter of former employee.
- Assisted in the development of Responses to Interrogatories in an EEOC matter involving a former jailer. The State of Wisconsin dismissed the Equal Rights Division complaint earlier this year, and the Equal Employment Opportunity Commission found no "probable cause" during the summer. This enabled for the former employee to file a lawsuit in Federal District Court and pretrial discovery has been underway including depositions for former County employees. The matter is scheduled for trial during the week of December 11 in Madison. Although the County is represented by outside counsel, staff from Sheriff and HR have been assisting with this pretrial work.
- Met with UW-Extension director and the incoming regional director regarding recruitment strategies for current vacancies and for filling the director's position upon his retirement in January 2018.
- Participated in two webinars, one concerning Transgendered Rights in the Workplace and the other regarding Fair Labor Standards Act compliance.

Administrative – vacant**Payroll and Benefits – Jodi Pingel**

WPK note: Limited staff time and the impact of redistributed duties do not permit going through Jodi's activity logs to itemize her tasks prior to medical leave. Though these are from her August report to the Committee, essentially these are the same tasks that she performed until medical leave and are provided for the Committee's information. (Dates withstanding.) Thank you for your understanding.

Updated with working limited hours while on medical leave

- Create and test new insurance plans and pay codes for changes in premiums due to Wellness premium incentive. Also, new plan and code for Short-term disability plan effective 1/1/18.
- Training and assisting Human Resources Admin Assistant on payroll and benefits process while on leave of absence
- Processing Family Medical Leave requests.
- Updated earnings distributions to reflect the new earnings codes to replace vacation, sick and comp pay codes
- Vacation awards.
- Terminations – Cancel insurance benefits, COBRA notification, report final earnings and hours to WRS, PEHP.
- September & October COBRA remittance and vendor payments.
- Unemployment charges for August & September 2017.
- Update Reusable timecards in HRMS with Basic Life enrollments.
- Update Benefit Guide with insurance changes for 2018.
- Create Benefit Enrollment form for Open Enrollment 2018
- Answer employee questions on concerns related to 2018 insurance plans including the new option for short-term disability
- Attended Benefit Open Enrollment Meeting
- TimeStar
 - Assisting with employee and supervisor questions related to the usage of TimeStar
 - Working with IT on configuration updates and verifying data export

Recruitment – Angel Butler-Meddaugh

- Recruited successfully for Paula's replacement! As difficult as I thought it might be; we were able to select a candidate who is well qualified and will be a great asset to Wood County! Kimberly McGrath will be joining our Human Resources team on Monday, November 6, 2017. She is coming from Renaissance Learning as a HR Representative. She has been employed with them since January, 2006. She holds a Bachelor's Degree from the University of WI – Milwaukee, her major being Human Resources Management. Please welcome Kim as she joins our team!
- With a staff member out for medical reasons and due to Paula's retirement, I have been assisting wherever I can with Payroll/Benefit Administration, Administrator and Administrative Assistant duties.
- Attended the Employee Feedback meeting. Including myself and Warren, there were 20 participants. Since being promoted to Recruitment Coordinator, I had not attended one since

this was now one of Kelli's duties. I found it be informative and interesting. I do miss attending those.

- Due to the shortfall in our office, we hired a temporary employee who assisted us with answering phones, counter work, various projects and filing. She was here from October 4th through October 27th. She was a tremendous help.
- Worked with an attorney from the von Briesen & Roper, s.c. law firm located out of Milwaukee regarding a current EEOC complaint.
- A Deputy Finance Director has been recruited for and selected. Start date is pending.
- We had a Truck Operator vacancy in the Highway Department; however, it was filled very quickly since keeping an eligibility list. The employee was hired as an LTE Truck Operator; therefore, we had knowledge of his work ethic. We were also able to fill the Mechanic position, which has shown to be a more difficult position to fill.
- Two new FSET Case Managers were approved by Resolution # 17-9-7. Both positions are in the process of being filled. Two final candidates were selected and backgrounds and references are being completed.
- The IT Department is once again fully staffed.
- Ongoing recruitment for Part-time (Reserve) Deputies. Position has been posted for nearly 30 days and it has been well received.
- The following chart shows position activity during the month. Positions that are filled are dropped from the list the following month.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Refilled	Child Support	Case Worker – Paternity	Deadline 11/17/17
Refilled	Edgewater	CNA (1 FT, 1 PT, Multiple Casual)	Recruitment by Edgewater
Refilled	Edgewater	Dietary Aide (2 Casuals)	Recruitment by Edgewater
Elig List	Edgewater	RN's (1 PT, 1 Casual)	Recruitment by Edgewater
Refilled	Finance	Deputy Finance Director	Filled
Refilled	Health	WIC Nutritionist/Educator-LTE (PT)	Reviewing applications
Refilled	Highway	Mechanic	Filled
Refilled	Highway	Truck Operator	Filled
Refilled	Human Resources	HR Administrator	Filled
Refilled	Human Services	Residential Aide (IFT & Casual)	Filled
Refilled	Human Services	Crisis Interventionist (Casual)	Filled
Refilled	Human Services	Birth to Three Program Coordinator	Deadline 11/5/17
Refilled	Human Services	Family Resource Coordinator	Filled
New	Human Services	FSET Case Managers (2)	Refs/Backgrounds
Refilled	IT-Systems	PC Technician	Filled
Refilled	Norwood	Dietary Aide (2 PT, 2 Casual)	Recruitment by Norwood
Refilled	Norwood	RN (2 FT, 1 PT – Establishing Elig List)	Recruitment by Norwood
Refilled	Norwood	CNA (2 FT, 2 PT, 3 Casual)	Recruitment by Norwood
Refilled	Register of Deeds	Administrative Services 5	Filled
Refilled	Sheriff	Corrections Officers (Male)	Filled
Refilled	Sheriff	Part-Time (Reserve) Deputies	Deadline 10/31/17
Refilled	Sheriff	Secretary (Casual)	Filled

Administrative Services – Kelli Quinnell

WPK addition: As her time permits, Kelli is also providing her usual administrative services to the Department.

- With a staff member now on medical leave, I am devoting most of my time to payroll and benefits.
- Presented nine Open Enrollment meetings at five separate County locations along with representatives from The Horton Group and WPS/Aspirus Arise October 17-19, 2017.
- Responding to many employee inquiries regarding benefits.
- Continue to award vacation in TimeStar, make necessary adjustments, and educate employees on how to use the system, along with assistance from IT.
- Completing HR Administrator functions as necessary.
- Continue work on IMS-21 Electronic Filing with IT as time permits.

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

Kelli Quinnell

From: Warren Kraft
Sent: Thursday, October 26, 2017 2:15 PM
To: All Outlook Users
Cc: Amanda Dolph (Amanda.Dolph@wicourts.gov); Annette Engel; Ashley Beard; Charlene Smith; Cindy Joosten; Craig Lambert; Glenda Erickson; Gregory Potter; Jackie Arnold; Jackie Kreuser; Jacquelyn Morrill ; Janel Brommelkamp; Jenni Egerer; Kathleen Schutz; Kathy Kroll; Kimberly Thurber; Kim Weiler; Liz Scholze; LuAnn Mancl; Melissa Kloos; Nick Brazeau; PoauKou Yang; Sherry Masephol; Sue Ledford; Susan McCarthy; Tina Groshek; Todd Wolf; Trisha Anderson; Vicki Ziegahn
Subject: Year-End Important Dates to Remember

Follow Up Flag: Follow up
Flag Status: Completed

Greetings

Please print out and share this message with those who do not have access to email and kindly post where similar messages are displayed in your work areas, with our thanks.

As we move toward the end of 2017 and the beginning of 2018, there are some important dates to remember as the year transitions. Please review so you can determine how these will impact you.

HEALTH, DENTAL and VISION PREMIUMS

These premiums are paid one month in advance. So, the new deductions will begin with the pay check issued on 12/07/2017. These amounts are withheld before taxes are deducted from one's earnings. Please review the 2018 Benefit Guide that was provided at Open Enrollment meetings for specific details. You can pick up a Benefit Guide in Human Resources or find it on the Human Resources intranet. Just click on the "Benefit Open Enrollment" link.

SHORT-TERM DISABILITY, LONG-TERM DISABILITY, and LIFE INSURANCE

The deductions for the new premiums for these benefits will begin with the pay check issued on 01/04/2018. The deductions are post-tax which means that the benefits to be paid should be tax free. However, as with any other tax information, you will need to review with your tax adviser should you receive benefits.

Section 125 FLEXIBLE SPENDING ACCOUNTS

If you elected to have money set aside for your FSA, the pre-tax biweekly amount that you selected will begin with the pay check issued on 01/04/2018. **PLEASE NOTE: the 2018 maximum for the Health FSA has been increased to \$2,650. If you have already turned in your Open Enrollment Form and wish to change your FSA election due to this change, please contact Human Resources immediately.**

WRS CONTRIBUTION

The new employee contribution rate will begin with the pay check issued on 01/04/2018. This too is deducted before taxes are withheld. Hence, one's pension benefit will be subject to tax withholding when received after retirement. Again, your tax adviser can better inform you as you may begin to plan for retirement. For 2018, the employee share of WRS contributions has been reduced to 6.7%. Please see the WRS website for more details.

ACROSS-THE-BOARD and STEP INCREASES

These pay adjustments become effective with the first full pay period after January 1, according to Wood County policy, effective since May 5, 2015. The last pay period of 2017 begins on Sunday, December 31. Hence, the first full pay period for 2018 does not begin until 01/14/2018. Those eligible for these increases will first see them on the pay check issued on 02/01/2018 paycheck.

Per the 2017 Step Increase Procedure circulated to Department Heads earlier this year, employees, who have received less than a "satisfactory" annual performance review or who are on an active Performance Improvement Plan, are not eligible for step increases. But, they will receive the across-the-board increase as may be approved by the Board of Supervisors for the 2018 budget. If have questions about this, please see your supervisor.

VACATION ACCRUAL and PAYOUT

By the end of the year, all employees should be on "real time accrual" for vacation purposes. (Except for the members of the Wood County Deputy Sheriff's Association, whose vacation award is govern by contract.) That is, an employee accrues vacation on a weekly basis, similar to sick leave accumulation. There is no more annual awards, or accrued or prorated amounts of vacation. Therefore, employees are awarded and have earned their vacation each week, and will receive a payout even if involuntarily terminated. This is a change from what is currently in the Employee Policy Handbook and was approved by the Executive Committee before implementation. If an employee leaves for whatever reason before the completion of one year of employment, any used vacation is deducted from the final paycheck. (Such information is now included in the offer-of-employment letter.)

REMEMBER

You can find all the details about your Wood County benefits and payroll information by clicking on the "Benefit & Payroll Information" link on the Human Resources intranet. For ease of locating this information in the future, perhaps consider "bookmarking" the page.

Thank you very much.

Warren Kraft, Director
Wood County Human Resources
wkraft@co.wood.wi.us
P: 715.421.8457 F: 715.421-8692



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Interdepartmental Memo

October 02, 2017

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

From: Warren Kraft
Director of Human Resources

Subject: Educational Leave; Career Advancement; Educational Assistance

Having received general recommendations for a revised policy of Educational Reimbursement and Career Planning last month, the Committee asked for more information regarding other entities' policies, practices and procedures. Those survey results are attached for further review.

As has been previously noted for the Committee, IRS has rules governing education assistance programs, when offered as a fringe benefit. [See Publication 15-B (2017), also attached.]

From the IRS publication, educational assistance means amounts paid for employees' education expenses. These expenses generally include the cost of books, equipment, fees, supplies, and tuition. However, these expenses do not include the cost of a course or other education involving sports, games, or hobbies, unless the education has a reasonable relationship to the business, or is required as part of a degree program. Under IRS rules, graduate coursework is also eligible for reimbursement if the employer chooses.

Education expenses do not include the cost of tools or supplies (other than textbooks) that the employee is allowed to keep at the end of the course. Nor do they include the cost of lodging, meals, or transportation. The employee must be able to provide substantiation that the educational assistance provided was used for qualifying education expenses.

The IRS has an annual cap of educational assistance. An employee can exclude up to \$5,250 from one's wages each year. If the County does not have an educational assistance plan, or if the County's assistance would exceed \$5,250, the value of these benefits as must be included as wages and is subject to withholding.

To maintain IRS compliance, an educational assistance program is a separate written plan that provides educational assistance only to employees. The program qualifies only if all of the following tests are met, as it relates to Wood County:

- The program benefits employees who qualify under rules that do not favor highly compensated employees. (A highly compensated employee for 2017 is an employee who received more than \$120,000 in pay for the preceding year.) To determine whether the program meets this test, employees covered by a collective bargaining agreement are

excluded if there is evidence that educational assistance was a subject of good-faith bargaining. (This provision would apply only to the Deputy Sheriffs' Association. Bargaining history indicates the members received a lump sum payment in exchange for deleting educational benefits from the contract.)

- The program does not allow employees to choose to receive cash or other benefits that must be included in gross income instead of educational assistance.
- Reasonable notice of the program is given to eligible employees.

With that background, a draft policy is presented below. Beneath each paragraph, there are other considerations that the Committee may wish to discuss.

CAREER ADVANCEMENT

PURPOSE

Wood County encourages employees to continually find ways to improve their careers. Improving your career may be defined in several ways: more responsibility, more income, another shift, or a type of work you like better.

(NOTE: There is no change to this introductory paragraph, as found on page 20 of the Employee Policy Handbook. Except, the last sentence is deleted which reads "The following are several ways of achieving this." Thereafter is an explanation of the two ways: "Job Announcements," which will not change, and "Career Advancement Program," the subject of this memo.)

TUITION ASSISTANCE PROGRAM *(NEW paragraph)*

The Tuition Assistance Program is designed to provide financial assistance to fulltime employees who voluntarily enroll in job-related, educational courses that are of benefit to the County as an employer. (Fulltime is defined as 2,080 hours or 2,015 hours in a calendar year period.) This is a voluntary program and does not create any employee rights or County obligations. Subject to funding availability, tuition assistance may be available for courses which are directly related to the employee's current job and would improve one's skills on the job, or which must directly enhance potential for the employee's advancement to a position which the individual has a reasonable expectation of achieving within the County. Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid, or provide proof of ineligibility, before applying for benefits under this Program.

Other consideration: Some entities include part-time employees as they may become eligible for advancement to a fulltime position. If so, benefits are proportioned to the number of hours worked in a calendar year versus a fulltime position.

APPROVAL *(NEW paragraph)*

The Department Head shall be responsible for administering this Program within his/her department and is subject to approval of the Department's oversight committee. The employee shall consult with, and receive prior approval from, the Department Head before commencing

any course work to be eligible for consideration for reimbursement under this Program. The Department Head shall advise the oversight committee of his/her approval. If the Department Head does not approve of the request, the employee is not eligible for reimbursement. As part of the approval, the employee understands that he/she agrees to sign a promissory note covering the amount of tuition reimbursement, which will require repayment of any reimbursement under this Program.

The oversight committee shall retain final authority to grant or deny approval to begin any coursework, and to grant or deny reimbursement.

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

Other considerations: Some entities place the authority to approve coursework with the Director of Human Resources and to report to the employee's oversight committee for information purposes. Some entities do not require the oversight committee to approve an actual reimbursement, provided the committee has previously approved the coursework and the request for reimbursement complies with the criteria of the program. In this situation, the Department Head reports the reimbursement action to the committee for its information.

AMOUNT OF ASSISTANCE (*NEW paragraph*)

All courses must be successfully completed before reimbursement may occur. After the employee has successfully completed the class, an official grade report or transcript must be submitted to the Department Head. Reimbursement is limited to tuition only and is based on the final grade for the course. Proof of tuition payment from the school is required for reimbursement. This Program does not provide reimbursement for books, student fees, personal expenses and other non-tuition costs.

Tuition is reimbursed on the following scale:

- For a grade of A-minus or greater: eighty percent (80%) of tuition;
- For a grade of B-minus, B or B-plus, or a grade of "Pass" where the grading is "Pass/Fail": sixty-five percent (65%) of tuition;
- For a grade of C or C-plus: fifty percent (50%) of tuition;
- For a grade of C-minus or lower: no reimbursement.

The actual amount of reimbursement is subject to the availability of funds within the Department. As part of the application for reimbursement, the employee agrees to sign a promissory note covering the amount of tuition reimbursement that requires repayment of any reimbursement under this Program.

Other considerations:

- 1) Some entities also cover books and lab fees in addition to tuition. Marathon County, for example, covers tuition, books and lab fees. Outagamie County provides 100% reimbursement and 50% for books. (See caps in next paragraph.) City of Marshfield provides for 100% of tuition and books. City of Appleton provides up to 50% of the semester cost for tuition and books.

- 2) Some entities cap the amount of reimbursement. Other entities specifically include graduate school credits as well as undergraduate course work. For example, Washburn County has a separate career advancement budget rather than relying on individual departments, and it caps reimbursement at \$3,000 per calendar year. Bayfield County sets the caps at \$500 per semester and \$1,000 per calendar year, and its administrator reported that it spent \$2,000 countywide in 2016 – the first year of its program. Waukesha County's cap is \$400/semester and \$800/calendar year. Bayfield County reimburses 66% and caps it at \$500 per semester and \$1,000 per calendar year. Calumet County sets the maximums at \$500 per semester and \$1,000 per calendar year. Langlade County limits reimbursement to \$1,000 per calendar year with expenses in excess of \$1,000 (up to \$2,000) requiring approval from the supervisor/department head and the oversight committee. Walworth County's cap is \$1,600 per calendar year and has budgeted \$25,000 countywide for 2018. Outagamie provides \$1,600 per calendar year for undergraduate work and up to \$2,450 for graduate school classes. Marathon County provides 75% reimbursement, up to \$1,500 for undergraduate and \$2,000 for graduate school. Douglas County caps yearly tuition at 50% of IRS cap. (The IRS limits the tuition reimbursement tax benefit to \$5,250 per employee per year.) In addition, the County sets the reimbursement amount at 75% for course content that "has a direct affect and will enhance employee's effectiveness in his/her current position, as well as benefit the department in which the employee is assigned" or 66% if the content "would enable the employee to acquire the knowledge, skills and abilities to perform the duties required of a position employee aspires to within the county." Milwaukee County's cap is based on the employee's income: \$2,500 if the employee earns less than \$75,000 annually; \$1,500 if the employee earns \$75,000 or more annually. (This complies with the IRS requirement concerning Highly-compensated employees.)
- 3) Some entities based reimbursement on specific tuition rates, whether it is for undergraduate or graduate work. For example, Rock County limits reimbursement to the per credit tuition cost at UW-Whitewater. (If Wood County wanted a comparable standard, it would be UW-Stevens Point.)
- 4) Some entities have different proration formulae. For example, Walworth County: 50%-C, 75%-B and 100%-A. Taylor County provides full reimbursement with a passing grade. Marathon County requires grade B or above, and City of Marshfield requires a "C" grade or better.
- 5) One entity reported a 30-day time limit within which to request reimbursement. Calumet County requires a copy of the grade report and original receipts. If the submittal is beyond the thirty days, reimbursement is denied.

EDUCATIONAL LEAVE (*NEW paragraph*)

Subject to Department needs and requirements, an employee may receive approved unpaid educational leave without the requirement to exhaust one's other paid time off benefits, as provided elsewhere in this Handbook. However, the employee may substitute compensatory time and/or vacation with the approval of the Department Head. An employee who takes an approved educational leave shall not lose his/her rights of longevity in relation to vacation or sick leave accruals; however, these benefits will not accrue while the employee is on leave. An employee on approved educational leave shall have the option of paying insurance premiums so

as to remain a part of the County health, dental, vision and life insurance plans. The employee will pay the entire premium. If a premium is not timely paid, that will be treated as a discontinuance of that benefit and COBRA rights, as may apply, will be implemented.

Other considerations: Some entities specifically cap leave time. For example Clark, Juneau and Portage Counties, which do not have reimbursement programs, each provide up to six months of educational leave. Rock County provides up to 18 months. Eau Claire County grants up to 24 months in any five-year period but it too does not provide reimbursement.

AGREEMENT FOR CONTINUED EMPLOYMENT (*NEW paragraph*)

By accepting tuition reimbursement under this Program, the employee is agreeing to continue employment with the County for a period of no less than 36 continuous months in a fulltime position following any reimbursement. Employees who do not complete 36 months of continuous fulltime service following reimbursement will be required to repay the full reimbursement amount.

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

Other considerations: The Fair Labor Standards Act and Wisconsin's Minimum Wage Law, by requiring payment of minimum wage to any employee, may impact the amount of money that can be withheld from the final paycheck(s). In addition, some entities differ in the time period for the reimbursement requirement. Calumet County, Waukesha County, City of La Crosse and Milwaukee County set it at one year or 12 months from date of reimbursement. Langlade County is two years. Douglas County is three years. City of Marshfield and City of Fitchburg are five years. Other entities have a sliding scale of forgiveness based on length of time since reimbursement.

TAX STATUS (*NEW paragraph*)

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

Please let me know if you have any questions. Thank you very much.

Educational Leave; Career Advancement; Educational Assistance

02 OCT 2017

(Excludes job related, continuing educational training, unless otherwise noted)

Entity	Yes/No	Summary
Adams County	Yes	No reimbursement; flex scheduling to attend class
City of Antigo	Yes	Job related; reimbursement based on grade received; if EE leaves City sliding reimbursement schedule, up to three years; city-time available if approved
City of Appleton	Yes	Job-related toward degreed program; up to 50% of semester cost for tuition & books; flexible scheduling
Ashland County	No	
Village of Ashwaubenon	Yes	Job-related educational pursuits; up to \$500; repaid if EE leaves village within 12 months
Barron County	No	
Bayfield County	Yes	\$500/semester, \$1,000/yr.; began in 2016, spent \$2,000 countywide. From administrator: "Implemented this to remain competitive, encourage staff to pursue continuing education on their own."
Calumet County	Yes	Directly related to current job, would improve skills on the job, and would allow employee to be considered for promotional opportunities; 66% of tuition, books, course-required materials, and lab fees, up to \$500/semester or \$1,000/calendar (grade C for undergrad, B for grad); repayment if EE leaves within 12 months
Chippewa County	No	
Clark County	Yes	Unpaid educational leave up to 6 months, longevity rights frozen till return; option to maintain health & Life at full EE-paid premium
Crawford County	No	
Dodge County	No	Educational leave of absence available but not used
Door County	No	
Douglas County	Yes	Yearly tuition reimbursement capped at 50% of IRS cap, subject to budget; based of "C" grade or above; limited to courses that provide knowledge and skills not available through ins-service training unpaid leave upon request; 3-yr. reimbursement, signed promissory note at time of reimbursement.
Eau Claire County	Yes	Educational Leave only; director approved, no reimbursement of expenses, limited to aggregate of 24 months in any 5-yr. period.
City of Fitchburg	Yes	must have a clear, direct relationship to current work or profession, not intended to fund education that will qualify an employee for a new trade, business or

		career; no specific leave per se; tuition, books, fees reimbursable on sliding scale for grade C or above, max-\$3K/yr.; five year repayment. "While the City is interested in aiding employees to improve or extend their job skills through outside education, participation in the program does not imply any guarantee of advancement in position or wages."
Florence County	No	
Fond du Lac County	Yes	Educational leave; tuition reimbursement to benefit employer (not expressed in policy) e.g., paid for two nurses: one was an RN to get her NP license as she is slotted to be the Director of Nursing on the Acute Unit in a year and the other was a NP that employer paid to get her advance psychiatric NP license
Forest County	No	
Grant County	No	
City of Green Bay	No	
Green Lake County	No	"We do have a representative from Rasmussen College that comes in every so often. She offers our employees the opportunity to apply for scholarships or financial aid through Rasmussen and discusses programs that are available that may be suitable for them."
Jackson County	Yes	Flexible schedule available
Jefferson County	No	
Juneau County	Yes	No reimbursement; Unpaid leave up to 6 months (longer if approved)
Kewaunee County	No	
City of La Crosse	Yes	Direct relationship to current work/profession, not for new trade, business or career; tuition and text books, EE \$750 max and max \$15K budgeted per year, amount based on grade; EE repayment if leaves within 12 months of reimbursement
La Crosse County	No	
Langlade County	Yes	"reimbursement of educational expenses that would assist the employee in the performance of existing job duties or otherwise enhance the employee's skills, knowledge and abilities as would benefit Langlade County." Max-\$2,000/yr. (tuition and books only), 2-yr. reimbursement. Grade C or above. Leave during work hours requires manager's approval.
Lincoln County	No	
City of Marshfield	Yes	Job-related; 100% of tuition and books, reimbursed if course dropped or lower than grade C <i>or</i> sliding scale if leaves employment within five years; flexible

		scheduling if needed
Marathon County	Yes	Certificate or degree programs; must be directly related to the employee's current position or must directly enhance potential for advancement with employer to a position which the individual has a reasonable expectation of achieving; Grade B or higher; 75% reimbursement for tuition, books, and lab fees – max: \$2,000 per calendar year for graduate degree programs and \$1,500 per calendar year for under-graduate degree and certificate programs; no flexible scheduling
Marinette County	No	
Marquette County	No	
Milwaukee County	Yes	Tuition only, \$2,500 cap <\$75K, \$1,500 cap >\$75K; to increase knowledge and abilities and to prepare for future opportunities with employer, HR-preapproval of courses; 1-yr. reimbursement; processed through payroll as pretax but taxes are EE responsibility
Monroe County	No	
City of Neenah	No	
Oneida County	No	
Outagamie County	Yes	must be directly related to the employee's current job, be preparation for a promotion to an existing job for which the applicant would otherwise qualify, meet the requirements for specialized training related to a current assignment; or be required as part of a degree program that meets these qualifications; full tuition & 50% book reimbursement (capped per year: undergrad-\$1,600, grad-\$2,450), sliding scale EE repayment within two years; flexible scheduling
Pepin County	No	
Polk County	No	From its HR director: "Although it has been on my list for several years now. With the shift in generations in our workforce and greater demands on staff, it comes up more and more as a desired benefit. Hoping to tackle something within the next year."
Portage County	Yes	Unpaid educational leave (6 mos. max) & professional training for conferences and seminars but not degrees; no reimbursement policy (ad-hoc requests)
Richland County	No	
Rock County	Yes	Up to 18 months leave; improve EE's skills for current position; reimbursement limited to UW-W per credit tuition rate and book costs
Rusk County	No	Eliminated in 2001
Saint Croix County	No	

Shawano County	No	
City of Superior	No	
Taylor County	No	Full Cost of any job-required continuing education course with passing grade, upon prior approval by dept. head.
Trempealeau County	No	
Vernon County	No	
Walworth County	Yes	"Enhances the knowledge, skills and abilities of the employee for improved performance in their job." Max: \$1,600/yr. (50%-C, 75%-B, 100%-A) 2018 budget-\$25,000
Washburn County	Yes	ER pre-approval for budgeting, to acquire or improve job skills or training within position classification; 2-yr. reimbursement; capped at \$3K/yr.-books & tuition
Waukesha County	Yes	Job-related; benefit employee for reasonable job promotion; \$400/semester; \$800/year; repayment within 12 months
Waupaca County	No	
Winnebago County	No	

Publication 15-B (2017), Employer's Tax Guide to Fringe Benefits (For use in 2017)
https://www.irs.gov/publications/p15b#en_US_2017_publink1000193667

Educational Assistance

This exclusion applies to educational assistance you provide to employees under an educational assistance program. The exclusion also applies to graduate level courses.

Educational assistance means amounts you pay or incur for your employees' education expenses. These expenses generally include the cost of books, equipment, fees, supplies, and tuition. However, these expenses don't include the cost of a course or other education involving sports, games, or hobbies, unless the education:

- Has a reasonable relationship to your business, or
- Is required as part of a degree program.

Education expenses don't include the cost of tools or supplies (other than textbooks) your employee is allowed to keep at the end of the course. Nor do they include the cost of lodging, meals, or transportation. Your employee must be able to provide substantiation to you that the educational assistance provided was used for qualifying education expenses.

Educational assistance program.

An educational assistance program is a separate written plan that provides educational assistance only to your employees. The program qualifies only if all of the following tests are met.

- The program benefits employees who qualify under rules set up by you that don't favor highly compensated employees. To determine whether your program meets this test, don't consider employees excluded from your program who are covered by a collective bargaining agreement if there is evidence that educational assistance was a subject of good-faith bargaining.
- The program doesn't provide more than 5% of its benefits during the year for shareholders or owners (or their spouses or dependents). A shareholder or owner is someone who owns (on any day of the year) more than 5% of the stock or of the capital or profits interest of your business.
- The program doesn't allow employees to choose to receive cash or other benefits that must be included in gross income instead of educational assistance.
- You give reasonable notice of the program to eligible employees.

Your program can cover former employees if their employment is the reason for the coverage.

For this exclusion, a highly compensated employee for 2017 is an employee who meets either of the following tests.

1. The employee was a 5% owner at any time during the year or the preceding year.
2. The employee received more than \$120,000 in pay for the preceding year.

You can choose to ignore test (2) if the employee wasn't also in the top 20% of employees when ranked by pay for the preceding year.

Employee.

For this exclusion, treat the following individuals as employees.

- A current employee.
- A former employee who retired, left on disability, or was laid off.
- A leased employee who has provided services to you on a substantially full-time basis for at least a year if the services are performed under your primary direction or control.
- Yourself (if you're a sole proprietor).

- A partner who performs services for a partnership.

Exclusion from wages.

You can exclude up to \$5,250 of educational assistance you provide to an employee under an educational assistance program from the employee's wages each year.

Assistance over \$5,250.

If you don't have an educational assistance plan, or you provide an employee with assistance exceeding \$5,250, you must include the value of these benefits as wages, unless the benefits are working condition benefits. Working condition benefits may be excluded from wages. Property or a service provided is a working condition benefit to the extent that if the employee paid for it, the amount paid would have been deductible as a business or depreciation expense. See Working Condition Benefits , later in this section.