

AGENDA WOOD COUNTY BOARD OF SUPERVISORS
December 20, 2016 – 9:30 A.M.
WOOD COUNTY BOARD ROOM

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Leichtnam

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS: none

RESIGNATIONS: none

APPOINTMENTS/Re-APPOINTMENTS:

ADRC-CW - Ella Wisniewski and Anne Egge (term start 1/1/17)
Ethics Committee – Brittany Boyer (three year term)
Michael Meyers – Civil Service Commission (three year term)
Lee Garrells – Civil Service Commission (to fulfill the term of Dick Witt)
Supervisor Henkel – Board of Adjustment (to fill vacancy)

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS:

Recognition of Long Term Employees – Plaque Presentation
November 30 – Snowplow Driver Appreciation Day

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

SPECIAL ORDERS OF BUSINESS:

Reuben Van Tassel – River Block update

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

SET DATE FOR NEXT COUNTY BOARD MEETING – January 17, 2017

ADJOURN

REFERRALS FOR DECEMBER 20, 2016 – COUNTY BOARD

- News Release from The Groundwater Guardian – Milladore Area Recognized as the 2016 Groundwater Guardian – Referred to Supervisor Henkel and Land & Water Conservationist, Shane Wucherpennig

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

November 15, 2016 - 9:30 a.m.

The Wood County Board of Supervisors composed of nineteen members convened at the Wood County Boardroom in Wisconsin Rapids, Wisconsin on November 15, 2016.

Chairman Pliml called the meeting to order at 9:45 a.m.

Supervisors present were: Ashbeck, Breu, Clendenning, Curry, Feirer, Fischer, Hamilton, Henkel, Hokamp, LaFontaine, Leichtnam, Machon, Miner, Pliml, Polach, Rozar, Wagner, Winch, Zurfluh.

Supervisor Hokamp is excused at 10:25 a.m.

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

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

Motion by Hamilton/Feirer to appoint Supervisor Hokamp to a three year term on the South Central Library Board. Motion carried by voice vote.

There were no public comments.

Acknowledgements and Recognitions: Supervisor Miner acknowledged and presented a plaque to Finance Director Mike Martin and Deputy Director Marla Cummings for the award of a Certificate of Achievement for Excellence in Financial Reporting for the Wood County Comprehensive Annual Financial Report (CAFR) for fiscal year 2015.

Committee minutes presented: Executive – Supervisor Winch questioned expense of an architects proposal for a proposed Human Services building in Marshfield. Supervisor Rozar responded with further explanation of space needs.

RESOLUTION 16-11-1

Introduced by: Executive Committee

INTENT & SYNOPSIS: Initial resolution authorizing the issuance of general obligation notes to fund capital items requested in the 2017 budget of Dispatch, Emergency Management, Edgewater Haven Nursing Home, Land & Water Conservation, Norwood Health Center, Information Technology and UW Wood County/Marshfield

FISCAL NOTE: Proceeds from general obligation borrowing not to exceed \$1,000,000

Motion by Wagner/Zurfluh to adopt Resolution 16-11-1. Motion carried. Voting no were Ashbeck and Winch.

RESOLUTION 16-11-2

Introduced by: Executive Committee

INTENT & SYNOPSIS: To establish Wood County's Tax Levy for 2016 collectable in 2017

FISCAL NOTE: \$24,885,936

Motion by Breu/Wagner to adopt Resolution 16-11-2. Motion carried. Voting no were Ashbeck, Winch, Polach and Hamilton.

RESOLUTION 16-11-3

Introduced by: Executive Committees

INTENT & SYNOPSIS: To approve year 2017 budget

FISCAL NOTE:

	<u>USES</u>	<u>SOURCES</u>
Budgeted Expenditures	\$110,924,709	
Anticipated Revenues		\$ 77,410,674
Unencumbered Fund, Applied		8,628,099
Tax Levy		24,885,936
	\$110,924,709	\$110,924,709

Motion by Miner/Zurfluh to adopt Resolution 16-11-3. Motion carried. Voting no were Ashbeck, Winch, Polach, Clendenning and Leichtnam.

RESOLUTION 16-11-4

Introduced by: Executive Committees

INTENT & SYNOPSIS: To amend the 2016 budget for the River Block debt principal (58110) and interest (58210) for expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is through transfers from the Building Maintenance fund and a portion of the debt issued to refinance the original borrowing. The adjustment to the budget is as follows:

<u>Account</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
58110	Principal-River Block Debt		\$2,000,000
58210	Interest-River Block Debt		\$ 10,204
49270	Transfer from Maintenance	\$ 260,204	
49110	Proceeds from Borrowing	\$1,750,000	

Motion by Hamilton/Breu to adopt Resolution 16-11-4. Motion carried. Voting no was Polach.

RESOLUTION 16-11-5

Introduced by: Executive Committee

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

FISCAL NOTE:	Offered Amount	\$22,105.00
	R.E. Taxes	(5,646.09)
	Special Charges	(11,491.14)
	Publication fees	(60.00)
	Abstracting fees	(228.00)
	GAIN	\$4,679.77

Motion by Henkel/Hamilton to adopt Resolution 16-11-5. Motion carried unanimously. Excused was Hokamp.

Committee minutes presented: Health and Human Services

RESOLUTION 16-11-6

Introduced by: Health and Human Services Committee

INTENT & SYNOPSIS: To request the State of Wisconsin Department of Children and Families increase funding for Child Welfare Services.

FISCAL NOTE: No fiscal impact.

Motion by Hamilton/Fischer to adopt Resolution 16-11-6. Motion carried unanimously. Excused was Hokamp.

RESOLUTION 16-11-7

Introduced by: Health and Human Services and Executive Committees

INTENT & SYNOPSIS: To create a .97 FTE Independent Living Coordinator position.

FISCAL NOTE: Anticipated wages and benefits for one new position based upon a step 1 for pay grade 8 are:

Wages:	\$43,987.45
Fringe:	<u>\$22,271.00</u>
	\$66,258.45

Motion by Feirer/Wagner to adopt Resolution 16-11-7. Motion carried unanimously. Excused was Hokamp.

RESOLUTION 16-11-8

Introduced by: Health and Human Services and Executive Committees

INTENT & SYNOPSIS: To increase a vacant .70 FTE Public Health Nurse position to .97 FTE

FISCAL NOTE: Anticipated increase in personnel costs to hire at step 2 grade 9 are:

Wages:	\$5,783.70
Fringe:	<u>\$3,975.73</u>
	\$9,759.43

Motion by Clendenning/Fischer to adopt Resolution 16-11-8. Motion carried unanimously. Excused was Hokamp.

Committee minutes presented: Public Safety, Conservation, Education & Economic Development, Judicial & Legislative

RESOLUTION 16-11-9

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To create Rule 8.F. of the county board rules, so as to give supervisors and the public a better understanding of how and when agendas of committees of the county board are prepared and their contents.

FISCAL NOTE: None.

Motion by Feirer/Leichtnam to adopt Resolution 16-11-9. Motion carried unanimously. Excused was Hokamp.

RESOLUTION 16-11-10

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To create Rule 8.G. of the county board rules, so as to give supervisors and the public a better understanding of how committees of the county board operate.

FISCAL NOTE: None.

Motion by Clendenning/Machon to adopt Resolution 16-11-10. Motion carried unanimously. Excused was Hokamp.

Committee minutes presented: Highway, Infrastructure & Recreation

RESOLUTION 16-11-11

Introduced by: Highway, Infrastructure & Recreation Committee

INTENT & SYNOPSIS: County-Aid Bridge Construction during the Calendar Year 2017.

FISCAL NOTE: \$ 200,000.00

Motion by LaFontain/Breu to adopt Resolution 16-11-11. Motion carried unanimously. Excused was Hokamp.

Committee minutes presented: McMillan Memorial Library, South Central Library Board of Trustees

**SPECIAL ORDER OF BUSINESS
RIVER BLOCK TRANSITION UPDATE**

Building Maintenance Director, Reuben Van Tassel gave a progress update. He believes that the construction manager will have the project out to bid today and due December 6th. The paving has been completed on the parking lot on Jackson and 3rd. Project is progressing very well. Questions were asked and answered.

Motion by Clendenning/Hamilton to adjourn. Motion carried by voice vote. Next scheduled county board meeting is December 20, 2016.

Respectfully Submitted
Cynthia Cephress
Wood County Clerk

1

EXECUTIVE COMMITTEE MEETING AND ANNUAL COUNTY BUDGET PUBLIC HEARING MEETING MINUTES

DATE: Tuesday, November 15, 2016

TIME: 8:30 a.m.

PLACE: Wood County Board Room, Wood County Courthouse, Wisconsin Rapids

PRESENT: Hilde Henkel, Lance Pliml, Trent Miner, Al Breu, Michael Feirer, Ed Wagner,
Donna Rozar

OTHERS PRESENT: County board supervisors, Department heads and staff, members of the public

The meeting was called to order by Chairman Miner.

A comprehensive power point presentation on the 2017 Wood County budget was given by Mike Martin and Marla Cummings from the Finance Department. Highlights included how the budget evolved from a \$5.6 million shortfall in August to a \$39,023 surplus in October 2016. The 2017 budget is up by approximately \$4 million from 2016 with debt service, step increases and COLA compensation, and health premium expenses being the biggest drivers of both the shortfall and budget increase.

Public Comment – At 9:01 a.m., the chair opened the meeting to comments from the public. 13 individuals spoke in favor of reinstating the funding for the Airport CBRF in Rapids. (Public hearing videotaped by River Cities Community Television and available on county website.)

The Chairman then requested comments from county board supervisors. Comments were made by Robert Ashbeck and Bill Clendenning.

The Chairman then requested comments from the Executive Committee (EC). Ed Wagner was the only EC member who made a comment.

To conclude the comment section, Chairman Miner made general observations about the 2017 budget.

Motion (Rozar/Feirer) to approve the resolutions setting the tax levy and the 2017 budget of \$110,924,709 and forward those resolutions to the full County Board. All ayes. Motion passed.

Motion (Breu/Henkel) to adjourn the meeting at 9:37 a.m. All ayes. Motion carried.

Minutes taken and respectfully submitted by,

Donna Rozar

Secretary, Executive Committee

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Thursday, November 17, 2016
TIME: 10:00 a.m.
PLACE: Pittsville Community Center, 5291 3rd Avenue, Pittsville, VA 54466
PRESENT: Hilde Henkel, Lance Pliml, Trent Miner, Al Breu, Michael Feirer, Ed Wagner,
Donna Rozar

The meeting was called to order by Chairman Miner.

There was no public comment.

Motion (Wagner/Pliml) to go into closed session at 10:01 a.m. pursuant to Wis. Stats 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: All ayes. Motion carried.

Motion (Wagner/Pliml) to return to open session at 11:25 a.m. All ayes. Motion carried.

Motion (Henkel/Feirer) to adjourn the meeting at 11:26 a.m. All ayes. Motion carried.

Minutes taken and respectfully submitted by,

Donna Rozar

Secretary, Executive Committee

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Monday, December 5, 2016

TIME: 8:00 a.m.

PLACE: Room 115, Wood County Courthouse

PRESENT: Trent Miner, Lance Pliml

VIA VIDEO CONFERENCE: Al Breu, Michael Feirer, Ed Wagner, Donna Rozar

VIA CONFERENCE CALL: Hilde Henkel

OTHERS PRESENT (for part or all of meeting): Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Amy Kaup, Warren Kraft, Jason Grueneberg, Heather Gehrt, Sue Kunferman, Brandon Vruwink, Doug Passineau, Adam Fandre, Peter Manley, Bill Clendenning, Dennis Polach, Adam Fischer (present via video conference)

The meeting was called to order by Chairman Miner.

Public Comment – Bill Clendenning stated he objected to the consent agenda and questioned item 10b of the Finance portion of the agenda regarding the sales tax ordinance.

Reuben Van Tassel gave updates on the River Block and Courthouse remodeling projects. River Block bids are due on December 6th and Miron will be at the Courthouse at 3:00 to open them. Bids will be presented by Miron at the December 12th Subcommittee meeting. Progress is being made regarding the liquidation of unneeded furnishings in the building. A number of municipalities and non-profit organizations have gone through the building and taken items that they can use. The Veterans office has moved into their new space on the first floor of the Courthouse. The next remodeling phase will be the data center.

Consent Agenda

Motion (Feirer/Breu) to approve the consent agenda as presented. Motion carried unanimously.

Highway Commissioner Passineau presented information to the Committee regarding approximately 15 acres of land south of the Wisconsin Rapids Highway Department shop that the department wishes to purchase. The department is in need to additional room for storage due to the closing of the Auburndale and Pittsville shops. The owner of the property is willing to sell to the County. Passineau will need to present a resolution to the Highway, Infrastructure, and Recreation Committee prior to the December 20th County Board meeting which will allow him to negotiate the purchase price on behalf of Wood County.

Maintenance Manager Van Tassel reviewed his Maintenance Letter of Comments. The foundation for the new transformer is complete and the connection for a portable backup generator, if needed, is also in place.

Discussion was held regarding the disposition of the Airport Avenue CBRF. Brandon Vruwink stated that Human Services has begun transitioning services out of the CBRF and that no new clients are being accepted. He anticipates his Department not needing access to the building after mid-January. There is a grant that has been applied for that he is still waiting to hear about. Communication between Human Services and Drug Court needs to be ongoing during this process.

The Committee reviewed the Safety and Risk Management Letter of Comments.

IT Director Kaup reviewed her Letter of Comments. There is currently a posting to fill the Network Administrator position. The new tax software has gone live. IT is working with Gappa Securities regarding the camera system for Norwood.

Sue Kunferman introduced the new Wellness Coordinator, Adam Fandre, to the Committee. She stated the new portal is up and running with good response. Biometric screenings and Health Risk Assessments are underway.

Treasurer Gehrt handed out her Letter of Comments and reviewed same with the Committee. The new web portal is up and running and the Department is working on getting tax bills printed.

Gehrt presented a resolution to sell several tax deeded properties in the County.

Motion (Rozar/Feirer) to approve the resolution to sell the tax deeded properties. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin presented the following budget resolutions to amend the 2016 budget: Wellness, Public Health, CDBG, Highway, Emergency Management Building Numbering, Human Resources Labor Relations, UW Extension Projects, Debt Proceeds to River Block and Professional Fees, and Edgewater Administration transfer from Edgewater Maintenance. Martin stated the Parks Capital Projects resolution will be addressed at the January meeting.

Motion (Breu/Pliml) to approve the resolutions to amend the 2016 budget for Wellness, Public Health, CDBG, Highway, Emergency Management Building Numbering, Human Resources Labor Relations, UW Extension Projects, Debt Proceeds to River Block and Professional Fees, and Edgewater Administration transfer from Edgewater Maintenance. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.

Discussion was held regarding Martin's suggested revision to the Sales Tax Ordinance to remove the last line of Chapter 909.01. It was the general consensus of the Committee to go ahead with that modification.

Martin presented the 2016 resolution for Committed and Assigned funds to the Committee.

Motion (Pliml/Wagner) to approve the 2016 resolution for Committed and Assigned funds and forward it to the County Board for consideration. Motion carried unanimously.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 8:57 a.m. Meeting reconvened at 9:08 a.m.

Human Resources (HR)

Heather Gehrt provided an update from the Treasurer's agenda item relating to the Tax Deed resolution. The bid accepted was received five minutes late after the 4:00 p.m. deadline. The resolution will be amended to reflect the timely bid awarded to the individual submitting their bid at 3:55 p.m.

Motion (Feirer/Wagner), to go into closed session at 9:10 a.m. pursuant to §19.85(1)(f), Wis. Stats., to discuss an employee's complaint.

Henkel: yes; Pliml: yes; Breu: yes; Feirer: yes; Wagner: yes; Rozar: yes; Miner: yes. Motion carried.

Motion (Rozar/Pliml) to return to open session at 9:26 a.m. Motion carried unanimously.

Agenda items for next meeting on January 3, 2017 include reworked design for the Human Services building in Marshfield.

Motion (Henkel/Breu) to adjourn the Executive Committee meeting at 9:28 a.m. Motion carried unanimously.

Respectfully submitted and signed electronically,

Donna M. Rozar

Secretary

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

**MEETING MINUTES
EC SUBCOMMITTEE ON THE
WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND
RELOCATION/REMODELING OF COURTHOUSE DEPARTMENTS**

Date: Tuesday, November 15th, 2016

Time: 11:06 a.m.

Place: Room 114, Wood County Courthouse, Wisconsin Rapids

Subcommittee members present: Bill Clendenning, Ed Wagner, Donna Rozar, Al Breu, Doug Machon

Others present for all or part of the meeting: Reuben Van Tassel, Lori Heideman, Dennis Polach, Lance Pliml, Sue Kunferman, Sue Schill, Amy Kaup, John Cain (by phone), David Schreiber (IT), Jason Grueneberg, Sue Kunferman, Susan Feith, Ken Curry, Bob Ashbeck

1. Chair Clendenning called the meeting to order. The Health Department was thanked for the chairs around the table.
2. There were no public comments.
3. Motion (Wagner/Machon) to receive and place on file the minutes from the October 18th meeting. All ayes. Motion passed.
4. There is a dumpster at the River Block building that is for the disposal of items that will not be reused in the building. Fox Valley Iron will take items "off our hands". The Emergency Government crew will move these items out of the building. A discussion of what to do with all the cubicles that will not be needed was held. Reuben will contact various non-profit organizations to see if they can use any of the cubicles before they are scraped.
The cubicle layout is finalized and the price stayed within budget.
5. A letter from the Mayor of WR was distributed with no action taken.
The parking lot off Jackson Street has been resurfaced and is cordoned off.
The Annex is just about ready for demolition. **Motion (Wagner/Breu) to have the utilities disconnected from the Annex building and have meters removed so the building is ready for demolition.** All ayes. Motion carried.
6. The final budget numbers for the IT connection between the Courthouse and River Block building is \$60,000 (\$13,500--network and \$46,500--radio equipment). **Motion (Rozar/Machon) to allow IT to purchase and install the necessary equipment for the IT connection between the Courthouse and River Block building, not to exceed \$60,000.** All ayes. Motion carried.
7. There is nothing new regarding the River Block budget. Mr. Cain stated the drawings have been forwarded to Miron and were reissued after some comments were received. There was no change in scope of the project. Bids are to be posted in the near future.

8. Phase 1 of the Veterans Service office is almost complete and has gone well. Demo for the new shared data center is the next step. A location for the employee's refrigerator from the employee lounge will be found in the interim. The hole is in the ground for the new transformer which will have positive long-term benefits.
9. Next meeting: December 12th, 3:00 p.m., Room 114, Wood County Courthouse, WR
10. Chair Clendenning declared the meeting adjourned at 11:44 a.m.

Minutes taken and respectfully submitted,

Donna Rozar, secretary



Wood County WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

November 29, 2016

To: Trent Miner, Ed Wagner, Donna Rozar, Hilde Henkel, Al Breu, and Mike Feirer
And Lance Pliml

From: Warren Kraft, Director of Human Resources

Subject: Human Resources (HR) Monthly Letter of Comments – December 2016

General Highlights:

- Attended Employee Feedback meeting on November 8, 2016. Among the topics discussed were River Block and Courthouse remodeling, results of the JDQ appeal process, payroll and benefit updates, career advancement in Wood County, and the merits of all-employee emails versus sent exclusively to department heads for review and forwarding to their employees (this is on the department head agenda for its next meeting). The next meeting is February 9, 2017.
- Prepared letters for Department Heads to share with employees regarding reclassifications. Information provided was current Grade and Step and the 2017 Grade and step, and pay.
- Attended Central Wisconsin City/County Human Resources Professional meeting in Rib Mountain on November 10, 2016. Topics included report of Sick Leave Payout Grievance for Brown County Sheriff Deputies and 2017 pay adjustments.
- With Paula Tracy, attended the Wisconsin Public Employer Labor Relations Association (WPELRA) full day training on November 2, 2016 in Eau Claire. The topics covered included First Amendment issues; search and seizure issues including constitutional Fourth Amendment issues, the Stored Communications Act, invasion of privacy laws, and Wisconsin's law with regard to social media; Public records compliance; Fair Labor Standards Act (FLSA) issues, anti-discrimination issues, including (Lesbian, Gay, Bisexual, and Transgender (LGBT) guidelines recently issued by the Equal Employment Opportunity Commission (EEOC), and Genetic Information Nondiscrimination Act (GINA).
- Preparation for an employee complaint scheduled for hearing in front of an Impartial Hearing Officer on November 29. Preparation for hearing will be ongoing.

Payroll and Benefits – Jodi Pingel

- Real Time Vacation Accrual Update
 - Implementation is scheduled to start on January 1, 2017 effective with each individual's anniversary date.
- Continuing to work with Sage directly on system updates/concerns.

- WRS employer contributions are not accurately being distributed for employees who work in multiple departments. The system is equally distributing between the number of allocations.
- Wage calculations for partial hours are converting the rate of pay when finalizing the payout. This is occurring for employees with distributed earnings.
- 2017 Benefit Elections
 - Medical, Dental and Vision insurances enrollment changes will take affect 12/8/16 payroll (Includes medical premium increase and vision pre-tax premium).
 - Life insurance, Long-Term Disability insurance and Flexible Spending Account enrollment changes will take affect 1/5/17 payroll.
 - February – Employees enrolled in Vision insurance will be required to pay one month of premiums as we convert the program to pay one month ahead. Employees will be provided notification prior to deduction.
- Code of Ethics handout was converted to PowerPoint presentation and now available on intranet for all employees to review and track via Safety Training.
- HRMS data entry, enrollment updates and audits as well as system clean-up continues
 - Creating new earnings/deduction codes.
 - Updated G/L account numbers.
- Working with IT on HRMS program errors and installation.
- IT request completed for Employee Self Service installation and upgrade to HRMS 2016.
- Continuing to work with IT on updating payroll reports.
- Working with Finance to reconcile general ledger accounts related to payroll.
- WRS eligibility requirement review.

Recruitment – Angel Butler-Meddaugh

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

Refilled Position	Department	Position	Status
Refilled	Edgewater	CNA (1 FT, 3 PT, 1 Casual)	Recruitment by Edgewater
Refilled	Edgewater	Ward Clerk	Recruitment by Edgewater
Refilled	Edgewater	Lead Laundry Aide	Recruitment by Edgewater
Refilled	Health	Public Health Nurse (FT)	Deadline 11/22/16
Refilled	Human Services	Economic Support Specialist	Checking References
Refilled	Human Services	RN – CCS/CSP	Filled
Refilled	Human Services	Resource Unit Supervisor	Interviewing 11/17/16
Refilled	Human Services	Family Services Division Manager	Interviewing 11/14 & 11/17
Refilled	Human Services	Social Worker – Initial Response	Interviewed 11/11/16
Refilled	Information Tech	Network Administrator	Deadline 12/4/16
New	Land Conservation	Conservation Specialist	Deadline 11/28/16
Refilled	Norwood	Licensed Clinical Psychologist	Recruitment by Norwood
Refilled	Norwood	RN (1 FT, 1 PT)	Recruitment by Norwood
Refilled	Norwood	CNA (4 FT, 4 PT)	Recruitment by Norwood
Refilled	Norwood	Medical Records Clerk	Recruitment by Norwood
New	Parks	Forestry Technician	Deadline 11/29/16
Elig. List	Sheriff	Corrections Officers – Female	Deadline 12/1/16
Refilled	Sheriff	Reserve Deputies	Interviewing 11/29/16

- Due to the approval of the 2017 budget, many new positions will be recruited for.
- Working with the Finance Department to obtain budget FTE's, along with employee name, title and budgeted FTE for each position within the County.
- Continually researching and establishing accounts with free advertising capabilities.

Administrative Services – Kelli Quinnell

- All completed Performance Evaluations are due to HR no later than December 9th, 2016.

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



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – November 2016

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

- Working with Sheriff's Department on respiratory protection use during investigations.
- Active shooter event with the Sheriff's Department set for December 6th 2016.
- Purchasing and working on new software called MSDS Online to enter all Wood County SDS's into the system.
- Working on 2017 insurance policy renewals.

Lost Time/ Restricted Duty/Medical Injuries: 2

- 11/07/2016 – Corrections – Employee sustained a contusion to the left elbow from a combative person. Medical with restrictions.
- 11/14/2016 – Highway – Employee sustained a lower back strain while shoveling concrete. Medical with restrictions.

First Aid Injuries: 8

- 10/28/2016 – Parks – Employee sustained a contusion to the ribs when pry bar slipped causing employee to hit a guard rail.
- 10/31/2016 – Norwood Health Center – Employee sustained a cracked finger nail while pushing chairs up to a table.
- 11/07/2016 – Corrections – Employee sustained a strain to right pinky finger while performing suicide prevention tactics.
- 11/10/2016 – Corrections – Employee sustained a contusion to the right cheek from a combative person.
- 11/14/2016 – Highway – Employee sustained right wrist strain while turning bolts.
- 11/20/2016 – Norwood Health Center – Employee sustained contusions to the upper chest area from a combative person.
- 11/20/2016 – Norwood Health Center – Employee sustained a contusion to the left side of throat from a combative person.
- 11/22/2016 – Parks – Employee sustained a metal sliver to left thumb while handling logging chain.

Property/Vehicle Damage Claims: 2

- 11/03/2016 – Sheriff's – Squad #18 vs. Deer. Estimated loss of \$4218.72
- 11/13/2016 – Sheriff's – Squad #13 vs. Deer. Estimated loss of \$2815.65

Liability – Wood County - Notice of Injury and Claim: 1

- 11/07/2016 – Highway – Vehicle damage claim when a resident hit a post that fell from our Highway truck. Loss of \$117.10

Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases:

- Meyer vs. Wood County Clerk of Courts. Motion for summary judgment filed in May.
- Engen vs. Wood County Highway.
- Nelson vs. Wood County Human Services. Branch I Judge and one other judge recused from the case. Awaiting Summary Judgment.
- Waite retaliation claim.

2016 Goals: Wood County Pro Active Injury and Loss Prevention initiatives.

Continue to work on Active Shooter policy and training concerns.
Purchase of MSDS Online and initiation of program ongoing.



Wood County

WISCONSIN

MAINTENANCE
DEPARTMENT

Maintenance Monthly Comments December 5, 2016

The Veteran's Office has been moved into their new space on the first floor.

The new Courthouse transformer foundation is completed.

The remote connection for a portable backup generator is completed.

Met with Gappa Security representatives regarding Courthouse keying options.

Met with IT, Dispatch and Communications to discuss the data center project.

Attended Judge's Security Committee meetings on November 7th and 29th discussing Courthouse security.

Attended Executive Committee meeting, and Subcommittee on Wisconsin Rapids Annex River Block Building and Relocation of Courthouse Departments meetings.

Helped coordinate the re-use and liquidation of surplus property at River Block.

Continuing to assist with River Block pre-construction planning.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

November, 2016

- ◆ Worked with Human Services staff to create reports for the Juvenile Justice program to provide information for grant opportunities.
- ◆ Working with Human Services staff to plan for the IMS21, document management system, upgrade.
- ◆ Assisted County Clerk during election night. Monitored election results system and website performance for the presidential election. No technical issues were discovered.
- ◆ Met with Sheriff's Department staff member to discuss and plan for upcoming Active Shooter Training.
- ◆ Installed data line surge suppressor on network connection to Norwood chiller. IT task items of the project are complete.
- ◆ Began Norwood security camera project implementation. Meet with Norwood/Courthouse Facility representatives and installing vendor, built and shared a list of action items and responsibilities. Installed the video storage server – online and running. Camera and additional network cable installation will continue the week of November 27th.
- ◆ GCS property tax system, vendor for replacement property tax software, is now live and being used for tracking deed and parcel data, receipting tax payments, and generating reports. We are running in parallel with the SCO Unix server application. Vendor provided training for all municipal treasurers/clerks was completed over 2 sessions on 11/10/2016. Data conversion is complete and verification continues. Real and personal property tax bills are being generated from the new GCS system and the old tax system as a parallel conversion precaution.
- ◆ The TimeStar, electronic time card and time tracking, discovery documentation phase is complete the remaining 12-16 week process of implementation has been tentatively scheduled to begin in late to mid-February 2017. The addition of this software will eliminate the need for manual paper time card tracking and entry and provide a staff scheduling solution for select departments.
- ◆ The new electronic time and material tracking software for the Highway Department, RtVision, is live and data is being entered daily. Timecard data import procedures are configured and will be tested with live data as soon as export file specifications for the HRMS payroll system are met and received from the RtVision vendor. Enhancement requests are determined and will be scheduled.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Work on the Planning and Zoning Sanitary Permit system continues. System functionality enhancements for invoice receipting, internal deposit, is complete. 4,540 sanitary system triennial invoices were generated and mailed and payment receipting into the system has begun.
- ◆ Data for the Register of Deeds veteran and forestry tracking, currently tracked on the Unix server that is scheduled for decommission, was provided to the Fidlar vendor for conversion and incorporation into the vendor system.
- ◆ Discovery phase of conversion for the remaining 5 systems on the SCO Unix server is nearly complete. Replacement system creation and implementation of these system begins as we plan to decommission the SCO Unix server early in 2017.
- ◆ Extended the Board of Supervisors information system to include Supervisor pictures for the public website.
- ◆ Provided support for HR and worked with Sage Software to resolve payroll technical issues. Created several needed payroll and HR reports, and updated the pay check stub layout.
- ◆ Modified the TCM to GL interface configuration to match up with new Human Services fiscal procedures for non-billable services.
- ◆ Extended the Human Services Transportation system's monthly statement features and created new reporting to assist fiscal staff with accurate revenue reporting for the program.
- ◆ Support and training for the current property tax system continues. Uploading municipal special assessments and charges is complete for the 2016 property tax bills.
- ◆ Began deploying Airwatch, Mobile Management solution, to staff.
- ◆ Met with Maintenance, Dispatch, Communications staff to discuss and finalize plan for Data Center as staff gear up to begin the next phase of the Courthouse remodel.
- ◆ Assisted the courts and CCAP with network issues. Worked with State IT staff and the Clerk of Courts to resolve issues that affected access to the State network.
- ◆ Staff spent a lot of time researching and obtaining pricing for replacing numerous hardware items that have gone, or will be going, end of life. Several vendors have been contacted and options are being evaluated.
- ◆ Configured the County public access network so that people on the public network can access internal County websites.
- ◆ Identified and resolved an issue that users were experiencing with the Citrix client software.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

- ◆ Worked with Badgernet to determine cause of an outage due to failing hardware, that affected the County connection to all state websites.
- ◆ Continue to work on testing and troubleshooting the new County Board voting system.
- ◆ Replaced Maintenance Department's office phones.
- ◆ 464 helpdesk requests were created in October, with staff completing 463 tickets leaving 183 open requests. These numbers represent service requests from departments throughout the County.
- ◆ Setup IT staff on the training site, Lynda.com, so IT staff can complete online training courses.
- ◆ Phone billing system is functioning correctly after help from the vendor and setting changes. Previous phone bills are being run manually for each department for each month.
- ◆ Veterans Department moved from 2nd floor to 1st. New phones placed in the new area and IT staff finished installing network connections.
- ◆ Worked with CIS support to apply more updates/fixes for CAD State Inquires for Dispatch.
- ◆ Built multiple data exports for HR to use to speed up the open enrollment process.
- ◆ Built data export for CIS data for Wisconsin Rapids GIS team to use in mapping rental property hotspot issues.
- ◆ Attended TraCS conference and completed TraCS system update within the county. This includes the master, mobile, and office PCs.
- ◆ Participated in meetings with staff and storage system vendors to evaluate an economical long term storage platform for the county.
- ◆ Received on-site vendor training session on Courtroom video system.
- ◆ Attended security meeting held November 29th.

Executive Committee
Monthly Comments on Agenda Items
Finance Department – Mike Martin
Monday, December 5, 2016

Comment on Agenda Items

10a. 2016 Budget Resolutions

- 1) Wellness (51431) - This resolution is requesting an additional transfer of \$25,000 from the Health Fund to cover higher than budgeted wellness incentive payments. There are no contingency or tax levy funds needed.
- 2) Public Health (54121) – This resolution is appropriating higher than anticipated grant revenue to fund the expenditures related to the grant. There are no contingency or tax levy funds needed.
- 3) Community Development Block Grant (56790) – The County contracts an entity to manage its revolving loan fund. The costs of that service are paid for with loan principal and interest payments. This resolution appropriates the necessary revenues to cover the professional fees. There are no contingency or tax levy funds needed.
- 4) Highway Functions – This resolution transfers \$212,322 from available funds in functions under budget and \$1,290,828 in higher than expected revenues to fund a total of \$1,503,150 in functions over budget. There are no contingency or tax levy funds needed.
- 5) Emergency Management Building Numbering (52530) – This resolution is appropriating higher than anticipated revenue from townships for higher than budgeted building numbering projects. There are no contingency or tax levy funds needed.
- 6) Human Resources Labor Relations (51433) – This resolution is transferring \$13,000 from non-lapsing funds committed for labor relations to fund higher than anticipated professional fees related to labor relations. There are no contingency or tax levy funds needed.
- 7) UW Extension Projects (55660) - This resolution is appropriating unanticipated state aid revenue and the related expenditures for the “Clean Sweep” program. There are no contingency or tax levy funds needed.
- 8) Use of 2016 Debt Proceeds for River Block, Highway construction and debt issuance costs – Most of the proceeds from the \$9,730,000 debt issue will be used in 2017 for highway construction and River Block building renovations. We were aware that some of the funds would be used during 2016 but were unsure of the amount. We now can estimate that approximately \$250,000 and \$200,000 will be expended during 2016 for highway construction and River Block building renovations respectively. We are also appropriating the portion of the debt proceeds used to fund the debt issuance costs in 2016. There are no contingency or tax levy funds needed.

- 9) Edgewater Administration (54219) – This resolution is transferring \$12,000 of available unexpended funds in Edgewater Maintenance (54214) to Edgewater Administration (54219). There are no contingency or tax levy funds needed.
- 10) Parks Capital Projects (56913) – The Parks & Forestry Director believes that they may exceed the original budget by about \$100,000. The 2016 estimates during the 2017 budget process had the budget being exceeded by more than the \$100,000. All expenditures are funded with departmental revenues and fund balance. There are no contingency or tax levy funds needed.

10b. Suggested Revision to Sales Tax Ordinance

The Corporation Counsel has started a project to review all Wood County ordinances for possible revision. The Wood County Sales Tax ordinance (#909) was adopted effective January 1, 2004 when Wood County implemented the 0.5% county sales tax. The sales tax ordinance was adopted when the County was under a tax rate freeze. The ordinance states that (last sentence in 909.01) “fifty percent of the projected sales tax revenues will be applied so as to directly reduce the tax rate from the base mil rate of \$5.3553/1000”.

Two things have happened since the ordinance was adopted to make this element invalid:

- Base rate was raised to \$5.51035/1000 in 2006 with shared dispatch
- The tax rate freeze has been superseded by the tax levy limits (current rate is about \$0.40/1000 below the rate computed under the sales tax ordinance)

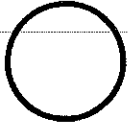
I am recommending the removal of the last sentence in section 909.01 of the sales tax ordinance.

10c. 2016 resolution for Committed and Assigned Funds

This is a resolution that we present each year. Governmental accounting standards require that governmental funds that are committed for a specific purpose by the individual governmental entity have to be approved by that governments “highest level of decision making”. For Wood County, that would be the Wood County Board of Supervisors. These individual commitments, that we also refer to as “carryover balances” or “non-lapsing balances”, are tracked in a separate equity account in the general ledger and are shown in the “carryover” section of the departmental budget documents.

10d. Correspondence

- 1) Budget and actual reports for 11 months ended November 30, 2016



RESOLUTION#

ITEM#

/- /

DATE

December 20, 2016

Effective Date

Upon passage and
publication

Introduced by

Executive Committee

Page 1 of 1

Committee

SK

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

INTENT & SYNOPSIS: To amend the 2016 budget for the Wellness function (51431) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is through transfers from the Employee Health Benefits Fund. The adjustment to the budget is as follows:

		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	Miner, T			
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			

Account	Account Name	Debit	Credit
51431	Wellness		\$25,000
49270	Transfer from Health Fund	\$25,000	

WHEREAS, incentive amounts for employee participation in the wellness program were increased in a deliberate attempt to increase overall participation in the program, and

WHEREAS, participation in the employee wellness program has increased, resulting in higher expenditures than anticipated for incentive payouts, and

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

THEREFORE BE IT RESOLVED to amend the Wellness (51431) budget for 2016 by appropriating \$25,000 of additional transfers from the Employee Health Fund (49270), and

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

RESOLUTION#

Introduced by
Page 1 of 1

Executive Committee

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

pjt

INTENT & SYNOPSIS: To amend the 2016 budget for the Labor Relations function (51433) for expenditures not anticipated during the 2016 budget process.

FISCAL NOTE: Transfer of \$13,000 from available General Fund designated fund balance (non-lapsing) for Labor Relations to fund unanticipated costs for professional services. As of December 31, 2015 the fund balance designated for Labor Relations was \$49,118. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51433	Human Resources-Labor Relations		\$13,000
34210	Transfer from Designated Fund		
	Balance-Labor Relations	\$13,000	

WHEREAS, the professional services for Labor Relations were higher than anticipated, and

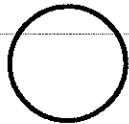
WHEREAS, the Wood County Executive Committee approved the establishment of a non-lapsing account to carry over any unexpended annual levies to the Labor Relations Designated Fund Balance, and

WHEREAS, the designated fund balance for Labor Relations at the end of 2015 was \$49,118, and

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

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to amend the Human Resources Labor Relations (51433) 2016 budget for \$13,000 with a transfer from fund balance designated for Labor Relations expenditures, and

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



RESOLUTION#

Introduced by

Executive Committee

Page 1 of 1

Committee

BLN

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

INTENT & SYNOPSIS: To amend the 2016 budget for the expenditures incurred in 2016 related to the 2016A General Obligation debt issue for Highway Construction, River Block renovation and debt issuance costs for the River Block debt refinancing:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is the portion of the \$9,730,000 debt proceeds that was or is to be expended in 2016:

		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	Miner, T			
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			

Account	Account Name	Debit	Credit
404-57310	Highway Construction		\$250,000
404-58295	Debt Issuance Costs-Highway		\$ 29,678
404-49110	Proceeds from Debt-Highway	\$279,678	
301-58295	Debt Issuance Costs-Refinancing		\$ 10,980
301-49110	Proceeds from Debt-Refinancing	\$ 10,980	
401-57140	Capital Projects-River Block		\$200,000
401-58295	Debt Issuance Cost-River Block		\$ 20,392
401-49110	Proceeds from Debt-River Block	\$220,392	

WHEREAS, the 2016A \$9,730,000 was issued in 2016 to fund the debt issuance costs and the refinancing of the River Block note in 2016 and to fund the Highway Construction project costs to be incurred in 2016 and 2017 and the River Block renovations to be incurred in 2016 and 2017, and

WHEREAS the debt issuance costs incurred in 2016 were included in the 2016A debt issue and were estimated to total \$61,050 to be allocated among

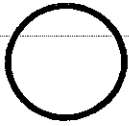
the three purposes for the debt issue (Highway, River Block and debt refinancing), and

WHEREAS the Highway construction projects to be completed in 2017 and the River Block renovations to be completed in 2017 were started in 2016 with 2016 estimated costs to be \$250,000 and \$200,000 respectively, and

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

THEREFORE BE IT RESOLVED to amend the Highway Construction (57310) and the related debt issuance costs (58295) budgets for \$250,000 and \$29,678 respectively and the River Block refinancing debt issuance costs (58295) budget for \$10,980 and the Capital Projects River Block (57140) and the related debt issuance costs (58295) for \$200,000 and \$20,392 respectively all funded by appropriating debt proceeds for Highway Construction, River Block Refinancing and River Block Renovations (all 49110) for \$279,678, \$10,980 and \$220,392 respectively, and

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



RESOLUTION#

Effective Date Upon Passage and Publication

Introduced by

Executive Committee

Page 1 of 1

Committee

DMP

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

INTENT & SYNOPSIS: To amend the budgets of Edgewater Haven Nursing Home Administration (54219) and Edgewater Haven Nursing Home Maintenance (54214) for transfer of available appropriations from Edgewater Maintenance to Edgewater Administration.

FISCAL NOTE: No additional cost to Wood County. The additional appropriations needed in Edgewater Administration are available and are not anticipated to be spent in Edgewater Maintenance. The adjustment to the budget is as follows:

Account	Account Name	Debt	Credit
54219	Edgewater Administration		12,000
54214	Edgewater Maintenance	12,000	

WHEREAS the Edgewater Administration function has incurred expenditures in excess of amounts appropriated during the adoption of the 2016 budget due to unexpected Interim Administration expenses, and

WHEREAS it is expected that the amount of the additional expenditures will be no greater than \$12,000, and

WHEREAS the Maintenance function of Edgewater Haven Nursing Home has sufficient available appropriations that are not anticipated to be expended due to more in-house repairs instead of contracted services, and

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

THEREFORE BE IT RESOLVED to amend the Wood County 2016 budget to reflect a transfer of appropriations of \$12,000 from Edgewater Maintenance (54214) to Edgewater Administration (54219), and

BE IT FURTHER RESOLVED that pursuant to Wis. Stats. 65.90 (5), the County Clerk is

directed to publish a Class 1 notice of this budget change within 10 days.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
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

Health & Human Services Committee and Executive Committee

Page 1 of 1

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 type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by: <u>PAK</u>	, Corp Counsel	
Reviewed by: <u>mm</u>	, Fin. Dir.	

SK

INTENT & SYNOPSIS: To amend the 2016 Public Health budget for changes in revenue and expenditures not anticipated during the original budget process.

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

Function	Account Name	Debit	Credit
54121	Public Health		71,607
48540	Other Grants	71,607	

Source of Money: National WIC Association *Community Partnerships for Healthy Mothers & Children*, budgeted expenditures are being increased by the same amount as the unanticipated revenues.

WHEREAS revenues generated by grant funding will be higher than anticipated by \$71,607 due to funding for *Community Partnerships for Healthy Mothers & Children* grant initiatives, and

WHEREAS expenditures of the above function is anticipated to exceed the originally adopted budget by \$71,607, and

WHEREAS there is a signed contract agreement with the National WIC Association for *Community Partnerships for Healthy Mothers & Children*, and

WHEREAS the budgeted tax levy remains unchanged at \$1,313,994, and

WHEREAS the reasons for function changes have been adequately justified to the Health and Human Services Committee, and

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

NOW THEREFORE BE IT RESOLVED, to amend the Wood County Health Department Public Health budget for 2016 by appropriating \$71,607 of unanticipated revenue to the above named function, and

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

TRENT MINER (CHAIR)

AD BREAU

DONNA ROZAR

HILDE HENKEL

ED WAGNER

MICHAEL FEIRER

LANCE PLIML

RESOLUTION#

Effective Date Upon passage and publication

Introduced by

CEED Committee, Executive Committee

Page 1 of 1

Committee

KTW

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

INTENT & SYNOPSIS: To amend the 2016 budget for the UW Extension function (55660) for additional expenditures and revenues (43571) that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is unanticipated revenues from WI Department of Agriculture Trade and Consumer Protection. The adjustment to the budget is as follows:

		Account	Account Name	Debit	Credit
		55660	UWEX Project Expenditure		\$24,948
		43571	State Aid UWEX Project Revenue	\$24,948	

		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	Miner, T			
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 received the grant of \$24,948 from the WI Department of Agriculture Trade and Consumer Protection to provide funding for Clean Sweep Services, and

WHEREAS this grant and the related expenses were not budgeted when the 2016 budget was adopted and resulted in no additional cost to the County, and

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

THEREFORE BE IT RESOLVED to amend the UW Extension Project Expenditures (55660) budget for 2016 by appropriating \$24,948 of unanticipated revenues from State Aid UWEX Project Revenue (43571), and

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

RESOLUTION#Introduced by CEED & Executive Committee
Page 1 of 1

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

JRG

INTENT & SYNOPSIS: To amend the 2016 budget for the Community Development Block Grant (CDBG) function (56780) for additional revenues and expenditures not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County. The source of the funding is unanticipated revenues from loan repayments. The adjustment to the budget is as follows:

		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	Miner, T			
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			

Account	Account Name	Debit	Credit
56780	CDBG Expenditures		\$45,000
48900	CDBG Loan Repayments	\$45,000	

WHEREAS, Wood County began a housing rehabilitation program through the CDBG program in which funds would be received in 2011, and

WHEREAS, a budget was not created for the anticipated revenues and expenses associated with the housing rehab program, and

WHEREAS, \$45,000 of unanticipated revenues occurred during 2016, and

WHEREAS, Rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level".

NOW, THEREFORE BE IT RESOLVED, to amend the CDBG (56780) budget for 2016 by appropriating \$45,000 of unanticipated revenues from CDBG Loan Repayments (48900), and

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

RESOLUTION#

jbp

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

INTENT & SYNOPSIS: To amend the 2016 budget of various Highway functions listed below for additional expenditures of \$1,503,151 not anticipated during the original budget process.

FISCAL NOTE: No additional cost to Wood County.

Source of Money: Available appropriations in revenues in excess of budget of \$1,290,828 and functions under budget of \$212,323.

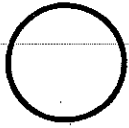
The adjustment to the budget is as follows:

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
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			

Account	Account Name	Debit	Credit
47332	Local Gov Chgs – Roads	12,160	
47230	State Charges	60,850	
47300	Local Gov Charges	628,237	
47330	Local Gov Charges-Transp.	589,582	
53266	Bituminous Operations- Production/Maintenance Fund	109,893	
53240	Machinery Operations	102,428	
53192	Other Admin-Radio		809
53193	Other Admin		25
53311	Maint CTH Patrol Sections		46,611
53313	Maintenance Gang		51,471
53314	Maintenance Gang-Materials		1,432
53315	Maintenance Gang-Const.		9,545
53230	Shop Operations		69,428
53271	Buildings & Grounds-W.R.		19,183
53273	Buildings & Grounds-Mfld.		12,371
53275	Buildings & Grounds-Salt Shed		1,446
53340	County-Aid Roads		12,160
53323	Maint STHS PbM		60,850
53330	Local Roads		739,827
53490	Other Services-Mach/Mat.		477,992

WHEREAS, final funding of expenditures for other administration, maintenance projects, shop operations, buildings and grounds, county-aid roads, and local and state expenditures are able to be funded by functions under budget, as well as higher than anticipated revenues, and

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

ITEM# 1-8DATE December 20, 2016**RESOLUTION#** _____Effective Date Upon Passage & PublicationIntroduced by Highway Infrastructure and Recreation and Executive
Page 2 of 2_____
Committee

THEREFORE, BE IT RESOLVED, to amend the Wood County Highway budget for 2016 by appropriating unanticipated revenues of \$1,290,828 and functions under budget funds of \$212,323, and

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

RESOLUTION#

Effective Date Upon County Board approval and publication

Introduced by Public Safety Committee and Executive Committee
Page 1 of 1

Committee

BLN

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

INTENT & SYNOPSIS: To seek County Board approval to amend the 2016 budget of Building Numbering Identification (BNI) for additional expenditures that were not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County. The source of the funding is unanticipated revenues from projects for Wood County townships. The adjustment to the budget is as follows:

		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	Miner, T			
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			

Account	Account Name	Debit	Credit
52530-341	BNI Operating Supplies & Expenses		\$21,725
47391-000	BNI Materials	\$21,725	

Source of Money: Additional unanticipated revenues from projects for Wood County townships.

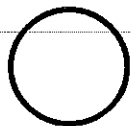
WHEREAS, the aforementioned expenditures of \$21,725 were not anticipated during the 2016 budget process, and

WHEREAS, the payment made for the unanticipated projects for Wood County townships will have no impact on the county tax levy, and

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

THEREFORE BE IT RESOLVED to amend the Wood County budget for 2016 by appropriating \$21,725 of unanticipated revenues to Building Numbering Identification (52530), and

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



RESOLUTION#

Introduced by 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>MMH</u> , Finance Dir.		

CAK

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

FISCAL NOTE:

Offered Amount	\$54,750.00
R.E. Taxes	(26,865.62)
Special Charges	(4,326.00)
Publication fees	(697.85)
Abstracting fees	(565.00)
Maintenance fees	(219.19)

GAIN \$22,076.34

WHEREAS, during the sealed bid process no offers were received on the below mentioned properties, and,

WHEREAS, an open bid process was held and these were the best offers received on the below mentioned properties, and,

WHEREAS, it is beneficial for Wood County to sell tax 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 offers be accepted

Town of Rock

16-00425B Lot 1 of Wood County Certified Survey Map #3133 being Lots 3, 4, and 5 of Block 4 Plat of Lindsey and part of Southwest

Northwest and South 20 feet of vacated street adjacent to said lot, Town of Rock, Wood County, Wisconsin.

APPRAISED
\$25,250.00

OFFER
\$16,250.00

Property located at 8380 County Road V.

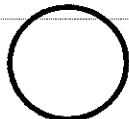
City of Wisconsin Rapids

34-01079 Outlook Addition Lots 10 & 11, Block 2, City of Wisconsin Rapids, Wood County, Wisconsin.

APPRAISED
\$25,000.00

OFFER
\$17,500.00

Property located at 241 17th Ave N.



RESOLUTION#

Introduced by Executive Committee
Page 2 of 2

Committee

City of Wisconsin Rapids

34-01920 West one-half of Lot 2 Block 108 Scott & Witter Addition, City of Wisconsin Rapids, Wood County, Wisconsin.

APPRAISED
\$13,000.00

OFFER
\$9,000.00

Property located at 230 9th Ave N.

City of Wisconsin Rapids

34-05940 Eastside Assessor's Plat #47 Lot 9, City of Wisconsin Rapids, Wood County, Wisconsin.

APPRAISED
\$20,000.00

OFFER
\$10,500.00

Property located at 1340 Baker St.

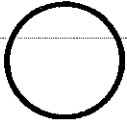
City of Wisconsin Rapids

34-12846 Eastside Assessor's Plat #7, the North 135 feet of Lot 5 now known as Lot 1 of Wood County Certified Survey Map #3489, City of Wisconsin Rapids, Wood County, Wisconsin.

APPRAISED
\$6,450.00

OFFER
\$1,500.00

Property is a vacant parcel formerly 468 Grove Ave.



RESOLUTION#

Introduced by Executive Committee
Page 1 of 2

Committee

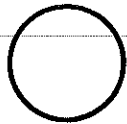
BLN

Motion: Adopted: ☐
 1st _____ Lost: ☐
 2nd _____ Tabled: ☐
 No: _____ Yes: _____ Absent: _____
 Number of votes required:
☒ Majority ☐ Two-thirds
 Reviewed by: PAK, Corp Counsel
 Reviewed by: MM, Finance Dir.

INTENT & SYNOPSIS: To show elements of committed and assigned governmental fund balance projected as of December 31, 2016:

FISCAL NOTE: Total committed and assigned governmental fund balance as of December 31, 2016 is projected to be \$3,429,392 detailed as follows:

					Account	Account Name	Actual 12/31/15	Projected 12/31/16
		NO	YES	A	General Fund			
1	LaFontaine, D				Committed			
2	Rozar, D				51316	Victim Witness Task Force	4,722	5,097
3	Feirer, M				51433	Labor Relations	49,118	49,118
4	Wagner, E				51440	Elections	191,582	186,997
5	Fischer, A				51451	Voice-Over IP	51,767	47,767
6	Breu, A				51711	Register of Deeds-Redaction	99,822	69,909
7	Ashbeck, R				51931	Property & Liability Insurance	130,332	194,809
8	Miner, T				52131	Indian Law Enforcement	73,154	67,559
9	Winch, W				52712	Electronic Monitoring	223,697	190,113
10	Henkel, H				52721	Jail Surcharge	234,425	225,928
11	Curry, K				52130	Police Radio	5,439	5,439
12	Machon, D				52616	Building Numbering	6,776	7,476
13	Hokamp, M				52601	Dispatch	-0-	147,580
14	Polach, D				54710	Veteran's Relief	3,998	5,127
15	Clendenning, B				54730	Veteran's Relief Donations	2,569	3,169
16	Pliml, L				56315	Census Redistricting	4,500	4,500
17	Zurfluh, J				55660	UW Extension Projects	34,655	61,407
18	Hamilton, B				55661	Farm Technology Days	63,000	43,000
19	Leichtnam, B					Land Conservation Permits &		
					59210	Fees	18,392	9,648
					54122	Health Department WIC	6,021	6,021
					54128	Health Grants	38,397	36,635
					54130	Health Dental Sealants	72,487	72,488
						Total Committed	1,314,853	1,439,787
					Assigned			
						Subsequent Year Budget	583,283	-0-
						Total General Fund	1,898,136	1,439,787



RESOLUTION#

Introduced by Executive Committee
 Page 2 of 2

Committee

Account Name	Actual 12/31/15	Projected 12/31/16
Other Governmental Funds Assigned		
County Highways	733,276	716,758
Human Services Fund (before deferral of revenues)	1,034,172	199,989
ADRC	81,008	81,008
Parks and Forestry	903,792	660,835
Land Records and Private Sewage	173,197	140,634
Land Conservation	31,335	31,719
Transportation and Economic Development	-0-	50,195
Sheriff and corrections	108,467	108,467
Total Other Governmental	3,065,247	1,989,605
Total Governmental Funds Committed and Assigned	4,963,383	3,429,392

WHEREAS governmental financial reporting rules require governments to report governmental fund balances in their various components of liquidity, and

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

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

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

WHEREAS each of the above elements of committed and assigned fund balance have been detailed in the 2016 and 2017 budgets as "carryover/nonlapsing" balances, and

THEREFORE BE IT RESOLVED that the above functions have their balances shown as "committed and assigned" for the financial statements dated December 31, 2016.

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: November 17, 2016

PLACE: Wood County Annex & Health Center Classroom - Marshfield

PRESENT: Donna Rozar, Adam Fischer, Marion Hokamp, Dennis Polach, Bill Clendenning, Lori Slattery-Smith, R.N. (joined via phone)

EXCUSED: Tom Buttke, Jeffrey Koszczuk, D.O.

ABSENT: Jessica Vicente

ALSO PRESENT (for all or part of the meeting): Jordon Bruce via phone (Edgewater Haven & Norwood Health); Brandon Vruwink, Jo Timmerman (Human Services); Sue Kunferman, Kathy Alft, Nancy Eggleston (Health Department); Rock Larson (Veteran Services); Jonathan Anderson (Marshfield News Herald)

1) Call to Order

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

2) Quorum

The Chair declared a quorum present.

3) Public Comments

- Chair Rozar shared the Safety and Risk Management report

4) Consent Agenda

Edgewater, Health, Human Services vouchers were pulled. Motion (Fischer/Hokamp) to approve the consent agenda. All ayes. Motion carried.

5) Discussion and consideration of items removed from consent agenda

EDGEWATER – Supervisor Polach asked why there was a fee assessed for cancellation of a seminar and shared concerns with high monthly charges for contracted services. Jordon Bruce provided an explanation.

HUMAN SERVICES – Supervisor Polach asked about the contract with Lutheran Social Services. Chair Rozar reminded him that this was the contract the Committee voted on to terminate in 2017 and the process has begun to terminate the contract.

HEALTH – Supervisor Polach questioned the high credit card balance paid and asked if those charges could be lowered. Kathy Alft noted that an explanation of charges is included in the narrative/vouchers. Supervisor Clendenning suggested the Committee set goals for 2017 and that one of those goals might address credit card use.

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

Financial statements were reviewed with specific questions answered by appropriate Department Heads.

7) Human Services Discussion of Competency Programming Request from DHS

Jordon Bruce and Jo Timmerman explained that DHS is looking for costs to lease space for competency programming (meals, housekeeping, and laundry are additional items carved out at their request). In response to comments expressed during the November County Board meeting, Jordon offered to provide a video tour of the current available space and/or an in-person tour. Chair Rozar will follow up with the County Board Chair to seek interest with hosting a County Board meeting in Marshfield, thus facilitating the on-site tour opportunity.

8) Human Services discussion of projected rate increases for Group Homes and Residential Care Providers

Brandon Vruwink described the ongoing discussions surrounding rate increases and the impact they might have in the 2017 Human Services budget.

9) Wisconsin County Human Service Association (WCHSA) Fall Conference, December 1-2, 2016 in Stevens Point, WI

Motion (Clendenning/Slattery-Smith) to approve attendance of HHSC members to the WCHSA Fall Conference. All ayes. Motion carried.

10) Resolution to amend 2016 Health Department budget

Sue Kunferman explained reasons for variance of budgeted expenditures. Motion (Hokamp/Fischer) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

11) Update regarding relocation of departments to the River Block Building and in the Courthouse

Veteran Services anticipates moving to their new office space in a couple weeks. Next steps include remodel for the new IT data center. Bids are posted for River Block construction and work is expected to begin January 1.

12) Legislative Issue Updates

Department heads provided updates regarding issues pertaining to their departments.

13) Items for Future Agenda

The Chair noted items for future agendas.

14) Next Meeting(s)

- December 22, 2016, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards

15) Closed Session

Motion (Fischer/Hokamp) to convene into closed session pursuant to 19.85(1)(c) Wis. Stats. to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; for the purpose of conducting Department Head evaluations. Rozar: Aye, Fischer: Aye, Clendenning: Aye, Polach: Aye, Hokamp: Aye, Slattery-Smith: Aye. Motion carried. The Committee went into closed session at 6:01 p.m.

[Lori Slattery-Smith excused during closed session at 6:34 p.m.]

16) Open Session

Motion (Clendenning/Polach) to return to open session at 6:53 p.m. All ayes. Motion carried.

17) Adjourn

Motion (Clendenning/Fischer) to adjourn. All Ayes. Motion carried. Meeting adjourned at 6:54 p.m.

Minutes taken by Kathy Alft and reviewed by Marion Hokamp, secretary.

Minutes subject to Committee approval

Marion Hokamp, Secretary
Health and Human Services Committee

COMMUNITY CARE CONNECTIONS OF WISCONSIN

Board Meeting Minutes: Draft

DATE: Wednesday, October 12, 2016
PLACE: CCCW Wausau Office
TIME: 11 a.m.
PRESENT: Board Members Lori Bina, Clarence Campbell, Ken Day, Sam Hardin, Joy Henrich, David Markert, Janis Ribbens, and Donna Rozar
EXCUSED: Mary Lou Bergman, Dale Schleeter and Bob Weaver
OTHERS PRESENT: Janna Duffy, CCCW Executive Director of Operations; Kris Kubnick, CCCW Executive Director of Operations; Jason Taylor, CCCW Chief Financial Officer; Tara Adam, CCCW Executive Secretary

1. The meeting was called to order at 11:09 a.m. by Board Chair Ribbens.
2. No public comment was given.
3. Motion by Hardin, seconded by Day, to approve the Minutes dated September 28, 2016. All voted in favor; Motion carried.
4. Board Updates/Education
 - Administrative Updates
 - A very positive meeting was held with DHS and OCI on October 7, 2016 regarding the Community Link, Inc. Business Plan. Questions included progress and status of the member records transition taking place with ContinuUs and Western Wisconsin Cares, and potential impact to providers regarding risk mitigation with billing. Other discussion took place on financial reporting of the Wisconsin Retirement System funding (GASBY 68) and outstanding certification-related items. Merger work is moving very well; timelines and deadlines are being met for an anticipated 1/1/17 merger.
5. Board Discussion/Action
 - Approve the CCCW 3-Year Business Plan

CFO Jason Taylor provided a brief summary of each section in the Business Plan being submitted to the State:

 - Section A – Organizational Information
 - Section B – Financial Projections and Operations
 - Section C – Care Management Business Model: Resources & Operations
 - Section D – Service Delivery and Provider Relations
 - Section E – Administrative Services

CCCW Board Meeting Minutes – October 12, 2016

Jason Taylor also presented the 2017 budget assumptions, which followed guidelines established and approved at the August 24, 2016 CCCW Board meeting:

- No projected changes to employee compensation and benefits;
- \$400,000 to move exempt employees to a new threshold level for FLSA requirements;
- Projected residential savings in Rock County of \$370,000;
- \$280,000 for capital expenditures such as building improvements and I.T. upgrades;
- A profit margin of approximately \$500,000.

Motion by Rozar; seconded by Bina, to approve the 2017-2019 Business Plan. All voted in favor; Motion carried.

6. Next Meeting Agenda Items

- Monitoring Reports
 - Quarterly Member Report
 - Monthly Income Statement
 - Quarterly Balance Sheet
 - Quarterly Business Sustainability Report
 - Quarterly Self-Directed Supports Usage Report
 - Quarterly Quality Indicator Report
 - Annual Internal Quality Review
 - Semi-Annual CCCW Strategic Plan Implementation Report
- Board Discussion/Action
 - Annual Pay for Performance Recommendation
 - Board Calendar for 2017

7. The next Board meeting will occur on Thursday, December 15, 2016 at 1 p.m. at CCCW's Wausau Location – 1200 Lakeview Drive, Suite 100, Wausau, WI 54403. All Board members are encouraged to join in person. Videoconferencing will take place at CCCW's Hayward location - 15618 Windrose Lane, Suite 108, Hayward, WI 54843.

8. There being no further business, the meeting was adjourned with a Motion from Day, seconded by Ribbens. All voted in favor; Motion carried.

9. Meeting adjourned at 11:50 a.m.

Respectfully submitted by Tara Adam, CCCW Executive Assistant

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

November 9, 2016

Director's Report by Brandon Vruwink

Over the next month, we will begin to receive new contract rates from out of home care providers. Over the past several years we have experienced small rate increases; however this year we will experience much larger increases. The maximum daily rate that group homes and residential care centers can charge is regulated by the state. Over the past year, attention has been brought to the fact that staff turnover at group homes and residential care centers seems to be a growing problem. To combat the retention concerns and increase the continuity of care the state has made the determination that increasing salaries at the facilities would aid in recruitment and retention. For facilities to increase salaries the cost needs to be absorbed by the agencies that contract with them. We have only received preliminary estimates on what the cost increases will be from one provider. They are estimating a 15% increase from 2016 to 2017. If this level of increase is representative of other providers the additional cost to our department would approach \$300,000. While any level of increase is cause for concern this significant of an increase will have a large impact on our department.

I would like to thank Stephanie Gudmunson and Sue Schueler-Sheveland for all of their efforts in writing a grant to support the continued operation of the Airport Avenue CBRF. This grant was submitted to the Legacy Foundation and will be reviewed at their November 16th meeting.

I attended a WCHSA meeting on November 3rd, at this meeting Sarah Diedrick-Kasdorf from the Wisconsin Counties Association discussed the importance of advocacy for increased funding for Child Welfare Services. This is one of WCA's top legislative priorities for 2017. Sarah encouraged Human Service Directors along with County Board members to meet with legislators to advocate for increased funding.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson

Personnel update: Trent Hoffstatter has accepted the CCS/CSP RN case manager position at Cornerstone in Marshfield beginning 11/14/16. Trent comes to us from the Crossroads Unit at Norwood.

The Crisis program received a \$640 donation from the Wisconsin Rapids Lodge No. 128 F. & A.M. Masonic Temple following a fundraising motorcycle ride earlier this year. This donation was received on 10/24/16 and was delivered by Scott Brehm. The money will be used to help individuals in a mental health crisis with needs that will specifically resolve or ease the crisis situation. We are very grateful for this contribution.

Every four years the Birth to Three program has an on-site visit from the Wisconsin Department of Health Services. This was the year for our visit which took place on 10/24/16. The visit requires a great deal of preparation and time. Birth to Three program staff spent the entire day with the state staff reviewing the program including the technical aspects of the program and the progress on implementing evidenced based practices. We had the opportunity to show DHS what we have been working on as well as discussing the barriers to full implementation of the primary coach approach to teaming. Included in this discussion was our concern about limited reimbursement for services and the additional time and cost associated with this practice.

The CCS regional coordinating committee met on 11/2/16 for a strategic planning session. The goal of the meeting was to identify specific areas that the committee would like to focus on such as gaps in service, peer support specialists, public awareness and increasing consumer participation in the committee. Many good ideas were generated from this discussion and the committee will be meeting again in two weeks to solidify a plan on how to move forward with implementation.

Fiscal Services Update by Jo Timmerman

Norwood: On 10/31/16, our state Medicaid auditor conducted his desk audit for our Crossroads and TBI units; we have now received the 07/01/16 and 10/01/16 reimbursement rate calculations for the Crossroads unit. The overall rate has decreased \$3.53 per resident day effective 10/01/16.

I attended the LeadingAge Wisconsin conference on *2016 Medicaid Nursing Home Formula Update* on 10/26/16. Topics presented were a review of the rate calculation formulas and rate components. The presenter shared his observations of desk audits and adjustments from various audit reports from several counties. The resounding message was review the auditor's adjustments carefully as they are seeing many errors made. The State has many new auditors in the field and the sense is they are not being well trained.

Community: Mary Schlagenhaft and Jo Timmerman attended the Northern Region Financial Managers/Directors combined quarterly meeting on November 1st in Merrill. Several universal challenges exist across the counties: budgetary struggles, out-of-home placements, and rising meth and heroine usage.

Fiscal Services is working with Juvenile Justice on a grant application for additional funding available to counties currently experiencing high incidences of youths in corrections who have committed serious crimes of certain types. Wood County Human Services qualifies for approximately \$20,000 in additional funding through this grant.

Several areas of our operations are encountering difficulties with CCCW reimbursements. The MCO is issuing and terminating service authorizations for services and not issuing notifications of the changes. This is causing great difficulty to staff to determine which authorizations should be used when submitting claims. Staff members are also encountering great difficulties with CCCW as they work to resolve the problems. Areas affected are: Transportation, Outpatient Clinic services, CCS services, and Case Management services.

Support Services Division Update by Jan Pelot

Technology: We continue to be involved in meetings along with IT staff on the upgrading of our scanning software through Vanguard Software. We are working with IT on scheduling the upgrade and the new server for the software. We have received an estimate for an upgrade to our current software system at the cost of \$1500 with an annual maintenance agreement to stay the same at \$7,162.56. This is a decrease in the initial estimate of \$6000 and significant alternative to the estimate provided by Laserfiche which was over \$100,000. The upgrade will be complete before the end of 2016.

Personnel update: With the elimination of the Quality Improvement Coordinator position, duties are being reviewed and reassigned to other QI team members and other Support Staff. There may be additional training provided when necessary and follow-up to ensure a successful transition.

Facilities: We are working closely with the Maintenance Department to ensure requirements are met in the River Block Building for compliance with confidentiality laws and HIPAA regulations. Utilization of furniture and office layout has been a priority this last month and will continue to be a focus as the construction phase draws near. We have looked at the building plans and introduced cost saving ideas and are working closely with Division Heads and Maintenance to ensure a cost effective and functional space will be the outcome.

Working with the Maintenance Department on badge readers that are beginning to fail or have become recurring Service Items at the 12th Street building. We have continued to find alternative solutions to these ongoing difficulties.

Norwood at Wood County Annex and Health Center Update by Jordon Bruce

The original Psychiatrist applicant we had planned on coming to do a site visit has not returned any of our calls to reschedule a visit which is a sign the candidate is no longer interested. The newly hired firm, Jackson Physician Search, has produced a very solid candidate for our Treatment Director position. We have completed a phone interview with the provider and are trying to secure and onsite visit for early December. We are also working on a potential provider for our Inpatient/Outpatient provider as well. We are currently scheduling a phone interview for this candidate.

Norwood Nursing Department by Liz Masanz

Presently we are at a hiring freeze for the rest of 2016 which has made staffing difficult with the vacation requests and sick time. However, the staff have been working together to try and accommodate each other. We are recruiting for four open Registered Nurse positions: two casuals, one part-time and one full-time position. The full-time position is replacing a staff member that is taking a position elsewhere in the county. The admissions unit census has been higher again this month with an average of 11.25.

Norwood Dietary Department by Larry Burt

Congregate meals for the month of October were 5,201. Year to date total is 53,648. Last year total at the end of October was 53,308 meals. The new equipment is ordered for the Marathon County Congregate Program. Our job descriptions will be updated for the cook position.

Norwood Maintenance Department by Lee Ackerman

The Fire and Disaster Plan has been updated and the annual training has been scheduled for 10/10/16 at 1:30 pm and 3:00 pm in the classroom.

The new A/C chiller has been installed and startup went well. This system is now online to and set to automatically start once outside temperatures meet the control setting. The Focus on Energy incentive submittal has been accepted and check should be issued in November in the amount of \$15,214.29.

DQA and local Electrical Inspector have approved the Fire Alarm System upgrade. I will be submitting final inspection paperwork to State Engineer once I receive them and then this project will be closed.

Norwood Health Information Department by Jerin Turner

Currently have two interviews set up for casual receptionist position that will be vacant as of 11/6/16. We have a staff member that will be coming in on some Sundays to complete weekend dictation, especially when a new provider comes on the following Monday to help ensure the transition between providers goes smooth. The staff member is also utilizing dictation down time to help purge old charts.

October 2016 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info
10/13/2016	Gunderson La Crosse	male	Accepted	Patient will admit early November
10/19/2016	Select Medical	male	declined	Is on vent; informed Pathways can re-assess when weaned off vent

Health Department Report

November 17, 2016

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

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- We continue to recruit for a vacant Public Health Nurse position, which has been open since August. We have posted for a full-time position based on new funding (as approved via resolution last month) and hope for better success.
- We are working on wrapping up all employee performance evaluations for the year.
- I am working on finalizing our 2017 contracts with the Department of Health Services.
- We are in the process of having all staff complete 360 degree evaluations for each member of our management team.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

AOD Partnership

The coalition coordinator serves on the Marshfield Area Coalition for Youth (MACY). MACY is working on Community Alcohol Resource for Establishments and Servers (C.A.R.E.S.) in Marshfield (hopefully in Wisconsin Rapids soon), public service announcements for the Marshfield community, and articles for the newspapers in central WI about the drunkest cities in WI and the responsible beverage service program. Our coalition actively supports and helps with the Wood County Task Force group in Wisconsin Rapids. Currently the group is planning a community dinner to educate the community about current drug trends. We are also pulling data together to create infographics and other fact sheets that can be given out at community events. Marshfield has formed a marijuana group and the coalition coordinator is at the table. We will be promoting this group to our coalition so we can have a presence there and start working on Wood County initiatives, not just Marshfield. This group is developing a community presentation, a brochure for the community, and looking at workplace drug free policies and identifying workplaces that may want to work with our group and make changes to their policy, or adopt a policy. In addition, this group is connecting with school personnel to identify ways in which our group can make an impact in their schools.

Mental Health Matters

Paper Tigers showings are being coordinated throughout the area. The coalition coordinator is working to map out a Trauma Informed Care (TIC) plan for the Health Department. She also sits on the Human Services TIC committee. We worked together to have 3 Wood County folks trained as Adverse Childhood Experience (ACE) Master Trainers. Those Master Trainers will be providing trainings throughout Wood County. We will be mapping out an ACE training plan this week. QPR trainings are being held with UW-Wood County students in an Intro to Psychology class. A mental health conference debrief is scheduled for November 15th. Evaluation responses are being put into a document and invoices are being sent to funders. All work should be wrapped up at the end of November. In November, the coalition coordinator will be attending the Children Come First conference in Wisconsin Dells. She also attended a Marshfield Clinic mental health meeting at the Center for Community Outreach. The group has not decided on a direction yet, but brainstormed ways to make an impact in Marshfield. Initial thoughts from the meeting include educating the community on ACEs to increase understanding and reduce stigma. The Love INC of South Wood County team tries to meet weekly to move forward with engaging the faith community in solving the mental health and AODA issues of our community. Currently they are working to obtain their 501c3 status. They are also meeting with churches in the south Wood County area to present Love INC information to their leadership and the congregations.

Recreate Health Coalition

Seventeen businesses out of twenty five that were contacted so far have shown interest in becoming a Smart Meal restaurant. Smart Meal restaurants must meet nutrition requirements to offer healthy menu options. Belvedere Supper Club, Daily Grind, Higher Grounds, NutzDeep, Patty's Café, and Shaw Lee are already finalized and implemented. Anchor Bay, The Ridges, and Jennings are in the planning process. Wood County grocers (IGA, Pick N' Save, and Piggly Wiggly) came together for a meeting to discuss nutrition promotion programs that would align with WIC nutrition, Farm to School Harvest of the Month, and Fruit/Vegetable of the month promotion in grocery stores. We also discussed implementation of the Go, Slow, Whoa program. October was National Farm to School Month; all six school districts participated in the Great Lakes Great Apple Crunch. This is where all students crunch into a locally sourced apple at the same time. Food Service Directors continue to meet quarterly to discuss Farm to School initiatives and ways to increase local food in the schools.

The River Rider Bike Share season ended on October 26th. There were over 267 bike check-outs this summer between four Wisconsin Rapids locations. More data is being compiled.

Non-pharmaceutical prescription referral pads are being created to provide community continuity of care resources. Primary care providers will have the ability to write prescriptions for the YMCA, ADRC, WIC (Women, Infant, Children), and local Farmers Market. This non-pharmaceutical referral program will also be implemented with mental health providers. A survey has been sent to gauge interest/knowledge of non-pharmaceutical prescriptions in mental health and to pinpoint current/existing "champions" to help further this work. The SWC Hunger Coalition and HPWC Recreate Health Coalition have the common goal of a Community Food Center/Food Hub. The committees will work together to form a community work team around this work. Meetings with regional food system players in Marathon, Portage, and Wood counties to coordinate efforts on regional food procurement, promotion, and resources have taken place. Meetings and phone calls have also taken place with a state wide food system group to organize statewide food system convergence as part of the Wisconsin Local Food Network Conference in La Crosse on January 12 and 13. The convergence will take place in the afternoon of Jan. 13. The purpose of this and future food system convergences is to align food system goals across the state, to find a platform for sharing resources (so we are not all reinventing the wheel), and to possibly work together on some sort of statewide policy or charter on healthy local food, such as the Food Charters of MI and MN.

Brighter Futures

Discussions and research is currently being done to explore the possibility of implementing an evidence-based home visiting model to fill the service gaps for high-risk families in Wood County. Representatives from Children's Hospital of Wisconsin met with the coalition to share what they are doing in other counties. The coalition is also working to bring PATCH (Providers and Teens Communicating for Health) back to Wood County. Coalition leaders met with the PATCH program director to discuss plans to implement the newly updated curriculum to educate health care providers and teens on how to better communicate about health (can include a classroom component). Brighter Futures supports the efforts of the Health Department to bring back fluoride varnishing for WIC participants. We hope to begin offering varnishes to this high risk population again in 2017. The coalition provided information at Teen Health Day in Marshfield on sexually transmitted infections and the costs associated with having a baby.

Branding for Health Department

The Wood County Health Department Branding Committee continues to meet monthly. This month the committee conducted a PESTLE (political, economic, sociological, technological, legal, environmental) analysis to identify external influences on the health department. This will help guide the committee in completing a comprehensive SWOT analysis. Additional employee input will be gathered before all data is discussed in the November meeting.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

New Owners, New Facilities, and Out of Business Updates

There were many restaurant ownership changes this month. Fanta's Bar in the Marshfield area has a new owner, and the new name is T's on 10. In Wisconsin Rapids, Kathy's Drive-In closed and Salt N Peppers opened in the same building. Kentucky Fried Chicken in Marshfield and KFC/Taco Bell in Wisconsin Rapids both have new corporate ownership. Andy's Bar and Grill has changed ownership as well. Kwik Trip is building a convenience store on Veterans Parkway. In Pittsville, Laura's Corner Café is re-opening, after the last owner closed unexpectedly. The Subway in Pittsville has gone out of business. The Subway in Auburndale has opened inside of The Store. Provision Partners has contacted us about the new convenience store they will be opening in the spring at the intersection of Hwy K and Hwy 10 in Auburndale. Bottoms Up Bar in Wisconsin Rapids upgraded their license so they can serve heat and eat food items. In Vesper, Winches Oil went out of business and Polly's Bar changed its name to Gorm's Bar. In Nekoosa, Mel's catering has gone out of business.

Complaints

The barrels of unidentified material at the old Arpin school building were found to be not hazardous and they are discussing disposal options with Veolia. The building will be secured as ordered. The flea calls have stopped but bed bug calls are starting again. Due to a complaint from Town of Remington residents, orders were written for the owners of a home that has garbage, filth, and odors emanating from it. The Babcock home was thought to be abandoned, but we found out it has two brothers living in it. We are working with Human Services to assess the situation. A new order is being written to vacate the property. There is no functional furnace or running water and the waste water system is not functional due to the lack of running water. There is a tree on the roof, which has caused many leaks resulting in mold growth in the home. We haven't gotten into the home to assess it yet, so we are basing this information off of phone calls from a nephew that lives out of state. Pictures were taken while onsite, but no one came to the door. The home looked to be abandoned.

Lead

One lead home visit was conducted and staff attended the Lead Conference in Waupaca.

Final Report

The Hotel Marshfield Foodborne Illness final report has been released.

Radon Test Kit Sale

Kate Carlson will be selling radon test kits and providing education in Auburndale, Arpin, and Milladore on November 16th.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Community Partnerships for Healthy Mothers and Children Grant – Amber France

Major highlights from the grant work this past month include:

- Brought together local grocery store managers to meet each other and to kick off the Go, Slow, Whoa grocery store promotion of healthier options. The meeting served as an introduction to the materials and also to facilitate relationships between the grocers.
- Smart Meals has now been fully implemented in 6 local restaurants.
- Farmer's market promotion materials are being developed to increase awareness of farmer's market locations, dates, and times. Uniform signage will be placed at each location for the summer months to indicate it is a farmer's market location and what days and times the market is open.

COMMUNICABLE DISEASE TEAM REPORTS

Communicable Disease Update – Jean Rosekrans

- During the month of October, there were 18 cases of chlamydia, 3 cases of Hepatitis C, and 1 case of gonorrhea investigated in Wood County.
- Also during the month of October, 3 cases of salmonella, 3 cases of campylobacter, 1 case of cryptosporidium, and 2 cases of giardia were investigated. There have been an increased number of incidences of giardiasis statewide this year, with a majority of the increase in the Northern and Northeastern regions. It is suspected that the increased precipitation, number of severe weather events, and recent flooding in the northern half of the state is contributing to the higher giardiasis incidences this fall. There were no identified outbreaks linked to a common source.
- Wood County is still seeing many tick-borne illnesses. There were 3 confirmed cases and 14 suspect cases of Lyme disease investigated during the month of October. We also had 1 case of anaplasmosis and 1 case of Jamestown Canyon virus.
- Results from a dead crow found in Wood County on August 29, 2016 tested positive for West Nile virus. This is the first bird that tested positive for West Nile virus in Wood County since surveillance for the mosquito-transmitted virus began May 1. A press release went out on October 3rd.
- The Norovirus outbreak that began last month in a nursing home is subsiding. All three stool samples that were sent to the state tested positive for the Norovirus.
- Communicable Disease nurses Jean Rosekrans and Alecia Pluess, along with Environmental Health staff, attended the "Statewide Childhood Lead Poisoning Prevention Conference" on October 20th. The basics of lead poisoning, the public health response, and poisoning prevention methods were discussed. Melony Johnson attended the conference "Basic STD Training for New Public Health Staff" on October 26th.
- A horse tested positive for eastern equine encephalitis (EEE) in Wood County on October 31st. This is the 19th horse in Wisconsin to test positive for EEE this year. EEE virus is transmitted to humans, horses, birds, and other animals during bites from infected mosquitoes. No EEE cases in humans have been reported in Wisconsin this year or any year since 2011. The virus is not transmitted person to person or directly between animals or between animals and humans.

FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

Caring Hands – Erica Sherman

This fall's Caring Hands trainings focused on creating an affordable space to encourage social/emotional development in child care centers. The presenter, Chelsey Thill, discussed the importance of social/emotional development and providing creative ideas on environmental designs to support development. The training was

entitled *Creating Environments for Quality Care* and was held at Mid-State Technical College on November 2 at 6:30pm and at the Streitel Conference Center in Marshfield on November 15 at 6:30pm.

2017 Maternal Child Health Objectives – Erica Sherman

The Family Health and Injury Prevention team will continue to focus on objectives to advance tobacco cessation (thereby reducing secondhand smoke exposure) and breastfeeding initiatives focused on breastfeeding-friendly businesses in 2017.

Wood County Breastfeeding Coalition – Amber France

The Wood County Health Department, in collaboration with the Wood County Breastfeeding Coalition, is working on an initiative to develop a comprehensive lactation care system throughout Wood County. Educational sessions have been done with clinic and hospital staff on what lactation services are provided throughout the county and where and when to make lactation referrals. We are currently working on developing a breastfeeding policy in the clinics. We are also working on extending breastfeeding friendly practices into our pharmacies by providing the pharmacists with education on lactation services and how to refer. The goal is to have providers indicate if a mother is breastfeeding when they order a prescription and then the pharmacist will have the ability to educate them on breastfeeding and the medication and also give them information on local lactation consultants to help them while they are on the medication.

WOMEN, INFANTS AND CHILDREN (WIC) REPORT – AMBER FRANCE, MS, MPH, IBCLC

The Wood County WIC program has just become a pilot site for Coffective starting in November. The initiative is a community-based approach to preparing mothers to receive evidence-based care in the hospital, ultimately improving breastfeeding rates. The initiative helps strengthen the partnerships across community stakeholders by further aligning work of local WIC agencies and birthing hospitals. The Wisconsin-Coeffective Initiative will provide hospitals with evidence-based training for staff and the tools to meet steps in the Baby Friendly Hospital Initiative process. WIC staff will also receive education on maternity care practices and how to align WIC services with hospital services. The initiative will help provide consistent messaging prenatal through the postpartum period and provide a system of continuity of care after discharge.

Caseload for 2016 (Contracted caseload 1327)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active	1309	1268	1309	1307	1286	1268	1264	1295	1279	1273		
Participating	1438	1410	1425	1424	1395	1374	1387	1410	1406	1411		

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: November 17, 2016

Caseload activity for October: 7 new veterans. The regular detailed caseload activity report is attached.

Activities:

1. Completed as of November 10, 2016:
 - a. October 20 – New office staff introduction to Wisconsin Rapids VA Clinic Staff at the clinic staff meeting.
 - b. October 20 – CVSO to Present and Q&A at the Wisconsin Rapids VFW Post.
 - c. October 24-28 – National Association of County Veteran Service Officers VA accreditation training in Peoria IL.
 - d. October 31-November 4- Wisconsin Department of Veterans Affairs accreditation training in Milwaukee, WI.
 - e. November 2 – Wisconsin Rapids Veterans Exposition.
 - f. November 8 – Meeting with mental health clinic at Tomah VA Medical Center to discuss a mental health summit in North Central Wisconsin.
 - g. November 8 – Tomah VA Medical Center's Strategic partnership and Outreach Committee.
2. Near Future:
 - a. November 11- Veterans Day, The Wood County Veterans Memorial Committee will hold a Legacy Stone dedication ceremony at 1p.m.
 - b. November 16 – Wood County Coalition against Abuse Interdisciplinary Team quarterly meeting. Presentation by MICHAM Range VA program out of Waupaca (see below).
 - c. Wood County Transportation Committee meeting.

Office updates:

1. Wood County veteran hiring initiative: No progress in this reporting period.
2. Accreditation Training was completed by both Amanda Darr and Leita Sosin. Their requests for Accreditation by the Federal VA Office of the General Council have been submitted through various veteran service organizations.
3. The Veterans Expo was held here in Wisconsin Rapids on November 2. We had 115 Veterans sign in and talk to the many organizations there. These organizations ranged from the Federal (VA (VBA & VHA), USDA, Social Security), State (WDVA & DWD) County (Veterans, Health Dept, and Human Services) and local and regional private organizations. Flu shots and all sorts of other information were provided. Several homeless or at risk of being homeless veterans were identified and services were coordinated on the spot.
4. This department has begun working with the Tomah VA medical Center (VAMC) mental health department to possibly bring a mental health summit to North Central Wisconsin. Hopefully in the spring of 2017. We are looking for partners and a venue at this time probably in the Wausau or Stevens Point Area as the road network better serves the northern Tomah

VAMC catchment area. We are hoping to get participation with the Medical College of Wisconsin –Central Wisconsin.

5. On November 9th Governor Walker announced the resignation of Wisconsin Department of Veterans Affairs Secretary John Scocos effective January 7, 2017.

Minutes of the Wood County Public Safety Committee

DATE: November 14, 2016

PRESENT: Mike Feirer, Dennis Polach, Joe Zurfluh, Brad Hamilton, Bill Winch

OTHERS

PRESENT: Sarah Christensen, Steve Kreuser, Thomas Reichert, Laura Clark, Dara Hamm, Nanci Kinney, Bill Clendenning, Lori Heideman, Brian Boyd, Gary Farrius

LOCATION: Alexander House – Port Edwards, WI

1. Call to Order:

Mike Feirer called the meeting to order at 1:00 p.m.

2. Review minutes of October 10, 2016:

Motion by Hamilton, second by Polach to approve the minutes of the October 10, 2016 meeting. Motion carried unanimously.

3. Public Comments:

No public comments.

4. Emergency Management Department:

a. Communications October 2016 Claims:

The Committee reviewed the Communications October 2016 claims.

b. Communications Report:

The Committee reviewed the Communications report.

c. Emergency Management October 2016 Claims:

The Committee reviewed the Emergency Management October 2016 claims.

d. Emergency Management Activity Report:

The Committee reviewed the Emergency Management Activity Report.

e. Emergency Planning Community Right to Know (EPCRA) overview

We have received many calls regarding an odor coming from a new facility in Wisconsin Rapids. (Wisconsin Dehydration Processing LLC) which makes dog food. Steve discussed that this facility is not using hazardous chemicals in the plant, so there is no hazardous

pollution coming from there. Steve gave an overview of the EPCRA program and how many facilities are present in the County.

5. Dispatch Department:

a. Dispatch October 2016 Claims:

The Committee reviewed the Dispatch October 2016 claims.

b. Dispatch Report:

The committee reviewed Dispatch Report. Lori answered questions regarding the report. Lori answered questions regarding the access that Dispatch has to the cameras in the Pittsville schools. Lori states that they would only log in in the case of a major disturbance or event.

c. Staff Update

Lori stated that they are training 3 new dispatchers right now. By the end of January, if all goes well, they should be trained and up to full staff.

d. Space needs/ Move Update

Lori updated the committee on the progress.

e. 911 Phones/Solarus

Representatives from Solarus were present to answer questions regarding the switch of the phones to Portage County in the case of a phone outage here. Lori talked to Portage County regarding an MOU. After the MOU is signed, Solarus can take the necessary steps to be able to switch the phones to Portage County. The suggestion by Lori is to keep with the 2 lines going to Portage County for now. Then, if necessary, add 2 more lines in the future. Solarus will get cost estimate information to Lori.

**Motion by Hamilton, second by Winch to approve the 2 lines going to Portage County.
Motion carried unanimously.**

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

December 12, 2016

1:00 PM

Wood County Courthouse – Room 210B

Wisconsin Rapids

7. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report.

b. Tracking Actual Hours (WRS):

Nanci Kinney recently brought it to the attention of Human Resources that she feels she is eligible for the Wisconsin Retirement System back to 2007. Payroll Coordinator Jodi Pingel has been trying to figure out how to track “hours” as Nanci is a per diem employee. It was discussed that Nanci’s per diem sheet should include columns for her to track the actual hours spent on a call from this date forward. The big issue is how to go back to 2007, as no actual hours were tracked. It was decided Human Resources would be asked to come to the December meeting to discuss this matter further and give better explanation of the whole process. Coroner Dara Hamm stated she was contacted by Jodi as well and asked to have all coroners track their hours too.

c. October 2016 Claims:

The Committee reviewed the Humane Officer October 2016 claims.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report. Dara explained the coroner’s office budget is doing okay. Dara explained the county has had their 4th unclaimed person this year. This is definitely an issue that is happening across the State. Counties have to pay cremation fees for these unclaimed bodies, which comes out of the budget. Dara explained the latest case of the person to be unclaimed had a large amount of money found in the apartment. She will pursue this case through a probate estate to recoup the cremation fees. Discussion was held on where do the remains go and what the Coroner can legally do with them. Dara will keep the Committee updated on this issue.

b. October 2016 Claims:

The Committee reviewed the Coroner October 2016 claims.

9. Sheriff’s Department:

a. Correspondence:

Sheriff Reichert explained to the Committee that K9 Deputy Toro recently came up lame and had to have surgery. He stated Toro is expected to make a full recovery. Toro is 8 years old.

b. Courthouse Security:

Sheriff Reichert there will be an Active Shooter training held in the courthouse on December 6th. This is to make all county employees aware of how to handle active shooter incidents.

c. October 2016 Claims:

The Committee reviewed the Sheriff's Department October 2016 claims.

d. Updates:

Crimestoppers: None

Safe Ride Initiative: Sheriff Reichert stated he will once again be participating in the New Year's Eve Safe Ride program.

Criminal Justice Task Force: None

K9: Magic Show dates for 2017 will be in March.

e. Jail Items:

All jail reports were reviewed.

10. October 2016 Claims: Dispatch, Communications, Emergency Management, and Sheriff:

Motion by Zurfluh, second by Hamilton, to approve the October 2016 claims of all Public Safety Committee Departments. Motion carried unanimously.

11. Closed Session – Annual Performance Evaluations:

Motion by Hamilton, second by Polach to go into closed session pursuant to Wisconsin §19.85(1)(c) at 2:20 p.m. to discuss performance evaluations of Wood County Dispatch Manager and Wood County Emergency Management Director. Motion carried unanimously.

Motion by Zurfluh, second by Polach to come out of closed session at 2:41 p.m. Motion carried unanimously.

12. Agenda Items:

Tracking Actual Hours (WRS)

13. Adjourn:

Motion by Zurfluh, second by Winch to adjourn at 2:42 p.m. Motion carried unanimously.

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

Signed electronically by William Winch on 11-28-16.

William Winch, Secretary
Public Safety Committee

Minutes of the Wood County Public Safety Committee

DATE: December 12, 2016

PRESENT: Mike Feirer, Dennis Polach, Joe Zurfluh, Brad Hamilton, Bill Winch

EXCUSED: Lori Heideman

OTHERS PRESENT: Sarah Christensen, Steve Kreuser, Laura Clark, Dara Hamm, Nanci Kinney, Bill Clendenning, Lance Pliml, Warren Kraft, Randy Dorshorst

LOCATION: Wood County Courthouse

1. Call to Order:

Mike Feirer called the meeting to order at 1:00 p.m.

2. Review minutes of November 14, 2016:

Motion by Hamilton, second by Winch to approve the minutes of the November 14, 2016 meeting. Motion carried unanimously.

3. Public Comments:

No public comments.

4. Emergency Management Department:

a. Communications November 2016 Claims:

The Committee reviewed the Communications November 2016 claims.

b. Communications Report:

The Committee reviewed the Communications report.

c. Emergency Management November 2016 Claims:

The Committee reviewed the Emergency Management November 2016 claims.

d. Emergency Management Activity Report:

The Committee reviewed the Emergency Management Activity Report.

e. Resolution

The Committee reviewed the Emergency Management Department Resolution for BNI (Building Number identification) as presented.

Motion by Hamilton, second by Polach to approve the resolution as presented. Motion carried unanimously.

5. Dispatch Department:

a. Dispatch November 2016 Claims:

The Committee reviewed the Dispatch November 2016 claims.

b. Dispatch Report:

The committee reviewed Dispatch Report.

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

January 9, 2017

1:00 PM

Wood County Annex & Health Center - Classroom

7. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report. Discussion was held regarding the ongoing issue of a cat hoarder in Auburndale.

b. Tracking Actual Hours (WRS):

Human Resources Director Warren Kraft explained to the Committee the importance of tracking actual hours for WRS. The issue at hand is that Nanci Kinney started in 2007, however being a per diem employee, hours were never tracked. He stated WRS standards are that the employee must be able to show actual hours worked. In this case Nanci Kinney does not have "actual" hours worked back to 2007; it would only be a guess. He pointed out that not only the County, but Nanci too, would also have to pay back their portions to WRS, along with the county receiving a penalty. Therefore HR Director Kraft stated it would be in the County's best interest if all per diem employees, to include Coroner staff, track actual hours from this point forward. He stated once an employee reaches 1,200 hours they will become part of the retirement system.

After much discussion it was decided the County would not go back to 2007 as it would only be a speculation of how many hours were worked. It was further decided that all per diem employees would track their actual hours from this point forward and once they reach the 1,200 hours they will become part of the retirement system.

c. November 2016 Claims:

The Committee reviewed the Humane Officer November 2016 claims.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report. Dara explained the Coroner's budget is going to be approximately \$7,000 short due to the unforeseen number of autopsies and unclaimed bodies throughout the year. She is currently working on a resolution that will be brought to the January meeting to transfer money from contingency to cover the shortage.

b. November 2016 Claims:

The Committee reviewed the Coroner November 2016 claims.

9. Sheriff's Department:

a. Correspondence: None.

b. Courthouse Security:

County Board Chairman Pliml stated the Active Shooter Training was held in the courthouse on December 6th. It was well received by most people. He also stated he would like to see this become an annual training.

c. November 2016 Claims:

The Committee reviewed the Sheriff's Department November 2016 claims.

d. Updates:

Crimestoppers: County Board Chairman Pliml stated that Crimestoppers is well funded and doing well.

Safe Ride Initiative: None.

Criminal Justice Task Force: County Board Chairman Pliml stated a meeting was held last week and from a policy standpoint it was a very good meeting.

K9: Magic Show dates for 2017 will be in March.

e. Jail Items:

All jail reports were reviewed.

10. November 2016 Claims: Dispatch, Communications, Emergency Management, and Sheriff:

Motion by Hamilton, second by Zurfluh, to approve the November 2016 claims of all Public Safety Committee Departments. Motion carried unanimously.

11. Agenda Items: None

12. Adjourn:

Motion by Hamilton, second by Polach, to adjourn at 2:12 p.m. Motion carried unanimously.

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

Electronically Signed by William Winch on 12-14-16.

William Winch, Secretary
Public Safety Committee

Central Records Committee Meeting
Pittsville Fire Department
October 25, 2016

PRESENT: Randal Dorshorst, Wood County Sheriff's Department
Shawn Woods, Nekoosa Police Department
Joseph Zurfluh, Wood County Board
Melvin Pedersen, Grand Rapids Police Department
Lori Heideman, Wood County Dispatch
Dan Brandl, Wood County Systems
Lorrie Krokstrom, Marshfield Police Department
Jerry Minor, Pittsville Fire Department
Scott Owen, Marshfield Fire Department
Steve Kreuser, Wood County Emergency Management
Kevin Schwartz, Wisconsin Rapids Police Department
Laura Clark, Wood County Sheriff's Department

1. The meeting was called to order at 9:05 a.m. by Randy Dorshorst.
2. Minutes of previous meeting:

MOTION by Joseph Zurfluh, second by Steve Kreuser to accept the minutes of the April 26, 2016 meeting. Motion carried unanimously.

3. Review Correspondence: No correspondence to review.
4. Wood County Dispatch:

Lori stated as of Monday, October 31st the Dispatch Center will be fully staffed. It will be January before the latest hires are through their training. Lori pointed out there will be a Lead on each shift. The Leads are: Lori Tischendorf, Scott Wolfe, Tammy Hintz, and Melissa Wipperfurth. These people will be the "go to" person on their respective shift.

Lori stated the Dispatch Center will be moving to 2nd floor, occupying the floor space of the former Clerk's office. The Clerk's office moved to the 1st floor in the previous auditorium area.

Lori stated the "I Am Responding" program has some bugs, but they are working on them.

The SOP (Standard Operating Procedure) manual has been given to Terry Stelzer, the County Insurance handler for review. She will send out an electronic copy to everyone once it is approved.

Lori stated a 911 scenario/Active Shooter disturbance type training will be held in the courthouse. There have been lots of questions asked about it and why it's being held.

Lori stated recently the Wood County 911 lines were down and there was no back up plan in place. She is working with Portage County and Solarus to get Wood County 911 calls to go to Portage County when needed.

5. Mapping Update:

Mapping seems to be working okay. Lori Heideman stated there was some issues with the Nepco Lake subdivisions as the number system signs state both the Town of Saratoga and the Village of Port Edwards on them. This can be confusing for the caller as well as the dispatcher to be able to dispatch the right departments to a specific address. Lori stated they are waiting on Justin from Planning and Zoning to get the needed maps. There have been some issues with the mapping in that ranges are not provided.

Lorrie Krokstrom stated she is two-thirds of the way done in changing intersections in the mapping system for the City of Marshfield.

6. CIS Records/CAD/Mobile Data:

Dan Brandl from IT was introduced as the new CIS person. If you have any CIS issues, Dan is who you need to contact. Dan stated he has been working on some state issues as to why some TraCS information doesn't transfer into CIS.

UCR was discussed. The smaller departments within Wood County i.e. Port Edwards, Pittsville, and Nekoosa are being told by the State they need to start UCR reporting. It was decided a training session would be held at the Courthouse to go over some training/entry issues with the smaller departments that needs to be done for correct UCR reporting. A training date will be sent at a later date.

Fire and EMS Mobile is being looked into. Dan Brandl is working with the fire departments to get everything in place to include the fire departments paying for what they want.

Discussion held regarding the District Attorney's Office needed to have CD/DVD's provided to them at the time the report is given to them. This goes for any agency that assists the arresting agency. This has become a very labor intensive issue for all agencies with the squad videos, body cameras and photographs. It was discussed that DA Lambert should be invited to the next Wood County Law Enforcement Executive meeting to discuss this issue further.

7. Any Other Business:

Lorrie Krokstrom stated the Citrix Issues Marshfield had six months ago are fixed. However, she stated the CIS/Portals XML product is not working right.

Farm Tech Day meetings have started for the 2018 event. The event will be held in Marshfield.

8. Next Meeting Date:

TUESDAY – April 25, 2017
9:00 a.m.
Pittsville Fire Department

9. Agenda Items: Get to Laura Clark before April's meeting.

10. Public Comment: None

11. Adjourn:

MOTION by Steve Kreuser, second by Scott Owen to adjourn at 10:09 a.m. Motion carried unanimously.

Minutes are taken by the Wood County Sheriff's Department.

Humane Officer Olson
Sept. 12 – Oct. 9th 2016

9-12; NPD2732 Dog Bite. Follow up that dangerous dog was put down. 22

9-12,14; WR18241, Welfare check and follow up on mistreatment of cats. 18,18

9-12; WR19064 Cat Bite. A woman was bit by a stray cat and went to Aspirus Doctors Clinic, then to the Riverview ER for Rabies prevention shots. 16

9-13 PPD755 Dog Bite to a women jogging on the road. 6

9-13; WC14229 Follow up and welfare check on numerous dogs. 60

9-15; WC14488 Welfare check on proper confinement of cattle. 74

9-16,10-3; WC14675 Improper disposal of dead pigs. Owner is to fence in an area for carcasses to compost to keep wolves and other animals away. 50,50

9-18,19; WC14753 Welfare concerns when owner left a dog and cats alone inside a house for 3 days with not one to let them out or care for them. Under investigation. 6,6

9-20,21; WC14843 Welfare check on a thin cow, horses and pigs pasture with debris, numerous dogs. 68,0

9-23,24; WC15141 Dog Bite. Owner was bit by her own dog, this is the 3rd time this dog bit her. She did put the dog down. 10,0

9-23,25; WC15105 Dog neglected with his chain tangled on nails on a pallet, no shelter, no food, no water. 86,86

9-24,25; WR19907 Welfare check on dog and cats, sanitation concerns. Under investigation. 12,12

9-24,27; WC15056 Welfare check on a horse. 80,80

9-26; WR19850 Cat Bite. Owner was victim to a bite on his finger. 18

9-26,26,27, 10-7, WC15267 Horse abuse, open case. 46,46,0,46

9-28; GR4134 Dog Bite. Owner of the dog and the victim where playing catch with the dog when he bit. 10

9-28,30; WC15424 Dog Bite. Owner of a local dog boarding business was bit by a customer's dog. 20,20

9-30,10-2; WR20292 Welfare check on cats, fleas, sanitation. 18,18

9-30,10-4; WR20319 Abandoned animals. Under investigation. 16,16

9-30 WR20372 Cat Bite. Owner was bit by her own cat 2 days prior to going to Aspirus with an infection. 16

10-1,2 WC15583 Dog Bite. A German Shepard mix was on a leash when he bit the victim. 30,30

10-1; WC15586 Dog Bite. Schwan delivery driver was bit by a German Shepard. 22

10-2,3; WC15628 Aggressive Pit Bull type dog broke loose and attacked neighbor's dog. 22,22

10-5,7; WC15750 Welfare check on cats and dogs, sanitation concerns. 58,58

10-7; NPD3077 Cat Bite, owner is victim. 10

Humane Officer Olson Report
October 10 -- November 6th 2016

10-10; WC15628 Aggressive Pit Bull type dog broke loose and attacked neighbor's dog. 22

10-10,11; Vilas County reported a dog bite that happened in their county where the owner lives in Wood County so I did take care of the quarantine process for them according to state statute. 0,14

10-11; WC16228 Dog Bite, victim was bit when he was rough-housing with his friend's dog. 22

10-11,12 WC15267 Reports and a Request for Charges with the District Attorney's in horse abuse case. 0,12

10-12,18 WC16223 Welfare check on a horse and shelter. The horse was surrendered. 38,0

10-12,16; WR21322 Welfare check on puppies and rabbits for sale due to sanitation concerns. 18,18

10-13,17; WC16222 Welfare check on numerous dogs, Dept. of Ag contacted. 38,38

10-13,14; WC16245 Sanitation concerns with cattle. 48,48

10-14,15; WC16416 Dog Bite, mail carrier was bit by a dog. 44,44

10-15,16 WC16401 Improper confinement of a dog that is killing the neighbors ducks. 22,22

10-15,17; WR21242 Welfare check on dogs, cats, snakes and rats. 16,16

10-18,19; GR4436 Dog Bite, the dog jumped out of the owner's parked car and bit the victim. 22,22

10-20,21 WC15750 Recheck on a cat breeder with multiple cats, I also contact the dept. of Ag. 58,58

10-22,23; WC16874 Subjects moving out and leaving dog behind for over 24 hours tangled up and couldn't get to food and water. 22,22

10-26; WC17079 Dog Bite, child/victim walked onto the neighbor's property where they had their own dog tied up when she was bit. 60

10-26; NPD3248 Cat Bite, owner was bit by her own cat. 10

10-27; GR4553 Dog Bite, owner was bit in the ear when he broke up a fight between his two dogs. 10

10-27 WC17228 Cat Bite, victim was bit by her own cat. 58

10-28 WC14675 Improper disposal of dead pigs, follow up. 50

11-4,5; WR22937 Dog Bite, victim works for a pharmacy and was delivering medication to a client's home when she was bit. 16,16

11-5; WC17701 Dog Bite, owner was breaking up a fight between her two own dogs when she was bit. 0

Humane Officer Olson
Report November 7 – 30th 2016

11-7, 10; WC16222 Welfare check on numerous dogs, on-going vet care with one dog. 38, 38

11-8; WC16245 Sanitation concerns with cattle, follow up, cattle moved. 48

11-8; WC15628 Improper confinement of Pit Bull 20

11-9; WC16874 Welfare check on dog follow up. 22

11-13,14 GR4825 Dog at large attacked a small dog causing injury. 12,12

11-15; WC16401 Improper confinement of dog, and damage. 22

11-16,17; WR23881 Cat Bite, owner was bit by her own cat when a dog scared and chased the cat. 0,18

11-16,17; WR23835 Dog Bite, postal worker was bit by a dog-at-large. The dog was taken to the humane society. 18,22

11-17; WR23899 Dog Bite, victim was bit by boyfriends dog when trying to pull him inside the house. 18

11-21; WC18585 Cat Hoarder, under investigation. 0

11-27; GR5033 Dog Bite, victim was bit by her own dog when pulling two of her dogs apart that were fighting. 22

11-28,30; WC18863 Welfare check on a dog. 86,86

11-30; WC18959 Welfare check on cats. 8

11-30; PPD1011 Dog Bite, child was bit by Uncle's dog when he startled him. 52



Wood County

WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 11/01/16
TO: Wood County Public Safety Committee
FROM: Dara Hamm, Wood County Coroner
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for October 2016:

Calls for Service	84
Death Investigations	11
Investigations Involving Sudden or Suspicious Deaths.....	6
Death Certificates Signed	27
Cremation Permits Signed.....	53
Traffic Fatalities Investigated.....	2
Suicides Investigated.....	1
Drownings	0
Fire Fatalities	0
Homicides.....	0
Autopsies Performed	2
Disinternments	0

Remarks:

None

Respectfully submitted,

Dara Hamm

Dara Hamm
Wood County Coroner



Wood County

WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 12/01/16
TO: Wood County Public Safety Committee
FROM: Dara Hamm, Wood County Coroner
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner and her Deputies for November 2016:

Calls for Service	73
Death Investigations	11
Investigations Involving Sudden or Suspicious Deaths.....	6
Death Certificates Signed.....	24
Cremation Permits Signed.....	49
Traffic Fatalities Investigated.....	0
Suicides Investigated.....	0
Drownings	0
Fire Fatalities	0
Homicides.....	0
Autopsies Performed	1
Disinternments	0

Remarks:

None

Respectfully submitted,

Dara Hamm

Dara Hamm
Wood County Coroner

Overtime Breakdown 2016 (hrs.)

Month	Funeral Leave	Fill In OT	FMLA	Sick Leave	Training	TOTAL
<i>January</i>	0	0	0	0	0	0
<i>February</i>	0	0	0	0	0	0
<i>March</i>	0	0	0	0	0	0
<i>April</i>	0	0	0	0	0	0
<i>May</i>	0	0	0	0	0	0
<i>June</i>	0	0	0	0	0	0
<i>July</i>	0	0	0	0	0	0
<i>August</i>	0	0	0	0	0	0
<i>September</i>	0	0	0	0	0	0
<i>October</i>	0	0	0	0	0	0
<i>November</i>	0	0	0	0	0	0
<i>December</i>	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0

Overtime Breakdown 2015 (hrs.)

Month	Funeral Leave	Fill In OT	FMLA	Sick Leave	Training	TOTAL
<i>January</i>	0	0	0	0	0	0
<i>February</i>	0	0	0	0	0	0
<i>March</i>	0	0	0	0	0	0
<i>April</i>	0	0	0	0	0	0
<i>May</i>	0	0	0	0	0	0
<i>June</i>	0	0	0	0	0	0
<i>July</i>	0	0	0	0	0	0
<i>August</i>	0	0	0	0	0	0
<i>September</i>	0	0	0	0	0	0
<i>October</i>	0	0	0	0	0	0
<i>November</i>	0	0	0	0	0	0
<i>December</i>	0	0	0	0	0	0
TOTALS	0	0	0	0	0	0

WOOD COUNTY JAIL

January - June 2016

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	161	70	13	155	75	14	150	66	16	163	69	22	149	74	14	153	70	17
2	159	69	13	150	73	14	151	65	16	162	69	20	149	73	14	161	69	17
3	159	69	12	148	68	14	151	69	16	167	69	20	145	70	14	155	71	17
4	158	69	10	146	65	15	152	73	16	166	69	20	146	68	14	152	76	18
5	154	66	12	147	65	16	157	78	16	173	68	23	149	67	14	158	76	18
6	153	62	12	149	70	17	155	78	16	171	71	24	147	73	12	159	76	18
7	151	67	12	156	70	17	161	78	16	163	77	24	148	74	12	156	71	18
8	145	73	13	158	70	17	160	72	16	157	75	22	153	74	12	151	70	18
9	152	76	15	156	66	17	160	70	18	154	75	22	153	74	12	158	69	18
10	153	76	15	165	65	18	157	65	17	158	75	22	152	73	13	158	72	18
11	154	76	15	161	62	19	153	71	18	163	75	22	146	70	13	148	75	18
12	155	75	12	156	68	20	164	74	20	152	72	22	144	70	13	153	75	18
13	160	71	12	151	72	19	170	74	20	151	72	20	145	71	12	153	75	18
14	155	74	10	153	72	19	168	72	20	155	77	19	149	71	12	143	71	19
15	151	71	11	154	72	18	166	70	20	153	77	17	156	71	12	149	70	18
16	148	70	12	161	72	18	166	64	19	154	77	16	155	71	12	148	70	19
17	154	70	12	153	69	18	164	67	19	155	77	15	146	71	12	148	73	19
18	154	70	12	147	73	16	164	70	18	153	77	14	149	71	12	143	75	19
19	156	67	11	149	71	17	172	79	18	150	76	15	145	72	14	146	75	19
20	150	67	11	148	76	16	176	79	17	152	75	17	145	75	15	145	74	19
21	150	70	11	145	76	16	171	78	17	155	79	16	140	73	15	149	73	19
22	149	68	10	149	76	16	163	75	18	150	77	15	148	73	15	156	71	19
23	158	74	10	152	75	16	160	73	18	150	77	15	143	72	15	155	74	19
24	164	73	10	147	72	16	160	74	20	155	76	14	141	71	14	151	75	18
25	164	73	10	155	66	17	156	75	20	154	76	13	138	76	15	152	78	18
26	161	70	11	149	69	17	160	75	20	151	73	13	142	76	16	154	78	18
27	151	68	11	150	67	18	160	75	20	146	71	14	141	76	18	154	78	18
28	158	66	13	155	67	18	159	74	20	145	67	14	144	76	18	156	77	18
29	154	74	13	156	67	17	161	73	20	151	69	14	151	76	17	155	76	20
30	154	75	14				169	67	22	147	74	14	152	76	17	153	79	20
31	157	75	14				168	70	22				150	76	17			
WCJail	154.9			152.4			161.4			155.9			147.1			152.4		
Shipped	70.8			70.0			72.4			73.7			72.7			73.7		
EMP	12.0			16.9			18.4			17.9			14.0			18.3		
Avg Length of Stay (Days)	23.3			22.1			15.3			16.4			16.2			13.4		

WOOD COUNTY JAIL

July - December 2016

DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	155	76	20	183	80	22	177	81	15	170	75	21	185	77	20	189	77	27
2	158	79	21	182	79	21	172	81	14	169	75	20	184	75	22	189	76	27
3	161	78	20	175	76	21	182	81	14	172	75	19	181	80	22	190	74	27
4	162	78	20	172	75	21	187	80	14	175	71	20	180	81	22	194	74	27
5	169	78	20	174	73	20	192	80	14	180	66	21	179	81	23	193	74	27
6	172	78	20	171	76	20	189	80	14	173	73	19	178	79	23	192	72	28
7	167	72	19	175	76	18	177	75	14	174	73	20	178	78	23			
8	164	75	19	180	76	18	191	76	14	176	75	22	176	72	23			
9	167	78	19	166	73	17	186	79	16	179	75	22	173	73	23			
10	169	77	19	164	73	16	188	82	16	182	75	22	174	78	23			
11	169	76	19	172	83	16	187	81	16	187	71	23	178	84	23			
12	166	72	20	178	77	16	187	79	16	185	74	25	180	82	22			
13	164	71	21	174	79	17	197	78	18	180	75	23	181	82	21			
14	166	72	21	176	79	16	197	76	16	182	75	25	184	81	21			
15	163	77	21	174	79	15	189	79	18	183	76	26	179	77	21			
16	160	77	23	186	78	16	193	84	22	186	76	26	181	76	23			
17	160	77	22	187	77	17	201	83	23	193	76	25	187	79	22			
18	160	77	22	174	73	17	212	83	23	181	71	25	183	80	22			
19	161	81	22	174	77	17	210	83	20	172	72	25	183	79	24			
20	169	84	22	176	77	16	196	79	21	176	77	23	183	79	24			
21	166	85	21	189	77	15	193	75	22	175	80	23	186	78	24			
22	168	86	22	190	77	15	192	77	21	182	79	23	188	79	25			
23	167	88	22	184	76	17	185	75	21	186	79	23	189	79	26			
24	173	88	22	179	81	17	190	79	21	186	79	23	194	82	28			
25	178	88	22	180	80	16	189	79	19	183	76	23	192	82	28			
26	170	84	22	178	77	16	190	79	18	183	79	23	189	81	27			
27	176	80	22	177	80	16	178	76	18	181	81	22	193	81	27			
28	178	80	22	181	80	16	181	74	18	177	79	22	193	81	27			
29	179	79	22	180	80	15	177	70	19	175	80	22	191	81	27			
30	180	80	22	179	80	15	170	73	19	178	80	20	194	79	27			
31	181	80	22	178	80	15				183	80	20						
WCJail	167.7			177.7			188.5			179.5			183.9			191.2		
Shipped	79.1			77.5			78.6			75.7			79.2			74.5		
EMP	21.0			17.1			17.8			22.5			23.8			27.2		
Avg Length of Stay (Days)	18			15.4			20.5			16.1			20.1					

2016 Yearly Averages

Total	167.71
Safekeeper	74.82
EMP	18.90

Electronic Monitoring 2016

Monthly Savings vs. Out of County Housing

Month	Monthly Savings	YTD 2016 Total Amount	2015 Total Amount
January	\$19,355.16	\$19,355.16	\$22,561.05
February	\$25,488.90	\$44,844.06	\$57,979.48
March	\$29,683.61	\$74,527.67	\$99,520.47
April	\$27,940.11	\$102,467.78	\$139,201.59
May	\$22,581.02	\$125,048.80	\$175,729.01
June	\$28,564.47	\$153,613.27	\$216,103.25
July	\$33,871.53	\$187,484.80	\$249,765.77
August	\$27,581.10	\$215,065.90	\$289,695.25
September	\$27,784.02	\$242,849.92	\$323,658.13
October	\$36,290.92	\$279,140.84	\$361,976.11
November	\$37,149.42	\$316,290.26	\$388,314.67
December	\$0.00	\$316,290.26	\$413,476.37
TOTAL	\$316,290.26	\$316,290.26	

EMP Average for month x number of days in month = bed days

Bed Days x \$52.03 = Monthly Savings

SAFEKEEPER HOUSING

2016

MONTH	Facilitiy	Facility	Facility	WAUPACA	MONTH TOTAL	2016 YTD TOTAL	2015 YTD TOTAL
JANUARY	0.00	0.00	0.00	82,125.00	\$82,125.00	\$82,125.00	\$82,125.00
FEBRUARY	0.00	0.00	0.00	82,125.00	\$82,125.00	\$164,250.00	\$164,250.00
MARCH	0.00	0.00	0.00	82,125.00	\$82,125.00	\$246,375.00	\$246,375.00
APRIL	0.00	0.00	0.00	82,125.00	\$82,125.00	\$328,500.00	\$328,500.00
MAY	0.00	0.00	0.00	82,125.00	\$82,125.00	\$410,625.00	\$410,625.00
JUNE	0.00	0.00	0.00	82,125.00	\$82,125.00	\$492,750.00	\$492,750.00
JULY	0.00	0.00	0.00	82,125.00	\$82,125.00	\$574,875.00	\$574,875.00
AUGUST	0.00	0.00	0.00	82,125.00	\$82,125.00	\$657,000.00	\$657,000.00
SEPTEMBER	0.00	0.00	0.00	82,125.00	\$82,125.00	\$739,125.00	\$739,125.00
OCTOBER	0.00	0.00	0.00	82,125.00	\$82,125.00	\$821,250.00	\$821,250.00
NOVEMBER	0.00	0.00	0.00	82,125.00	\$82,125.00	\$903,375.00	\$903,375.00
DECEMBER	0.00	0.00	0.00	0.00	\$0.00	\$903,375.00	\$985,500.00
TOTALS	\$0.00	\$0.00	\$0.00	\$903,375.00	\$903,375.00		

2015 is a 65 average

2016 is a 75 average

Wood County Sheriff's Department Kitchen Report – 2016			
<i>Month</i>	<i>Number Meals Served</i>	<i>Food Preparation Cost</i>	<i>Cost per Meal (Includes Labor)</i>
January	7,125	\$6,859.51	\$2.12
February	6,258	\$6,890.54	\$2.35
March	7,175	\$7,377.67	\$2.63*
April	6,320	\$6,113.15	\$2.21
May	6,158	\$7,182.68	\$2.38
June	6,150	\$5,953.93	\$2.03
July	6,896	\$6,946.75	\$1.94
August	8,469	\$8,737.63	\$1.79
September	9,145	\$7,635.88	\$1.83*
October	8,606	\$8,830.67	\$1.84
November	8,168	\$8,710.32	\$1.96
December			
TOTAL			

*3 pay periods

KITCHEN EXPENSES						
	2010	2011	2012	2013	2014	2015
Food Costs	\$89,716.59	\$82,721.69	\$80,975.87	\$105,800.61	\$88,754.51	\$78,490.02
Labor	\$114,602.24	\$115,392.50	\$112,299.72	\$114,966.43	\$111,781.37	\$103,601.47
	\$204,318.83	\$200,125.19	\$193,275.59	\$220,767.04	\$200,535.88	\$182,091.49
Meals	99,837	88,494	84,357	103,993	86,637	77,044
Cost Per Meal	\$2.05	\$2.26	\$2.29	\$2.12	\$2.31	\$2.36
Cost Per Day	\$6.15	\$6.78	\$6.87	\$6.36	\$6.93	\$7.08

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 PUBLIC HEARING
 WEDNESDAY, DECEMBER 7, 2016
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Kenneth Curry, Robert Ashbeck, Bill Leichtnam and Adam Fischer.

Member Excused: Harvey Petersen

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Jeff Brewbaker and Kim Keech.

UW Extension Staff: Peter Manley.

Others Present: Dist. #15 Supervisor Bill Clendenning and Charles Weiler.

1. **Call to Order.** Chairperson Hilde Henkel opened the Public Hearing at 8:30 a.m.
2. **Read Public Notice.** Jeff Brewbaker read the Notice of Public Hearing, which was published in the Wisconsin Rapids Daily Tribune and Marshfield News-Herald as a Class II Notice pursuant to Chapter 985, Wisconsin Statutes on Wednesday, November 23rd, 2016 and Wednesday, November 30th, 2016. It was noted the Affidavits of Publication were received on December 7, 2016.
3. **Staff Comments**
 Jeff Brewbaker presented a brief summary:
 - a. The proposed Shoreland Ordinance is a complete rewrite due to ACT 55 where counties cannot be more restrictive than NR-115-Wi Shoreland Code.
 - b. County cannot do or have language that:
 - Regulates outdoor lighting for residential use.
 - Regulates maintenance, repair, replacement, restoration, rebuilding, or remodeling of a non-conforming structure.
 - Requires inspection/upgrade of structure before sale/transfer is made.
 - c. No opinions are allowed for variance granting by the DNR unless the county Board of Adjustment requests it.
 - d. A county Board of Adjustment decision cannot be appealed by the DNR.
 - e. Land adjacent to farm drainage ditches do not have to be maintained in a nonstructural agricultural use.

Jason Grueneberg stated that towns should contact the Planning & Zoning Department anytime there is construction or other activity in a Shoreland area. Jeff Brewbaker stated to expect more changes to occur in the future. Legal non-conforming structures are now allowed to rebuild unless they are vacant for 12 months.

4. **Committee Questions.**

Kenneth Curry has concerns that Act 55 changes could cause confusion with the public.

Bill Leichtnam questioned if counties could be more restrictive than the state. Jeff Brewbaker said counties could not be more restrictive than the state.

Robert Ashbeck referred to page 704.06 under C1 in regards to roads if harvesting timber in a wetland or shoreland area would require a permit. Jeff Brewbaker stated that the Shoreland Ordinance is designed to preserve the rural setting. However, silviculture activities and agricultural cultivation access roads are allowed with a permit.

5. **Call for Testimony.** None

6. **Close Hearing.**

Motion by Adam Fischer to adjourn at 8:50 a.m. Second by Bill Leichtnam. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kenneth Curry".

Kenneth Curry, Secretary
Minutes by Kim Keech, Planning & Zoning Office
Review for submittal to County Board by Kenneth Curry (approved on December 13, 2016)

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, DECEMBER 7, 2016
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Kenneth Curry, Robert Ashbeck, Bill Leichtnam, Adam Fischer and Harvey Peterson.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Kim Keech and Jeff Brewbaker.
 Co Surveyor: Kevin Boyer.
 Land & Water Conservation Staff: Shane Wucherpfennig and Adam Groshek.
 UW Extension Staff: Peter Manley.

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Dist. #16 Supervisor Lance Pliml, Kelly Giese, Sharon Schwab, Jason Angell, Kelli Quinnell, Warren Kraft, Larry Gilbertson

1. **Call to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Public Comment.**
 - a. Supervisor Polach asked to consider the observation of Pearl Harbor. Chairperson Henkel asked everybody to remember Pearl Harbor and that it shouldn't be forgotten.
 - b. Supervisor Clendenning introduced Sharon Schwab of the Town of Grant and Kelly Giese of Hotel Mead and were present to share plans for the Prairie Chicken Festival if needed.
3. **Review Correspondence.**
 - a. Shane Wucherpfennig commented that the NOD (Notice of Discharge) Grant had \$7,000 reserve money for a homeowner who had a pump failure that will be extended into 2017.
 - b. Shane Wucherpfennig stated he received a letter from the Town of Saratoga's Attorney Stafford & Rosenbaum LLP regarding Water Quality.
 - c. Jason Grueneberg asked for Item #11A to be moved up on the agenda.
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the November 2, 2016 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Julie Akey/Kim Keech, Jeff Brewbaker, Heather Marquardt, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Lori Ruess, Peter Manley, Matt Lippert, Sarah Siegel, Jodi Friday, Chris Viau, Kyli Brown and Jeremy Erickson.
 - a. Minutes of November 2, 2016. No additions or corrections needed.
 - b. Department Bills. Peter Manley stated that the Marshfield Utilities haven't responded regarding the remaining grant reimbursement.
 - c. Staff Activity Reports. No questions or comments.

*Motion by Adam Fischer to approve and accept the November 2, 2016 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented.
 Second by Kenneth Curry. Motion carried unanimously.*

5. Risk and Injury Report. Nothing new to report this month.

6. Water Issues.

a. Future Topics on Water Issues with Full Committee.

- Adam Fischer stated that the Marshfield Water Treatment Plant has included a grant in their 2017 budget to help educate the community and landowners regarding water issues.
- Adam Fischer distributed a draft resolution affirming Wood County commitment to clean water and authorizing the county conservationist to negotiate agreements with Marshfield and other municipalities for phosphate reduction. This resolution will be considered at the January CEED meeting.
- Chairperson Hilde Henkel suggested to Shane Wucherpfennig to find farmers who are willing to attend a future CEED Committee Meeting to discuss water issues.
- Shane Wucherpfennig mentioned by late fall 2017 that Recodification of Ordinances need to be updated as a way to catch-up ordinances to get them current which will include the Animal Waste Storage, Nutrient Management and Groundwater Protection and Nonmetallic Mining Reclamation Ordinances.
- Bill Leichtnam sent Chairperson Henkel an email on November 23rd proposing "Water Issues" for discussion at a future CEED Committee Meeting. Chairperson Henkel forwarded the "Nitrates in Well" topic to Chairperson Donna Rozar of the Health & Human Services Committee as that topic is a Health Department issue. Adam Fischer suggested that at the January or February 2017 CEED meetings the committee should look at Bill Leichtnam's list.

b. Well Closures. Adam Groshek reported that 12 wells were abandoned in 2016 for 10 different landowners. Well closures are beneficial to prevent contaminated surface water from getting into our aquifers. Nutrient Management Plans help balance crop needs with nutrients being applied. Well Drillers are aware of financial assistance available and are the best advocates for cost sharing opportunities. State of Wisconsin has a database of wells and well locations. Land & Water Conservation Department promotes this program in their biennial newsletter and the reasons it is beneficial to abandon wells. Chairperson Henkel suggested to Shane Wucherpfennig and Peter Manley this topic would be of benefit for a future radio show. Bill Leichtnam suggested municipalities should be contacted as well as a possible Town Association Meeting topic.

7. Land & Water Conservation Department

a. Update on recent manure & runoff violations. Shane Wucherpfennig reported that 4 violations were discovered with varying impacts to the environment.

- Violation #1 – Landowner over-applied manure with approximately 100 gallons entering the wetlands. Violation of NR115 and Wood County Ordinance. Landowner took immediate action to correct issue.
- Violation #2 – Landowner had large feed storage piles with leachate running off directly into ditches that led to Mill Creek. Shane Wucherpfennig commented that the feed storage piles should be collected and stored or treated through a leachate plan or Nutrient Management Plan. Landowner is working with the Land & Water Conservation Department to correct issue.
- Violation #3 – Landowner had a manure spill that led into a road ditch. Violation occurred near County Road T and Mill Creek Bridge. Samples taken by the Land & Water Conservation Department revealed high bacteria and E.coli levels resulting in a violation settlement of 3 \$500/day violations each for a total of \$1,500. Land & Water Conservation Department met with the DNR and the landowner to reclassify operation as a "mid-sized CAFO". City of Marshfield may be helping with funding to reduce adaptive phosphorous goals.
- Violation #4 – There was evidence that a pit had overflowed into a road ditch recently. The landowner drew the manure pit down prior to an investigation by Shane Wucherpfennig. After discussion with the landowner who had recently bought the farm without the knowledge that the pit was only 6 months storage, they ran into issues this summer with all the rain. They informed me that they have several landowners to take their manure and they have been giving it away

as long as they pay for removing it. Because they are now taking preventative action, the LWCD will not take enforcement action at this time. Due to mismanagement, Land & Water Conservation Department will require a Nutrient Management Plan be developed. The Department may also investigate availability of funds to assist in reconstructing/enlarging the animal waste storage facility. If money is available, the LWCD will assist with a design. The manure storage pit currently only has 6 month storage for the number of animals at the facility.

- b. Update on timeline of filling new position. Shane Wucherpennig updated the committee that the Conservation Specialist position was posted in early November with an application deadline 1 week prior to hunting season. 22 applicants applied for the newly created position. Shane Wucherpennig has narrowed the field to 6 applicants for interviews to be held on December 15th and December 16th with a decision and offer to be made by December 19th.
- c. Department Head Goals. Shane Wucherpennig submitted his 2017 Department Head Goals to the CEED Committee.
- d. Request to carryover unused vacation hours Shane Wucherpennig asked the CEED Committee to consider carrying approximately 80 hours of vacation into 2017 to be used in the first quarter. Shane Wucherpennig did mention that Real Time Vacation Accrual will help in carrying over vacation in 2017 when the county converts to Real Time Vacation.

Motion by Kenneth Curry to allow Land & Water Conservation Director, Shane Wucherpennig to carry approximately 80 hours of unused vacation into 2017 to be used in the first quarter. Second by Adam Fischer. Motion carried unanimously.

- 8. Preliminary to Closed Session. Warren Kraft discussed with the CEED Committee how to complete the Department Head Performance Evaluation. Kelli Quinnell oversees the records for Human Resources and explained the instructions for completing the Department Head Performance Evaluations. Kelli Quinnell explained that step increases have to be satisfactory or better. Lance Pliml commented that goal setting is very important in Performance Evaluations.

CLOSED SESSION - At 10:45 a.m., it was moved by Harvey Petersen, and seconded by Adam Fischer, pursuant to Wis Stat 19.85(1)(c) to go into closed session for performance reviews of the Land & Water Conservation Director and Planning & Zoning Director. Roll call taken: Curry – aye, Leichtnam – aye, Fischer – aye, Ashbeck – aye, Petersen – aye. Harvey Petersen was excused at 11:15 p.m.

- 9. Return to open session. At 11:40 p.m., it was moved by Adam Fischer, seconded by Robert Ashbeck, to return to open session. All ayes.

10. Planning & Zoning

- a. Consider resolution to repeal and recreate the Wood County Shoreland Ordinance #704 Chairperson Henkel stated this item was discussed at the Public Hearing.

Motion by Kenneth Curry to repeal and recreate the Wood County Shoreland Ordinance #704. Second by Adam Fischer. Motion carried unanimously.

- b. Review proposed fee schedule changes. Jason Grueneberg has postponed/delayed this item for a future CEED Committee meeting.

11. Economic Development

- a. Affirm 2017 Economic Development Grant request funding, and consider reallocating some unexpended 2016 Economic Development funds. Jason Grueneberg explained to the CEED

Committee that they approved \$127,500 in funding requests months ago for 2017 but the Executive Committee had approved only \$122,500. Jason Grueneberg presented one option to apply \$5,000 of the remaining \$50,000 of unused 2016 funding that was earmarked for a Marshfield Housing Project to the North Central Community Action Crowdfunding program for startup businesses

Motion by Adam Fischer to apply \$5,000 of 2016 unused Economic Development Grant funding towards North Central Community Action Crowdfunding program for startup businesses. Second by Kenneth Curry. Motion carried unanimously.

- b. Consider resolution to amend the 2016 budget for the Community Development Block Grant (CDBG) function for additional revenues and expenditures not anticipated during the original budget process. Jason Grueneberg mentioned that a loan was paid off and unanticipated funds available. The resolution provides no additional cost to Wood County.

Motion by Adam Fischer to amend the 2016 budget for the Community Development Block Grant (CDBG) for additional revenues and expenditures not anticipated during the original budget process, Second by Kenneth Curry. Motion carried unanimously.

12. Surveyor

- a. County Surveyor annual update. County Surveyor Kevin Boyer updated the CEED Committee on 2016 past maintenance work which included 3 contracts. Steigerwaldt was contracted for 2 of the corner contracts and Quest was contracted for 1 of the corner contracts. Central Staking completed all of the corners for the 2016 Town/Highway Contract. It was noted that in March 2017 Wood County will be 100% monumented. The county has gone from catch-up to maintenance mode. Chairperson Henkel commented from the County Surveyor's 2016 Year End Report on item 2cii that there is no backlog of maps in the "in basket".
- b. Consider renewing appointed County Surveyor 2-year contract. Jason Grueneberg recommends renewing appointed County Surveyor 2-year contract for Surveyor Kevin Boyer commenting that there is no increase in Payment for Services.

Motion by Bill Leichtnam to renew and appoint County Surveyor's 2-year contract for Kevin Boyer. Second by Adam Fischer. Motion carried unanimously.

13. UW Extension

- a. UW Extension Reorganization Update. Peter Manley commented that a decision will be made by February 2017 by UW Extension and also stated there is a link on the WCA website with a webinar available on the reorganization plans.
- b. Resolution to Use Unbudgeted Funds. Peter Manley drafted a resolution on funding for the Clean Sweep Program. UW Extension took in more grants than anticipated with funds being non-lapsing.

Motion by Bill Leichtnam to amend the 2016 budget for the UW Extension function for additional expenditures and revenues that were not anticipated during the original budget process for the Clean Sweep Program. Second by Adam Fischer. Motion carried unanimously.

- a. Soils Account Discrepancies. Peter Manley shared with the CEED Committee that the Soils Account is short in funds. Manley has met with Mike Martin, Peter Kastenholtz and Warren Kraft about the issue. Staff have upgraded records, redone the reconciliation procedure and purchased combination locks for the cash drawers. Chairperson Henkel recommended that cash handling be a topic of discussion for all departments. Peter Manley stated that the topic was on the agenda for the December 9, 2016 Department Head meeting.

- b. Update: SE Wood County Groundwater Committee. Peter Manley made written invitations to various municipalities to attend a SE Wood County Groundwater Committee Meeting. Peter Manley stated that he has heard from all municipalities but hasn't heard from the City of Nekoosa and Village of Port Edwards.
- c. Junior Fair Financial Report. Adam Fischer voluntarily abstained from discussion. Larry Gilbertson presented the 2016 Central Wisconsin State Junior Fair report. The 2016 Central Wisconsin State Junior Fair offered a successful Wood County Junior Fair with 4,110 fair entries which was comparable to 4,138 fair entries in 2015. 2016 offered a change to a split premium book which featured Junior Fair and Open Class. The Junior Fair software program had a few glitches but office staff has been working through the issues.

Motion by Kenneth Curry to accept the Central Wisconsin State Junior Fair Financial Report as presented. Second by Bill Leichtham. Motion carried unanimously.

- d. Department Head Goals. Peter Manley submitted his 2017 Department Head Goals to the CEED Committee.


14. Schedule Next Meeting.

- a. The next regular CEED meeting is scheduled for Wednesday, January 4, 2017 at 9:00 a.m. at McMillan Library in the All Purpose Room.

15. Adjourn.

Motion by Adam Fischer to adjourn at 12:00 p.m. Second by Robert Ashbeck. Motion carried unanimously.

Respectfully submitted,



Kenneth Curry, Secretary
Minutes by Kim Keech, Planning & Zoning Office
Review for submittal to County Board by Kenneth Curry (approved on December 13, 2016)

**NORTH CENTRAL ITBEC BOARD
AND
TOURISM & ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
JOINT MEETING**

Thursday, September 29, 2016

Lincoln County Services Building
Merrill, WI 54452

MINUTES

CALL TO ORDER: North Central ITBEC Board Chair Mike Klimoski called the joint meeting to order at 10:00 a.m.

ROLL CALL: Board Members: Marion "Bud" Flood, Portage County; Jim Winkler, Oneida County; Paul Millan, Forest County; Marvin Anderson, Vilas County; Brad Hamilton, Wood County; **Tourism & Economic Development Advisory Committee Members:** Samantha Boucher Routheau, Oconto County; Sara Brish, Portage County; Melinda Otto and William Chaney, Forest County; Kari Zambon, Oneida County, Matt McLean, Wood County; **Board & Tourism & Economic Development Advisory Committee Members:** Mike Klimoski, Langlade County; Ken Maule, Lincoln County; Phil Idsvoog, Portage County; Ted Cushing, Oneida County; Arlyn Tober, Shawano County; Cindy Burzinski, Vilas County; Larry Neuens, Florence County. **EXCUSED:** **Board Member:** Lee Rymer, Oconto County; **Tourism & Economic Development Advisory Committee Member:** Charles Rayala, Vilas County; **Board & Tourism & Economic Development Advisory Committee Members:** Lance Pliml, Wood County; Angie Close, Langlade County; Debbe Kinsey, Lincoln County; Lori Moore, Florence County; Greg Sekela, Oconto County. **STAFF:** Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representative. **OTHERS:** Jeff Anderson, Wisconsin Department of Tourism Regional Tourism Specialist. Introductions were made around the room. Lincoln County member Ken Maule welcomed everybody to Merrill.

APPROVAL OF JULY 28, 2016 JOINT MEETING MINUTES: Motion by Anderson, second by Tober, to approve the July 28, 2016 minutes as printed. Motion carried.

CHAIR'S REMARKS: Chair Klimoski shared that he got another "zipper" on his chest about five weeks ago. He also noted that leaves are turning slow and is guessing it will be another couple of weeks of Fall color in Langlade County.

PROJECT DIRECTOR'S REPORT:

- a. Turnout for Transportation - September 29, 2016: Bill Korrer reminded the members that tonight is "Turnout for Transportation" in 71 of the counties (Ashland and Bayfield Counties are having a joint meeting). The purpose is to bring attention to the shrinking stream of transportation dollars trickling down to local governments. Mr. Korrer shared a listing of the meeting locations. Roughly 60% of the members had prior knowledge of the town hall style meetings.
- b. Northwoods Rail Transit Commission: The July 11th storms that caused extensive flooding in northern Wisconsin damaged rail lines along with roadways. Reports are that the rail line running from Ashland down to Mellen has major damage from the rail bed washing out in several spots. Canadian National supposedly has not reacted with any urgency at this time. Governor Walker and his staff were made aware of this during tours of the hardest hit counties. The latest report is that Canadian National has no intention of repairing the damaged portion, effectively ending rail service to Ashland. The WCA Transportation Steering Committee went on record not supporting using Freight Rail Preservation dollars for the TIGER Grant Match. The WCA Resolutions Committee did not support a similar Price County resolution on a close vote.
- c. Wisconsin Ag Tourism Association: WATA activity has been pretty slow because of Wisconsin's growing season just ending. Drew Nussbaum, the newly assigned Tourism Development Specialist for the southwest quadrant of the state, is taking the late Patrick Reinsma's spot as an Ex Officio member of the WATA Board.
- d. Fall Tourism Conference - November 3 - 4, 2016: The Wisconsin Fall Tourism Conference will be in Eau Claire, November 3 - 4, 2016. Tentative agenda includes Destination Marketing in the Digital Age keynote by Aaron Nissen of Destination Think!. Wisconsin Department of Tourism Secretary Stephanie Klett will give the latest from the Tourism Department, plus there will be breakout sessions on destination development, sports tourism, visual asset trends, management and more.
- e. Governor's Northwoods Economic Development Summit - November 10, 2016: The Governor's Northwoods Economic Development Summit will be November 10, 2016 in Minocqua. Details are available at www.northwoodssummit.com.

FINANCIAL REPORT: Bill Korrer handed out the current financial report to Board and Committee members. Mr. Korrer noted that with invoices submitted for payment and anticipated advertising expenses, the Promotions Budget line will run short unless additional funds are added. The primary reason is the recently booked 2017 Chicago Sports Show costs \$3,700 compared to the \$500 for the 2016 Chicago Area Sports Show North Central ITBEC attended. Mr. Korrer suggested a \$3,000 addition would probably be sufficient to cover costs, but \$4,000 guarantees adequate dollars in the Promotions Budget line. Motion by Cushing, second by Idsvoog, to transfer \$4,000 from the North Central ITBEC Project Funds account to the "Promotions Budget" line item account. Motion carried. Mr. Korrer also recommended that the "ITBEC Booth @ WCA Conference Marketplace" line in the amount of \$137.50 be closed out and funds returned to the North Central ITBEC Project Funds account. Motion by Hamilton, second by Millan, to close out the "ITBEC Booth @ WCA Conference Marketplace" line in the amount of \$137.50 and the funds be returned to the North Central ITBEC Project Funds account. Motion carried.

MARKETING REPORT: Cindy Burzinski, on behalf of the marketing team, thanked the Board for the infusion of dollars into the Promotions Budget line.

- a. 2017 Marketing Plan Discussion: The Marketing Team is currently reviewing analytics to help determine the effectiveness of the 2016 marketing before finalizing a 2017 plan.
- b. 2017 Sports Shows Update: The 2017 sports shows will be the the Chicago Travel & Adventure Show January 21 & 22, 2017; RV & Camping Expo in Green Bay January 26 - 29, 2017; the Milwaukee Journal Sentinel Sports Show March 8 - 12, 2017.
- c. 2017 Promotions Plan Update: This is on hold until the Marketing Team has a chance to fully review the analytics from the 2016 advertising campaign.

DISCUSSION/DECISION - BROADBAND: Marv Anderson opened the discussion by observing that there may be internet service, but it's surely not high speed broadband. The question is where are all the grant award dollars going? Melinda Otto shared that Hiles in northwest Forest County received a grant to upgrade and expand service. Ted Cushing added that Oneida County was successful too. Chair Klimoski felt this was the start of a good discussion and directed it be kept on future agendas.

UPDATE - GOOD NEIGHBOR AUTHORITY: Forest County, Florence County, and Oconto County all said the Good Neighbor Authority is working as intended. Paul Millan said that the harvest in the National Forest is projected to hit 100 million board feet of timber, if it dries out enough to get it out of the woods. That volume hasn't been hit in years.

DEPARTMENT OF TOURISM UPDATE: Jeff Anderson, Department of Tourism, explained the media campaign to the members and offered samples of the video, radio, and print advertising. Mr. Anderson had copies of the 2016/2017 Event Guide for the group. Mr. Anderson reminded everybody of the upcoming Walk with Walker in St. Germain on October 11th. First Lady Tonette Walker will lead the group from the St. Germain School at 10:00 a.m.

COUNTY ISSUES ROUNDTABLE DISCUSSION: Members shared information and news about happenings in their county. No action was taken.

ITEMS FOR FUTURE AGENDA: No additional items were added and none were deleted.

SET NEXT MEETING DATE: The next meeting will be on December 1, 2016, in Oconto County. The exact location has yet to be determined.

ADJOURNMENT: Motion by Cushing, second by Idsvoog, to adjourn at 11:47 a.m.
Motion carried.



Activities Report for Shane Wucherpennig November 2016

- **November 2** – Attended CEED Meeting.
- **November 3** – Worked on No Till and cover crop acres for farmers in the Mill Creek Farmer Led Council.
- **November 4** – LWRM contracts for cost-sharing
- **November 7** – Worked on Conservation Specialist position Description.
- **November 7** – Worked with Angel from HR and we drafted the Conservation Specialist position Job Posting.
- **November 8** – Met with Angel to discuss posting Conservation Specialist position & timelines.
- **November 9**– Wellness Biometric Screening.
- **November 9**– Worked on No Till and cover crop acres in Snap-Plus Nutrient Management plans.
- **November 10** – Worked on designs for Sternweis and Brandl.
- **November 11** – Met John Eron & Farmers from the Mill Creek Farmer Led Council to tour cover crop plantings and discuss cost-sharing.
- **November 14** – Met with Drew Zelle and John Eron to stake out Rock Lined Waterways & a Toe Wall Structure.
- **November 14** – Met with Joan Arnold and walked the Badger Sandstone Reclamation site to discuss concerns she had.
- **November 15** – Held a Staff meeting.
- **November 15** – Started coordinating a meeting for a Health Soil/Water work shop in 2017.
- **November 16** – Worked on NM plan reviews.
- **November 17** – Attended RC& D meeting in Stevens Point.
- **November 18** – Met with Deb Dix(DNR), Terrence Kafka (DNR) Corey Trowbridge (DNR) Adam Schuenemann (DNR), Adam Groshek (LWCD), Alan & Aaron Schiferl (Schiferl Dairy) for a Notice of Dishcharge (NOD) conference to discuss manure and runoff violation on their farm.
- **November 21-25** – Vacation.
- **November 28** – Reviewed Applications and resumes of 22 applicants for the Conservation Specialist position and weeded out unqualified applicants. There will be 6 potential applicants to interview in December.
- **November 29** – Active Shooter Training with Shawn Becker of Wood County Sheriff's office.
- **November 29** – Entered all applicants for the Conservation Specialist position into a spreadsheet to rank them for the purpose of narrowing down the candidates.
- **November 29** – Notarized well closure contract with landowners.
- **November 30** – Held a staff meeting.
- **November 30** – Worked AIS regional Grant reports for In-Kind service time Wood County LWCD provided in 2015-2016.
- **November 30** – Converted some Snap-plus Nutrient Managements plan to a newer snap-plus version.
- **November 30** – Made Spreading maps for landowners.
- **November 30** – Contacted truck dealership to order new truck for 2017.
- **November 30** – Took Silver truck in for repairs.
- **November 30** – Farm visits.

Activities Report for Tracy Arnold 11-2016

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Fielding numerous questions about shooting permits and site access
- Working with the 4 failed fences to get them back into compliance
- Inspection on 1 failed fence, that now passes, sent out letter
- Appraised 268 acres of corn
- Appraised 134 acres of soybeans
- Coordinate the 2016 Venison Donation program
- Managing the work on the woven wire fence project at Brockman's. Check in multiple times, touch based with contractor and landowner throughout the process. Conducted the final walk around of entire fence, just waiting on the gates before I sign off. Will also be working on the cost-share payments between landowner and WDACP after I receive the bills. Working on the 15 year fence contract, that will be signed; I will notarize and get recorded.
- Starting the second wildlife damage fence Nov 22 and I will be on site throughout the process again.
- Submitted the 2017 WD budget to DNR
- Discussed reimbursement issues with Mike in order to be able to submit them in a more timely matter.

Non-metallic mining reclamation program

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Numerous site visits to Badger Sandstone to view reclamation progress
- Site visits to violations
- Conducted inspections on every permitted mine in Wood County.
- Got out maps to those mines with financial assurance expiring in Dec.
- Following up on the status of financial assurance on those expiring soon
- Downloading data from the GPS of all the inspections, uploading them into ArcMap, generating maps for every permitted site, generating the active acres and financial assurance requirements for each permitted site and sending those in the map as completed.
- Tracking permit fees and checking financial assurance as they are submitted.

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Conducted stream flow survey's on Five Mile, Two Mile and Bloody Run
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- Coordinating local Poster and Speaking contest and promoting it
- Secretary of the North Central Land and Water Conservation Area Association
- Helped Lori get newsletters over the post office.
- Entering the tree, shrub, and wildlife orders as the come in
- Taught the groundwater model to the Lincoln High School Ag students
- Turned in 765 hours of in-kind match for the RC&D 2015-2016 Regional Grant. Hours from myself, Andrea Taylor (2015 intern), Wednesday Jordan (2016 intern), the 2015 Pittsville HS class and teacher (22 students, 1 teacher), the 2016 Pittsville HS class and teacher (20 students, 1 teacher)

Activities Report for Adam Groshek – November 2016

Land and Water Resource Management Program/Animal Waste Storage Ordinance/CREP Activities:

- ~Construction inspection, as-builts, and punch list walkthrough of approximately a 500,000 gallon above-ground SlurryStore manure storage structure and modified Vegetated Treatment Area (VTA) for leachate, minor alterations, and continuation of monitoring of Lee DeBoer's farm for prevention of manure overflow until permanent facility construction is finished.
- ~Working with contractor on abandoning Jackie Schueller's idle manure storage facility, performing checkups, and planning for vegetative seeding.
- ~Investigation, plan set completion, cost-share contract signing, and discussion of Erma Ponshock's well abandonment.
- ~Investigation, plan set completion, cost-share contract signing, and discussion of Tyler Pankratz's well abandonment.
- ~Application for notary public stamp 4-year commission to avoid notarizing schedule conflicts of future cost-share contracts.
- ~Completion of environmental benefit report for the Greiner 2016 CREP renewal.
- ~CREP state incentive check delivery to some of renewing contract landowners and assistance with staking out new CREP area boundaries.
- ~Wetland determination/investigation report for the area planned to have a feed leachate vegetated treatment area for the leachate contaminated runoff from a new feed storage pad at Gerald Sternweis's farm.
- ~Wetland determination/investigation report for future additional earthen manure storage lagoon for Tom Hamus near Auburndale.
- ~Scholarship essay report & follow-up in order to obtain \$350 toward paying for past wetland training class.
- ~Manure and leachate complaint follow-up with Warden Korey Trowbridge and Terry Kafka from the DNR pertaining to the Schiferl farms manure spill and leachate flowing into road ditch. DNR Notice of Violation walk-through of farm with Terry Kafka to identify all problems with the farm. Assisting Korey Trowbridge with contaminated water sampling and Shane Wucherpennig in writing up approximately \$2000 of fines for a one-day violation of various manure management and surface water discharges. Landowner was very responsive in fixing immediate problems therefore fine was kept to only a one-day occurrence. Attendance of NOV meeting with the Schiferl's, DNR, and Shane Wucherpennig. Discussion with City of Marshfield's WWTP operator Sam Warp on potential phosphorus trading and cost-share opportunities on the farm in the future. Farm walk-through on 11-28-16 to go over how each the leachate storage, manure storage, nutrient management, and clean rain water diversion issues will be fixed and paid for by the Schiferl's, by state DNR NOD cost-sharing, by county cost-sharing, and by the Marshfield WWTP phosphorus trading cost-sharing.
- ~Active shooter training and discussion with Sheriff's department and neighboring Parks department.
- ~CREP GIS mapping updates to record/update CREP renewals including new boundaries of CREP fields

Activities Report for Lori Ruess – November 2016

- Attended Wood County Health Fair.
- Attended November 2nd CEED meeting and completed minutes.
- Attended November 8th Employee Feedback meeting.
- Attended November 9th Lunch & Learn.
- Budget review and reconciliation.
- Answered phone and front desk questions.
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll.
- Vouchered incoming invoices and requested checks.
- Completed October sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges and vehicle maintenance/repair from Highway Dept. and forwarded to Finance.
- Completed Land & Water Resource Management (LWRM) cost-share contracts for:
 - Tyler & Amanda Pankratz – well Decommissioning
 - Brian & Jodi Otto – no till
 - Fred Brown/Brian & Jodi Otto – no till
 - Jacob & Kendra Kluck/Brian & Jodi Otto – no till
 - Scott & Janet Hygnstrom/Brian & Jodi Otto – no till
- Attended November 15th LWCD staff meeting.
- Completed newsletter, submitted to printer and with the assistance of Emergency Management Crew & Tracy Arnold labeled and mailed over 2,000. Also emailed newsletter to those who requested to be on our email list.
- Received and prepared for distribution CREP incentive payments for:
 - Buck Run Campground
 - Marty Cepress
 - Ben Gruber
 - William & Debra Gebert
 - Saul Weiler
- Submitted five CREP Contracts for Alan Weiler to DATCP.
- Organized County Board and CEED packet information for County Clerk's office.
- Entering tree/shrub order forms as they come in and daily deposits.
- Logging 2017 Nonmetallic Mining permit fees and depositing as they come in.
- Active shooter training and discussion with Sheriff's department and neighboring Parks department.

Conservation, Education & Economic Development Committee Report December 2016

PETER MANLEY

Wood County UW-Extension, Community Resource Agent

- I attended and processed paperwork related to the November 2nd CEED meeting.
- I followed up the meeting by putting together a SE Wood County Groundwater Group to discuss collaborative ways to protect groundwater quality. This was done at the direction of the CEED Committee.
- I organized a workshop for the Extension and County Clerk on active shooters. Three personnel from the Sheriff's Department discussed options for our offices and we conducted several scenarios.
- I attended a "check-in" meeting regarding the Blueways project, part of the Encourage Blueprints workshop, November 8. I presented the Blueways project to a teen leadership group, November 9.
- I conducted an evaluation of a staff member.
- I made input into a research project looking at communities that are successful at attracting young adults, November 15.
- Radio programs in Marshfield and Wisconsin Rapids were about radon.
- I attended a Leadership Steering Committee, November 17, and made plans for a session on conflict and diversity.
- I spent substantial time this month preparing the Clean Sweep final reports and organizing the SE Wood County Groundwater Group
- For state duties I attended a tenure advisory meeting and reviewed the candidate's portfolio. I attended a state Department Head meeting, by teleconference, November 30.

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- Farm Technology Day efforts progressed as we have had our second committee- chairs meeting. I was unable to attend the last quarter's meeting in the summer, so it was my first opportunity to meet some of the committee chairs. We are recruiting some key positions at this point and are beginning fundraising solicitations. A website is being developed where volunteers may register their interest in helping with Farm Technology Days.
- At month end, I completed two radio interviews at WFHR and WDLB.
- I participated in the Dairy Youth committee meeting that supervises activities with fair and 4-H dairy youth activities. In addition to the fair, we manage dairy judging practices, dairy quiz bowl activities, scholarships and youth recognition.

- I attended a meeting of the Wisconsin Cranberry Marketing Board. They considered their potential budget and their research priorities for the upcoming year. New officers were selected as well.
- I attended the Market Animal Sale Committee meeting. The committee in developing some major changes in the program to make it more modern and lead youth to experience some new activities of the modern meat animal industry. There will no longer be fall and spring weigh-ins of animals. Instead hair samples will be collected from all animals for DNA sampling to verify at fair time the animal's identity. It is advantageous for people's busy schedules and for animal biosecurity to discontinue the weigh-in process.
- I received training at the Pest Management Update held at the Marshfield Agriculture Research Station. Faculty from the Entomology, Horticulture and Plant Pathology departments updated certified crop consultants and Ag educators on plant disease, insects and weeds in corn, wheat, and soybean, forage and pasture systems.
- I received training in Tomah on soil fertility and nutrient management. I was unable to attend a meeting in Marshfield of the same material because of a state-wide Farm Technology Days planning meeting.
- I participated in a cranberry research roundtable on the UW-Madison campus. I was able to join several growers on the trip there and back and networked with these growers and researchers as the discussion is intended to help researchers learn more about grower's crop production concerns and research priorities.
- The North Central Agriculture agents met and reviewed each other's program plans for the upcoming season and helped new un-tenured agents develop and evaluate their program efforts. We also met as a subgroup to work on final tenure documents for one agent that is applying for tenure this winter.
- Peter and I conducted a review of new-staff member, Katie Tomsyck; we also had active shooter training in the Extension office.

SARAH SEIGEL

Wood County UW-Extension, Family Living Educator

- Taught the Shop & Chop class with Jodi Friday on November 1, 8 and 15. Shop & Chop is a basic cooking, nutrition and food resource management class.
- Put up a "Let's Talk Turkey" Bulletin board at the courthouse. The bulletin board promotes proper food safety practices for Thanksgiving. November 1.
- Participated in an Active Shooter Training with my office colleagues on November 3. Training was taught by the Wood County Sheriff's Department.
- Listened to a Dean's Wisline with my office colleagues. The Wisline provided at update on what is taking place within UW-Extension. November 7
- Provided Financial Grab & Go resources/education materials at St. Vincent de Paul on November 7. On the first Monday of each month I provide financial resources to residents who are being screened for the Food pantry.
- Talked on the radio (WDLB & WFHR) on November 8 and 10. My topic was Let's Talk Turkey. I discussed the importance of practicing proper food safety while preparing your Thanksgiving meals.

- Had a meeting with Heather from the Boys & Girls Club in Wisconsin Rapids. Heather and I discussed possible educational opportunities for the 2017 school year. November 9.
- Taught a Healthy Lifestyles: Food Labels Class at River Cities High School on November 10. Food Labels is the first class of a series of classes which will be monthly with the River Cities students. The class is co-taught with Jodi Friday.
- Attended the Standard Rank and Promotion meeting on November 11 in Wausau regarding my rank change with in UW-Extension/Family Development Department.
- Listened to a Ignite Book Club Wisline on November 14. The Wisline is in partnership with the Creating Healthy Communities work group and Ignite book club that I am part of.
- Attended the Wood County Home and Community Education (HCE) Craft Day at McMillan Library. November 15
- Provided Financial Grab & Go resources/education materials at the Neighborhood Table on November 17 and at St. Vincent de Paul on November 28. Once a month I provide financial resources to residents who are attending the free community meal.
- Taught Becoming Money Smart at the Wisconsin Rapids Job Center on November 21.
- Taught Family Meal and Family Traditions lesson at Nekoosa/Head Start on November 23 as part of their Fall Festival. The Fall Festival has both parent and children activities and is a partnership between Head Start and UW-Extension.
- Delivered Parenting the Preschooler Fact Sheets to the Wood County Libraries. November 30.
- Throughout the month I worked with Kathy Metzenbauer (Family Living Educator in Juneau County) and Peter Manley on my portfolio to submit for promotion/rank change.
- I attended coalition meetings throughout the month for financial stability, Recreate health and south Wood County hunger coalition.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Taught 5th grade lessons in 25 classrooms to approximately 550 students. Topics included Food safety, Portion Awareness, Label Reading and Fast Food Choices.
- Taught three sessions of the Shop and Chop Course with Sarah Siegel.
- Participated in an Active Shooter Training with the UWEX office staff.
- Met with WIC Director Amber France regarding potential lessons with WIC clientele.
- Visited the South Wood County Emerging Pantry (SWEPS) to help pantry clients utilize fresh produce.
- Participated in one Wood/Portage County FoodWise team meeting.
- Participated in two UWEX Safe and Healthy Food Pantry Project team wislines.
- Participated in one FoodWise North Central Region call to plan our December meeting.
- Taught one lesson at River Cities High School on label reading with Sarah Siegel.
- Taught one lesson at Ho-Chunk Head Start on grocery list strategies with Sarah Siegel.
- Participated in one Wood County Recreate Health (formerly Chronic Disease) Coalition meeting.
- Participated in one United Way "United WE Can 2017" planning meeting

- Teleconference with the Wood County Health Department and the Farm to School Americorp which will work with WRPS schools.
- The Wisconsin Nutrition Education Program (WNEP) has been rebranded as FoodWise... Same great program, new name!



KYLI BROWN

Wood County UW-Extension, 4-H Program Advisor

- Worked with 4-H leaders to plan the annual foods, cake and fashion revue for 2017. We also plan new ideas and ways to increase participation in the home and family area of 4-H.
- Helped to facilitate the 2016 4-H leader and youth awards program on November 11 in Pittsville. We also celebrated the night with a movie and cake.
- Facilitated and reported to the Nov. 24th PALS and Leaders Association meeting in Auburndale.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.
- Continue to update and maintain the Wood County 4-H Facebook site. We are up to 627 fans!!!
- Facilitated a Creative Arts Day meeting and Dairy meeting on November 22.
- Had our second Farm Technology Days Youth Tent meeting on November 30th in Pittsville.
- Attended the Junior Fair Board meeting on Nov. 16th.

CHRIS VIAU

Wood County UW-Extension, 4-H Youth Development Educator

The following is an overview of Youth Development activities:

- 4-H Club and Program Management
 - 4-H Awards Program- support committee and PALS youth
 - Prep and co-teach Annual Volunteer Leader Training with K. Brown
 - 4-H Trip and Awards Interviews- 16 youth interviewed by 3 adult and 1 youth volunteer.
 - 4-H Leaders Association Meetings
 - Leadership Washington Focus Trip Planning and Logistics
 - Begin planning for 2017 trip
 - 4-H Club and Volunteer Management concerns-Ongoing
- Central WI State Fair
 - Fair Entry- online system.

- Review program, gather input for system changes, evaluate how Market Sale committee can utilize the software
 - Attend Market Sale committee meeting
- Jr. Fair Board Meeting
- Other
 - Active Shooter Training- in office
 - Department of Youth Development- Standards Rank and Promotion Committee Members- Read and evaluate 3 candidates' promotion materials
 - Radio- WDLB and WFHR- Skills youth desperately need
- Administrative
 - State and Regional Phone Conferences
 - 4-H Youth Development Liaison Responsibilities- 25% FTE

JEREMY ERICKSON

Wood County UW-Extension, Horticulture Educator

- Participated in Active Shooter Training at Wood County Courthouse
- Attend Healthy Lifestyles Marshfield Garden Committee Meeting
- Attend UWEX Ripple Effect Mapping Training in Green Lake, WI
- Schedule Horticulture classes and workshops with UW-Marshfield, Project Discovery Day
- Attend the South Wood County Hunger Coalition Meeting
- Attend the Marshfield Health Lifestyles School Wellness Committee Meeting
- Continue working on compiling data for 2016 Wood County Master Gardener Association Year End Accomplishment Report
- Met with staff at Midstate-Wisconsin Rapids to tour facilities and schedule and reserve auditorium for Spring Master Gardener Seminar

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
Justin Conner, GIS Specialist
Jeff Brewbaker, Code Administrator
Heather Marquardt, Code Technician
Julie Akey, Admin Services 6
Kim Keech, Admin Services 3

RE: Staff Report for December 7th, 2016

1. Administrative (Jason Grueneberg)

- a. Staffing – On December 2 Julie Akey, Administrative Services 6 retired after 41 years with Wood County. The job description is being updated to better reflect the responsibilities of the Administrative Services 6 position. The vacant position will be posted to be refilled before the end of December.

2. Economic Development (Jason Grueneberg)

- a. Central Wisconsin Economic Development Fund (CWED) – The CWED Board of Directors met on October 19 and the Executive Committee on November 4. Minutes from the October 19 meeting are attached. The Finance Committee met on November 15 to review the 2017 budget and recommend approval to the full Board.
- b. Central Wisconsin Housing Region (CHR) - The CHR met on November 4 to review past home repair grant activity for the region. The attached report shows the loan activity for the region and Wood County. The report shows use of the funds released in the 2012-2013 grant cycle as well as the 2014-2015 grant cycle. In the next grant cycle \$1,904,345 will be released for the 9 County Region. I also attached a flyer that describes the home repair program. Please share this information with property owners you feel are eligible and could benefit from this program.
- c. Regional Economic Growth Initiative- The REGI Board met a few times in the past month due to the passing of the REGI President, Steven Anderson. Please see attached news release that was prepared to address Steve's passing, and the transition of leadership to the new REGI President, Rick Bakovka.

3. Planning (Adam DeKleyn)

- a. City of Nekoosa Comprehensive Outdoor Recreation Plan (CORP) Planning committee was formed and met for the first time. Beginning stages of the planning process have started. Existing conditions inventory is nearing completion.

- b. Highway & Recreation Committee Tour – View current road projects, bridges, and recent park and forestry projects to assist in future planning projects.
- c. Farmland Preservation Program – Initial research started for updating/certifying FPP ordinances and plans for local towns.
- d. County Plat Review Officer – Multiple CSM's were reviewed/approved/recorded. Two preliminary subdivision plats are pending approval.
- e. Marshfield Sewer Service Area Administration – Request for WQM was received and approved. 208 Review Compliance letter was issued.

4. Land Records (Justin Conner)

- f. Parcel Mapping – Received access to GCS tax database to update the website and public data downloads.
- g. PLSS Remonumentation Project #3 – Quest Civil Engineers was selected at the November CEED meeting. All other bidders were notified of the result.
- h. ESRI Wisconsin User Group (EWUG) Meeting – Attended meeting in Green Bay, WI. This was a great opportunity to talk with others editing in the parcel fabric.
- i. NG 911 Strategic Planning – Participated in NextGen 911 Strategic Planning conference calls.
- j. Map and printing requests
 - a. Town of Arpin parcel map book for Hart Appraisals
 - b. Maps for Town of Sherry clerk

5. Code Administrator's (Jeff Brewbaker and Heather Marquardt)

- k. Private Sewage Program, Permitting, Maintenance and Violations
 - i. (51) on-site investigations/inspections/compliances
 - ii. (0) septic system verification letters & failing system investigations
 - iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
 - iv. (9) soil tests reviewed, (0) hydrograph reports reviewed, (2) interpretive soils report reviewed
 - v. (4) holding tank plan reviews, (1) conventional plan reviews, (4) mound plan review
 - vi. (9) sanitary permits reviewed

- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals servicing, (0) referrals invoices
- viii. (0) sanitary system easements
- ix. Answered phone calls, emails and met in office regarding permitting and inspection questions.
- x. Heather and I answer phone calls and take counter visits at a rate of approximately 1 call or visit every 15 minutes on busy day. There have been a greater number of calls regarding the \$20.00 program fee.
- xi. Heather has been helping with hundreds of fee cards that come in the mail daily. Out of the 4,532 Program Payment postcards that were mailed 11/7 there are 1,586 remaining unpaid as of 11/29/16.

I. Floodplain Ordinance Investigations and Permitting

- i. (3) site inspections, meetings or enforcement
- ii. (1) permit issued, screening sites or Letter of Map Amendment (LOMA), CAV reports
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. Answered questions from citizens regarding building in floodplain and shoreland areas.
- vi. Numerous site visits and phone calls took place regarding a property located at 8790 State Hwy. 80. The owners excavated a pond without permit and placed the spoils in the mapped floodplain. The restoration has been permitted and will require follow up.
- vii. Recently there was a property in the Town of Dexter that was for sale with a good building site on upland. The only way to get to the site was across a narrow floodplain approximately 50 yards long. The existing culvert and elevation cannot be changed without detailed analysis. The buyers were disappointed by this determination.
- viii. On 11/7/16, at the request of the owner Mid Wisconsin Con Ex in the Town of Rock we performed an evaluation of the restoration work in the mapped floodplain. Large portions of the property were brought back into compliance but some areas were not entirely leveled. We will make further contact with the owners.

m. Shoreland Ordinance Investigations and Permitting

- i. (1) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (5) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (1) navigability determinations
- v. Answered questions from citizens regarding building in floodplain and shoreland areas.

- vi. On-sited proposed construction site in the Town of Arpin on 11/28/16. Owner was concerned and wanted to make sure all planning and proposed excavating would be significantly compliant.

6. POWTS Activity (Julie Akey/Kim Keech)

- a. Monthly Sanitary Permit Activity. There were 13 sanitary permits issued in November 2016 (3 new, 8 replacements and 2 reconnects) with revenues totaling \$4,145. There were also 4 sanitary permits submitted but not issued yet with revenues totaling \$1,050. There were 15 sanitary permits issued in November 2015 (4 new, 9 replacements, 1 replacement tank only and 1 reconnect) with revenues totaling \$4,125.

There were 150 sanitary permits issued in November. For comparison purposes, following are totals through the same period for the previous five years: 2015 – 175, 2014 – 180, 2013 – 195, 2012 – 174 and 2011 – 195.

- b. 2016 Tax Refund Intercept Program (TRIP) To date, Wood County has received \$3,571.32 on seven outstanding cases. *No change from previous month.*

- c. Maintenance Notices

- i. 2016

- 1. On April 26th, 2,711 notices were mailed by ODC to those owners who need to have their system serviced this year, with a due date of August 12th. Eighteen notices were also mailed to owners who have an Aerobic Treatment Unit (ATU), which requires annual servicing.
 - 2. On September 16th, 401 second notices were mailed to those owners who did not meet the August 12th deadline.

- d. Program Fee Notices

- i. 2016 – On November 7th, 4,532 program fee notices were mailed to those owners who need to pay their \$20 program fee this year, with a due date of December 2nd.

- e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2015 are available for viewing on the County's website www.co.wood.wi.us/Departments/PZ.

- f. Enforcement Activities Update. There is nothing new scheduled to date.

- g. Wisconsin Fund Program Update.

- i. FY17 –On November 3rd, we received a partial grant award of \$17,568.59 for the eight systems that were installed. Category 1 applicants were prorated 49.18% and Category 2 applicants did not receive any funding. A second Payment Request for \$1,550.02 was submitted to the State on November 16th and this money was received a week later. One applicant has not had his replacement mound system installed to date; however, his grant award of \$2,415.49 will be held at the State and released upon installation and the applicant provides proof of payment (copies of paid invoices as well as cancelled checks).
- h. FY18 – The Dept. of Safety and Professional Services (DSPS) is proposing to eliminate the Wisconsin Fund Grant Program in their 5% reduction budget proposal. Currently there are 3 applications that have been submitted for funding consideration for FY18.

Wood County

Proposed 2017 Economic Development Grant Requests

<i>Marshfield Area Chamber of Commerce & Industry</i>	<i>\$19,500</i>
<i>Marshfield Economic Development Board</i>	<i>\$30,500</i>
<i>Heart of Wisconsin Chamber</i>	<i>\$19,500</i>
<i>Regional Economic Growth Initiative</i>	<i>\$30,500</i>
<i>State Fair Booth</i>	<i>\$2,500</i>
<i>Prairie Chicken Festival Sponsorship</i>	<i>\$5,000</i>
<i>Alexander Field</i>	<i>\$7,500</i>
<i>Roy Shwery Field</i>	<i>\$7,500</i>
Total Requested	\$122,500

jrg 8-3-16

Central Wisconsin Economic Development Fund

BOARD OF DIRECTORS' MEETING

October 19, 2016, 2:00 pm

Central Wisconsin Airport, 200 CWA Drive, Conf. Rm. B, Mosinee, WI 54455

Present:

Board Members present: —Adams County — Daric Smith (phone), City of Marshfield — Jason Angell, City of Merrill — Adam Rekau, Forest County — Paul Millan, Lincoln County — Ken Maule, Portage County — Paula Cummings, Vilas County- Bob Egan (phone), Village of Plover — Richard Holden (phone), and Wood County — Jason Grueneberg,

Not represented: City of Mosinee, City of Stevens Point, City of Wisconsin Rapids, City of Schofield — vacant; Town of Rib Mountain, Marathon County — vacant, Village of Athens, Village of Weston.

Quorum: Yes (9/15 filled positions)

Others Present: CAP Services: Susan Henry, Laura West, Andy Soucek, Dawn Thrun; CWED legal counsel — Laura Callan (phone), Jessica Bartolotti-Johnstone representing Jessica's Cucina, Brad Kowieski representing State Bank of Florence, Kate Zdroik representing Irish Eyes & McZ's, Butch Pomeroy representing The International Bank of Amherst, Mark Thuot and unnamed gentleman observing for the City of Schofield.

AGENDA

- 1) Call to Order at 1:43 pm, and Roll Call — Jason Angell as acting president for Michael Ostrowski.

Roll Call: Adams County — Daric Smith (phone), City of Marshfield — Jason Angell, City of Merrill — Adam Rekau, Forest County — Paul Millan, Lincoln County — Ken Maule, Portage County — Paula Cummings, Village of Plover — Richard Holden (phone), Vilas County- Bob Egan (phone), and Wood County — Jason Grueneberg,

Vice President Angell called the meeting to order.

Discussion and possible action on the following:

- 2) Board Minutes — Minutes of September 21, 2016 (emailed 10/15/2016) — Michael Ostrowski

Motion by Director Millan to approve the minutes; seconded by Director Maule. Motion carried.

- 3) Loans for Approval — Andrew Soucek

- a) Jessica's Cucina & Key 23 Investments — Mr. Soucek presented a loan to Jessica's Cucina and Key 23 Investments for \$86,500, 7 years, 4.50%, interest only for the first six months. Loan proceeds will be used to purchase restaurant equipment for use by Jessica's Cucina sole tenant in the building acquisition being financed by the State Bank of Florence. Jessica's Cucina and Key 23 Investments are related through common ownership.

- b) Irish Eyes, LLC and McZ's Brew Pub – Mr. Soucek presented a loan to Irish Eyes and McZ's Brew Pub for \$84,915 to be split into two notes: A) \$69,915, 15 years, 5.0% interest only for the first 6 months for the purchase of the commercial property at 178 N. Main St., Rosholt for rent to McZ's Brew Pub and The Nest art studio, and B) \$15,000, 7 years, 4.50% interest only for the first six months for the purchase of brewing and restaurant equipment from Kozlak Brewing. Irish Eyes, McZ's Brew Pub and The Nest are all related through common ownership. Zdroik pointed out the commitment letter from Central Wisconsin Electric Cooperative would give CWED a first lien on the business assets. CWED has assumed that it would be subordinated to the co-op.
 - c) FreMarq Innovations – FreMarq Innovations is located in Wausau. It was not known at the time that Wausau is in a federal entitlement district and has its own revolving loan funds from HUD. Businesses in Wausau are not eligible for CWED financings. This request is withdrawn.
- 4) Vice President Angell – read, "Adjourn into closed session pursuant to Wisconsin Statutes 19.85(1)(e) (deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session) on the following loan approval(s): Jessica's Cucina, and Irish Eyes."

**Motion to adjourn to closed session by Director Maule; seconded by Director Millan.
Motion approved.**

- a) Jessica's Cucina – The board questioned the collateral structure, the value of Jessica's home, and Jessica's low credit score. Mr. Soucek explained that we have always subordinated CWED's lien to the banks regardless of loan structure. Jessica was not aware of her low credit score due to medical bills and student loans. Payments on the home and the small credit card balance have always been timely. Jessica has pledged to clean up her credit. The board brought in, lender Brad Kowieski to ask if the bank would agree to give CWED a first position on the business assets. Mr. Kowieski said that the bank took a favorable view of the loan based upon having a senior lien position on the business assets in addition to the first mortgage on the real estate. CWED is taking a mortgage on the home; the bank is not. Ms. Cummings asked if the borrower bought used equipment would our loan be reduced accordingly.
- b) Irish Eyes– Ms. Cummings said that Portage County supports the project, given the risks, provided that the business maintains a membership in the Portage County Craft Collective and Create Portage County which is promoted beyond Rosholt. Members of the Craft Collective include Central Waters Brewing, O'so Brewing and Great Northern Distillery. They find that over half their visits are from people 30 miles outside Portage County. Vice President Angell questioned the significant increase in sales from those reported by the current owner. Ms. Cummings pointed out the strong art community in the Rosholt area and their following who would value and support this type of business in the area. Secretary Holden mentioned that he is on the Portage County Convention and Visitors Bureau and echoed what Ms. Cummings said about the effectiveness of the bureau in attracting visitors to businesses like this. Mr. Soucek suggested that he would be more comfortable if we had some strong outside guarantors as Zdroik does not have the financial wherewithal to support the project if sales don't meet projections right

away. There was discussion about ways to strengthen the request to reduce the risk to CWED.

Motion by Alternate Director Cummings to return to open session; seconded by Director Millan. Motion carried.

- 5) Reconvene into open session for possible action on loan approval(s) for the following:
- a) Jessica's Cucina – Director Millan motioned to approve a loan of \$86,500 at 4.50%, 7 year amortization, 6 months interest only. Director Holden clarified that the purchase used equipment for a lesser amount would reduce the loan accordingly.

Director Maule motioned to require that CWED receive a real estate broker opinion of value for the home indicating a minimum value of \$100,000; Alternate Director Cummings seconded the motion. Motion for amendment to the original motion was approved.

Vice President Angell restated the original motion as:

Director Millan motioned to approve a loan of \$86,500 at 4.50%, 7 year amortization, 6 months interest only; that that the purchase used equipment for a lesser amount would reduce the loan accordingly; and that CWED receive a real estate broker opinion of value for the home indicating a minimum value of \$100,000. Motions passed.

- b) Irish Eyes – Alternate Director Cummings motioned to approve a loan of \$84,915; seconded by Director Grueneberg. Discussion: Vice President Angell expressed his concern that although CWED is a gap lender we are under-secured given the level of risk. He would like to see additional guaranties or investment to reduce CWED's risk. Treasurer Grueneberg expressed concern that the projections appear to be high. Applicant Zdroik responded that the current brewery is operating out of the living room of a home with a capacity of 20, a bar that seats six and kitchen that is 5' x 5' to hold the pizza oven and little more. McZ's will have seating for 50 and a kitchen that will be 15' x 10', the menu will be expanded greatly and it will adjoin the art gallery for large events. Koziak Brewing was open 17 hours/week and McZ's will be open 25 hours/week. Other breweries cannot sell wine because they do not sell food. McZ's will be able to get a class C license to sell beer and wine because they serve food. Sales do not include wine. She believes the projections are low.

Alternative Director Cummings asked Zdroik about her expectations for hiring a brew master. Zdroik responded that she has been contacted by two interested individuals even though she hasn't started looking for anyone yet. The food will be primarily pizza, and sandwiches very similar to what she has at the Farm Market. The Farm Market has a lunch menu. McZ's will be more of a dinner menu. It will not be bar food; no fried food. It will be pizza and fresh Panini sandwiches which she sells now at the Farm Stand.

Vice President Angell restated the motion with clarification: **Alternate Director Cummings motioned to approve two loans totaling \$84,915 package. Loan "A" to Irish Eye's for \$69,915, 5.0%, 15 year term, first six months interest payments only to purchase the real estate; Loan "B" to McZ's Brew Pub for \$15,000, 4.50%, 7 year term,**

first six months interest payments only, for the purchase of equipment, seconded by Director Grueneberg.

Roll Call:

Aye: Cummings, Holden

Nay: Smith, Angell, Rekau, Millan, Maule, Grueneberg

Motion not approved, 2-6

Vice President Angell stated that he would be willing to reconsider if Zdroik could provide additional collateral or guarantors. Director Maule supported this suggestion. Director Cummings asked if Zdroik had any investors. She said she has several interested investors. Applicant Zdroik asked if the board would consider approving the loan McZ's loan (\$15,000) guarantor Tim Blohm would guarantee the combined amount (84,915). Director Millan supported this idea.

Treasurer Grueneberg motioned to approve the loans contingent upon Tim Blohm guarantying the entire loan amount, and with the possibility of additional investors reducing the CWED loan commitment; seconded by Alternate Director Cummings.

Roll Call:

Aye: Smith, Angell, Rekau, Millan, Maule, Cummings, Holden, Grueneberg

Nay: none

Motion approved 8-0

6) Loan Modification(s):

Merrill Tool & Water – Mr. Soucek - Subordination of two existing CWED mortgages for \$60,000 and \$160,000 to River Valley Bank loan for \$100,000 to put a new roof on the building that serves as our collateral.

Director Millan motioned to approve the subordination of CWED mortgages on 202 Thomas Rd. to River Valley Bank loan for \$100,000 for a new roof; seconded by Alternate Director Cummings. Motion approved.

7) Loan Update(s):

a) Loan Status – Mr. Soucek reported there were no loans closed since the last meeting. CWED had two loans pay off earlier this month. There are three past due loans: C Wolf Holdings which will be presented for write-off later in this meeting, and two notes to Great Lakes Alfalfa.

b) Pipeline – The two loans in the pipeline were presented today.

Mr. Soucek reported that the balance of the loan portfolio in October last year was \$8,703,594. We booked loans totaling \$738,000 in the year. The current balance of the portfolio is \$7,257,515. We had runoff, loan payments and loans that prepaid, of

\$2,184,079 in the year ending September 30, 2016. CWED had to book \$2.2 million in loans just to stay even. He said, we need more loans to preserve the fund.

c) Watch List Report

- i. Great Lakes Alfalfa – One loan is behind two payments and the other is behind three payments. Mr. Soucek met with Mike Bronsteatter of Great Lakes last week. Bronsteatter will pay the balance of the third payment to clear that up and provide 2015 tax returns so we may extend the payment deferrals on both notes. The company has a large order pending with Tractor Supply which should generate cash flow. They have cleared customs in South Korea and have begun shipping product, and expect sales to grow. They are in conversation with investors who may wish to pay CWED off.
- ii. ECC Corrosion – The company has been on interest only for 1 ½ years, all payments are current. Mr. Soucek received updated company statements last month. He recently received an updated personal statement and 2015 personal tax return. Business this year is like last year. The company continues to operate at below break even. The company continues to lose money. They are continuing to look for investors.

8) Loan Write-Off(s)

C Wolf Holdings – Ridgestone Bank received the keys to the business in August and sold the inventory. Badger Auction auctioned off the furniture, fixtures and equipment September. The company owed Ridgestone approximately \$300,000. The equipment appraised for \$167,000 but they received only \$23,000 at auction. Mr. Soucek has requested documentation from Ridgestone several times. The bank said they will provide it once they get the final paperwork from Badger Auction. Craig Wolf has declared bankruptcy. He reports \$117,760 in assets and \$693,477 in debt. There is nothing left for CWED to collect on. Mr. Soucek recommended the write off of the C Wolf Holdings loan balance of \$33,689.67.

Director Maule moved to write off the \$33,689.67 balance of the C Wolf Holdings loan; seconded by Director Millan. Motion approved.

9) Reports/Updates

- a) President / Executive Committee Report – Vice President Angell. No report.
- b) Finance Committee – Treasurer Grueneberg reported that the committee hasn't met since the last board meeting but will need to meet to review the year end numbers and prepare a budget for the coming year. He expects income to be higher next year as we grow the loan portfolio and won't have the high legal fees we have had to address the issues of the last two years.

CWED Financials, September 30, 2016 – Ms. Henry pointed out that the board received the August and September financials in the board package. She mentioned that the September figures are preliminary year end numbers. They are subject to adjustment. The big adjustment will be the allowance for doubtful accounts.

Director Millan motioned to accept the August and September financial statements presented and put on file pending final adjustments; seconded by Alternative Director Cummings.

Motion approved

- i. Return of Funds to DOA for Wood County Loan – Prestige Milk Proteins, LLC. Mr. Grueneberg reported that this was a loan in Wood County that originated before CWED was created. A portion of the authorized loan was drawn by the business, then repaid to CWED after the loan was assigned to CWED by Wood County. CWED already returned the required 30% of payments to the state; the state is now requiring full repayment because the business closure kept them from fulfilling the national objective for the funds. We need to return the remaining balance of \$30,839.50.

Secretary Holden moved to transfer the remaining Prestige Milk loan proceeds of \$30,839.50 back to the state; seconded by Director Millan.

Motion Approved

c) Advisory Committee –

- i. Relocation Penalty - Alternative Director Cummings read the following recommendations to amend or revise the CWED Policy and Procedures Manual from the Advisory Committee minutes of the August 10, 2016 meeting.

Director Maule motioned to amend the CWED Policy and Procedures Manual to “call the loan if the borrower relocates outside the CWED region; seconded by Director Millan.

Motion approved

- ii. Application Fee Added, Not Deducted From 1 pt. Closing Fee - Alternative Director Cummings read the following recommendations to amend or revise the CWED Policy and Procedures Manual from the Advisory Committee minutes of the August 10, 2016 meeting.

Director Maule motioned to amend the CWED Policy and Procedures Manual to clarify the application fee was in addition to closing costs, not deducted from them; seconded by Director Millan.

Motion approved

- iii. Loans for Mixed-Use Property – Alternative Director Cummings read the following recommendations to amend or revise the CWED Policy and Procedures Manual from the Advisory Committee minutes of the August 10, 2016 meeting. Director Holden asked if the loan application would only be for the part that was not residential. Directors Maule and Cummings replied that it would be for 51% of the “leasable space”.

Director Maule moved to amend the CWED Policy and Procedures Manual to require the borrower to occupy at least 51% of the leasable space of mixed use (residential/commercial) property to qualify for a CWED loan, in the event that the property is all commercial the board would consider the loan on a case by case basis; seconded by Director Millan.

Motion approved

- iv. Loan Modification Approval Authority – Alternative Director Cummings read the following recommendations to amend or revise the CWED Policy and Procedures Manual from the Advisory Committee minutes of the August 10, 2016 meeting. Mr. Soucek pointed out that collateral releases were not included. He recommended that collateral releases be included in “a. Executive committee approves subordinations”.

Secretary Holden motioned to amend the CWED Policy and Procedures Manual to designate approval authority as follows:

A. The Executive committee approves loan subordination and collateral release requests,

B. The Board approves changes in the loan payment and terms,

C. The President approves the substitution of collateral.

Furthermore, all requests should have at least two weeks lead time for prep and presentation to the appropriate level of authority.

The motion was seconded by Treasurer Grueneberg

Motion approved

- v. Authority to Sign Documents - Alternative Director Cummings read the following recommendations to amend or revise the CWED Policy and Procedures Manual from the Advisory Committee minutes of the August 10, 2016 meeting.

Secretary Holden motioned to amend the CWED Policy and Procedures Manual to allow the President to designate the Program Administrator to sign all documents presented on the agenda that include: commitment letters, collateral releases, mortgages, titles, UCC filing and loan modifications; seconded by Vice President Angell.

Motion approved

- vi. Triggers to Review Previously Approved Loans - Alternative Director Cummings read the following recommendations to amend or revise the CWED Policy and Procedures Manual from the Advisory Committee minutes of the August 10, 2016 meeting.

Treasurer Grueneberg motioned to amend the CWED Policy and Procedures Manual to require the full board to review and re-vote on a previous loan approval, if the following triggers occur up to the time of the scheduled closing:

A. Change in cash flow (+/-),

B. Change in lender or lender terms,

C. Change in location for borrowers purchasing real estate for the project,

D. A material event (including circumstances that cause the Program Administrator to be uncomfortable).

The motion was seconded by Alternative Director Cummings

Motion approved

d) Administrator/Service Provider – CAP Services

- i. CWED Portfolio Classification of Federalized and Defederalized Funds Update – Ms. West pointed out that the board has a copy of Laura Callan's letter sent October 11th in their board package. We have not received a response.
- ii. Defederalized Policy Review Topics – Ms. West pointed out that we are no longer required to follow HUD lending requirements and may want to consider making changes. She requested that a committee review of the CWED Bylaws and CWED Policy and Procedures Manual. Vice President Angell recommended having the Advisory Committee conduct the review, and suggested that Ms. West send out the documents as quickly as possible with some questions as she highlighted. Ms. West pointed out that there was an outline of possible topics for review prepared by Mr. Soucek, and that committee may wish to prioritize.

Vice President Angell suggested that this will take a large effort to go through all the changes and we try to get as much of this done in one meeting as possible. He suggested that we find a day when we can get a large number of participants and take a half day to go through it so we aren't making people drive long distances multiple times.

- iii. Loan Risk Rating Model Preview – Mr. Soucek presented the Risk Rating model he prepared and included in the board package. He would like to begin using it in test mode for a year before adopting it as part of CWED policy. The board agreed and would like to see this information in all future loan presentations.

10) Adjourn

Alternate Director Cummings motioned to adjourn; seconded by Director Maule.

Motion approved – meeting adjourned at 4:25 PM

Minutes prepared by Andrew Soucek, and were reviewed and submitted by Jason Angell.

CHR CDBG Statistics for 2012-2013 Grant Year

County: Wood

Totals as of 11/01/2016

Grant Statistical Information for the County

Number of Applications Received	39
Number Ineligible/Inactive	22
Number on Current Waiting List	0
Number of Projects in Progress	3
Number of Loans Completed	14

Grant Financial Information for the County

<u>ID</u>	<u>Amount</u>	
1Wo	555.00	Title fees & initial inspection - backed out
3Wo	555.00	Asbestos & lab samples
3Wo	555.00	Title fee & initial inspection-backed out
4Wo	555.00	Asbestos sampling
4Wo	8,262.00	Mortgage
5Wo	4,445.00	Mortgage
6Wo(1st)	8,616.95	Mortgage
6Wo(2nd)	76,407.00	Mortgage
6Wo(3rd)	4,007.00	Mortgage
6Wo	975.00	Asbestos sampling & Lead Risk Assessment
6Wo	220.00	Lead clearance testing
7Wo	7,667.00	Mortgage
7Wo	525.00	Asbestos sampling
11Wo	10,967.00	Mortgage
12Wo	595.00	Lead risk assmt
12Wo	28,349.00	Mortgage
12Wo	220.00	Lead clearance testing
15Wo	555.00	Title fees & Initial inspection - did not compl.
16Wo	595.00	Lead risk assmt
16Wo	26,720.00	Mortgage
16Wo	220.00	Lead clearance testing
17Wo	555.00	Title fee & initial inspection-backed out
17Wo	975.00	Asbestos sampling & Lead Risk Assessment
19Wo	55.00	Title fees
21Wo	8,432.00	Mortgage
23Wo	555.00	Title fee & initial inspection-backed out
23Wo	595.00	Lead risk assmt
24Wo	975.00	Asbestos sampling & Lead Risk Assessment
24Wo	52,410.00	Mortgage
24Wo	220.00	Lead clearance testing
25Wo	595.00	Lead risk assmt
25Wo	9,232.00	Mortgage

25Wo	220.00	Lead clearance testing
26Wo	975.00	Asbestos sampling & Lead Risk Assessment
26Wo(1st)	77,037.00	Mortgage
26Wo (2nd)	9,032.00	Mortgage
26Wo (3rd)	3,152.00	Mortgage
26Wo(4th)	2,282.00	Mortgage
26Wo	220.00	Lead clearance testing
29Wo	55.00	Title fee - backed out
30Wo	975.00	Asbestos sampling & Lead Risk Assessment
30Wo	20,210.00	Mortgage
30Wo	220.00	Lead clearance testing
WO15	575.00	Title fee & Initial inspection-backed out
WO30	525.00	Asbestos sampling
WO30	18,121.00	Mortgage
WO45	595.00	Lead Sampling
WO45	29,404.00	Mortgage
WO45	220.00	Lead clearance testing

Totals

\$ 419,982.95

CHR CDBG Statistics for 2012-2013 Grant Year

Totals as of 11/01/2016 County: Totals
for region

Total Grant Statistical Information

Number of Applications Received	314
Number Ineligible/Inactive	158
Number on Current Waiting List	0
Number of Projects in Progress	29
Number of Loans Completed	127

Total Grant Financial Information

Loan Totals \$ 3,270,009.38

CHR CDBG Statistics for 2014-2015 Grant Year

County: Totals
Totals as of 11/01/2016 *for region*

Total Grant Statistical Information

Number of Applications Received	12
Number Ineligible/Inactive	3
Number on Current Waiting List	0
Number of Projects in Progress	23
Number of Loans Completed	14

Total Grant Financial Information

Loan Totals \$ 283,611.12

CHR CDBG Statistics for 2014-2015 Grant Year

County: Wood

Totals as of 11/01/2016

Grant Statistical Information for the County

Number of Applications Received	1
Number Ineligible/Inactive	0
Number on Current Waiting List	0
Number of Projects in Progress	1
Number of Loans Completed	3

Grant Financial Information for the County

<u>ID</u>	<u>Amount</u>	
WO92	525.00	Testing
WO92	16,220.00	Mortgage
WO106	16,680.00	Mortgage
WO125	10,342.00	Mortgage

Totals

\$ 43,767.00

OWNER-OCCUPIED AND RENTAL UNIT REHABILITATION LOANS

Provide no-interest, deferred payment home repair loans for LMI owner occupants.

Provide 1.5% interest loans for repairing units rented to LMI tenants and/or creating new low or moderate income rental units by:

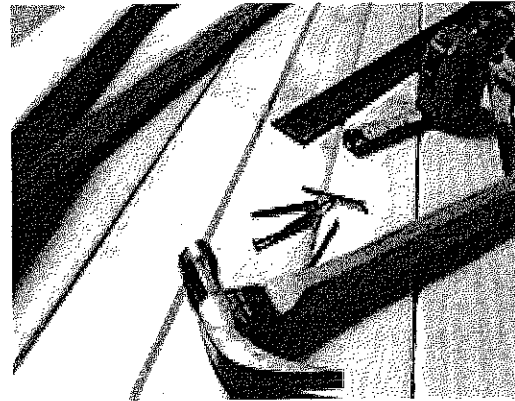
- (1) converting vacant properties into rental units, and/or
- (2) converting large single-family homes into duplexes.

CDGB loans shall be subject to a \$50,000 maximum.

AFTER REHAB INFORMATION:

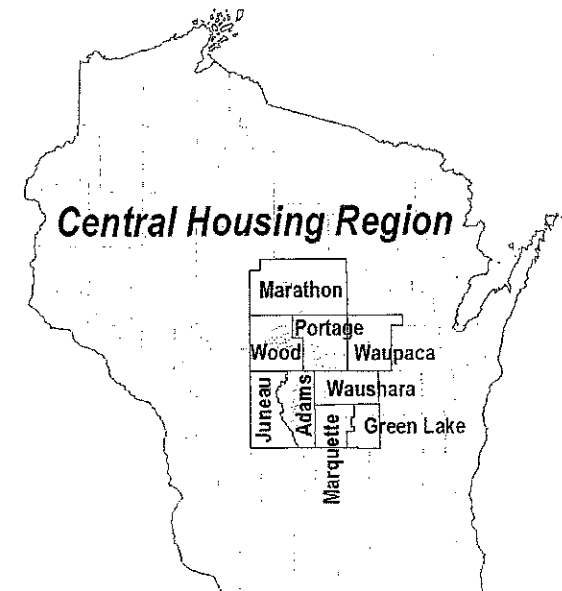
If there is a request to subordinate loans, each request will be subject to the following criteria as agreed upon by the Central Housing Region Committee.

- No additional debt can be incurred to the property.
- There would be a savings due to a lower interest rate being offered to the borrower.
- There would be better terms offered by the bank refinancing the debt.



**FOR AN APPLICATION OR
ADDITIONAL INFORMATION
CONTACT:**
CENTRAL HOUSING REGION CDBG
PROGRAM ADMINISTRATORS
JUNEAU COUNTY HOUSING
AUTHORITY
717 E. State Street, Mauston, WI 53948
(608) 847-7309
Email: juncoha@frontier.com

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



Central Housing Region Counties
Adams, Green Lake, Juneau, Marathon,
Marquette, Portage, Waupaca, Waushara,
and Wood

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

ELIGIBILITY REQUIREMENTS:

→Owner-occupied or land contract buyer three months prior to applying. Contract must be written, legally binding, and properly recorded. Contract seller will be required to sign mortgage.

→Owner of low-to-moderate income renter-occupied unit(s).

→All occupants directly benefiting from the CDGB housing rehabilitation program must be at or below the appropriate Section 8 income limit for their county.

→Include all sources of gross income and income from assets for all household members who are at least 18 years of age.

→Property taxes paid to date.

→Mortgage must be current.

→All mortgages, judgments, and liens in addition to the rehab cost cannot exceed 120% of the Fair Market Value of the property.

→Property must be insured.

This is a program for ensuring the community's ability to conserve, rehabilitate and improve residential properties occupied by low-to-moderate (LMI) residents.

CENTRAL HOUSING REGION OBJECTIVES:

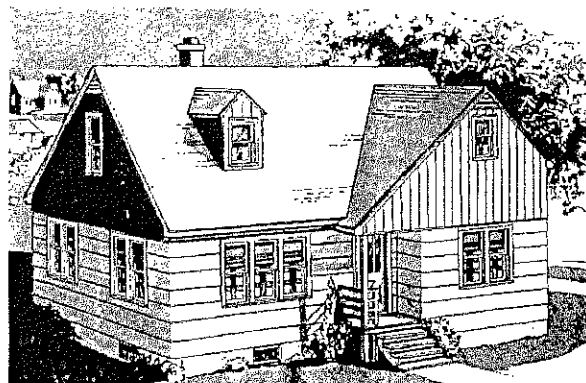
Expansion of affordable housing stock for low and moderate income persons.

Elimination of neighborhood blight and structural deterioration.

Elimination of housing conditions that are detrimental to public health, safety, and welfare.

Elimination of unnecessary energy waste through modern rehabilitation energy saving improvements.

Conservation of existing housing stock.



ELIGIBLE REHAB ACTIVITIES INCLUDE:

Repairs that bring the unit to decent, safe, and sanitary condition using HQS Inspection/Evaluation of property.

Examples include but are not limited to: Roofs, siding, windows, plumbing, electric, septic, well, etc.

INELIGIBLE REHAB ACTIVITIES INCLUDE:

- Properties scheduled for sale, acquisition, or condemned properties.
- Mobile homes in a mobile home park, must own land to be eligible.
- Reimbursement for work which has been contracted for or completed prior to signing agreement with the CDBG Program.
- Accessory buildings, garages, or sheds.
- New construction or expansion of the size of the structure.

News Release

Regional Economic Growth Initiative

Rick Bakovka
715-570-5633
bakovka@romewi.com
www.cwregi.com

For Immediate Release

November 11, 2016

President of the Regional Economic Growth Initiative (REGI) Unexpectedly Passed Away

REGI Responds to Loss and Arranges Seamless Leadership Transition

Wisconsin Rapids, WI – Steven J. Anderson, President of the Regional Economic Growth Initiative (REGI), passed away in his home after suffering a heart attack. His body was discovered on October 30, 2016.

"The event was unexpected and is saddening. Steve had just presented on behalf of REGI at a Town of Rome board meeting the Thursday before his death. He will be missed by everyone and his efforts will not be forgotten," said John Bergin, Chairman of the Board of Directors at REGI.

According to Melissa Reichert, President of the Heart of Wisconsin Chamber of Commerce and REGI board member, the organization is working diligently to ensure that all parties are properly notified of the unfortunate event. "We've been in touch with Steve's key contacts and are in the process of communicating with both prospective and existing stakeholders," she said. "We are committed to ensuring that Steve's progress is seamlessly transitioned to new leadership."

Anderson began working with REGI in July 2015. He brought over fifteen years of experience in economic development, and thirteen years as a practicing attorney, to REGI's efforts. He worked with regions, local governments and nonprofits in the field, as well as interacted with various State and Federal Agencies. His total volume of successful projects exceeded \$5 billion.

During Anderson's presidency, REGI has assisted with plans that will double the size of a major food processor. He worked directly with the Governor's office, facilitated greater cooperation between a local government and a substantial business, established a physical presence for REGI, and through Municipal Forum efforts, engaged developers to view sites in the area. The REGI website launched and will generate a great deal of engagement. Anderson continually reached out to existing companies, pursued targeted business attraction opportunities, and worked toward developing a marketing plan to guide efforts. He was committed to making the region known well beyond its borders.

-more-

REGIONAL ECONOMIC
GROWTH INITIATIVE

The Regional Economic Growth Initiative (REGI) of Central Wisconsin is a nonprofit 501(c)(3) public/private funded organization serving the needs of Central Wisconsin. It is an economic development organization that provides assistance to businesses, investors and site selectors in collaboration with municipalities and other regional partners.

Anderson, born June 29, 1960, intended on staying in the area with his family. He is survived by his father, Cleo G. Anderson of Overland, MO, his wife, Denise C. Anderson, and two children, Amanda and Connor Anderson of Virginia. According to his family, "He was a loving son, husband, father, uncle, great uncle and friend. He was passionate about his family, books, movies, writing, and oil painting. We are deeply saddened and miss him dearly."

REGI appointed Rick Bakovka as president on November 8, 2016. Bakovka will guide the organization during his three year term and will assume all responsibilities of president. Sally Kissiner was also hired to serve as an executive assistant.

"We are extremely fortunate to have Rick on board, especially on such short notice. He has many years of experience in business development and regional planning. We are more than confident in Rick's ability to bring our important initiatives to fruition," said Bergin.

Bakovka is a Central Wisconsin native with over 30 years of experience in the paper industry. He has served as Chairperson for the Town of Rome, WI since 1980 where he served as mediator and conflict manager for zoning and land use issues. He was an appointed representative to REGI on behalf of the Town of Rome.

"I've witnessed the positive impact that REGI has had. I am honored to have the opportunity to continue the progress that Steve has made with the group," said Bakovka.

In 2016, Bakovka was appointed by Governor Scott Walker to serve a second term with the North Central Wisconsin Regional Planning Commission. He recently served in various new business development roles, has been an active participant in area Chambers of Commerce, and is the Town of Rome liaison to the Sand Valley Golf Resort Development Project.

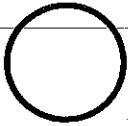
According to Bakovka, "The key to economic development is collaboration between key stakeholders to bring new business to Central Wisconsin and help existing businesses flourish. We have exceptional people in our communities which is what makes our region so special. Our workforce is second to none. I look forward to sharing our story well beyond our region to attain, expand and attract business."

REGI is located at 1120 Lincoln Street, LL1, Wisconsin Rapids, WI 54494. Please direct questions, comments or concerns to Rick Bakovka at bakovka@romewi.com or 715-570-5633.

-30-

mv/regi_nov2016

Photos, customer comments, and interviews available on request.



Ordinance#

 Introduced by
Page 1 of 1

Conservation, Education & Economic Development

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

jrg

INTENT & SYNOPSIS: Rescind and recreate Wood County Ordinance #704 - Shoreland Zoning.

FISCAL NOTE: None.

WHEREAS, s. 281.31, Wis. Stats., provides that shoreland subdivision and zoning regulations shall, "further the maintenance of safe and healthful conditions; prevent and control water pollution; protect spawning grounds, fish and aquatic life; control building sites, placement of structure and land uses and reserve shore cover and natural beauty," and

WHEREAS, s. 59.692, Wis. Stats., requires counties to effect the purposes of s. 281.31, Wis. Stats., and to promote the public health safety and general welfare by adopting zoning regulations for the protection of all shorelands in unincorporated areas that meet shoreland zoning standards promulgated by the Department of Natural Resources, and

WHEREAS, Ch. NR 115, Wisconsin Administrative Code establishes minimum shoreland zoning standards for ordinances enacted under s. 59.692, Wis. Stats., for the purposes specified in s. 281.31 (1), Wis. Stats., and

WHEREAS, Ch. NR 115 has been amended with a requirement that all county shoreland zoning ordinances comply by October 1, 2016, and

WHEREAS, the Wood County Conservation, Education & Economic Development Committee has been designated by the Wood County Board of

Supervisors to oversee administration of the shoreland zoning program in the County; and

WHEREAS, the text of Wood County Ordinance #704 (Shoreland Zoning) has been amended to reflect language changes and statutory references provided by the Wisconsin Department of Natural Resources in their model shoreland zoning ordinance, and

WHEREAS, the Wood County Conservation, Education & Economic Development Committee conducted a public hearing on December 7, 2016 to obtain public testimony on the proposed changes, and

WHEREAS, the Committee now recommends that Wood County Ordinance #704 be rescinded and recreated to bring it current with State shoreland zoning language.

THE COUNTY BOARD OF SUPERVISORS OF WOOD COUNTY DOES ORDAIN AS FOLLOWS:
hereby rescind the existing Wood County Ordinance #704 and adopt the revised Wood County Shoreland Zoning Ordinance #704 as presented at the public hearing on December 7, 2016 and available for viewing in the Planning & Zoning Office, and

BE IT FURTHER RESOLVED, that Wood County Shoreland Ordinance #704 as adopted by this action become effective upon passage and publication as required by statute.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: December 2, 2016
 TIME: 1:30 p.m.
 PLACE: Room 115 Wood County Courthouse
 TIME ADJOURNED: 4:05 p.m.
 MEMBERS PRESENT: Chairman Ed Wagner, Bill Clendenning, Bill Leichtnam, Ken Curry, Dave LaFontaine
 OTHERS PRESENT: Peter Kastenholz, Adam Fischer, Brent Vruwink, Dennis Polach

1. At 1:30 p.m., Chairman Wagner called the meeting to order.
2. Public comments. None.
3. Consent agenda items.
 - a. Moved by LaFontaine, seconded by Leichtnam, to approve the consent agenda, the minutes of the November 4, 2016, Committee meeting, and to approve the reports and payment of vouchers of Branch I, II, and III, Child Support, Clerk of Courts, Register of Deeds, Family Court Commissioner, Corporation Counsel, District Attorney, and Victim/Witness. 4 ayes. Supervisor Clendenning voted no because consent agendas are a waste of time.
 - b. Subcommittee reports. Supervisor Leichtnam advised that the water subcommittee has not met recently.
4. Action or discussion on items removed from consent agenda and department reports. The Child Support Director and Corporation Counsel both added to the reports with updates.
5. There was one new notice of injury/claim filed with the County. The notice of injury and claim of Clifford Chandonnais was reviewed by the Committee and will be forwarded to the county board.
6. There was one new animal claim against the County. Moved by Clendenning, seconded by LaFontaine, to pay the claim of Castlerock Veterinary Hospital, Inc. in the amount of \$80.41 for rabies testing. All ayes.
7. The Committee reviewed correspondence and legislative issues.
 - a. Local ambassadors to WCA. General discussion on the status of the program, its purpose and organization.
 - b. Committee goals regarding legislative matters. Discussion was had on the need for the County to establish legislative goals. There is a need to push matters both locally and statewide per the Chairman. The Committee will contemplate this and discuss it more in the future. The Committee expressed interest in all legislative initiatives coming through this Committee.

8. County Board rules.
 - a. Personal property. Committee was advised of the Emergency Management Department's recently updated Surplus Property Procedures. The Corporation Counsel will review this procedure and ask Steve Kreuser to attend the next meeting to discuss surplus property.
 - b. Rule 36. This is the rule that limits each supervisor to two main committees. Discussion was had on whether there was a need for dividing some committees and the implications to this rule. The Committee will decide if committee restructuring is part of their future goals or not.
9. Request for Supervisor Clendenning to attend NACO Legislative Conference in D.C.

Moved by LaFontaine, seconded by Leichtnam, to approve having a resolution to have two supervisors attend the NACO Legislative Conference in Washington D.C., with Supervisor Clendenning being one of them. All ayes.

10. Courthouse security. Discussion of active shooter training.
11. Agenda items for the January 6, 2017, meeting:
 - Committee goals regarding legislative matters.
 - Discussion for replacement of BadgerNet.
 - Family Court Commissioner Retainer Agreement.
 - Discuss employee rating system.
12. The next committee meeting will be January 6, 2017, at 1:30 p.m.
13. At 2:58 p.m., it was moved by LaFontaine, seconded by Leichtnam, pursuant to Wis. Stat. § 19.85(1)(c) to go into closed session for performance reviews of the Corporation Counsel and Child Support Director. Roll call taken: Wagner - aye, Clendenning - aye, Curry - aye, Leichtnam - aye, LaFontaine - aye.
14. At 4 p.m., it was moved by LaFontaine, seconded by Leichtnam, to return to open session. All ayes.
15. Moved by Clendenning, seconded by Leichtnam, to adjourn. All ayes. Meeting adjourned at 4:05 p.m.

Minutes taken by Peter Kastenholz and approved by Ken Curry.

Kenneth Curry
Kenneth Curry, Secretary (signed electronically)

JOINT LEGISLATIVE COMMITTEE

CLARK, LANGLADE, LINCOLN, MARATHON, PORTAGE,
WAUPACA, WAUSHARA, AND WOOD COUNTIES

MINUTES

Date and Time: Monday, August 15, 2016, 9:00 a.m.

Meeting Location: Central Wisconsin Airport, Lower Level Room 017, Mosinee WI

Attendees: Kurt Gibbs, Bill Zeitz, Joe Waichulis, Wayne Hendrickson, Mary Kay Poehlman, Lance Pliml, Bill Clendenning, Brent Vruwink, Dona Gabert, Patrick Snyder, Bob Lee, Sen. Tom Tiffany, Sarah Diedrick-Kasdorf, Fred Zaug, John Durham, Loretta Baughan, Keith Langenhahn, Bill Leichtnam, Sara Guild, I. Philip Idsvoog, Ed Wagner, Peter Weinschenk, Mary Palmer

1. Call To Order
2. Pledge of Allegiance
3. Silent Cell Phones
4. Approval of the June 13, 2016 Minutes
MOTION BY PLIML; SECOND BY HENDRICKSON TO APPROVE THE MARCH 14, 2016, MINUTES. MOTION CARRIED.

5. Update By and Discussion With Visiting Area Legislators

Senator Tiffany - Lincoln Hills – lots of discussion. A number of reforms are being implemented. Lincoln Hills is the last stop for kids before they enter the criminal justice system. The secretary is doing a good job. There are a few bumps but they are getting to a good spot. There is an investigation that needs to play out and then see what recommendations come from justice.

Sarah Dietrick-Kasdorf - Lincoln Hills reform will be costly. The daily rate will increase to offset the number of youth being placed there. Judges are hesitant to send kids to Lincoln Hills causing a deficit. The rate will be reevaluated.

Great Lakes Wolf Summit – Over 33 counties want 350 wolves or less. The Summit will be on September 15. The goal is to get a D-Listing from the federal government. If a wolf attacks a farmer's animals, no one can shoot that wolf. Only if a human is in danger of bodily harm.

There has been a lot of discussion on transportation, however they are not hearing transportation that much when they go door to door. \$110 million dollars is available. People are traveling more and it should result in \$100 million and another \$40 million from the federal government and possible another \$40 million from Madison south to state line on I-39. That's almost an additional \$300 million. This will be the last major project in the governor's term and then the concentration will be on maintenance and repair throughout the state. The Governor wants to see the full proposal from DOT on September 15. Then we should hear if there will be additional funds for more localized roads.

There is concern about the 2014 Good Neighbor Authority.

Is there any opportunity for the State to increase the amount of money for nursing home residents that rely on Medicare? The shortage is about \$55 per day. Hopefully this will be addressed in the next budget. We should send a proposal to the federal government asking for a waiver to change the way we manage Medicaid patients in Wisconsin. 34 counties have county run nursing homes.

County nursing homes tend to serve populations with behavioral needs, memory care and other issues that are not treated by general nursing homes. Also asking for an increase in Medical Assistance rates in the next budget and increase support services by \$5 per day and then an inflation increase. That's just the first year. It's probably more than \$100 million

Family Care is great, but there will always be need for nursing homes. What types of facilities are needed? We need to make sure we can sustain county homes.

What's happening with water quality and how it's affecting the state and Michigan. If authority is given back to the counties there would be 72 regulators. Adequately fund DNR to enforce the water issue consistently. Need some local conservation officers to be more "proactive" in enforcement. DNR gets 1 billion dollars every two years. They should be spending money on priorities. Our environment is better than it was 5 – 50 years ago. Loons, trumpeter swans, are making a comeback. Coal powered plants have reduced emissions. There are still problems, but progress is being made. DNR can't make anything a priority unless the legislature makes it a priority. Senator Tiffany was asked to make water quality a priority.

Wisconsin Social Security Act Title IV-D cases are revenue makers for the state. These funds will not be put in the budget. Can this be reviewed to add the funds into the budget if the secretary's office didn't want to do it?

6. Updates from WCA Representative

Sarah Dietrick-Kasdorf, Wisconsin Counties Association (WCA) went through the 36, 2016 Resolutions of the Wisconsin Counties Association. The Legislative Agenda will be printed in the October WCA magazine.

A Transportation town hall meeting on 9/29 in all 72 counties will take place. More information will be coming out soon.

There are 36 resolutions that were presented to the WCA Resolution committee. A number of them are duplicates.

1. Transfer of Ownership of Municipal Dams – voted to adopt
2. Recycling Grants for local government and making an appropriation – indefinitely postpone
- 3, 4, 5, 6, 7 & 8 all Opposed Proposed Changes to WI Shoreland Zoning Standards Outlined in 2015-2017 Budget Bill – recommend adoption of 3 – 6 and indefinitely postpone 7 & 8
9. Supporting Domestic partnership and Marriage Licenses – indefinitely postpone
10. Strengthen Bayfield County's Broadband System – voted to adopt
- 11 & 12 Opposing UW Extension Reorganization Plan - indefinitely postpone
13. Supporting law to allow individual counties to make county civilian correctional officers protective status under WRS – indefinitely postpone
14. Transfer jurisdiction of 17 year old offenders back into the juvenile justice system. It was amended to include funding – adopt as amended.
15. Oppose proposed changes to Wisconsin's long-term care system – adopt as amended
16. Request a delay in The Joint Finance Committee adoption of Family Care – indefinitely postpone
17. Oppose giving community based residential facilities the ability to administer psychotropic medications – indefinitely postpone
18. Opposing legislation affecting child welfare practice. Adopt. Negatively affects best practices

19. Opposing prohibiting any employer from demoting, suspending, discharging or otherwise discriminating against an employee contractor, intern or volunteer, for refusing to be vaccinated against seasonal influenza – adopt
20. Requesting the State of WI fund a study on the impact of industrial wind turbines on human health – adopted as amended by resolution committee
21. Urging the State Legislature to include fourth time OWI Offenders in 2009 Wis. Act 100 Funding – adopt
- 22 & 23. Oppose expansion to the subpoena process as proposed in WI AB 90 – adopt.
24. Request funding to assist counties in strengthening their for 911 systems – adopt
25. Oppose changing the way property is forfeited after being seized in relation to a crime – adopt
26. Requesting Exemption from the state-imposed tax levy limits for the cost of economic development programs for all counties, cities, villages and towns – adopt
27. Opposing any attempt by the State Legislature to eliminate computer aid payments and the personal property tax– adopt
28. Support a county option relating to highway committee/commissioner duties and powers – refer to the Board of Directors and back to committee for further study.
29. Support public funding to maintain and improve the great lakes forest log car fleet – Referred to Board of Directors. The question is whether public dollars should be used to buy rail cars for private industry.
30. Requesting State action to provide more transportation funding – adopt
- 31 – 36. These resolutions reaffirm current positions of WCA – adopted above

A comment was made that we shouldn't be bailing out the pharmaceutical industry and dismissing employees for not taking the flu shot. Where's the freedom of choice? This affects federal funding. The fear is a health care provider gave the flu to an elderly person in a nursing home.

This year manufacturers and farmers will be exempt from income tax. It will cost \$280 million a year – how will that money be made up?

Senator Tiffany – corporate income tax rate was 7.9% and it was phased out to encourage manufacturing in Wisconsin. However there is a growth factor that has to be taken into consideration with the loss of tax. It is working as expected. There is a 3 to 4% growth in the state budget. Partly because we put this in place. More tax payers employed are paying taxes. Look at dynamic scoring related to this.

7. Update On Federal Issues By Senate And Congressional Representatives

Pat Snyder from Congressman Duffy's Office – Congress has been out for the summer. With all the flooding in the northern part of the State Congressman Duffy and Senator Johnson are working to get federal funding for the \$15 million dollars in damages. The Congressman has been meeting with various groups this month – North Central Health Care, Aspirus Wausau Hospital, Marathon County Highway to name a few. Conversations have centered around mental health (psychiatry) and reimbursement rate for Medicare. The heroin and opiate problem is huge affecting parents and families. 32 counties have drug courts. It would be ideal to get this up and running for the whole United States. Treat addictions.

Sarah Dietrick-Kasdorf stated that there is a great need for additional funding for the child welfare population. Cases have increased by 30% - CHIPS petitions have increased and most are related to drug use. This is a huge impact the budgets. Help is needed now.

The United States needs to pay attention to the opiate production coming from Afghanistan. We are protecting opiate production coming out of Afghanistan.

8. Thank you Marathon County for Hosting Today's Meeting
9. Next Meeting Date December 12, 2016, Hosted by Lincoln County
10. Meeting was adjourned at 10:20 a.m. MOTION BY PLIML; AND SECOND BY DURHAM TO ADJOURN THE MEETING. MOTION CARRIED.

Respectfully submitted by,
Mary Palmer

Wood County Criminal Justice Task Force Minutes
September 14, 2016

Judge Gregory Potter thanked everyone for coming and recognized Matt Stake's contributions to the Task Force for the last several years. This was Matt's last meeting as he will be returning to Waushara County full time.

Judge Potter led the group discussion about doing presentations in the high schools. What he envisions, the roll each agency would play and how it would be accomplished. The discussion following: Did judge see this as a scared straight type of approach? It seems that this type of activity has a better chance of taking place when it is requested by the student council instead of us telling them we're coming in. The Teen Leadership program is usually looking for projects and this may be one they would be interested in. Encourage or Dawn Vruwink would be a good contact.

Kurt Heuer will check with the school districts to determine whether this is already part of their curriculum, if they would be interested in this and how we would schedule it with them.

Sub Committee Discussions:

Drug Court wrote and received a grant that allows them to keep drug court in operation. The focus of the grant is on medication. There are requirements that will need to be met beginning in January. Per the grant this Criminal Justice Task Force is the supervisory group for the drug court. Discussion needs to be held with Judge Wolf on his expectations of the group to accomplish that.

Victim Impact Panel. A session was held last night at MSTC. A representative from MSTC was there and the group extended their appreciation for their assistance with the sessions. Trisha felt last night's session was the most successful session that's been held. Although only one of the three speakers came, it allowed the speaker time to talk to the attendees individually.

Sheriff Reichert was present to answer questions that were directed to Chief Deputy Dorshorst at the last task force meeting that he was not able to answer.

Trisha had distributed copies of 4 new acts prior to the meeting for review. There wasn't enough time to discuss all of them so the discussion focused on the changes in collecting restitution for victims. She has a letter from the Office of Court Operations which she will forward to Matt for distribution to everyone.

Round table:

Judge Potter asked David Dickman to explain the issues they currently see with eFiling. David is not able to appoint an attorney until he sees the criminal complaint and he's not able to obtain

a copy until he opts into the case as the attorney. There are also issues with the e-mailed notices as they all go to one attorney. He expects he'll be receiving hundreds of e-mails on all of their cases. He will be checking with public defender offices in other counties that are currently able to e-file to see how they are dealing with these. He would like to see Wood County start e-Filing on criminal cases prior to the mandatory date so that baby steps can be taken instead of having to deal with all the issues at one time.

Judge Potter then discussed the changes that are being discussed in our PTC procedures. They are being modeled after the Clark County process. A question was asked about what length of time would be allowed from the initial appearance to the final pre-trial. The jail is concerned with the transportation / communication necessary to manage such a tight schedule. The effective date of the changes will likely be January 1, 2017.

Judge indicated a meeting will be held including the sheriff's department, DA's office, public defender's office and clerk of court during the planning process.

Cindy thanked the law enforcement personnel for the good job they are doing regarding redacting DL numbers, for filing the proper motion when needed and redacting the numbers.

Matt advised that the Teen Leadership for February 2017 is set up, that Dan Schroeder has been working on it. However, Dan will not be taking over coordinating the meetings for this group.

Submitted this 16th day of September, 2016

Clerk of Court Cindy L. Joosten



DECEMBER 2016

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- Scott Machotka from the Sheriff's Department came into the agency on November 10th to prepare us for the Active Shooter training exercise on December 6th.
- I will be attending the WCSEA board meeting on December 8th in Racine.
- I will be attending the Joint Legislative Committee meeting on December 12th.
- I will be working with Human Services on the Children First Program request in the coming weeks.
- The Department of Children and Families (DCF) has \$217,000 of funding that will be distributed to the counties based on partnerships they have formed with employment organizations. Once the request is released I will be working on detailing the plan we have formulated. We have been working on forming this partnership with Human Services and CW solutions over the last several years. I feel confident we will be able to earn additional funding in 2017. The \$217,000 will be distributed statewide so the amount Wood County may receive will not be earth shattering, but it will be helpful. I will keep you updated as we move through the process.
- As we move into 2017, I will be closely monitoring the State budget. The budget DCF submitted to the Governor's office leaves funding for the child support program intact. This is a good start but the process is far from over. I look forward to working with WCSEA, WCA and my oversight committee to ensure the budget process doesn't harm the child support program.
- I will be working on the cooperative agreements in the first part of December. With the implementation of e-filing, revenue will be decreasing to the Clerk of Courts. The revenue generated to the Family Court Commissioner decreased this year. The combination of increased collection rates and a more customer friendly approach have allowed the agency to reduce the number of cases going to court.
- The current IV-D case count is 3,965.



Wood County

WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE December 2016

5

1. Coroner's Office. The Coroner, Dara Hamm, has advised that a decedent that has no family does have about \$15,000 in liquid assets and, therefore, if a probate action were commenced the county could recover its \$750 cremation fees. I have arranged for private counsel to handle the case as there are sufficient funds to pay counsel, the burial related expenses incurred by the county, and then money left over to partially pay off the decedent's debts. The Coroner advises that these situations are becoming more common where there is no family available to make decisions or to take control of the estate of the decedent to pay the bills. I have advised that this office will handle the cases if there is enough money to recover the expenses of the Coroner's Office but not enough to compensate outside counsel and get the burial related expenses paid. If there are little or no assets whatsoever, then it won't be worth it for us to pursue the probate proceeding for the cremation expenses. A judgment call will be made on each case as to whether to proceed and if so, internally or externally.

The primary reason I bring this situation to your attention is to give you the ability to direct me to handle all such cases where there are sufficient assets to recover the cremation and burial costs. My thinking is that I don't want to compete with the private sector but that philosophy makes it much harder to raise revenues and alleviate the tax burden of this office. If you want to discuss the ability of this office to raise revenues in this type of case or with the much more lucrative guardianship and protective placement cases that are handled by both this office and the private sector, please let me know.

2. County Ordinances. As I have mentioned in the past, my proposed goals this year are geared around the recodification of the county's ordinances. My intention is to both assist other departments in their reviews and to also update the ten plus odd-ball ordinances that come under chapter 900. The ordinances in book form are about two inches thick and are organized by departments. Not every department has ordinances but those that do, like Sheriff, Health, Planning and Zoning, and so on, usually have a number of them. Ch. 900 consists of miscellaneous ordinances that don't fit well elsewhere so they all come under Corporation Counsel. What we don't have (and I am not advocating for or against, just advising) that some other governmental entities do have, are what might be called administrative ordinances. In lieu of that, Wood County has the Rules and Committees of the County Board which includes a listing of county departments and what they do. I'm kind of partial to our current setup of having the "rules" broken out from the ordinances as they seem more accessible to the supervisors and are simpler to modify as doing so only requires a resolution verses an ordinance (which must be published) but I have been here too long to be objective so I bring the matter to your attention to contemplate if you would like to have administrative type ordinances drafted for consideration. (I will provide the committee with the locations of examples from other counties.)
3. Goals. Although the committee hasn't formally set my goals as of this writing, I am working with the Health Dept. on a rewrite of Ordinance #300 Public Food Safety to bring it into conformance with the federal rules. Since the committee has stated a desire for updates on goals, I will try to provide one each month so you know what is transpiring. Part of that report will be an update of the attached summary of the status of the chapter 900 ordinances.

NOTICE OF INJURY AND CLAIM
(APPENDIX Q)

COPY 5

To: Wood County Clerk
400 Market Street
Wisconsin Rapids, WI 54494

Mailing Address: Wood County Clerk
PO Box 8095
Wisconsin Rapids WI 54495.

Pursuant to sec. 893.80, Wis. Stats., you are hereby notified of this claim for damage against
Wood County.

THE INCIDENT

Date: 11-7-16

Time: 8:30 am

Place: Expressway

RECEIVED

NOV 09 2016

WOOD CO. CORP. COUNSEL

The circumstances giving rise to my claim are as follows:

Driving on expressway - passed Hospital truck in front,
swerved, & then Mr. Chandonais hit steel post &
went over curb "Car feels funny driving now."

The names of county personnel involved are: _____

The name of other witnesses are: _____

THE CLAIM

I request the following monetary or other relief _____

17-7-2016
Date

Clifford C. Chandonais
Signature
Print Name: Clifford C. Chandonais
Address: 5903 CTS S.
Wisc. Rapids WI 54495
Phone: 715-459-5625

RECEIVED

NOV -7 2016

Copy: Corp Counsel, Risk, Hwy

DAMAGE COMPLAINT INFORMATION FORM

DATE: 11/7/2016 TIME REPORTED: 9:19 am ^{Hwy} In Office

Date/Time of Incident: 11/7/16 ~~10:22~~ 8:30 am

Location of Incident: Expressway

Type of Incident: Hit Ran over steel post in roadway drove over curb

Name: Clifford L. Chandonais

Address: 5403 CTH 5 WIS Rapids 54495

Telephone: 715-459-5625

Vehicle Year/Make/Model: ¹⁹⁹⁵ Buick Century

Incident Narrative: driving on expressway - passed hospital, truck in front swerved & ~~then was hit by this person~~ Mr. Chandonais. ~~hit steel post & went over curb.~~
 Information taken by, 'Car feels funny driving now.'

ADDITION TO
FILED CLAIM 5

REPLACE	REPAIR	DESCRIPTION	PARTS	LABOR	REFINISH	SUBLET
		Front end Alignment		56.00		
		Adjust camber optional		(30.00)		
		Diagnostic time		25.00		
		Right front ball joint & control arm bushing worn out - required before alignment.				
		Rack & pinion boots repair required.				
		TOTALS		111.00		

DATE: 1/2

TOTAL PARTS	\$	
TOTAL LABOR	\$	
TOTAL REFINISH	\$	
TOTAL SUBLET	\$	900 \$111 ⁰⁰
TAX	\$	6.21 6.21
	\$	
TOTAL	\$	900 \$117 ¹¹

130 TOTAL



INVOICE

5

Castlerock Veterinary Hospital, Inc.

1214 S Oak Ave.
Marshfield, WI 54449
715-389-1011

FOR: Ordinance Control Ordinance Control-WOOD CO
Courthouse Annex
184 2nd St North
Wis. Rapids, WI 54494
(715) 421-8911

Printed: 11-01-16 at 8:02a
Date: 10-21-16
Account: 780
Invoice: 153908

Date	For	Qty	Description	Price	Discount	Price
Services by Dr. Thorne						
10-11-16	10/11/16-Blte	1	Rabies 1st Exam			34.61
Services by Kristy Langhoff, DVM						
10-14-16		1	Rabies 2nd Exam			22.90
10-21-16		1	Rabies 3rd Exam			22.90
Old balance				New balance		
0.00				80.41		
Charges		Payments				
80.41		0.00				

RESOLUTION#

Introduced by Judicial & Legislative Committee
Page 1 of 1

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

LAD

INTENT & SYNOPSIS: To send two county board supervisors to the upcoming NACo conference in Washington, D.C.

FISCAL NOTE: Up to \$1,500 per attendee with up to two attendees. The costs are to cover early registration fee of \$515, hotel, transportation, and meal costs. Source of money is Contingency Account #51590. The current balance in the 2017 contingency account is \$450,000.

Account	Account Name	Debit	Credit
51120	Committees & Commissions		\$3,000
51590	Contingency	\$3,000	

WHEREAS, Wood County has been a member of the National Association of Counties (NACo) for many years and for many years sent the County Board Chair and the then First Vice-Chairman to the annual conferences, and

WHEREAS, annual NACo conferences have many educational and training sessions that could be very useful to the county board and the departments with respect to new ways to address commonly experienced problems, the use of legislation to assist counties, and grants and other funding sources that are available for the provision of services, and

WHEREAS, there is a NACo legislative conference in Washington, D.C., from Saturday, February 25, 2017, through Wednesday, March 1, 2017, with over 2,000 elected and appointed county officials gathering to focus on legislative policy issues that impact counties and their residents; the program calls for educational sessions, interaction with federal officials, and descending on Capitol Hill to share the county message, and

WHEREAS, the Judicial and Legislative Committee (Committee) is responsible for advocating for the county's legislative interests and is to serve as a clearinghouse for legislative matters, and

WHEREAS, the Committee has considered the matter and has concluded it would be wise to send two members of the County Board to the next NACo legislative conference in Washington, D.C., to see what can be learned and gained with the attending members reporting back to the board so that the board can make a cost/benefit analysis with respect to participation in future conferences, and

WHEREAS, Supervisor Clendenning has offered to be one of the attendees on behalf of Wood County, and

WHEREAS, the Committee recommends that the County Board Chair or his designee and Supervisor Clendenning should attend the NACo conference as representatives of Wood County.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to authorize the County Board Chair or his county board supervisor designee and Supervisor Clendenning to attend the 2017 NACo conference in Washington, D.C., from February 25, 2017, to March 1, 2017, with the costs therefor not to exceed \$1,500 per attendee with the funds therefor transferred from Contingency Account #51590 to the Committees and Commissions Account #51120.

BE IT FURTHER RESOLVED that pursuant to ~~W.S.~~ Stat. s. 65.90(5), the County Clerk is directed to publish a Class 1 notice of this budget change within 10 days.

**MINUTES OF THE
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE**

DAY & DATE: Thursday, December 1, 2016
PLACE: Wood County Highway Shop, 555 17th Avenue
Wisconsin Rapids, WI 54481
MEETING TIME: 8:06 AM
ADJOURNMENT TIME: 2:03 PM
MEMBERS PRESENT: Chairman Al Breu, Secretary Marion Hokamp,
Supervisor David LaFontaine, Supervisor William
Winch, Supervisor Joseph Zurfluh
MEMBERS NOT PRESENT: None.
OTHERS PRESENT: County Board Supervisor Dennis Polach; Park and
Forestry Director Chad Schooley; Forest
Administrator Fritz Schubert; Highway
Commissioner Douglas Passineau; Highway
Accounting Technician Caitlin Carmody; Steve
Grant, Wisconsin Department of Natural Resources;
Jeff Malczewski, Precision Rifle Forums; Mike
Klein, Wisconsin Rapids Aqua Skiers; Dan Dix,
Wisconsin Rapids Aqua Skiers

1. Chairman Al Breu called the meeting to order at 8:06 A.M.
2. There were no public comments.
3. Approve the minutes of the November 3, 2016 Highway Infrastructure and Recreation Committee meeting and the October 27, 2016 meeting/tour minutes.

Motion by D. LaFontaine and second by J. Zurfluh to approve the minutes of the November 3, 2016 Highway Infrastructure and Recreation Committee meeting and the October 27, 2016 meeting/tour minutes. All in favor. MC

4. Discussion regarding location of future HIRC meetings.

Motion by D. LaFontaine and second by M. Hokamp to hold future HIRC meetings at the Wood County Highway Shop at 555 17th Ave N, Wisconsin Rapids, WI 54481 from here forward with the occasional meeting held in Marshfield at the Chairman's discretion. All in favor. MC

PARKS:

5. Parks Construction Supervisor report.
 - a. Current projects update.

J. Zurfluh inquired about the South Park slide gates on the dam and why they had to be replaced. C. Schooley explained that the seal supplier had recommended the more pliable seal, which they purchased, but then failed. The contractor did replace the seals without cost due to the failure.

- b. Employee matters.

Motion by D. LaFontaine and second by M. Hokamp to approve the Parks Construction Supervisor report. All in favor. MC

At this time, the Committee moved to 7.c. as members of the public were present to address the Precision Rifle Forum Special Use Permit up for approval that was not included in the HIRC packet (discussion found below under 7.c. "Precision Rifle Forum").

Following the discussion of the Special Use Permit, the committee then moved to item 7.a. as members of the Wisconsin Rapids Aqua Skiers were present to address their Red Sands Beach use request for 2017 (discussion found below under 7.a.).

- 6. Office Supervisor report.
 - a. Snowmobile/ATV Reports

J. Zurfluh questioned the issues with the Hay Creek Bridge boards "popping up". F. Schubert stated that he had inspected the bridge with the Office Supervisor, Sandy Green, and they found that a few boards were coming loose on one end and it is a maintenance issue. Typically a protective layer of oak running parallel to the path of travel is put over a snowmobile bridge. In this case, pine was used. They have contacted the Yellow River Riders regarding the issue.

- b. Office Update

Motion by J. Zurfluh and second by D. LaFontaine to approve the Office Supervisor report. All in favor. MC

- 7. Park and Forestry Director report.
 - a. Aqua Skier Red Sands Beach use request for 2017

D. Dix and M. Klein were in attendance on behalf of the Wisconsin Rapids Aqua Skiers. D. Dix is the new Water Ski Show Director and M. Klein is a skier delegate.

C. Schooley shared with the Committee correspondence he had had with JT (the former Water Ski Show Director). D. Dix and C. Schooley had discussed the correspondence yesterday and came to the following agreement:

The original requested dates for practice would start June 11th instead of the proposed June 4th. The skiers would only meet on Lake Wazeecha on Sundays and Mondays each week instead of the original five days a week request. August 1, 2, 8, and 9 practices would only be held if the team qualifies for the nationals tournament. A lump sum fee of \$300 would be paid for the use of the Red Sands Beach area during all of the requested dates.

J. Zurfluh asked what would happen if someone wanted to rent the Red Sands Beach shelter building while practice is being held. C. Schooley stated he would advise all potential renters of the scheduled practices. If the Committee agrees that they would like to approve this permit, he would also promote the practices to visitors to the park and users of the shelter buildings.

J. Zurfluh asked how much per day the fee would work out to if \$300 was paid. C. Schooley determined that with 25 days of practice, the fee would equate to \$12 a day.

Motion by J. Zurfluh and second by M. Hokamp to approve the Aqua Skier Red Sands Beach Special Use Permit with the dates agreed upon by C. Schooley and the Wisconsin Rapids Aqua Skiers and a fee of \$300 per year. All in favor. MC

b. Review and approve 2017 fees

C. Schooley had provided the Committee with a spreadsheet showing the history of fees from 2006 to present, and what he proposes as increases for 2017. There are eight out 28 fees that the Department recommends increasing based on historical increases and neighboring county fee schedules.

	2016	2017
Non-electric camping	\$16.00	\$18.00
Family Ski Pass	\$30.00	\$40.00
1 st Session Tube	\$6.00	\$8.00
2 nd Session Tube	\$8.00	\$9.00
3 rd Session Tube	\$8.00	\$9.00
Tube/Ski Parties	\$200/\$320/\$6	\$225/\$300/\$325/\$400*
Dump Station	\$5.00	\$7.00
Firewood	\$5.00	\$6.00

*C. Schooley explained that the Tube/Ski Parties have historically had a base price for using the tube hill and/or the ski hill. That price would cover a set number of tow tickets with additional tickets over that being \$6.00 per individual. However, this was very cumbersome and not cost effective to determine total costs when large groups would come in. Instead, he proposed reorganizing their fee schedule based on how many tow lines are being run. These parties are on weekdays when the hill is not open to the general public, and are for any 3 hour period between 9am and 3pm.

Single Tow Line	\$225
Two Tube Tow Lines	\$300
Single Tube and Single Ski Tow	\$325
All tow lines	\$400

There was a request from J. Zurfluh and A. Breu to determine what the average cost to Wood County is for outside campers using the dump stations. C. Schooley stated he could follow up with that information.

There was discussion regarding the increased firewood fee. C. Schooley reminded the Committee that they had reduced the fee from \$6 to \$5 per bundle for the first year of the firewood ban to reduce the burden to campers. B. Winch asked if the firewood ban was going to continue now that Emerald Ash Borer has been found in Wood County. C. Schooley explained that EAB has not yet been found in Wood County Parks and to keep it that way, the ban should continue. In addition to EAB, there may be other harmful pests that are being kept out of the Parks by the ban. The primary concern with whether or not the ban would continue was whether or not camping unit nights were affected by it. The 2015 total camping unit nights was 16,227 and 2016's total was 16,125. That is an insignificant change in unit nights and so therefore, the ban should continue.

Motion by D. LaFontaine and second by B. Winch to approve the 2017 fee schedule. All in favor. MC

C. Schooley shared with the committee their firewood review from the year. In the packet was a breakdown of the costs and revenue for 2016. The comparison was very close and that was due to the increase in volume to prepare for this year and to have wood drying for next year already. Those costs should go down significantly in future years. What was actually used was far less than anticipated. A second report was provided that detailed expense/revenue comparison between processing as firewood and processing as timber.

c. Special Use Permits

Precision Rifle Forums (Jeff Malczewski representing)

Proposed April 29, 2017 from 9:00 AM to 4:00 PM

Location: Wood County Forest, parts of Section 16 and 21, Township 22N, Range 5E, Town of Seneca, Wood County

The Precision Rifle Forums group would like to host an organized precision rifle competition on the pipe line land that runs through the Wood County Forest at above location. They would close off all roads leading to the forest area and have individuals stationed at the road closures to ensure that the public stays out. They would be firing from a parking lot off Seneca Road to the north along the pipeline corridor.

The event would be an amateur level event hosted with the hope of recruitment, but the hosts of the event are very experienced precision rifle shooters. They would have a range officer and safety officer there to help run the tournament and ensure that all members are following the restrictions put forth in their "Firearm Safety and Operation Acknowledgment Form". They are expecting about 50 competitors.

F. Schubert expressed his concern with the date of the shoot falling during spring turkey hunting season where people would typically be

out on the property hunting. J. Malczewski did offer to host the event on a different day (proposed June 3rd). D. LaFontaine asked the maximum distance the bullets could travel. J. Malczewski stated 1200 yards. F. Schubert stated the property is a pipeline corridor and also has power lines running through it. If the event were to happen, both the pipeline and the power line companies would be contacted for permission. F. Schubert asked if there is an entrance fee or prize money offered. J. Malczewski stated there is no prize offered at this tournament as it is part of a season-long points race. There is an entrance fee that would be put toward the final prize awarded at the end of the season. Entrants would have to register as members of Border Wars (the precision rifle group) which costs \$25 and also register for the match itself on the group's website in January, after the event has been posted.

A motion was made by D. LaFontaine to approve the Special Use Permit considering appropriate signage is erected for the event.

S. Grant of the Wisconsin Department of Natural Resources stated it would be advisable to contact the local cranberry growers who surround the property as well.

B. Winch seconded the motion made by D. LaFontaine.

F. Schubert stated they would need to have portable bathroom facilities available on site if it is to be a day long event. J. Zurfluh stated he is in favor of the concept but the timing is a large concern for him. J. Malczewski offered to change the date of the event to a day following the spring turkey season. June 3rd was agreed upon as a possible new date. F. Schubert stated that the Parks and Forestry Department requires a \$1 million dollar liability insurance policy. J. Malczewski stated that was fine. The committee agreed that there were many issues that needed addressing before they could approve the Special Use Permit (such as speaking with the pipeline and power line companies, obtaining the liability insurance coverage, making a plan for signage, solidifying the date, discussing the permit with Corporation Counsel).

D. LaFontaine withdrew previous motion. B. Winch withdrew second to the motion.

The Committee instructed F. Schubert to work with J. Malczewski on addressing the conditions of the permit and bring a revised SUP for the Committee to review and approve at a special meeting to be held on December 20, 2016 prior to the County Board Meeting at 9:00 AM.

Winter Youth Kiwanis/Nordic Ski House Opening
January 21, 2017 from 10AM – 3PM
Nepco Lake Shelter Building rental
Annual event with lots of activities.

Port Edward Lions Fishing Event
January 29th, 2017 from 8AM – Midnight
Nepco Lake Shelter Building Rental all day Saturday and Sunday
Annual event.

Motion by J. Zurfluh and second by M. Hokamp to approve the Special Use Permits. All in favor. MC

C. Schooley stated that once the new Dexterville forestry shop construction is complete, they would be pursuing selling the parcel that the Dexter shop currently sits on. It is 3.97 acres. B. Winch asked if it was possible to have a market assessment done by a realtor since the property has not previously been assessed. C. Schooley stated he would inquire about that.

Schooley stated that they decided to put the Powers Bluff crop land up for another four year lease contract with a contingency to remove part of the property from the contract should the Parks be in need of it. They sought quotes on the property lease and only received one from Matt Lippert of Grass Ridge Farms (the current lease holder). His quote was for \$65/acre (approximately +\$80/acre less than what his previous lease was for). The committee instructed C. Schooley to negotiate the price with Mr. Lippert and if necessary, open it up for quotes again.

C. Schooley informed the Committee that he will have a budget “housekeeping” resolution that would be jointly introduced with the Executive Committee. This resolution is required due to exceeding the 2016 Capital Projects budget. Funds to cover the construction costs of the Dexter maintenance shop need to be transferred from the P&F Capital Projects Fund Balance. Typically, this resolution would be signed by the December County Board meeting (when other departments will be presenting theirs), but M. Martin of the Finance Department has stated he could wait until January to have the resolution brought forward. The Committee agreed it would be best to wait until the December 20th Special HIRC meeting so they could approve the resolution.

Motion by D. LaFontaine and second by M. Hokamp to approve the Parks and Forestry Director report. All in favor. MC

FORESTRY:

8. Forest Administrator report.
 - a. Timber Sale Update.

F. Schubert indicated he had an additional direct sale started (#753). This is for additional storm damage clean-up. The warm weather has delayed the ability to do frozen ground timber sales.

Motion by M. Hokamp and second by J. Zurfluh to approve the Forest Administrator report. All in favor. MC

9. Correspondence.

None.

10. Approve payment of bills.

Motion by J. Zurfluh and second by D. LaFontaine to approve the payment of bills. All in favor. MC

11. Revenue report.

Motion by M. Hokamp and second by D. LaFontaine to approve the revenue report. All in favor. MC.

At this time, the committee reviewed C. Schooley's annual review goals for 2016 and 2017 which would be addressed in closed session by the Committee later under item 24.

The committee was dismissed for a break from 11:05 AM to 11:26 AM.

HIGHWAY:

12. Discuss CTH C access in the Village of Rudolph for the cheese factory.

D. Passineau indicated this issue had been handled by his staff as is directed via their culvert approval policy.

13. Discuss and possibly act on quotes for the delivery of gasoline and diesel fuel to Highway shops.

Motion by J. Zurfluh and second by D. LaFontaine to approve the quote deemed most advantageous to the County. All in favor. MC.

14. Discuss purchase of new bay windows in the Wisconsin Rapids shop.

D. Passineau stated that the department wishes to replace 22 bay windows in the Wisconsin Rapids shop. This is out for quotes now and will be addressed further at the January HIRC meeting.

15. Discuss and possibly act on budget resolution.

Motion by D. LaFontaine and second by M. Hokamp to approve the budget resolution and send to County Board for review and approval. All in favor. MC

16. Discuss jurisdictional transfer of CTH A.

C. Carmody shared with the committee a report compiling all the accidents happening on CTH A from US HWY 10 to STH 80 from 2005 to present. The report shows the disparity between accidents occurring before the Veteran's Expressway was built in 2010 to those occurring after. D. Passineau stated that the State is still working on compiling their own data regarding the jurisdictional transfer of this property to the State of Wisconsin, but if pursued, would not be resolved in a quick fashion. Jurisdictional transfers of this magnitude can take years to accomplish.

17. Discuss property at CTH T and CTH Y intersection (old Salter building).

The Town of Marshfield has offered the corner where the old Salter building stands at the CTH T and CTH Y intersection to be given to the County as a vision corner. The building that is currently on the lot will need to be torn down. The Highway Department will handle this demolition and it will be completed this winter.

18. Update on electronic timesheet process.

C. Carmody provided a report on how the switch to electronic time reporting is going. The Highway Department has been implementing the use of an electronic timekeeping software as part of an initiative by the County to go paperless for timesheets. The process to implement the program is nearing completion, with the parallels finishing this month and work on some product enhancements starting in 2017.

19. Frac Sand update.

D. Passineau stated he has not received payment from Completion and they will send another bill out, but are skeptical as to whether or not it will be satisfied.

20. Current projects update.

D. LaFontaine asked if all the paving has been completed for the year. D. Passineau stated all paving projects have been completed and our asphalt plant produced about 85,000 tons which is quite remarkable.

The Highway Department will be completing engineering firm interviews for the CTH U STP-Urban project on December 8th at 8:00 AM at the Wisconsin Rapids shop. He invited the Committee members to attend.

21. Approve payment of bills.

Motion by D. LaFontaine and second by J. Zurfluh to approve the payment of bills. All in favor. MC

22. Accounting Supervisor's Report.

Motion by J. Zurfluh and second by M. Hokamp to approve the Accounting Supervisor's report. All in favor. MC

23. Correspondence.

D. Passineau reminded the Committee that on Monday, the Executive Committee would address the purchase of the land adjacent to the Wisconsin Rapids shop.

The Highway Department has an employee retiring on December 9th after 30 years with the Wood County Highway Department. He has been an exemplary employee.

The Committee discussed the pay schedule for employees. They will discuss further at the January meeting.

24. Go into closed session.

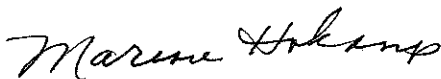
Motion by D. LaFontaine and second by J. Zurfluh to enter closed session at 1:15 PM pursuant to §19.85 (1)(c), Wisconsin Statutes for the purpose of evaluating the 2016 performance of the Highway Commissioner and Park and Forestry Director and for determining the goals and objectives for the 2017 evaluation. Roll call vote. All ayes. MC.

25. Return to open session.

Motion by J. Zurfluh and second by D. LaFontaine to return to open session at 2:00 PM. All in favor. MC.

26. Next meeting date: December 20, 2016 at 9:00 AM at the Wood County Courthouse 400 Market St, Wisconsin Rapids, WI 54495.

27. Chairman Al Breu declared the meeting adjourned at 2:03 PM.



Marion Hokamp, Secretary

Minutes taken by Caity Carmody, Highway Accounting Technician

Current Projects Update

By Douglas Passineau, Highway Commissioner

December 01, 2016

December HIRC meeting

Projects and Maintenance

1. Sign Repairs – State/County Roads
2. Repairing Potholes – State/County Roads
3. Asphalt Paving – County/Township Roads
4. Culvert Replacement – County/Township Roads
5. Dredging Lake Wazeecha at South Wood County Park
6. Repair Culvert Patches – Township Roads
7. Shouldering – County/Township Roads
8. Mastick Crack Filling – State Roads
9. Sealing Bridge End Joints – State Bridges
10. County Snow Fence
11. Finishing CTH C Project
12. Paver Patches – State Roads
13. Annual Fall Training
 - a. Snow Plow Controls and Auger Safety
 - b. Electronic Timesheets and other paperwork
 - c. Accident Reporting
 - d. Active Shooter

PARKS CONSTRUCTION SUPERVISOR REPORT

December 1, 2016

By D. Quinnell

CURRENT PROJECTS

- Construction continues on the new Dexter Shop. The building is framed and sheeted in. The contractor seems to be on target for a mid-January completion.
- South Park slide gates on the dam had to be replaced again due to poor seal composition. No cost to Wood County.
- The move out of the Forestry shop has been slower than anticipated but will be moved soon after the Thanksgiving holiday.

MAINTENANCE OPERATIONS

- Parks are closed and winterized for the year. The Powers Bluff recreational area is being prepared for winter.
- Table repairs and dead tree cutting is under way for the winter in all parks.

EMPLOYEE MATTERS

- We will be having a seasonal employee meeting in December to train for and prepare for the Bluff area.

OTHER

- The new JCB track loader w/mulcher is in operation and working well.

MERRY CHRISTMAS !!

WOOD COUNTY PARK & FORESTRY
OFFICE SUPERVISOR REPORT

December 1, 2016

By: Sandra Green

SNOWMOBILE:

- November meeting was held 11/7/2016. Easement worksheets are trickling in as well as newly signed contracts. Easement worksheets are due at the December 5th meeting.
- November 10th, Fritz Schubert and I went to meet with Steve Schultz regarding a possible landowner situation. We then went to do an inspection on the Hay Creek Bridge. There were three issues noticed. The turn off the bridge for a groomer is extremely tight. We are not sure if the Yellow River Riders are able to get their regular groomer around that corner. There should be more signage on the other side coming around that first corner like a "CAUTION SLOW" sign and then another sign at bridge entrance SLOW DOWN. Sandra has forwarded these issues to the Yellow River Riders president, Mike Herzberg. Lastly, some of the boards on the very far edge of the bridge are popping up. These do not pose a problem at this time and is normal wear and tear.

ATV:

- The Township of Port Edwards referendum passed to allow ATV routes to be created on town roads. Discussion continues on where and when.

OFFICE:

- I worked on obtaining fees for Central Wisconsin parks offices for Chad.
- Chad and I met the Powers Bluff Concessionaire out at Powers Bluff on 11/28 at 2pm so she could move her items into the concession area and obtain keys for the season.
- I worked on beginning to put together the schedule for Powers Bluff.
- Completed the 2016/2017 winter brochure through the Buyer's Guide. These were delivered middle of November.
- Met with Bill Isles from "Timber Base" in early November. He needed to do a few updates on the program on my computer as well as a few training points.

Park and Forestry Director Report

By Chad Schooley, Park and Forestry Director

December 1, 2016

HIRC meeting

- I have been working on year-end employee performance evaluations.
- Winter brochures have been completed. Copies will be brought to the meeting.
- The Lake Wazeecha Dredge project is very close to completion. The only work left is to reseed disturbed areas at the dredge site and disposal site. The Highway Department will be doing this work as well.
- All dam gate seals have been replaced, once again. The new seals are much firmer than those that were failing, and match the specs of those that were originally removed. Lunda provided the material and labor to replace the failing seals at no cost to Wood County.
- Office staff has been visiting the Riverblock building for planning purposes. Furniture has been identified for the new office spaces. We will be bringing some of the office furniture from the Courthouse, and will be using some from Riverblock.
- I will bring my 2016 goals summary and 2017 goal recommendations to the meeting for your review.
- I will be bringing a summary of our user fees and recommendations for the 2017 fees.
- I have included an updated firewood sales summary in your packet for your review.
- I have been in contact with the Aqua Skiers regarding the 2017 use request of Red Sands Beach. I have included the correspondence regarding this in the packet. It appears as though we are at a standstill regarding the payment, if any, for the Red Sands Beach Pavilion during practices. I believe we are all in agreement of allowing beach closures on Sunday and Monday evenings. However, there are other dates that are being requested prior to State and Nationals. These extra dates are also areas that we have not come to an agreement on. I would ask that the HIRC make these final decisions at the meeting so both sides can move on for planning purposes.
- As construction continues on the Dexter maintenance/forestry shop, I have now started looking at how we should proceed with selling the old shop property. I have included an aerial photo of the property for your review. I would like to have a preliminary discussion on this topic.

November Events - 5 shelter reservations.

Special Use Permits

- January 29, 2017 Port Edwards Lions Club fisheree, Nepco Lake. Club is reserving the shelter building for the 28th and 29th.

FOREST ADMINISTRATOR REPORT

December 1, 2016

By: F. Schubert

Timber Sale Activity

TIMBER SALE BALANCES AS OF 11/30/2016					
JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED THIS MONTH	YEAR AWARDED
738	KRUGER FOREST	(8,772.73)	38,964.50	0.00	2015
742	FUTUREWOOD	(826.94)	34,626.30	7,517.53	2016
746	DELANEY	0.00	47,272.00	242.48	2016
751	FUTUREWOOD	(3,619.99)	35,027.30	1,725.51	2016
753	FUTUREWOOD	(4,332.46)	20,900.00	0.00	2016
				\$ 9,485.52	
2016 Forestry Revenue:		\$484,081.82			

Timber Sale Activity

Jobs Started: #753 Futurewood

Jobs Continuing/Reactivated: #751 Futurewood

Jobs Gone Inactive: #738 Kruger Forest Management
#742 Futurewood

Jobs Finished: None

7

Fairgrounds Commission Minutes
Meeting of September 8, 2016
Room 108, City Hall

Called to order at 5:30 by Mike Feirer

Present: Commissioners Bob Ashbeck, Ken Curry, Bill Winch, Tom Buttke, Mike Feirer, Chris Jockheck. Also in attendance: Adam Fischer, and Justin Casperson, Steve Barg.

Minutes from July 7 meeting approved, 1st- Winch, 2nd-Curry

There were no citizens comments.

Election of Vice-chair, Buttke nominated Winch, Motion by Curry, 2nd Buttke to elect. Unanimous vote to approve.

Moved item 4.c. ahead, Steve Barg gave update on Fairgrounds Subcommittee. Discussions continuing, no decisions at this point.

Financial Report. Current balance in account- \$77,321.57. No bills presented

Amending by-laws. Jockheck explained changes to by-laws to reflect elimination of treasurers responsibilities from Secretary/ Treasurers position. Changes will give those responsibilities to the Wood County Finance Dept.

Motion to send on to Marshfield City Council and Wood County Board of Supervisors, 1st- Buttke, 2nd- Curry, motion passed.

Central Wisconsin Fair report. Adam Fischer, Fair Manager

It was a good fair this year. Great weather helped. Attendance up.

Stage will be built in 2017. Next project with Wenzel money will be a new horse barn. Looking at parking lot paving as well. Nothing set for now.

Park and Recreation report. Justin Casperson, Department Director

Casperson provided list of improvement projects needed to fairgrounds facilities.

Commission reviewed and prioritized four projects:

#1-Clean and paint grandstand roof (underside)

#2-Seal grandstand concrete decking.

#3- Repair roof of Jr. Fair Expo building

#4 Improvements to food vendor area below grandstands.

Casperson will continue to get estimates for these projects for further discussion.

Discussion on Lease agreement with Snyder 4H Club. Tabled to next meeting.

Next Meeting- December 8, Room 108, City Hall

Adjourned at 7:30

Submitted by Chris Jockheck, Secretary

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
November 16, 2016

President Zacher called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Anne Zacher, Andrea Galvan, David Farmbrough, Kevin Finbraaten, Colleen Dickmann, Susan Bovee, William Clendenning, William Jacobs, and Scott Kellogg.
Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky.

CORRESPONDENCE: A note of thanks was received from the Wisconsin Ares/Races on their successful conference held here on October 22nd.

MINUTES: **A motion to approve the Minutes of the October 19, 2016 Library Board meeting was made by Dr. Dickmann, second by Mr. Clendenning. Motion carried.**

TREASURER'S REPORT: Mr. Barnett presented the financial reports for November 2016.
A motion to approve the financial reports and payment of the Operating and Endowment Fund bills was made by Mr. Clendenning, second by Dr. Dickmann. Motion carried.

DIRECTOR'S REPORT:

Library Use and Events – Our second National Theatre Live (Frankenstein) presentation went well. Hamlet is scheduled for December 1st at 6:30 pm. The Library will be participating in Rekindle the Spirit by hosting a Hallmark movie on November 23rd. Gale Courses continues to be well used, with 105 completed courses and over 300 sign ups in the first four full months. We are supporting National Novel Writing Month with programs for adults and young writers, drop in writing sessions and Gale Courses. International Game Day was well attended (214). The Library will be closed December 24th-25th and open 9-5 on December 31st. We will be open as usual on January 2nd.

Buildings and Grounds – New flooring was installed in the APR in early November, along with vinyl base for the circulation service desk. The Director met with North Wind Renewable Energy to discuss solar power. A proposal for replacing the non-functioning display sign will be presented. Potential of adding furniture from the River Block was discussed. The Library has avoided serious emergencies in 2016 and will be completing some deferred purchases and maintenance. The main entrance, parking lot and flag pole lights are being replaced with LEDs. Shades have been ordered for several windows, replacing the 1970 curtains. Some furniture in the Commons has also been replaced.

Budget – The Director responded to the Mayor's memo agreeing to the 2017 budget targets. Since the City and County have finalized their budgets, the Library can revise its budget.

Miscellaneous – The digitization of rural school histories is done and loaded onto Recollection Wisconsin. The creation of this digital resource is a prelude to starting our oral history project in the Media Studio. See <http://www.mcmillanlibrary.org/rural-schools>. After discussion, the Board approved \$400 from the Endowment Fund for a staff holiday event.

COMMITTEE REPORTS: There were no committee meetings held during the month.

OLD BUSINESS: Mr. Barnett presented the 2016 Operating Fund Budget Revision and the proposed 2017 Operating Fund Budget. Discussion followed. **A motion to approve the 2016 Operating Fund Budget Revision and the proposed 2017 Operating Fund Budget as made by Dr. Dickmann, second by Mr. Finbraaten. Motion carried.**

NEW BUSINESS: Mr. Barnett presented proposals for replacement of the exterior digital sign. (Copy attached to original Minutes.) Discussion followed. **A motion to remove the old digital sign and replace it with a color display placed on top of the existing sign and the cost not to exceed \$22,305 with one third of the cost to be taken from the Endowment Fund and two-thirds from operations, was made by Dr. Dickmann, second by Mr. Clendenning. Motion carried.**

A motion to adjourn was made by Dr. Dickmann, second by Ms. Bovee. Motion carried and the meeting adjourned at 5:15 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on December 21, 2016 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

7

(APPROVED)

MINUTES OF THE UNIVERSITY COMMISSION MEETING OF SEPTEMBER 15, 2016

Chair Machon called the meeting to order at 5:17 p.m.

Present: Breu, Earll, Rozar, Pliml, and Machon. Feddick arrived at 5:20 p.m.

Excused: Montgomery.

Absent: Spiros, Meyer

Also present: Michelle Boernke, Associate Regional Dean; Brian Panzer, Building & Grounds Superintendent; Terry Classen, Regional Facility Planning and Managing; and Marcie Koziczowski, Commission Bookkeeper.

Machon declared a quorum present.

There were no public comments.

Motion (Earll/Breu) to receive and place on file the minutes of the May 19, 2016 regular meeting and the June 20, 2016 and August 18, 2016 special meetings. Motion carried. (Minutes on file.)

Motion (Earll/Breu) to receive and place on file the statement of accounts. Motion carried. (Statement of accounts on file.)

Motion (Breu/Earll) to receive and place on file the lists of bills. Motion carried. (List of bills on file.)

Motion (Rozar/Breu) to approve changing the name of the UW-Marshfield/Wood County Everett Roehl S.T.E.M. Building to the UW-Marshfield/Wood County Everett Roehl S.T.E.M. Center. Motion carried.

Brian Panzer presented his report. Motion (Feddick/Breu) to receive and place on file the Building and Grounds Superintendent's report. Motion carried. (Report on file.) Motion (Rozar/Earll) to award the snow and ice removal contract to Turf Tamers with the increase in the cost when plowing of 4" of snow and salting is required, following the recommendation by Panzer. The motion carried.

Motion (Rozar/Feddick) to approve the 2017 Operating & Facility Enhancement Budget. Motion carried. (Budget on file.) Classen spoke to being contacted by a cellular service requesting the construction of a cell tower. Following discussion, Rozar agreed to serve as a negotiator with the firm. The Commission will act on this item at their next meeting.

Boernke reported a failing key entry system. She will come back to the next meeting with some cost estimates.

Boernke reported for Keith Montgomery that enrollment is down 13% across the UW Colleges, which is in line with high school student population figures. She also reported there are 46 international students enrolled this year which helps with the apartment residency and tuition figures.

In his report, Machon thanked everyone for their hard work preparing for the S.T.E.M. Center groundbreaking event, noting that it was a great event. Pliml concurred and thanked the Commissioners for their role in the entire process.

Chair Machon declared the meeting adjourned at 6:23 p.m.

Minutes taken for Gordon Earll, Secretary, by Marcie Kozickowski

RESOLUTION#

Introduced by Board of Marshfield Fairground Commission
Page 1 of 1

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

LAD

INTENT & SYNOPSIS: To approve updated bylaws of the Fairground Commission.

FISCAL NOTE: none.

WHEREAS, the Board of Marshfield Fairground Commission (the Fairground Commission) is a joint entity of the City of Marshfield and the County of Wood created in 1983 to oversee the expenditure of city and county funds in maintaining and improving the fairgrounds, and

WHEREAS, the Fairground Commission has arranged to have the Wood County Finance Department handle its financial transactions and in doing so it is appropriate to update the *Fairgrounds Commission Bylaws* to reflect this conveyance of authority, and

WHEREAS, in reviewing its bylaws the Fairground Commission is suggesting a few other minor changes, specifically: that the Commission's Chairperson not be required to countersign checks, that the position of Secretary/Treasurer be simply known as the Secretary, and that provisions in the bylaws dealing with financial transactions reflect the involvement of the county's Finance Department, and

WHEREAS, the proposed updated bylaws of the Fairground Commission are attached hereto and require approval of both the Wood County Board of Supervisors and the Marshfield City Council before taking effect.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to approve the attached, updated *Fairgrounds Commission Bylaws*, subject to approval of said bylaws by the City of Marshfield Common Council via resolution.

		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	Miner, T			
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			

FAIRGROUNDS COMMISSION BYLAWS

Adopted by Fair Commission August 2, 2016

ARTICLE I

CREATION

Resolution No. 83-41 of the Common Council of the City of Marshfield, as adopted and approved on August 23, 1983, and similar Resolution No. 12, of the Wood County Board of Supervisors as adopted and approved on August 16, 1983, established a legal framework under which the Fairgrounds must function. That framework is the Board of Marshfield Fairgrounds Commissioners, commonly known as the Fairgrounds Commission. Attached to these Bylaws as Exhibit #1 is a reference map designating the "Fairgrounds" area which is under the direction and control of the Fairgrounds Commission.

ARTICLE II

DUTIES

Pursuant to Resolution No. 83-41 of the City of Marshfield, and Resolution No. 12 of the Wood County Board of Supervisors, The Fairgrounds Commission has been created for the purpose of having full, complete and exclusive jurisdiction of the fairgrounds including the advertising for and awarding of bids for the construction, improvement or maintenance of any building or buildings, or land improvements, the letting of contracts therefore, and the care, custody, maintenance and repair of said lands and buildings during its operation until changed by joint resolutions of the City of Marshfield and the Wood County Board of Supervisors. In creating the Fairgrounds Commission, both governmental entities recognize that the land upon which the Marshfield Fairgrounds is located and all of the improvements to the land are owned by the City of Marshfield. The Fairgrounds Commission is charged with the duty of overseeing the expenditure of funds provided by both governmental entities to the Fairgrounds Commission, to improve and maintain the Marshfield Fairgrounds and its facilities. Further, the City of Marshfield is responsible for daily operations and routine maintenance of said property using revenues generated from the operation of the Fairgrounds and funds appropriated by the City of Marshfield for that purpose.

ARTICLE III

BOARD MEMBERSHIP

Section 1- Number of Board Members. The Board of the Marshfield Fairgrounds

Commission shall consist of 6 members with the City of Marshfield and the Wood County Board of Supervisors appointing 3 members each.

Section 2 - Qualifications and Selection of Board Members.

- (a) Three members of the Board of the Marshfield Fairgrounds Commission shall be aldermen of the City of Marshfield whose terms shall expire with the terms for which they were elected as aldermen, and who shall be appointed by the Mayor, with the approval of the Council at the first regular meeting of the City Council following the general election of said aldermen.
- (b) Three members of the Board of the Marshfield Fairgrounds Commission shall be Wood County Supervisors whose terms shall expire with the terms for which they were elected as supervisors and who shall be appointed by the Chairperson of the County Board of Wood County with the approval of the County Board at the first regular meeting of the Board following the general election of said supervisors.
- (c) Vacancies to the Board, for whatever reason shall be appointed by the appropriate governmental entity in the same manner as set forth above as soon as the vacancy is made known to said appointing entity.

ARTICLE IV

OFFICERS

Section 1 - The Principal officers shall be a Chairperson, one Vice Chairperson, and a Secretary. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Fairgrounds Commission.

Section 2 - The Mayor of the City of Marshfield and the Chairperson of the Wood County Board of Supervisors shall be ex-officio members of the Fairgrounds Commission.

Section 3- Election and Term of Office. The officers of the Fairgrounds Commission shall be elected annually at the regular May meeting of the Fairgrounds Commission. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. Terms of office shall be for one (1) year only.

Section 4- Vacancies: A vacancy in any principal office shall be filled by special election at the regular meeting of the Fairgrounds Commission following the date which the vacancy occurred.

Section 5 - Chairperson. The Chairperson shall be the principal executive officer, and shall, in general, supervise and control all the business and affairs of the Fairgrounds

Commission. The Chairperson shall, when present, preside at all meetings of the Fairgrounds Commission. He or she shall sign options, contracts, and other instruments which the Fairgrounds Commission has authorized to be executed and, in general, shall perform all duties incidental to the office of Chairperson and such other duties as may be prescribed by the Fairgrounds Commission from time to time.

Section 6 - Vice Chairperson. In the absence of the Chairperson or in the event of the Chairperson's death, inability, or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson and shall perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the Fairgrounds Commission.

Section 7 - Secretary. The Secretary shall: a) keep the minutes of the Fairgrounds Commission meetings; b) see that all notices are given in accordance with the provisions of these Bylaws and as required by law; c) sign documents as directed by the Fairgrounds Commission and as provided in the Bylaws; d) provide the offices of the Marshfield City Clerk and the Wood County Clerk with copies of the Fairgrounds Commission's minutes; and (e) in general, perform all duties as from time to time may be assigned by the Chairperson or the Fairgrounds Commission.

Section 8 - Legal Custodian of Records. The City Clerk of the City of Marshfield, or said Clerk's designee, shall be custodian of contracts and correspondence and maintain a file of the original minutes.

Section 9 - Legal Custodian of Financial Records. The Wood County Finance Department shall be responsible for preparing financial reports, issuing checks with appropriate signatures and ensuring that all expenses are paid and that all revenues are accounted therefore. Monthly financial reports shall be provided to the Commission Chairperson.

ARTICLE V

MEETINGS

Section 1 - Regular Meeting. The regular meeting of the Fairgrounds Commission shall be held monthly for the transaction of such business as may come before the Fairgrounds Commission. The Fairgrounds Commission may decide to meet less often. The Fairgrounds Commission Chairperson may cancel a regular meeting due to a lack of business or lack of availability of Fairgrounds Commissioners.

Section 2 - Special Meeting. Special meetings of the Fairgrounds Commission for any purpose or purposes may be called by any one of the officers of the Fairgrounds Commission.

Section 3 - Place of Meeting. The Fairgrounds Commission may designate any place as the place of meeting for any regular meeting or for any special meeting called by the Fairgrounds Commission.

Section 4- Notice of Meeting. Wisconsin Statutes, Chapter 19, Subchapter V, *Open Meetings of Governmental Bodies*, shall govern the conduct of all business before this Commission. The Wood County Clerk, or said Clerk's designee, shall issue the official meeting notice.

Section 5 - Quorum. Four Fairgrounds Commission members shall constitute a quorum. If a quorum is present, the affirmative vote of a majority of the members present shall be sufficient to transact business.

ARTICLE VI

CONDUCT OF BUSINESS

Section 1 - Request for Administrative Services. The Fairgrounds Commission Board may request the services of any administrative official of either the City of Marshfield or Wood County for aid, assistance and advice in the managing of its affairs.

Section 2 - Annual Budget- On or before the 1st day of August of each year, the Fairgrounds Commission Board shall submit to both the City Administrator for the City of Marshfield and the County Board, a budget showing the amounts to be required from each governing body to defray the costs of maintenance, care, custody, repair and improvements of the buildings or the construction of any new buildings, and the premises of the Marshfield Fairgrounds for the ensuing year and any other sources of revenues or grants that will be available for such costs.

Section 3- USE OF FACILITIES BY THE CENTRAL WISCONSIN STATE FAIR ASSOCIATION. As part of the conduct of its usual business, the Fairgrounds Commission shall grant to the Central Wisconsin State Fair Association, the use of the fairgrounds for not less than three weeks per year for the purpose of conducting the annual Central Wisconsin State Fair. The use of the facilities shall be subject to reasonable terms as may be determined by the Fairgrounds Commission.

Section 4 -DEVELOPMENT OF FAIRGROUNDS. The Fairgrounds Commission shall be responsible for the overall development of the fairgrounds and shall promote year round use thereof.

ARTICLE VII

ACCOUNTS, DEPOSITS AND MONIES

Section 1 - Accounts: There shall be, at a minimum, an annual review of the books of account of the Fairgrounds Commission. This review may be done by the City or County Finance Department on a rotating basis or on such other basis as they may agree upon. The Fairgrounds Commission shall have the authority as it deems necessary to require a formal audit by an independent auditing firm qualified to do the same.

Section 2 - Deposits: All monies received by the Fairgrounds Commission for its administration shall be deposited in a bank, trust company, or depository designated by the Fairgrounds Commission, and all funds, other than amounts designated by the Fairgrounds Commission for petty cash funds, shall be kept in the designated depository.

Section 3 - Monies: Money shall be disbursed only after approval by the Fairgrounds Commission at properly convened meetings. All disbursements shall be substantiated by invoices or statements kept in the voucher file to be available for detailed audit. Money disbursements shall be by check only. All checks, drafts, or other orders for payment issued in the name of the Fairgrounds Commission shall be disbursed through the Wood County Finance Department.

ARTICLE VIII

INSURANCE

Section 1 - The Fairgrounds Commission shall periodically verify that adequate insurance to reasonably protect the interest of the City of Marshfield and Wood County from loss and damage to property and from loss and damage resulting from operation of such property exists.

Section 2 - The Commission may require proof of liability insurance for events held at the Marshfield Fairgrounds.

ARTICLE IX

USE OF FAIRGROUNDS

No use shall be made of any portion of the Fairgrounds under the Fairgrounds Commission's jurisdiction without specific approval of the Fairgrounds Commission or its designated agent (example: Marshfield Parks, Recreation and Forestry Committee). Such approval shall be in such form as may be determined by the Fairgrounds Commission or its designated agent, and shall contain the terms of the proposed use, including but not limited to the following:

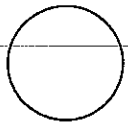
1. Date or dates to be used and name and address of user.
2. Purpose for which use is intended.

3. Area to be used.
4. When appropriate, amount and kind of insurance to be provided, naming the City of Marshfield, Wood County, Central Wisconsin State Fair Association and Fairgrounds Commission as additional insureds, and containing an adequate cancellation notice provision, said insurance to be designed to protect and/or indemnify the City and the County from and against liability for personal injury and/or property damage arising out of such use. The kind and amount of such insurance shall be determined in each case by the Fairgrounds Commission or its designated agent.
5. The amount of the fee for such use, which fee shall be based upon a schedule to be established by the Fairgrounds Commission or its designated agent.
6. Any other terms or conditions which may be appropriate in any specific case, as may be determined by the Fairgrounds Commission or its designated agent.

ARTICLE X

AMENDMENTS

Any amendment or change in the Bylaws shall be subject to the approval of the Common Council of the City of Marshfield and the Board of Supervisors of Wood County. The Commission may, from time to time, by a two-thirds vote of its membership, recommend to the Common Council and the Board of Supervisors, the adoption, amendment, or repeal of any bylaw of this Fairgrounds Commission.



RESOLUTION # _____

Introduced by Wood County Board of Supervisors

Date: December 20, 2016

INTENT & SYNOPSIS: To recognize these Wood County employees for years of devoted and faithful service to Wood County.

WHEREAS, the following employees, are being recognized for their long-term employment with Wood County,

Joanne Borski	- 25 years - Human Services
Susan McCarthy	- 25 years - Victim/Witness
Dawn Rusch	- 30 years - Human Services
Karen Zschernitz	- 35 years - Norwood Health Center

WHEREAS, these employees have served Wood County conscientiously throughout these years and in the best interest of all its residents;

NOW, THEREFORE BE IT RESOLVED, that this Wood County Board of Supervisors recognize and applaud these employees for their many years of dedication to Wood County and wish them many happy years ahead;

BE IT FURTHER RESOLVED, that this resolution be spread at length upon the minutes of this meeting, and that a copy be made available to each employee.

WOOD COUNTY BOARD OF SUPERVISORS:

<u>Chairman</u>	<u>1st Vice Chairman</u>
_____	_____
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Adopted by the County Board of Wood County, this 20th day of December 2016.

County Clerk

County Board Chairman

RESOLUTION # _____

Introduced by: WOOD COUNTY BOARD OF SUPERVISORS

RELATING TO THE LIFE AND PUBLIC SERVICE OF PAUL WEIMER

WHEREAS, Paul Weimer was born on September 22, 1941 and died on November 17, 2016,
and

WHEREAS, Paul served in the Army National Guard. He worked for the Oshkosh Police Department for 25 years until his retirement. Paul was also very active in his communities volunteering for the Red Cross and other organizations. He was a member of the Wisconsin Rapids Elks Lodge #693 and served as Trustee and was named Elk of the Year in 2006 and 2016. He served on the Oshkosh City Council. He was also a valued member of the Wood County Board of Supervisors from 2002 until 2008. He served as Secretary of the Legislative Committee and a committee member of the Sheriff and Traffic, Census Review and Redistricting, and Planning and Zoning Committees.

WHEREAS, Paul had a passion for baseball and followed various teams and gave of his time through coaching and baseball related clubs.

WHEREAS, Paul Weimer enjoyed the respect of his colleagues and service organizations

NOW, THEREFORE, BE IT RESOLVED, that the Wood County Board of Supervisors commend Paul Weimer's public service and express their sorrow at his passing and extend condolences to his family and friends.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to his wife Susan.

BE IT FURTHER RESOLVED, that we stand in silence for one minute in respect to his passing.

WOOD COUNTY BOARD OF SUPERVISORS

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