

HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE MEETING AGENDA

DAY & DATE: Thursday, December 03, 2015
TIME: 8:00 A.M.
PLACE: Wood County Highway Department, 555 17th Avenue North, Wisconsin Rapids, WI 54495

1. Call meeting to order.
2. Public comments.
3. Approve minutes of the November 05, 2015 Highway, Infrastructure, and Recreation Committee.

PARKS:

4. Parks Construction Supervisor report.
 - a. Current projects update.
 - b. Employee matters.
5. Office Supervisor report.
 - a. Snowmobile/ATV Reports.
 - b. Office update.
6. Park and Forestry Director report.
 - a. Powers Bluff recreation area development discussion
 - b. Dexter Park/ Forestry shop construction discussion
 - c. "No Firewood" draft policy
 - d. Special Use Permits.

FORESTRY:

7. Forest Administrator report.
 - a. Timber Sale Update.
 - b. Contract Extension: #703 Futurewood
 - c. Land Trade Proposal/Discussion.
 - d. Enbridge Pipeline Maintenance Dig/Agreement
8. Correspondence.
9. Approve payment of bills.
10. Revenue report.

HIGHWAY:

11. Discuss Surface Transportation Program (STP) Urban and Rural Approvals for CTH U and CTH H.
12. Discuss CHIP and CHIP-D applications for funding.
13. Discuss and possibly act on Capital Improvement for 2016.
14. Discuss and possibly act on funds transfer resolution. (John Peckham)
15. Discuss and possibly act on Internal Control environment. (Mike Martin, Marla Cummings)
16. Frac Sand update.
17. Current projects update.
18. Approve payment of bills.
19. Accounting Supervisor's Report.
20. Correspondence.
21. Go into closed session pursuant to §19.85 (1)(c), Wisconsin Statutes for the purpose of evaluating the 2015 performance of the Highway Commissioner and Park and Forestry Director and for determining the goals and objectives for the 2016 evaluation.
22. Return to open session.
23. Next meeting date: January 07, 2016 at the Wood County Courthouse, Room 115.
24. Motion to adjourn.

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

DAY & DATE: November 05, 2015
PLACE: Wood County Courthouse, 400 Market St., Wisconsin Rapids, WI 54494, Room 115
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 10:05 A.M.
MEMBERS PRESENT: Chairman, Al Breu; Vice-Chairman, Trent Miner; Secretary, Dennis Polach; Member, Marion Hokamp, and Member, William Winch
OTHERS PRESENT: Highway Commissioner, Doug Passineau; Park and Forestry Office Supervisor, Heather Gehrt; Park and Forestry Construction Supervisor, Dennis Quinnell; Park and Forestry Administrative Services, Sue Potocki; DNR Forestry Liaison, Steve Grant; Al Joy Henke, Public; Roger Nelson, Ayres Associates; Kevin Garrigan, Wisconsin Department of Transportation; and Dan & Chris Helwig, Design Unlimited

1. Chairman A. Breu called the meeting to order at 8:00 A.M.
2. Public comments:
 - Al Joy Henke attended this portion of the meeting to discuss her dissatisfaction with the memorial benches that are along Lake Wazeecha and that the Committee continues to allow this practice. She also asked for corrections to the October 1 minutes.
 - Roger Nelson from Ayres Associates attended this portion of the meeting to say thank you to Wood County and to keep them in mind on future projects.
3. The minutes of the September 29 and October 1, 2015 Highway Infrastructure & Recreation Committee meetings and October 06, 2015 Wood County State Wildlife Area Advisory Committee were reviewed.

A motion was made by T. Miner and seconded by D. Polach to approve the above-mentioned minutes with the corrections to the October 1 as follows: Remove the wording of Judy Struble that the bench blocks Ms. Henke's view of Lake Wazeecha and to reverse who made and 2nd the motion. Also, add Caitlin Carmody to the list of Other Present. Motion carried.

4. Kevin Garrigan, from the Wisconsin Department of Transportation, attended this portion of the meeting to answer questions and have the 2016 Routine Maintenance Agreement Signed (RMA).

A motion was made by T. Miner and seconded by W. Winch to sign the 2016 RMA with the WI DOT. Motion carried.

5. Move to Item #7—Discuss WCHA Legislative Breakfast. There were many State Representatives in attendance at this meeting which allowed good discussions to take place.
6. Move to Item #5—Debt Service Projects. CTH K is just waiting to get paved yet this year and the other projects have been moved to next year.
7. Move to Item #6—Boiler Room Door. Quotes have been received for the door and the project will be moving forward.
8. Recruitment—Currently there is a mechanic position open.
9. Personal Protection Equipment—Discussion on cold-weather personal protective equipment has taken place. D. Passineau will bring this back at a future meeting.
10. Current Projects Update. (see attached sheet)
11. Monthly bill listing.

A motion was made by T. Miner and seconded by M. Hokamp to approve the monthly bill listing. Motion carried.

12. Accounting Supervisor's Report.

A motion was made by T. Miner and seconded by D. Polach to approve the Accounting Supervisor's report. Motion carried.

13. Correspondence:

- Purchased a truck off of an Auction from Adams County.
- Approximately \$3,100 will be needed to relocate utility poles along CTH B for the bridge project.
- Bureau of Indian Affairs gave a contribution to CTH GG project.

The Committee took a break at 9:05 AM and resumed at 9:25 AM.

14. Construction Supervisor's report. (see attached sheet)

A motion was made by T. Miner and seconded by D. Polach to approve the Construction Supervisor's report. Motion carried.

15. Office Supervisor's report. (see attached sheet)

A motion was made by T. Miner and seconded by M. Hokamp to accept the Office Supervisor's report. Motion carried.

16. Park and Forestry Director's report. (see attached sheet)

- Special Use Permit:--January 16, 2016 at Nepco Shelter River Cities Nordic Ski Club cross country skiing promotion day with fee waiver.

A motion was made by T. Miner and seconded by W. Winch to approve the above mentioned special use permit with fee waiver. Motion carried.

- Dan & Chris Helwig from Design Unlimited attended this portion of the meeting to present a conceptional overview of the proposed Powers Bluff shelter and estimated costs.

A motion was made by T. Miner and seconded by M. Hokamp to approve the Park and Forestry Director's report. Motion carried.

17. Forest Administrator's Report. (see attached sheet)

- Timber Sale update was distributed. This is the highest grossing year in history.

A motion was made by T. Miner and seconded by D. Polach to approve the Forest Administrator's report. Motion carried.

18. Correspondence—None at this time.

19. Monthly bill listing.

A motion was made by T. Miner and seconded by M. Hokamp to approve the monthly bill listing. Motion carried.

20. Revenue report.

A motion was made by T. Miner and seconded by D. Polach to approve the revenue report. Motion carried.

21. Next meeting date: December 03, 2015 at the Wood County Highway Department.

A motion was made by W. Winch and seconded by M. Hokamp to adjourn at 10:05 A.M. Motion carried.

Dennis Polach, Secretary

Minutes taken by Heather Gehrt, Park & Forestry Office Supervisor

PARKS CONSTRUCTION SUPERVISOR REPORT

December 3, 2015

By D. Quinnell

CURRENT PROJECTS

- The culvert over Puff Creek in North Park is installed. Highway Dept. will be back next year to Asphalt the surface.
- The snowmobile bridge over the Hay Creek is installed.

MAINTENANCE OPERATIONS

- All parks are closed except for Dexter campground and are preparing for winter.
- Powers Bluff is gearing up for the winter season.
- All docks are pulled and ready for freeze up.

EMPLOYEE MATTERS

- We found a qualified candidate for the Dexter Maintenance position; he will start in the middle of December.
- We will have an employee meeting and Powers Bluff training December 16, 2015.

OTHER

- We will be auctioning off the old John Deere tractor from South Park, which was replaced with the new JD4052r tractor, on wisconsinsurplus.com.
 - Budget estimates have been received for the new Dexter Forestry Shop and we are putting together a package of information. We will bring info to the HIRC meeting.

OFFICE SUPERVISOR REPORT

December 03, 2015

By: H. Gehrt

SNOWMOBILE:

The Hay Creek Bridge and culvert replacement is now completed. Dennis will be going out to inspect the access road to make sure it is put back to the condition it was prior to construction starting.

ATV:

No new activity.

OFFICE:

Powers Bluff work letters have been sent out to LTE's and to First Responders. After all have been received, I will finish compiling the schedule.

The winter brochures are back from the printer and I will bring a copy for each of you.

OTHER

I attended the Snowmobile Alliance meeting on November 02.

I participated in the United Way Brat Fry on November 03.

I attended the HIRC meeting on November 5.

I attended the Wellness meeting on November 10.

I participated in a meeting regarding access to the new snowmobile bridge with a landowner on November 18.

I applied and was interviewed for the retiring Treasurer's position. I am happy to say, that County Board Chairman Pliml has appointed me to this position to fill out the remaining term (pending County Board approval). I will start my new position on December 30, 2015. It has been a pleasure working with this Committee, but this is bittersweet as I have enjoyed my last almost 14 years in the Park & Forestry office. I look forward to the new opportunities and challenges that await me in this position while still being able to serve the people of Wood County.

Park and Forestry Director Report

By Chad Schooley, Park and Forestry Director
December 3, 2015
HIRC meeting

- At the November 5th HIRC meeting, Design Unlimited presented estimated construction costs for the multi-use shelter building at Powers Bluff. I will be bringing additional information and materials to the meeting. I would like to discuss with the Committee how you would like me to proceed with this project.
- We are finalizing cost estimates for a new maintenance shop, which would replace the existing Dexter Park maintenance shop and Forestry shop. I will bring drawings and estimates to the meeting.
- I will bring a draft copy of the policy change prohibiting firewood brought into any Park and Forestry property or facility.
- I have assisted the Construction Supervisor with the hiring process for the vacant Park Maintenance Worker position at Dexter Park.
- I have started the hiring process for a new Office Supervisor. I am hoping to have someone fill the position by early January.
- I will be bringing my 2016 goals and 2015 goal summary to the meeting for your review for my annual employee review.

November Events - 7 shelter reservations

Special Use Permits

- January 31, 2016, Port Lions Club Fisheree at Nepco Lake. Event reserves the shelter building for the 30th and 31st.
- February 7, 2016, Pittsville Lions Club Fisheree at Dexter Lake. Club would like to have shelter fee waived, as in the past, in lieu of in kind work from club members on the shelter.
- May 7, 2016, Jigsaw Run, fundraiser for autism awareness, South Wood County Park. The event reserves the enclosed shelter and Red Sands Beach Pavilion for the day. The walk trail around the lake is the route for the run.
- May 14, 2016, I Walk for Life fundraiser. Enclosed shelter is reserved at South Wood County Park. The walk trail around the lake is the route for the walk.
- Aqua Skiers, LLC. have 3 special use permits: State Water Ski Show tournament July 21-24, 2016, World Water Ski Show tournament September 9-11, 2016, and several beach closure date requests throughout the summer. I will bring more information to the meeting.

Contract Extension Notes – December 2015

#703 Futurewood

- Bid December 2011 – original contract expiration: December 31, 2013.
- Contract extensions: Two – 1 year. Expires December 31, 2015.
- % Completion = 50%
- Job constraints: Oak Wilt restriction April 1 to October 31. Heavy soil, ground needs to be very dry or frozen to operate. Remaining timber is located on moderate to steep slopes, therefore erosion potential is great and deep snow may also limit operations. Remaining timber is very good quality, selectively marked red oak. Access crosses pipeline requiring coordination with pipeline personnel to construct crossing. Requires timber mats, geotextile road fabric, and possibly gravel/road base.
- Contractor currently holds 6 other contracts on Wood County Forest.
- Considerations: Cut/operated on 5 contracts according to specs in the past year and generated \$118,393.53 in revenue to the Wood County Forest. Contractor has an excellent payment history and superior job performance.
- Contractor intends to complete this contract this winter providing weather conditions will allow it.

Recommendation:

Grant one-year extension to December 31, 2016 with **no increase in stumpage.**

TEMPORARY ACCESS, WORKING RIGHTS AND OCCUPATION AGREEMENT

This Temporary Access, Working Rights and Occupation Agreement ("Agreement") is entered into as of the _____ day of _____, 2015 by and between **ENBRIDGE ENERGY, LIMITED PARTNERSHIP**, a Delaware limited partnership with an office at 119 N. 25th Street East, Superior, Wisconsin 54880 ("Enbridge") and Wood Co. Parks & Forests, with an address of 400 Market St. WIS. Rapids, WI. ("Landowner"). Forestry

Landowner, for valuable consideration, sufficiency and receipt of which is hereby acknowledged, hereby grants to Enbridge the right to enter upon, use and occupy certain lands of Landowner that are described in Exhibit A attached hereto and incorporated herein by reference (the "Land"). Enbridge's use of the Land shall be limited to the area of use described in Exhibit A and subject to the following terms and conditions:

Enbridge assumes all risk of, and indemnifies, protects and saves harmless Landowner and its successors and assigns from, all loss, damage, or injury to persons (including, without limitation, personal injuries resulting in death) or property and from all claims, demands, suits, liabilities, obligations and expenses arising therefrom, including reasonable legal fees and expenses, caused by or in any way connected with the exercise of the rights granted hereunder, except to the extent the same shall arise out of the negligent or intentional acts or omissions of any employee, officer, agent, invitee or representative of Landowner. In the event that any judgment, lien or other encumbrance is placed upon or levied against the property of Landowner in any suit or other proceedings due to Enbridge's activities, Enbridge will at once cause the same to be dissolved and discharged by giving bond or otherwise.

Enbridge shall maintain at all times during the term hereof sufficient insurance as may be required to protect Enbridge and Landowner from and against all claims, demands and causes of action arising by reason of any Work performed by Enbridge.

Enbridge shall be responsible to maintain the Land in an orderly fashion and all Work shall be performed in a neat and workmanlike manner. Enbridge shall restore the Land to the condition in which it existed prior to Enbridge's use as best as practicable. Enbridge shall observe all regulations applicable to the performance of the Work on the Land.

This Agreement shall be effective as of the date first set forth above and the term of this Agreement shall extend for a period as described in Exhibit A.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date set forth above.

LANDOWNER

ENBRIDGE ENERGY, LIMITED PARTNERSHIP
BY ENBRIDGE PIPELINES (LAKEHEAD) L.L.C.
AS GENERAL PARTNER

By: _____

By: _____

Name: Fritz Schubert

Name: _____

Title: Wood County Forest
Administrator

Title: _____

Access Sketch and Photos

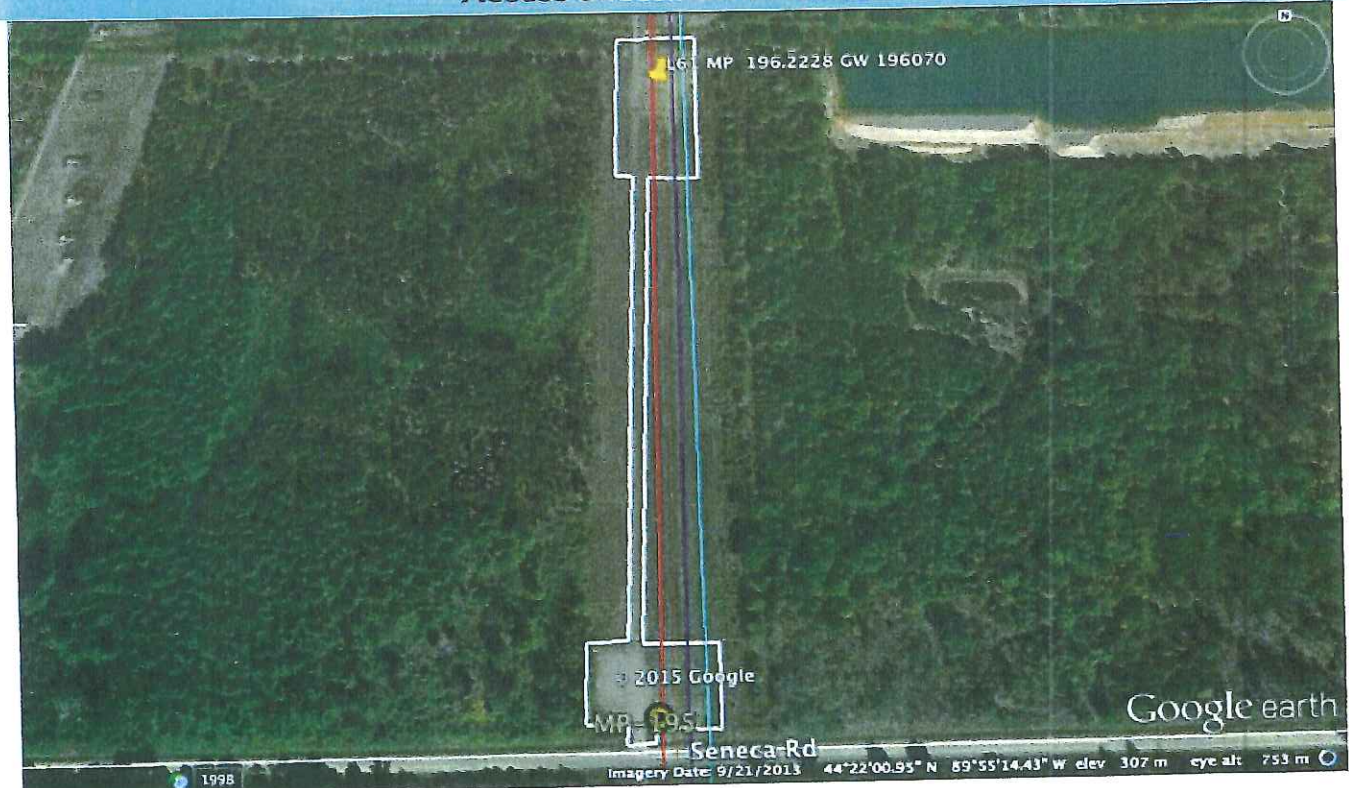


FIGURE 1: OVERHEAD VIEW OF DIG SITE

L61 MP 196.2228 GW 196070

Seneca Rd

Range Rd

© 2015 Google

Go



1998

Imagery Date: 9/21/2013 44° 22.012' N 89° 55.378' W elev 1024 ft

Tract # W-273-1

EXHIBIT A

LANDOWNER'S PROPERTY LEGAL DESCRIPTION:

TOWNSHIP ^{Pine}
SECTION TOWNSHIP RANGE
21 22N 05E

AMOUNT PAID \$ 2,500.00

DESCRIPTION OF ENBRIDGE AREA OF USE:

Travel Area and TWS to MP 196.2228 Line 6A

- Need Key to Gate on Seneca Rd.

- TWS @ parking area N. of Seneca Rd

- Travel Area 20' x 1300' on W. side of pipeline

- TWS 50' x 200' @ dig site W. of Dig

Construction will be completed by 12-1-2016 and
agreement renewed if project is not completed
by Dec 1. 2016

11/19/15

DECEMBER 2015 REPORT OF CLAIMS FOR PARK AND FORESTRY

For the Range of Vouchers: 21150527 to 21150567

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
21150554	ADVANTAGE PLUMBING & HEATING	Holding Tank-2000 Gallon at SP	11/17/15	\$3,750.00	P
21150540	AFTER ALL INC	Clean Porta Potty-Forestry Shop	11/10/15	\$45.00	P
21150541	ALLIANT ENERGY/ WP&L	Electric Service for NP & PB	11/10/15	\$956.80	P
21150555	ALLIANT ENERGY/ WP&L	Electric Charges for NP Shower	11/17/15	\$40.22	P
21150527	BEAR GRAPHICS INC	Calendars for Office & Parks	11/03/15	\$28.41	P
21150542	BUDS CORNER MART	Gasoline for SP Vehicles/Cans	11/10/15	\$526.37	P
21150543	CARQUEST AUTO PARTS ATLANTA G	Battery, Etc.-Vehicles, Tractor, Etc.	11/10/15	\$218.19	P
21150556	CARQUEST AUTO PARTS ATLANTA G	Filters, Etc.-DP Trucks, Tractor	11/17/15	\$92.65	P
21150544	CRESCENT ELECTRIC SUPPLY CO	Electric Items for Buildings	11/10/15	\$37.26	P
21150557	CRESCENT ELECTRIC SUPPLY CO	DP Building Items	11/17/15	\$27.34	P
21150528	DESIGN UNLIMITED	Architect Service to 8/31/15 for PB	11/03/15	\$2,147.50	P
21150545	DOINE EXCAVATING INC	Gravel, Granite, Dirt-NP Stock	11/10/15	\$398.00	P
21150529	DOORWORKS INC	Hinge & Roller - Forestry Shop	11/03/15	\$9.25	P
21150558	FUTUREWOOD CORPORATION	Return Performance Bond-Job #709	11/17/15	\$4,504.38	P
21150530	HAAS BUILDER SUPPLY	PB Ski Hut & NP Shelter Supplies	11/03/15	\$711.74	P
21150531	HAUPT WELL & PUMP CO	Replace Well-NP Dump & Shop	11/03/15	\$10,408.84	P
21150559	HAUPT WELL & PUMP CO	Install Drainback at DP	11/17/15	\$245.10	P
21150546	HILLER'S TRUE VALUE HARDWARE	Brooms for NP	11/10/15	\$41.98	P
21150560	HOME DEPOT CREDIT SERV (Parks)	PB-Blding Items, SP-Stain & Lumber	11/17/15	\$445.12	P
21150561	JEWELL ASSOCIATES ENGINEERS INC	Hay Creek Snowmobile Bridge Project	11/17/15	\$3,500.00	P
21150547	LAKESIDE OASIS LLC	Gasoline for Vehicles/Cans	11/10/15	\$99.71	P
21150562	LAKESIDE OASIS LLC	Gasoline for DP Vehicles	11/17/15	\$57.99	P
21150532	METCALF LUMBER	PB Ski Hut Counter Top	11/03/15	\$108.72	P
21150533	METCO	Fuel Tank GIS Registry for NP	11/03/15	\$950.00	P
21150534	MONROE TRUCK EQUIPMENT	Switch for SP Flatbed	11/03/15	\$28.46	P
21150548	OAKDALE ELECTRIC CO	Electrical Service for DP	11/10/15	\$1,036.27	P
21150549	PITTSVILLE FARM & HOME CENTER	Mini Bulb for DX Truck	11/10/15	\$7.29	P
21150535	POMP'S TIRE SERVICE INC - GREEN B	Tire/Casing, Etc for NP Dump Truck	11/03/15	\$231.43	P
21150563	SCHOOLEY CHAD	WPRA Conf. Meal Reimbursement	11/17/15	\$66.00	P
21150564	SHAWN DUPEE CONSTRUCTION LLC	Dozer/Cat Work, Ballast-Forest	11/17/15	\$5,212.50	P
21150550	SUNSHINE CAR CARE LLC	Oil Change, Etc. for Chev Equinox	11/10/15	\$55.99	P
21150565	TARCSAY NICOLE	SP-E Shelter & Electric Box Refund	11/17/15	\$210.00	P
21150536	TETZLAFF NOELLE	Refund-Nepco Shelter Cancelled	11/03/15	\$270.00	P
21150537	TJ'S AUTO & COLLISION REPAIR	Spray Truck Armrest for Door	11/03/15	\$95.00	P
21150566	TRUXCESSORIZE INC	8' Boss Plow-'15 Chev 3500-SP	11/17/15	\$4,700.00	P
21150538	WASTE MANAGEMENT	Garbage for all Parks	11/03/15	\$937.17	P
21150551	WATER WORKS & LIGHTING COMM	Electric Service-SP/Forestry Shop	11/10/15	\$1,341.10	P
21150539	WE ENERGIES	Gas Service-SP/Forestry Shop	11/03/15	\$39.20	P
21150552	WISCONSIN VALLEY CONCRETE PRO	Saw Blades and Tools	11/10/15	\$46.59	P
21150567	WISCONSIN VALLEY CONCRETE PRO	PB Shelter Caulk, Etc.	11/17/15	\$59.64	P
21150553	WOOD COUNTY REGISTER OF DEEDS	Copy Fee for TxID 234285	11/10/15	\$7.00	P
Grand Total:				\$43,694.21	

P = Prepaid Voucher

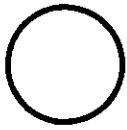
Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

**RESOLUTION#**

Introduced by Highway Infrastructure and Recreation and Executive
 Page 1 of 2

Committee

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

INTENT & SYNOPSIS: To amend the 2015 budget of various Highway functions listed below for additional expenditures of \$2,881,717 not anticipated during the original budget process:

FISCAL NOTE: No additional cost to Wood County.

Source of Money: Available appropriations in functions under budget of \$22,085 and revenues in excess of budget of \$2,859,632.

The adjustment to the budget is as follows:

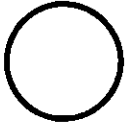
		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam,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

Account	Account Name	Debit	Credit
43531	State Aid-Transportation	121,330	
47470	Bitum. Rev. – Maint.	1,428,032	
47470	Bitum. Rev. – Machinery	54,264	
53311	Patrol-Patrol Sections	22,085	
47333	Local Gov Chgs-Bridges	56,060	
47230	State Charges	25,726	
47300	Local Gov Charges	509,217	
47330	Local Gov Charges-Transp.	665,003	
53266	Bituminous Operations- Production/Maintenance Fund		1,474,759
53313	Maintenance Gang		94,914
53314	Maintenance Gang-Materials		903
53315	Maintenance Gang-Const.		871
53230	Shop Operations		14,670
53271	Buildings & Grounds-W.R.		18,013
53272	Buildings & Grounds-Aub.		3,593
53273	Buildings & Grounds-Mfld.		11,533
53274	Buildings & Grounds-Pitt.		6,455
53341	County-Aid Bridges		56,060
53323	Maint STHS PbM		25,726
53330	Local Roads		665,003
53490	Other Services-Mach/Mat.		509,217

WHEREAS, final funding of expenditures for bituminous operations are able to be funded by functions under budget, as well as higher than anticipated revenues, and

WHEREAS, final funding of expenditures for maintenance projects, shop operations, buildings and grounds, county-aid bridges, and local and state expenditures are able to be funded by 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

**RESOLUTION#**

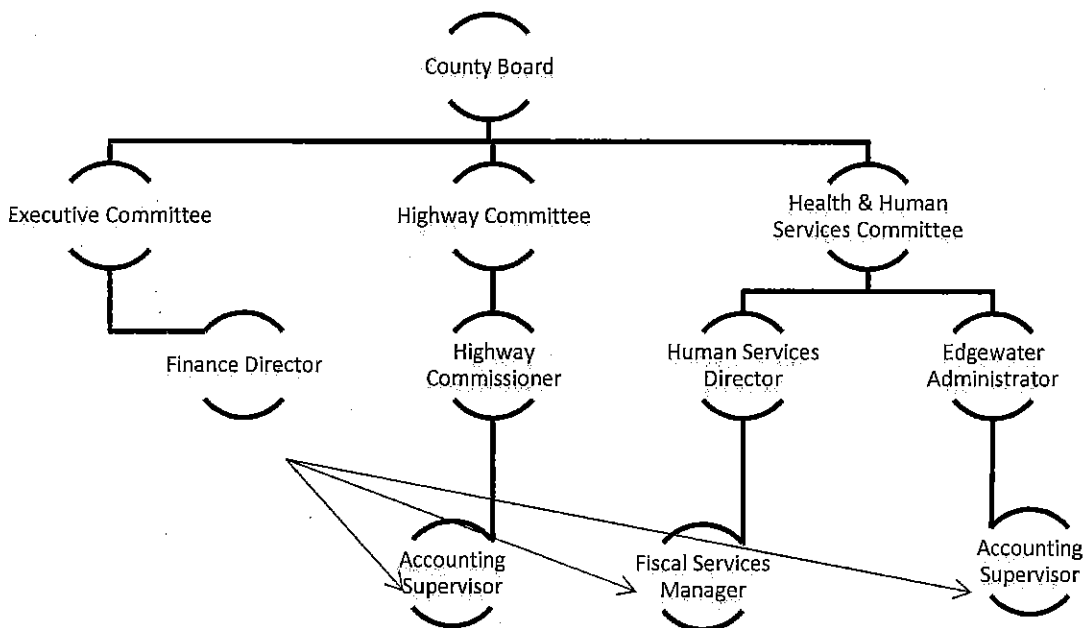
THEREFORE, BE IT RESOLVED, to amend the Wood County Highway budget for 2015 by appropriating unanticipated revenues of \$2,859,632 and functions under budget funds of \$22,085, and

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.

1.1 CONTROL ENVIRONMENT

1.1.0 INTRODUCTION

The control environment is the set of standards, processes, and structures that provide the basis for carrying out internal control across the County. The County Board, Oversight Committees and Department Heads establishes the tone at the top regarding the importance of internal control including expected standards of conduct. Department Heads reinforces expectations at the various levels of the County. The control environment comprises the integrity and ethical values of the County; the parameters enabling the County Board to carry out its oversight responsibilities; the County structure and assignment of authority and responsibility; the process for attracting, developing, and retaining competent individuals; and the rigor around performance measures, incentives, and rewards to drive accountability for performance. The resulting control environment has a pervasive impact on the overall system of internal control.



1.1.1 INTEGRITY AND ETHICAL VALUES

All fiscal oversight as noted below demonstrates a commitment to integrity and ethical values by following the Code of Professional Ethics established by the Government Finance Officers Association found in Appendix 1.

- Finance Department
- Head accountants (i.e. Accounting Supervisors of the Highway and Edgewater and the Fiscal Services Manager from Human Services)
- All other persons/departments with fiscal responsibility

The Finance Department and head accountants demonstrate through their directives, actions, and behavior the importance of integrity and ethical values to support the functioning of the system of internal control:

- **Mission statements**

- The mission of the Finance Department is to provide financial stability to the County level of government for the residents of Wood County. In order to achieve this, the Department must be able to provide a comprehensive financial accounting and reporting system for the entire reporting entity. The Department must also be able to provide the support for the annual budget process.
- The Finance Department's mission must avail itself to all Federal and State laws and financial reporting requirements established by the Governmental Accounting Standards Board (GASB). The Finance Department must also provide the financial and budgeting activities of Wood County under more specific guidance from the ordinances and resolutions of the County Board of Supervisors.

- **Values statements**

- Our vision is to inspire public trust in Wood County government by providing exemplary financial services, safeguarding the County's financial integrity, and ensuring compliance with fiduciary responsibilities and professional directives. We stand committed to provide accurate accounting, prompt payment of obligations, management of information for decision making, timely and meaningful financial reporting, and effective financial planning. We strive to become the trusted source of financial information to account for the past, direct the present, and shape the future.

The expectations of management concerning integrity and ethical values are defined in the Wood County Employee Handbook Section IV Personal Conduct and Discipline (i.e. standards of conduct) and the Finance Departments core values are understood at all levels of the County accountants:

Finance Departments Core Values:

- **Integrity** – Conduct ourselves in an honest and credible manner and to abide by high ethical and moral standards by:
 - Develop reliable and accurate practices for financial reporting
 - Observe and apply confidentiality in all areas that are legally required
 - Follow through on promises and obligations
 - Promise to be Honest, Courteous, Mutually Respectful and Trust in Others
 - Be receptive to feedback and beneficial criticism

- **Service** – Meet and facilitate the needs of the county in a “customer-oriented” manner by:
 - Develop and maintain financial information that is useful, accurate and relevant for financial users
 - Encompass the concept of quality in everything we do, having a service mindset when dealing with employees and the public and demanding a lot of ourselves
 - Provide services in a courteous and professional manner
 - Reply to requests of employees and the public in a timely manner
 - Understand the needs or concerns of the customer
 - Explain decisions and actions to our customer
 - Meet or exceed customer expectations

- **Excellence** – Achieve excellence in all our assigned responsibilities. We will carry out our responsibilities with pride, professionalism, enthusiasm and ownership by:
 - Develop and continued improvement of County-wide financial, accounting and internal control policies and procedures
 - Maintain best practices standards set by professional organizations by participating in continuing education and training

- **Sensitivity** – Demonstrate a sincere and caring attitude toward those with whom we interact. We will treat others with dignity and respect by:
 - Recognize and respect individual's uniqueness, talents and strengths
 - Work with all County employees and the public to provide meaningful assistance and service

- **Shared Purpose** – Create an environment where harmony, cooperation, camaraderie and team effort is fostered. We will strive for win-win solutions by:
 - Look at the big picture; what is best for the county
 - Know our individual role, responsibilities and job duties
 - Cooperate with others
 - Understand and appreciate the problems of others
 - Be supportive of the County, your department and your team
 - Provide timely and accurate financial reporting and related data to all stakeholders and employees
 - Develop training and accounting support services for County employees

- **Stewardship of Resources** – Make continual improvements in the stewardship of financial resources by:

- Inform appropriate staff on implementing new efficient and effective cost saving opportunities
- Work to reduce costs by brainstorming new efficient and effective ways to use County assets
- Periodically review objectives of the County to measure process and policies efficiency and effectiveness and recommend improvements for cost savings
- Safeguarding all County assets in our care through effective internal controls

Processes are in place to evaluate the performance of individuals and teams against the County's expected standards of conduct.

Deviations from expected standards of conduct are addressed in a timely and consistent manner.

1.1.2 OVERSIGHT RESPONSIBILITY

The Finance Department exercises oversight over the development and performance of internal control.

The Finance Director has the authority to hire as well as terminate, as necessary for the Deputy Finance Director position. The Finance Director establishes succession planning for the Finance Director position. The Finance Director is then charged with overall execution of the entity's strategy, achievement of its objectives, and effectiveness of the system of internal control. The Executive Committee is responsible for providing oversight and constructive challenge to department heads.

Capabilities expected of all accountants include integrity and ethical standards, leadership, critical thinking, and problem-solving. Further, the head accountants are expected to include more specialized skills and expertise, with sufficient overlap to enable discussion and deliberation, such as:

- Internal control mindset (e.g., professional skepticism, perspectives on approaches for identifying and responding to risks, and assessing the effectiveness of the system of internal control)
- Financial expertise, including financial reporting (e.g., accounting standards, financial reporting requirements)
- Legal and regulatory expertise (e.g., understanding of governing laws, rules, and standards)
- Social and environmental expertise (e.g., understanding of organizational transparency, stakeholder engagement and democratic participation in organizational accountability practice)

- Relevant systems and technology (e.g., understanding critical systems and technology challenges and opportunities)

Reporting to the County Board and Oversight Committees occurs both on a regular and ad hoc basis, as needed, to help the board and Committees oversee the issues relating to the system of internal control.

1.1.3 STRUCTURE, AUTHORITY AND RESPONSIBILITY

The Finance Department establishes, with the Oversight Committees, oversight, structures, reporting lines and appropriate authorities and responsibilities in the pursuit of objectives. The Finance Department works within the organizational structure presented in the introduction to the Control Environment.

The oversight of Internal Controls considers the needs and expectations of the Department Heads, Oversight Committees and the County Board to support the achievement of objectives.

As demonstrated in the Control Environment Introduction the Deputy Finance Director has a direct reporting line with the Finance Director. The Head Accountants have a direct reporting line with the Finance Department (related to financial matters and reporting) and with their respective Department Heads.

The Finance Director has final authority and responsibility for all matters related to financial record keeping related to the General Ledger, Balance Sheet and Income Statement presentations, with the exceptions of department specific reporting requirements outside of the county (e.g. Programs, CARS, Cost Reports, Highway State Reporting, etc.)

- **Defines Authorities and Responsibilities**
 - Finance Department – Establishes directives, guidance and control to enable Head Accountants and their staff to understand and carry out their internal control responsibilities.
 - Head Accountants – Guides and facilitates to their staff the execution of the Finance Department directives for the County.
 - Personnel – Understands the County's standard of conduct, assessed risks to objectives and the related control activities at their respective levels of the County, the expected information and communication flow and monitoring activities relevant to their achievement of the objectives.
- **Assigns Authorities and Responsibilities**
 - The Finance Department – is ultimately responsible to the Executive Committee for establishing directives, guidance and control to enable the

Head Accountants and their staff to understand and carry out their responsibilities.

- Head Accountants – executes the Finance Departments directives for the County by ensuring their department is in compliance with the directives set by the finance department as it relates to GASB/GAAP.
- Personnel – Understands the County's standard of conduct, objectives as defined in relation to their area of responsibility, assessed risks to objectives and the related control activities at their respective levels of the County, information and communication flow and monitoring activities relevant to their achievement of the objectives.

- **Limitations Authorities and Responsibilities**

- Delegation occurs only to the extent required to achieve the accounting objectives (e.g. review and approval of GASB/GAAP related entries).
- Decision making is based on sound practices for identifying and assessing risks (e.g. County Policy's)
- Duties are segregated to reduce the risk of inappropriate conduct in the pursuit of objectives and requisite checks and balances occur from the highest to the lowest levels of the department (e.g. defining roles, responsibilities and performance measures in a manner to reduce any potential for conflicts of interest).
- Technology is leveraged as appropriate to facilitate the definition and limitations of roles and responsibilities within the workflow of business processes.

1.1.4 COMPETENCE

The Finance Director and the Department Heads demonstrate a commitment to attract, develop and retain competent individuals in alignment with objectives.

The Finance Department establishes the organizational structure as shown in section 1.1.1 and reporting lines necessary to plan, execute, control and periodically assess the activities of the Head Accountants to carry out the Finance Departments oversight responsibility. The Finance Department is supported by requisite processes and technology to provide for clear accountability and information flows within and across the overall accounting structure.

The Finance Department in collaboration with the department heads and human resources establishes policies and practices related to the job descriptions, qualifications, hiring, termination and evaluation for the Head Accountants.

- Requirements and rationale (e.g., implications of laws, rules, regulations and standards for the County)
- Skills and conduct necessary to support internal control in the achievement of the County's objectives. (e.g., knowledge of GASB/GAAP accounting principles).
- Defined accountability for performance of key business functions.
- Basis for evaluating shortcomings and defining remedial actions as necessary (e.g., correcting and/ or strengthening the skills of accountants).
- Means to react dynamically to change (e.g., internal decision to modify business processes).

The Finance Director along with the respective Department Heads performs periodic and/or annual job evaluations. The Finance Director along with the respective Department Heads and Human Resources work together to decide on corrective action plans.

- The Finance Director – evaluates the competence of the Head Accountants in relation to established policies, practices and acts necessary to address any deviations or shortcomings in relation to accounting standards. The Finance Director will provide the respective department heads advance written acknowledgement of any deviations or shortcomings from accounting standards to be used in conjunction with the department head's annual evaluation of said head accountant.
- Head Accountants – evaluates the competence of their staff in relation to established policies, practices and acts necessary to address any shortcomings or excesses in relation to accounting standards.

The Finance Director is directly involved in recruitment, retention and determining the qualifying credentials needed for the position as well as being part of the hiring process.

- **Attract** – The Finance Director along with the respective Department Heads conduct formal, in-depth employment interviews to describe the County's history, culture and operating style and conduct procedures to determine whether a particular candidate fits with the organizational needs and has the competence for the proposed position.
- **Orientation** – The Finance Department will provide orientation as it relates to the Accounting Policy and Standards followed by the County. In addition the Finance Department will provide all Dynamics Software training.
- **Train** – The Finance Director along with the respective Department Heads enable individuals to develop competencies appropriate for assigned roles and

responsibilities, reinforce standards of conduct and expected levels of competence for particular assignments, tailor training based on roles and needs and consider a mix of delivery techniques, including classroom instruction, self-study and/or on the job training.

- **Mentor** – The Finance Director along with the respective Department Heads provide guidance on the individual's performance toward expected standards of conduct and competence, aligned the individuals skills and expertise with the County's objectives and help staff adapt to an evolving environment.
- **Evaluate** - The Finance Director along with the respective Department Heads measure the performance of individuals in relation to the achievement of objectives and demonstration of expected conduct and against agreed upon standards.
- **Retain** - The Finance Director along with the respective Department Heads provide incentives to motivate and reinforce expected levels of performance and desired conduct, including training and credentialing as appropriate.

1.1.5 ACCOUNTABILITY

The Finance Director in conjunction with department heads has authority to enforce and hold individual Head Accountants accountable for their internal control responsibilities in the pursuit of County objectives.

The Finance Director in conjunction with department heads enforces accountability of Head Accountants who fail to follow directives, performance evaluations and deviations from GASB/GAAP.

The Finance Director establishes performance measures as it relates to the accounting functions of the position.

The Finance Director performs evaluations and measures the Head Accountants performance as it relates to GASB/GAAP accounting.

Any financial record keeping and reporting requested or directed to the Head Accountants or any staff of the County by Department Heads, Elected Officials and/or outside parties can be brought to the Finance Director for final agreement or disagreement. Resolution of any disagreements will be between the Finance Director and the requesting parties.

Performance and Corrective actions for Head Accountants will be drafted with the assistance of Human Resources, the Finance Director and the Department Heads.

APPENDIX 1

Code of Professional Ethics

The Government Finance Officers Association of the United States and Canada is a professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies, and practices for the public benefit.

To further these objectives, all government finance officers are enjoined to adhere to legal, moral, and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance.

I. Personal Standards

- Government finance officers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust, and confidence of governing officials, other public officials, employees, and of the public.
- They shall devote their time, skills, and energies to their office both independently and in cooperation with other professionals.
- They shall abide by approved professional practices and recommended standards.

II. Responsibility as Public Officials

- Government finance officers shall recognize and be accountable for their responsibilities as officials in the public sector.
- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance and counsel.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
- They shall uphold both the letter and the spirit of the constitution, legislation, and regulations governing their actions and report violations of the law to the appropriate authorities.

III. Professional Development

Government finance officers shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those seeking to enter the field of government finance. Finance officers shall promote excellence in the public service.

IV. Professional Integrity - Information

- Government finance officers shall demonstrate professional integrity in the issuance and management of information.
- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.
- They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their office.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of state or local government policy.

V. Professional Integrity - Relationships

- Government finance officers shall act with honor, integrity, and virtue in all professional relationships.
- They shall exhibit loyalty and trust in the affairs and interests of the government they serve, within the confines of this Code of Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities, and integrity of their colleagues and other public officials with whom they work and associate.
- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment, or other unfair practices.

VI. Conflict of Interest

- Government finance officers shall actively avoid the appearance of or the fact of conflicting interests.
- They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official duties.
- They shall not use public property or resources for personal or political gain.

Current Projects Update

By Douglas Passineau, Highway Commissioner

December 3, 2015

HIRC meeting

General Maintenance

1. DOT Mastic Repair – STH 13 South
2. Road Repair – Towns of Wood and Cary, East Lane
3. Ditch Repair – DOT
4. Bridge Replacement – Town of Remington
5. Ditching – Town Roads
6. Stock Pile Sand at Asphalt Plant
7. Snow Fence – County/State Roads
8. Culvert Replacement – North Wood County Park
9. Safety Training for All Employees
10. Paving – County Roads
11. Brushing – County/State Roads
12. Bridge Repairs – Towns
13. Brine for Ice Control – County/State Roads

Road Closures - Highway Department

None at present.

11/24/15

REPORT OF CLAIMS FOR

HIGHWAY DEPARTMENT

OCTOBER 2015

For the Range of Vouchers: 16150903 to 16151019

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
16150903	NORTH CENTRAL REGION COMMISS	LEGISLATIVE BREAKFAST	10/13/15	\$125.00	P
16150904	HOME DEPOT CREDIT SERV (Highw	TAPE/COUPLINGS/SHEETING/TOT	10/15/15	\$106.58	P
16150905	MILESTONE MATERIALS	BASE	10/15/15	\$11,718.16	P
16150906	WAUPACA CO HIGHWAY COMMISSI	ACCOUNTANTS REGIONAL MEET	10/15/15	\$20.00	P
16150907	WE ENERGIES	HOT MIX FACILITIES/ADMIN CHG	10/15/15	\$2,930.33	P
16150908	CNE GAS	NATURAL GAS - HOT MIX PLANT	10/20/15	\$10,345.10	P
16150909	GANNETT WISCONSIN MEDIA	MARSHFIELD NEWS HERALD	10/20/15	\$192.02	P
16150910	WATER WORKS & LIGHTING COMM	UTILITIES - WIS RAPIDS & HM	10/20/15	\$6.12	P
16150911	WATER WORKS & LIGHTING COMM	UTILITIES - HOT MIX PLANT	10/20/15	\$86.28	P
16150912	WISCONSIN SURPLUS	3131 INTRNATL STAKE BODY TRU	10/19/15	\$16,132.00	P
16150913	PECKHAM JOHN	OUT OF COUNTY MEALS & MILEA	10/19/15	\$132.50	P
16150914	BANKCARD SERVICES	CREDIT CARD INVOICE	10/31/15	\$3,119.02	P
16150915	BANNERMAN DIANE R	OUT OF COUNTY MEALS	10/31/15	\$16.00	P
16150916	CARMODY CAITLIN	OUT OF COUNTY MEAL REIMBURS	10/31/15	\$16.00	P
16150917	ACE HARDWARE	AUGER BITS/ROUTER BITS	11/10/15	\$217.95	P
16150918	APPLIED MAINTENANCE SUPPLIES &	CLAMPS/FITTINGS/BITS/TIES	10/31/15	\$2,165.43	P
16150919	ARING EQUIPMENT COMPANY	REPAIR SVC/ROCKER ARM SWITC	10/31/15	\$711.47	P
16150920	BADGER UTILITY INC OF WI	GOVERNORS/BU ALARMS/CLAMPS	10/31/15	\$328.45	P
16150921	BATTERIES PLUS	BATTERY/BULB	10/31/15	\$65.50	P
16150922	BAUER BUILT INC	TIRES	10/31/15	\$2,046.32	P
16150923	BEAVER OF WISCONSIN INC	PUMP/HOSE/BELT	10/31/15	\$1,239.00	P
16150924	BROOKS TRACTOR COMPANY	FILTERS	10/31/15	\$2,293.00	P
16150925	CARQUEST AUTO PARTS ATLANTA G	FILTERS/U-JOINTS/BELTS/HUB AS	10/31/15	\$1,442.93	P
16150926	CENTRAL STATE SUPPLY COMPANY	MILW 3/4 SUPER HOLE-SHOOTER	10/31/15	\$588.80	P
16150927	COUNTY MATERIALS CORPORATIO	CULVERTS	10/31/15	\$42,531.98	P
16150928	DEAN ALTMANN TRUCKING & EXC	HAUL LOWBOY	10/31/15	\$522.50	P
16150929	DIAMOND MOWERS	STEEL CUTTING TEETH/TOOTH K	10/31/15	\$201.94	P
16150930	DOORWORKS INC	SERVICE CALL OVERHEAD DOOR	10/31/15	\$127.00	P
16150931	FASTENAL COMPANY	DRILL BITS/WASHERS/BOLTS/TOP	10/31/15	\$796.90	P
16150932	GRAY'S INC	BLADES	10/31/15	\$44,845.04	P
16150933	HAMIN HARDWARE & SUPPLIES	FORESTER TRIMMER STRAP HARN	10/31/15	\$82.97	P
16150934	J & D TUBE BENDERS INC	MISC TUBES BENDS & CUTS	10/31/15	\$405.86	P
16150935	JX ENTERPRISES INC	ALTERNATOR	10/31/15	\$171.95	P
16150936	LIBERTY TIRE RECYCLING LLC	3/4" MULCH/WASTE TIRES	10/31/15	\$712.50	P
16150937	MID-STATE TRUCK SERVICE INC	BRAKES/CRIMPU/VENT/CLAMPS/L	10/31/15	\$808.72	P
16150938	MISSISSIPPI WELDERS SUPPLY CO I	WELDING GASES & SUPPLIES/CYL	10/31/15	\$178.23	P
16150939	MONROE TRUCK EQUIPMENT	TARP MOTOR	10/31/15	\$473.24	P

11/24/15

REPORT OF CLAIMS FOR

HIGHWAY DEPARTMENT

OCTOBER 2015

For the Range of Vouchers: 16150903 to 16151019

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
16150940	MOORE OIL COMPANY INC	BLUE DEF	10/31/15	\$158.45	P
16150941	MSC	FIRE EXTINGUISHER CABINETS/PC	10/31/15	\$571.57	P
16150942	NAPA AUTO PARTS - MARSHFIELD	V-BELT	10/31/15	\$38.00	P
16150943	NAPA CENT WI AUTO PARTS Wis.Ra	BALL JOINTS/SHOCKS/WIPERS/CA	10/31/15	\$2,091.82	P
16150944	NAPA AUTO PARTS NEKOOSA	BREAKAWAY CONNECTORS	10/31/15	\$67.47	P
16150945	NEKOOSA CORPORATION	CONVEYOR BELT	10/31/15	\$349.50	P
16150946	NEWMAN TRAFFIC SIGNS	12' ROUND POSTS	10/31/15	\$427.52	P
16150947	POWER PAC INC	TOGGLE SWITCH	10/31/15	\$23.85	P
16150948	QUALITY FEED & SEED	GRASS SEED	10/31/15	\$678.93	P
16150949	RAPIDS FORD LINCOLN MERCURY	OIL SEAL ASSEMBLY/SEALS	10/31/15	\$251.42	P
16150950	RAPIDS RENTAL & SUPPLY	SCREED RENTAL/HANDLE/MOUN	10/31/15	\$173.01	P
16150951	RON'S REFRIGERATION & AC INC	REP LEAK ON AC CONDENSER CO	10/31/15	\$666.20	P
16150952	SHERWIN INDUSTRIES INC	MASTIC ONE	10/31/15	\$27,624.00	P
16150953	STEPP MFG COMPANY INC	SOLENOID/VALVES/REGULATOR/	10/31/15	\$378.02	P
16150954	TEAM MATTHEWS	TIRES/BALANCE/ALIGNMENT	10/31/15	\$720.99	P
16150955	TRANSMOTION LLC	FITTINGS	10/31/15	\$142.19	P
16150956	TRIERWEILER CONSTRUC & SUPPLY	CONCRETE	10/31/15	\$700.50	P
16150957	TRUCK COUNTRY OF WISCONSIN	POWER STEERING HOSE - FLUID	10/31/15	\$146.34	P
16150958	TRUCK EQUIPMENT INC	3125 BLAST/PAINT/TAILGATE	10/31/15	\$6,045.76	P
16150959	ULINE	PORTABLE STEEL STRAPS	10/31/15	\$89.37	P
16150960	WEYERS EQUIPMENT INC	BEARING ASSEMBLY/SOLENOID	10/31/15	\$322.86	P
16150961	CENTRAL STATE SIGNING	SIGN RENTAL	10/31/15	\$375.00	P
16150962	MID-WISCONSIN TECH SUPPLY	FLUID TIRE GAUGES/FISHING TOO	10/31/15	\$27.60	P
16150963	MID-WISCONSIN SUPPLY	BEAMS/WIRE DECKING	10/31/15	\$2,461.46	P
16150964	POMP'S TIRE SERVICE INC - GREEN B	TIRES	10/31/15	\$769.74	P
16150965	WHEELER LUMBER LLC	SHIP AUGERS/GR BOLTS/WASHER	10/31/15	\$438.05	P
16150966	WISCONSIN VALLEY CONCRETE PRO	CONCRETE/REBAR/EXP JOINT	10/31/15	\$6,349.51	P
16150967	WISCONSIN LIFTING SPECIALISTS	5 TN ALLOY - 3TN CARBON LATC	10/31/15	\$24.73	P
16150968	ZEP MANUFACTURING CO	BIG ORANGE CLEANER	10/31/15	\$396.66	P
16150969	WE ENERGIES	NATURAL GAS - MARSH/PITTS	10/31/15	\$51.03	P
16150970	ADAMS COUNTY HIGHWAY DEPT	EDGE LINE & CENTERLINE	10/31/15	\$18,488.38	P
16150971	ADVANCE JANITORIAL SERVICE & S	CARPET/FLOOR & CLEANING SVC	10/31/15	\$541.95	P
16150972	ADVANCED DISPOSAL	GARBAGE DISPOSAL	10/31/15	\$1,400.32	P
16150973	AL-CHROMA	PAF-2 CRACKFILLER	10/31/15	\$12,528.00	P
16150974	ALLIANT ENERGY/ WP&L	ELECTRIC - PITTSVILLE	10/31/15	\$80.10	P
16150975	AT&T-ATLANTA	TELEPHONE - MARSHFIELD	10/31/15	\$39.65	P
16150976	BECKER TRUCKING & EXCAVATING	ROAD BASE	10/31/15	\$8,270.21	P

11/24/15

REPORT OF CLAIMS FOR

HIGHWAY DEPARTMENT

OCTOBER 2015

For the Range of Vouchers: 16150903 to 16151019

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
16150977	CENTRAL STATE SIGNING	DRUM RENTAL	10/31/15	\$237.00	P
16150978	FIRE & SAFETY EQUIPMENT	FIRE EXTINGUISHER SVC	10/31/15	\$282.50	P
16150979	FLINT HILLS RESOURCES LP	PF 58-28 OIL FOR HOT MIX PLANT	10/31/15	\$25,434.04	P
16150980	FRONTIER	TELEPHONE - MARSHFIELD	10/31/15	\$110.46	P
16150981	GANNETT WISCONSIN MEDIA	LEGAL NOTICES	10/31/15	\$48.10	P
16150982	G & K SERVICES	CLEANING RUGS & UNIFORMS	10/31/15	\$448.72	P
16150983	HENRY G MEIGS LLC	PG 58-28 OIL FOR HOT MIX OP	10/31/15	\$38,844.12	P
16150984	JANKE GENERAL CONTRACTORS IN	TN OF SENECA YOUNG RD BRIDG	10/31/15	\$46,870.00	P
16150985	KOLO TRUCKING AND EXCAVATING	SAND & SHELLROCK	10/31/15	\$1,381.99	P
16150986	MARSHFIELD UTILITIES	ELECTRIC/WATER/SEWER	10/31/15	\$254.98	P
16150987	MILESTONE MATERIALS	BASE	10/31/15	\$52,165.31	P
16150988	NEWMAN TRAFFIC SIGNS	BARRICADES	10/31/15	\$887.50	P
16150989	NORTHWEST PETROLEUM SERVICE	WR SHOP PUMPS	10/31/15	\$26,827.52	P
16150990	PETROTECH LLC	FUEL PUMP REPAIR	10/31/15	\$1,227.90	P
16150991	PORTAGE COUNTY HIGHWAY DEPT	ROUTER PARTS	10/31/15	\$2,038.58	P
16150992	PRECISE MRM LLC	FLAT PLAN USA & GPRS NAF & SO	10/31/15	\$840.00	P
16150993	PROVISION PARTNERS	DIESEL FUEL & GASOLINE	10/31/15	\$59,818.20	P
16150994	QUEST CIVIL ENGINEERS LLC	WETLANDS MONITORING	10/31/15	\$1,755.55	P
16150995	RENT-A-FLASH INC	SIGNS	10/31/15	\$717.48	P
16150996	ROGANS SHOES	SAFETY SHOES	10/31/15	\$100.00	P
16150997	SHERWIN INDUSTRIES INC	STATE MASTIC	10/31/15	\$27,549.00	P
16150998	SHIPPY SHOE STORE INC	SAFETY SHOES	10/31/15	\$102.40	P
16150999	SOLARUS	TELEPHONE - WR/HOT MIX	10/31/15	\$253.39	P
16151000	SWETZ OIL COMPANY	DIESEL FUEL	10/31/15	\$3,693.41	P
16151001	TDS TELECOM	TELEPHONE	10/31/15	\$140.49	P
16151002	TRACTOR SUPPLY CREDIT PLAN	COUPLER/BUSHINGS	10/31/15	\$35.73	P
16151003	UNITED RENTALS EXCHANGE LLC	EXCAVATOR RENTAL	10/31/15	\$1,718.59	P
16151004	VAN ERT ELECTRIC COMPANY INC	GATE OPENERS	10/31/15	\$3,345.25	P
16151005	WATER WORKS & LIGHTING COMM	UTILITIES - WR & HM PLANT	10/31/15	\$7,278.81	P
16151006	WAUPACA CO HIGHWAY COMMISSI	DIESEL FUEL USED IN OUR EQUIP	10/31/15	\$16.46	P
16151007	WE ENERGIES	NATURAL GAS - WR SHOP	10/31/15	\$155.31	P
16151009	HAWK ROLAND	OUT OF COUNTY MEALS	10/31/15	\$30.00	P
16151010	RACHU LYNN	OUT OF COUNTY MEALS	10/31/15	\$32.00	P
16151011	ADVANCED DISPOSAL	GARBAGE DISPOSAL	11/12/15	\$63.82	P
16151012	MONROE TRUCK EQUIPMENT	ROADWATCH DISPLAY	11/12/15	\$299.18	P
16151013	SOLARUS	TELEPHONE - ADMINISTRATION	10/31/15	\$35.84	P
16151014	HOME DEPOT CREDIT SERV (Highw	LUMBER/TORCH HEAD/NAILS/ST	10/31/15	\$181.17	P

11/24/15

REPORT OF CLAIMS FOR

HIGHWAY DEPARTMENT

OCTOBER 2015

For the Range of Vouchers: 16150903 to 16151019

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
16151015	WATER WORKS & LIGHTING COMM	UTILITIES - HOT MIX PLANT	10/31/15	\$86.28	P
16151016	WE ENERGIES	NATURAL GAS - HOT MIX PLANT	10/31/15	\$1,328.22	P
16151017	CONSTRUCKS INC	MINI-EXCAVATOR RENTAL	10/31/15	\$250.00	P
16151018	V & H INC	REPAIRS/MUFFLER/RADIATOR/HO	10/31/15	\$10,453.53	P
16151019	CAROLFI KEVIN	SAFETY SHOES	10/31/15	\$200.00	P

Grand Total:	<u><u>\$559,351.78</u></u>
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P = Prepaid Voucher

Committee Chair_____
Committee Member_____
Committee Member_____
Committee Member_____
Committee Member



Remit To: Snap-on- 25029 Network Place - Chicago IL 60673-1250
Correspondance To: 14145 Danielson St. #A, Poway, CA 92064 (888)724.6742
Make All Checks Payable To: Snap-on Diagnostics

10-1-15
C/o Lynn

Order Form

INVOICE/ORDER NO.: 422781111

New Account? ☒ Has Customer Info Changed? ☐

Ship To: Rep: ☐ Customer ☒ Other: ☐

Account No:	Corp ID:	Ph#:	(715) 421-8877	Date:	10/1/2015
Company Name:	Wood city highway department				
Attention:	Brad Martinson				
Address:	555 17th av north # I999999				
City:	Wisconsin Rapids	State:	WI	Zip:	54495
E-Mail:	bmartinson@co.wood.us		DSD#:	050683	Name: Ladendorf, Scott
			DLR#:	D20330	Name: James Washebeck

Bill To No.:	Ph#:	Lease Co.?	<input type="checkbox"/>
Company Name:			
Attention:			
Address:			
City:	State:	Zip:	

Product	Order	Qty	Term	User	Users	Type	Code	Addl users	Activation	Payment
ShopKey Pro & Estimator	<input type="checkbox"/>									
Medium Truck.net	<input type="checkbox"/>									
Tractor-Trailer.net	<input type="checkbox"/>									
Truck Labor	<input type="checkbox"/>									
Tractor Trailer & Repair Connect	<input type="checkbox"/>									
TechWorks - SK Pro, EST & MTR	<input type="checkbox"/>									
TruckWorks- TT & MTR	<input checked="" type="checkbox"/>	1	12	M	1	N	POPDSCT	\$0.00	\$0.00	\$2,700.00
TruckWorks & RC.Net	<input type="checkbox"/>									
Repair-Connect.net	<input type="checkbox"/>									
ShopKey Pro Elite	<input type="checkbox"/>									
ShopKey Pro Elite Plus	<input type="checkbox"/>									
Service Writer	<input type="checkbox"/>									
Manager	<input type="checkbox"/>									

Terms and Conditions

Small Tools

Purchase Option Plan (PO)

Net Amount:	\$2,700.00
Activation Fee:	\$0.00
Tax%*:	0.0000%
Tax%2*:	0.0000%
Tax*:	\$0.00
Total Due Now:	\$2,700.00

Payment Terms Check ☐ Check# Amt

Ongoing Terms Credit Card Auto Pay ☐ Checking Account Auto Debit ☐

Credit Card Type CC Type Visa Card Holder Name:

Card Number 4470113800009882

Expiration 02/2016

Fax to: 800-526-1123

Special Instructions

THE UNDERSIGNED AGREE TO THE TERMS AND CONDITIONS SET FORTH ABOVE AND HAVE RECEIVED AND ACCEPTED THE TERMS OF THE END USER LICENSE AGREEMENT. IN WITNESS THEREOF, the parties hereto have executed this agreement on the respective date indicated above.

End User/Owner Signature

Brad Martinson

Accepted by Snap-on Diagnostics

Title

Shop Supervisor

Print Name

Brad Martinson

Office Use Only

*If tax exempt, you must attach exempt certificate.

Guest Folio



Douglas Passineau
555 17th Av N
Wisconsin Rapids, WI 54495
USA

Folio #	180684
Arrival	Tuesday Oct 27, 2015
Departure	Thursday Oct 29, 2015
Nights	2
Adults/Children	1 / 0
Room Type	1 Bed Woodland Deluxe
Room #	211A
Group	WI County Highway Assoc

Charge Summary

Total Charges	\$164.00
Taxes	\$18.04
Payments	-\$182.04
Total Due	\$0.00

<u>Date</u>	<u>Description</u>	<u>Price</u>	<u>Qty</u>	<u>Tax</u>	<u>Total</u>	
Thu 8/20/15	Adv. Deposit VISA 8959	-91.02	1	0.00	-91.02	I
Tue 10/27/15	Nightly Chg. - Room 211A	82.00	1	9.02	91.02	I
Wed 10/28/15	Nightly Chg. - Room 211A	82.00	1	9.02	91.02	I
Thu 10/29/15	Guest Payment VISA 8959	-91.02	1	0.00	-91.02	I
Balance Due:					\$0.00	

Visit Us Online at www.Osthoff.com
800-876-3399

Tundra Lodge Resort & Water Park**865 Lombardi Avenue****Green Bay, WI 54304****Phone: (920) 405-8700****Fax: (920) 405-1997****Guest Information****DateSent:** 09/08/2015**Confirmation#** **R6579A**

Brad Martinson

Home#: 715-421-88875**Share With Name(s):****Additional Name(s):**

X

Office#:**Fax#:**

Wisconsin Rapids, WI 54495

Mobile#:**E-mail Address:** bmartinson@co.wood.wi.us**Company:****Group:** County Highway Expenditures Microcomput Group #: 16985**Guest Type:** GROUP**VIP Code:****Rate/Stay Summary****Arrive:** Thursday, October 15, 2015**Depart:** Friday, October 16, 2015

#A: 1 #Y: 0 #C: 0

Rm Type: DOUBLEQN/SS

of Rms: 1

Nights: 1

Date	Rate	Package
Thursday, Oct 15, 2015	\$82.00	

Total Room: \$82.00 **Total Tax:** \$12.71**Payment/Gtd Summary****Method:** VISA **C/C Account#** *****8959**Deposit Requested:** 0.00 **Deposit Due By:****Deposit Received:** \$0.00

Thank you for choosing to stay at the Tundra Lodge Resort & Waterpark. We look forward to your visit.

Cancellation Policy:

PACKER HOME GAMES/SPECIAL EVENTS: All reservations will be charged IN FULL at the time you book your reservation FOR ALL RESERVATION NIGHTS. The reservation is NON-REFUNDABLE AND NON-CANCELLABLE. There are no exceptions to this policy for any reservation with an arrival date that falls on or within 2 days of any Packer Home Game.

FRIDAY-SATURDAY AND PEAK DATES (CHRISTMAS, NEW YEARS, SPRING BREAK, SPECIAL EVENT CONCERTS): If you cancel at any time, there is a \$25 processing fee. If you cancel within 72 hours of the arrival date, the cancellation fee is the cost of 1 night's stay. NON-PEAK SUNDAY-THURSDAY: If you cancel within 72 hours of the arrival date, the cancellation fee is the cost of 1 night's stay.

Check-in time is at 4pm. Check-out time is 11am however you can use the Waterpark until it closes.

Please call for specific times or visit our website www.tundralodge.com to view waterpark hours.

While you are here, visit our outlets: Caribou Restaurant, serving breakfast, lunch and dinner! Shop Tundra Trading Post for Tundra apparel and other unique Packer and Wisconsin souvenirs. Stop at Klondike Kate's for ice cream, coffee and an avalanche of candy or try your luck at one of the exciting games in the Gold Rush Arcade.

**If you plan to pay cash for your room, we do require a \$50 cash deposit or a credit/debit card to be authorized for \$50 at check-in for any charges you may acquire during your visit.

**If you plan to pay with a debit/credit card, the debit/credit card and card holder must be present at check in.

**We do not accept personal checks.

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Tundra Lodge Resort & Water Park
865 Lombardi Avenue
Green Bay, WI 54304
Tel: (920) 405-8700
Fax: (920) 405-1997

Page No. 1

Guest Name: Dianne Bannerman
County Highway Expenditures Microcomputer Systems
1056 Kings Way
Nekoosa, WI 54457 USA

Room #: 269
Folio#: R6579E - 1
Group #: 16985
Guests: 1
Clerk:

Arrive: 10/15/15 Time: 12:58 PM Depart: 10/16/15 Time: 04:22:44 Stat: FOL

Date	Description	Reference	Comment	Charges	Credits
10/15/15	PAY VISA	10159539030	*****9882 661252		(\$82.00)
10/15/15	ROOM CHARGE	269		\$82.00	

Folio Balance: \$0.00

Guest Signature: _____

Tundra Lodge Resort & Water Park
865 Lombardi Avenue
Green Bay, WI 54304
Phone: (920) 405-8700
Fax: (920) 405-1997

Guest Information **DateSent:** 09/08/2015 **Confirmation#** **R6579F**

Caitlin Carmody X Wisconsin Rapids, WI 54495 Company: Group: County Highway Expenditures Microcomput Group #:	Home#: 715-421-8959 Office#: Fax#: Mobile#: E-mail Address: ccarmody@co.wood.wi.us	Share With Name(s): 	Additional Name(s):
Guest Type: GROUP VIP Code:			

Rate/Stay Summary

Arrive: Thursday, October 15, 2015 Depart: Friday, October 16, 2015 #A: 1 #Y: 0 #C: 0 Rm Type: DOUBLEQN/SS # of Rms: 1 Nights: 1	<table border="1"> <thead> <tr> <th>Date</th> <th>Rate</th> <th>Package</th> </tr> </thead> <tbody> <tr> <td>Thursday, Oct 15, 2015</td> <td>\$82.00</td> <td></td> </tr> </tbody> </table>	Date	Rate	Package	Thursday, Oct 15, 2015	\$82.00	
Date	Rate	Package					
Thursday, Oct 15, 2015	\$82.00						
Total Room:	\$82.00	Total Tax:	\$12.71				

Payment/Gtd Summary

Method: VISA	C/C Account# *****8959
Deposit Requested: 0.00	Deposit Due By:
Deposit Received: \$0.00	

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Tundra Lodge Resort & Water Park**865 Lombardi Avenue****Green Bay, WI 54304****Phone: (920) 405-8700****Fax: (920) 405-1997****Guest Information****DateSent:** 09/01/2015**Confirmation#****R6579C**

Lynn Rachu

Home#: 715-421-8875**Share With Name(s):****Additional Name(s):**

X

Office#:**Fax#:**

Wisconsin Rapids, WI 54495

Mobile#:**E-mail Address:** x**Company:****Group:** County Highway Expenditures Microcomput Group #: 16985**Guest Type:** GROUP**VIP Code:****Rate/Stay Summary****Arrive:** Thursday, October 15, 2015**Depart:** Friday, October 16, 2015

#A: 1 #Y: 0 #C: 0

Rm Type: DOUBLEQN/SS

of Rms: 1

Nights: 1

Date	Rate	Package
Thursday, Oct 15, 2015	\$82.00	

Total Room: \$82.00 **Total Tax:** \$12.71**Payment/Gtd Summary****Method:** VISA **C/C Account#** *****8959**Deposit Requested:** 0.00 **Deposit Due By:****Deposit Received:** \$0.00

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**WOOD COUNTY HIGHWAY DEPARTMENT
FUND BALANCES
2015**

	Maintenance	Machinery	Snow Removal	Co-Aid Roads	Co-Aid Bridges	Total Levied Funds	Capital Projects	State & Local	Frac Sand
12/31/2014	\$ 45,545.74	\$ 460,874.08	\$ (195,694.66)	\$ 526,060.14	\$ (321,675.87)	\$ 54,235.35	\$ 4,776,586.34	\$ (1,412,132.85)	\$ 486,371.72
Levy	100,003.00	-	903,773.00	120,000.00	222,600.00	1,346,376.00	-	-	-
1/1/2015	\$ 145,548.74	\$ 460,874.08	\$ 708,078.34	\$ 646,060.14	\$ (99,075.87)	\$ 1,400,611.35	\$ 4,776,586.34	\$ (1,412,132.85)	\$ 486,371.72
January	(157,120.40)	58,234.85	(175,862.32)	-	-	(332,982.72)	(2,122.59)	(764.65)	20,000.00
State Aids - January	430,332.49					430,332.49			
Balance	418,760.83	519,108.93	532,216.02	646,060.14	(99,075.87)	1,497,961.12	4,774,463.75	(1,412,897.50)	506,371.72
February	(183,896.41)	52,946.23	(116,504.18)	-	-	(300,400.59)	(3,030.20)	425.97	50,000.00
Balance	234,864.42	572,055.16	415,711.84	646,060.14	(99,075.87)	1,197,560.53	4,771,433.55	(1,412,471.53)	556,371.72
March	(214,512.67)	127,956.50	(115,386.25)	-	-	(329,898.92)	(19,873.21)	(78,367.52)	35,622.85
Balance	20,351.75	700,011.66	300,325.59	646,060.14	(99,075.87)	867,661.61	4,751,560.34	(1,490,839.05)	591,994.57
April	(173,988.05)	10,988.09	(22,968.41)	(231.99)	-	(197,188.45)	(117,010.50)	32,293.16	5,000.00
Balance	(153,636.30)	710,999.75	277,357.18	645,828.15	(99,075.87)	670,473.16	4,634,549.84	(1,458,545.89)	596,994.57
May	(414,628.16)	260,897.85	4,932.21	(43,639.94)	-	(453,335.89)	(257,923.81)	74,076.72	-
Balance	(568,264.46)	971,897.60	282,289.39	602,188.21	(99,075.87)	217,137.27	4,376,626.03	(1,384,469.17)	596,994.57
June	45,744.10	(16,411.45)	(14,400.00)	(46,379.02)	-	(15,034.92)	(963,555.53)	(184,095.05)	-
Balance	(522,520.36)	955,486.15	267,889.39	555,809.19	(99,075.87)	202,102.35	3,413,070.50	(1,568,564.22)	596,994.57
July	74,031.72	448,156.56	-	74,415.54	80,000.00	228,447.26	(1,855,984.20)	10,433.76	-
State Aids - July	860,664.98					860,664.98			
Balance	412,176.34	1,403,642.71	267,889.39	630,224.73	(19,075.87)	1,291,214.59	1,557,086.30	(1,558,130.46)	596,994.57
August	101,888.54	187,078.29	(431.01)	(132,703.40)	-	(31,245.87)	3,946,154.07	(289,295.30)	-
Balance	514,064.88	1,590,721.00	267,458.38	497,521.33	(19,075.87)	1,259,968.72	5,503,240.37	(1,847,425.76)	596,994.57
September	(814,119.00)	128,571.55	-	111,059.90	-	(703,059.10)	43,112.17	338,963.68	-
Balance	(300,054.12)	1,719,292.55	267,458.38	608,581.23	(19,075.87)	556,909.62	5,546,352.54	(1,508,462.08)	596,994.57
October	304,751.05	(149,315.75)	(938.36)	7,962.83	(121,987.31)	189,788.21	(658,521.36)	(93,843.57)	-
State Aids - October	430,332.49					430,332.49			
Balance	435,029.42	1,569,976.80	266,520.02	616,544.06	(141,063.18)	1,177,030.32	4,887,831.18	(1,602,305.65)	596,994.57
November	(77,587.73)	(62,173.87)	1,723.24	(1,343.53)	(73,512.69)	(150,720.71)	(8,526.90)	(169,844.78)	-
Balance	357,441.69	1,507,802.93	268,243.26	615,200.53	(214,575.87)	1,026,309.61	4,879,304.28	(1,772,150.43)	596,994.57
December-Preliminary	-	-	-	-	-	-	-	-	-
Transfer between funds						-			
Balance	\$ 357,441.69	\$ 1,507,802.93	\$ 268,243.26	\$ 615,200.53	\$ (214,575.87)	1,026,309.61	\$ 4,879,304.28	\$ (1,772,150.43)	\$ 596,994.57