

**AGENDA FOR MARCH 21, 2017 – 9:30 A.M.
WOOD COUNTY BOARD OF SUPERVISORS
WOOD COUNTY BOARD ROOM**

CALL TO ORDER

ROLL CALL

INVOCATION: Supervisor Fischer

READING OF THE MINUTES OF THE PREVIOUS MEETING

EXCUSALS:

RESIGNATIONS: Health & Human Services Committee – Bill Clendenning

APPOINTMENTS: District #8 Supervisor Brad Kremer

APPOINTMENTS/Re-APPOINTMENTS:

Executive Committee Chairperson – Supervisor Wagner
Judicial & Legislative Committee Chairperson – Supervisor Clendenning
Health & Human Services Committee – Supervisor Kremer
Health & Human Service Committee – Tom Buttke – 3 year term

COMMENTS FROM THE PUBLIC REGARDING AGENDA ITEMS

ACKNOWLEDGEMENTS AND RECOGNITIONS: Plaque presentation to outgoing Supervisor Miner

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:

Shane Wucherpfennig, County Conservationist presentation on health and ecological threats of Wild Parsnip following CEED minutes

Reuben Van Tassel – River Block update

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

SET DATE FOR NEXT COUNTY BOARD MEETING – April 18, 2017

ADJOURN

REFERRALS FOR MARCH 21, 2017 – COUNTY BOARD

- Resolution from Racine County requesting adequate funding from the state and federal government for Medicare and Medicaid reimbursement to skilled nursing facilities. Referred to Supervisor Rozar, Judicial and Legislative Committee, Norwood/Edgewater Administrator Bruce, and Human Services Director Vruwink.
- Wisconsin Counties Association Educational Seminar – “Strategies For Effective and Efficient Bargaining Relationships With Public Safety Employees”. Referred to Supervisors Feirer & Wagner.

PROCEEDINGS OF WOOD COUNTY BOARD OF SUPERVISORS

February 21, 2017 - 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 February 21, 2017.

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

Supervisors present were: Ashbeck, Breu, Clendenning, Feirer, Fischer, Henkel, Hokamp, LaFontaine, Leichtnam, Machon, Pliml, Polach, Rozar, Wagner, Winch, Zurfluh, District 8 is vacant

Excused: Supervisors Curry and Hamilton

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

Chairman Pliml explained the rules for election of vice chairperson. In the past if there were more than two people vying for the office, the top two vote getters would continue on until we had a selection of Vice Chairperson. Roberts Rules of Order also says you can continue validating with everybody's name in the mix until you have a majority of the vote. He then asked the body which rule they would like to proceed under. That vast majority of the board voted for the top two vote getters to continue on. Chairman Pliml called for nominations. Supervisor Polach nominated Clendenning. Supervisor Henkel nominated Wagner. Supervisor Rozar made a motion to close nominations. The board then voted by secret ballot. Chairman Pliml appointed Supervisors Zurfluh and Fischer to be ballot clerks. The board chose to announce the winner instead of the vote totals. It was announced that Supervisor Wagner was elected Vice-Chairperson.

Motion by Henkel/LaFontaine to approve the minutes of the previous meeting. Motion carried by voice vote.

Resignation: Supervisor Miner

Appointments: None

Public Comment: Doreen Dimick came forward and spoke on her concerns that only a citizen's advisory committee, The Southeast Wood County Ground Water Quality Group, has been formed to investigate the water issues in that part of the County. First that this committee may not have the influence of a true subcommittee and secondly this deals with only one part of the county although there are other water concerns in all of Wood County. Her hope is that in a few months the citizen advisory committee will have good recommendations as to protecting the water and therefore the health of our citizens and that the CEED committee will take those recommendations seriously.

Acknowledgements and Recognitions: None

Committee minutes presented: Executive. Supervisor Clendenning questioned why a department head was approved educational reimbursement and asked for the policy to be reviewed. EC Subcommittee on the Wisconsin Rapids Annex, River Block Building and Relocation/Remodeling of Courthouse Departments. Supervisor Clendenning informed the board that another meeting is scheduled this Friday at 12:00 at the River Block Building.

RESOLUTION 17-2-1

Introduced by: Executive & Conservation, Education & Economic Development Committees

INTENT & SYNOPSIS: To seek County Board approval to amend the 2017 Wood County Department of Agriculture, Trade and Consumer Protection (DATCP) grant budget for unanticipated state aid monies and to appropriate those monies to the DATCP grant budget expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenue from the DATCP. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
56122	DATCP Grant		\$19,800
43586-001	State Aid	\$19,800	

Motion by Fischer/Wagner to adopt Resolution 17-2-1. Motion carried unanimously. Excused were Curry and Hamilton

RESOLUTION 17-2-2

Introduced by: Executive Committee

INTENT & SYNOPSIS: To approve changing the Systems Department title to Information Technology (IT)

FISCAL NOTE: No appropriations or funds are necessary for this resolution.

Motion by Fischer/Breu to adopt Resolution 17-2-2. Motion carried unanimously. Excused were Curry and Hamilton

RESOLUTION 17-2-3

Introduced by: Executive Committee

INTENT & SYNOPSIS: To show additional 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 was originally projected to be \$3,429,392 is amended to \$3,433,336 which includes two additional items in Land Conservation:

		Actual	Projected
Account		12/31/15	12/31/16
General Fund			
Committed			
51316	Victim Witness Task Force	4,722	5,097
51433	Labor Relations	49,118	49,118
51440	Elections	191,582	186,997
51451	Voice-Over IP	51,767	47,767
51711	Register of Deeds-Redaction	99,822	69,909
51931	Property & Liability Insurance	130,332	194,809
52131	Indian Law Enforcement	73,154	67,559
52712	Electronic Monitoring	223,697	190,113
52721	Jail Surcharge	234,425	225,928
52130	Police Radio	5,439	5,439
52616	Building Numbering	6,776	7,476

52601	Dispatch	-0-	147,580
54710	Veteran's Relief	3,998	5,127
54730	Veteran's Relief Donations	2,569	3,169
56315	Census Redistricting	4,500	4,500
55660	UW Extension Projects	34,655	61,407
55661	Farm Technology Days	63,000	43,000
59210	Land Conservation Permits & 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
Additional			
56121-001	Land Conservation HSHW		2,944
56121-002	Land Conservation FEDS		1,000
	Total Committed-Revised	1,314,853	1,443,731
Assigned			
	Subsequent Year Budget	583,283	-0-
	Total General Fund	1,898,136	1,443,731
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	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	3,433,336
	(Revised)		

Motion by LaFontaine/Henkel to adopt Resolution 17-2-3. Motion carried unanimously. Excused were Curry and Hamilton

RESOLUTION 17-2-4

Introduced by: Executive Committee

INTENT & SYNOPSIS: To create one full-time (1.0 FTE) Maintenance Technician position.

FISCAL NOTE: Anticipated wages and benefits at Grade 4, depending upon qualifications, up to Step 6:

Wages:	\$35,152.00
Fringes (Includes health and life insurances):	<u>\$22,503.00</u>
Total:	\$57,655.00

Source of wages and fringes: Maintenance Fund

Motion by Breu/Leichtnam to adopt Resolution 17-2-4. Motion carried. Voting no were Fischer and Machon. Excused were Curry and Hamilton

RESOLUTION 17-2-5

Introduced by: Executive Committee

INTENT & SYNOPSIS: To authorize the entry into the attached Agreement with the City of Wisconsin Rapids for the exchange of property and the provision of parking for the River Block building.

FISCAL NOTE: The County would not be paying anything directly to the City for the acquisition of the parking lot but would be conveying to the City in exchange therefor the old Health Department property (the Annex) and contributing to the City up to \$35,000 in assistance to raze that building. The contribution amount would be determined and dealt with in the future and is not budgeted for at this time.

Motion by Clendenning/Feirer to adopt Resolution 17-2-5. Motion carried. Voting no were Zurfluh and Winch. Excused were Curry and Hamilton

Committee minutes presented: Health and Human Services, Board of Directors of North Central Community Action Program

RESOLUTION 17-2-6

Introduced by: Health & Human Services Committee

INTENT & SYNOPSIS: To authorize the dissolution of the Community Care Connections of Wisconsin, a Long-Term Care District, as the assets and responsibilities of this Managed Care Organization were transferred to a non-profit corporation effective January 1, 2017.

FISCAL NOTE: None.

Motion by Rozar/Fischer to adopt Resolution 17-2-6. Motion carried unanimously. Excused were Curry and Hamilton.

Committee minutes presented: Conservation, Education & Economic Development Committee, Golden Sands Resource, Conservation & Development Council Inc. , North Central ITBEC Board

RESOLUTION 17-2-7

Introduced by: Conservation, Education & Economic Development Committee

INTENT & SYNOPSIS: To encourage the state legislature to make additional resources available to all counties to plan and implement groundwater programming.

FISCAL NOTE: none.

Motion by Fischer/Machon to adopt Resolution 17-2-7. Motion carried unanimously. Excused were Curry and Hamilton

Committee minutes presented: Judicial and Legislative Committee.

RESOLUTION 17-2-8

Introduced by: Judicial & Legislative Committee

INTENT & SYNOPSIS: To adopt a county board rule that provides guidance on the acquisition and disposition of personal property by county staff.

FISCAL NOTE: None.

Motion by Clendenning/Wagner to adopt Resolution 17-2-8. Motion carried unanimously. Excused were Curry and Hamilton

Committee minutes presented: Highway, Infrastructure & Recreation Committee

Without objection heard, Chairman Pliml acted on the next two resolutions with one vote.

RESOLUTION 17-2-9

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To become eligible for maintenance monies on the existing Wood County ATV (All-Terrain Vehicle) trail, in designated area of T.22N.-R35E. Section 31 & 32 for the 2017-2018 season.

FISCAL NOTE: No cost to Wood County--Total reimbursement from the State Aid Registration Fund, account #55442, and donated services by the Central Wisconsin ATV Riders Club, account #48503.

Motion by Zurfluh/LaFontaine to adopt Resolution 17-2-9. Motion carried unanimously. Excused were Curry and Hamilton

RESOLUTION 17-2-10

Introduced by: Highway Infrastructure & Recreation Committee

INTENT & SYNOPSIS: To become eligible for snowmobile trail maintenance monies on the existing trails on County and private lands for the 2017-2018 snowmobile season.

FISCAL NOTE: No cost to Wood County--Total reimbursement from State Snowmobile Aid account #55441.

Motion by Zurfluh/LaFontaine to adopt Resolution 17-2-10. Motion carried unanimously. Excused were Curry and Hamilton

Committee minutes presented: Aging & Disability Resource Center of Central Wisconsin Board Meeting, Marshfield fairgrounds Commission, McMillan Memorial Library, SCLS Board of Trustees, University Commission.

RESOLUTION 17-2-11

Introduced by: County Board Chairman

INTENT & SYNOPSIS: To approve the Wood County Fire Warden list.

FISCAL NOTE: No fiscal impact

Motion by Clendenning/Leichtnam to adopt Resolution 17-2-11. Motion carried unanimously. Excused were Curry and Hamilton.

**SPECIAL ORDER OF BUSINESS
ADRC-CW UPDATE – LINDA WEITZ**

Linda Weitz, Executive Director of the Aging and Disability Resource Center of Central Wisconsin appeared before the board to give an update. She explained they continue to be a Model in the State as a regional, fully integrated ADRC and Aging Unit and to be Cost Effective Model in providing consistent, high quality services. No increase to Wood County's contribution in 10 years - \$198,278 of a \$6.6 million budget. She spoke on the state initiatives and ADRC-CW 2016 initiatives and community impact. She also gave results from a state-generated survey on what the ADRC-CW customers have to say.

JASON RODEGHIER/APPEAL OF IMPARTIAL HEARING OFFICER DECISION

The Board considered the appeal of Mr. Rodeghier to the decision of the Independent Hearing Officer in the final step of the Complaint Resolution Process. Chairman Pliml briefly explained the Complaint Resolution Process appeal procedures. Mr. Rodeghier and Human Resources Director Warren Kraft each gave a summation to the Board as to what the Board's position should be and why. The Board members deliberated in open session and passed a motion by Wagner/Zurfluh to affirm the decision of the Independent Hearing Officer to sustain the termination of the employment of Mr. Rodeghier. Motion carried by a vote of 10 – 6. Voting no were Rozar, Fischer, Machon, Polach, Clendenning, Leichtnam. The Deputy County Clerk was directed to inform both parties in writing of the Board's decision.

RESOLUTION 17-2-12

Introduced by: Wood County Board of Supervisors

INTENT & SYNOPSIS: Relating to the life and public service of Allen H. Kumm

Motion by Henkel/Hokamp to adopt Resolution 17-2-12. Motion carried unanimously by voice vote. The board stood in silence in respect to his passing.

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

Building Maintenance Director, Reuben Van Tassel gave a brief progress update. As of now they are still on time and within budget. He's hopeful that will continue to the end of the project.

Motion by LaFontaine/Fischer to adjourn. Motion carried by voice vote. Next scheduled county board meeting is March 21, 2017.

Respectfully Submitted
Cynthia Boyd
Wood County Deputy Clerk

EXECUTIVE COMMITTEE MEETING MINUTES

DATE: Tuesday, March 7, 2017

TIME: 8:00 a.m.

PLACE: Room 114, Wood County Courthouse

PRESENT: Al Breu, Michael Feirer, Hilde Henkel, Donna Rozar, Ed Wagner

EXCUSED: Lance Pliml

OTHERS PRESENT (for part of all of the meeting): Reuben Van Tassel, Brenda Nelson, Marla Cummings, Mike Martin, Adam Fandre, Amy Kaup, Cheryl Krohn, Terry Stelzer, Shane Wucherpfennig, Peter Kastenholz, Rock Larson, Brandon Vruwink, Mary Schlagenhaft, Dawn Schmutzer, Adam Fischer, Dennis Polach, Bill Clendenning, Joe Zurfluh, Warren Kraft, and Rae Anne Beaudry, Kelly Jagelski, Tim Deaton (Horton Group representatives)

The meeting was called to order by Vice-chair Wagner.

Public Comment – No public comments

Consent Agenda – Polach questioned claims to ABR Employment Service (Maintenance/Purchasing) on pages 27 and 29. Van Tassel explained a temp employee was used while an employee was on medical leave.

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

Maintenance Manager Van Tassel reviewed his Letter of Comments. He informed the Committee the City assessor did an assessment on the Airport Avenue CBRF and the assessed property value came back at \$182,600. The County's purchase price was \$163,000. Disposition of the property will be discussed at next month's meeting.

Van Tassel gave an update on the River Block and Courthouse construction projects. The River Block project is on schedule. A cleaning service will be hired by the general contractor as per contract by the end of the week to do the final cleanup before departments move in. Progress continues on the Courthouse Data Center.

Van Tassel informed the Committee of the use of \$10,000 in capital outlay originally budgeted for the purchase of a new truck, now to be used for a new plow and a dump trailer. Mike Martin stated this action will not require a resolution because it only modifies capital outlay designation and the purchase stays within budget.

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

IT Director Kaup informed the Committee that the new Network Analyst would be starting on March 13th. IT also has an intern from Mid-State Technical College. The microwave connection from the Courthouse to River Block is being completed and IT will begin putting equipment at River Block the week of March 20th. IT staff will vacate the old County Clerk's office in the near future so demolition for the Dispatch Center can begin. Kaup suggested emailing IT staff as they will be spread out in the Courthouse until permanent IT Department office space is completed.

Wellness Coordinator Fandre gave his update. The Wellness Committee continues to recruit wellness champs. He is working with HR to get 1st quarter wellness incentives included in the March 16th payroll.

Deputy Treasurer Krohn reviewed the Department's Letter of Comments.

Krohn presented a resolution to sell a tax deeded property in the Village of Port Edwards.

Motion (Rozar/Breu) to approve the resolution to sell a tax deeded property in the Village of Port Edwards. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Finance Director Martin stated the Clerk of Courts does not yet have a dollar amount for the resolution to amend their 2016 budget. Wagner indicated he spoke with the Deputy Clerk of Courts and the final amount will not be available for a couple of weeks. Executive Committee will meet prior to County Board to address the resolution.

Martin presented a resolution to amend the 2016 Veterans Services budget.

Motion (Feirer/Henkel) to approve the resolution to amend the 2016 Veterans Services budget. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.

Discussion was held regarding transferring 2016 appropriations between functions by motion versus resolution. The Executive Committee is allowed to transfer available appropriations within functions if needed, if the amount is the lesser of \$5,000 or 10% of the function receiving the transfer. At the time of this meeting, only the child custody mediation budget is with overage. Because there is no function from which to transfer monies to cover this overage, it that will need to be addressed by resolution.

Wucherpennig stated he drafted a resolution for \$4,500 in unanticipated revenue his Department was receiving for the sale of a truck to the Park & Forestry Department. Discussion was held regarding selling County property to other County departments versus transferring the asset. Wucherpennig stated he was counting on the revenue to pay for a topper for a new truck purchased and also to help with moving expenses in relocating to River Block. He will present a final resolution at the Executive Committee meeting prior to County Board.

Discussion was held regarding a request from the Health & Human Services Committee to change the format of Committee reports. Currently there is so much information required to be redacted from the report, that the Committee gets no information on the nature of some claims. This redaction makes it difficult to knowledgeably approve them. The Health and Human Services Committee understands the need for redacting names, but would like to see the "nature of the claim" in the vouchers. IT will work with Human Services to come up with a solution and the Executive Committee will be updated regarding this solution at the April meeting.

Martin announced that his retirement date will be December 15, 2017 and believes it would be beneficial to begin discussion of the succession plan to replace him prior to the audit and budget processes when the Finance Department is exceptionally busy. The HR Department will look into the proper recruiting process and report back to the Committee at the April meeting.

The Committee discussed some of the challenges that will be faced in trying to balance the 2018 budget. Health care costs will likely have a significant impact on departmental budgets. It was suggested the Committee start reviewing non-lapsing accounts early in the budget process.

Finance Department correspondence was discussed as outlined on the agenda.

Break at 9:10 a.m. Meeting reconvened at 9:17 a.m.

Human Resources (HR)

Warren Kraft introduced members of the Horton Group, the County's benefit advisors (Rae Anne Beaudry, Kelly Jagelski and Tim Deaton.) Deaton reviewed a three-year health insurance claims history and offered an early, tentative projection of 2018 expenses. Discussion ensued. Martin talked about the impact to the health fund reserve. Beaudry explained the purposes for the Executive Committee policy to retain six to nine months of claim costs in the health fund reserve. Rozar asked if the graphical depiction of the health fund reserve could be provided again on a regular basis. Kraft said he would work with Martin to reintroduce that document. Wagner referenced the impact of workforce demographics on health claims and asked about the impact of a Health Savings Account as part of any plan revisions. Beaudry responded. Rozar asked about case management of chronic diseases and Beaudry responded. Further updates will be provided to the Committee on a monthly basis with the expectation that recommendations for 2018 health insurance plan/premiums will be presented at the June 5 meeting, rather than waiting until July as has been done in past years.

Agenda items for next meetings:

-Special meeting before County Board (March 21, 2017) to review and recommend for Board consideration, resolutions from Land, Water, and Conservation (regarding appropriation of proceeds from sale of vehicle) and from Clerk of Circuit Court (amend 2016 budget to reflect additional invoices).

-Next regular meeting (April 4, 2017) to review disposition of Airport Avenue facility and to review health fund reserves.

Motion (Henkel/Rozar) to adjourn the Executive Committee meeting at 10:14 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: Friday, February 24th, 2017

Time: 12 p.m.

Place: 1st floor Conference Room, Wood County River Block, 111 W. Jackson Street,
Wisconsin Rapids, WI

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

Excused: Ed Wagner

Others present for all or part of the meeting: Kathy Alft, Reuben Van Tassel, John Dhein, Dawn Schmutzer, Chad Schooley, Lori Heideman, Shane Wucherpennig

1. Chair Clendenning called the meeting to order.
2. There were no public comments.
3. The Chair declared the minutes from the last meeting approved as distributed without comment, edits, or additions.
4. The Chair reported that the resolution regarding the River Block parking that was passed by the Wood County Board was also passed unanimously by the Wisconsin Rapids City Council following passage by the WR Finance Committee. The Chair also stated that Corporation Counsel was working with the City on determining the cost of the City Hall parking spots.
5. The River Block remodel is within budget with a higher contingency fund than when the project started. The issues regarding the remodel are listed below:
 - **Emergency generator hookup (change order #30)**—there appears to be no “wiggle room” with the state electrical inspector as far as moving forward with the hookup as previously discussed. The inspector wants to see an automatic transfer installed for safety reasons. Some work has already been done and will be left in place in case something can be worked out in the future regarding the hookup. There will be a \$1,810 deduction from the bid if the wiring is not installed to complete the hookup. **Motion (Rozar/Breu) to leave whatever wiring has been done in place, but adjust the budget to deduct \$1,810 from the original bid and not proceed with the additional wiring for the emergency generator hookup. All ayes. Motion passes.**
 - **Signage**—Reuben reported the he has received a bid for \$15,000 or less for consistent signage throughout the River Block building. **Motion (Breu/Rozar) to authorize Reuben to purchase signage for the building at a cost not to exceed \$15,000. All ayes. Motion passes.**
 - **Clock system**—the system that was in the building required an FCC license and was removed by the Mead-Witter Foundation. Reuben recommends a Power-over-Ethernet (POE) system at a cost of approximately \$3000. It is a low voltage system. Motion (Rozar/Clendenning) to purchase and install a POE system for the clocks in River Block at a cost not to exceed \$3000. All ayes. Motion passes.
 - **Plumbing**—during remodeling, it was discovered that the main riser from the floor to the penthouse is lined with “old stuff” which has reduced the diameter of the pipe. The cost to auger the main rise from the floor to the penthouse would be \$3,879. Motion

(Breu/Clendenning) to auger the main riser from the floor to the penthouse at a cost not to exceed \$3900.

- **Refurbishing elevators**—to install new paneling and flooring (\$4520) along with new diffusers (\$1500) in the 2 elevators would be a total of \$6020. The panels are nicked and have been damaged and the diffusers are yellowing and cracked. The timing of the installation was discussed. The preference is to do the refinishing after the department moves were completed but may need to be done before the punch list is completed and permission is given for occupancy. Details will be worked out by Miron. **Motion (Breu/Rozar) to approve the materials and installation for the 2 elevators at a cost not to exceed \$6020. 3 ayes. 1 nay. Machon voted “nay” (“doesn’t want to spend the money”)** Motion carried.
- **Paving of River Block parking at the Elks Lodge**—the original estimate from the Highway Department to pave the parking lot at the Elks Lodge was \$26,750. A discussion took place regarding paving the whole of the lot and at what additional cost? Was the original estimate in the budget?? Reuben will bring the answers to these questions back at the next Subcommittee meeting.

Doug Machon left the meeting at 12:55 p.m.

6. A discussion took place regarding the process and cost of moving Departments into the River Block building. Emergency Government will assist when able. The Health Department included their moving costs into their budget and has hired the same moving company they used when they moved from the Annex to Riverview. Parks and Land Conservation has thought about the process of moving their furniture but has made no final plans. Human Services is going to be the biggest challenge. Questions regarding funding moving expenses and various options were discussed. Departments were asked to determine better costs of moving and the discussion will continue over the weeks leading to the move.
Human Services has a “moving committee” meeting regularly to discuss moving issues. Items on their list discussed at the Subcommittee were the need for a mailroom, how incoming and outgoing mail was going to be handled, and security issues currently handled in the Courthouse. The Subcommittee will continue to discuss specifics of the move as they come up. Department heads are encouraged to discuss some issues and come to a consensus about solving them.
7. **Next meeting:** Next meeting TBD by Subcommittee Chair.
8. The Chair declared the meeting adjourned at 1:30 p.m.

Minutes taken and respectfully submitted,

Donna Rozar, secretary

Minutes are in draft form until approved at the next scheduled meeting of the EC Subcommittee.

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

Date: Tuesday, March 7th, 2017

Time: 10:20 a.m.

Place: Conference Room 114, Wood County Courthouse, Wisconsin Rapids, WI

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

Excused: Doug Machon

Others present for all or part of the meeting: Reuben Van Tassel, Dawn Schmutzer, Brandon Vruwink, Steve Kreuser, Shane Wucherpennig, Dennis Polach, Amy Kaup

1. Chair Clendenning called the meeting to order.
2. There were no public comments.
3. The Chair declared the minutes from the last meeting approved as distributed without comment, edits, or additions.
4. **Update on status of River Block parking**--A schematic of the parking lots at the Elks Lodge was distributed. Reuben clarified that the \$26,750 for the repaving of the part of the lot the City is going to sell to the County is in the budget. However, the estimate needs to be updated with the paving of the additional part of the lot with the cost of adjoining those 2 parking areas. An additional entrance off Grand Avenue will not be needed. Reuben will connect with Roland at the Highway Department for this additional estimate and bring that information back to the Subcommittee.
5. **Update of River Block project**—The following items were presented, discussed, and acted upon as necessary. 1) The main corridors on each floor have snug older ceilings. Getting in and out of those ceilings for necessary maintenance will be difficult. Eagle Construction believes they can cover the cost of installing new ceilings in these corridors but if that is not possible, the estimate is that it will cost less than \$10,000 to replace the old ceilings. The plan at present is to not have to incur the additional cost. Reuben will keep an eye on this possibility and report back to the Subcommittee as necessary. 2) It was just realized that Human Services needs to have a working stove/oven to teach cooking skills to the population they serve currently at the 12th Street facility. This will require a venting hood and a 220 volt hook-up for a cost of approximately \$30,000. **Motion (Wagner/Breu) to authorize the required work and a new stove at a cost not to exceed \$30,000. Cost to come out of contingency. All ayes. Motion passed.** 3) Moving the Human Services Department was discussed at length. A schedule of the move needs to be determined. Reuben, Steve K, and Brandon will work on that schedule. Emergency Management (EM) will assist as much as possible but there potentially, may be some cost to move furniture and other equipment. Estimates need to be obtained for a better understanding of what that cost may be. There is nothing in the Human Services budget to assist with moving expenses. Health Department, Land/Conservation, and Parks and Forestry personnel have spoken to a moving company regarding moving costs. Suggestions about how to pay for moving costs were discussed and a variety of options will be researched with an update to the Subcommittee at the next meeting. 4) Steve K discussed concerns about recycling in the River Block building. It costs EM about \$3000/year to recycle materials in the Courthouse and that Department has been absorbing that expense in their budget. Steve was encouraged to discuss this issue with his oversight

committee and it would be discussed again at this Subcommittee if necessary. 5) How to handle outgoing and incoming mail continues to be discussed by the Departments moving into the River Block building. Concerns regarding handling of money and medications were also discussed. It was suggested that many of these concerns need to be handled by the departments affected and the departments are encouraged to implement a system that works for them. This Subcommittee does not need to get into the details of handling specific departmental concerns. The Subcommittee will assist with brainstorming and address any budgetary issues that arise with those concerns, but doesn't need to be involved in the system specifics. 6) Signage—Reuben reported that vinyl decals on doors is a viable option for signage. He is still researching requirements of signage. Those requirements will be implemented for compliance.

6. **Next meeting:** Next meeting TBD by Subcommittee Chair.
- 7.
8. The Chair declared the meeting adjourned at 11:30 a.m.

Minutes taken and respectfully submitted by,

Donna Rozar, secretary

Minutes in draft form until approved at the next scheduled meeting of the EC Subcommittee.



Wood County

WISCONSIN

HUMAN RESOURCES DEPARTMENT

Interdepartmental Memo

February 28, 2017

To: 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 – March 2017

General Highlights:

- Met with the Judicial and Legislative Committee to discuss department head reviews.
- Met by teleconference with representatives of The Horton Group to continue review of 2018 Health Insurance and other employer-sponsored benefits for 2018.
- Continued solicitation of information from other public sector IT Departments for internal staff compensation review. Also worked with IT Director regarding internships.
- Presented the appeal to the County Board of a former employee whose termination was upheld by an Impartial Hearing Officer. Continued to process multiple public records requests, as guided by Corporation Counsel. (See below.)
- Prehearing activities remain in process before an Impartial Hearing Officer the appeal of a former employee regarding his termination, set for March 29, 2017.
- Met with the Health and Human Services Committee chair regarding the transition of Edgewater Haven administration. Worked with Corporation Counsel, processing a public records request related to same.
- Met with Health Director and supervisor regarding employee concern.
- Began review with department head of complaint from former employee.
- Worked with team regarding public statement addressing prosecution of former employee.
- Worked with AspirusArise (the former WPS as third-party administrator) regarding employee medical coverage issue.
- Participated in teleconference regarding payroll module and in two separate interdepartmental conversations regarding current payroll issues.
- Continued working toward OPEB Valuation report due to Finance by end of April.
- Worked with Corporation Counsel regarding per-diem issue for Humane Officer.
- Participated in the Employee Feedback Group Meeting. Among the topics discussed: (a) soliciting feedback for the review and revision of the Employee Policy handbook, emphasizing that any recommendations must be reviewed and approved by the Executive Committee and forwarded to the County Board for final consideration; (b) provided payroll updates regarding W-2s and vacation real-time accrual scheduling; (c) discussed cell phone reimbursement policy with Corporation Counsel and public record implications of all

electronic communications; (d) discussed River Block and Courthouse remodeling projects; and, (e) shared department information, best practices and announcements.

Administrative – Paula Tracy

- Warren Kraft and I attended the Stevens Point Area Human Resources Association (SPAHR) meeting on February 8th. The topic on “Reputation Management: Building Your Professional Brand”, was presented by Deborah Thomas-Nininger, DTN Productions International.
- Kelli Quinnell and I continued working on compiling the information requested via four open records requests from a former employee. Have received additional requests to include more data to the original requested records, however, the projects have been placed on hold pending on receiving a search fee from the requester.
- Kelli Quinnell and I reviewed employment posters the County is required to maintain. We will be making a personal visit in the near future to County sites to ensure they are up-to-date and replace them as needed.
- Met with Peggy Sullivan from IT and Kelli Quinnell to begin discussion of the Human Resources electronic filing system implementation. Kelli will be the lead in this project.
- Conducted six exit interviews this month.
- Revised several job descriptions in anticipation of recruitment.
- Provided assistance to Reuben Van Tassel, Maintenance Manager, in revising a job description and drafting a resolution for an additional maintenance position.
- Responded to email surveys from fellow colleagues relating to various positions, policies and procedures.
- Completed collaboration with Peter Kastenholz in reviewing the County Board step found in the Complaint Resolution Process.
- Attended the February County Board meeting relating to an employee complaint.

Payroll and Benefits – Jodi Pingel

- Continuing to work with Sage directly along with the assistance of IT 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 numbers 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.
- HRMS data entry, enrollment updates and audits as well as system clean-up continues:
 - Updated G/L account numbers
 - Updated reports/reporting access
 - Updated earnings codes
- IT request completed for Employee Self Service installation and upgrade to HRMS 2016.
- Working with Finance to reconcile general ledger accounts related to payroll.
- Processing Family Medical Leave requests.
- End of Year processes; including WRS annual reconciliation.
- Researching training on Multi-Generational work environments.
- Quarterly sick time conversion to CSLA.

- Begin tracking Kelly Hours for Sheriff's Department and added to employee paystub.
- Begin stages of database creation for tracking medical information for 1095C forms.

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.

<u>Refilled Position</u>	<u>Department</u>	<u>Position</u>	<u>Status</u>
Refilled	Branch I	Register in Probate	Filled
Refilled	Dispatch	Dispatcher	Filled
Refilled	District Attorney	Legal Administrative Assistant	Filled
Refilled	Edgewater	CNA (1 FT, 3 PT, 1 Casual)	Recruitment by Edgewater
Refilled	Edgewater	Ward Clerk	Recruitment by Edgewater
Refilled	Edgewater	Recreational Therapist Aide (Casual)	Recruitment by Edgewater
Refilled	Edgewater	Administrator	Deadline to apply 2/27/17
New	Health	Environmental Health Assistant	Refs/Background
Refilled	Health	Health Educator/Nutritionist	Interviewing
Refilled	Highway	Truck Operator	Filled
Refilled	Highway	Mechanic	References
Refilled	Human Services	Support & Service Coordinator	Deadline 2/27/17
Refilled	Human Services	Family Resource Coordinators	Interviewing
Refilled	Human Services	Economic Support Specialist	Offer Pending
Refilled	Human Services	Social Worker – Family Services Ongoing	Interviewing
New	Human Services	Intake Coordinator	Filled
Refilled	Human Services	AODA Counselor	Deadline 2/27/17
Refilled	Human Services	Receptionist/Appointment Secretary	Interviewing
Refilled	Human Services	Social Worker – Family Services Access	Filled
Refilled	Information Tech	Network Administrator	Filled
Refilled	Information Tech	Network Analyst	Offer Pending
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	Planning & Zoning	Administrative Services 5	Interviewing
Refilled	Sheriff	Reserve Deputies	Eligibility list being estab.

- Attended the UW-Stout job fair on February 22, 2017. Met with quite a few students and passed out magnets and pens with our website address. They seemed genuinely interested in learning more about Wood County and our employment opportunities.

Administrative Services – Kelli Quinnell

- Attended Leading Multi-Generational Teams – a workshop that is part of the WCA Leadership Wisconsin Workshop Series on February 20, 2017.
- Had preliminary discussion with Warren Kraft, Paula Tracy, and an IT representative regarding electronic filing system on February 21, 2017. IT is working with us to schedule demos of two different electronic filing systems.

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



Wood County WISCONSIN

SAFETY & RISK MANAGEMENT

Safety & Risk Management Letter of Comments – February 2017

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

- Working on new software called MSDS Online to enter all Wood County Safety Data Sheets into the system.
- Working on 2017 Professional Liability Insurance policy renewal.
- 2016 was a record year for low injury rates and costs. Great job by all employees!

Lost Time/ Restricted Duty/Medical Injuries: 3

- 02/03/2017 – Human Services – Employee sustained a laceration to the back of the head from a slip and fall in office area. Medical only.
- 02/03/2017 – Sheriff's – Employee sustained a lower back strain during a training exercise. Medical only.
- 02/07/2017 – Parks – Employee sustained a contusion to the lower right leg. Medical only.

First Aid Injuries: 1

- 02/07/2017 – Land Conservation – Employee sustained a strain to the right knee from a slip and fall on public sidewalk.

Property/Vehicle Damage Claims: 1

- 02/26/2017 – Sheriff's – Incident pending.

Liability – Wood County - Notice of Injury and Claim: 3

- 01/10/2017 – Highway – 3 Resident mailbox damage claims. Less than \$150.00 for all 3.

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

- Engen vs. Wood County Highway.
- Nelson vs. Wood County Human Services. Branch I Judge and one other judge recused from the case. Summary Judgment awarded to Wood County. Case may be appealed.
- Waite retaliation claim.

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

MSDS Online - Initiation of this program is ongoing. With over 2,200 chemicals it will take most of the year to complete this project.

TREASURER'S REPORT

03-07-2017

By: H. Gehrt

- Attended Executive Committee meeting on February 7.
- Listed Seneca Rd. property for open bid. There were 4 bids that came in by the 4:00 deadline on February 28. The highest bid was for \$47,500. The bidder does not have any previous taxes owed, so I would go ahead and recommend proceeding with this to County Board. (see resolution)
- I was busy with February settlements for each municipality. The majority of the settlements were completed by February 13; however, there were a few issues with some bigger municipalities that took longer to settle with. Everyone except 1 municipality paid on time by the February 21 deadline. To my knowledge, no municipality has ever paid late before; however, the municipality can be charged 12% annual interest.
- The Department sent out around 1,100 delinquent notices to those taxpayers that did not pay their first installment or who were late paying on their 2016 taxes.
- The Department sent out around 300 last notice before publication notices to those taxpayers who still owe on 2013 taxes. If payment is not received by March 15, then the name will be published in the paper. We don't have to send out this letter, however, we do it to try to collect on those unpaid delinquent taxes and to cause less embarrassment to the property owner.
- I will be at the Wisconsin County Constitutional Officers Meeting in Madison March 6-8.

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

Comments on Agenda Items

10a. Resolutions to amend 2016 budget

- 1) Clerk of Courts (51211) – While the general ledger expenditures have not yet exceeded the budget, the department is aware of outstanding invoices that, once added to the general ledger, will cause the budget to be exceeded by about \$2,775. The department will finalize the amount of the requested transfer from contingency prior to the County Board packet.
- 2) WDVA Grants to Counties (54750) – The Wood County Veterans department was able to claim State Aid reimbursements that exceeded their budgeted amount of \$11,500 by \$1,387 bringing the total grant to \$12,887. This resolution is increasing the budgeted expenditures and revenues by the \$1,387. There are no levy or contingency funds requested.

10b. Motions to transfer available 2016 appropriations between functions

Wisconsin Statutes and the Wood County budget policy statement allow of the Executive Committee to transfer available appropriations within functions with a motion rather than a County Board resolution. The limit is the lesser of \$5,000 or 10% of the function receiving the transfer. While there were no budget overages meeting this criteria, I will run reports just prior to our meeting to confirm that the situation hasn't changed.

10c. Resolution to amend the 2017 budget for Land Conservation (56121)

I received the request for this agenda item just before the deadline for the agenda preparation. The request relates to the use of unbudgeted capital asset sale proceeds to fund unbudgeted capital outlay expenditures in 2017.

10d. Request from HHS Committee to change format of "Committee Reports"

The Human Services department has voucher information that cannot appear on the "Committee Report" of claims for privacy/confidentiality reasons. This recommendation will provide for transparency on departmental claims while not compromising the clients' privacy rights.

10e. Discussion of succession plan for Finance Director position

It is my plan to retire from Wood County at the end of this year. I want the Committee to have an opportunity to discuss and plan for a smooth transition for my replacement.

10f. Preliminary discussion of challenges in balancing the 2018 budget

This will be a continuation of the discussion that started at the February meeting. The recent financial activity within the Employee Health Benefits Fund will likely have a significant impact on departmental budgets in 2018.

10g. Correspondence

- 1) Budget and actual reports for 12 months ended December 31, 2016

Comments from the County Clerk's Office February 2017 Executive Committee Meeting

The February Primary Election has come and gone with no major issues. Spring Primaries are usually low turnout elections, and this was no exception. The lowest turnout percentage came from the Town of Arpin with 3.55% and the highest percentage came from the Village of Milladore with 13.79%. Total county turnout percentage was 9.75%. We are now awaiting certification of that election so we can have the ballots for the April 4, 2017 election printed. The certification will happen no later than March 7th and the municipal clerks have to have their ballots by March 10th. One election runs right into another.

A new employee was hired as Deputy County Clerk, to replace the current, soon-to-be-retired incumbent. Training has commenced and will continue during the overlap.

Applications are being accepted for the vacant District #8 county board supervisory seat. Applicants have until March 6th to submit a letter of interest.

With the change in federal law, the requirements for passport application have been changed to require a second copy of their original birth record to be sent in with their application, the original certified copy and a second copy that does not need to be certified. Unfortunately, Wisconsin Statutes state it is illegal to make a photo copy of a certified birth record. The Wisconsin County Clerk's Association is currently working to draft legislation that would allow for that copying just for this purpose.

The office stays very busy at times being "Information Central" for the courthouse, due to our proximity to the main entrance. We continue to try and get these customers taken care of as expeditiously as possible, but sometimes they end up having to wait for us to take care of the customers ahead of them first, which can create a wait-time.



Wood County WISCONSIN

MAINTENANCE
DEPARTMENT

Maintenance Monthly Comments March 7, 2017

Work continues on the new Data Center.

Met with IT staff regarding the Data Center project.

Met with representative from Gappa to discuss keying of the River Block building.

Met with Mead Witter Foundation and Corporation Counsel regarding WE Energies easement agreement.

Attended meeting with Mayor Vruwink to discuss agreement with City of Wisconsin Rapids for demolition of Annex building and parking for River Block.

Met with two cleaning service vendors interested in contracting for service at River Block.

Brian Young attended boiler training in the Wisconsin Dells February 22-23.

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

Continuing to coordinate details for the River Block project.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

February, 2017

- ◆ Facilitated the latest CIS, law enforcement software, upgrade. This was an upgrade that affected all agencies that utilize CIS. IT staff worked with the vendor, CIS, and affected agencies to ensure a successful upgrade.
- ◆ Network traffic between the County and Marshfield PD increased as a result of the CIS upgrade. This resulted in connectivity issues between locations. To better accommodate the increase in traffic it was necessary to move the microwave connection to a different physical router that is better equipped to handle the encrypted traffic between facilities. This equipment will be used until a router upgrade is completed at the Courthouse later this year.
- ◆ Preparation for upgrading the HRMS, payroll software, is underway. The upgrade was applied to the Test HRMS environment to allow staff to check the upgrade prior to scheduling the upgrade on the Production HRMS system.
- ◆ Developed and deployed enhancements for the Human Services Transportation system which improve controls over payment handling and other fiscal aspects of the program.
- ◆ Created a web page for the Park and Forestry Department featuring their improvement plans for the Powers Bluff area. The page enables visitors to make donations with their credit card.
- ◆ Added custom reports directly to Sage HRMS. This makes it easier to run the reports and allows others in HR to have the necessary access to run the reports.
- ◆ Fixes and changes with TCM, HS Clinical Manager, software continues.
- ◆ Assisted Human Services Department on year end fiscal reports.
- ◆ Network and Programming staff worked together to publish a desktop icon linked to Marshfield Clinic Labs on all Norwood Computers. IT staff continue to focus on automating processes in an effort to create efficiencies.
- ◆ Automated deployment of IMS21. Last month the IMS21, Sheriff & Human Services Document Management System, server software was updated. An automated script was written to help speed up the deployment of the upgrade to clients, which will be scheduled to occur in the near future.
- ◆ Met with HR to discuss document management software needs. Will setup demos with multiple vendors to look for most cost effective solution, specifically IMS21 & Laserfiche since the County already utilizes these software programs.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

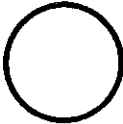
- ◆ GCS property tax system, vendor for replacement property tax software, is being used for tracking deed and parcel data, receipting tax payments, and generating reports. Electronic field roll data is being generated and delivered to assessors. Open records requests are being fulfilled using the GCS data.
- ◆ The TimeStar, electronic time card and time tracking, discovery documentation phase is complete. Multiple meetings were held with the TimeStar technician & programmer and several county departments in order to detail system time keeping and scheduling configurations. The remaining 12-16 week process of implementation has been tentatively scheduled to begin in late to mid-March 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. Documentation for TimeStar was finalized.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues. Permit data entry into the SCO Unix system needs to be replaced with added functionality in the sanitary permit web application. The real property data import to use the new GCS real property database will be completed this week.
- ◆ 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.
- ◆ Issues with TCM printing continues. Developed a game plan for analyzing problems and working towards resolution.
- ◆ Register of Deeds software and server upgrade specification, cost analysis, and resource allocation is being researched and determined so that we can schedule this upgrade as soon as possible.
- ◆ Worked with Dispatch on issues regarding Solarus and the 911 System.
- ◆ Procured equipment for the Riverblock network and Voice Gateway Projects. Riverblock is scheduled to be connected to the County Network by the end of March.
- ◆ Staff continue to monitor the Riverblock projects and the Shared Data Center project.
- ◆ The new electronic time and material tracking software for the Highway Department, RtVision, is live and data is being entered daily. Enhancement requests to the RtVision and ChemsPro vendor are determined and being scheduled.
- ◆ Configuration and testing for import of Wellness incentive awards into the HR payroll system is complete. The first live import is scheduled for early March. This import would replace manual entry of wellness awards.
- ◆ Worked with HR to train on how to update the New Hire/Term forms.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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- ◆ Updated and tested RollCall System for County Board voting. Had excellent results during February's County Board meeting.
 - ◆ As a results of several issues with the current desktop and laptop vendor, staff reviewed options for replacement equipment. IT staff has identified a new product line that will be replacing Dell models. Three orders for the PC Replacement have also been identified and a priority order for HS & Health was placed. Two additional orders are being created. For the two next orders equipment needs surveys have been sent to staff. IT is working with the new vendor to is receiving new units with the County image already installed. This will save IT staff several hours of prep time per unit and will assist IT in placing replacement units quicker. Due to IT staff turnover and issues with Dell desktop and laptops IT is behind on the PC Replacement cycle. A plan to get caught up has been developed and is a high priority for staff.
 - ◆ Compiled Wellness survey results and provided them to the Wellness Committee.
 - ◆ Helped the Health Department setup the iPad Kiosk check-in Systems. Documented process for future reference.
 - ◆ IT staff located in the 2nd floor of the Courthouse prepare to move so that Maintenance can begin remodeling of new Dispatch area. The move is scheduled to happen during the week of March 6th.
 - ◆ Assisted the District Attorney's office in connecting with LaCrosse County to view Veteran's Court.
 - ◆ Recruitment for the Network Analyst position continued in February.
 - ◆ 625 helpdesk requests were created in January, with staff completing 605 tickets leaving 232 open requests. These numbers represent service requests from departments throughout the County.
 - ◆ Worked with HR to create an IT Supervised Field Experience (SFE) program for IT department. The Health Department helped tremendously by sharing documents and procedures used for a similar program in the Health Department. Received an application for the SFE program. Interviewed and selected a student to begin this program IT. The student will be with the IT department until Mid-May.
 - ◆ Attended the TCM Multi-County Project Managers meeting in Outagamie County.
 - ◆ Participated in the Employee Feedback meeting to engage all departments and satisfy any IT related questions or concerns that other people attending may have.
 - ◆ Attended the Wisconsin Emergency Management Northeast Regional Workshop.
 - ◆ Attended Law Enforcement Conference for CIS.



RESOLUTION#

Introduced by Health & Human Services Committee and Executive Committee
Page 1 of 1

AD

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

INTENT & SYNOPSIS: To amend the 2016 Veterans Services 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
54750	WDVA Grant to Counties		\$1,387.00
43567	WDVA Grants Veterans	\$1,387.00	

		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	vacant			
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			

Source of Money: Wisconsin Department of Veterans Affairs (WDVA) grant to counties for improvement of services, 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 \$1,387.00 due to changes in the state program.

WHEREAS expenditures of the above function is anticipated to exceed the originally adopted budget by \$1,387.00, and

WHEREAS there is a signed contract agreement with the WDVA and Wood County, 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 Veterans Service Office budget for 2016 by appropriating \$1,387.00 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.

ED WAGNER (CHAIR)
Al Breu
AL BREU
Donna Rozar
DONNA ROZAR
Hilde Henkel
HILDE HENKEL

Michael Feirer
MICHAEL FEIRER
Lance Pliml
LANCE PLIML



RESOLUTION#

 Introduced by
Page 1 of 1

Conservation Education & Economic Development Committee & Executive

Committee

ITEM#

1-2

DATE

March 21, 2017

Effective Date

Upon Passage & Publication

SAW

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

INTENT & SYNOPSIS: To amend the 2017 budget for Land & Water Admin. functions (56121) for the purpose of funding unanticipated expenditures.

FISCAL NOTE: No additional cost to Wood County.

Source of Money: Available appropriations of proceeds from sale of vehicle.

		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	vacant			
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
48300	Land & Water Cons. - Property Sales	4500	
56121	Land & Water Conservation Admin		4500

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 Land Conservation budget for 2017 by appropriating of \$4,500 from proceeds from the sale of personal property to Land & Water Cons.- Property Sales (48300) to fund Land & Water Conservation Admin Functions (56121), 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.

Allen Breu

Michael Feirer

Hilde Henkel

Lance Pliml

Donna Rozar

Ed Wagner

Hilde Henkel (Chair)

Robert Ashbeck

Kenneth Curry

Adam Fischer

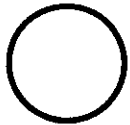
Bill Leichtnam

Harvey Petersen

Adopted by the County Board of Wood County, this 21st day of March 20 17

County Clerk

County Board Chairman



RESOLUTION#

Introduced by
Page 1 of 1

Judicial & Legislative and Executive Committees

ITEM#

1-3

DATE

March 21, 2017

Effective Date

Upon passage and
publication

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

INTENT & SYNOPSIS: To amend the 2016 budget for the Clerk of Circuit Court function (51221) and the Child Custody Mediation function (51217) for higher than anticipated expenditures during the original budget process:

FISCAL NOTE: The excess expenditures of \$1,840 will be funded with a transfer from Contingency (51590). The balance of the contingency account prior to this transfer is \$187,084. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
51211	Clerk of Court		\$1,200
51217	Child Custody Mediation		\$ 640
51590	Contingency	\$1,840	

WHEREAS, the expenditures budgeted for 2016 for account 51221 was \$1,335,873 and as of 3/13/17 the expenses are \$1,200 over at \$1,337,049, and

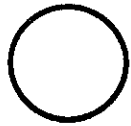
WHEREAS, the expenditures budgeted for 2016 for account 51217 was \$15,000 and as of 3/13/17 the expenses are \$640 over at \$15,638, and

WHEREAS, rule 26 of the Wood County Board of Supervisors states "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 2016 Clerk of Court budget with an increase of \$1,200 and the Child Custody Mediation budget with an increase of \$640 by transferring \$1,840 from the available balance in

the contingency function (51590), 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

ITEM#

1-4

DATE

MARCH 21, 2017

Effective Date

MARCH 21, 2017

Committee

CAK

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

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

FISCAL NOTE:	Offered Amount	\$47,500.00
	R.E. Taxes	(16,845.02)
	Publication fees	(68.93)
	Abstracting fees	(111.00)
	Maintenance fees	(40.45)
	Special Charges	(1,540.25)

GAIN **\$28,894.35**

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

WHEREAS, an open bid process was held and this was the best offer received on the below mentioned property, and,

WHEREAS, it is beneficial for Wood County to sell tax deed property so as to obtain deficient tax revenues and to place the property back on the tax roll:

THEREFORE BE IT RESOLVED, that the following offer be accepted

Village of Port Edwards

27-00017C The North 208 feet of the West 208 feet of East 832 feet of Northeast Northwest and Outlot 1 of Wood County Certified Survey Map #5111, Village of Port Edwards, Wood County, Wisconsin.

APPRAISED
\$40,000.00

OFFER
\$47,500.00

Property is located at 961 Seneca Rd, Village of Port Edwards.

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: January 12, 2017

PLACE: Centralia Center, FSET Conference Room – Wisconsin Rapids Mall Complex

PRESENT: Donna Rozar, Tom Buttke, Jessica Vicente, Marion Hokamp, Adam Fischer, Bill Clendenning, Dennis Polach, Lori Slattery-Smith, R.N.

EXCUSED: Jeffrey Koszczuk, D.O.

ALSO PRESENT (for all or part of the meeting): Lance Plimi (County Board Chair), Warren Kraft (Human Resources), Jonathan Anderson (Gannett Publishing)

1) Call to Order

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

2) Quorum

A quorum was declared.

3) Public Comments

There were no members of the public present to provide public comment.

4) Closed Session

The Chair stated there was no reason to go into closed session under this provision.

5) Return to Open Session

No longer a necessary agenda item.

6) Closed Session

Motion (Hokamp/Buttke) to convene into closed session pursuant to s.19.85(1)(e) Wis. Stat. to consider negotiating a severance package with an employee overseen by the Committee. Rozar: Aye, Fischer: Aye, Hokamp: Aye, Buttke: Aye, Clendenning: Aye, Polach: Aye, Slattery-Smith: Aye, Vicente: Aye. Motion carried. The Committee went into closed session at 5:01p.m. Those present in the closed session were all the above Committee members listed as present as well as Lance Plimi and Warren Kraft.

Discussion was held on the subject matter as per the published agenda.

7) Return to Open Session

Motion (Fischer/Polach) to return to open session at 6:05 p.m. Rozar: Aye, Fischer: Aye, Hokamp: Aye, Buttke: Aye, Clendenning: Aye, Polach: Aye, Slattery-Smith: Aye, Vicente: Aye. Motion carried.

8) Consideration of an employment agreement

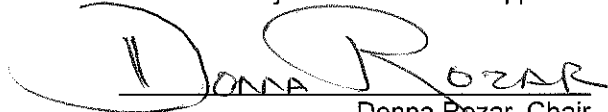
Motion (Clendenning/Buttke) to give the HR Director authority to proceed with the settlement agreement as discussed in closed session. Rozar: Aye, Fischer: Aye, Hokamp: Aye, Buttke: Aye, Clendenning: Aye, Polach: Aye, Slattery-Smith: Aye, Vicente: Aye. Motion carried.

9) Adjourn

Motion (Vicente/Polach) to adjourn. All Ayes. Motion carried. Meeting adjourned at 6:07 p.m.

Minutes take by Committee Chair.

Minutes subject to Committee approval


Donna Rozar, Chair
Health and Human Services Committee

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: January 26, 2017

PLACE: Wood County Annex & Health Center Classroom – Marshfield

PRESENT: Donna Rozar, Adam Fischer, Marion Hokamp, Dennis Polach, Bill Clendenning, Tom Buttke, Jessica Vicente, Jeffrey Koszczuk, D.O., Lori Slattery-Smith R.N. (via phone)

EXCUSED: Jordon Bruce

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink (Human Services); Sue Kunferman, Kathy Alft, Nancy Eggleston (Health Department); Rock Larson (Veteran Services); Reuben Van Tassel (Maintenance Manager); Lanny Parker (Director, Mary's Place Boarding House); Mike Feirer and Dave LaFontaine (County Board Supervisors); Carey Weister (citizen)

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

- Carey Weister asked for more information about the competency programming request and hopes a town hall meeting is scheduled to seek input from the public before any decision is made by this Committee.

4) Presentation on redesigned proposal by Dan and Chris Helwig from Design Unlimited regarding a possible Human Services Building in Marshfield

Chris Helwig described basic life cycle information and potential cost comparisons of different materials and systems. A detailed analysis of materials and systems can be provided for further discussion after a decision is made in terms of the project's direction. The Committee addressed the question of needing a Human Services building, as compared to leasing space for Cornerstone and placement of offices in the Wood County Annex & Health Center. Motion (Clendenning/Buttke) to send a recommendation of this concept for construction of a building on county-owned property to the February Executive Committee. Eight ayes, one opposed (Fischer opposed – expressed concern with taxpayer dollar). Motion carried.

5) Consent Agenda

Meeting minutes were pulled along with HUMAN SERVICES, EDGEWATER, and HEALTH narratives and vouchers. Motion (Fischer/Buttke) to approve the consent agenda. All ayes. Motion carried.

6) Discussion and consideration of items removed from consent agenda

- MINUTES: Supervisor Clendenning asked for correction of the minutes regarding the motion to go into closed session, stating he did not abstain for entering into closed session.
- EDGEWATER NARRATIVE: Supervisor Polach asked what action will be taken for unbudgeted equipment failure. Jordon will be asked to bring this back as an agenda item next month. Supervisor Clendenning questioned FTE reduction of staff restructuring. Chair Rozar and Brandon Vruwink provided an explanation with the change.
- HEALTH NARRATIVE: Lori Slattery-Smith and Supervisor Clendenning both asked what TNC refers to. Nancy described the work performed for the Transient Non-Community (TNC) program.
- HUMAN SERVICES NARRATIVE: Supervisor Fischer asked for clarification of how the Department is beginning to evaluate current placement process to determine if we are meeting the needs of the children and families served. Brandon described the practice of placing in least restrictive environment options first, and described challenges involved with decisions made. This will also be a future agenda item.
- EDGEWATER VOUCHERS: Supervisor Polach questioned contracted service costs for housekeeping and therapy services. Chair Rozar explained that to contract for these services was a decision made historically to reduce costs (contracting vs employee).
- HEALTH VOUCHERS: Supervisor Polach questioned the payment to Marshfield Clinic. Sue Kunferman and Kathy Alft explained this is an Americorp program and funded with Mental Health Coalition funds.
- HUMAN SERVICES VOUCHERS: Supervisor Clendenning questioned high expense for purchase of gas cards. Brandon Vruwink responded how this provides assistance to the multi-county FSET coalition. Brandon also responded to vendor question from Supervisor Fischer (What is the Allendale Association?) and Supervisor Polach (What is CW Solutions?).

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

Quarterly Reports – Veterans Service and Health Department

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

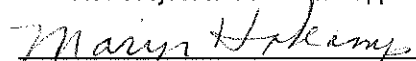
8) Healthy People Wood County Kick-Off Event, January 31, 2017 in Wisconsin Rapids WI

Chair Rozar announced the Health Department's launch of Healthy People Wood County, Community Health Improvement Plan. The event will be held at Hotel Mead in Wisconsin Rapids on January 31st 9am-1pm. Committee members are encouraged to attend. Motion (Buttke/Vicente) to authorize attendance of Committee members. All ayes. Motion carried.

- 9) **Review of Edgewater Haven Administrator's job description and discussion of process to fill vacancy**
The job description for this position was reviewed by Jordan Bruce and Human Resources. No significant changes were made. Options for recruitment were discussed. There was agreement to begin the recruitment process immediately upon notice of vacancy.
- 10) **Resolution for the dissolution of Community Care Connections of Wisconsin (formerly Community Care of Central Wisconsin)**
Chair Rozar explained the intent of the resolution to authorize the dissolution of the Community Care Connections of Wisconsin, a Long-Term Care District, as the assets and responsibilities of this Managed Care Organization were transferred to a non-profit corporation. Motion (Clendenning/Fischer) to support the resolution as presented and forward to the County Board for approval. All ayes. Motion carried.
- 11) **Human Services Psychiatric recruitment and compensation**
Brandon Vruwink provided a brief update with the recruitment process and sought input from Committee members for an appropriate compensation package.
- [Lori Slattery-Smith excused]
- 12) **Health Department Strategic Plan presentation**
Sue Kunferman provided an update with the strategic planning goals and strategies. Supervisor Clendenning commended the Health Department for their Strategic Plan, stating more departments should have these plans.
- 13) **Health Department revised retail food license fees**
Nancy Eggleston described changes with retail food license fees and shared licensing data from neighboring counties or those of comparable size. Motion (Buttke/Fischer) to increase the retail food license fees. All ayes. Motion carried.
- 14) **Health Department out-of-state travel request to attend the NWA 2017 Annual Education and Training Conference in Philadelphia PA, March 31-April 2, 2017 with all expenses paid with grant funds**
Sue Kunferman shared conference details and learning objectives and noted this attendance is mandatory training as part of the grant funding award. Motion (Fischer/ Koszczuk) to authorize attendance to the NWA 2017 Annual Education and Training Conference in Philadelphia PA with all expenses paid with grant funds. All ayes. Motion carried.
- 15) **Update regarding relocation of departments to the River Block Building and in the Courthouse**
Construction work at the River Block building is on schedule and under budget. Relocation construction at the Courthouse is going well and is on schedule.
- 16) **Legislative Issue Updates**
Department heads provided updates regarding issues pertaining to their departments.
- 17) **Items for Future Agenda**
The Chair noted items for future agendas.
- 18) **Next Meeting(s)**
• February 23, 2017, 5:00 pm, Edgewater Haven Conf Room 110/Admin Building - Port Edwards
- 19) **Closed Session**
Motion (Fischer/ Koszczuk) to go 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 a Department Head evaluation. Rozar: Aye, Fischer: Aye, Clendenning: Aye, Polach: Aye, Hokamp: Aye, Buttke: Aye, Koszczuk: Aye, Vicente: Aye. Motion carried. The Committee went into closed session at 8:12 p.m.
- 20) **Open Session**
Motion (Koszczuk/Hokamp) to return to open session at 8:49p.m. All ayes. Motion carried.
- 21) **Adjourn**
The Chair declared the meeting adjourned at 8:50 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

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: February 23, 2017

PLACE: Edgewater Haven Conf Room 110/Admin Building - Port Edwards

PRESENT: Donna Rozar, Adam Fischer, Marion Hokamp, Dennis Polach, Bill Clendenning, Tom Buttke, Jessica Vicente, Jeffrey Koszczuk, D.O., Lori Slattery-Smith R.N.

ALSO PRESENT (for all or part of the meeting): Brandon Vruwink, Jo Timmerman, Stephanie Gudmunsen, Brenda Orth, Steven Andrews, Karen Brewer (Human Services); Jordon Bruce (Norwood Health & Edgewater Haven); Sue Kunferman, Kathy Alft, Nancy Eggleston, Greg Kolodziej (Health Department); Rock Larson (Veteran Services); Lance Pliml (County Board Chair); Ken Hartje (citizen member)

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

- See attached statement read by Ken Hartje

4) Human Services Psychiatry update by Dr. Andrews

Dr. Andrews shared his career goals and how the provision of services has changed over the course of 39 years. He described some of the unique prescriptions provided in Wood County, which are not provided elsewhere. He shared his concerns that those prescriptions might not be provided in the event that something would happen to him. Karen Brewer and Brenda Orth were introduced and described what they've experienced regarding the severity of illness, provision of care, and outcomes, primarily as they relate to mental illness in Wood County.

5) Consent Agenda

Motion (Clendenning/Vicente) to approve the consent agenda. All ayes. Motion carried.

6) Discussion and consideration of items removed from consent agenda

- n/a

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

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

8) Discussion of Human Services Vouchers Format

Brandon Vruwink shared a copy of the format of previous voucher listings and explained how the individual charges have always been redacted. The information redacted pertains to juveniles. Brandon and Jo Timmerman will work with Finance to see how the formatting can be changed on future reporting documents to allow "nature of the claim" described.

9) Discussion of Proposed Human Services Building in Marshfield

Chair Rozar shared outcome of discussions at Executive Committee, who directed her to return to the Health & Human Services Committee for a specific motion of action (not concept of construction as was moved last month). A lengthy discussion transpired regarding options for this Committee to consider. Chair Rozar will initiate further research into options for consideration, involving Brandon Vruwink and interested Committee and/or County Board members.

10) Discussion of 2018 budget challenges

Chair Rozar shared concerns expressed during the February Executive Committee meeting regarding the structural deficit we are anticipating in our 2018 budget. One suggestion is to seriously consider the future of being in the nursing home business. Jordon Bruce shared a report of county-owned nursing homes in WI and a comparison of tax levy support from those counties. Jordon responded to Committee member's questions and concerns regarding the variety of options which were suggested.

[Supervisor Clendenning excused during agenda item #10 discussion]

11) Discussion of 2017 Health & Human Services Committee goals

Tabled until future meeting

- 12) Invitation to Committee members to attend WPHA/WALHDAB (Wisconsin Public Health Association/Wisconsin Association of Local Health Departments and Boards) May 23-25 at Wilderness Resort in Wisconsin Dells**
Sue Kunferman shared conference objectives and tentative schedule for the 2017 WPHA/WALHDAB Annual Conference. Motion (Buttke/ Koszczuk) to authorize up to two Committee members to attend this conference. Individuals interested in attending should complete the conference registration form and submit to Sue Kunferman no later than March 17th.
- 13) Health Department presentation on Environmental Health licensing**
Greg Kolodziej provided a brief presentation of the Environmental Health program as it pertains to inspection and licensing.
- 14) Resolution to amend 2016 Veterans Services budget for unanticipated revenues and expenditures**
Rock Larson explained reasons for variance of budgeted expenditures. Motion (Fischer/Polach) to support the resolution as presented and forward to the Executive Committee for co-sponsorship and then to County Board for approval. All ayes. Motion carried.
- 15) Edgewater cooler equipment failure and options to replace**
Jordan Bruce described reasons for a new walk-in cooler vs reach-in cooler. A resolution to move funds to allow for purchase will be presented at the March meeting.
- 16) Consideration of moving TBI unit to Edgewater Haven**
Tabled to March meeting
- 17) Governor's 2017-2019 Biennium Budget proposal**
Brandon Vruwink addressed programmatic changes proposed in the Governor's 2017-2019 Biennium Budget and expressed interest in demonstrating leadership with piloting some of the programs. There was committee consensus to direct Brandon to draft a letter of Wood County's interest to pilot the FSET and Children's Crisis Facility programs, and to draft a resolution of interest to pilot the Supporting Parents Supporting Kids program as proposed in the Governor's budget. The letter and resolution for signatures will be presented at the March meeting.
- 18) Update regarding relocation of departments to the River Block Building and in the Courthouse**
On schedule and at budget
- 19) Legislative Issue Updates**
Department heads provided updates regarding issues pertaining to their departments.
- 20) Items for Future Agenda**
The Chair noted items for future agendas.
- 21) Next Meeting(s)**
 - March 23, 2017, 5:00 pm, Wood County Annex & Health Center Classroom – Marshfield
- 22) Closed Session**
Motion (Fischer/ Koszczuk) to go into closed session pursuant to 19.85(1)(e) Wis. Stats. to negotiate compensation of a physician. Rozar: Aye, Fischer: Aye, Polach: Aye, Hokamp: Aye, Buttke: Aye, Koszczuk: Aye, Vicente: Aye, Slattery-Smith: Aye. Motion carried. The Committee went into closed session at 8:06 p.m.
[Jeffrey Koszczuk, D.O. excused]
- 23) Open Session**
Motion (Fischer/Hokamp) to return to open session at 8:26 p.m. All ayes. Motion carried.

Motion (Fischer/Vicente) to increase Dr. Andrews' salary by \$25,000 to \$250,000 effective the first pay period in March. All ayes. Motion carried.
- 24) Adjourn**
Chair Rozar declared the meeting adjourned at 8:29 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

Health and Human Services Committee
February 23, 2017

I would like to thank Chairperson Donna Rozar and the Committee for the time to talk tonight.

I am here to talk to you for the patients of Edgewater, and myself. My mother has been a resident here for more than two years, to share the background of my comments tonight.

The help that you have here is great, The facility is clean and the food is good. I have taken the meals here and it's has always been very good. A challenge to cook for so many different health problems. Management has worked with me and always keep me well informed on mother care and needs.

Now that I have the good part stated this is my concern for attending this meeting tonight.

I would like to address the rooms on the 300 wing and maybe the 500 wing also. Have any of you been in the rooms to see how the patients live?

A few thing to consider:

The vanity in the room, There is none. Where can she put her toothbrush, toothpaste, hairbrush, etc.

The mirrors for mom to comb her hair, She can not see her hair in her mirror because she is in a wheelchair, the mirror is 2 feet above her head. This is very wrong, and I feel that it takes away the will of the person. This also makes it easier to become a person that relies on help for their needs, taking up more time for the aids and nurses.

The toilet is shared with the person next to you. Is this something that is accepted in today's world? A patient can not use a walker to get to the toilet because of the narrow hallway. I do realize that most patients do not use them but would you like it to be this way for your loved one? One of the first thing that I saw was the diapers so the toilets were not used anymore, Why because the aid cannot help them fast enough and then they have a big mess to cleanup? I also see the the aid coming out a room

with the port a potty bowl to find a toilet to clean it out in, how do people feel when somebody walks by there room and this happens?

For most of the patients this will be the room that they will pass on from, their last home. I also know that the level of care is higher here than most assisted living homes, because each wing has a full time nurse attending the patients. There is a lot of good thing going for Edgewater but it is time to visit the rooms as a committee and look at the way the people live. Upgrading from 1920 to 2017.

Please make it a priority to find the funds to update the rooms making it a pleasant experience for the people that stay here.

I thank you for the time to point out my concerns, and pray that a solution can be found in the near future.

Ken Hartje
1011 W 5th Street
Nekoosa, WI.
54457

Home phone 715-886-4181

The regular meeting of the Board of Directors of North Central Community Action Program, Inc. was held on Monday, February 13, 2017 at the United Way of Marathon County offices in Wausau. The meeting was called to order at 6:00 pm by President Peter Rotter.

Pam took roll:

Present	Absent	Staff
Rotter	McDonald (ex)	Diane
Woller	Hass (ex)	Pam
Rozar	Degner (ex)	Tony
Kieper	Mueller	
Mach	Yang	
Robinson		
Burgess		
Sippel		
Nikolai		
Cass		

Roll call: Denis Burgess took roll call.

Minutes: Pam reported a correction to January minutes. Deb McDonald was excused. A motion was made by Patsy Woller to approve the January minutes as corrected. Second was made by Steve Robinson. Motion carried.

Membership: Pam introduced Evan Cass. He is our new Board member representing low income individuals. Evan gave a little background on himself and Board members and staff introduced themselves. Donna Rozar will follow up with Soup or Socks regarding an appointment to our Board of Directors.

Finance Committee: The committee reviewed and approved January, 2017 expenses. The committee reviewed the first draft of December financial statements. Pam reviewed Grants receivables, the prepaid account, and other liabilities at December 31st. December final statements will be approved with our audit for 2016.

Point in Time Homelessness Street Count Results & Discussion: Diane explained the street count is completed twice per year, the fourth Wednesday in January and July. Diane reported four homeless people were found in Marathon County. Diane found one person under the bridge, 2 were in cars, and 1 was parked at a store. No unsheltered homeless people were found in Wood or Lincoln County on the street that evening. Diane also reported 79 individuals and 54 families were utilizing shelters that evening. Steve Robinson discussed homeless youth and Donna Rozar also expressed concerns about 18 year olds aging out of foster care. Diane discussed the United Way luncheon the day after the street count. Evan Cass reported he works with the Project Connects and suggested they keep the new time when services are available and lunch is served. Evan thought the new time worked better for clients.

Annual Audit Process update on Pre-audit: Pam reported the pre audit process went smoothly. The full agency financial audit is scheduled for the week of March 27th. Denis Burgess asked how the transition was going with Wipfli and Pam reported it has been very smooth.

Health Department Report

February 23, 2017

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

- I attended a Green Tier Legacy meeting hosted by the City of WI Rapids. The purpose of this project is to assist interested jurisdictions in implementing a Health in all Policies approach to a current initiative/priority. Complete Streets would be an example of this work.
- We kicked off our new Community Health Needs Assessment (CHNA) and Community Health Improvement Plan (CHIP) last week. Supervisor Clendenning was able to attend. We had about 80 community partners in attendance for the kickoff.
- We continue to work on implementing Trauma Informed Care in our department. We had a staff training on February 9 to educate everyone department-wide on this initiative.
- We participated in a regional emergency preparedness exercise.
- Nancy Eggleston and I continue to participate in the Southeast Wood Co Groundwater Group.
- We are also continuing our branding work.

PERFORMANCE MANAGEMENT REPORT – TYLER ZASTAVA MPH, CHES

Performance management training for all staff is being developed and scheduled. 2017 performance measures and quality improvement projects are also being discussed and implemented.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

Healthy People Wood County

A kick-off was held on January 31st to unveil the new Community Health Improvement Plan that was developed through the Community Health Needs Assessment. A total of 82 folks attended the kick-off and were trained on building healthy communities through effective coalition work. A summary excerpt was provided at the kick-off and the full report will be published later in February. A website is also being developed to help communicate the work of Healthy People Wood County.

Mental Health Matters Coalition

The coalition is still working on the action plan. There are many great ideas being discussed and we hope to finalize the last goal at the April meeting. The coalition, in partnership with the Wood County Drug Task Force, hosted a Community Dinner on January 23rd with 95 adults and 20 children in attendance. The topic was Drug Endangered Children. Also, a *Compassion Resilience* training and an *Honest Open and Proud* training were offered in Marshfield with a total of 43 participants. Participants commented on the excellent training provided free of charge by Wisconsin Initiative for Stigma Elimination (WISE). Additional trainings are being scheduled for the spring, which prepare professionals to work with those struggling with mental health challenges. Multiple Adverse Childhood Experiences (ACEs) trainings have been scheduled for February through June to provide the community with education about adverse childhood experiences and the impact of trauma. Trauma Informed Care trainings are being scheduled with schools to educate their staff about being trauma sensitive with the youth they come in contact with each and every day. Engaging the faith community continues to move forward with weekly presentations to churches about how they can better serve the community by engaging their congregations in helping meet the needs of residents struggling with mental health and substance use challenges. Question Persuade Refer Suicide Prevention trainings continue in Wood County with multiple trainings scheduled for the community and for educational facilities.

AOD Prevention Partnership Coalition

The first week of the new year brought with it the Wood County Drug Task Force's first monetary donations, which are being deposited into a restricted fund with the Aspirus Riverview Foundation for future use. The coalition's five pillar committees continue to thrive and grow. The Law Enforcement Pillar's goal is to share Drug Court information with relevant agencies, share recent overdose case numbers in south Wood County, and they will be presenting to Lincoln High School students on February 28th. The Treatment Pillar provided Warm Handoff packets to patients at Aspirus, is conducting presentations in the community on treatment options and reducing addiction stigma, developing a Human Library resource, and working on a consistent prescribing policy for Wood County providers. The Workplace Pillar is currently surveying employers on their perspectives regarding attendance, drug screens, and the employment application process, and will be conducting Lunch-N-Learn trainings this spring on the topics of employment and training programs. The Harm Reduction Pillar, in collaboration with Aspirus Riverview Hospital, will be providing a 30 hour recovery coach training this spring to at least ten people. The Prevention Pillar is currently writing the Drug Free Communities grant, collating the 2017 presentation schedules for both the Mental Health and AOD Prevention Partnership coalitions since they are so closely related, and working on a standard

PowerPoint template for each pillar to base their presentations on for consistency and branding purposes. The Marijuana Workgroup consists of north and south Wood County groups working together to develop a brochure and presentation materials, which will be later modified according to data relevant to the respective locals. They will be working together to create Drug Free Workplace policies for four local businesses, conducting at least two community presentations, and publishing media articles in local newspapers and the student newsletters. A live radio interview was done with WFHR on January 13th on the HPWC-Mental Health and AOD Prevention Partnership coalitions.

Brighter Futures Coalition

Online Youth Risk Behavior Surveys (OYRBS) are currently being administered in all Wood County public schools and Columbus Catholic School. Data will be available later this spring. A dental provider survey is currently being conducted to assess dental provider waiting lists, insurance that is accepted, and services being provided. In addition to these questions, which are asked yearly, we are also surveying what dental providers provide for tobacco cessation and education (Maternal-Child Health block grant objective).

Recreate Health Coalition

- In January, coalition members discussed the formatting for coalition meetings to increase efficiency and goal progress. Meetings will still be held monthly with partner highlights, educational components, guest speakers, and working time. Coalition members also attended the Healthy People Wood County Strategic Plan Kick-off Event on Tuesday, January 31st to hear more about other HPWC coalitions and participated in a training on how to be engaged in a coalition while recognizing your own personal interests.
- *Health Food Promotion and Retail goal:* Additional Smart Meals have been added to the Wood County Smart Meals program. Three additional restaurants have been added to the existing Smart Meal restaurant list. The Smart Meals program will continue to expand throughout Wood County. Farmer market managers will be meeting on February 9th to discuss promotional alignment, EBT/WIC usage, and educational components. Eric Flint, a dietician with Kwik Trip, is in communication with the coalition on the option to offer and promote healthier options at Wood County Kwik Trips.
- *Food Systems goal:* In January, a group of individuals representing South Wood County Hunger Coalition and HPWC Recreate Health Coalition met a second time to finalize an agenda and select a date for the kick-off event for the Community Food Center/Food Hub objective. March 22nd will be the Community Food Center-Community Discussion event. Time and location is still being determined. AmeriCorps members are also providing agricultural and nutrition education in Wisconsin Rapids elementary schools. They will present a Farm to School expo at Washington Elementary's night time event on March 2nd.
- *Infrastructure Improvements Goal:* Coalition members explored the meaning of Complete Streets more in depth and work around Blue Way, an initiative to map the river, provide signage, etc., in order to increase recreation on our largest natural resource. Sarah Salewski, Recreate Health coalition coordinator, attended the *Legacy Communities Health Workshop*, hosted by the City of Wisconsin Rapids. A focus on having a health lens when creating or updating policy was discussed. Health in all policy helps create movement for work such as complete streets, community design, active transportation (Bike Share), and way-finding and route signage for new or existing trail systems and water ways.
- *Community-Clinical Linkages:* The Wood County Health Department, together with the Aging and Disability Resource Center of Central Wisconsin (ADRC-CW), is offering a seven week long course for 16 attendees entitled *Stepping On: Building Confidence and Reducing Falls*, which runs every Monday, January 31-March 13. This will be offered again in April. In March, they will be offering *Powerful Tools for Caregivers* as well as *Living Well with Chronic Conditions – Put Life Back in Your Life!* For more information, or to register, call 1-888-486-0545 or visit http://www.adrcw.com/a/healthy_living_programs/education/page_7e82a1e4f64d/

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Educational Sessions

Greg assisted in a Body Art presentation for students at the Wisconsin Rapids Alternative High School along with nurses Mel Johnson and Jeff Mancl. They discussed the risks and dangers of illegal tattoo and body piercing done at parties and private homes. There were two meetings scheduled to discuss details of the Food Safety aspects of the upcoming Farm Technology Days.

Complaints

We investigated mold complaints in Marshfield and Wisconsin Rapids. One complaint was substantiated; the other was not. The Department of Agriculture, Trade and Consumer Protection (DATCP) referred a complaint about unlabeled maple syrup being sold in a Wood County business. We took photos of the syrup for DATCP, pulled

product from the shelf, and forwarded the information to DATCP for follow-up. A housing complaint was referred to us by the Wisconsin Rapids Police Department. We found animal feces on the floor, 3 dogs, 3 cats, water leaks, and roofing leaks. The City placarded the home as condemned. There is an ongoing outdoor air odor complaint at Idapro Solutions, a plant dehydration company in Wisconsin Rapids. Greg worked with the Wisconsin Rapids city inspector and the Department of Natural Resources. The odor will be reduced by a new air scrubber to be installed by the end of March. A sewage complaint in Wisconsin Rapids was remediated by the landlord, with permanent pipe replacement to take place in spring. We had two complaints involving restaurants; one with a leaking roof and another without water due to a plumbing leak.

Environmental Health Program

In January, Environmental Health staff met with program staff from Sauk County to transfer the Juneau and Adams County files and Environmental Health workload from Sauk County. We also received the lists of Transient Non-Community Water Systems and their GPS locations from the DNR. We had a meeting with Health Department and Social Services staff in Adams and Juneau Counties to introduce the Wood County staff to their agencies and to meet their staff. We had a discussion on the services we provide and information we will need from them when working on complaint investigations. We will provide both counties with a written list of the work covered by Environmental Health staff, along with a list of potential human health hazards and how they are handled. We discussed the Central Wisconsin Radon Information Center led by Wood County and the distribution of radon kits in each of the counties.

Jessica Childs is an experienced Environmental Health Specialist that comes to Wood County from Hennepin County in Minnesota. She is looking forward to working in a more rural area. Dawn Pearson is a Program Coordinator that was hired to provide support to the Environmental Health program, along with Val Elliott. One more individual will be joining the Environmental Health team as an Environmental Health Specialist. Once we have staff on board and trained, all four Environmental Health Specialists will be available to respond to emergency situations in all three counties. Routine inspection and licensing issues will be handled primarily by the 2 new staff members, with support from Kate Carlson and Greg Kolodziej, the current Wood County Health Department staff members.

Lead Poisoned Child

A home visit was conducted in Marshfield to determine sources of lead for a child in the home. Jean, the Public Health Nurse, spoke with the parents about nutrition, handwashing, and behaviors leading to lead poisoning. Greg conducted an inspection of the home and found lead paint on the porch, and in old stain on the trim and windows. Past renovation work may have contributed to the problem.

HEALTH PROMOTION AND CHRONIC DISEASE TEAM REPORTS

Oral Health Program - Wendy Ruesch, RDH, CDHC

The sealant program is in progress in South Wood County elementary schools. The second screening and fluoride varnish for all Head Start Centers is complete. The third Head Start visit will take place in the spring. I am currently training new staff for program expansion.

Community Partnerships For Healthy Mothers and Children Grant – Amber France

Major highlights from the grant work this past month include:

- Collaborating with the Pharmacy Society of Wisconsin to create a Breastfeeding Friendly Pharmacy program and introduce this at the Pharmacy Society of Wisconsin Annual Conference in fall 2017.
- The collaborative effort between the clinics, hospitals, and public health/WIC was highlighted by the CDC.
- Three more restaurants became Smart Meals restaurants (total of 13):
 - Blue Heron/West 14th, Marshfield
 - Austin's Diner, Port Edwards
 - Pinecrest, Pittsville

COMMUNICABLE DISEASE TEAM REPORTS

Tuberculosis Update – Jean Rosekrans

I provided TB testing to Mid-State Technical College students during January.

Communicable Disease Update – Jean Rosekrans, Alecia Pluess, and Melony Johnson

- During the month of January, there were 21 cases of chlamydia and 4 new cases of Hepatitis C investigated.

- Also during the month of January, 1 case of salmonella, 2 cases of Campylobacter, 1 case of cryptosporidiosis, and 1 case of E. coli were investigated.
- There was 1 confirmed case and 6 suspect cases of Lyme disease investigated during the month of January.
- We continue to see providers testing many clients for pertussis. Wood County had one confirmed case of pertussis in January. Influenza activity is increasing. Wood County had 9 cases of influenza A-associated hospitalizations during January.
- There is an increase in respiratory and gastrointestinal outbreaks in long term care facilities this month. We are following six long term care facilities with suspected norovirus outbreaks and two facilities with respiratory outbreaks. Testing is being done at the Wisconsin State Lab of Hygiene.
- The Wisconsin Department of Health Services, Division of Public Health has become aware of two recently confirmed human cases of Seoul Hantavirus infection. Both cases occurred in persons who cared for domestic rats in a battery in northeastern Wisconsin. There has been considerable movement of these rats via sales and swapping of breeding stock but there are no Wood County residents affected at this time.
- Melony and Greg conducted two presentations to the River Cities High School students on Hepatitis B and Hepatitis C and the risks of unlicensed tattoos and piercings.
- Three UW-Eau Claire nursing students will be at the health department through mid-May for their public health nursing rotation. Along with observing health department programs and committees with which health department staff are involved, they will be working with Alecia on a project to increase immunization rates in Wood County. Immunizations will be promoted at pharmacies and food assistance programs in Wood County.

Lead Update – Jean Rosekrans

I accompanied Environmental Health staff on a lead home visit to provide education to the family.

Emergency Preparedness – Tyler Zastava

A partner meeting will be held in February to discuss the dispensing of antibiotics/vaccine to first responders and critical infrastructure in an emergency. Based on meeting discussions, a formal plan will be written as to how this will occur. The purpose of the plan is to treat first responders and other critical infrastructure immediately in an emergency, so that they can then proceed to protect the public and manage daily operations. A staff training plan is also being developed for the year.

FAMILY HEALTH AND INJURY PREVENTION TEAM REPORTS

Caring Hands- Erica Sherman

The spring child care training topic for Caring Hands is “bugs” and will include education on head lice, tick bites, bee stings, and bed bugs. More info to come!

Safe Kids Wood County – Tyler Zastava

The 2016 Safe Kids Action Plan data has been tabulated. The coalition met and/or exceeded all of its goals. The 2017 action plan has been drafted. Bike helmet sales are occurring at two Wisconsin Rapids and two Marshfield elementary schools this spring. The goal of the program is to get quality helmets at a very low cost to families in the community.

Lactation – Amber France

The Wood County Health Department continues to work with businesses and childcare providers in Wood County to become breastfeeding friendly. The Wood County Health Department/WIC are collaborating with Aspirus Riverview Hospital and Clinics to integrate breastfeeding education into prenatal appointments. The WIC program has started utilizing *Collective* materials for breastfeeding education. The clinics and hospitals in Wood County are collaborating with us to provide the same materials to develop a system of consistent messaging prenatally and postpartum. We are convening a meeting with Portage County and Adams County to further enhance this consistency. Due to the close proximity to Aspirus facilities, patients reside in these counties and receive services in these counties as well. The end goal is to have uniformity for patients who doctor at Aspirus.

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

The Wood County WIC program continues to see an increase in caseload. This increase is unique to Wood County, since the statewide trend is still a decrease. The Wood County WIC program has started #WICWisdomWednesday on Facebook. Each Wednesday a staff member gives tips on how to keep your family healthy, getting your family to eat their veggies, or how to get them moving. We want to give “real life” examples of how this works.

Caseload for 2016 (Contracted caseload 1327)

	<u>Dec</u> <u>2016</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>
<u>Active</u>	<u>1344</u>	<u>1348</u>										
<u>Participating</u>	<u>1411</u>	<u>1439</u>										

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT

February 14, 2017

Director's Report by Brandon Vruwink

On February 8th Governor Walker released his Executive Budget proposal. This "kicks off" the state budget process. After my initial review, the Governor's proposal looks very favorable for our Human Services Department. While this is a good start, it is important to note that many changes are likely as the budget moves through the Joint Finance Committee. I will continue to keep the committee apprised of any changes that occur through this process. I look forward to working with the Health and Human Services Committee and our local legislatures as the budget process moves forward.

The Human Services Department has been preparing for the move to the River Block Building. To aid in this move we have developed a moving committee that is comprised of staff from our three Wisconsin Rapids locations. This committee will be staff driven and is supported by the management team. The overall goal is to identify what is important to meet the needs of our customers and staff.

I participated in a phone conference with staff from the University of Wisconsin to discuss Organizational Effectiveness. This was an informational phone call to learn more about the process and how they could assist our Human Services Department. The overall goal is organizational development with the focus on one key department goal. It was the recommendation of the Organizational Effectiveness team that if we choose to move forward we begin the project in late summer to early fall after we complete the move to the River Block Building.

Personnel Update: Jessica McCracken has been hired as a Juvenile Justice Social Worker in our Family Services Division. Jessica's first day with Wood County was January 23rd.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunson

Personnel Update: Kay Marceau has announced her retirement with her last day being March 1, 2017. Kay has worked for Wood County for a combined total of 35 years. For the last 26 years as a Support and Service coordinator providing support and services to families in the Birth To Three Program, the Children's Long Term Support (CLTS) Waivers Program, and the Family Support Program (FSP) now known as the Children's Community Options Program (CCOP). Her first position with Wood County Social Services involved helping families eliminate barriers to allow them to either work and/or attend school. In-between years of working for Wood County, she was employed with Wood County Head Start. Kay has touched the lives of many families in Wood County in many different ways over the years. She is a very dedicated and hardworking employee who always looks out for the families she works with. Kay will be missed by many.

Shawne Judnic has accepted the position of Licensed Mental Health Professional for the CCS program for the 12th Street Location. Shawne brings to the county 20+ years of mental health experience and knowledge. Her first day will be February 27, 2017.

Bridgeway Update: The Crisis Intervention line has been successfully relocated to Bridgeway. Most of the Bridgeway staff have been hired and started their orientation and training on February 6th. The target date for opening Bridgeway is March 1st. We welcome the following new staff to the Crisis Intervention/Bridgeway team:

Alyssa Olson- Crisis Interventionist
Chelsea Haschke- Crisis Interventionist
Emma Levanetz- Crisis Interventionist
Tyna Pozega- Residential Aide
Wendy Watkins- Crisis Interventionist

Several of our Airport Avenue CBRF staff accepted new positions in the Crisis/Bridgeway program:
Adam Gould- Crisis Interventionist
Vanessa Singletary- Residential Aide
Betty Iwanski- Casual Residential Aide

I am pleased to announce that the Outpatient Clinic applied for and was selected to participate in the Wisconsin Trauma Project: Trauma Focused Cognitive Behavioral Therapy (TF-CBT) Learning Collaborative. Five clinicians and a program supervisor will receive extensive TF-CBT training as well as ongoing consultation and will be eligible for national certification at the end of the collaborative. TF-CBT is an evidenced based, structured, short-term trauma specific treatment model. This treatment effectively improves a range of trauma related outcomes in 10-30 sessions with the child/adolescent, ages 3-18, and caregiver. It also addresses the participating parent/caregiver's personal distress about the child's traumatic experience, effective parenting skills, and supportive interactions with the child.

Update on Crisis Training Grant by Katie Miloch: The Legal Services unit, in collaboration with the DHS Crisis Training Grant, has begun the series of trainings that will be offered in Wood County as a collaborative effort to better serve our community. We have completed the Crisis Intervention Team (CIT) training wherein 25 officers have successfully completed this training, and we have another round scheduled for the first week in June. The purpose of this training is to assist law enforcement officers and other first responders in recognizing and understanding the signs and symptoms of mental illness, as well as learn various options to facilitate de-escalation of a mental health consumer in crisis.

Another goal that was identified in the Dementia Training Grant was to have the entire Legal Services unit certified to administer and score the Montreal Cognitive Assessment (MoCA) tool. We have successfully accomplished this goal and we are better able to assess cognitive levels which will assist us in decision making and advocating for our vulnerable adult population. It was originally determined that the Legal Services unit would also become trained in the utilizing the AD8, which is a dementia screening tool. However, after further looking into this, it was determined that due to required licensing agreements, this tool was not conducive to what this agency was looking to use this tool for.

Future trainings that will be offered in Wood County include a Dementia training entitled, *Recognizing and Providing Services to Individuals with Dementia* with a second optional day on advanced topic-The Wisconsin STAR Method of Assessment for APS social workers, nursing home social workers etc. These will take place in mid-February and have built in a small fee for suitability with the plan to build a training fund for ongoing trainings in the area. In June, along with CIT, Human Services will be offering trainings on Crisis Response, Crisis Planning, and Crisis Prevention. Katie Miloch and Katie Czys will be leading these trainings and guest speaker Peter Kastenholtz will present on legal issues relevant to sections of Wisconsin Statutes 46, 51, and 55. We will also be offering another round of Community Intervention Partners (CIP) near the end of June.

Katie Miloch and Katie Czys continue to attend phone conferences that are offered for those who have been awarded Grant money and are working collaboratively with UW-Green Bay to combine efforts and use this grant most effectively. Quarterly updates will continue to be given to administration and to the board by Lead Services Coordinator, Katie Miloch.

Fiscal Services Update by Jo Timmerman

Norwood: Norwood's staff is currently working through yearend reconciliations and adjustments. This work is progressing well.

Community: The Community staff is also working on yearend reconciliations and adjustments. Several state aid cost reconciliations will be due in the March; staff is working on finalizing these as the state updates its payments and contract reporting.

We have received notification of our 2016 IDP (Intoxicated Driver Program) award. Wood County will receive \$159,000 from this funding source with our March payment.

TRIP (Tax Refund Intercept Program) payments have begun to come in from those accounts registered with the system. We have already received \$16,000 in payments against Community debts listed on TRIP. We anticipate more for both Community and Norwood accounts as tax returns are processed.

Support Services Division Update by Jan Pelot

Personnel Update: Cheryl Gazeley has announced her retirement from her position as Receptionist/Appointment Secretary at our Outpatient Clinic located at 12th Street. She has been working in our reception area for 32 years, and her last day will be March 1, 2017. This will be creating a large vacancy in the Support Services division. The position will be posted in February with the goal of having it filled by the end of March.

Technology: We continue to work with IT on the upgrading of our scanning software through Vanguard Software. The upgrade, which was scheduled to be completed by the end of 2016, was delayed due to the installment of a new server and connectivity issues the IT department is having on the new server.

Marshfield City Hall and to a lesser degree Cornerstone has been experiencing telephone and computer network issues causing some difficulties at reception areas. IT has been working on this issue with a priority on the City Hall reception.

Facilities: The TIC Core Team is working on a plan for all locations focusing on a more Trauma Informed Environment. This plan will begin with consumer input and a collection of information to help with the River Block Building.

12th Street has experienced problems with a hot water heater in the CSP end of the building, maintenance has been working on replacing parts to fix the issue.

HIPAA Compliance & Breaches: The 2016 Breach log was submitted to Peter Kastenholtz and submitted on our behalf. There were two accidental disclosures of personal health information involving two separate clients.

Norwood Health Center Update by Jordon Bruce

We have received a few leads from our recruiters for our Psychiatry search and we are working these leads to identify interest and begin conversations with those who express an interest. I have reached out to the Nurse Practitioner that we were interested in last summer as her contract of her current obligation should be ending soon. We also have an interview for a Psychologist scheduled.

Norwood Nursing Department by Liz Masanz

The nursing department still is working on ways to recruit Mental Health Technicians, especially for shifts such as PM which is a difficult shift to recruit for. We have managed to hire two full time PM Techs however we are still having recruitment issues. We will be sending out another mailing soon to try and increase up interest.

Dr. El-Awady has been covering the admissions unit and things so far are going well. We are seeing a lot of out of county patients. We continue to see a patient population that is very chronic, and very intensive requiring longer lengths of stay's and intense staff services to the patient's. Staff has been participating in mandatory Safety and Restraint training focusing on staff and patient safety issues.

Norwood Dietary Department by Larry Burt

The transition of the congregate meal program went very well. Total meals for January for Wood County were 4,912 meals. Marathon County meals totaled 5,557 meals. Total meals for the month were 10,469.

Norwood Maintenance Department by Lee Ackerman

This month we said goodbye to one employee that retired; Gary Beil, and hello to another that started; Jason Zimmer.

Maintenance focused much of its time to preparing the Bridgeway unit for occupancy. The ceiling in the common areas and several bedroom walls were painted, data and phone lines were pulled and room 401 was soundproofed for the Crisis program. Furniture was moved onto the unit and various final tasks were completed to have the area ready on schedule.

The planning and measuring phase has begun on digital control upgrade project. The first step is fitting the air-handlers with new water control valves. This project will be ongoing this year.

Norwood Health Information Department by Jerin Turner

Our new employee started in records and is doing well. We are starting to close out late charts from Dr. Jacobs.

January 2017 Referrals for TBI Unit

Date	From	Patient	Status	Additional Info
1/4/2017	Sacred Heart- Eau Claire	male	declined	NOT TBI
1/4/2017	Sacred Heart- Eau Claire	male	declined	NOT TBI
1/10/2017	Sacred Heart- Eau Claire	male	declined	NOT TBI
1/26/2017	UW Madison	male	declined	NOT TBI

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: February 23, 2017

Caseload activity for January - 15 new veterans served. The regular detailed caseload activity report we have been used to is no longer available as that software program has been discontinued. During the month of January we completed 254 federal forms:

- 21 intent to file a claim (this marks the effective date while we assist the veteran in gathering all the required supporting documentation)
- 22 new claims for disability compensation
- 2 new claims for pension
- 5 new applications for VA Healthcare

We are still exploring different ways to track our production figures using alternate means.

Activities:

1. Completed as of February 15, 2017:
 - a. January 24 – American Legion Wood County Council meeting in Babcock.
 - b. January 26 – CVSO Association of WI Executive Committee meet and Conference Planning in Bayfield WI.
 - c. February 1- Presentation to Tomah VAMC Doctors (providers) on VA disability compensation.
 - d. February 15:
 - i. CVSO Guest speaker at Wisconsin Rapids Hero's Café.
 - ii. Staff members to I-Team (crisis intervention) meeting in both Wisconsin Rapids & Marshfield.
 - iii. Southern Wood County Homeless Coalition meeting
2. Near Future:
 - a. February 23- Newly appointed Wisconsin Department of Veterans affairs Secretary Dan Zimmerman meets with CVSO Association Executive Committee in Stevens Point.
 - b. March 8- Wood County Transportation committee meeting in Marshfield.
 - c. March 13- Wisconsin Counties Association Regional Legislative meeting.
 - d. March 14- Tomah VA Medical Center Director's CVSO meeting
 - e. March 24- CVSO Northeast Regional meeting at Wausau VetCenter.

Office updates:

1. Wood County veteran hiring initiative: No progress in this reporting period. There is however a state assembly bill about to be circulated for co-sponsorship pertaining to veterans preference in the private sector.
2. Update on Wisconsin Department of Veterans Affairs (WDVA) Grants to Counties for improvement of services. The Governor's budget proposal does include returning the grant to a block grant. See attached synopsis of Veterans issues in the budget proposal.
3. Veteran's guaranteed home loans in Wood County. The 2016 statistics for VA Home loans indicate that 82 VA Home loans were approved in 2016 totaling \$11,742,543 (average loan of \$143,000) There are currently 375 active VA home loans in Wood County.

4. Follow up on VA finalized the rule for presumptive service connection for certain disabilities associated with the drinking water at Marine CORPS base Camp Lejeune NC. The search of our in house files and database produced a list of 230 Wood Marines who could have been on Camp Lejeune during the period covered. Staff contacted 222 of them:
 - a. 42 were on Camp Lejeune.
 - b. 6 of those had no current contact information.
 - c. 2 were deceased due to illnesses on the list (one widow will be coming in to file a claim for Dependency and Indemnity Compensation (DIC) the other already has DIC on another disability from Agent Orange).
 - d. 2 Veterans have conditions on the list and will be filing claims (1 in Wood Co 1 now in Clark Co).
 - e. 9 will be applying for VA health care the others were encouraged to do so.
5. Southern Wood County homeless count for 2016. Attached is the role up number of the homeless people served by the members of the Southern Wood County homeless coalition.

2

February 2017
Health and Human Services Committee
Edgewater Haven
Jordon Bruce

In the month of January we had 13 admissions and 4 readmissions. Current census on the Behavior Wing is 7 residents. Census comparison to last year January:

January 2016 – 61 average census with 6 rehab

January 2017 – 57 average census with 8 rehab

Admissions/Discharges Comparison:

January 2016 – Admissions 11/Discharges 9/Readmissions 2

January 2017 – Admissions 13/Discharges 19/Readmissions 4

Marketing-January 2017

Edgewater continues onsite visits to referral sources as needed to assess potential admissions and provide information to those who have no facility of choice.

Social services continue frequent contact with area hospitals, hospice, assisted living, medical supply, home health and related agencies.

Edgewater will sponsor Aging and Disability Resource Center Bingo for March and September 2017.

Edgewater/Adult Protective Services will meet in February 2016 to review emergency protective placement process.

Edgewater sponsors a monthly Memory Café and weekly Veterans' Café in the community. Edgewater residents continue to attend.

Edgewater Haven will participate in the Annual All Things Senior Expo at the Hotel Mead and Conference Center in May 2017.

We have renewed our ad in the Aging and Disability Resource Center 2017 Wisconsin Rapids Area Resource Directory.

Edgewater will meet with the team from Navihealth in February to review last quarter's activity.

Social services will be making follow up calls on all discharges and referrals that discharge elsewhere.

Telephone book ads will be renewed at the basic rates going forward.

Minutes of the Wood County Public Safety Committee

DATE: February 13, 2017

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

OTHERS Steve Kreuser, Bill Clendenning, Thomas Reichert, Lori Heideman, Peter

PRESENT: Kastenholz, Dara Hamm, Nanci Kinney

LOCATION: Wood County Courthouse Room 114

1. Call to Order:

Mike Feirer called the meeting to order at 1:04 p.m.

2. Review minutes of January 9, 2017:

Motion by Hamilton, second by Winch to approve the minutes of the January 9, 2017 meeting after changing Shawn Becker's title from LT to Captain. Motion carried unanimously.

3. Public Comments:

No public comments.

4. Emergency Management Department:

a. Communications January 2017 Claims:

The Committee reviewed the Communications January 2017 claims.

b. Communications Report:

The Committee reviewed the Communications report. Steve talked about the new batteries that were installed at the Bluff tower site. There is a service monitor that is not working at this time, and this will need to be replaced within the next year. The cost would be around \$20,000. We are currently working with a vendor that would like additional space on the Nekoosa tower. That tower is currently full, so we are working with a consulting firm on doing a load study to see if the tower can be upgraded to accommodate the vendor. The cost of the consultant/load study will be paid for by the vendor.

c. Emergency Management January 2017 Claims:

The Committee reviewed the Emergency Management January 2017 claims.

d. Emergency Management Activity Report:

The Committee reviewed the Emergency Management Activity Report. Steve discussed the dog food manufacturing plant. We have been receiving a lot of calls on the odor that it is producing. He has a meeting set up with Joe Terry and the Health Department the week of February 20th.

Answered questions regarding battery purchases for the Bluff tower.

5. Dispatch Department:

a. Dispatch January 2017 Claims:

The Committee reviewed the Dispatch January 2017 claims.

b. Dispatch Report:

Dispatch Manager Lori Heideman stated one of her new dispatchers has decided that this job wasn't for him and resigned his position. She is working with Human Resources to hire another dispatcher.

Lori explained that the tentative ship date of the new phone system is next week.

Questions were asked regarding the towing policy. Peter Kastenholz gave his opinion on the reason for having the longer towing policy. This agenda item will be moved to next month to allow for further review of the policy.

Lori stated that in 12 days the 911 system went down twice. In both instances it was Solarus equipment failures, not due to any failures of ours. Lori discussed the meeting that she had with Solarus. Solarus is now not doing the testing on moving the 911 backup to Portage County. They are not planning on doing this. The Committee asked what the alternatives to Solarus are. There has been discussion on possibly purchasing a couple of cell phones for dispatch in the event that the phones go down again. Lori will obtain some quotes from other telephone providers for the March meeting.

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

March 13, 2017

1:00 p.m.

**Wood County Annex and Health Center
Marshfield WI**

7. Humane Officer:

a. Humane Officer Report:

The Committee reviewed the Humane Officer report. Nanci discussed the horse case with the Committee. Discussed adding a general area where the complaints are from. Example: 4800 block of Smith Ave.

Motion by Hamilton, second by Polach to add a general address location to the Humane Officer reports. Motion carried unanimously.

b. January 2017 Claims:

The Committee reviewed the Humane Officer January 2017 claims.

8. Coroner:

a. Coroner Report:

The Committee reviewed the Coroner report. Dara stated that she has made a couple of small changes to her report. She added calls and investigations into one line. She also talked about separating overdose calls.

b. January 2017 Claims:

The Committee reviewed the Coroner January 2017 claims.

9. Sheriff's Department:

a. Correspondence: None.

b. Courthouse Security: Nothing new

c. January 2017 Claims:

The Committee reviewed the Sheriff's Department January 2017 claims. Sheriff Reichert answered the Committee's questions on the claims regarding tire mounts and the TIME System. Sheriff also discussed drones and how many people in the department are qualified to operate them.

d. Updates:

Crimestoppers: Sheriff Reichert talked about the \$1500 donation to crime stoppers.

Safe Ride Initiative: None

Criminal Justice Task Force: None.

K9: Sheriff Reichert talked about the \$1500 donation to the K9 program.

e. Jail Items:

All jail reports were reviewed.

10. January 2017 Claims: Dispatch, Communications, Emergency Management, and Sheriff:

Motion by Hamilton, second by Winch, to approve the January 2017 claims of all Public Safety Committee Departments. Motion carried unanimously.

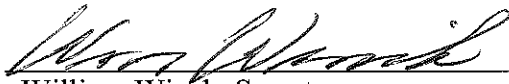
11. Agenda Items:

Wood County Tow Policy
911 Phone System

12. Adjourn:

Motion by Hamilton, second by Zurfluh, to adjourn at 2:25 p.m. Motion carried unanimously.

Minutes taken by Wood County Emergency Management.



William Winch, Secretary
Public Safety Committee

MINUTES
WOOD COUNTY TRAFFIC SAFETY COMMISSION

The Wood County Traffic Safety Commission met at the Wood County Highway Department, 555 17th Avenue North, Wisconsin Rapids, WI on **November 30, 2016** at 10:30 a.m.

PRESENT

Dennis Polach
Dan Brugman
Bob Bott
Melvin Pedersen
Roland Hawk
Steve Kreuser
Sarah Roach
Jason Dhein
Doug Passineau
Shawn Becker
Cole Dineen
Kurt Heuer
Randy Wiessinger

REPRESENTING

Wood County Board
Wisconsin DOT
Wisconsin DOT/BOTS Specialist
Grand Rapids Police Department
Wood County Highway Department
Wood County Emergency Management
Wood County Emergency Management
Nekoosa Police Department
Wood County Highway Department
Wood County Sheriff Department
Wisconsin DOT
Wisconsin Rapids Police Department
Wisconsin DOT/BOTS

Steve Kreuser called the meeting to order at 10:30 a.m.

1. Introductions were made.
2. **Minutes of the May 25th, 2016 Traffic Safety Commission Meeting.**

Motion to accept and place on file minutes from the May 25th, 2016 Traffic Safety Commission meeting made by Roland Hawk. Seconded by Shawn Becker. Motion approved unanimously.

3. Shawn Becker, Wood County Sheriff Department, reviewed two (2) fatal crashes from the 3rd quarter and (3 Fatalities) from the 4th Quarter 2016.
4. Committee reviewed 3RD Quarter 2015 Standard Selective Enforcement Package
5. Doug Passineau explained that the committee denied ATV's the right to use the highway including crossovers. The County does, however, have a few locations they are allowed to use to connect a few bridges. Randy Wiessinger, DOT/BOTS, explained that there are no current guidelines out on the use of ATV's on roadways. The DOT is working on setting up guidelines as well as processes to follow. Discussion continues and it is mentioned that other counties build trail systems first and then follow with connections. DNR ordinance states that unless the County specifies, you cannot run ATV on the road. Not much action can take place therefore the committee recommends to remove ATV from the agenda.

6. Dan Brugman, Wisconsin DOT, gave a tutorial of the DOT 511 website. He also presented a video on how to navigate the new J-turn. The DOT will continue to monitor the J-turn.

7. Bob Bott, DOT/BOTS specialist for Wood County pulled up the last 3 years of fatal and severe crashes. He pointed out that Kellner Rd has significant crash data. Melvin Pedersen, Grand Rapids Police Department, discussed the option to use grants to work areas like Kellner Rd. Bob Botts mentioned that currently the DOT is redoing their grants. Number of deaths is up 7%, passenger fatalities are up as well, the state is having more multiple death crashes.

8. Other Business brought properly before the Commission:

Steve Kreuser, Wood County Emergency Management, discussed with Kurt Heuer, Wisconsin Rapids Police Department, the complaints he has received about the new intersection of 8th St S and Chestnut St in Wisconsin Rapids.

9. Public Comments.

No public comments

9. Adjournment.

Doug Passineau made a motion to adjourn at 11:34 a.m. Seconded by Roland Hawk. Motion approved unanimously.

The next Traffic Safety Commission meeting is scheduled for Wednesday, February 22nd at 10:30 a.m. at the Wood County Highway Department.

CIVIL SERVICE COMMISSION MEETING
February 27, 2017
Wood County Courthouse - Room 115
Time: 5:30PM

Members Present: Mike Meyers, Chairman
Marvin Kohlbeck
Lee Kauth
Diane Lieber
Lee Garrels

- 1. Chairman Meyers called meeting to order at 5:30 PM.**
- 2. No public comments.**
- 3. Lee Garrels was appointed to the Commission to replace Richard Witt.**
- 4. Sheriff Tom Reichert gave an update on the status of Department personnel. It is expected there will be one retirement during 2017.**
- 5. Motion by Kauth, second by Lieber to go into Closed Session pursuant to Wis Stats 19.85(1)© to review current list for Wood County Deputy Sheriff eligibility. It was felt the current list will be adequate for the present time. Roll call vote taken with all ayes.**
- 6. Motion by Kohlbeck, second by Garrels to return to Open Session. Roll call vote taken with all ayes.**
- 7. There was no other business to bring before the Committee.**
- 8. Motion to adjourn by Lieber at 6:05 PM, second by Kauth. Motion carried.**

Humane Officer Report
January 2nd – January 29th 2017

- 1-2; WC20488 Follow up with a Dog bite by a German Sheppard that bit a traveling nurse visiting his clients. 80
- 1-3; WC15267 Follow up on lead of the 2nd horse from a prior neglect case. 0
- 1-3; WC16222 Welfare check on dogs with fleas, sanitation concerns. 38
- 1-4,5; WC167 Welfare check on a pit bull type dog possible left behind after owners moved. The dog was moved to a new location. 0, 60
- 1-6; WC237 Dog Bite. Victim was bit by her own dog, a German Shepard Rottweiler mix. 38
- 1-8,13; WR439 Cat Bite. Victim adopted this cat from a friend prior to it biting her. She let the cat loose outside and didn't find her again for several days. She was advised to obtain Rabies Prevention Shots. 18,0
- 1-10,12; WR561 Dog Bite. Two year old child was bit by grandma's Pekingese near the right eye. 6,0
- 1-11,14; WR662 Dog Bite. Victim was out walking when a Scottish Terrier ran out and bit her on her calf. 18, 18
- 1-13; WR710 Welfare check on a dog. 12
- 1-14,16; WC713 Welfare check on several dogs and two cats. 38,38
- 1-19,20; WC968 Dog Bite. Owner is victim when she was bit unprovoked by her Old English Bull Dog. She is putting the dog down after quarantine. 6,0
- 1-20,23,24; WR1199 Welfare and satiation concerns regarding three dogs and two cats needed to be removed from a home that was condemned. One dog was underweight and was surrendered to the Humane Society, the other animals were sent with relatives of the owners. The health and weight gain of the thin dog is being monitored. 12,22,22
- 1-21,25; WR1258 Cat Bite. Victim was fostering a cat from the Clark County Humane Society when he was bit. He received medical attention at the walk-in clinic. The cat was returned to Clark County for Quarantine. 12,0
- 1-25; WR1206 Welfare concerns of a dog that was injured possibly by being kicked by room ate. 0



Wood County

WISCONSIN

OFFICE OF CORONER

DARA HAMM

DATE: 02/02/17
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 January 2017:

Calls for Service/Death Investigations	86
Investigations Involving Sudden or Suspicious Deaths	5
Death Certificates Signed	23
Cremation Permits Signed	58
Traffic Fatalities Investigated	0
Suicides Investigated	0
Drownings	0
Fire Fatalities	0
Homicides	0
Autopsies Performed	1
Suspected Overdoses	1
Disinternments	0

Remarks:

Nothing

Respectfully submitted,

Dara Hamm

Dara Hamm
Wood County Coroner

WOOD COUNTY JAIL

January - June 2017

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	174	81	18	196	76	16	0	0	0	0	0	0	0	0	0	0	0	0
2	178	81	18	192	74	16												
3	177	79	18	187	79	16												
4	165	79	18	193	79	17												
5	158	71	18	194	79	17												
6	158	72	17	195	79	17												
7	164	80	17	196	79	17												
8	166	80	17	191	75	17												
9	173	80	17															
10	182	87	17															
11	174	80	16															
12	174	79	17															
13	178	77	18															
14	181	75	18															
15	183	75	18															
16	183	75	17															
17	189	73	17															
18	180	71	16															
19	182	69	15															
20	181	68	15															
21	183	76	15															
22	185	75	15															
23	196	75	15															
24	198	70	16															
25	195	72	15															
26	187	76	16															
27	185	76	15															
28	185	80	15															
29	185	80	13															
30	192	79	13															
31	191	75	16															
WCJail	180.1			193.0			0.0			0.0			0.0			0.0		
Shipped	76.3			77.5			0.0			0.0			0.0			0.0		
EMP	16.3			16.6			0.0			0.0			0.0			0.0		
Avg Length of Stay (Days)	19.6																	

WOOD COUNTY JAIL

July - December 2017

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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
6																		
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28																		
29																		
30																		
31																		
WCJail	0.0			0.0			0.0			0.0			0.0			0.0		
Shipped	0.0			0.0			0.0			0.0			0.0			0.0		
EMP	0.0			0.0			0.0			0.0			0.0			0.0		
Avg Length of Stay (Days)																		

2017 Yearly Averages

Total	187
Safekeeper	76.91
EMP	16

Overtime Breakdown 2017 (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 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

Electronic Monitoring 2017

Monthly Savings vs. Out of County Housing

Month	Monthly Savings	YTD 2017 Total Amount	2016 Total Amount
January	\$26,290.75	\$26,290.75	\$19,355.16
February	\$0.00	\$26,290.75	\$25,488.90
March	\$0.00	\$26,290.75	\$29,683.61
April	\$0.00	\$26,290.75	\$27,940.11
May	\$0.00	\$26,290.75	\$22,581.02
June	\$0.00	\$26,290.75	\$28,564.47
July	\$0.00	\$26,290.75	\$33,871.53
August	\$0.00	\$26,290.75	\$27,581.10
September	\$0.00	\$26,290.75	\$27,784.02
October	\$0.00	\$26,290.75	\$36,290.92
November	\$0.00	\$26,290.75	\$37,149.42
December	\$0.00	\$26,290.75	\$36,613.51
TOTAL	\$26,290.75	\$26,290.75	\$352,903.77

EMP Average for month x number of days in month = bed days
Bed Days x \$52.03 = Monthly Savings

SAFEKEEPER HOUSING

2017

MONTH	Facilitiy	Facility	Facility	WAUPACA	MONTH TOTAL	2017 YTD TOTAL	2016 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	\$0.00	\$0.00	\$82,125.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00
TOTALS	\$0.00	\$0.00	\$0.00	\$82,125.00	\$82,125.00		\$985,500.00

2017 is a 75 average

Wood County Sheriff's Department Kitchen Report – 2017			
<i>Month</i>	<i>Number Meals Served</i>	<i>Food Preparation Cost</i>	<i>Cost per Meal (Includes Labor)</i>
January	8,737	\$8,856.38	\$1.79
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTAL			

*3 pay periods

KITCHEN EXPENSES						
	2011	2012	2013	2014	2015	2016
Food Costs	\$82,721.69	\$80,975.87	\$105,800.61	\$88,754.51	\$78,490.02	\$89,116.92
Labor	\$115,392.50	\$112,299.72	\$114,966.43	\$111,781.37	\$103,601.47	\$92,985.76
	\$200,125.19	\$193,275.59	\$220,767.04	\$200,535.88	\$182,091.49	\$182,102.68
Meals	88,494	84,357	103,993	86,637	77,044	88,993
Cost Per Meal	\$2.26	\$2.29	\$2.12	\$2.31	\$2.36	\$2.04
Cost Per Day	\$6.78	\$6.87	\$6.36	\$6.93	\$7.08	\$6.12

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, FEBRUARY 21, 2017
 WOOD COUNTY COURTHOUSE, ROOM #317A, WISCONSIN RAPIDS WI

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

Members Excused: Kenneth Curry

Staff Present:

Land & Water Conservation Staff: Shane Wucherpfennig and Lori Ruess

UW Extension Staff: Peter Manley

Others Present: Dist. # 2 Supervisor Donna Rozar, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Susan Kunferman, Health Department Director

Call to Order. Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.

1. **Public Comment.** None
2. **Review Correspondence.** Correspondence included memos from Hilde Henkel regarding WCA, Agriculture, Environment & Land Use Steering Committee, Larry Konopacki, regarding Provision in 2015 Act 55 Related to Oil Pipeline Companies and Dan Bahr regarding Questions on Eminent Domain.

With no opposition, Chairperson Henkel moved up agenda item # 4.

3. **nEXT Generation reorganization report response.** Peter Manley handed out copies of the nEXT Generation reorganization on-line survey for the CEED to complete. Responses can be submitted in a written format or on-line; submittal deadline is Friday, March 24th. Questions were asked regarding staffing and the future role of the CEED Committee. Peter Manley explained the three levels of staffing and addressed concerns regarding CEED oversight. Donna Rozar stated the Board of Visitors has been disbanded so there are no advocates for Extension and colleges. Peter will forward the survey to Donna.

Following receipt of comments on the basic structure, the final plan will be available by the end of April.

4. **Consider/take action on a resolution encouraging the state legislature to make additional resources available to all counties for groundwater programming.** Chairperson Henkel asked if there were any questions or concerns with the resolution. Bill Leichtnam stated the initial resolution came from the Wisconsin Land + Water Association and counties are being encouraged to pass the resolution. Robert Ashbeck expressed a concern with "none" in the fiscal note. He feels there could be a fiscal impact on the county if state taxes are increased to fund groundwater programming.

Motion by Adam Fischer to accept and forward to County Board the resolution encouraging the state legislature to make additional resources available to all counties for groundwater programming. Second by Bill Leichtnam. Motion passed. Robert Ashbeck opposed because it could raise taxes.

5. Adjourn.

Motion by Adam Fischer to adjourn at 9:22 a.m. Second by Robert Ashbeck. Motion carried unanimously.

Respectfully submitted,



Hilde Henkel, Acting Secretary

Minutes by Lori Ruess, Land & Water Conservation Department

Review for submittal to County Board by Hilde Henkel (approved on February 21, 2017 @ 2:04 p.m.)

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, MARCH 1, 2017
 WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

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

Members Excused: Kenneth Curry and Harvey Peterson.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, Heather Marquardt and Kim Keech.

Land & Water Conservation Staff: Shane Wucherpfennig and Emily Salvinski.

UW Extension Staff: Peter Manley and Sarah Siegel.

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Dist. #16 Supervisor Lance Pliml, Jason Angell (Marshfield Economic Development Board), Rick Bakovka (Regional Economic Growth Initiative), Jeremy Sicklar (Alexander Field South Wood County Airport), Melissa Reichert (Heart of Wisconsin Chamber of Commerce), Mayor Zach Vruwink (City of Wisconsin Rapids) and Karen Olson (Marshfield Area Chamber of Commerce & Industry by Teleconference).

1. **Call to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Public Comment.** None.
3. **Review Correspondence.**
 - a. Heather Marquardt discussed the upcoming POWTS Spring Meeting that will be held on Wednesday, April 5th from 8:00 a.m.-3:30 p.m. at Hotel Mead in Wisconsin Rapids. The spring meeting will offer 6 continuing education credits for plumbers, soil testers, inspectors, maintainers and will also offer 3 General + 3 Master Operator Credits for pumpers. Jason Grueneberg explained that guest speaker Sara Heger will discuss how to maintain septic systems and the effects that medications can have on a septic system.
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the February 1, 2017 and February 21, 2017 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, Jeff Brewbaker, Heather Marquardt, Kim Keech, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Peter Manley, Matt Lippert, Sarah Siegel, Jodi Friday, Chris Viau, Kyli Brown and Jeremy Erickson.
 - a. Minutes of February 1, 2017. No additions or corrections needed.
 - b. Minutes of February 21, 2017. No additions or corrections needed.
 - c. Department Bills. No questions or comments.
 - d. Staff Activity Reports. No questions or comments.

Motion by Adam Fischer to approve and accept the February 1, 2017 CEED minutes, February 21, 2017 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.

5. **Risk and Injury Report.** Nothing new to report this month.
6. **Planning & Zoning**
 - a. Update from Enbridge representatives Denise Sonnemann and Scott Suder. Agenda item postponed to April CEED meeting due to weather conditions.

7. Water Issues

- a. Update on February 16th SE Wood County Groundwater Group Meeting (Bill Leichtnam/Manley/Wucherpennig). Bill Leichtnam gave a brief summary on the meeting and presented 3 major issues that were discussed at the meeting; hydraulic data & impact to wells, Peter Manley will draft a mission statement and group goals regarding best management practices and land use issues. Brief discussion followed. Chairperson Henkel commented that the group is making good progress. Peter Manley shared that the next meeting topics will consist of well data and to refine the mission statement.

8. Land & Water Conservation Department

- a. Update on February 17th Towns Association Meeting. Shane Wucherpennig and John Eron attended the Towns Association Meeting to present a PowerPoint presentation on health and ecological threats of wild parsnip. Educational presentation to the Towns was a first step to designate wild parsnip as a "noxious weed" within Wood County.
- b. Short PowerPoint presentation on health and ecological threats of Wild Parsnip. Shane Wucherpennig explained that wild parsnip is an invasive species that is toxic to humans and pets. Wild parsnip sap can cause a burning and blistering to skin if reacted with sun exposure. Wild parsnip grows in sunny areas in an open field and spreads easily. Best control method is to dispose of the roots.
- c. Review and take action on resolution designating wild parsnip as a "noxious weed" within Wood County. Shane Wucherpennig read resolution to designate Wild Parsnip as a "noxious weed" within Wood County.

Motion by Bill Leichtnam to approve the resolution designating wild parsnip as a "noxious weed" within Wood County. Second by Robert Ashbeck. Motion carried unanimously.

- d. Discuss vehicle maintenance fund. Shane Wucherpennig proposed to set-up a Sales of Fixed Assets Revenue Account and an Expense Account. Proposed accounts would be used for sale of fixed assets with the money used for a future asset purchases. Hilde requested the Judicial and Legislative Committee clarify how the new rule 43 impacts this kind of action.

Motion by Adam Fischer to approve Land & Water Conservation to set-up a Sales of Fixed Assets Revenue Account and Expense Account. Second by Bill Leichtnam. Motion carried unanimously

Shane Wucherpennig updated the CEED Committee on a Notice of Discharge violation in Wood County.

Shane Wucherpennig introduced Emily Salvinski as the new Conservation Specialist who started on January 23rd. Emily Salvinski gave a brief background.

9. UW Extension

- a. nEXT Generation Reorganization Update. Peter Manley explained that the Transitional Plan will be phased in July 2017-January 2018 with most changes occurring in late 2017. Area Administrator will be hired to oversee four counties; Wood, Clark, Marathon and Portage Counties with a primary office location not yet determined. There will be no layoff for tenured faculty.
- b. Small Savings Build Big Dreams. Sarah Siegel shared that the UW-Madison Center for Financial Security and UW-Extension teamed up to offer a grant providing financial education for families to educate students and families in designating a savings account for college and retirement.

10. Economic Development

- a. Update from Marshfield Economic Development Board. Jason Angell gave an update on business and community programs including; Wenzel Family Plaza, evaluation of other city sites, Housing Projects, City Hall move, and Business Park interests.
- b. Update from Regional Economic Growth Initiative. Rick Bakovka introduced himself as the new Director for REGI. Rick explained that the mission statement of REGI is to provide economic development to small communities. Small communities do not have strategic planning in place or access to economic funds. Rick shared that the Sand Valley Golf Course ribbon cutting is May 1st creating over 100 full-time jobs. He also shared that the Town of Rome made an investment contribution to the Alexander Field South Wood County Airport.
- c. Presentation of Wood County Economic Development Activities. Jason Grueneberg gave a PowerPoint presentation on Economic Development in Wood County. Jason shared the annual Economic Development Budget, collaborative efforts with other agencies, coordinating updates to CEED Committee, providing geospatial resources, administering ordinances (Shoreland, Floodplain, Land Subdivision and Private Sewage), leveraging grant opportunities and maintaining connections with Economic Development stakeholders. Jason summarized other agencies and programs including; Central Wisconsin Economic Development Revolving Loan Fund, Central Housing Region, Wood County Housing Repair Program, Marshfield Economic Development Board, REGI, tourism based support, project based support and Wood County economic investments.

The Committee recessed for lunch at 11:25 a.m.

The Committee reconvened at 12:10 p.m.

- d. Roundtable discussion among Economic Development stakeholders on the future role of Wood County in Economic Development.

Highlights of Roundtable Discussion:

- i. Jason Grueneberg shared Jeff Gaier's email comments of the Marshfield Municipal Airport; airports are the first impression of a community, maintain good runways, adequate transportation to and from the airport, snow removal equipment is essential and having an Ambassador Representative at the airport provides a first impression.
- ii. Jeremy Sicklar of Alexander Field South Wood County Airport gave an update that the airport is making improvements to meet the needs of the Sand Valley Golf Course, and funds from the State of Wisconsin have been requested for future airport improvements.
- iii. Mayor Zach Vruwink discussed projects of the City of Wisconsin Rapids leveraging regional economic growth. Mayor Vruwink appreciates working together to support a study or analysis in shared benefits. Mayor Vruwink feels that they are missing out on federal grants and opportunities because they aren't a member of the Regional Planning Commission.
- iv. Karen Olson of the Marshfield Area Chamber of Commerce & Industry discussed how MACCI assists filling specific workforce needs, such as forming the IT Committee. Karen shared that the MACCI markets our county by sharing strengths to make the area inviting and exciting.
- v. Rick Bakovka expressed his concern that people don't always see what they do and that we need to celebrate our success. Good stuff is happening in Wood County. Business Parks shouldn't be a measure by how full they are but as an opportunity for businesses to locate to an area.
- vi. Jason Angell commented that there needs to be a creative team approach and activities measured on their own merits. Communities do want to keep our brightest in our community.
- vii. Melissa Reichert shared that they are the boots on the ground promoting businesses and events in the community. Melissa commented that a landing webpage linking resources would be useful from a marketing standpoint. Melissa shared that area businesses are aware of Farm Technology Days 2018.

- viii. Adam DeKleyn shared that it is his goal to work cooperatively with Wood County communities in developing economic development guidance in land use plans.
- e. Discussion among Committee members to define next steps in determining Wood County's Economic Development role. Adam Fischer commented that Wood County should not be the boots on the ground or the driving force in Economic Development but to grant funds for the right projects that benefit the county bringing all entities to collaborate together. Chairman Henkel shared that Jason Grueneberg is the representative for Wood County to collaborate with the various Economic Development stakeholders. Jason shared that he would like to see either a quarterly or semi-annual meeting among the stakeholders. Bill Leichtnam would like to see Wood County take a more aggressive role in Economic Development.

11. Schedule Next Regular Committee Meeting.

The next regular CEED Committee meeting is scheduled for Wednesday, April 5, 2017 at 9:00 a.m. at the Wood County Courthouse in Room #115.

12. Agenda Items for Next Meeting.

- a. Update from Enbridge representatives (Denise Sonnemann and Scott Suder)
- b. Economic Development Mission Statement
- c. Airport Update
 - i. Alexander Field South Wood County Airport (Jeremy Sicklar)
 - ii. Marshfield Municipal Airport (Jeff Gaier)
- d. High Capacity Wells (George Kraft)
- e. Marshfield Wastewater Treatment Plant (Sam Warp)

13. Schedule any additional meetings if necessary. None scheduled.

14. Adjourn.

Motion by Adam Fischer to adjourn at 2:15 p.m. Second by Bill Leichtnam. Motion carried unanimously.

Respectfully submitted,



Hilde Henkel, Acting Secretary
Minutes by Kim Keech, Planning & Zoning Department
Review for submittal to County Board by Hilde Henkel (approved on March 14, 2017 @ 2:16 p.m.)

Golden Sands Resource, Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
January 19, 2017
Golden Sands Office, Stevens Point, WI

Call to Order: Ed Hernandez called the meeting to order at 9:01 a.m.

Attendance: Al Barden; Reesa Evans; Ed Hernandez; Denise Hilgart; Ed Miller; Hugh O'Donnell; Amy Thorstenson. Cathy Guth and Deb Jakubek were not present. Bill Clendenning was also present.

Minutes: Motion made by Barden, seconded by O'Donnell, to approve minutes of the last meeting.. Motion carried unanimously.

Closed Session: Motion by Evans, seconded by O'Donnell to go into closed session. Closed session started at 9:03 a.m. Clendenning and Hilgart left the room.

Out of closed session at 9:12 a.m. Clendenning and Hilgart returned.

Treasurer's Report: Hilgart passed out the treasurer's report. The bill for the accountant review will appear on the next bill. The reimbursement of approximately \$70,000 from the WDNR was finally received. An advance on the Woods & Wildlife project was received of \$65,000. Otherwise transactions were pretty ordinary. Motion by Evans, seconded by O'Dinnekk to forward to the full council. Motion carried unanimously.

Financial Procedures:

2015 Financial Review: A summary of the accountant's review for the time ending 12/31/15 was passed out. GS finished 2015 in the black after ending in the red in 2013 and 2014. Hilgart reviewed and explained several of the pages of the report. Thorstenson outlined some changes she is going to request in the next report: (1) breaking out donations from contributions so that keeping track of donations will be easier; (2) adding in a section for the fee-for-service income; (3) breaking down the professional fees section to separate consultants for projects vs. those related to general overhead. After deducting the board-designated funds of \$67,850, the asset re \$263,361. Thorstenson also passed out a graph showing the changes in income and expenses since 2005. Her target goal is a gross income of \$600,000 per year.

2017 Draft Budget: This will be ready for the next meeting in March. The 2016 actuals will also be done by then.

Joe Piechowski Memorial Fund: Thorstenson reviewed some proposed designs for the interpretive sign and sent comments. The sign is still expected to be installed in spring 2017.

Development and Fundraising: Kuehnhold is working on a beginning-of-the-year appeal (was supposed to be end-of-the-year). He is still working with Mike Beacom later today about marketing the free-for-services offerings and other GS marketing needs. He has met with all county committees except in 2016 and will be starting a new round. It was suggested that he complete these appearances before June 2017, so that counties have information about services and costs to put into their budget planning

for 2018. Thorstenson noted that 2017 is the 45th anniversary for Golden Sands and suggested that this be part of the outreach in 2017.

Staff & Membership:

Dues Update: Nothing new since last time. Letters for 2017 dues will go this month. They will include a letter outlining services the county received. 2016 was the first time all 12 counties in Golden Sands paid some kind of dues. The recommended dues will remain at \$1900 per county.

Council Purchases: This was discussed earlier in the meeting.

Insurance & Benefits: Nothing new.

Personnel Policy & Procedure Handbook:

Quarterly Newsletter: This will go out with the beginning-of-the-year appeal.

Communications/Marketing: Kuehnhold is still working on making the GS website more phone-accessible.

Other Business: none.

Adjournment: The meeting was adjourned at 9:52 a.m. upon motion made by Barden, seconded by Miller.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

Golden Sands Resource, Conservation & Development Council, Inc.
Water Committee Meeting Minutes
January 19, 2017
Golden Sands Office, Stevens Point, WI

Call to Order: Al Rosenthal, acting chair, called the meeting to order at 10:05 a.m.

Attendance: Everett Eckstein; Bob Ellis; Reesa Evans; Chris Hamerla; Ed Hernandez; Bill Lichtnam; Paul Pisellini; Al Rosenthal; Wally Sedlar; Joe Tomandl; Shane Wucherpennig.

Minutes: Some changes were made to the minutes of last meeting. Motion made and seconded approve minutes of the last meeting as modified. Motion carried unanimously.

New Projects: none.

Project Updates:

Rosenthal (Marquette) noted that not much new had been going on in Marquette since the last meeting.

Hamerla (Golden Sands) reported for both himself and Thorstenson. The grant request for continued funding for EWM biocontrol research was not funded. Thorstenson is looking for alternative financing options. GS is waiting to hear on the multi-county AIS grant application submitted to the WDNR in 12/16. EPA funding is available for multi-county nutrient management training. Thorstenson would like to put together a large project application for \$250,000-\$500,000. If counties are interested in being part of this application, they should contact her. Further information about their activities are available in the staff reports sent out before this meeting.

Ellis (Waupaca) discussed the "High Capacity Wells Fact Book" recently released by the Wisconsin Potato & Vegetable Growers Association (WPGVA) and a presentation he witnessed from that organization and by George Kraft of UWSP about groundwater and high-capacity wells. He is unconvinced that the "facts" in the publication are really facts, since they have little research cited, and feels that the presentation from the WPGVA was less-than-honest. Pisellini noted that the Adams County Board Chair wanted both sides presented, but the WPGVA cancelled its request, indicating it wasn't ready and wasn't sure when it would be.

Leichtnam (Wood) presented information about what coming legislation about groundwater he expected to be brought up soon in the Wisconsin legislature and the lobbying efforts of the WPGVA. Legislators Corey Mason & Mark Miller have introduced a Water Sustainability bill. Several conservation organizations have supported the bill. The bill is open for other sponsors until 2/20/17.

A significant discussion evolved among attendees about the proposed bills and groundwater issues. Ultimately no decision about supporting the Mason-Miller bill was made, and it was decided by consensus that it would be discussed at the full council meeting. Leichtnam expressed concern that if

action wasn't taken soon, it would be too late to go on record in support of this bill or those like it.

Wucherpennig (Wood) announced that a new person will start in his office next Monday. This person will be working on nutrient management monitoring and compliance, as well as some database and GIS projects. She has previously worked for Wood & Taylor counties. Wood County will hold another Healthy Soils workshop in March 2017. The county has some farmer-led grants from DATCP for training to allow farmers to write their own 590 (nutrient management) plans. Wood County is also partnering with Portage County on invasives, especially Wild Parsnip, which they believe should be listed as a state noxious weed.

Hernandez (Waushara) noted that all state and county cost-share funds for 2017 had been assigned, with a small waiting list as well. All 32 lake management plans have been delivered to the WDNR for review and possible approval, so he will be closing that grant and project out. Two lakes in his county are exploring hand-removals of aquatic invasives using something like Diver Assisted Suction Harvesting and/or snorkeling. Waushara County also has a farmer-led grant; its full-time agronomist works at certifying nutrient management, monitoring & follow-up for the plans. The only CAFO in the county recently had a second manure spill. The county has warned the CAFO that if another spill occurs, the county may cancel the county permit for its operation.

Tomandl (Taylor) reported that the goats had been brought back again in the fall and had basically eaten everything in sight. The county has been encouraging the testing of private well water, then mapping the results for the entire county. Stream monitoring finished its 3rd year looking at several aspects, including nutrient loading. The county tree sale is coming soon.

Sedlar (Adams) said that getting meaningful enforcement of violation of the manure storage ordinance in Adams County was problematic. He attended 7 court sessions on one violation, and the problem wasn't resolved until new owners came on board. He has an agreement with the Tri-Lakes Management District that 50 samples of soil from waterfront property on each lake will be taken and tested for levels of phosphorus and potassium. These results will be added to ditch testing and other water quality testing results. He has become part of a water quality group in the Tri-Lakes area that will also consider nitrogen. Due to a negative report from OSHA, some safety issues have had to be addressed on the Tri-Lakes dams. Work on them is almost completed.

Evans (at-large) indicated she is reviewing lake management plans for needed updates, updating the Adams County LWCD lakes website, and getting information together for reimbursement applications. She also noted that the 2nd Central Wisconsin Water Walk will occur on 9/17/17 in the Town of Rome in Adams County. There is a GoFundMe page for contributions for the water walk.

Respectfully submitted,

Reesa Evans
Temporary Recording Secretary

Golden Sands Resource Conservation & Development Council, Inc.

Forestry/Agriculture/Wildlife Committee Meeting Minutes

January 19, 2017

Golden Sands Office, Stevens Point WI

Call To Order: Al Barden called the meeting to order at 10:00 a.m.

Introductions: Al Barden, Amy Thorstenson Denise Hilgart, Ed Miller, Merlin Becker, Ben Stanfly, Bill Clendenning, Hugh O'Donnell

Minutes: Minutes were read and approved

New Projects:

Project Updates:

Bluebird Houses-Need for lumber was discussed, A Bob Ellis is taking down a barn and is willing to donate lumber to the project, he needs to know where to go with the materials. He is also looking for someone to finish removing the barn because it is a very slow going. *Called Cathy Guth 1/23/17 to get the ball rolling with the ALmond Bancroft Tech Ed teacher to get these houses done. He has been deployed, but she will make contact with the substitute. Hugh O'Donnell also sent some information for youth groups to get involved in the project by having bluebird trails and monitoring them.

Demo Forest: Update from Merlin: [News on two Demo Forest counties. The new woodland owners on Nancy Livingston property in Adams county agreed to be the Demo Forest just like Nancy did. The new owners, Richard and Cleo Hendricksen are the new landowners. Nancy has the demo sign she used in her shed. The DNR forester called me this morning, "Frank Kirsklshel? (920)-832-2746), and he was real supportive of having Steve Ring from Outagamie County be the Demo Forest. Steve still has some questions about people coming on the property?.] Joel needs to follow up with Merlin.

Treeshelters: Mike is updating website, CHris and Amy worked to get the updated pricing information. We are using Plantra again-with a full array of sizes to accommodate most tree plantings. We did miss the Wood county mailing, and we will do a better job of getting the newsletter out in the future.

Neighborhood Gardens: Have about \$900 in the account, and notices for renewal will go out in March for returning gardeners.

Tech Services: Rate increase to \$40/hr, Denise has an interest in writing grazing plans, will need training and mentoring. Collections are in progress.

CWGCA: Joel attended the meeting, working on promotional activities as a group.

Woods & Wildlife: Reevaluated Mike Beacoms contract, successfully got \$65,000 drawdown, working on setting up neutral meeting sites in each county.

NRCS Grazing: Closing old projects, not getting involved in the 2017 agreement because reimbursement is too low.

Grassworks Grazing: Working on soil health curriculum

Powering Your Plate: Interested in doing it again, we have some seed money to get us going. Joel was able to bill his time elsewhere to save money to complete this project. There was discussion about having a booth at the energy fair, but it is cost prohibitive.

EAB: 2016 is wrapping up, we are funded through 2017. Amy shared a plan, and is in the process of completing plans for Rib Mtn and Schofield, providing 2 pcs of information: tree type and wood lots. Outagamie county is a host site for a demonstration this year.

*Adjournment-*Ed Miller made a motion to adjourn, seconded by Merlin Becker. Meeting adjourned at 10:55.

Respectfully submitted,

Joel Kuehnhold

Golden Sands Resource, Conservation & Development Council, Inc.
Regular Business/Executive Committee Meeting Minutes
January 19, 2017
Golden Sands RC & D Office, Stevens Points, WI

Attendees: Al Barden (Member-at-Large); Roger Bacon (Portage); Gary Beastrom (Marathon); Merlin Becker (WWOA); Steve Bradley (Portage); Bill Clendenning (Wood); Everett Eckstein (Waushara); Bob Ellis (Waupaca); Reesa Evans (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands); Deb Jacobek (Farmer's Union); Bill Leichtnam (Wood); Ed Miller (Outagamie); Hugh O'Donnell (member-at-large); Paul Pisellini (Adams); Al Rosenthal (Marquette); Wally Sedlar (Adams); Ben Stanley (Taylor); Amy Thorstenson (Golden Sands); Joe Tomandl (Taylor); Shane Wucherpfennig (Wood).

CALL TO ORDER: The meeting was called to order by President O'Donnell at 11:06 a.m.

INTRODUCTIONS: At the request of O'Donnell, everyone attending verbally identified himself or herself and named the organization and/or county being represented.

APPROVAL OF MINUTES: Motion made by Clendenning, Barden by Rosenthal, to accept the minutes of the September 2016 meeting as written. Motion carried unanimously.

TREASURER'S REPORT: The treasurer's report for November and December of 2016 was passed round. Hilgart explained some of the entries, including a large reimbursement from the WDNR that was finally received. Motion made by Clendenning, seconded by Becker, to accept and file the treasurer's reports. Motion carried unanimously.

OLD BUSINESS:

Wisconsin RC & D Update: Barden reported the next meeting is Friday, January 27, 2017.

3-Year Plan Steering Committee: Thorstenson reported that Kuehnhold is waiting for the next class discussed previously to start. This should give him more information to work on the business plan.

Joe P Memorial: Thorstenson reviewed a couple of plans for the interpretive sign and made comments. The sign will likely be installed in spring 2017.

MOA with NRCS: The agreement is set to be signed at the State RC & D meeting on January 27, 2017. The temporary NRCS State Conservationist will be at the meeting to sign the agreement.

Update on Groundwater Legislation: Leichtnam reported on a recent presentation by a representative of the Wisconsin Potato & Vegetable Growers Association at the Portage County Board and their recent release called "High Capacity Well Facts." The presentation was not received well and the WPVGA has since withdrawn their requests to appear at other county boards. However, he expects the WPVGA to lobby heavily with state legislature and urge reintroduction of bills that would make the installation and continued operation of high-capacity wells basically without supervision or consideration of their impacts on water in the areas. He discussed a bill called the "water sustainability act" introduced by

Corey Mason & Mark Miller. This bill is supported by several conservation organizations, including the Wisconsin River Alliance, the Sierra Club, the Nature Conservancy, Friends of the Central Sands, Clean Water, the Wisconsin Wildlife Association, and Wisconsin Lakes. Considerable discussion was had. Ed Miller noted that the state RC & D would be taking up a resolution about groundwater at the meeting on January 27, 2017. Others noted additional meetings that will be discussing these issues, include the State Land & Water Conservation conference, the PACRS, and the Farmer's Union. Motion by Leitchnam, seconded by Beastron, to take the state resolution, any prior county resolutions, and the prior resolution of Golden Sands and prepare a resolution for Golden Sands addressing the issues, but not a specific legislation, that will be sent out by email and voted on by email before the March 2017 meeting. Individual vote was taken: Adams, yes; Marathon, yes; Marquette, yes; Outagamie, yes; Portage, abstain; Taylor, yes; Waupaca, yes; Waushara, yes; Wood, yes. No representatives were present from Green Lake, Juneau or Monroe counties. Corporate members, committee chairs, and members at large were then polled. Barden, yes; Evans, yes; Hernandez, yes; O'Donnell, yes; Farmer's Union, yes; and WWOA, yes. Motion carried with one abstention.

NEW BUSINESS

Financial Review: Copies of the accountant's annual review through 12/31/15 were passed out. Hilgart explained the meaning of several entries. 2015 ended in the black after 2013 and 2014 had ended in the red. Thorstenson discussed some of the category changes she will be making to the accountant: (1) breaking out donations from contributions so that keeping track of donations will be easier; (2) adding in a section for the fee-for-service income; (3) breaking down the professional fees section to separate consultants for projects vs. those related to general overhead. She also explained the board-designated funds and their projected use. Thorstenson also passed out a graph showing income, expenses, and net since 2005.

2017 Draft Budget: This will be ready for the March meeting, as will the 2016 actuals.

2017 Dues: Invoices for the 2017 dues will be going out soon. Kuehnhold will also start making the rounds of county committees again to remind them of the services available through Golden Sands and their value.

Other New Business: Thorstenson noted that 2017 is the 45th Anniversary of Golden Sands RC & D. She is looking for ideas on ways to celebrate. She intends to prepare a photo coverage of achievements through the years for the Facebook and website pages.

COMMITTEE REPORTS:

Personnel/Finance Committee Report: Evans reported on the meeting this morning. Hilgart reviewed the treasurer's report. There are reimbursements still outstanding. The accountants review for 2015 was passed out and explained. The 2017 budget proposal will be available for the March meeting, as well 2016 actuals. Thorstenson reviewed some proposals for the interpretive sign for the green space that will include information about the Piechowski memorial. Kuehnhold is still working with the consultant on marketing the fee-for-services and other activities. He meet with committees in all counties covered by Golden Sands in 2016. Dues statements for 2017 will be going out this month, with the recommended fee of \$1900 per county. 2016 was the first time that all 12 counties had paid something

towards dues. The quarterly newsletter will go out with the year-beginning appeal. Work is ongoing to make the website mobile-friendly.

Forestry/Agriculture/Wildlife Committee Report: Hilgart reported on today's meeting. More lumber is needed for birdhouses. Demo forest activity is ongoing. Tree shelters from Plantra will be available this year; information will go out about them to the counties with tree sales. There's \$900 in the gardens account. Notices to former users will go out by March to offer them space again at \$40 per plot. Some fees are still owed for completed grazing plans. A draw of \$65,000 was obtained on the Woods & Wildlife grant. Grassworks will still be concentrating on building healthy soil. Discussion was had about having a booth at the Energy Fair, but it was decided that the cost was too high. Thorstenson is wrapping up the Emerald Ash Borer plans for various clients in 2016. Funding has been received for 2017 for Rib Mountain, Scofield and workshops at Mosquito Hill.

Water Committee Report: Evans reported on today's water meeting. Most of the time was spent discussing the groundwater issues raised by Bob Ellis and Bill Leichtnam, including the "High Capacity Well Fact Book" put out by the WPVGA. Hamerla reported that the requested funding for continuing research on Eurasian Watermilfoil Biocontrol had not been granted, so Thorstenson is looking for alternatives that would allow research to continue. GS is waiting to hear if the Regional AIS grant application sent in December 2016 will be granted. Thorstenson is interested in looking into applying for a multi-county EPA grant for nutrient management of \$250,000-\$500,000. Wucherprennig noted there is a new employee starting in his office next Monday that will work with nutrient management monitoring & compliance, as well as perform some database & GIS work. Wood County is planning on having another Healthy Soils workshop in March 2017. The county has some grant for farmer-led councils from DATCP that cover several counties. Wood has partnered with Portage County to work on some invasives, especially Wild Parsnip, which they hope to get declared as a noxious weed. Hernandez said all of the state and county cost-share money had been assigned and there is a small waiting list in Waushara County. All 32 lake plans have been delivered to WDNR for review, so he will be winding up that project and grant. Two lakes in his county are looking into DASH or something similar using snorkelers. Waushara has a full-time agronomist that is working with the farmer-led grant to certify nutrient management plans and do follow-up. The CAFO in his county had its second spill, so the county has taken the position that if there is another spill, it may pull the county permit for its operation. Tomandl reported that the goats had been brought back and ate everything in sight. His county has been encouraging the testing of private wells. Results are then mapped on a county-wide map to show areas of concern. Stream monitoring for the 3rd year is finishing up considering nutrient loads. The tree sale is coming up. Sedlar outlined a problem in getting violation of the nutrient management ordinance in Adams County. He has made an agreement with the Tri-Lakes Management District to sample the soil of 50 lake-front properties on each lake for Phosphors and two other markers. A water quality group has been formed for the Tri-Lakes that he will be participating in. OSHA cited the county for several safety issues on the Tri-Lakes dams that he has been dealing with. Evans noted that she has been updating the department website, reviewing lake management plans, and working on reimbursement applications. The Wisconsin Lakes Conference will be held April 5-7, 2017, in Stevens Point. The Central Wisconsin Nature Foundation will hold its second Water Walk on 9/16/17. There is a goFundme page for it.

Motion made by Rosenthal, seconded by Miller, to approve reports. Motion carried unanimously.

NEW PROJECTS: none.

STAFF/PROJECT UPDATES: Written staff reports were sent out for Council members to review prior to the meeting.

AGENCY/PARTNER REPORTS: Jacubek passed around copies of the latest Wisconsin Farmers Union newspaper for people to take. The Farmers Union state convention will be held next weekend. On 2/28/17, there will be a Farmland Rural Lobby Day. It will discuss groundwater issues, as well as others.

OTHER REPORTS: None.

NEXT MEETING: Sedlar noted that the County Conservationist meeting in March conflicts with the scheduled Golden Sands meeting date on 3/15/17. After a short discussion, motion made by Evans, seconded by Barden, to move the Golden Sands meeting to 3/23/17. Motion carried unanimously.

ADJOURNMENT: The meeting was adjourned at 12:15 p.m. on motion by Eckstein, seconded by Barden.

Respectfully submitted,

Reesa Evans
Secretary, Golden Sands RC & D

February 6, 2017

Tracy Arnold
Conservation Program Coordinator
Wood County Land and Water Conservation Department

Dear Tracy:

I'm writing this letter to thank you, your department and the committee for the thoughtful, expressive way in which you recognized my late husband (Don Aron). The legacy stone, placed in front of the courthouse in his memory, will never be forgotten. He was honored to serve his country in the U.S. Army. The ceremony was very touching and has left an indelible mark on my heart.

Thank you also for noting that he was the First Wood County Conservationist on the legacy stone. Don loved his job. He was a people person and thoroughly enjoyed working with the people of Wood County, the State of Wisconsin and the National Association of Land Conservation Districts. He took immense pleasure in working with area schools teaching children about soil conservation and had great respect for those who entered the State Speaking Contest.

I did have the opportunity to view the DVD that was sent to me, along with my daughters. It was very informative. It's rewarding to know that continued measures are being taken to save our land and water.

Again, thanks to all of you for your part in setting up Don's memorial and for making our county and our state a better place to live.

P.S. Our plants are doing well; so far.

Sincerely,

Micki Werner

Micki Werner
Shelley Aron
Christina Aron-Sycz



Activities Report for Shane Wucherpennig February 2017

- **February 1** – Attended CEED Meeting.
- **February 2**– Met With farmers in the Mill Creek Farmer Led Council.
- **February 2** – WI River Healthy Soil/Water Planning meeting.
- **February 6** – Worked on Cover Crop/ No-till GIS Data Base.
- **February 7**– Attended the Executive Committee Meeting.
- **February 8**– Attended the 2017 Annual CAFO Update meeting in Mfld at the Ag. Research Station.
- **February 9**– Met with Nathan Wolsek & Wally Sedlar to discuss partnering Wood Adams and Portage county farmer to possible for a Farmer Led Effort in that Tri-County area. (Central Sands)
- **February 9**– Staff Meeting.
- **February 10**– Worked on No Till and cover crop acres in Snap-Plus Nutrient Management plans.
- **February 13** – Met with Justin Conner to discuss our department needs on GIS licenses and usage.
- **February 15** – Participated in an interview with Lynn Grooms from the AGRI-VIEW Newspaper about the Mill Creek Farmer-Led Watershed Counsel and their work.
- **February 15** – Prepared Staff Reports and Agenda for CEED Packet.
- **February 15** – Finished up Resolutions to put in the CEED packet.
- **February 15** – Set up at the Marshfield Farm Show & Manned it all day.
- **February 16** – WI River Healthy Soil/Water Planning meeting.
- **February 16** – Worked on No Till and cover crop acres in Snap-Plus Nutrient Management plans.
- **February 17**– Staff Meeting & Reviewed Employee Hand Book as a staff to make recommendations to HR.
- **February 17**– Gave presentation on Wild Parsnip and other invasive plants at the February Towns Association meeting held at the Richfield Town Hall in the evening.
- **February 20** – Worked on No Till and cover crop acres in Snap-Plus Nutrient Management plans.
- **February 21** – Attended Special CEED meeting.
- **February 21** – Attended Wood County Board.
- **February 22** – Cover Crop Termination Webinar.
- **February 22** – Met with Peter Kastenzholz, Hilde Henkel, Tracy Arnold and myself to discuss a public records.
- **February 23** – Worked on 2017 Project Designs.
- **February 24** – Worked with Emily to update some Snap-Plus Maps
- **February 27** – Attended MSHA Training in Tomah for Non-Metallic Mine Safety.
- **February 28**– Worked on 2017 Project Designs.
- **February 28** – Worked on No Till and cover crop acres in Snap-Plus Nutrient Management plans.

Activities Report for Adam Groshek – February 2017

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

~Gathering the past 16 years of CREP GIS data and properly orientating in a new CREP GIS mapping

system for better tracking, monitoring, and discussion. Assigning proper mapping projections to all old field areas, updating corner/edges of 200+ fields associated with 50+ CREP contracts in Wood County.

~Completion of the mapping update of all CREP boundary data tracking on GIS from 2002-2016. CREP contracts expired on 56 fields and were renewed and/or added on 59 fields in 2016. 92 CREP contract fields are due for renewal by September 30, 2017. 12 fields are due for renewal from 2018-2021. The LWCD has received 2017 CREP renewal interest from 2 landowners already and we look to work with them and others throughout 2017 instead of at crunch time as was done in 2016.

~Discussion on the past site asbuilts and permitting of the privately designed manure storage and transfer systems for Bruce Wayerski to be constructed in spring 2017.

~Wetland determination/investigation report, nutrient management plan, design, and cultural resources review for the future 2017 additional earthen manure storage lagoon for Tom Hamus near Auburndale.

~Feed storage leachate calculations, manure storage calculations, future CAFO compliance research, and working with Marshfield's hired engineering firm to assess best options for cost-sharing money with the Schiferl farm to address issues with NOD discharges. Confirmation was obtained of temporary measures to prevent manure storage structure from overflowing out of the tractor ramp area until manure can be spread before planting this spring. Cost estimates were performed for different scenarios for addressing the many farm problems. Met with Sam Warp from Marshfield to discuss funding opportunities to obtain phosphorus credits for the Marshfield WWTP. Met with Randy, Alan, and Aaron Schiferl to discuss options, none of the options good and all of them expensive. Schiferl's indicated that downsizing the herd was not an option, future expenses associated with CAFO compliance indicate that downsizing may be the ONLY option to continue operation. More cost estimates and waste storage sizing to follow.

~GIS wetland indicator layer setup for the wetland determinations of all future construction projects located on wetland indicator soils in Wood County.

~Assisting in GIS license setup for future LWCD GIS licenses. With Emily as new employee working with GIS often, we will need an additional GIS license.

~Assistance with multiple landowners on tree sale and wildflower mix purchases.

~Discussion of future Grass Ridge Farm expansion and construction work, possibly to CAFO size.

~Multi-discharger variance that was submitted by the WI DNR in early 2016 for WI municipal WWTPs was approved by the US-EPA. WI counties have until January 2, 2018 to submit an application indicating interest in the MDV program. Wood County municipalities have indicated interest in the past, however likely won't commit until the WI TMDL loading allocations come out -- sometime in 2017.

~Attendance of the SEWC Groundwater group meeting with Shane.

~Staff meeting and discussion of future changes to the Wood County Employee Policy handbook.

~Attendance of a plant ID webinar to assist in plant identification for future wetland determinations in Wood County.

Activities Report for Tracy Arnold 01-2017

Wildlife Damage Abatement and Claims Program

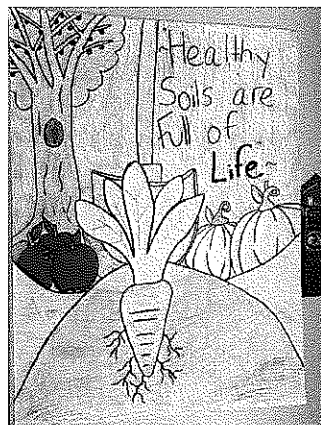
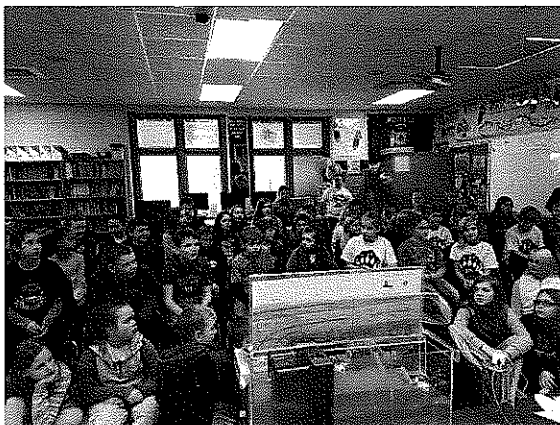
- Maintaining DNR database with current Wood County information
- Working with the 4 failed fences to get them back into compliance
- Finishing the 2016 Venison Donation program
- Notarized the Tritz's fence contact, sent to DNR for signatures, registered with Deeds
- Working on uploading all field appraisal data into the database and getting claims ready for landowners to sign.
- Met with Wayne Hall DNR to discuss who met shooting permit requirements
- Beginning to enroll landowners for the 2017 year
- Will start working on final reimbursement once all expenditures are entered on the county end
- Helping to coordinate the 1st WDACP roundtable with Brad Koele, DNR

Non-metallic mining reclamation program

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Processing checks and financial assurance as they come in
- Appointments with permit holders to discuss next year reclamation stages.
- Processing the permit fees and financial assurance as they come in.
- Sent out reminder emails to those that have not submitted required documentation and reminded them of due date.
- Attended a NMM roundtable in Waushara Co

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Calibrated the Ott Flow Meter
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- Hosted the Wood County Speaking Contest, Adileen Sii will be representing Wood County at the Area competition
- Judged 160 posters for the Wood County Poster Contest. Returned posters to students, handed out awards and forwarding winning posters to the area competition.
- Asked about status of UWSP intern.
- Secretary of the North Central Land and Water Conservation Area Association
- Cleaned out work space for Emily Salvinski.
- Processed tree orders as they were submitted.
- Submitted final tree sale orders to nurseries.
- Lori started cross-training me on how to enter tree orders. Discussed developing a new system this summer to be more efficient.
- Taught the Earth Jar presentation to 65 5th graders at Grant Elementary.
- Taught the Groundwater model to 65 5th graders at Grant Elementary.



**Activities Report for Emily Salvinski
February 2017**

- **February 1-8.** Honeymoon
- **February 9.** Created a NMP list for my use. Attended staff meeting.
- **February 10.** Reviewed Bell's Runway Acres 2017 NMP.
- **February 13.** Transferred paper maps to Snap Maps for Gabel and Accola Farms. Reviewed Jim and Joanne Coenen's 2017 NMP.
- **February 14.** Created NMP brochure. Updated brochure supply for Farm Show display.
- **February 15.** Finished draft of Snap Maps info sheet. Attended Farm Show. Attended 590 Update in Greenwood (Will receive 2 CEUs for CCA cert).
- **February 16.** Typed up notes from previous day's meeting. Prepared excel spreadsheet to keep track of NMP review results.
- **February 17.** Attended staff meeting for discussion on employee handbook. Reviewed DeBoer's 2016 NMP. Re-stocked brochures after farm show depletion.
- **February 20.** Worked on postcard reminder to mail to those with NMPs due. Worked on gathering addresses to send postcard to. Processed Keith Jensen's NMP (update excel forms, scan in plan, map fields, reviewed plan, scanned in review, e-mailed review to writer, entered review results in).
- **February 21.** Attended Prairie Chicken Meeting and took meeting minutes. Typed up minutes.
- **February 22.** Cover crop termination webinar.

Activities Report for Lori Ruess – February 2017

- Attended February 1st CEED meeting and completed minutes.
- Attended February 9th Employee Feedback meeting.
- Attended February 10th North Central Land & Water Conservation Area meeting and Speaking Contest.
- Year-end 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 January 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.
- Received the following reimbursement from DATCP:
 - 2016 Staff & Support reimbursement - \$126,840.
 - Brian & Jodi Otto - \$1,725.00
 - Tyler & Amanda Pankratz - \$337.50
 - Jerry & Kay Sternweis - \$3,396.75
 - Abraham Guzman - \$2,248.68
 - James & Joanne Coenen - \$3,200.22
- Received partial reimbursement for Flying Dollar from DNR in the amount of \$24,640
- Received CREP incentive payment for Mike Greiner and mailed to landowner.
- Attended February 9th and February 17th LWCD staff meetings.
- Worked with Shane in completing two resolutions to present to the CEED and County Board in February and March.
- Attended February 21st CEED meeting and completed minutes.
- Organized County Board and CEED packet information and took to County Clerk's office.
- Preparing for tree and shrub distribution.
- Preparing for move to River Block (cleaning file cabinets and workstations with Tracy Arnold).
- Attended multi-discharge variance webinar.

Conservation, Education & Economic Development Committee Report March 2017

PETER MANLEY

Wood County UW-Extension, Community Resource Agent

- I attended and processed paperwork related to the February 1 CEED meeting.
- On February 2nd I assisted Planning and Zoning Department staff on a government education day for the South Wood County Leadership Program. 13 participants learned about the court system, the jail, how to find various departments in the Courthouse, Native American constitutional rights and how to approach and speak with public officials.
- I assisted a steering committee with planning an organizational meeting regarding a food hub in south Wood County, February 7.
- We made progress in planning a stakeholder meeting regarding a river trails project, February 7.
- I organized and facilitated the Employee Feedback Group meeting, February 9. Minutes from that meeting have been sent out to all employees.
- I conducted two call-in radio programs, February 14 & 16.
- I met with the Saratoga Town Board, February 15, to begin the planning for the upcoming Clean Sweep.
- The following day, I was back in Saratoga for SE Wood County Groundwater Group meeting. Various interests, including ag, met to discuss potential ways to protect groundwater quality in the future. We particularly discussed how to collect data for monitor groundwater quality over the long term.
- On February 27, I attended a broadband webinar. I made plans for public input assistance with the Town of Rome.
- I scheduled and sent information to the ADRC for a strategic planning update.
- I attended an economic development tour, sponsored by Incourage Community Foundation, February 28.
- I attended a state Department Head meeting, February 6, for the release of preliminary information on the nEXT Gen reorganization plan.
- I conducted a Faculty Review of Art Lersch, February 17.

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- I assisted the Marshfield Chamber of Commerce, Business and Industry –Agribusiness Committee at the Marshfield Farm Show. We procured samples from 18 area food businesses that make cheese, sausage or cranberry products to highlight the message of what food industries have a strong local base here in Central Wisconsin. We also offered information about other activities MACCI and the associated groups in our committee participate in.

- I presented at the Grassworks Conference, a grazing conference that was held in Wisconsin Dells. I offered information on the value of and special management concerns of poorly drained soils for grazing.
- I conducted Private Pesticide Applicator Training (PAT) certification, a training program and an exam that UW-Extension Cooperates with DATCP to offer this certification to area farmers.
- I met with the Wood County Farm Bureau Board.
- I joined in the SE Wood County Ground Water Committee for their third session, trying to lay the ground work for collaboration for better ground water in South East Wood County.
- I met with the Farm Technology Days Executive committee, the fundraising committee, and the promotional video workgroup.
- I organized a series of meetings offered during the month at Elroy and Sherry for dairy producers.
- Much planning for the upcoming Heart of the Farm- program for farm women to be held in March will assure this a great conference to attend.
- I helped organize a cattle feeders meeting in Marshfield.
- I attended the Wisconsin Holstein Convention in Appleton.

SARAH SEIGEL

Wood County UW-Extension, Family Living Educator

- Put up the display board for the Check Your FREE Credit Report Campaign in the Wood County courthouse. Information sheets were placed out on table to encourage people to check their credit report. February 1
- Dropped off materials to Ho-Chunk/Nekoosa Head Start for our parent meeting this month. Materials went home with students ahead of time. February 3
- Had a Financial Coaching appointment with a Wood County resident on February 3.
- Listened to a UW-Extension North Central Region Wisline with my office colleagues. The Wisline provided an update on what is taking place within UW-Extension. February 6
- Had an appointment with Wisconsin Rapids Community Access Channel. I was trained as a volunteer to video tape the Wood County Wellness Lunch & Learns. February 6
- Taught Healthy Lifestyles: Fruits and Vegetables at River Cities High School on February 9. Fruits and vegetables is the fourth class of a series of classes which will be monthly with the River Cities students. The class is co-taught with Jodi Friday.
- Taught Healthy Bodies and Teeth at the Nekoosa/Ho-Chunk Head Start Parent Meeting on February 9. Parents participated in a variety of activities that promoted healthy eating as a family and learned new strategies to incorporate at home.
- Completed an Extension Update on my work with Small Savings Big Dreams. February 13
- Submitted award applications to WEAFCs and NEAFCs for my work with Ho-Chunk/Nekoosa Head Start specifically my work on the Fall Family Meal Event. February 14
- Videotaped and attended the Wood County Wellness Lunch & Learn on Heart Health at the Wood County courthouse. The Lunch & Learns are a partnership with the Wood County Health Department and Wood County Employee Wellness. February 16

- Listened to a Dollars During Development Evaluation Wisline on February 16. The workgroup is under the Family Financial Security State Team. The workgroup focuses on financial literacy for young children.
- Taught a Choose myPlate: Promoting Healthy Eating class at Assumption Middle School on February 17
- Listened to a Department of Family Development Wisline on February 21
- Taught a Eating a Colorful Diet Class on February 22 at UW-Wood County/Marshfield.
- Talked on the radio (WFHR) on February 23. My topic was Mindfulness. I discussed Mindfulness and how to incorporate it in your daily life.
- Listened to a WEAFCs membership Wisline on February 23. I am part of the subcommittee that focuses on membership of WEAFCs.
- Had a meeting with Kerry Preece from McMillan library regarding my Dollars During Development work. February 24
- I attended coalition meetings throughout the month for Healthy Lifestyles, south Wood County Financial Stability, Food Center/Community Food Center subcommittee, Homelessness coalition, Hunger Coalition subcommittee, Recreate Health, and south Wood County Hunger Coalition.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Taught 25 youth lessons at both Almond and Wisconsin Rapids schools. Taught 5th grade lessons on beverage and snack choice and 3rd grade lessons on whole grains and fruits & veggies for a total of 375+ teaching contacts.
- Participated in Mead Elementary school's STEM parent night featuring an activity on food safety, hand washing and Glo Germ!
- Participated in a United WE Can subcommittee meeting. United WE Can will be June 14th at the Rafter's game.
- Taught at the South Wood County Emerging Pantry (SWEPS) once this month. One participant commented "Thank you for your help. I don't know what I'm doing here."
- Taught one lesson at River Cities High School to approximately 8 students on fruit and vegetables with Sarah Siegel.
- Participated in one Wood County Recreate Health (formerly Chronic Disease) Coalition meeting.
- Participated in a joint meeting between South Wood County Hunger Coalition, Wood County Recreate Health and Peter Manley to plan a Spring kickoff meeting for a Community Food Center. The meeting is set for March 22nd from 9:30am to 12:30pm at McMillian Library. We welcome anyone interested in the Community Food Center to attend!
- Attended one FoodWise Wood/Portage County team meeting.
- Attended four Wood County staff meetings.
- Attended the Wisconsin Rapids Public Schools Wellness Committee meeting.
- Attended the South Wood County Hunger Coalition meeting.

KYLI BROWN

Wood County UW-Extension, 4-H Program Advisor

- Planed and attended the first annual 4-H Bowling Tournament. There were 16 teams with 64 total 4-H participants.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.
- Attended the Master Gardner Meeting on February 20th to talk about the Farm Tech Day Youth Tent and MG involvement
- Facilitated the Youth Tent Farm Technology Committee on Feb. 23

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
 - Leadership Washington Focus Trip Planning and Logistics
 - Continue planning for 2017 trip
 - Chaperone selection and travel arrangements
 - 4-H Area Animal Science Days Organizing Committee Meeting
 - Refine facility needs
 - Next meeting February 28th
 - Wood County to host June 21 @ Fairgrounds
 - Dairy, Livestock, Horse, and Small Animal educational and competitive judging events
 - Expect 200-300 youth/volunteers/parents to attend
 - 4-H Leaders Association Executive and Association Meetings
 - Youth and Adults as Partners in Leadership workgroup meeting
 - Review current structure and recommend changes to engage youth as partners in leadership
 - 4-H Club and Volunteer Management concerns-Ongoing
- Central WI State Fair
 - Assist Fair office with Fair Software demo for Open Class
 - Jr. Fair Board February Meeting
- Other
 - North Central Region 4-H Conference Call
- Administrative
 - State and Regional Phone Conferences and Meeting
 - 4-H Youth Development Liaison Responsibilities- 25% FTE

JEREMY ERICKSON

Wood County UW-Extension, Horticulture Educator

- Attend Portage County Master Gardener Training class
- Prep and plant materials for Microgreen Class at UW-Marshfield
- Teach Microgreen Class at UW-Marshfield
- Attend the Community Food Center Planning Committee Meeting
- Appear on WFHR Wisconsin Rapids Radio
- Teach Master Gardener Class in Waushara County
- Met with Mead Elementary School about their school garden
- Met with Master Gardener Volunteer planning for Wisconsin Rapids Growing Friends-Community Garden
- Facilitate Garden Planning Discussion at Arpin Library
- Attend the Master Gardener Board Meeting
- Meet with Farm to School Americorp Members to plan for school gardens
- Facilitate Water Garden Presentation for Marshfield Garden Club

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
Adam DeKleyn, County Planner
Justin Conner, GIS Specialist
Jeff Brewbaker, Code Administrator
Heather Marquardt, Code Technician
Kim Keech, Admin Services 4

RE: Staff Report for March 1, 2017

1. Administrative (Jason Grueneberg)

- a. Staffing – Interviews for the Administrative Service 5 position will be held on March 7.
- b. Heart of Wisconsin Leadership Class – On February 2 Wood County hosted the Heart of Wisconsin Chamber Leadership Class to teach them about local government.

2. Economic Development (Jason Grueneberg)

- a. Alexander Field Airport – On February 20, I met with the Alexander Field Airport manager to learn more about proposed improvements.
- b. Central Wisconsin Economic Development Fund (CWED) – On February 7 I chaired the CWED Finance Committee meeting. Agenda items included the consideration of investing idle funds into higher interest bearing accounts, and review of the annual audit.

On February 15 I attended the CWED Board of Directors meeting and agenda items included approving updates to the bylaws and policies and procedures manuals, approval of the annual audit, loan updates and modifications, and discussion on renewing the contract for administrative services.

- c. Governor's Conference on Economic Development – From February 8-10 I attended the Governor's Conference on Economic Development. Governor Walker addressed attendees and highlighted some of the State Budget Economic Development Initiatives. Attached is a summary of the initiatives, prepared by the Wisconsin Economic Development Association.
- d. Marshfield Economic Development Board – On February 2 I attended the Marshfield Economic Development Board meeting. Agenda items included an update from the Marshfield Area Chamber of Commerce, discussion of Wenzel Family Plaza, and housing study implementation.

3. Planning (Adam DeKleyn)

- a. City of Nekoosa Comprehensive Outdoor Recreation Plan (CORP) – Planning committee met to analyze and identify existing outdoor recreation facilities, amenities and opportunities in Nekoosa. Three sections of the plan have drafts completed. Committee will begin preparing a citizen input survey at the next meeting.
- b. Volk Installation Complex Encroachment Management Action Plan (ICE) – Met with representatives with Woolpert INC, US Army Corps of Engineers and Hardwood Range – Volk Field. Analysis of surrounding land use, growth and land restrictions was completed. Information collected will be incorporated into the plan.
- c. Greater Prairie-Chicken Management Plan Revision – Represented the Wood County P & Z Department at a public meeting seeking input on appropriate revisions to the plan.
- d. County Plat Review Officer – (6) CSM's submitted for review and approval. (2) CSM's approved and recorded. (5) CSM's, (2) preliminary subdivision plats and (1) final subdivision plat are pending approval. Updating the application for a land division under county land subdivision ordinance. Plat review policy and process is currently under review.
- e. Recent Changes to WI Land Use Law – Joined WI Realtors Association for a webinar covering recent changes to WI land use law.
- f. P & Z Webpage Updates – In the process of updating the P & Z webpage to better meet the needs of users.
- g. Comprehensive Plan Updates – Land use classification system under review. Goal is to develop a system that better meets the needs of towns in the county.

4. Land Records (Justin Conner)

- a. 2/6 Verso Meeting to discuss LiDAR – Met with Tow Witt from Verso to discuss LiDAR elevation data and Floodplains in the Bridgewater project area of Biron.
- b. 2/9 Highway Department – Met with Hwy. Dept. to discuss GIS needs. First project will be a driveway inventory and permit tracking system.
- c. Parcel Mapping – Parcel editing as new deeds and CSMs arrive.
- d. NG 911 Strategic Planning – Participated in NextGen 911 Strategic Planning conference calls.
- e. Wisconsin Land Information Assoc. 30th Annual Conference – Attended conference Feb 22-24. Highlights include Python programming and parcel

fabric training seminars 2/22. LiDAR/Elevation, drone/UAS, ArcGIS Online sessions.

- f. 2/13 Health Dept. Meeting – Discussed GIS capabilities and data layers that would be beneficial in the event of a public health emergency.
- g. NG 911 Strategic Planning – Participated in NextGen 911 Strategic Planning conference calls.
- h. Parcel Data Export Model – Creating model to automate as much of the publication process as possible.
- i. Map and Data Requests
 - a. Powers Bluff Expansion Map designed map for promotional brochure.
 - b. Provided zoning data for Volk Field Installation Complex Encroachment Management Action Plan.
 - c. Sent external hard drive copies of LiDAR data to state NRCS.

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

- a. Reviewed 4 sanitary permits, 1 soil test.
- b. Performed 1 inspection.
- c. Completed POWTS Audit for 2016.
- d. Attended 2 meetings for the Wisconsin Prairie Chicken Festival planning.
- e. Completed many tasks for the Wood County Spring Seminar to be held on April 5th, 2017. This will be a 1-day training, offering credits for plumbers, maintainers, soil testers, inspectors, and a new group, service providers- who will obtain 'master operator' credits from the DNR for attending. This seminar will host a well-known speaker from the University of Minnesota, and will be held at Hotel Mead, with general public, committees, town chairs, and adjacent county employees invited and encouraged to attend.
- f. Handled incoming shoreland and private sewage related calls during Jeff Brewbaker's absence.
- g. Held several meetings for shoreland permits in the planning & zoning office. Shoreland on-site visits were performed.
- h. Enforcement has initiated on those non-compliant with the private sewage code for 2016. This has included timely paperwork, fieldwork and context for each non-compliant site. We are currently pursuing 14 out of 2,753 maintenances that were due in 2016. That is a 99.5% success rate for 2016 compliance. Fees are still coming in that were due in 2016, and will be enforced within the next month. The 2017 mailing dates for maintenance and fees have been decided.

6. POWTS Activity (Kim Keech)

- a. Monthly Sanitary Permit Activity. There were 3 sanitary permits issued in January 2017 (2 New and 1 Replacement) with revenues totaling \$1,100.

There were 2 sanitary permits issue in January 2016 (2 New) with revenues totaling \$800. For comparison purposes, following are totals through the same period for the previous five years: 2016 – 2, 2015 – 4, 2014 – 5, 2013 – 4 and 2012 – 4.

- b. 2017 Tax Refund Intercept Program (TRIP) To date, Wood County has received \$2,445.12 on two outstanding cases.

- c. Maintenance Notices

- 1. 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.
 - 3. On November 7th, 84 owners were sent a letter from Wood Co Corp Counsel regarding failure to provide servicing documentation.
 - 4. A possible small claims action for 18 owners for failure to service is being reviewed. Following vacancy checks, these are being referred for failure to service system.

- d. Program Fee Notices

- i. 2016

- 1. 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.
 - 2. On December 2nd, 721 second program fee notices were mailed to those owners who did not meet the December 2nd deadline.
 - 3. On January 31st, 187 owners were sent a letter from Wood Co Corp Counsel regarding failure to pay the program fee for 2016.
 - 4. A possible small claims action for 89 owners for failure to pay the program fee is being reviewed.

- 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. 2016 Sanitary Permits will be prepped and scanned in fall 2017.

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

February 20, 2017

Under the state budget bill spotlight: WEDC

Nearly two weeks ago, Gov. Scott Walker introduced his state budget bill. The two-year, \$76 billion spending plan for the state includes a number of themes that WEDA finds encouraging, including a focus on workforce development, tax relief, increased funding for broadband expansion and a vote of confidence for the Wisconsin Economic Development Corporation.

Of course, the governor's proposed bill will be fully vetted and reshaped by the State Legislature over the next four months. In March, the Legislature's powerful Joint Finance Committee will hold state agency briefings on the bill, followed by a number of public hearings held across the state. The Finance Committee will then begin voting on changes to the governor's bill in April before they send the reshaped tax and spending document to the full Legislature for approval in June.

The next several editions of *Political News and Notes* will highlight a budget issue area of interest to WEDA and its members. This edition will focus on budget initiatives proposed by Gov. Walker that impact WEDC.

WEDC BUDGET PROVISIONS:

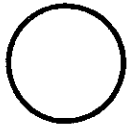
The WEDA Legislative Committee and Board is continuing to review and discuss the governor's state budget bill, but is encouraged by the following provisions included in the proposal:

- **Lending Programs** - Reinstates WEDC's loan program, allowing the corporation to originate new loans, but only if they are funded by the proceeds of repaid loans. The proposal bars the use of new state funding for lending programs and prohibits WEDC from offering forgivable loans. WEDA views the proposal as an extremely positive step, as WEDC's loan program is a key component of Wisconsin's economic development toolbox. The program provides a critical financing option to new and expanding businesses and helps fuel private sector investment.
- **WEDC Funding** - Increases WEDC's General Purpose Revenue (GRP) funding by \$6.3 million in the second year of the two-year budget. In addition, the governor modifies WEDC's funding structure to allow larger amounts of the Economic Development Surcharge to fund the corporation's operations and therefore reduce the state's GPR funding commitments.
- **Angel and Early Stage Seed Tax Credit program** - Increases the limit on investments eligible for the Angel and Early Stage Seed Tax Credit program from \$8 million to \$12 million for each qualifying business (Qualified New Business Venture), which will expand opportunities for these businesses to attract capital.
- **Fabrication Laboratories Grant Program** - Directs WEDC to continue to fund its fabrication laboratories grant program at \$1 million over the two-year budget cycle.

The following initiative included in the governor's budget bill could be a cause of concern for WEDA members:

- **Historic Tax Credit** - Modifies the Historic Rehabilitation Tax Credit by limiting the credit to annual awards of \$10 million, which would be competitively awarded on the basis of job creation potential. The proposal would also create a clawback provision to ensure credits are repaid if job creation measures are not met. The ramifications of this proposal should be closely examined, as WEDA does not necessarily view the HTC as a job creation program, but rather an important community development tool to help build tax base.

As the state budget process continues to unfold, the WEDA Government Affairs Team welcomes your input on the state budget bill -- including the WEDC budget provisions listed above. If you have any questions or comments, please contact WEDA at mwelsh@weda.org.



RESOLUTION#

Introduced by
Page 1 of 1

Conservation, Education & Economic Development Committee

ITEM#

4- 1

DATE

March 21, 2017

Effective Date

March 21, 2017

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.		

LAR

INTENT & SYNOPSIS: To encourage the Board of Supervisors for the County of Wood to designate wild parsnip (*Pastinaca sativa*) as a "noxious weed" within the County Boundary's.

FISCAL NOTE: none.

		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	Vacant			
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, Canada thistle, leafy spurge and field bindweed are currently listed as noxious weeds in WI State Statute 66.0407(1)(b); and

WHEREAS, Wood County is authorized by WI State Statute 66.0407(1)(b) to designate any weed as noxious within County boundaries; and

WHEREAS, wild parsnip creates health and ecological threats and is increasingly prevalent within the County; and

WHEREAS, wild parsnip is listed by the WI DNR as an invasive species with control encouraged by WI Administrative Rule NR 40; and

WHEREAS, directing the control of invasive species is listed as a priority action in the County Land and Water Resource Management Plan.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES that the Board of Supervisors for the County of Wood hereby designates wild parsnip (*Pastinaca sativa*) as a "noxious weed" within the County.

BE IT FURTHER RESOLVED that a copy of this resolution be directed to the attention of Portage County Land & Water Conservation Committee, the state legislators, the governor, the directors of WDNR and DATCP, and the Wisconsin Counties Association.

MINUTES OF THE JUDICIAL AND LEGISLATIVE COMMITTEE

DATE: March 3, 2017
 TIME: 10 a.m.
 PLACE: Room 115, Wood County Courthouse
 TIME ADJOURNED: 11:25 a.m.
 MEMBERS PRESENT: Chairman Ed Wagner, Bill Clendenning, Bill Leichtnam, Dave LaFontaine
 MEMBERS EXCUSED: Ken Curry
 OTHERS PRESENT: Peter Kastenholz, Dennis Polach, Cindy Joosten, Brad Hamilton, Steve Kreuser, Warren Kraft, Craig Lambert, Lance Pliml, Chad Schooley, Bruce Dimick, Brent Vruwink

1. At 10 a.m., Chairman Wagner called the meeting to order.
2. Public comments. Craig Lambert advised that a new assistant district attorney, Leigh Neville, a prior assistant public defender and prior law enforcement officer, was recently hired.
3. Consent agenda items.

- a. Moved by LaFontaine, seconded by Clendenning, to approve the consent agenda, the minutes of the February 3, 2017, 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. All ayes.

Items removed from consent agenda were Child Support report and Clerk of Court funding.

4. Action or discussion on items removed from consent agenda. Supervisor Clendenning pointed out how well Child Support Director Brent Vruwink does in advocating for the county on legislative matters.
Moved by Clendenning, seconded by Leichtnam, to approve a resolution authorizing additional funds to the Clerk of Court's office. All ayes.
5. There were five new notices of injury/claim filed with the County. The Committee reviewed the notices of injury/claim of Virginia Olson, Anthony Reigel, Dawn Karl, Curtis Priem, and Roman Mezyk and will forward them to the county board.
6. There were no new animal claims against the County.
7. The Committee reviewed correspondence and legislative issues.
 - a. County board open meeting caucuses were discussed. Essentially, caucuses are not treated differently than other groups of committee and county board members under the open meetings law.

- b. Ordinances 905, 907, and 913 were reviewed. No changes are being contemplated to ordinance 905 Dog Damage Claim or 913 Supervisory District Plan. Ordinance 907, which sets the worthless check fee, will be updated from \$30 to \$35.
- 8. County Board rules.
 - a. Committee structures. Mr. Dimick spoke in favor of reestablishing the Water Protection Subcommittee. Supervisors Leichtnam and Clendenning spoke in favor of a regional water committee that is proving productive. No action taken at this time on reestablishing the Water Protective Subcommittee.
 - b. Rule 43. The newly established county board rule on acquiring and disposing of personal property has caused concern with regard to what can be done with the proceeds of sold property. Can the proceeds be dedicated by the department or committee to an account other than the general fund? The Committee recognized that the rule was written to protect county property. The proceeds of the sale of personal property will be considered and possible amendment to the rule will be addressed next month.
- 9. Employee rating system was discussed with the Human Resources Director. Warren Kraft generally explained the rating system process. Some discussion of training county board supervisors in conducting the performance reviews was also had.
- 10. Agenda items for the April 2017 meeting:
 - Rule 43 and handling of proceeds of personal property sales.
 - The concept of a second vice county board chairperson.
- 11. The next committee meeting will be April 7, 2017, at 10 a.m.
- 12. Moved by Clendenning, seconded by Leichtnam, to adjourn. All ayes. Meeting adjourned at 11:25 a.m.

Minutes taken by Peter Kastenholz and approved by Ed Wagner.

Ed Wagner
Ed Wagner, Chairman

JOINT LEGISLATIVE COMMITTEE
CLARK, LANGLADE, LINCOLN, MARATHON, PORTAGE,
WAUPACA, WAUSHARA, AND WOOD COUNTIES
MINUTES

Date and Time: Monday, December 12, 2016, 9:00 a.m.

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

Attendees: Kurt Gibbs, Joe Waichulis, Wayne Hendrickson, Mary Kay Poehlman, Bill Clendenning, Brent Vruwink, Dona Gabert, Bob Lee, Sen. Tom Tiffany, John Durham, Keith Langenhahn, Bill Leichtnam, Sara Guild, O. Philip Idsvoog, Ed Wagner, Mary Ann Lippert, Denis Kussmann, Brian Grefe, Lance Leonhard, Doug Hill, Peter Weinschenk, Mary Palmer

1. Call To Order
2. Pledge of Allegiance
3. Silent Cell Phones
4. Approval of the August 15, 2016 Minutes
MOTION BY JOE WAICHULIS; SECOND BY ED WAGNER BY TO APPROVE THE AUGUST 15, 2016, MINUTES. MOTION CARRIED.

5. Update By and Discussion With Visiting Area Legislators

Senator Tom Tiffany:

Post-election – January 3rd Pat Snyder will be sworn in. Senator Testin will be invited by Sen. Tiffany to attend these meetings.

Budget will be the first item to be discussed when they return to session.

Rural broadband funding will be increased in the Governor's budget
Transportation will be increased to municipalities and counties through shared revenue

Federal Government:

Medicaid – will the money be block grants?

Education – will the federal Dept. of Education be dissolved and leave it to states?

Many federal budget items will not be done by the time the State Budget is complete (6/30).
Upcoming federal changes will probably impact our state budget.

The great wolf – all parts of the endangered species act – National environmental groups have misused this act. Large groups whose attorneys keep filing federal law suits and we (the people) are continually paying for the legal fees. This issue was pulled out of the omnibus energy bill and will be left to the new administration. Optimistic that it will happen and encourages everyone to contact their federal representatives.

6. Updates from WCA Representative

Field Operative Keith Langenhahn gave an update on what is being worked on by WCA - Child Welfare, Heroin, 911 Funding, Transportation (roads), and more. Counties are asking to do more regional type facilities. Waterman and Associates used to represent WCA in Washington DC on behalf of Wisconsin and a couple years ago discontinued this because

they also were lobbying for other States. NACo is lobbying for WCA on the tax exempt bonds.

2/25 – 3/1/17 is the NACo conference. WCA will be sending at least three representatives.

7. Update On Federal Issues By Senate And Congressional Representatives

Doug Hill, representative from Senator Tammy Baldwin's office.

It's a lame duck session right now. Budget (continuing government resolution) passed on December 10 for four months through March.

January 20th is the inauguration and the new House and Senate will begin.

Sen. Baldwin has been working on:

- Passed a bill called "Buy America" Amendment
- Delisting Grey Wolf on endangered species list.
- Increase access to high quality health care in rural Wisconsin
- Urged rejection of proposed Chinese Purchase of U.S. Aluminum Producer (Purchase threatens U.S. national security, risks transfer of sensitive R & D, etc)

Reverse mortgages have been fined because they have convinced people they cannot lose their home. Consumer protection there is a move to make it partisan. Please ask your Senator not to approve this.

Mary Ann Lippert, Department of Administration

Broadband – very excited about additional funds for this issue. It's a community partnership from Federal, State and Local government.

Anaerobic Digestion for Animal Waste – This is a series of biological processes in which microorganisms break down biodegradable material in the absence of oxygen. One of the end products is biogas, which is combusted to generate electricity and heat or can be processed for renewable natural gas and transportation fuel. Although it takes the methane out of manure, it does not take the phosphates and nitrates out. It's not a magic bullet.

Growing Wisconsin – she would arrange for the magazine to be sent to County Clerks for distribution.

8. 2017 Meeting Dates: March 13, June 5, August 21 and December 11, 2017.

9. Thank you Lincoln County for Hosting Today's Meeting

10. Next Meeting Date March 13, 2017, Hosted by Waupaca County

11. Meeting was adjourned at 9:38 a.m. **MOTION BY BILL CLENDENNING; AND SECOND BY I. PHILLIP IDSVOOG TO ADJOURN THE MEETING. MOTION CARRIED.**

Respectfully submitted by,
Mary Palmer

Wood County Criminal Justice Task Force Minutes
December 7, 2016

Present: Cindy Joosten, Clerk of Courts; Jackie Arnold, Clerk of Courts; Craig Lambert, District Attorney; Bill Clendenning, County Board; David Dickmann, Public Defender; Lance Pliml, County Board; Lori Heideman, Dispatch; Dan Schroeder, Dept. of Corrections; Adam Stublaski, Dept. of Corrections; Todd Wolf, Branch 3 Judge; Nicholas Brazeau, Branch 2 Judge; Greg Potter, Branch 1 Judge.

Judge Potter called meeting to order. Minutes from 9/14/16 meeting are approved. No additions to today's agenda. No public comments.

Teen Leadership group will be coming to Courthouse on 2/15/17. District Attorney and all judges will be speaking to them.

Judge Potter presented changes that will be made to the PTC and jury trial process in 2017. New process will begin on 7/1/17. Final PTC's will be set out 6 weeks. DA will make written offer 2 weeks prior to FPTC. Defendant must accept or reject offer. If rejected, FPTC is a mandatory appearance. Trial will have been previously set for 1-2 weeks after FPTC. There will be no more negotiations after FPTC. Motion to be filed and heard the first Friday of Court's intake and filed 2-3 weeks prior to FPTC. Dave Dickmann questions if there needs to be an appearance at FPTC if agreement is reached. Judge Potter states no appearance is needed unless no agreement is reached by FPTC. Craig Lambert suggests that trial be set out longer than 2-3 weeks because of issuance of subpoenas. Judge Potter says that trial will most likely be the Wednesday after FPTC. He says there is room for discussion, but feels most cases will be resolved at FPTC. Dave Dickmann addresses possible problems with new procedure. Judge Potter says that the proposed procedure can be modified and is still in the process of being finalized. Defendants will need to be told of the new process and the importance of staying in contact with their attorney. Sanctions will be issued for attorneys who do not appear for FPTC. The FPTC date will be given at the initial appearance. Trial dates will be mailed. There was discussion of defendants who are in custody and are being housed in Waupaca. Video appearances may need to be set up for those. Dave Dickmann states concerns of having defendants appear by video and entering pleas by video. Judge Potter states that local court rules will need to be modified when final plan is put together.

Drug Court - Judge Wolf states that the Criminal Justice Task Force committee needs to oversee Drug Court to meet grant requirements.

Task Force Presentation to Schools – Purpose is to explain criminal process to students. Craig Lambert states he is open to participating. Law enforcement officers are currently somewhat doing this program, but it is not a county-wide program. Might aim for something more organized next year.

Restitution Changes – Victim Witness Coordinator, Trisha Anderson, is not available today. Matter is tabled until next meeting.

Sub Committee Discussions:

Restorative Justice – Trish Anderson from Victim Witness is not here today. There is a Victim Impact Panel set for next week.

Drug Court – Nothing at this time.

Juvenile Issues – Nothing at this time.

Round Table:

Craig Lambert states that Danuta Kurzewski, ADA, is leaving the District Attorney's Office for Waupaca County. Her husband is retiring and they own property in Waupaca County. The job is posted, but he cannot hire anyone to replace her until January.

Cindy Joosten states that Ashley Beard, Judicial Assistant in Branch 1, will be doing agendas for the meeting and Clerk of Courts staff will be doing minutes.

Judge Potter states that the tentative task force meeting dates are included on today's agenda.

Judge Potter says that he has received positive comments regarding active shooter training that was held in the Courthouse yesterday. May be considered that it be done on an annual basis.

Meeting adjourned at 12:50

Submitted 12/15/16

Jackie Arnold

Deputy Clerk of Courts



Wood County WISCONSIN

CHILD SUPPORT
AGENCY

5

MARCH 2017

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE

Prepared by Child Support Director Brent Vruwink

- On February 9th and 10th I attended WCSEA meetings in Appleton. Our main focus at this time is the state budget.
- The agency will be facilitating child support training at the Wisconsin Rapids City Hall on May 24th.
- One of my yearly goals is to update agency policies and procedures. I have started this process and updates are underway. I am getting input from agency staff to make sure this process goes smoothly.
- We were awarded 100 Children First slots for 2017. This is an increase from the 72 slots we were awarded last year.
- I will be attending the Joint Legislative Committee meeting in Mosinee on March 13th.
- The final payment from the state for 2016 was received on February 15th. This closes 2016 with a net levy of \$41,443.94 which is \$518.06 less than we estimated during the 2017 budget process.
- I plan to attend WCA CAP day on April 5th. This is Human Services Day at the Capitol and it is a great time to meet with legislators to discuss important legislation affecting the child support program. I hope a couple board members are able to attend as well.
- Tom Prete from CW Solutions and I will be presenting at the annual Child Support Directors' Dialogue in April. We will be detailing the robust collaboration between child support and employment and training programs. We will specifically focus on the FSET and Children First partnerships we have formed between Wood County Child Support, Wood County Human Services and CW Solutions.
- The January performance numbers have been released. The court order establishment rate is down slightly but still well above federal standards. Our arrears collection rate is down slightly as well but we are on pace to meet and exceed the federal standards. The current support collection and paternity establishment rates are ahead of where they were a year ago at this time.
- The current IV-D case count is 3,947.



Wood County WISCONSIN

CORPORATION
COUNSEL OFFICE

Peter A. Kastenholz
CORPORATION COUNSEL

MONTHLY REPORT TO THE JUDICIAL AND LEGISLATIVE COMMITTEE
March, 2017

5

1. Goals. Attached is an updated status report on the ordinance review project.
2. Public Records Law. Sometimes, like recently, I can spend many hours over the course of a month in addressing public (open) record requests. These range from disgruntled former employees who seek to comprehensively review all records of a department to ascertain which ones contain certain information, to members of the news media who don't seem to have any understanding of the nuances of the law, to county health care providers dealing with broken families where records are sought to modify existing placement orders. It isn't just me, either; staff in the Human Services, Sheriff's, Health, and Human Resources departments spend a lot of hours each week dealing with this law. The reason I mention it is that the law is more cumbersome than it needs to be and is onerous with respect to forcing the taxpayers to pay for record requests that are frequently vindictive, excessive in scope, and just plain stupid. It is irritating to think that as a taxpayer you and I subsidize so much of this nonsense. No doubt governmental entities are going to bear some of the burden in being open and transparent but the pendulum on the law is off to one side and needs to be adjusted via legislation and I would encourage this committee to initiate efforts to bring more equity and common sense to this law.7, 8, 9, 10 okay, I feel a little better getting that off of my chest after wasting half a day on this stuff.
3. Caucuses. One of the definitions of a caucus is a closed meeting of a group of people to discuss policy. Typically the attendees at a caucus are united in principle to promote an agreed-upon cause. The question has been presented as to whether county board supervisors can participate in a caucus. In light of the Open Meetings Law, Wis. Stat. s. 19.81, et seq., the answer is it depends.

The answer depends upon whether the supervisors planning upon attending the caucus constitute a quorum of a governmental body, such as a committee, that has jurisdiction over any of the matters to be considered at the caucus. The Open Meetings Law requires notice of a meeting of a governmental body. A meeting of a governmental body takes place when a quorum of the governmental entity meets to discuss or take action upon a matter over which the governmental entity has responsibility. Consequently, if three county supervisors want to "caucus" about a subject matter, they need to verify that the subject matter is not one for which the governmental body they serve on has responsibilities.

5
NOTICE OF INJURY AND CLAIM
(APPENDIX Q)

RECEIVED
FEB 15 2017

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

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

THE INCIDENT

RECEIVED

FEB 15 2017

Date: 1-30-17

Time: between 12:00 PM & 5:00 PM

WOOD CO. CORP. COUNSEL

Place: 7111 Hwy 13 S

The circumstances giving rise to my claim are as follows:

It was a snow storm, the mailbox was hit. I mailed in, flag missing and door all bent. Straightened out, but door doesn't stay shut very good.

The names of county personnel involved are: 2 county commissioners

The names of other witnesses are: 2

THE CLAIM

I request the following relief: \$25.00 mail box & letters

Date: 2-9-17

Signature: Virginia Olson
Print Name: Virginia Olson
Address: 7111 Hwy 13 S.
Wisconsin Rapids, WI 54494

NOTICE OF INJURY AND CLAIM
(APPENDIX Q)

RECEIVED

FEB 10 2017

COPY

WOOD CO. CORP. COUNSEL

5

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

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

THE INCIDENT

Date: 1/10/17

Time: Sometime during the day

Place: Mail box at end of driveway

The circumstances giving rise to my claim are as follows:

Following a snow on Wood County Plow hit
my mailbox and snapped the metal support
holding mailbox in place.

The names of county personnel involved are: I met and talked with
Wood County Supervisor Bernie at my location about
the incident.

The names of other witnesses are: _____

THE CLAIM

I request the following relief: With the removal of old support, purchase
of new support, strong bolts and plate to secure mailbox and
labor the cost would be \$50.00

Date: 1/20/17

Signature

Print Name: Anthony D Reigel

Address: 11359 City Rd N
Marshfield WI 54449

RECEIVED

FEB -9 2017

Copy to: Corp Counsel, Risk Mgmt, Hwy

NOTICE OF INJURY AND CLAIM
(APPENDIX Q)

RECEIVED

FEB 13 2017

5

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

WOOD CO. CORP. COUNSEL

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

THE INCIDENT

Date: 2-27-17

Time: Not sure

Place: 11055 Cty Rd M
Auburndale, WI 54412

The circumstances giving rise to my claim are as follows:

Snowplow broke off side and front door
of our mail box. you can see
right where the snowplow came up from
the side of road

The names of county personnel involved are: _____

The names of other witnesses are: _____

THE CLAIM

I request the following relief: New Mail box !!

2-7-17
Date

Dawn Karl
Signature
Print Name: Dawn Karl
Address: 11055 Cty Rd M
Auburndale, WI 54412

RECEIVED

FEB 13 2017

✓
Copy: Corp Counsel, Risk Mgmt, Hwy

NOTICE OF INJURY AND CLAIM
(APPENDIX Q)

5
RECEIVED

FEB 27 2017

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

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

THE INCIDENT

RECEIVED

FEB 27 2017

WOOD CO. CORP. COUNSEL

Date: 1-18-17

Time: 11:30am

Place: 7750 County Tr Y Marshfield, WI 54449

The circumstances giving rise to my claim are as follows:

The County Road Grader, plowed the mail box over along with
other neighbors mailboxes

The names of county personnel involved are: unknown

The names of other witnesses are: Martin Kloos

THE CLAIM

I request the following relief: \$41.22 see receipt

2-23-17
Date

Curtis C. Priem
Signature
Print Name: Curtis C. Priem
Address: 7750 County Tr Y
Marshfield, WI
54449

cc 2-27-17 ✓ Corp Counsel, Risk Mgmt, Highway

RECEIVED

FEB 27 2017

NOTICE OF INJURY AND CLAIM
(APPENDIX Q)

WOOD CO. CORP. COUNSEL

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

RECEIVED

5

Date: January 10 or 11, 2017

FEB 27 2017

Time: unknown

Place: 1092 Cty Rd DD Rudolph

The circumstances giving rise to my claim are as follows:

snowstorm

snow plow hit mailbox & caused damage - door

does not shut - mail possibly blew out & lost

Large Rural mailbox was gift from daughter.!

Third incident since we moved here 10-2012 but first claim!

The names of county personnel involved are: unknown?

The name of other witnesses are: Pamela Mezyk, Rebecca Mezyk

THE CLAIM

I request the following monetary or other relief Replacement cost of mailbox!
copy of Receipt is enclosed

Date

2-24-17

Signature

Roman Mezyk

Print Name:

Roman Mezyk

Address:

1092 Cty Rd DD
Rudolph 54475

Phone:

715 340 9412

cc: 2-27-17 Corp Counsel, Risk Mgmt, Highway

5

GREEN DART 12100 CENT.



LOWE'S HOME CENTERS, LLC
230 CROSSROADS DRIVE
PLOVER, WI 54467 (715) 869-9000

- SALE -

SALES#: 82586JK2 1570914 TRANS#: 9253779 01-12-17

739150 BLK PLASTIC RURAL WB - (34) 19.97

SUBTOTAL:	19.97
TAX:	1.10
INVOICE 09981 TOTAL:	21.07
CASH:	22.00
CHANGE:	0.93

STORE: 2586 TERMINAL: 09 01/12/17 14:43:25

OF ITEMS PURCHASED: 1
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
SEE REVERSE SIDE FOR RETURN POLICY.
STORE MANAGER: MIKE WARNING

WE HAVE THE LOWEST PRICES, GUARANTEED!
IF YOU FIND A LOWER PRICE WE WILL BEAT IT BY 10%

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

DAY & DATE: Thursday, March 2, 2017
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 10:37 A.M.
MEMBERS PRESENT: Chairman Al Breu, Supervisor David LaFontaine,
Supervisor William Winch, Supervisor Joseph Zurfluh
EXCUSED: Secretary Marion Hokamp
OTHERS PRESENT: County Board Supervisors Dennis Polach, Bill
Clendenning; Park and Forestry Director Chad Schooley;
Forest Administrator Fritz Schubert; WDNR Forester Steve
Grant; Chris Potts, Landowner; Highway Accounting
Technician Caity Carmody; Highway Accounting
Supervisor John Peckham; Highway Engineer Roland
Hawk

1. Call meeting to order. Meeting called to order by Supervisor Breu at 8:02 am.
2. Public comments. None.
3. Approve minutes of the February 2, 2017 Highway, Infrastructure, and Recreation Committee meeting(s).

Motion to approve the minutes of the February 2, 2017 HIRC meeting by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

PARKS:

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

Schooley provided a map of the South Park shop layout regarding a comment on the Construction Supervisor's report about an addition. The plan is to remove the old shop located at the end of N Beach Road, renovate the Beach House storage, and add an addition on to the Main Shop on N Beach Road. They are in the process of obtaining estimates.

At this point, the Committee skipped to "6.b. Review and possibly act on quotes for skid steer trailer". Following that, they returned to the Parks Construction Supervisor Report.

- b. Employee matters.

Motion to approve the Parks Construction Supervisor report by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion Carried.

5. Office Supervisor report.
 - a. Snowmobile/ATV Reports.
 - b. Office Update.

Motion to approve the Office Supervisor report by D. LaFontaine and seconded by B. Winch. All in favor. Motion carried.

6. Park and Forestry Director report.
 - a. Township of Port Edwards ATV route

Schooley stated that Randy Bowden from the ATV club had visited him to discuss an advisory referendum that passed in the Town of Port Edwards last election regarding adding ATV routes on two town roads – Kimball Ave by the Wood County ATV area and Creamery Rd that goes to the casino.

Schooley stated that he had spoken with Duane Arendt, Town of Port Edwards Chairman, regarding this as well. Arendt had indicated it would be discussed at the next town meeting and that the referendum did not mean that it was a “done deal”.

Schubert questioned how the proposed routes would impact the snowmobile trails out there. Schooley indicated that the proposal has a seasonal and daytime hour restriction, apparently, that would likely handle those questions.

- b. Review and possibly act on quotes for skid steer trailer.

The estimate came in at approx. \$5300 with an additional \$150 for the ramp upgrade. Schooley indicated they would like to move forward with this purchase and put the old trailer up on the auction surplus site.

Supervisor Clendenning indicated that Rule 43 has been passed that may impact the sale of county property that was purchased using tax levy. The Legislative and Judicial Committee are going to be discussing the rule again tomorrow and Clendenning suggested it might be beneficial for Schooley to attend that meeting.

Breu suggested that Schooley look into what the trade-in value would be. Winch suggested that Schooley also discuss the possibility of sharing a trailer with Highway Department if they already have one.

Motion to allow the Parks and Forestry Director to move forward with the purchase of a skid-steer trailer by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.

- c. Special Use Permits.

Wisconsin State Water Ski Show

July 20th - 23rd

Red Sands Beach

Will be using enclosed shelter building, Red Sands Beach Pavilion, and open shelter.

This is an annual request. There is currently a waiver in place for waiving the cost of the Red Sands Beach Shelter rental. This waiver would be in effect this year and next year and is part of an agreement, approved by the HIRC, and was made when the ski club assisted the Parks Department with the construction of the shelter.

Motion to approve the Special Use Permits by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

Winch brought up the matter of putting up acoustic panels in the Nepco Lake Shelter building again. He had attended a function out there recently that had a DJ and the acoustics were so bad that the DJ had to be shut down early. He asked Schooley what the status was of getting the previously discussed acoustic panels installed. Schooley indicated that it was not high on his priority list at the moment, but he could certainly continue to research options and bring it back to the committee next month. The estimates that he did receive were higher than he would like. Breu suggested considering an increase in rental fees to cover the cost of the acoustic panels.

Motion to approve the Park and Forestry Director report by B. Winch and D. LaFontaine. All in favor. Motion carried.

FORESTRY:

7. Forest Administrator report.
 - a. Timber Sale Update

Revenue is down for February due to an early thaw and the unseasonably warm weather. There is still some hauling being done, but no active logging at the moment.

Motion to approve the Forest Administrator's report by D. LaFontaine and B. Winch. All in favor. Motion carried.

8. Correspondence. None.
9. Approve payment of bills. **Motion to approve the bills by J. Zurfluh and seconded by B. Winch. All in favor. Motion carried.**
10. Revenue report.

Schooley indicated they do not have a revenue report completed this month due to their Office Supervisor being out on leave, but will bring February's and March's to the April meeting.

Committee took a break at 9:50 AM and resumed at 9:59 AM.

HIGHWAY:

11. Review and approve CTH U contract with Omni Associates.

Hawk shared an update on the STP-Urban project on CTH U. Omni Associates had forwarded a draft of their engineering contract on Friday. Hawk had budgeted \$250,000-\$275,000 for design and engineering for the project. The first contract came in at \$320,000. Hawk had been working on ways to get the design cost down and will be discussing them with Commissioner Doug Passineau when he returns from vacation.

Winch asked if this was the project that Classic Development had said they would pay for. Hawk stated that Classic Development is doing a different portion of CTH U around the lake whereas this project is for CTH U from STH 54 to S Biron Dr. Winch asked if private contractors will be completing the construction on the project. Hawk stated that yes, contractors will be bid out through the Department of Transportation's process.

LaFontaine asked if there would be parking restrictions on the new roadway. Hawk stated that there would be no parking allowed on the road.

Hawk stated that public meetings will be held further on in the process to advise landowners and community members of the details of the project and construction plan and that the contractors will be expected to do a weekly update to the DOT once the project is underway in 2020.

At this point, the committee skipped to agenda item 19 as the landowner in question was present at the time. Then they returned to item 12.

12. Discuss Sheriff Department weight limits program.

All seasonal weight limits have been posted. Peckham advised the committee of a procedure Highway has where they provide the Sheriff's Department with additional funding for their staff to work overtime to enforce the weight limits. Around May they provide Highway with a report letting them know how the season went.

13. Discuss and possibly act on quotes for replacement of rear windows.

The Highway Department received one quote for the replacement of the rear windows. It was higher than originally thought, but they would still like to move forward with it.

Motion to approve the Altmann Construction quote for replacement of rear windows by D. LaFontaine and second by J. Zurfluh. All in favor. Motion carries.

14. Discuss and possibly act on quotes for asphalt plant scale.

Highway received three quotes for the replacement of the asphalt plant scale. They are replacing it because the current scale is too short and therefore causes issues with loading of the trucks which also causes issues with segregation of asphalt. The scale that is currently there will be moved to the Marshfield shop.

Each quote had some deviation from the specifications. Peckham requested that the committee approve the Commissioner to move forward with the quote that is deemed most advantageous to the County so Passineau may further review the specifications and deviations and find the best fit.

Motion to approve the Highway Commissioner to move forward with the quote deemed most advantageous to the County by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carries.

15. Discuss personnel updates.

Peckham shared that Highway Accounting Technician Caity Carmody had been appointed as an interim Director to the CHEMSPro Board of Directors. CHEMSPro is the cost accounting software that the Highway department uses to track expenditures, materials, and equipment. Carmody had been noted for her skills working with the program by board members when implementing RTVision electronic time keeping. The Board meets every other month and puts on a conference every fall.

Motion to formally commend Caity Carmody for her achievement in being appointed to the CHEMSPro Board of Directors made by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carries.

Tyler Dove recently started in the capacity of Truck Operator.

The mechanic position is as yet unfilled, but the department has held interviews and is pursuing a candidate.

16. Discuss salt shed inventories.

The State salt sheds are quite low and the State DOT has indicated they do not want to order more salt at this time. The Highway Department has not yet utilized their early fill, so they are being allowed to order more salt.

17. Discuss bituminous bids.

Bituminous bid specifications have been sent out as of yesterday. Opening will be in April.

18. Discuss hauling of gravel.

Peckham advised the committee that the Department is required to spend down 5% of the debt issue proceeds within 6 months of the bond issue, which was done in October of 2016. In order to meet this obligation, the Department stockpiles ½" gravel and manufactured sand at the asphalt plant. Those products will be used exclusively for highway construction projects during the summer.

19. Discussion and possible action on driveway location near CTH V and Cary-Hiles Road.

Hawk provided the following to the committee: an aerial view of the lot in question, a copy of Chapter 701.05 Section (6) of the 701 Land Subdivision Ordinance, and a copy of Wood County Highway Department's Policy #9 "Driveways – County Trunk Highways". Both the policy and the ordinance show language indicating that when a property borders both a county highway and a lower jurisdiction road (such as a town road), the access will be from the lowest jurisdictional road. The property in question borders CTH V and Cary-Hiles Road and the landowner, Chris Potts, is requesting access from CTH V instead of Cary-Hiles Road, contrary to County policy and ordinance.

Potts stated that because of the drainage on his lot, the septic system would have to be in the southern portion of the lot that borders Cary-Hiles Road and the house has to be built on the north end of the lot, bordering CTH V. He is requesting a variance of the policy so that instead of building a 400'+ driveway from Cary-Hiles Road to his house, he could build an approximately 200' driveway from CTH V. He indicated he can position the driveway from CTH V so that it is at least 500' from the intersection with Cary-Hiles Road to stay in compliance with that portion of the policy.

Breu asked if building the driveway off of Cary-Hiles Rd would change the planned orientation of the house. Potts stated that yes, it would. He would prefer the orientation to be facing CTH V as his family also owns land across the county highway to the west.

Winch asked if we know what the average daily traffic count is for that roadway. Hawk stated the last counts are not recent (5+ years old), but that he believes the count was about 300.

Potts asked if approved, how far his house should be from the north lot line. Hawk stated he believed the minimum was 25'.

Motion to approve a variance to the Wood County Highway policy to allow Chris Potts to build a driveway off of County Trunk Highway V at least 500' north of the center of the intersection of CTH V and Cary-Hiles Road by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carries.

Hawk informed Potts that Patrol Superintendent Bernard Karaliunas would be in touch with him regarding the actual permit and the details of what culvert pipe is allowed there.

20. Frac Sand update.

There was an article in the newspaper indicating that the City of Marshfield is suing Completion about \$153,000 for back taxes. Our latest invoice to them was \$203,000.

21. Current projects update.

22. Approve payment of bills.

Motion to approve payment of Wood County Highway bills by D. LaFontaine and seconded by B. Winch. All in favor. Motion carried.

23. Accounting Supervisor's Report.

Motion to approve the Accounting Supervisor's report by W. Winch and seconded by D. LaFontaine. All in favor. Motion carried.

24. Correspondence.

25. Next meeting date: April 6, 2017 at Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495

26. Motion to adjourn.

Motion to adjourn by W. Winch and seconded by D. LaFontaine at 10:37 AM. All in favor. Motion carried.

Signed by, Supervisor Dave LaFontaine, Acting Secretary



Minutes taken by Caity Carmody, Highway Accounting Technician

PARKS CONSTRUCTION SUPERVISOR REPORT

March 2, 2017

By D. Quinnell

CURRENT PROJECTS

- Preliminary quotes for South Park wood shed are \$29,600.00. We are waiting on a different quote. We may have to start a class 1 bid.
- I am working on a plan for an addition to the South Park shop. This addition will take the place of the old shop and the old shop will be sold or demolished for parking area at the end of North Beach road. Preliminary quote is \$32,840.00. I am waiting on another quote.

MAINTENANCE OPERATIONS

- Snow removal, table repairs and dead tree cutting is under way for the winter in all parks.
- Powers Bluff is still open. The conditions are less than favorable but open. As of 2/20/17 we are waiting for snow, we may be closing for the season.

EMPLOYEE MATTERS

OTHER

- We are in the process of replacing our skid steer trailer with a larger one. The old one will be auctioned off. The new one is needed because of the extra weight we will carry with the new Forest Grinder. The information will be with Chad at the meeting.
- We had an auction and sold the 2010 snow plow and the Swenson salt/sand spreader from North Park. These items have been replaced recently with the new ones. The sale generated \$2,220.00.

WOOD COUNTY PARK & FORESTRY
OFFICE SUPERVISOR REPORT

March 2, 2017

By: Sandra Green

SNOWMOBILE:

- The February meeting will be held on February 6, 2017.
- Sent out news releases for the opening and closing of snowmobile trails and opening of Powers Bluff as well as placed that information on our Facebook page, our county website and updated our voice mail to reflect these openings.

OFFICE:

- I am currently out of the office from February 10th to March 10 on FMLA.

Park and Forestry Director Report

By Chad Schooley, Park and Forestry Director
March 2, 2017
HIRC meeting

- I continue to reach out to individuals and organizations regarding the Powers Bluff Development Project. Future presentations in March include the WR noon Rotary Club, Town of Arpin, and hosting a public informational meeting at Powers Bluff on March 22nd at 7:00pm.
- Submitted articles to the WR, Marshfield and Pittsville newspapers regarding the Powers Bluff Development Project.
- Attended the Feb. 7 Executive Meeting requesting the carryover of excess 2016 revenues. The Committee approved that request.
- Met with Reubin Van Tassel regarding outlet locations in our Riverblock offices.
- Attended the Heart of Wisconsin Award Banquet on February 9th. Maggie Muleski and the Aqua Skiers were award recipients due to their work that they do within the community, specifically the State and World Ski Tournaments in 2016.
- Meeting with Roland Hawk to firm up the entrance road location at Powers Bluff.

February Events – 8 shelter reservations, 6 weekday tubing parties.

Special Use Permits

None received prior to the packets being sent out.

FOREST ADMINISTRATOR REPORT

March 2, 2017

By: F.Schubert

Timber Sale Activity

Timber Sale Balances as of 2-28-2017

Job Number	Contractor	Ending Month Balance	Payments Received	Year Awarded
716	Futurewood	-0-	\$11,505.52	2013
717	Futurewood	-0-	\$ 9,335.31	2013
725	Schreiner	(\$2,913.97)	\$ 1,551.50	2014
739	Futurewood	(\$4,153.30)		2015
749	Futurewood	(\$8,857.83)		2016
751	Futurewood			2016
752	Futurewood	-0-	\$ 5,292.33	2016
754	Futurewood	-0-	<u>\$10,094.02</u>	2016

Total \$37,778.68

2017 Forestry Revenue: \$120,101.32

FOREST ADMINISTRATOR REPORT

March 2, 2017

By: F. Schubert

Timber Sale Activity

Timber Sale Activity (February)

Jobs Started: **#740 Futurewood**
 #749 Futurewood

Jobs Continuing/Reactivated: **None**

Jobs Gone Inactive: **#716 Futurewood**
 #717 Futurewood

Jobs Finished: **#739 Futurewood**
 #752 Futurewood

AGING AND DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN
ADRC-CW

Finance Committee Minutes

Location: 2600 Stewart Ave, Suite 25 Wausau WI

January 12th, 2017

Finance Committee Members Present: Terri Sersch, Jim Hampton, Tim Buttke

Absent: Larry Lebal

Others Present: Steve Prell, Linda Weitz

1. Call to Order:

Meeting was called to order at 8:45 a.m. by Jim Hampton

2. Public Comments:

None

3. Approval of Minutes:

Motion by Tim Buttke, second by Terri Sersch to approve minutes from 12/8/16. Carried.

4. Review Monthly Fiscal Report:

Reviewed monthly report. During the discussion Steve explained that the two areas we always monitor closely are the MA% that we draw from the ADRC grant and the number of Family Care meals provided by our nutrition program.

5. Review Monthly Disbursements:

Committee reviewed the monthly disbursements. The committee had a question about the Ghidorzi check # 689098 – did the renovation costs come in under budget. Linda explained that the agreement for renovations for the Wausau office was on a “not to exceed” basis so Ghidorzi paid for any costs above the amount agreed. Motion by Tim Buttke, second by Terri Sersch to approve monthly disbursements. Carried

6. Fiscal Policy Review:

The committee reviewed the draft dated January 12, 2017 that was the result of the work done at the special meeting on November 17. Some minor changes were suggested throughout the draft policy. The majority of the discussion regarded the steps ADRC-CW would take before requesting an increase in tax levy from the member counties. These suggestions will be included in the next draft of the policy.

7. Adjournment:

Motion to adjourn made by Tim Buttke; seconded by Terri Sersch. Motion carried, meeting ended at 8:55.

MINUTES
Aging & Disability Resource Center of Central Wisconsin Board Meeting
Location: 2600 Stewart Avenue, Suite 25 Wausau, WI 54401
January 12, 2017

Board Members Present: Doug Machon, Tim Buttke, Jim Hampton, Julie Webb, Danielle Yuska, Jean Doty, Mike Feirer, Bob Reichelt, Terri Sersch, Joel Lewis, and Vernon Cahak.

Board Members Absent: Larry Lebal, Kirby Crosby, and Sharon Rybacki

Others present: Alyssa Vruwink, Linda Weitz, Steve Prell, and Mike Rhea

1. Call to order:

Meeting called to order by Chairperson Doug Machon at 9:31 a.m.

2. Public comments:

There were no public comments.

3. Approval of minutes:

Doug Machon entertained a motion to amend the minutes of the December 8, 2016 board meeting to reflect public recognition of former ADRC-CW board member Bill Miller and former ADRC-CW board chair Joanne Leonard, and to fix a typographical error on the time of adjournment. Motion made by Danielle Yuska, seconded by Bob Reichelt. Motion to approve and accept the amended minutes of the December 8, 2016 board meeting made by Mike Feirer, seconded by Tim Buttke. Motion carried.

4. Discussion/possible action: Report from Finance Committee

Jim Hampton reported on the discussions of the finance committee. No issues found in monthly Disbursements; he highlighted two different disbursements for the month of November, one of which was to Ghidorzi Construction and Commercial Real Estate Group for build out costs of the new Wausau office and the other was to the moving company that facilitated relocation efforts from the old office to the new Wausau office. The new working fiscal policy was also discussed. Motion to accept the finance committee's report made by Julie Webb, seconded by Terri Sersch. No further discussion. Motion carried.

5. Discussion/possible action: Recommending ADRC-CW advisory member appointments

Linda presented two new application statements for the ADRC-CW Advisory Committee, one from Marathon County and one from Langlade County. Motion to accept the recommendation of Langlade County ADRC-CW Advisory Committee applicant Dave Krochalk from White Lake and Marathon County ADRC-CW Advisory Committee applicant Liz Fischer from Wausau made by Mike Feirer, seconded by Julie Webb. Motion carried.

6. Discussion/possible action: Accomplishments toward 2016 Overarching Goals

Linda presented a written summary of the accomplishments made in relation to the ADRC-CW's 2016 overarching goals. Thanks to standardized data from the state this year, we were able to focus more on results as opposed to out-put orientated goals.

Overarching Goal 1- Attract, Retain, and Support Excellent Employees and Volunteers: 106 new volunteers were added to our organization this year. Linda commented that Erin Wells does a great job recruiting these individuals. Recruitment for new employees was successful; the organization recruited for one full-time employment position and received over 100 applications to choose from. Employee retention was also successful, out of 75 employees there were only 6 resignations. Linda briefly reviewed the different actions and strategies that were contributed to these results.

Overarching Goal 2 - Improve the Customer Experience: the state issued a customer satisfaction survey to measure interactions with ADRC Resource Specialists. ADRC-CW customers rated their overall experience and usefulness of interactions very close to excellent and well above other state satisfaction averages. The organization's nutrition customers also completed their own customer satisfaction survey. The results are still pending. So far, of customers who have completed the survey, 83% indicated that Meals on Wheels allow them to live freely wherever they choose and 90% of senior dining customers indicate that they eat healthier food when they come to the congregate sites.

A quality project was enacted designed to increase follow-up phone calls between customers with Resource Specialists. As a result, follow up rates are now at 22%, opposed to 3%. Doug asked what the value of client follow-up was. Mike Rhea said the follow up calls were to review what was discussed at the prior meeting, if the client understood what was discussed, and if they had other questions. The call ensures the quality of our services.

Overarching Goal 3 - Improve Community Awareness of ADRC-CW Services: this year the ADRC-CW was required to complete a business plan, which provided a lot of statistical data. For the first time our organization was able to compare our own data with the state-wide data of other ADRCs. Of the information compared, the percentage of ADRC-CWs Resource Specialist services administered to individuals age 60 and older was higher than the state-wide average, which is a positive indicator of market penetration.

The ADRC-CW also began more rigorous tracking of outreach efforts. This year employees attended 13 different large scale community events within our service region, gave 167 targeted, face to face presentations that reached an estimated 1,985 individual audience members. Finally, the organization's Facebook page demonstrated growth over the year with post performance increases of 95% and a 200% increase in user engagement, with one post reaching of 4,000 people.

Overarching Goal 4 - Prepare for Funding Fluctuations: successful results were again obtained and the organization was able to present another fiscally stable budget to the board which resulted in maintaining staffing levels and retaining customer services.

There were no other questions about the accomplishments of 2016 overarching goals.

7. Discussion/Possible action: 2017 Overarching Goals

The introduction of standardized data from the state allowed Linda to present the 2017 goals in a new format that focuses on outcomes rather than processes and outputs.

Overarching Goal 1: Increase Market Reach with Targeted Customer Groups – one outcome is to improve the ADRC-CW's market penetration of disabled populations. According to the state, our organization currently serves a lower percentage of this total target population than other ADRCs in the state. We need to market to these individuals so they know that we provide services. Linda said

another outcome of this goal is to increase service to other underserved groups, such as different ethnic groups.

A third outcome within this goal is to get healthier adults in the ADRC-CW's offices at an earlier age. Terri Sersch asked if there are any ADRC-CW volunteers who have sought the organization's services and that the organization should include this in its marketing campaigns. Julie Webb said that medical providers should be doing a better job of educating about the ADRC-CW's services. Linda said that ADRC-CW community health educators have worked to embed a referral form within Aspirus doctors' computers that will refer their appropriate patients to our evidence-based healthy living programs.

Overarching Goal 2: Improve Customer Experience and Enhance Services. The outcomes associated with this goal will be continued measurable improvement in customer satisfaction surveys, an increase in the number of dementia-friendly trained employers in our service areas, and an increase the percentage of customers receiving receive more comprehensive options counseling from Resource Specialists. Linda highlighted the outlined strategies designed to reach these outcomes.

8. Discussion/possible action – Review of 2013 Board Strategic Plan, Progress, and Development of New Plan

Linda contacted the outside facilitator who had lead the previous strategic planning process with the board in 2013 and determined availability for the board's new strategic planning process.

Director of Resource Services Mike Rhea presented an outline of what was done after to reach one of the priorities of the 2013 strategic plan, which was to provide better services for individuals with disabilities. An additional outside facilitator was contacted to form a workgroup for this goal. After the meeting, the following initiatives were identified and pursued:

One of the initiatives was to develop the Central Wisconsin Disability Network, which would act as an online resource where people with disabilities in the community could go for information about resources and community events. During the development phase, the workgroup found that many of the local businesses who were contacted were not interested in collaborating due to potential stigmas that would come attached if they were present in a public forum. In addition, there were other feasibility challenges, such as the bandwidth to maintain the website and keep all of the resources updated. Thus, this initiative is no longer being further pursued.

A second initiative that resulted from the meeting was cross-training with community partners who work with individuals with disabilities. These organizations were invited to come and present about their role and their job duties to ADRC-CW staff and our staff did the same for them. Of these partners, one sector that received a lot of interaction was hospital discharge planners. To date, our organization has met with all hospital discharge planners in our service region, multiple times. This successful initiative continues.

The final initiative focused on transition services, and it is currently being piloted in the Wausau office. Instead of having a transition lead employee, each employee serves as a primary contact for a particular school. There is currently no tracking practice in place to determine if the number of referrals has increased, however the state's business plan initiative has given us some baseline data that we can now use towards this initiative in the future.

Mike added that the goal of improving services to individuals with disabilities could be narrowed down to a more specific objective, such as a type of disability (physical, developmental, etc.)

Tim Buttke asked if everyone on the board was in agreement that a new or revised strategic plan would be a useful exercise. The general consensus was to continue and the board directed Linda to contact the outside facilitator and arrange for the first planning session to occur at the March 2017 board meeting.

9. Executive Director's Report:

For expediency of the meeting, Linda briefly reported on two items in the executive director's report. This year the ADRC-CW will be issuing a formal RFP for IT support services. Our current IT support provider is the IT department of Lincoln County. The transition from Lynn's Catering to our new Meals on Wheels provider, Norwood, who now will serve Marathon County customers has gone exceptionally well.

10. Future Agenda Items & Location:

The next meeting will include a closed session agenda item to discuss the Executive Director's review and will take place at the ADRC-CW office in Wausau on February 9 at 9:30 a.m.

11. Adjournment:

Doug Machon declared meeting adjourned at 11:16 a.m.

MINUTES
Aging & Disability Resource Center of Central Wisconsin Executive Committee
Wausau ADRC-CW Office

January 25, 2017

Members Present: Doug Machon, Lawrence Lebal and James Hampton

1. Call to Order - The meeting was called to order at 10:30 a.m. by Doug Machon.
2. Public Comments – None
3. Roll Call Vote to go into closed session pursuant to WI Statutes Section 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 exercise responsibility, namely, the performance evaluation of the Executive Director of the ADRC of Central Wisconsin.

Roll call vote results: Doug Machon - yes, Lawrence Lebal - yes, James Hampton – yes

Committee went into closed session at 10:32 a.m.

4. Vote to go back into open session and possibly announce any actions taken during the closed session.

Committee out of closed session at 12:10 p.m.

Committee set next meeting for January 30, 2017 at 1:30 p.m.

5. Adjourned at 12:15 p.m.

MINUTES
Aging & Disability Resource Center of Central Wisconsin Executive Committee
Wausau ADRC-CW Office

January 30, 2017

Members Present: Doug Machon, Lawrence Lebal and James Hampton

1. Call to Order - The meeting was called to order at 1:30 p.m. by Doug Machon.
2. Public Comments – None
3. Motion to go into closed session pursuant to WI Statutes Section 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 exercise responsibility, namely, the performance evaluation of the Executive Director of the ADRC of Central Wisconsin by Larry Lebal, seconded by Jim Hampton.

Roll call vote results: Doug Machon - yes, Lawrence Lebal - yes, James Hampton – yes

Committee went into closed session at 1:32 p.m.

4. Motion to go back into open session and possibly announce any actions taken during the closed session by Jim Hampton, seconded by Larry Lebal.

Committee out of closed session at 3:10 p.m.

5. Adjourned at 3:15 p.m.

MINUTES
Aging & Disability Resource Center of Central Wisconsin Executive Committee
Wausau ADRC-CW Office

February 2, 2017

Members Present: Doug Machon, Lawrence Lebal, James Hampton and Linda Weitz

1. Call to Order - The meeting was called to order at 2:47 p.m. by Doug Machon.
2. Public Comments – None
3. Motion to go into closed session pursuant to WI Statutes Section 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 exercise responsibility, namely, the performance evaluation of the Executive Director of the ADRC of Central Wisconsin by Larry Lebal, seconded by Jim Hampton.

Roll call vote results: Doug Machon - yes, Lawrence Lebal - yes, James Hampton – yes

Committee went into closed session at 2:49 p.m.

4. Motion to go back into open session and possibly announce any actions taken during the closed session by Jim Hampton, seconded by Larry Lebal.

Committee out of closed session at 4:10 p.m.

5. Adjourned at 4:11 p.m.

DRAFT

Subject to
Approval

MINUTES

McMillan Memorial Library
Board of Trustees
February 15, 2017

Vice-President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 4:00 p.m.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, David Farmbrough, Kevin Finbraaten, Colleen Dickmann, Susan Bovee, William Clendenning, William Jacobs, and Scott Kellogg.

Absent: Anne Zacher

Administration: Andrew Barnett, Vicki Steiner, and Brian Kopetsky

Others in attendance: North Winds Renewable Energy: Kurt Reinholt, Tony Hartmann, and Doug Stingle.

CORRESPONDENCE: There were no items of correspondence to bring before the Board.

MINUTES: A motion to approve the Minutes of the January 18, 2017 Library Board meeting was made by Ms. Bovee, second by Mr. Finbraaten. Motion carried.

TREASURER'S REPORT: Mr. Barnett presented the financial reports for February 2017. 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.

Dr. Dickmann moved to amend the agenda to move Item X: A and B ahead of the presentation by North Wind Renewal Energy. Mr. Barnett presented the 2016 State of Wisconsin Department of Public Instruction Annual Report and Statement of Library System Effectiveness. A motion to approve the Annual Report and Statement was made by Dr. Dickmann, second by Ms. Bovee. Motion carried.

Mr. Barnett presented information on his meeting with Mayor Vruwink and the joint meeting of the Finance and Building and Grounds Committee regarding a presentation by North Winds Renewable Energy.

COMMITTEE REPORTS: The Finance and Building and Grounds Committee met on February 1, 2017 for a presentation by North Wind Renewable Energy. They recommended that North Wind Renewal Energy present to the Board.

Mr. Barnett introduced Kurt Reinholt of North Winds Renewable Energy who gave a presentation on a possible solar energy project for the Library. Discussion followed. A motion to proceed with additional fact finding on a possible solar project for the Library was made by Mr. Kellogg, second by Mr. Clendenning. Motion carried.

The Finance and Building and Grounds committees will meet to discuss facts and bring a recommendation to the Board for action.

DIRECTOR'S REPORT:

Library Use and Events – The concert series resumes with Ken & Brad Kolodner on February 23 and Dervish on March 2. For ARTiGras we will be hosting a children's play on 3/11, showing three movies on 3/13, presenting Amadeus on 3/16 and showing a Jane Austen film on Saturday 3/18. The film series continues to have a Film Festival selection monthly. February featured the Chinese film *Coming Home* and March has the Oscar nominated documentary *The Look of Silence*. As mentioned last month, the Library has been named a Friend of Education by WRPS and will receive the award on February 23rd.

Buildings and Grounds – The new display sign has been installed and we are learning the software. New HVAC controls will be installed starting next Tuesday. An energy audit will take place after we have sufficient data on the new system from the new controls. Retrofit LEDs have been installed in the Commons and Adult Reading Room. We will be monitoring how that affects our electric bill.

Budget – We are waiting for 2016 end of year numbers from the City. The carry-over amount is the only real variable.

Miscellaneous – We will soon start the oral history portion of the rural schools project, which is also part of the LSTA media studio grant. If you know of potential participants, have them contact Jenny Bahnman. We have started loading Consolidated News onto Recollection Wisconsin / DPLA. We also have a project underway to digitize old school yearbooks, with 1914-1919 as the trial. There will be a film showing on April 8th as part of the Prairie Chicken Festival.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

A motion to adjourn was made by Mr. Clendenning, second by Mr. Finbraaten. Motion carried and the meeting adjourned at 5:30 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held in the McCourt Conference Room on March 15, 2017 at 4:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

**Draft
MINUTES
SCLS BOARD OF TRUSTEES
January 26, 2017 12:15 p.m.
SCLS Headquarters**

Present: P. Behling, P. Cox, M. Furgal, J. Harrington, J. Healy-Plotkin, M. Hokamp, N. Long, K. Michaelis, M. Nelson, P. Nelson, R. Owens, L. Sipiorski, A. Weier

Also Present: M. Van Pelt, K. Goeden

Absent:

Excused: H. Bauman, N. Brien, F. Cherney

Call to Order: P. Cox, President, called the meeting to order at 12:21p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

P. Cox thanked the Board for the opportunity to serve as President of the Board.

Minutes: M. Furgal moved approval of the December 22, 2016 minutes. P. Nelson seconded. Motion carried. J. Harrington abstained.

Bills for Payments: A. Weier reviewed the bills for payment in the amount of \$224,769.63 and moved approval. P. Nelson seconded. Motion carried.

Financial Statements: K. Goeden

Committee Reports:

- a. Advocacy: M. Nelson encouraged the board to attend WI Library Legislative Day February 21st at the Concourse Hotel in Madison. Please register by Jan 31st. Francis Cherney was chosen to attend Washington D.C. for National Legislative Day.
- b. Budget/Finance: Meet with auditor after meeting for pre-audit discussion

Action Items:

- a. Reactivate By-laws Committee: P. Behling moved to reactivate the By-laws committee. R. Owens seconded. Motion carried.
R. Owens and J. Harrington volunteered to serve on the committee.
The two items that will be addressed are: strengthen conflict of interest and create dissolution section (if SCLS would go out of business)

Recess the January SCLS Board meeting for the purpose of conducting the 2017 SCLS Annual Meeting

A. Weier moved to recess the 1/26/2017 meeting for the purpose of conducting the 2017 Annual Meeting. M. Furgal seconded. Motion carried.

- I. Convene the 2017 SCLS Annual Meeting
 - a. Election of officers - Nomination Committee
 - President: K. Michaelis
 - Vice President: M. Nelson
 - Secretary: J. Ashford

– Treasurer: N. Long

b. Other Business

On behalf of the nomination committee, P. Behling moved to close the nominations and to cast a unanimous ballot for the slate of officers as presented. M. Furgal seconded. Motion carried.

R. Owens moved adjournment of the annual meeting and to reconvene the January SCLS Board meeting. A. Weier seconded. Motion carried.

The board meeting reconvened with K. Michaelis as the president.

SCLS Foundation Report: Meeting today at 2 p.m. to discuss new administrative fees, the Cornerstone event, and election of officers.

System Director's Report: Carrie Portz has been hired as the Director at the Spring Green Community Library. The Charles and JoAnn Lester Library in Nekoosa went live on LINKcat. Seven libraries in the system are not on LINKcat. The KOHA evaluation passed at 80%. The Public Library System Redesign survey was sent in.

P. Nelson provided a handout comparing statistics between public library circulation in Wisconsin and SCLS as well as SCLS public library circulation from 1996-2015. You may view it [here](#).

The board discussed ideas about how to explain to local library boards that although circulation appears to be decreasing, it does not take into effect other metrics that are increasing; such as program attendance, database use, Internet use, or the use of libraries as community centers. Jody Hoesly, who will begin working at SCLS 2/6/17 as the Data Services Consultant, will be looking at the numbers of circulation and finding different metrics to tell the library story for funding. The board suggested Mark Ibach create an article on the topic for the trustee newsletter. They also suggested making this an education topic in the Fall for board members.

Discussion: None

Administrative Council (AC) Report: Met January 19, 2017. You may view the minutes [here](http://www.scls.info/committees/ac/index.html):

<http://www.scls.info/committees/ac/index.html>

The new Administrative Council Chair is Lauren White, Director of the New Glarus Library.

Other Business: None

Information Sharing: P. Behling noted the DCLS will have a booth at the garden expo. K. Michaelis reminded folks to sign up for board committees and also reminded them to review the Bill Examiner schedule.

Volunteers are need for Trustee Essential topics. A. Weier will discuss TE#16- Conflict of Interest in April and K. Michaelis will discuss TE#26 – Library System Boards in July.

The next board meeting will be held on February 23, 2017

Meeting adjourned at 1:08 p.m.

Heidi Moe, Recorder

BOT/Minutes/1-26-2017

Statutory Board Members:

(Month in parenthesis indicates board member is primary bill examiner)

Judy Ashford	(Sauk) (November)
Pat Behling	(Dane) (May)
Nan Brien	(Dane) (August)
Francis Cherney	(Wood)
Philip Cox	(Dane) (July)
Mike Furgal	(Green) (October)
Jennifer Harrington	(Dane) (June)
Jamie Healy-Plotkin	(Dane) (September)
Marion Hokamp	(Wood)
Nancy Long	(Columbia) (March)
Kathy Michaelis	(Dane) (February)
Mary Nelson	(Adams)
Paul Nelson	(Dane) (January)
Rex Owens	(Dane) (April)
Larry Sipiorski	(Portage)
Anita Weier	(Dane) (December)

Alternate Board Members

Jean Berlin	(Sauk)
Hilary Bauman	(Green)
Nan Hughes	(Columbia)

Ex-Officio Members:

Director, MPL

**If you are unable to attend this meeting, please notify the system office at (608) 246-7970.
The person listed as examiner for the bills for payment should arrive by 11:30 a.m. H. Moe
e-mail: hmoe@scls.info**

Director's Report January 2017

Meetings and Visits

At the February meetings of the Delivery, ILS and Technology Committees, I conducted the annual cluster representation orientations for all participants veteran and new.

Jean Anderson and I met with the Madison Public Library Interlibrary Loan team to discuss the use and cost of WISCAT (a state run interlibrary loan utility) in 2018.

I met with the WPLC Formula Work Group to recommend a new OverDrive funding formula which will be presented to the full WPLC Board for approval.

Arrowhead Library System ILS merger

Vicki Teal Lovely, Amy Gannaway and Heidi Oliverson spent many hours preparing a demonstration of LINKCAT for the Arrowhead Library System (ALS) member libraries in the hopes of having them merge their catalog and resources with LINKCAT and SCLS member libraries. On Friday, 2/10 I joined the team and spent 4 hours at the Beloit Library talking about LINKCAT and SCLS. We also received a tour of the large library that has taken over the space of a former retail mall. ALS will review demonstrations from 3 other candidates before making a decision.

South Central Library Foundation (SCLSF)

The SCLSF Board discussed changing the date of the Cornerstone Event to earlier in the year; October 19 is being vetted as a possibility. The SCLSF Board voted to implement a new tiered structure for its administrative fee. SCLS has charged Foundation members an administration fee equivalent to 1% of their portfolio balance to help offset the cost of administering the Foundation. Effective 1/1/2017, this structure was changed to tiered fees. The tiers will start at 1% and descend to 0.5 or half a percent. The more money a library keeps in its SCLSF account, the less it will be charged!

Tier	Library Balance		Annual Rate	Monthly Fee	
	Minimum	Maximum		Minimum	Maximum
1	\$ 500	\$ 10,000	1.00%	\$ 0.42	\$ 8.33
2	\$ 10,001	\$ 50,000	0.95%	\$ 7.92	\$ 39.58
3	\$ 50,001	\$ 150,000	0.90%	\$ 37.50	\$112.50
4	\$ 150,001	\$ 250,000	0.85%	\$106.25	\$177.08
5	\$ 250,001	\$ 1,000,000	0.75%	\$156.25	\$625.00
6	\$ 1,000,001	\$ -	0.50%	\$416.67	\$ -

The SCLSF Board is giving away \$5,640 in 2017. They would like ideas from member libraries on how to spend it. The money must provide a benefit to all SCLS member libraries. Past disbursements have included money for OverDrive, maker kits, a fundraising workshop at Olbrich Gardens, and CW57 commercials and Talk of the Town.

The complete minutes of the January meeting can be found here:
<http://www.sclsfoundation.org/about/meetings/Minutes2017-1-26.htm>

Audit

The auditors from Wegner CPAs arrived 2/13. Following up on the request of the SCLS Board from last year, the auditor and SCLS staff are hoping to be able to share the draft Management Discussion and Audit documents at the March SCLS Board meeting. The Board and SCLS staff will receive the documents at the same time so a discussion will be scheduled to look over the documents during the meeting. If changes or questions arise from the discussion we may submit them to the auditor or SCLS staff and approve in April if not in March. The 2017 Board of Topics

Schedule needs to be revised to remove the April Finance Committee meeting since a discussion will initially take place in March during the Board meeting.

Member Libraries

Ryan Claringbole, Public Library Technology Consultant for the Department of Public Instruction, has been named the new Director for the Monona Public Library. He will start March 1.

Personnel

SCLS Digitization Assistant Tamara Ramski began 2/14/2017. It is a LTE position funded with a LSTA grant.

Good News

Since the Monona Library position was filled by an outside candidate, all SCLS library directorships are filled!

Respectfully submitted by,

Martha Van Pelt

Martha Van Pelt