

## EXECUTIVE COMMITTEE AGENDA

DATE: Tuesday, February 2, 2016

TIME: 8:00 a.m.

LOCATION: Courthouse - Room 115

1. Call meeting to order
2. Public comments
3. CONSENT AGENDA
  - (a) Review/approve minutes from previous committee meetings
  - (b) Monthly letter of comments from department heads
  - (c) Approval of departments vouchers – County Board, Human Resources, Risk Management, Finance, Treasurer, Clerk, Information Technology, Maintenance and Purchasing.
4. Update from Jason Gruenberg regarding River Block transition.
5. **Maintenance**
  - (a) Review letter of comments
6. **Safety & Risk Management**
  - (a) Review letter of comments.
7. **Information Technology**
  - (a) Review letter of comments
  - (b) Cyber Security
8. **Wellness**
  - (a) Wellness Updates
9. **Treasurer**
  - (a) Review letter of comments
  - (b) Resolution to sell tax deed properties
10. **Finance**
  - (a) 2016 budget resolution-Clerk of Courts
  - (b) Resolution for Finance Policy-Control Environment
  - (c) Update from Investment Advisor-Bob Moore ICM
  - (d) Correspondence
    - Budget and actual reports for 12 months ended December 31, 2015
11. **Human Resources (HR)**
  - (a) Human Resources Information System (HRIS) update.
  - (b) Review resolution regarding Human Services Professional Ladder.
  - (c) Review resolution for two new FSET Case Manager positions.
  - (d) Career advancement – IT Director.
  - (e) Health insurance company update.
  - (f) The Executive Committee may go into closed session pursuant to §19.85(1)(f), Wis. Stats., to discuss an employee(s) complaint.
  - (g) Return to open session.
12. Discuss River Block transition/improvements and courthouse space needs restructuring
13. Consider any agenda items for next meeting.
14. Set next regular committee meeting date.

## **EXECUTIVE COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, January 5, 2016

**TIME:** 8:00 a.m.

**PLACE:** Room 115, Wood County Courthouse

**PRESENT:** Peter Hendler, Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar

**OTHERS PRESENT** (for part or all of meeting): Terry Rickaby, Michael Martin, Marla Cummings, Brenda Nelson, Terry Stelzer, Samantha Joanis, Amy Kaup, Sue Kunferman, Warren Kraft, Paula Tracy, Jason Grueneberg, Heather Gehrt, Shane Wucherpennig, Kathy Roetter, Brent Vruwink, Joseph Zurfluh, Bill Clendenning, Dennis Polach, Mayor Zach Vruwink (City of Wisconsin Rapids).

The meeting was called to order at 8:00 a.m. by Chairman Miner.

**Public Comment** – No public comments

### **Consent Agenda**

**Motion (Hendler/Henkel) to approve the consent agenda as presented. Motion carried unanimously.**

Mayor Vruwink provided an update on the Market Street development. Wisconsin Rapids (WR) has acquired two-thirds of the property and is working on obtaining the last third. Site clearing is planned for fall of 2016 to make way for a multi-faceted development similar to the Riverfront project in Wausau. WR is interested in discussions with Wood County regarding the vacant annex building. The Committee expressed a willingness to work with WR to come to an agreement that would be mutually beneficial.

Maintenance Coordinator Rickaby reviewed his Letter of Comments. He also discussed a tax bill the County owes for a portion of the courthouse property. Arrangements will be made to pay the tax bill in full.

Risk Management Director Stelzer reviewed his Letter of Comments.

Information Technology Director Kaup reviewed her Letter of Comments, noting that the new payroll system is now in place and functional. She also reported that the CIS mobile project was implemented in December.

Wellness Coordinator Joanis presented updates on the Wellness program. She requested feedback from the Committee on ways to get department heads and supervisors more engaged in wellness initiatives and in turn, have them encourage their employees to participate. The topic will be put on the agenda and discussed at the next department head meeting.

Treasurer Gehrt presented her proposed change to the Department mission statement. Miner and Rozar requested that the term “treasury team” be replaced with the “Wood County Treasurer’s Office”.

**Motion (Rozar/Henkel) to approve the adoption of the new Treasurer’s Mission Statement with the name replacement. Motion carried unanimously.**

Treasurer Gehrt presented a resolution to sell tax deeded property in the City of Pittsville.

**Motion (Henkel/Hendler) to approve the resolution to sell tax deeded property. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Finance Director Martin presented five resolutions to amend the 2015 budget in the areas of Human Services Community, Human Services Norwood, Health Department Healthy Smiles, Victim Witness-Crime Witness Rights, and Employee Health Benefits.

**Motion (Rozar/Hendler) to approve the five resolutions to amend the 2015 budget in the areas of Human Services Community, Human Services Norwood, Health Department Healthy Smiles, Victim Witness-Crime Witness Rights, and Employee Health Benefits. The resolutions will be forwarded to the County Board for consideration. Motion carried unanimously.**

Land Conservationist Wucherpfennig presented a resolution to increase the Administrative Services 4 position from 80% to 100% and amend the 2016 budget for Land Conservation.

**Motion (Rozar/Pliml) to approve the resolution to increase the Administrative Services 4 position from 80% to 100% and amend the 2016 budget for Land Conservation. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Discussion was held regarding the River Block building which included the process for determining which departments will be relocated, calculating rent for departments moving to River Block, covering operating costs at the courthouse once departments are relocated, funding of initial costs to get the building ready, and other details related to readying the River Block building for occupancy. Jason Grueneburg contacted John Cain at Venture Architects and will be meeting with him later this week to tour the River Block building. Grueneburg, under the direction of the Executive Committee, will spearhead a working group with department heads to oversee the project. A meeting to update the Committee will be held January 19, 2016 before County Board.

Martin has a request by the Clerk of Courts to carryover appropriations to fund work stations; however, there are no unspent appropriations available. Funding will be addressed by a resolution to the Department's 2016 budget.

Martin requested approval of the Control Environment portion of the Accounting Policy.

**Motion (Rozar/Pliml) to adopt the Control Environment portion of the Accounting Policy. Motion carried unanimously.**

Finance Department correspondence as outlined on the agenda was discussed.

Break at 9:35 a.m. Meeting reconvened at 9:52 a.m.

### **Human Resources**

Warren Kraft provided an update regarding the implementation of Human Resources' HRMS computer system. He acknowledged Amy Kaup's assistance to the HR staff during this transition.

Kathy Roetter and Warren Kraft answered follow-up questions regarding the Human Services' Professional Ladder.

**Motion (Rozar/Hendler) to direct the Human Services Director and Human Resources Director to develop a resolution regarding the Human Services' Professional Ladder for presentation to the County Board for its consideration at the February County Board meeting. Motion carried unanimously.**

Mr. Kraft shared issues discussed at the recent employee feedback meeting. He will take a look at them and bring recommendations to the Executive Committee for discussion at a future meeting.

A memo had been issued to employees by Mr. Kraft's predecessor indicating employees hired beginning January 1, 2015, and eligible for health and dental insurance, would have their premium deductions taken in the current month of coverage. This practice was inconsistent with the Plan Documents and Employee Policy Handbook. Kraft's recommendation was to make the practice consistent with what is being done with all other employees. He will send a letter to that group of employees informing them of this change in premium deductions.

**Motion (Henkel/Hendler) to go into closed session at 10:41 a.m. pursuant to Wisconsin State Statute §19.85 (1)(f) to discuss an employee's complaint.**

**Hendler: yes; Henkel: yes; Rozar: yes; Pliml: yes; Miner, yes. Motion carried.**

**Motion (Rozar/Hendler) to return to open session at 10:45 a.m. Motion carried unanimously.**

**Motion (Pliml/Rozar) to go into closed session at 10:46 a.m. pursuant to Wisconsin State Statute §19.85 (1)(c) to discuss outstanding 2015 performance reviews.**

**Hendler: yes; Henkel: yes; Rozar: yes; Pliml: yes; Miner, yes. Motion carried.**

**Motion (Rozar/Pliml) to return to open session at 10:48 a.m. Motion carried unanimously.**

**Motion (Henkel/Rozar) to adjourn the Executive Committee meeting at 10:49 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically by Donna Rozar, secretary

***Donna Rozar***

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

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, January 19, 2016

**TIME:** 8:00 a.m.

**PLACE:** Room 115, Wood County Courthouse

**PRESENT:** Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar

**EXCUSED:** Peter Hendler

**OTHERS PRESENT** (for part or all of meeting): Terry Rickaby, Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Amy Kaup, Lori Heideman, Heather Gehrt, Sue Kunferman, Warren Kraft, Jason Grueneberg, Kathy Roetter, Bill Clendenning, Dennis Polach, John Cain (Venture Architects), Brian Della (Public Financial Management, Inc.)

The meeting was called to order at 8:00 a.m. by Chairman Miner.

**Public Comments** – No public comments

Treasurer Gehrt presented a resolution to sell tax deeded property located in the Town of Rudolph.

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

Grueneberg gave an update on space needs and the River Block project. He met with John Cain from Venture Architects and gave him a tour of the River Block building. Grueneberg has taken representatives from several departments through the building and would like to provide the opportunity for County Board supervisors and all department heads to tour the building. Kaup and Heideman have toured the River Block building and voiced their concerns that regardless of where their departments are relocated, they want to ensure that a permanent solution to their space needs are adequately addressed. Grueneberg has been doing a lot of public relations regarding the purchase and working on resolving parking concerns related to occupancy of the River Block building. He would like to initiate an advisory committee to assist in the decision-making process and update the Executive Committee on a bi-monthly basis. Pliml the county board chair, stated he would reconvene the Space Needs Implementation Ad Hoc Committee if decisions need to be negotiated during this process.

The Venture Architects proposal was reviewed. Grueneberg believes Venture would be a good fit for this project as they have worked with the County in the past on space needs assessments and are familiar with County departments and their needs. John Cain answered questions and stated that the first priorities of occupying the River Block building would be addressing the current sprinkler system and third party testing of the HVAC system. The building was originally constructed with an open concept layout and building walls will impact the HVAC system. Total cost to the County for the proposal by Venture Architects and the third party HVAC testing would be \$43,450.

**Motion (Rozar/Henkel) to accept the proposal dated January 15, 2016 for the River Block Building Study as presented by Venture Architects and to fund same with monies from the non-lapsing maintenance fund. Motion carried unanimously.**

**Motion (Pliml/Henkel) to adjourn the Executive Committee meeting at 9:46 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically by Donna Rozar, secretary

*Donna Rozar*

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

Month: February 2016

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Trent Miner

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Peter Hendler

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Donna Rozar

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Hilde Henkel

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Lance Plim

COMMITTEE REPORT  
SAFETY, WORK COMP  
AND INSURANCE  
JANUARY 2016

#1

VOUCHER#	VENDOR	DESCRIPTION	AMOUNT
PREPAID	LOW VOLTAGE SOLUTIONS LLC	RADIO REPLACEMENT	\$1,292.90
PREPAID	AEGIS CORPORATION	CRIME POLICY	\$2,649.00
PREPAID	SAFELITE FULLFILLMENT INC	VEHICLE DAMAGE REPAIR BILL	\$74.94
PREPAID	WESTSIDE AUTO BODY	VEHICLE DAMAGE REPAIR BILL	\$949.20
		<b>INSURANCE TOTAL</b>	<b>\$4,966.04</b>
	<b>ALL THE BELOW WERE PAID BY AEGIS (TPA)</b>		
PREPAID	IOD INCORPORATED	WC MED REIMBURSE	\$8.19
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$225.72
PREPAID	WORK COMP CLAIM	TTD	\$351.51
PREPAID	ATTORNEY ERIC C. PEASE	ATTORNEY FEES	\$87.82
PREPAID	WORK COMP CLAIM	RETRAINING EXP-MILEAGE, TUITION, BOOKS	\$3,307.71
PREPAID	COAST TO COAST WISCONSIN LLC	WC MED REIMBURSE	\$546.36
PREPAID	WISCONSIN RIVER OTHOPAEDICS	WC MED REIMBURSE	\$486.62
PREPAID	WORK COMP CLAIM	TTD	\$512.80
PREPAID	WORK COMP CLAIM	TTD	\$512.80
PREPAID	THE ALARIS GROUP INC	WC MED REIMBURSE	\$85.00
PREPAID	WORK COMP CLAIM	TTD	\$463.60
PREPAID	WORK COMP CLAIM	TTD	\$463.60
PREPAID	ASPIRUS DOCTORS CLINIC	WC MED REIMBURSE	\$148.00
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$26.24
PREPAID	WORK COMP CLAIM	TTD	\$415.64
PREPAID	WORK COMP CLAIM	TTD	\$512.80
PREPAID	WORK COMP CLAIM	TTD	\$512.80
PREPAID	ALARIS	WC MED REIMBURSE	\$221.00
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$12.75
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$12.75
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$12.75
PREPAID	ISO SERVICES INC	WC MED REIMBURSE	\$12.75
PREPAID	MY MATRIX	WC MED REIMBURSE	\$62.93
PREPAID	HEALING HANDS CHIROPRACTIC CENTER	WC MED REIMBURSE	\$60.00
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$4.34
PREPAID	WORK COMP CLAIM	TTD	\$463.60
PREPAID	WORK COMP CLAIM	TTD	\$463.60
PREPAID	WORK COMP CLAIM	TTD	\$463.60
PREPAID	ASPIRUS RIVERVIEW HOSPITAL	WC MED REIMBURSE	\$1,753.62
PREPAID	WORK COMP CLAIM	TTD	\$512.80
PREPAID	DIETRICH CHIROPRACTIC	WC MED REIMBURSE	\$1,015.00
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$37.57
PREPAID	WORK COMP CLAIM	TTD	\$512.80
PREPAID	WORK COMP CLAIM	TTD	\$512.80
PREPAID	WORK COMP CLAIM	TTD	\$463.60
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$11,182.16
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$149.91
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$148.70
PREPAID	RISING MEDICAL SOLUTIONS	BILL REVIEW SERVICES	\$131.51
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$33.16
PREPAID	MARSHFIELD CLINIC	WC MED REIMBURSE	\$16.96
PREPAID	RISING MEDICAL SOLUTIONS	WC MED REIMBURSE	-\$33.51
		<b>TOTAL</b>	<b>\$26,894.36</b>

TTD - TEMPORARY TOTAL DISABILITY  
TPD - TEMPORARY PARTIAL DISABILITY

PPD - PARTIAL PERMANENT DISABILITY  
DB - DEATH BENEFIT

For the range of vouchers: 14150057 14160099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
14150057	WIPFLI LLP	2015 Preliminary Audit	01/06/2016	5000.00	P
14150058	UW - MARSHFIELD WOOD COUNTY	2015 Capital Projects	12/31/2015	16896.89	P
14160001	UW - MARSHFIELD WOOD COUNTY	2016 1st Installment Tax Aid	01/02/2016	23726.00	P
14160002	CITY OF MARSHFIELD TREASURER	2016 Tax Aid	01/02/2016	25000.00	P
14160003	BLACK RIVER FALLS PUBLIC LIBRARY	2016 1st Payment Library Aid	01/02/2016	59.00	P
14160004	HATCH MEMORIAL LIBRARY	2016 Payment Library Aid	01/02/2016	24.00	P
14160005	NEW LISBON MEMORIAL LIBRARY	2016 Payment Library Aid	01/02/2016	82.00	P
14160006	LESTER PUBLIC LIBRARY OF ROME	2016 Payment Library Aid	01/02/2016	2620.00	P
14160007	ARPIN PUBLIC LIBRARY	2016 1st Payment Library Aid	01/02/2016	9927.50	P
14160008	MARSHFIELD PUBLIC LIBRARY	2016 1st Payment Library Aid	01/02/2016	109755.50	P
14160009	CHARLES AND JOANNE LESTER LIBRARY	2016 1st Payment Library Aid	01/02/2016	26023.00	P
14160010	PITTSVILLE COMMUNITY LIBRARY	2016 1st Payment Library Aid	01/02/2016	16026.00	P
14160011	VESPER PUBLIC LIBRARY	2016 1st Payment Library Aid	01/02/2016	8385.50	P
14160012	MCMILLAN MEMORIAL LIBRARY	2016 1st Payment Library Aid	01/02/2016	247355.00	P
14160013	SOUTH CENTRAL LIBRARY SYSTEM	2016 Tax Aid	01/02/2016	15071.00	P
14160014	AGING RESOURCE CENTER OF CENTRAL WISCONSIN	1st Qtr 2016 Tax Levy	01/13/2016	49569.50	P
14160015	DEPOSITORY TRUST & CLEARING CO	Debt Confirmations	01/22/2016	127.00	P

Grand Total: \$555,647.89

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member



3C-2,  
WELLNESS - Jan 2016

For the range of vouchers: 34150025 34160099

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
34150025	JOANIS SAMANTHA	FITBIT and IPAD	12/31/2015	399.98	P
34150026	ASPIRUS OCCUPATIONAL HEALTH	Wellness HRA, Biometrics Labs	12/31/2015	110.00	P
34150027	ASPIRUS OCCUPATIONAL HEALTH	12/2015 Wellness	12/31/2015	20896.08	P
Grand Total:				\$21,406.06	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

## Report of Claims for

Treasurer

For the range of vouchers: 28150333 28160025

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28150333	CITY OF MARSHFIELD TREASURER	CITY OF MARSHFIELD SPECIAL CHG	12/23/2015	20510.14	P
28150334	TOWN OF RICHFIELD	2015 TAXES 15-00223AB	12/23/2015	606.84	P
28160001	WI REAL PROPERTY LISTERS ASSN	WRPLA MEMBERSHIP DUES	01/05/2016	60.00	P
28160002	WI DEPT OF ADMINISTRATION	WISCONSIN LAND INFO-ROD	01/07/2016	6307.00	P
28160003	STATE OF WISCONSIN TREASURER	DEC PROBATE & BIRTH FEES	01/07/2016	22378.02	P
28160004	WISCONSIN CO TREAS ASSN SEC TR	TREASURER DUES	01/11/2016	100.00	P
28160005	CITY OF PITTSVILLE TREASURER	2015 TAX OVERPAYMENT FOR C-PIT	01/07/2016	102.70	P
28160006	CARTRIDGE WORLD	PRINTER CARTRIDGE REFILLS	01/11/2016	57.00	P
28160007	CITY OF WISCONSIN RAPIDS	SPECIAL ASSESSMENTS FORWARDED	12/31/2015	89.19	P
28160008	CITY OF MARSHFIELD TREASURER	SPECIAL ASSESSMENTS FORWARDED	12/31/2015	151.75	P
28160009	CITY OF WISCONSIN RAPIDS	SPECIAL CHARGES FORWARDED	12/31/2015	134.00	P
28160010	CITY OF MARSHFIELD TREASURER	SPECIAL CHARGES FORWARDED	12/31/2015	21022.31	P
28160011	CITY OF NEKOOSA TREASURER	SPECIAL CHARGES FORWARDED	12/31/2015	1528.16	P
28160012	VILLAGE OF PORT EDWARDS TREAS	SPECIAL CHARGED FORWARDED	12/31/2015	283.80	P
28160013	TOWN OF SARATOGA	SPECIAL CHARGES FORWARDED	12/31/2015	450.46	P
28160014	TOWN OF RICHFIELD	SPECIAL CHARGES FORWARDED	12/31/2015	463.12	P
28160015	TOWN OF PORT EDWARDS	SPECIAL CHARGES FORWARDED	12/31/2015	39.32	P
28160016	TOWN OF GRAND RAPIDS	SPECIAL CHARGES FORWARDED	12/31/2015	451.95	P
28160017	TOWN OF ARPIN	2015 TAX PAYMENT FORWARDED	01/14/2016	377.58	P
28160018	EO JOHNSON COMPANY INC		01/19/2016	227.00	P
28160019	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	01/19/2016	579.00	P
28160020	STATE OF WISCONSIN TREASURER	DEC REVENUES	01/19/2016	116727.15	P
28160021	WOODTRUST BANK	DEC SERVICE FEE	01/19/2016	916.09	P
28160022	WATER WORKS & LIGHTING COMM	TAX DEED UTILITY BILLS	01/19/2016	287.30	P
28160023	CITY OF PITTSVILLE TREASURER	TAX DEED EXPENSES	01/19/2016	62.77	P
28160024	GOETZ ABSTRACT & TITLE INC	TITLE REPORTS	01/21/2016	478.00	P

## Report of Claims for \_\_\_\_\_

For the range of vouchers: 28150333 28160025

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
28160025	WI COUNTY CONSTITUTIONAL OFFICERS	WCCO CONFERENCE	01/21/2016	75.00	P
			Grand Total:	\$194,465.65	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Report of Claims for

COUNTY CLERK - JANUARY 2016

For the range of vouchers:

06150307 06150331

06160001 06160018

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
06150307	LANGTON DENNIS	DECEMBER DELIVERS 20 DAYS	01/04/2016	190.00	P
06150308	REGISTRATION FEE TRUST	L92-68J	01/05/2016	147.50	P
06150309	GANNETT WISCONSIN MEDIA		01/05/2016	1500.90	P
06150310	TDS TELECOM	VAR DEPT TDS PH BILL DEC 15	01/05/2016	304.51	P
06150311	WI DEPT OF ADMINISTRATION	2015 Llicense fees due State	01/14/2016	10975.00	P
06150312	ASHBECK ROBERT	DEC 2015 MILEAGE	01/19/2016	94.30	P
06150313	CLENDENNING WILLIAM	MEALS FOR AUG/SEPT	01/19/2016	16.00	P
06150314	CURRY KENNETH	DEC 15 MILEAGE	01/19/2016	51.75	P
06150315	HAMILTON BRAD R	NOV 2015 MEALS	01/19/2016	8.00	P
06150316	HENDLER PETER O	SEPT MEALS AND DEC MILEAGE	01/19/2016	143.65	P
06150317	HENKEL HILDE	DEC 15 MILEAGE	01/19/2016	20.70	P
06150318	HOKAMP MARION	DEC 15 MILEAGE	01/19/2016	154.68	P
06150319	KOSZCZUK JEFFREY CASIMIR	JAN - DEC 15 MILEAGE	01/19/2016	188.60	P
06150320	BUTTKE THOMAS	JAN - DEC 15 MILEAGE	01/19/2016	161.00	P
06150321	LEICHTNAM BILL	MAR EXP AND DEC 15 MILEAGE	01/19/2016	116.38	P
06150322	MACHON DOUG	DEC 2015 MILEAGE	01/19/2016	135.70	P
06150323	MINER TRENT	DEC 15 MILEAGE	01/19/2016	83.95	P
06150324	PLIML LANCE	FEB MEALS & DEC 15 MILEAGE	01/19/2016	153.05	P
06150325	ROZAR DONNA	DEC 15 MILEAGE	01/19/2016	174.80	P
06150326	VICENTE HEIDI	AUG - DEC 15 MILEAGE	01/19/2016	106.95	P
06150327	WAGNER ED	NOV MEALS AND DEC 15 MILEAGE	01/19/2016	225.55	P
06150328	WINCH WILLIAM	OCT & NOV 15 MILEAGE	01/19/2016	103.50	P
06150329	ZURFLUH JOSEPH SR	DEC 2015 MILEAGE	01/19/2016	67.28	P
06150330	BREU ALLEN	DEC 2015 MILEAGE	01/19/2016	115.00	P
06150331	UNITED MAILING SERVICE	MAIL FEES 11/30 - 12/31/2015	01/20/2016	1080.73	P
06160001	AEGIS CORPORATION	Position Schedule Bond 2016	01/04/2016	1505.00	P
06160002	WISCONSIN COUNTIES ASSOCIATION	2016 WCA Annual Dues	01/04/2016	11732.00	P
06160003	FRONTIER COMMUNICATIONS	Various Mfld Dept phone 1/16	01/04/2016	127.66	P
06160004	SOLARUS	VAR DEPT PH BILLS JAN 2016	01/05/2016	12747.90	P
06160005	REGISTRATION FEE TRUST	L92-71J, 657-DXF	01/05/2016	299.50	P
06160006	CENTURYLINK	Various dept long distance pho	01/12/2016	85.12	P
06160007	WISTAX	Focus (Cypress)	01/12/2016	44.00	P
06160008	OFFICE ENTERPRISES	Split labels for postage machi	01/12/2016	29.43	P
06160009	REGISTRATION FEE TRUST	L92-72J-74J, 240XCC	01/12/2016	562.88	P
06160010	ELECTION SYSTEMS & SOFTWARE	Coverage 4/1/16-3/31/17 DS200	01/15/2016	3428.78	P
06160011	WISTAX	WI Taxpayer 5-1yr Judicial Com	01/18/2016	69.85	P
06160012	UNITED PARCEL SERVICE	REPLENISH UPS ACCT JAN 16	01/19/2016	150.00	P
06160013	REGISTRATION FEE TRUST	L92-75J,661-SJU,689-MYL,JT9876	01/19/2016	341.50	P
06160014	BARTH DAVID	JAN 2016 MILEAGE	01/19/2016	6.48	P
06160015	FRONTIER COMMUNICATIONS	Various Mfld Dept Phone Charge	01/25/2016	127.47	P
06160016	ELECTION SYSTEMS & SOFTWARE	Layout & ballots for 2/16/16	01/25/2016	5092.60	P
06160017	NORTH CENTRAL ITBEC	2016 ITBEC Dues	01/25/2016	1955.00	P
06160018	REGISTRATION FEE TRUST	L92-76J-77J,JK2064,415-UCT,DH0	01/26/2016	568.75	P
Grand Total:				\$55,193.40	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

**COUNTY BOARD**  
December 2015 vouchers

**REPORT ON CLAIMS**  
Paid January 2016

#1

DEPT CODE	CLAIMANT	NATURE OF CLAIM	AMOUNT
PD-PP	Wisconsin Employee Trust Funds	Retirement	\$280,172.92
CB	Robert Ashbeck	December Per Diem	\$ 270.00
CB	Allen Breu	December Per Diem	\$ 340.00
CB	Kenneth Curry	December Per Diem	\$ 230.00
CB	Peter Hendler	December Per Diem	\$ 230.00
CB	Hilde Henkel	December Per Diem	\$ 325.00
CB	Marion Hokamp	December Per Diem	\$ 540.00
CB	Bill Leichtnam	December Per Diem	\$ 370.00
CB	Doug Machon	December Per Diem	\$ 290.00
CB	Trent Miner	December Per Diem	\$ 325.00
CB	Lance Pliml	December Per Diem	\$ 430.00
CB	Donna Rozar	December Per Diem	\$ 445.00
CB	Ed Wagner	December Per Diem	\$ 320.00
CB	William Winch	Oct. & Dec. Per Diem	\$ 460.00
CB	Joe Zurfluh	December Per Diem	\$ 310.00
CB	David Barth	January 2016 Per Diem	\$ 40.00
CB	Tom Buttke	Jan. - Dec. 2015 Per Diem	\$ 480.00
CB	Jessica Vicente	Aug. - Dec. 2015 Per Diem	\$ 240.00
CB	Jeffrey Koszczuk	Jan. - Dec. 2015 Per Diem	\$ 280.00
CB	Northwoods Laser & Embroidery	Plaques	\$ 323.00
CB	Northwoods Laser & Embroidery	Plaques	\$ 58.25
CB			
<b>TOTAL</b>			<b>\$286,479.17</b>

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Executive Committee

## Report of Claims for

INFORMATION TECHNOLOGY  
JANUARY 2016

For the range of vouchers: 271500432 27150433 27160013  
271500432

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
271500432	CDW GOVERNMENT INC	P&Z TABLET SERVICE AGREEMENT	12/17/2015	314.90	P
27150433	CDW GOVERNMENT INC	UPS - NORWOOD	12/18/2015	293.90	P
27150434	CDW GOVERNMENT INC	SERVER PROJECT	12/19/2015	12744.00	P
27150435	CDW GOVERNMENT INC	FLASH DRIVES & SNAGIT	12/22/2015	122.99	P
27150436	CDW GOVERNMENT INC	TRNG RM PROJECTOR	12/22/2015	556.38	P
27150437	CDW GOVERNMENT INC	CORE/CLOSET SWITCHES	12/22/2015	422.52	P
27150438	CDW GOVERNMENT INC	SERVER PROJECT	12/22/2015	72.27	P
27150439	CITIESDIGITAL	LASERFICHE STELLENT CONVERSION	12/14/2015	8681.25	P
27150440	DELL MARKETING L P	PC REPLACEMENT	12/18/2015	692.91	P
27150441	DELL MARKETING L P	TRNG RM MONITOR	12/18/2015	206.99	P
27150442	DELL MARKETING L P	PC REPLACEMENT	12/20/2015	460.00	P
27150443	DELL MARKETING L P	PC REPLACEMENT	12/20/2015	601.80	P
27150444	DELL MARKETING L P	PC REPLACEMENT	12/20/2015	1465.11	P
27150445	DELL MARKETING L P	PC REPLACEMENT	12/21/2015	9780.84	P
27150446	FLUXLIGHT INC	CORE SWITCH TRANSCEIVERS	12/09/2015	7376.60	P
27150447	MARSHFIELD UTILITIES	FIBEROPTIC	12/23/2015	802.50	P
27150448	US CELLULAR	CELL PHONE CHGS ACCT 217293182	12/20/2015	630.14	P
27150449	US CELLULAR	CELL PHONE CHGS ACCT 203391922	12/20/2015	140.83	P
27150450	US CELLULAR	CELL PHONE CHGS ACCT 203538532	12/20/2015	917.69	P
27150451	US CELLULAR	CELL PHONE CHGS ACCT 277407322	12/16/2015	2287.97	P
27150452	BARDACHIWSKI IHOR	MILEAGE	12/31/2015	88.98	P
27150453	CDW GOVERNMENT INC	IT SERVICES CORE MOVE	12/31/2015	2011.88	P
27150454	CDW GOVERNMENT INC	E ENGEL MS SURFACE ACCESSORIES	12/31/2015	154.83	P
27150455	CDW GOVERNMENT INC	E ENGEL MS SURFACE ACCESSORIES	12/28/2015	154.74	P
27150456	CDW GOVERNMENT INC	SERVER PROJECT	12/28/2015	72.27	P
27150457	CDW GOVERNMENT INC	CORE/CLOSET SWITCHES	12/28/2015	5695.98	P

## Report of Claims for

INFORMATION TECHNOLOGY  
JANUARY 2016

For the range of vouchers: 271500432 271500432 27150433 27160013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27150458	CDW GOVERNMENT INC	NORWOOD SWITCHES	12/23/2015	19248.36	P
27150459	CDW GOVERNMENT INC	NET APP SHELF DISK EXPANSION	12/22/2015	7055.00	P
27150460	CDW GOVERNMENT INC	FLASH DRIVES	12/28/2015	39.85	P
27150461	CDW GOVERNMENT INC	PATCH CABLES	12/30/2015	12.15	P
27150462	DELL MARKETING L P	PC REPLACEMENT 2015	12/27/2015	12032.46	P
27150463	DELL MARKETING L P	PC REPLACEMENT 2015	12/29/2015	5249.70	P
27150464	ULTRACOM WIRELESS COMMUNICATI	CELL EXTRAS-PARKS, HWY	12/28/2015	96.05	P
27150465	US BANK	CREDIT CARD CHARGES	12/28/2015	37.99	P
27150466	US BANK	CREDIT CARD CHARGES	12/28/2015	4115.58	P
27150467	WIPFLI LLP	DYNAMICS SUPPORT	12/30/2015	74.00	P
27150468	CDW GOVERNMENT INC	COMM VAULT SERVER UPGRADE	12/22/2015	6044.52	P
27150469	MERIT NETWORK INC	TRAINING - JASON SCOTT	06/22/2015	2250.00	P
27150470	CURRENT TECHNOLOGIES INC	CORE/CLOSET SWITCHES	12/29/2015	1185.20	P
27150471	CDW GOVERNMENT INC	CREDIT MEMO - P&Z TABLET	01/08/2016	(1250.00)	P
27160001	CDW GOVERNMENT INC	NET APP SUPPORT 2016	12/31/2015	5500.00	P
27160002	COMPUTER INFORMATION SYSTEMS INC	CIS HOST RENEWAL	01/11/2016	2698.80	P
27160003	FRONTIER COMMUNICATIONS	PHONE CHARGES	01/11/2016	1108.81	P
27160004	FRONTIER COMMUNICATIONS	PHONE CHARGES	01/11/2016	542.00	P
27160005	SERGEANT LABORATORIES INC	ARISTOTLE MAINTENANCE RENEWAL	12/15/2015	3929.64	P
27160006	CITIESDIGITAL	LASERFICHE MAINTENANCE 2016	10/22/2015	11350.00	P
27160007	CDW GOVERNMENT INC	IT ACCESSORIES	01/05/2016	90.52	P
27160008	CDW GOVERNMENT INC	NETAPP SHELF EXPANSION	01/05/2016	7055.00	P
27160009	CDW GOVERNMENT INC	TRAINING ROOM SCREEN	01/08/2016	113.15	P
27160010	CDW GOVERNMENT INC	EIGRP FOR CHRO2N SWITCHES	01/08/2016	3079.94	P
27160011	CDW GOVERNMENT INC	CORE/CLOSET SWITCHES	01/08/2016	224.00	P
27160012	CHARTER COMMUNICATIONS	INTERNET PRO80	01/14/2016	130.00	P
27160013	CITRIX SYSTEMS INC	LICENSE/MAINTENANCE 2016	11/12/2015	27550.00	P

Grand Total: \$176,312.99

## Report of Claims for

INFORMATION TECHNOLOGY  
JANUARY 2016

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For the range of vouchers: 271500432  
271500432

27150433 27160013

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Committee Chair

Committee Member

Committee Member

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Committee Member

Committee Member

Committee Member



## MAINTENANCE / PURCHASING

## Report of Claims for

JANUARY 2016

For the range of vouchers: 19150896 19150931 19160001 19160046 5012019250120194

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19150896	FIRST AMERICAN TITLE INSURANCE CO	TITLE INS RIVER BLOCK BLDG	12/28/2015	2519.00	P
19150897	ACE HARDWARE	SHOP SUPPLIES	12/30/2015	19.60	P
19150898	APPLIED INDUSTRIAL TECHNOLOGY	SHOP SUPPLIES	12/30/2015	16.60	P
19150899	CA LIGHTING LENSES INC	LIGHT COVERS	12/22/2015	58.80	P
19150900	CURRENT TECHNOLOGIES INC	JOINT USE WATER HEATER HOOKUP	12/29/2015	260.41	P
19150901	G & K SERVICES	MAT CLEANING COURTHOUSE	12/30/2015	525.74	P
19150902	GRAINGER (Maintenance)	HVAC REPAIRS	12/28/2015	144.28	P
19150903	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	12/28/2015	948.73	P
19150904	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	12/28/2015	10.74	P
19150905	WATER WORKS & LIGHTING COMM	ELEC SERVICE SHERIFF LOCKUP	12/28/2015	95.27	P
19150906	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC JOINT USE	12/28/2015	207.34	P
19150907	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC AIRPORT CBRF	12/28/2015	266.74	P
19150908	WATER WORKS & LIGHTING COMM	ELEC SERVICE COURTHOUSE	12/28/2015	11524.57	P
19150909	WE ENERGIES	GAS SERVICE JAIL	12/30/2015	1376.22	P
19150910	WE ENERGIES	GAS SERVICE COMMUNICATIONS	12/30/2015	175.05	P
19150911	WE ENERGIES	GAS SERVICE ANNEX	12/30/2015	32.07	P
19150912	WE ENERGIES	GAS SERVICE COURTHOUSE	12/30/2015	4096.24	P
19150913	WE ENERGIES	GAS SERVICE HUMAN SERVICES	12/30/2015	230.99	P
19150914	WE ENERGIES	GAS SERVICE AIRPORT CBRF	12/30/2015	106.55	P
19150915	WE ENERGIES	GAS SERVICE JOINT USE BLDG	12/31/2015	384.93	P
19150916	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	12/31/2015	205.60	P
19150917	HOME DEPOT CREDIT SERV (Maintenance)	JU WTR HTR PARTS, SHOP PARTS	12/31/2015	218.22	P
19150918	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING COURTHOUSE	12/31/2015	1185.00	P
19150919	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING JOINT USE	12/31/2015	330.00	P
19150920	KOLO TRUCKING AND EXCAVATING INC	SNOW PLOWING HUMAN SERVICES	12/31/2015	245.00	P
19150921	LAKELAND CHEMICAL SPECIALITES	BOILER CHEMICALS	12/10/2015	1392.63	P

## MAINTENANCE / PURCHASING

## Report of Claims for JANUARY 2016

For the range of vouchers: 19150896 19150931 19160001 19160046 5012019250120194

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19150922	SCHILLING SUPPLY COMPANY	ICE MELT	12/31/2015	11.00	P
19150923	HEINZEN PRINTING	PRINTING	01/14/2016	168.00	P
19150924	AIRGAS NORTH CENTRAL	SAFETY SUPPLIES	12/31/2015	131.40	
19150925	INDIANHEAD SPECIALTY CO	STAMPS	12/31/2015	86.80	
19150926	OFFICEMAX INCORPORATED	OFFICE SUPPLIES	12/31/2015	448.87	
19150927	OFFICEMAX INCORPORATED	OFFICE SUPPLIES	12/31/2015	(21.19)	
19150928	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	12/31/2015	306.66	
19150929	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/31/2015	1352.85	
19150930	STAPLES ADVANTAGE	OFFICE SUPPLIES	12/31/2015	(80.98)	
19150931	OFFICE ENTERPRISES	CHAIR	12/31/2015	253.68	
19160001	ACE HARDWARE	PARTS	01/04/2016	9.99	P
19160002	ACE HARDWARE	PARTS - AIRPORT AVE CBRF	01/04/2016	8.99	P
19160003	ACE HARDWARE	SALT - JAIL	01/05/2016	377.37	P
19160004	DOORWORKS INC	GARAGE DOOR PART	01/07/2016	22.00	P
19160005	RAPIDS FORD LINCOLN MERCURY	CRUISE CONTROL 2013 FORD	01/05/2016	248.84	P
19160006	WASTE MANAGEMENT	WASTE DISPOSAL HUMAN SERVICES	01/01/2016	197.34	P
19160007	WASTE MANAGEMENT	WASTE DISPOSAL JOINT USE	01/01/2016	70.48	P
19160008	WASTE MANAGEMENT	WASTE DISPOSAL COURTHOUSE	01/01/2016	862.57	P
19160009	VALUE IN LOCAL GOVERNMENT	MEMBERSHIP DUES	01/12/2016	35.00	P
19160010	WAPP	MEMBERSHIP RENEWAL	01/12/2016	50.00	P
19160011	ACE HARDWARE	SHOP SUPPLIES	01/11/2016	45.96	P
19160012	GRAINGER (Maintenance)	REFRIG AIR DRYER, FILTER-JAIL	01/04/2016	959.33	P
19160013	ORKIN PEST CONTROL	PEST CONTROL HUMAN SERVICES	01/12/2016	136.05	P
19160014	PBBS EQUIPMENT CORPORATION	BOILER SEMINAR-VAN TASSEL	01/12/2016	295.00	P
19160015	ACE HARDWARE	PARTS	01/13/2016	17.99	P
19160016	ACE HARDWARE	HVAC PARTS	01/13/2016	49.57	P
19160017	ACE HARDWARE	PARTS	01/14/2016	14.48	P
19160018	ACE HARDWARE	KEYS-RIVER ROCK	01/15/2016	7.96	P

## Report of Claims for

MAINTENANCE / PURCHASING  
JANUARY 2016

For the range of vouchers: 19150896 19150931 19160001 19160046 5012019250120194

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19160019	ACE HARDWARE	PARTS	01/18/2016	36.48	P
19160020	G & K SERVICES	MAT CLEANING HUMAN SERVICES	01/06/2016	131.55	P
19160021	G & K SERVICES	MAT CLEANING COURTHOUSE	01/13/2016	380.74	P
19160022	GRAINGER (Maintenance)	HVAC VALVE PROJECT	01/11/2016	184.97	P
19160023	GRAINGER (Maintenance)	HVAC VALVE PROJECT	01/15/2016	500.36	P
19160024	LIBERTY CLEANERS INC	CLEANING CH, JAIL & HUMAN SERV	01/20/2016	9219.10	P
19160025	NEIS ELEVATOR SERVICE	ELEVATOR INSPECTION	01/11/2016	83.00	P
19160026	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	01/20/2016	120.00	P
19160027	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE CH SECURITY	01/12/2016	70.16	P
19160028	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	01/12/2016	49.78	P
19160029	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SERV COMM	01/12/2016	318.27	P
19160030	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE ANNEX #1	01/12/2016	155.16	P
19160031	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE ANNEX #2	01/12/2016	35.52	P
19160032	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	01/12/2016	2372.54	P
19160033	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE ANNEX	01/12/2016	47.34	P
19160034	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	01/12/2016	1064.97	P
19160035	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	01/12/2016	6.38	P
19160036	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	01/12/2016	65.78	P
19160037	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER/ELEC	01/12/2016	12.08	P
19160038	HEINZEN PRINTING	PRINTING	01/26/2016	5115.00	
19160039	HEINZEN PRINTING	PRINTING	01/26/2016	1336.00	
19160040	INDIANHEAD SPECIALTY CO	STAMPS	01/26/2016	560.25	
19160041	PRINT SHOP THE	PRINTING	01/26/2016	133.00	
19160042	QUALITY PLUS PRINTING INC	PRINTING	01/26/2016	1827.50	
19160043	OFFICEMAX INCORPORATED	OFFICE SUPPLIES	01/26/2016	1021.39	
19160044	SCHILLING SUPPLY COMPANY	PAPER SUPPLIES	01/26/2016	183.33	
19160045	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/26/2016	1217.76	
19160046	STAPLES ADVANTAGE	OFFICE SUPPLIES	01/26/2016	(1.35)	

## Report of Claims for

MAINTENANCE / PURCHASING  
JANUARY 2016

For the range of vouchers: 19150896 19150931 19160001 19160046 5012019250120194

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
50120192	MIDLAND PAPER		01/20/2016	45.25	
50120193	OFFICEMAX INCORPORATED		01/20/2016	88.53	
50120194	STAPLES ADVANTAGE		01/20/2016	113.20	
Grand Total:				\$59,136.37	

Committee Chair

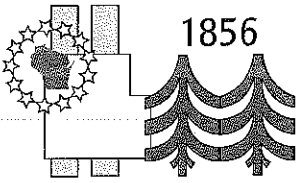
Committee Member

Committee Member

Committee Member

Committee Member

Committee Member



# Wood County WISCONSIN

*Office of  
Maintenance Coordinator  
Terry Rickaby*

## **Maintenance Monthly Comments February 2, 2016**

Maintenance staff was trained on the reader card system that is currently in place in the River Block building.

Worked on various heating issues in the Courthouse including 2<sup>nd</sup> floor Human Services, North stair heaters, Investigator Machotka's office and storage, conference room 115 and the 1<sup>st</sup> floor training room. Flushed all radiators in Child Support.

Installed compressed air dryer in the Maintenance Department.

Working with Otis Elevator to get emergency phones installed in the elevators at River Block.

Rebuilt a heat pump.



# Wood County WISCONSIN

## SAFETY & RISK MANAGEMENT

### Safety & Risk Management Letter of Comments – January 2016

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

- Working on 2016 annual employee safety training documents and schedules.
- Finalizing 2015 annual reporting per State and OSHA regulations.

#### **Lost Time/ Restricted Duty/Medical Injuries: 3**

- 01/07/2016 – Treasurer – Employee sustained a strain to the left knee area from a slip and fall. Medical only.
- 01/11/2016 – Sheriff's – Employee sustained strains and contusions to left side of body from a combative individual. Medical only.
- 01/15/2016 – Edgewater – Employee sustained a right knee sprain from a slip and fall. Medical only.

#### **First Aid Injuries: 2**

- 01/77/2016 – Human Services – Employee sustained contusions to right leg area from a slip and fall.
- 01/09/2016 – Norwood HC - Employee sustained a contusion to the left jaw when struck by a combative individual.

#### **Property/Vehicle Damage Claims: 0**

- 00/00/2016 – Sheriff's Rescue – Lost or stolen portable radio. Estimated loss of \$1290.00
- 00/00/2016 – Sheriff's - Windshield cracked and replaced. Loss of \$252.90

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

- 00/00/2015 – Dept. – Claim and damages.

#### **Liability – Active Lawyer Notice of Injury and Claim / Lawsuits/ Court Cases: 1 new suit filed.**

- Meyer vs. Wood County Clerk of Courts. Turned over to our liability insurance carrier for defense.
- Engen vs. Wood County Highway. Wood County No updates available.
- Nelson vs. Wood County Human Services. Claim dropped from Federal court. Court Branch1 reviewing briefs with a decision forthcoming.
- Waite retaliation claim. No updates available.

#### **2016 Goals Progress:**

Working on getting several HR related and one Highway safety training videos added to our intranet web site.

Working with our Wood County Sheriff's Department on vests purchases for carrying required equipment to reduce back injury incidents to Deputies.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

January, 2016

- ◆ Extensive work and time was put in the Sage HRMS, new payroll system this month. Several IT staff assisted HR with golive support, report creation, and continue to work on resolving issues. Numerous reports have been created to verify data accuracy and reports have been created in the new HRMS system. There are a few issues that need to be addressed and corrected in the system and HR and IT are working hard to get these issues resolved prior to the next payroll.
- ◆ Updated the Human Services Transportation system with new features that improve data integrity related to monthly statements and account reconciliation.
- ◆ Updated the County Board Meetings section of the website to improve search functionality and agenda changes.
- ◆ Continued working on requested reports in TCM. Multiple programmers continue to work to provide Human Services with requested reports in a timely manner.
- ◆ Continued work on the Health Department's client tracking system to extend clinical charting features.
- ◆ Working through some outstanding issues with the CIS Mobile application that went live date on December 13<sup>th</sup>. Everyone seems very happy with the application. Work assisting municipalities get setup to securely access the new CIS mobile application was completed. This included installing and configuring Mobile CIS, 2FA (two-factor authentication) and the GPS setups. Wood County provides all agencies except City of Rapids and City of Marshfield with the ability to meet the CJIS security requirements. The County is reimbursed for the expense of the licenses by each agency. Extending the County's solution to smaller agencies provides a cost effective solution that otherwise would be cost prohibitive and difficult to maintain without IT staff.
- ◆ Updated the County Board per diem report with updates for 2016.
- ◆ Updated the 2FA, two factor authentication, software to meet the new CJIS Pin Policy.
- ◆ Work continues on upgrading Dynamics, the County Financial system, to the newest version of 2015.
- ◆ In the month of December, 288 helpdesk requests were created and staff completed 272 tickets. The current number of outstanding requests is 66. These numbers represent requests for service that come in daily from departments throughout the County.
- ◆ Updated the Citrix Application Virtual Hard Disks and deployed the new Sage HRMS Client and Crystal Reports 2011. The new version of Crystal Reports is utilized by the Sage HRMS Client software.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

- ◆ Extensive planning continues for IT to complete the Core switch replacement and move the County virtual server environment to new hardware. These are both major projects for IT and will provide the County with a better server backbone.
- ◆ Attended training provided by Werner Electric on the door control system at the River Block building.
- ◆ Training and assistance for new staff at the City of Marshfield and the City Wisconsin Rapids Finance departments and Wood County's Treasurer's office is ongoing.
- ◆ Vendor investigation and preparation of documentation of requirements for replacement tax system continues and is ongoing. Vendor demos have been scheduled for next month.
- ◆ Work on the Planning and Zoning Sanitary Permit system continues including data imports and code to eliminate the legacy permit system.
- ◆ Training and support for new & replacement key personnel at Norwood Healthcare Center has been nearly completed.
- ◆ Planning and Preparation for the required HIPAA Security Risk Analysis continues. This is a required assessment and will be an ongoing project that will include all departments that need to be in HIPAA compliance.
- ◆ Configured and replaced 15 computers in December.



# Wood County Employee Wellness Update

February 2<sup>nd</sup>, 2016      Submitted: Sammi Joanis

## 2015-2016 Employee Wellness Program

**Biometric Screening Update-** Health Assessments results are being compiled and a report with aggregate data will be available after February when Health Coaching is complete. There are a total 375 employees (299) and spouses (76) that have completed the Health assessment and biometric screening. The number of flu shots given at the onsite Flu Clinics has been requested, waiting on Aspirus VNA Home Health for the final reports. Aspirus VNA is having some challenges with proper billing. My counts, based on sign up sheets add up to 249 total flu vaccines given. They recently sent a bill that only charge Wood County 139.

**New Hire Orientation-** Continue to promote and inform new hires about the wellness program during orientation. Encouraging new hires to participate and giving vouchers to Aspirus Doctors Clinics, since onsite screenings are no longer available, to have their biometric screening completed.

**Wellness Committee Updates-** The wellness committee has been hard at work promoting wellness, encouraging, and being great role models. Some current projects we are working on are "Meet Your Wellness Champ", putting together recommendations for designated smoking areas at each location, and creating a wellness challenge. Meeting minutes from January 19<sup>th</sup> are attached for review.

## Upcoming Wellness Activities

**Health Coaching- Quarter 2-** The employees and spouses who participated in the biometric screening and completed the health assessment will receive their results when they meet with an Aspirus Health Coach starting in January to set a wellness goal for the year. Health coaching is a method of guiding others to maintain or improve their health. Like traditional coaching, health coaches use goal setting, identification of obstacles, and personal support systems. Having employees set wellness goals encourages long-term wellness participation and motivation to achieve goals. Communication has been sent to employees and spouses regarding information on how to schedule an appointment with a health coach.

**Fitness Assessments- Quarter 2-** During the health coaching sessions, employees will have an opportunity to complete a MET fitness assessment. This assessment is calculated based on a formula that incorporates the employees' current activity level, height, weight, and resting pulse. The fitness assessments will be offered every six months to allow employees to measure progress over time.

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

<b>Name of Meeting:</b> Wellness Committee Meeting		<b>Location:</b> Courthouse	<b>Date:</b> 1/19/16	
Time Called to Order: <b>2:00pm</b>		Time Adjourned: <b>3:00pm</b>		<b>Call in Number:</b>
<b>Members Present/Call in</b> Sammi J., Lynn B., Martha M., Ryan Soyk, Brad M., Dawn S., Lisa K., Amber F.,		<b>Members Excused</b> Ryan Schultz, Lacey P., Kristie R., Tracy B.		<b>Members Absent</b> Stephany A., <b>Recording Professional</b> Ryan Soyk
AGENDA ITEM	DISCUSSION/ RECOMMENDATIONS	CONCLUSIONS /ACTIONS	RESPONSIBLE PARTY	
<b>-2016 Committee (Rejoin)</b>	<ul style="list-style-type: none"> <li>Recommitment as a Wellness Committee Member for 2016</li> </ul>	✓ Pending roles/responsibilities approval by Wellness Board		
<b>-Meet Your Wellness Champ</b>	<ul style="list-style-type: none"> <li>Bio/Picture of the Wellness Committee Members</li> </ul>	✓ Discussed having featured Wellness member of the month?	Sammi	
	✓ Sammi to send out questionnaire to each member for input and return to her			
<b>-Tobacco/Smoking Area recommendations</b>	<ul style="list-style-type: none"> <li>Wellness Committee members to bring suggestions on designated spots at each location</li> </ul>	✓ Discussed proposed smoking areas for various locations Sammi to present to Wellness board	ALL	
<b>-Committee Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>Make a check list of items that can be expected to be accomplished by a committee member</li> </ul>	✓ Discussed expectations/requirements for being on the Wellness Committee – Sammi to write up new expectations and will present to Wellness board for approval along with Wellness committee role/responsibilities		
<b>Upcoming Wellness Activities</b>	<b>Quarter 2 (January 1<sup>st</sup> – March 31<sup>st</sup>)</b>		ALL	
<b>-Health Coaching</b>	<ul style="list-style-type: none"> <li>Schedule posted online- many slots filled Sammi working with coaches to add more times</li> </ul>	✓ Reviewed process of signing up for coaching discussed deadlines		
<b>-Workout Watch</b>	<ul style="list-style-type: none"> <li>Goal form were due Friday 1/15- Will send a self-eval form towards the end of quarter for employees to fill out</li> </ul>	✓ Discussed the importance of submitting Workout Watch & Health Coaching	ALL	
<b>-Q2 Wellness Challenge</b>	<ul style="list-style-type: none"> <li>See attached</li> </ul>	Will roll out Here and Now Challenge in quarter 2	Sammi	

**Other items:** Discussed some concerns with employees failing to input wellness points online by the deadline, discussed some appropriate exceptions (illness, time off, unexpected emergency, etc). Wellness board to vote on “backdating” points for those that failed to input points. Discussed allowing some to document points on paper version vs. electronic version. Employees can still use the hard copy to document points, however it may switch to only allowing employees to input online electronically.

**Next Meeting:**

- Date: February 23<sup>rd</sup> 2016
- Time: 2pm
- Location: Courthouse- Safety Training Room 1<sup>st</sup> floor
- Call in # \*8763

**Next Meeting Agenda Items**

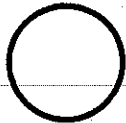
- Replacement Wellness Committee Members
- Wellness Board Updates
  - Employee points and deadlines
  - Tobacco Policy-designated locations

## **TREASURER'S REPORT**

02-02-2016

By: H. Gehrt

- All Municipalities' made their settlements with the County for taxes collected through December 31.
- Letters went out to over 300 residents regarding publication of delinquent taxes for the year 2012 if not paid by March 15.
- Letters went out to the City, Town, and Village Treasurer's regarding procedures and needed items for the February tax settlement for tax collections through January 31.
- I have been working with some Town and Village Treasurer's regarding omitted taxes for the year.
- I have been working with some Town and Village Treasurer's regarding rescinded taxes for the year.
- I have been working with the Department of Revenue, reading statutes, and looking at the website.
- I am working with the Maintenance Department on securing property that the County took ownership of.



## RESOLUTION#

 ITEM# 1-  
 DATE February 16, 2016  
 Effective Date February 16, 2016

 Introduced by Executive Committee  
 Page 1 of 2

Committee

CAK

**INTENT & SYNOPSIS:** To accept offer of sale of tax deed property.
**FISCAL NOTE:**
**PROPERTY #1:**  
 Offered Amount \$5,000.00  
 R.E. Taxes (3135.88)  
 Spec. Charges (722.00)  
 Publication fees (83.14)  
 Abstracting fees (81.00)  
 Maintenance Fees (63.56)

**GAIN** \$914.42

**PROPERTY #2:**  
 Offered Amount \$15,000.00  
 R.E. Taxes (20,136.33)  
 Publication fees (36.00)  
 Abstracting fees (115.00)  
 Maintenance Fees (318.76)

**LOSS** (\$5606.09)

**PROPERTY #3:**  
 Offered Amount \$300.00  
 R.E. Taxes (890.39)  
 Publication fees (35.00)  
 Abstracting fees (90.00)

**LOSS** (\$715.39)

**PROPERTY #4:**  
 Offered Amount \$300.00  
 R.E. Taxes (298.52)  
 Spec. Charges (7,515.11)  
 Publication fees (36.00)  
 Abstracting fees (77.00)

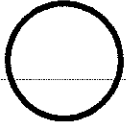
**LOSS** (\$7,626.63)

**PROPERTY #5:**  
 Offered Amount \$500.00  
 R.E. Taxes (918.59)  
 Spec. Charges (6,314.04)  
 Publication fees (36.00)  
 Abstracting fees (75.00)

**LOSS** (\$6,843.63)

<b>Motion:</b>	<b>Adopted:</b>	
1 <sup>st</sup>	<b>Lost:</b>	
2 <sup>nd</sup>	<b>Tabled:</b>	
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.		

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

**RESOLUTION#**

Introduced by Executive Committee  
Page 2 of 2

Committee

**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

**#1-Town of Grand Rapids**

07-03179 Lot 43 of Merry Manor, Town of Grand Rapids, Wood County, Wisconsin.

OFFER  
\$5,000.00

APPRAISED  
\$10,000.00

Property is located at 4530 77<sup>th</sup> Street South, Town of Grand Rapids.

**#2- City of Wisconsin Rapids**

34-05876 That part of Lot 1, Subdivision of the Northeast one-quarter of the Northeast one-quarter of Section 17, Township 22 North, Range 6 East, according to Sargeant's Plat of the City of Wisconsin Rapids, Wood County, Wisconsin.

OFFER  
\$15,000.00

APPRAISED  
\$30,000.00

Property is located at 1250 Washington Street, City of Wisconsin Rapids.

**#3- Village of Vesper**

29-00286 Lot 1 of Wood County Certified Survey Map No. 1810 (recorded in Volume 7 of Survey Maps at Page 10) being all of Lots 1, 2, 3, 4, 5, & 6 Block 24, Benson and Anderson's Map of Village of Vesper, Wood County, Wisconsin.

OFFER  
\$300.00

APPRAISED  
\$1,500.00

Property is located at the intersection of Oak St and Birch St, Village of Vesper.

**#4- Village of Vesper**

29-00418 Lot 27 of Meadowview Acres, Village of Vesper, Wood County, Wisconsin.

OFFER  
\$300.00

APPRAISED  
\$2,000.00

Property is located on Meadow Lane between Meadow Valley Drive and Oak Drive, Village of Vesper.

**#5- Village of Vesper**

29-00428 Lots 38 and 39 of Meadowview Acres, Village of Vesper, Wood County, Wisconsin.

OFFER  
\$500.00

APPRAISED  
\$4,000.00

## BID FORM - SALE OF TAX DEEDED PROPERTY

(Name of Bidder)  
(Address of Bidder)

Wood County Parcel ID

07-03179

Location

Town of Grand Rapids

Description

Section 25, Town 22 North, Range 6 East,  
Merry Manor, Lot 43

Appraised Value

\$10,000.00

(Minimum Bid)

Bid Amount

\$5000.00

In the event this bid is accepted, the instrument of conveyance should name the following as Grantee(s):

Signature of Bidder

Name of Bidder

(type or print)

Roy A. Fawle Jr

Address of Bidder

(type or print)

520 12<sup>th</sup> St. S.

Wes. Rapids, WI 54494

This is an open bid that can be submitted to the Wood County Treasurer's Office at any time.

Mailing Address

Wood County Treasurer

P.O. Box 8095

Wisconsin Rapids, WI 54495

## BID FORM - SALE OF TAX DEEDED PROPERTY

Wood County Parcel ID 34-05876  
Location City of Wisconsin Rapids  
Description Woods 2nd Addition (unrecorded), the east 83'  
of the north 106' of Block 21, being part of Lot  
1, Northeast Northeast Section 17, Town 22

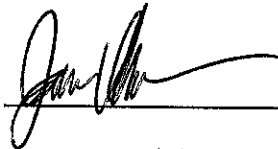
Appraised Value \$30,000.00  
(Minimum Bid)

Bid Amount

15,000.00

In the event this bid is accepted, the instrument of conveyance should name  
the following as Grantee(s):

Signature of Bidder



Name of Bidder  
(type or print)

Jason Klevene, JSK Investment Properties

Address of Bidder  
(type or print)

10011 90th St. S.

Wis. Rapids, WI 54494

This is an open bid that can be submitted to the Wood County Treasurer's  
Office at any time.

Mailing Address  
Wood County Treasurer  
P.O. Box 8095  
Wisconsin Rapids, WI 54495



JSK Investment Properties LLC  
Jason Klevene  
10011 90<sup>th</sup> St. S.  
Wisconsin Rapids, WI 54494  
715-325-7247 home office  
715-213-3863 cell phone  
[jaklevene@yahoo.com](mailto:jaklevene@yahoo.com)

January 26, 2016

City of Wisconsin Rapids  
Re: Property Bid  
Property located at:  
1250 Washington St.  
Wisconsin Rapids, WI 54494  
Wood Co. Parcel ID: 34-05876

Dear City of Wisconsin Rapids:

We have submitted the bid form for sale of tax deeded property on the above address. After thorough inspection of the property we have determined that a minimum \$50,000 investment after purchase would be needed to make the home habitable again. The following items were noted and photographed during our inspections:

Exterior House: Replace 2 exterior entry doors and storm doors, replace siding, several windows are broken all 22 house windows and 5 basement windows need replacing, front porch wood is rotting and sagging, second floor entry stairs and porch are rotting and unsafe.

Exterior Garage: Current side entry door is missing glass and is knocked off it's hinges, there is currently no overhead door on the garage and it is open to the elements.

Interior House: Upstairs plaster in ceiling is water damaged due to previous roof leak and is sagging, downstairs plaster ceiling is water damaged due to water leak from upper kitchen/bath, upstairs floor in kitchen area missing flooring and sagging presumed water damaged, plaster walls cracked and damaged in all rooms, most surfaces have peeling paint, noted wiring running on top of existing drop ceiling from various fixtures and to upper unit, wiring in upper NW bedroom run through heating ductwork from basement to upstairs and stuck into wall, carpeting in upper living room glued to pad and hardwood flooring, stair rail banister at upper landing damaged, unable to access attic to assess any further damage or evaluate roof trusses or existing insulation.

Basement: Coal chute large enough for human entry into home needs to be removed or blocked off, washtub in basement is fed with copper pipe plumbing that is bent into place, electrical panels are knob and tube and need to be upgraded to a 200 amp service, furnaces appear damaged and may need to be repaired or

replaced, there was an orange extension cord run from the basement into the furnace cold air return to the upper unit, another grey electrical cord was run through a cold air return from the basement to the NW bedroom on the 2<sup>nd</sup> floor, both natural gas water heaters are presumed frozen solid, it appears that when the water to the home was shut off the system was not drained and has frozen and burst pipes in basement and throughout home.

Electrical and Plumbing: There are some obvious electrical problems in this home that would need to be addressed immediately, most of the electrical will have to be replaced or upgraded, also with the plumbing having frozen and signs of previous leaks it is expected have to replace most of the plumbing as well.

This home was at one point converted from single family home to an upper/lower duplex. Each unit has 2 bedrooms and 1 bathroom. It is our intention to convert this home back into a 4 bed 2 bath single family home. This would help to improve property values in the neighborhood for the long term. We would like to replace the windows and entry doors, replace the siding on the house and garage, and install an overhead garage door and new steel entry door on garage. Replace the front porch and remove the second story stairs and porch entry and close off. Repair and replace where needed the plaster issues noted above and paint the entire interior of the home. Replace and repair the interior trim and doors. Update the wiring and plumbing in the home. Install new cabinets, countertops and appliances in the kitchen. Refinish hardwood floors throughout the house, tile entryways and bathrooms. Replace bathroom fixtures (tub/shower, toilets and sinks) and cabinets, re-open and repair stairs to second floor.

If you would like to view any of our inspection notes, rehab cost estimates or property pictures please let us know. We look forward to hearing from you.

Sincerely,

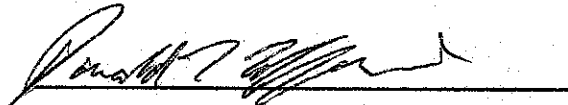
Jason Klevene  
JSK Investment Properties LLC

## BID FORM - SALE OF TAX DEEDED PROPERTY

Wood County Parcel ID 29-00286  
Location Village of Vesper  
Description Benson & Anderton's Map of Vesper Lot 1,  
WCCSM #1810, being Lots 1, 2, 3, 4, 5 & 6,  
Block 24  
Appraised Value \$1,500.00  
(Minimum Bid)  
Bid Amount \$300<sup>00</sup>

In the event this bid is accepted, the instrument of conveyance should name the following as Grantee(s):

Signature of Bidder



Name of Bidder  
(type or print)

Donald Keutter

Address of Bidder  
(type or print)

5420 2nd Ave

Pittsville, WI 54466

This is an open bid that can be submitted to the Wood County Treasurer's Office at any time.

Mailing Address

Wood County Treasurer  
P.O. Box 8095  
Wisconsin Rapids, WI 54495

## BID FORM - SALE OF TAX DEEDED PROPERTY

Wood County Parcel ID 29-00418  
Location Village of Vesper  
Description MEADOWVIEW ACRES, LOT 27

Appraised Value \$2,000.00  
(Minimum Bid)

Bid Amount

\$360<sup>00</sup>

In the event this bid is accepted, the instrument of conveyance should name the following as Grantee(s):

Signature of Bidder



Name of Bidder  
(type or print)

Donald Keutler

Address of Bidder  
(type or print)

5420 2nd Ave.

Pittsville, WI 54466

This is an open bid that can be submitted to the Wood County Treasurer's Office at any time.

Mailing Address  
Wood County Treasurer  
P.O. Box 8095  
Wisconsin Rapids, WI 54495



## BID FORM - SALE OF TAX DEEDED PROPERTY

Wood County Parcel ID 29-00428  
Location Village of Vesper  
Description MEADOWVIEW ACRES, LOT 38 & 39

Appraised Value \$4,000.00  
(Minimum Bid)

Bid Amount

5500<sup>00</sup>

In the event this bid is accepted, the instrument of conveyance should name the following as Grantee(s):

Signature of Bidder



Name of Bidder  
(type or print)

Donald Keutler

Address of Bidder  
(type or print)

5426 2nd Ave Pittsville,

WI 54466

This is an open bid that can be submitted to the Wood County Treasurer's Office at any time.

Mailing Address  
Wood County Treasurer  
P.O. Box 8095  
Wisconsin Rapids, WI 54495

## Comments from the County Clerk

### February 2016 Executive Committee Meeting

Elections have taken over our world again. February 16<sup>th</sup> we'll see a statewide primary for the Supreme Court Justice race. In addition to that, the Nekoosa and Marshfield school board and the City of Wisconsin Rapids mayor position will also have races on the February ballot. Turnout at a February primary has historically been quite low. We'll see what this one brings. April will however be a different story. Election supplies have been distributed to the municipalities and they're getting out their absentee ballots. Monday the 1<sup>st</sup> starts the date for in-person absentee voting which brings new challenges and questions as municipal clerks deal with their first election where voters will need to show photo ID.

WisVote is the new statewide system that is replacing SVRS. Everyone in my office is struggling to accomplish various duties while the GAB struggles to keep up with issues as they arise. Everyone knows that implementing a new system is difficult, but during an election cycle has more problems. Like anything, someday it will be old hat.

Speaking of new. The city of Wisconsin Rapids after the retirement of their clerk has hired an Elections Coordinator. He comes very eager, but with no election experience to speak of. I've met with him several times through organized training sessions to get him certified in the basics needed and he knows that he can call on my office with any questions to help him through his first election and beyond.

In the past few weeks, I've taught a large class to certify Chief Election Inspectors, local and statewide and also a private certification class for the new guy in the city of Wisconsin Rapids and the Village of Park Ridge clerk. Before they can administer an election, they need to have taken this class.

I attended a tour of the River Block building a couple weeks ago. It was purely out of curiosity. Lots of space to utilize and the ability to configure it to our needs is amazing. The plan of action that will be presented is eagerly awaited by all.

As I write this, I'm taking appointments for the 11<sup>th</sup> blood drive in which Wood County employees have participated. It is very exciting to be able to contribute to others in this way. Thank you for your support of this endeavor.

Executive Committee  
Monthly Comments on Agenda Items  
Finance Department – Mike Martin  
Tuesday, February 2, 2016

**Comment on Agenda Items**

10a. 2016 Budget Resolution

This resolution is a follow-up to the January discussion on the funding of equipment for the Clerk of Courts. This resolution transfers funds from contingency.

10b. Resolution for Finance Policy-Control Environment

This resolution seeks County Board approval of the first element of the Wood County Accounting Policy. The policy on the control environment states the values, oversight, structure, authority, responsibilities and accountability for Wood County accounting.

I have provided two versions of the resolution. Version 2 has an additional “whereas” (2<sup>nd</sup>) that provides additional background related to the financial oversight for those departments that don’t have their own accountant.

The Committee can choose the version you prefer.

10c. Update from Investment Advisor-Bob Moore ICM

Bob Moore will be joining us to provide his ideas on the general economy and an update on the Wood County portfolio. It will also be an opportunity for Bob to meet the County’s new Treasurer.

10d. Correspondence

- 1) Budget and actual reports for 12 months ended December 31, 2016. I have noted those functions that are pending the entry of the resolutions approved at the January County Board. There might be a couple of functions that have budget overages that haven’t been addressed.

**Departmental Activity**

The Finance department has been busy working with Human Resources, IT and the vendor to correct problems in the general ledger set-up for payroll. The January 7<sup>th</sup> payroll has been entered, but needs clean-up. The January 21<sup>st</sup> payroll has not been entered as we try to correct problems prior to its entry. It is the goal to have the general ledger structure issues corrected prior to the running of the February 4<sup>th</sup> payroll.

## RESOLUTION#

Introduced by  
Page 1 of 1

Judicial &amp; Legislative and Executive Committee

CLC

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

**INTENT & SYNOPSIS:** To amend the 2016 budget for Clerk of Courts (51221) for the purpose of funding the cost of new equipment.

**FISCAL NOTE:** To transfer \$13,000 from available balance in contingency (51590) to the Clerk of Courts (51221). At the time of this request the funds available in contingency are \$443,800. The adjustment to the budget is as follows:

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

Account	Account Name	Debit	Credit
51221	Clerk of Courts		\$13,000
51590	Contingency	\$13,000	

**WHEREAS,** The office was in the process of purchasing rising work stations for 6 employees at the time the announcement was made regarding the county's purchase of the River Block Building, and

**WHEREAS,** it is unknown if those 6 employees work stations will be relocated due to the multiple changes that will occur because of said purchase, and

**WHEREAS,** to avoid spending money for equipment that will be unusable if a relocation occurs the equipment was not purchased in 2015, and

**WHEREAS,** the funding was not included in the 2016 budget, and

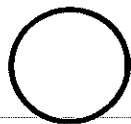
**WHEREAS,** rule 26 of the Wood County Board of Supervisors states that "an amendment to the budget is required any time the actual costs will exceed the budget at the function level", and

**WHEREAS,** the budget for the contingency account was adopted for the purpose of funding unanticipated expenditures, and

**THEREFORE BE IT RESOLVED,** to amend the Wood County budget for 2016 to transfer \$13,000 from the Contingency Account (51590) to the Clerk of Courts (51221) 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.





## RESOLUTION#

Version 1

ITEM#

1

DATE

February 16, 2016

106-16

Effective Date

February 16, 2016

Introduced by  
Page 1 of 1

Executive Committee

Committee

BLN

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	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>MFA</u> , Finance Dir.		

**INTENT & SYNOPSIS:** To formally adopt the "Control Environment" portion of the Wood County Accounting Policy Statement (Policy).

**FISCAL NOTE:** No additional cost to Wood County. The Policy will provide the guidelines and standards for financial record-keeping and reporting for the County as a whole.

WHEREAS, the Wood County Finance Department has the responsibility to maintain reliable and accurate financial records and to provide timely and reliable financial reports that meet the standards for governmental accounting, and

WHEREAS, the Wood County Board determined that it was more advantageous for the Human Service Fiscal Services Manager and the Highway and Edgewater Accounting Supervisors to continue to report to the department heads of Human Services, Highway and Edgewater while still meeting the requirements of the Finance Director, and

WHEREAS, it was determined through discussions involving accountants, department heads and oversight committees that the development of a comprehensive accounting policy statement would provide the structure, authority, responsibilities, standards and procedures needed to provide the basis for high level financial record-keeping and reporting, and

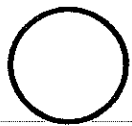
WHEREAS, the attached "Control Environment" was created with input from the accountants and agreed to by the department heads and oversight committees after multiple meetings involving accountants and department heads from Finance, Human Services, Highway and Edgewater, and

WHEREAS, the attached "Control Environment" is the first portion of the Policy, and

WHEREAS, the attached "Control Environment" states the values, oversight, structure, authority, responsibilities and accountability for Wood County accounting, and will have an impact on the remaining sections of the Policy to be created through continued meetings with accountants and department heads, and

THEREFORE BE IT RESOLVED, to approve the attached "Control Environment" portion of the Wood County Accounting Policy Statement.

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



## RESOLUTION#

Introduced by

Executive Committee

Page 1 of 1

Committee

BLN

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup>	Lost:	<input type="checkbox"/>
2 <sup>nd</sup>	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 formally adopt the "Control Environment" portion of the Wood County Accounting Policy Statement (Policy).

**FISCAL NOTE:** No additional cost to Wood County. The Policy will provide the guidelines and standards for financial record-keeping and reporting for the County as a whole.

WHEREAS, the Wood County Finance Department has the responsibility to maintain reliable and accurate financial records and to provide timely and reliable financial reports that meet the standards for governmental accounting, and

WHEREAS, the Finance Director essentially serves as the accountant for those departments without their own accountant and it is useful for those departments with an accountant, as well as the Finance Director, to have the relationship documented such that when issues arise, the cross department policy on the relationships can be relied upon, and

WHEREAS, the Wood County Board determined that it was more advantageous for the Human Service Fiscal Services Manager and the Highway and Edgewater Accounting Supervisors to continue to report to the department heads of Human Services, Highway and Edgewater while still meeting the requirements of the Finance Director, and

WHEREAS, it was determined through discussions involving accountants, department heads and oversight committees that the development of a comprehensive accounting policy statement would provide the structure, authority, responsibilities, standards and procedures needed to provide the basis for high level financial record-keeping and reporting, and

WHEREAS, the attached "Control Environment" was created with input from the accountants and agreed to by the department heads and oversight committees after multiple meetings involving accountants and department heads from Finance, Human Services, Highway and Edgewater, and

WHEREAS, the attached "Control Environment" is the first portion of the Policy, and

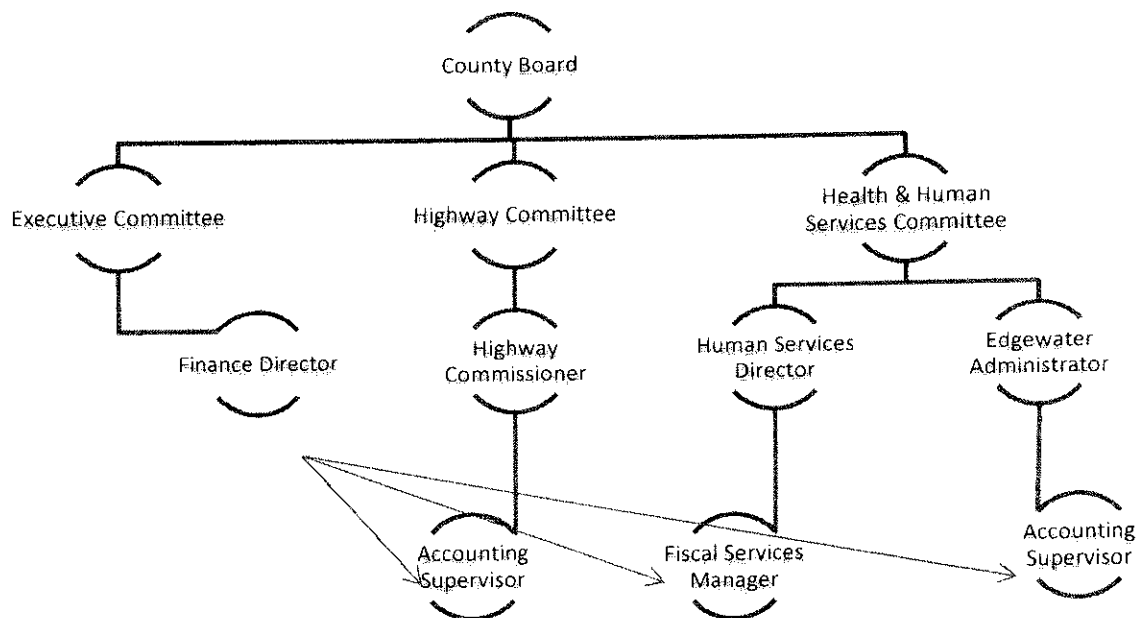
WHEREAS, the attached "Control Environment" states the values, oversight, structure, authority, responsibilities and accountability for Wood County accounting, and will have an impact on the remaining sections of the Policy to be created through continued meetings with accountants and department heads, and

THEREFORE BE IT RESOLVED, to approve the attached "Control Environment" portion of the Wood County Accounting Policy Statement.

## 1.1 CONTROL ENVIRONMENT

### 1.1.0 INTRODUCTION

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



### 1.1.1 INTEGRITY AND ETHICAL VALUES

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

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

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

- **Mission statements**

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

- **Values statements**

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

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

**Finance Departments Core Values:**

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

- **Service** – Meet and facilitate the needs of the county in a “customer-oriented” manner by:
  - Develop and maintain financial information that is useful, accurate and relevant for financial users
  - Encompass the concept of quality in everything we do, having a service mindset when dealing with employees and the public and demanding a lot of ourselves
  - Provide services in a courteous and professional manner
  - Reply to requests of employees and the public in a timely manner
  - Understand the needs or concerns of the customer
  - Explain decisions and actions to our customer
  - Meet or exceed customer expectations
- **Excellence** – Achieve excellence in all our assigned responsibilities. We will carry out our responsibilities with pride, professionalism, enthusiasm and ownership by:
  - Develop and continued improvement of County-wide financial, accounting and internal control policies and procedures
  - Maintain best practices standards set by professional organizations by participating in continuing education and training
- **Sensitivity** – Demonstrate a sincere and caring attitude toward those with whom we interact. We will treat others with dignity and respect by:
  - Recognize and respect individual’s uniqueness, talents and strengths
  - Work with all County employees and the public to provide meaningful assistance and service
- **Shared Purpose** – Create an environment where harmony, cooperation, camaraderie and team effort is fostered. We will strive for win-win solutions by:
  - Look at the big picture; what is best for the county
  - Know our individual role, responsibilities and job duties
  - Cooperate with others
  - Understand and appreciate the problems of others
  - Be supportive of the County, your department and your team
  - Provide timely and accurate financial reporting and related data to all stakeholders and employees
  - Develop training and accounting support services for County employees
- **Stewardship of Resources** – Make continual improvements in the stewardship of financial resources by:

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

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

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

#### **1.1.2 OVERSIGHT RESPONSIBILITY**

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

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

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

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

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

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

### ***1.1.3 STRUCTURE, AUTHORITY AND RESPONSIBILITY***

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

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

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

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

- **Defines Authorities and Responsibilities**

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

- **Assigns Authorities and Responsibilities**

- The Finance Department – is ultimately responsible to the Executive Committee for establishing directives, guidance and control to enable the

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

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

- **Limitations Authorities and Responsibilities**

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

#### **1.1.4 COMPETENCE**

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

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

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



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

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

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

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

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

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

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

#### **1.1.5 ACCOUNTABILITY**

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

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

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

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

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

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

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Funds  
 Thursday, December 31, 2015

	Actual	2015 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Taxes</b>				
41110 General Property Taxes	\$22,795,604.56	\$22,796,640.00	(\$1,035.44)	0.00%
41150 Forest Cropland/Managed Forest Land	18,356.55	12,000.00	6,356.55	52.97%
41220 General Sales and Retailers' Discount	184.74	180.00	4.74	2.63%
41221 County Sales Tax	5,691,873.60	5,520,565.00	171,308.60	3.10%
41230 Real Estate Transfer Fees	124,062.54	83,000.00	41,062.54	49.47%
41800 Interest and Penalties on Taxes	413,623.91	355,000.00	58,623.91	16.51%
41910 Payments in Lieu of Taxes	9,371.36	13,350.00	(3,978.64)	(29.80%)
Total Taxes	29,053,077.26	28,780,735.00	272,342.26	0.95%
<b>Intergovernmental Revenues</b>				
43211 Federal Grants-Emergency Government	1,094.34	2,500.00	(1,405.66)	(56.23%)
43210 Federal Grants-General Government	322,038.74	320,000.00	2,038.74	0.64%
43410 State Aid-Shared Revenue	3,060,264.78	3,006,343.00	53,921.78	1.79%
43430 State Aid-Other State Shared Revenues	294,361.00	245,741.00	48,620.00	19.79%
43511 State Aid-Victim Witness	37,785.68	69,240.00	(31,454.32)	(45.43%)
43512 State Aid-Courts	401,466.08	363,390.00	38,076.08	10.48%
43514 State Aid-Court Support Services	58,803.00	25,406.00	33,397.00	131.45%
43516 State Aid-Modernization Grants	17,056.00	51,000.00	(33,944.00)	(66.56%)
43521 State Aid - Law Enforcement	214,369.71	198,534.00	15,835.71	7.98%
43523 State Aid-Other Law Enforcement	18,027.00	18,000.00	27.00	0.15%
43528 State Aid-Emergency Government	62,737.35	93,000.00	(30,262.65)	(32.54%)
43531 State Aid-Transportation	1,721,329.96	1,721,330.00	(0.04)	0.00%
43549 State Aid-Private Sewage	40,571.36	50,000.00	(9,428.64)	(18.86%)
43551 State Aid-Health Immunization	65,981.00	64,956.00	1,025.00	1.58%
43554 State Aid-Health WIC Program	308,940.00	329,801.00	(20,861.00)	(6.33%)
43557 State Aid-Health Consolidated Grant	73,055.00	95,041.00	(21,986.00)	(23.13%)
43560 State Aid-Grants	52,722.80	52,437.00	285.80	0.55%
43561 State Aids	8,390,805.44	10,468,189.00	(2,077,383.56)	(19.84%)
43567 State Aid-Transportation	198,184.00	207,178.00	(8,994.00)	(4.34%)
43568 State Aid-Child Support	643,436.28	897,191.00	(253,754.72)	(28.28%)
43571 State Aid-UW Extension	1,500.00	14,914.00	(13,414.00)	(89.94%)
43572 State Aid-ATV Maintenance	6,715.00	6,715.00		0.00%
43574 State Aid-Snowmobile Trail Maint	174,114.58	352,725.00	(178,610.42)	(50.64%)
43576 State Aid-Parks		127,165.00	(127,165.00)	(100.00%)
43581 State Aid-Forestry	47,229.41	159,987.00	(112,757.59)	(70.48%)
43586 State Aid-Land Conservation	58,543.00	464,239.00	(405,696.00)	(87.39%)
43640 State Aid-Co Share Managed Forest Lands	20,470.71	20,000.00	470.71	2.35%
43690 State Aid-Forestry Roads	3,267.44	3,498.00	(230.56)	(6.59%)
43700 Grants from Local Governments		106,000.00	(106,000.00)	(100.00%)
Total Intergovernmental	16,294,869.66	19,534,520.00	(3,239,650.34)	(16.58%)
<b>Licenses and Permits</b>				
44100 Business and Occupational Licenses	171,252.75	170,000.00	1,252.75	0.74%
44101 Utility Permits	1,050.00	300.00	750.00	250.00%
44102 Driveway Permits	860.00	1,200.00	(340.00)	(28.33%)
44200 DNR & ML Fees	23,691.96	22,500.00	1,191.96	5.30%
44201 Dog License Fund	1,000.00	1,000.00		0.00%
44260 Moving Permits	1,025.00	1,100.00	(75.00)	(6.82%)
44300 Sanitary Permit Fees	49,244.20	37,500.00	11,744.20	31.32%
44411 County Planner Plat Review Fees	1,460.00	1,500.00	(40.00)	(2.67%)
44412 Wisconsin Fund Application Fees	1,500.00	2,250.00	(750.00)	(33.33%)
44413 Shoreland zoning Fees & Permits	10,624.50	3,850.00	6,774.50	175.96%
44415 HT Database Annual Fee	62,440.00	80,000.00	(17,560.00)	(21.95%)
44435 Water Meter Revenues		230.00	(230.00)	(100.00%)
Total Licenses and Permits	324,148.41	321,430.00	2,718.41	0.85%
<b>Fines, Forfeits and Penalties</b>				
45110 Ordinances Violations	1,290.87	2,500.00	(1,209.13)	(48.37%)
45115 County Share of Occupational Driver	260.00	200.00	60.00	30.00%
45120 County Share of State Fines and Forfeitures	140,462.69	173,700.00	(33,237.31)	(19.13%)
45123 County Parks Violation Fee	1,075.00	750.00	325.00	43.33%
45130 County Forfeitures Revenue	111,730.30	140,000.00	(28,269.70)	(20.19%)
45191 Private Sewage Fines	9,932.00	9,000.00	932.00	10.36%
Total Fines, Forfeits and Penalties	264,750.86	326,150.00	(61,399.14)	(18.83%)

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**

All Funds

Thursday, December 31, 2015

	Actual	2015 Budget	Variance	Variance %
<b>Public Charges for Services</b>				
46110 County Clerk-Passport Fees	21,285.00	12,800.00	8,485.00	66.29%
46121 Treasurer Fees-Redemption Notices	3,724.84	2,300.00	1,424.84	61.95%
46122 Property Conversion Charges	44.70	500.00	(455.30)	(91.06%)
46130 Register of Deeds-Fees	281,508.13	309,000.00	(27,491.87)	(8.90%)
46135 Land Record-Fees	85,672.00	96,000.00	(10,328.00)	(10.76%)
46140 Court Fees	161,032.00	204,000.00	(42,968.00)	(21.06%)
46141 Court Fees and Costs-Marriage Counseling	18,845.04	21,500.00	(2,654.96)	(12.35%)
46142 Court/Juvenile	29,937.95	35,000.00	(5,062.05)	(14.46%)
46143 District Attorney-Fees	9,212.18	7,075.00	2,137.18	30.21%
46144 Circuit Court Branch I	23,409.22	28,600.00	(5,190.78)	(18.15%)
46146 Circuit Court Branch III	4,514.00	5,310.00	(796.00)	(14.99%)
46191 Public Charges-Clerk	8,800.00	8,000.00	800.00	10.00%
46192 Public Chgs-Temp Licenses	7,959.60	5,000.00	2,959.60	59.19%
46194 County Clerk Copy Fees	410.75	520.00	(109.25)	(21.01%)
46195 Public Chgs-Map & Data Sales		100.00	(100.00)	(100.00%)
46196 Public Chgs-Human Resources	1,340,289.22	1,220,280.00	120,009.22	9.83%
46210 Sheriff-Public Charges	175.00	6,000.00	(5,825.00)	(97.08%)
46211 Sheriff Revenue-Civil Process Fees	56,260.00	86,000.00	(29,740.00)	(34.58%)
46212 Sheriff Cost Reimbursement/Witness Fees	50,475.11	65,000.00	(14,524.89)	(22.35%)
46214 Reserve Deputy Revenue	10,100.97	12,000.00	(1,899.03)	(15.83%)
46215 Sheriff Escort Service	19,194.92	40,000.00	(20,805.08)	(52.01%)
46216 Restitution	1,178.85	2,500.00	(1,321.15)	(52.85%)
46217 OWI Restitution	1,331.95	2,500.00	(1,168.05)	(46.72%)
46221 Public Chgs-Coroner Cremation	61,170.00	60,000.00	1,170.00	1.95%
46230 Death Certificates	6,500.00	22,000.00	(15,500.00)	(70.45%)
46241 Jail Surcharge	38,116.77	48,000.00	(9,883.23)	(20.59%)
46242 Huber/Electronic Monitoring	207,092.62	343,453.00	(136,360.38)	(39.70%)
46243 Inmate Booking/Processing Fee	19,909.44	30,000.00	(10,090.56)	(33.64%)
46244 Other County Transports	19,351.04	27,000.00	(7,648.96)	(28.33%)
46245 Jail Stay Fee	26,668.94	73,584.00	(46,915.06)	(63.76%)
46310 Public Chgs-Frac Sand	110,622.85		110,622.85	0.00%
46330 Public Chgs-Ho Chunk/AODA		27,500.00	(27,500.00)	(100.00%)
46510 Public Chgs-Crisis Stabilization	502,098.54	671,826.00	(169,727.46)	(25.26%)
46520 Institutional Care-Private Pay	1,174,623.61	1,273,125.00	(98,501.39)	(7.74%)
46521 Institutional Care-Other Pay	5,570.00	5,800.00	(230.00)	(3.97%)
46525 Public Chgs- Medicare	3,127,131.81	4,526,782.00	(1,399,650.19)	(30.92%)
46526 Public Chgs- Medicaid	5,377,575.68	8,566,236.00	(3,188,660.32)	(37.22%)
46527 Public Chgs-Veterans EW	114,583.79	62,076.00	52,507.79	84.59%
46530 Public Chgs-Private Pay	3,101,049.94	1,360,103.00	1,740,946.94	128.00%
46531 Public Chgs- Private Insurance	1,117,468.33	1,709,693.00	(592,224.67)	(34.64%)
46532 Public Chgs-County Responsible	150,578.31	545,565.00	(394,986.69)	(72.40%)
46533 Public Chgs-NW Mental Health Inpatient	229,249.50	248,311.00	(19,061.50)	(7.68%)
46534 Public Chgs-NW Mental Health Inpatient	1,134,522.96	737,606.00	396,916.96	53.81%
46536 Third Party Awards & Settlements	238,040.03	228,790.00	9,250.03	4.04%
46537 Contractual Adjustment	(2,996,604.36)	(3,340,998.00)	344,393.64	(10.31%)
46590 Provision for Bad Debts-Edgewater	(12,000.00)	(12,000.00)		0.00%
46621 Child Support-Genetic Tests	4,297.89	5,700.00	(1,402.11)	(24.60%)
46622 Child Support-Application Fees	35.00	140.00	(105.00)	(75.00%)
46623 Child Support-Filing Fees	140.00	200.00	(60.00)	(30.00%)
46624 Child Support-Service Fees	14,942.48	13,000.00	1,942.48	14.94%
46625 Child Support-Extradition Charges	615.99	1,500.00	(884.01)	(58.93%)
46721 Public Chgs-Parks	468,016.32	400,000.00	68,016.32	17.00%
46771 UW-Extension Publication Revenue		300.00	(300.00)	(100.00%)
46772 UW-Extension Project Revenue	11,840.34	11,160.00	680.34	6.10%
46813 County Forest Revenue	639,800.95	340,000.00	299,800.95	88.18%
46825 Land Conservation Fees & Sales	53,681.72	48,590.00	5,091.72	10.48%
46826 Private Sewage Charges	3,225.00	3,000.00	225.00	7.50%
46901 Contractual Adjustment-Other	1,130.00		1,130.00	0.00%
Total Public Charges for Services	17,086,406.92	20,208,027.00	(3,121,620.08)	(15.45%)
<b>Intergovernmental Charges for Services</b>				
47210 Intergovernmental Charges		132,400.00	(132,400.00)	(100.00%)
47230 State Charges	1,053,235.90	1,309,271.00	(256,035.10)	(19.56%)
47231 State Charges-Highway	223,896.11	119,082.00	104,814.11	88.02%

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Funds  
 Thursday, December 31, 2015

		2015 Actual	Budget	Variance	Variance %
47232	State Charges-Machinery	2,160,785.18	1,737,999.00	422,786.18	24.33%
47250	Intergovernmental Transfer Program Rev	625,595.00	512,742.00	112,853.00	22.01%
47300	Local Gov Chgs	489,237.73	509,217.00	(19,979.27)	(3.92%)
47320	Local Gov Chgs-Public Safety	26,326.27	38,000.00	(11,673.73)	(30.72%)
47330	Local Gov Chgs-Transp	1,063,856.81	1,281,316.00	(217,459.19)	(16.97%)
47332	Local Gov Chgs-Roads	374,282.77	340,519.00	33,763.77	9.92%
47333	Local Gov Chgs-Bridges	99,302.40	56,060.00	43,242.40	77.14%
47350	Local Gov Chgs-Hlth & Human Svcs	19,521.00	18,332.00	1,189.00	6.49%
47351	Local Gov Chgs-Other Governments	10,000.00	10,000.00		0.00%
47391	Local Gov Chgs-BNI (Materials)	3,417.92	5,400.00	(1,982.08)	(36.71%)
47392	Local Gov Chgs-BNI (Staff)	603.10	1,600.00	(996.90)	(62.31%)
47393	Local Gov Chgs-Work Relief	2,430.00	1,000.00	1,430.00	143.00%
47395	Local Gov Chgs-EM Vehicles	5,102.85	4,500.00	602.85	13.40%
47396	Local Gov Chgs-EM Equipment	564.50	500.00	64.50	12.90%
	Total Charges to Other Governments	6,158,157.54	6,077,938.00	80,219.54	1.32%
<b>Interdepartmental Charges for Services</b>					
47410	Dept Charges-Hlth Benefits & Other	8,307,651.11	8,457,276.00	(149,624.89)	(1.77%)
47411	Dept Charges-Purchasing	10,151.67	18,000.00	(7,848.33)	(43.60%)
47412	Dept Charges-Insurance	543,886.00	543,886.00		0.00%
47413	Dept Charges-Gen Govt	1,013,683.88	513,500.00	500,183.88	97.41%
47415	Dept Charges-Systems	259,781.96	256,255.00	3,526.96	1.38%
47421	Dept Charges-Public Safety	28,556.05	33,930.00	(5,373.95)	(15.84%)
47430	Dept Charges-Bldg Rent	953,510.08	952,409.00	1,101.08	0.12%
47432	Dept Charges-Rent Unified	137,124.12	137,124.00	0.12	0.00%
47435	Dept Charges-Sheriff Lockup Rent	15,999.96	16,000.00	(0.04)	0.00%
47436	Dept Charges-CBRF Rent	30,000.00	30,000.00		0.00%
47440	Dept Charges	253,831.51	260,770.00	(6,938.49)	(2.66%)
47460	Dept Charges-Drug Court	47,000.00	40,000.00	7,000.00	17.50%
47470	Dept Charges-Highway	4,075,178.22	3,652,679.00	422,499.22	11.57%
	Total Interdepartmental Charges	15,676,354.56	14,911,829.00	764,525.56	5.13%
	Total Intergovernmental Charges for Services	21,834,512.10	20,989,767.00	844,745.10	4.02%
<b>Miscellaneous</b>					
48000	Miscellaneous	1,452.83		1,452.83	0.00%
48100	Interest	270.59	500.00	(229.41)	(45.88%)
48110	Interest-Capital Projects	5,406.91	5,401.00	5.91	0.11%
48113	Unrealized Gain/Loss on Investment	(3,505.38)	40,000.00	(43,505.38)	(108.76%)
48114	Interest-Investment	84,673.22	150,000.00	(65,326.78)	(43.55%)
48115	Interest-General Investment	28,286.70	25,000.00	3,286.70	13.15%
48116	Interest-Section 125 & Health	455.64	1,303.00	(847.36)	(65.03%)
48117	Interest-Clerk of Courts	316.19	400.00	(83.81)	(20.95%)
48200	Rental Income	148,359.81	109,928.00	38,431.81	34.96%
48201	Rental Income- CSP/CCS	50,430.00	50,400.00	30.00	0.06%
48300	Gain/Loss-Sale of Property	58,645.26	15,050.00	43,595.26	289.67%
48301	Occupational Therapy Misc Rev	35.57	250.00	(214.43)	(85.77%)
48320	Gain/Loss-Sale of Surplus Property	145.00	500.00	(355.00)	(71.00%)
48340	Gain/Loss-Sale of Salvage and Waste	7,133.64	7,500.00	(366.36)	(4.88%)
48440	Insurance Recoveries-Other	272,643.12	416,000.00	(143,356.88)	(34.46%)
48500	Donations	221,441.19	176,855.00	44,586.19	25.21%
48501	Donations	1,375.00	1,800.00	(425.00)	(23.61%)
48501	Donations-Designated Projects			802.80	0.00%
48502	Donations-Veterans Loan Repayment	802.80			
48503	Donations-Services ATV Club	4,605.21	6,000.00	(1,394.79)	(23.25%)
48540	Donations & Contributions	34,267.79	20,000.00	14,267.79	71.34%
48830	Recovery of PYBD & Contractual Adj	41,805.17	38,000.00	3,805.17	10.01%
48860	Revenue from Meals	15,468.46	16,900.00	(1,431.54)	(8.47%)
48880	Food Vending Machine Income	5,201.27	2,700.00	2,501.27	92.64%
48900	Other Miscellaneous Revenue	68,955.90	31,805.00	37,150.90	116.81%
48901	Other/Miscellaneous Revenue	328,279.10	3,500.00	324,779.10	9,279.40%
48910	Vending/Cafeteria Revenue	5,088.09	3,000.00	2,088.09	69.60%
48920	Vending Machine Revenue	8,193.10	7,081.00	1,112.10	15.71%
48940	Canteen Income	42.00	250.00	(208.00)	(83.20%)
48960	FSP Parental Fees	900.00		900.00	0.00%
48970	Rental Income- NHC, Health Annex	16,896.36	17,414.00	(517.64)	(2.97%)
48980	Misc/Other Workshop Revenue	6,051.33	1,100.00	4,951.33	450.12%
48990	Other Operating Income	2,708.19	2,800.00	(91.81)	(3.28%)

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Funds  
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	Actual	2015 Budget	Variance	Variance %
48991 Copier Revenue	2,031.97	800.00	1,231.97	154.00%
Total Miscellaneous	1,418,862.03	1,152,237.00	266,625.03	23.14%
<b>Other Financing Sources</b>				
49110 Proceeds from Long-Term Debt	127,408.00	1,022,435.00	(895,027.00)	(87.54%)
49210 Transfer from General Fund	120,000.00	179,661.00	(59,661.00)	(33.21%)
49220 Transfer from Special Revenue	5,691,873.60	5,562,750.00	129,123.60	2.32%
49240 Transfer from Capital Projects	202,476.72		202,476.72	0.00%
49260 Transfer from Other Funds-Debt Service	15,609.62		15,609.62	0.00%
49270 Transfer from Internal Service		246,836.00	(246,836.00)	(100.00%)
Total Other Financing Sources	6,157,367.94	7,011,682.00	(854,314.06)	(12.18%)
<b>TOTAL REVENUES</b>	<b>92,433,995.18</b>	<b>98,324,548.00</b>	<b>(5,890,552.82)</b>	<b>(5.99%)</b>

**EXPENDITURES**

<b>General Government</b>				
51120 Committees & Commissions	148,687.08	159,375.00	10,687.92	6.71%
51212 Circuit Court Branch I	302,983.78	350,901.00	47,917.22	13.66%
51213 Circuit Court Branch II	109,399.92	124,611.00	15,211.08	12.21%
51214 Circuit Court Branch III	113,723.19	115,126.00	1,402.81	1.22%
51215 Drug Court	222,985.95	224,316.00	1,330.05	0.59%
51217 Clerk of Courts-Divorce Mediation	10,489.50	20,000.00	9,510.50	47.55%
51220 Family Court Commissioner	100,766.77	100,940.00	173.23	0.17%
51221 Clerk of Courts	1,221,005.90	1,250,110.00	29,104.10	2.33%
51231 Coroner	95,294.58	122,263.00	26,968.42	22.06%
51310 District Attorney	244,878.61	267,790.00	22,911.39	8.56%
51315 Victim Witness Program	129,488.29	137,577.00	8,088.71	5.88%
51316 Task Force	864.14	1,020.00	155.86	15.28%
51317 (X) Vic Witness-Crime Witness Rights	2,038.74		(2,038.74) (X)	0.00%
51320 Corporation Counsel	205,485.19	212,172.00	6,686.81	3.15%
51330 Child Support	874,003.71	954,868.00	80,864.29	8.47%
51420 County Clerk	289,783.11	310,552.00	20,768.89	6.69%
51424 County Clerk-Postage Meter	12,250.53	13,178.00	927.47	7.04%
51430 (X) Health Benefit Payments	10,090,311.06	9,632,913.00	(457,398.06) (X)	(4.75%)
51431 Health-Wellness	177,417.99	246,836.00	69,418.01	28.12%
51433 Human Resources-Labor Relations	6,932.33	28,200.00	21,267.67	75.42%
51435 Human Resources-Personnel	427,668.53	471,014.00	43,345.47	9.20%
51436 Human Resources-Programs	790.96	4,882.00	4,091.04	83.80%
51440 County Clerk-Elections	34,548.25	51,850.00	17,301.75	33.37%
51450 Data Processing	1,789,158.28	1,879,856.00	90,697.72	4.82%
51451 Voice over IP	129,950.01	154,500.00	24,549.99	15.89%
51452 PC Replacement	109,827.28	145,000.00	35,172.72	24.26%
51453 Co Clerk-Inform & Commun	12,425.04	18,900.00	6,474.96	34.26%
51510 Finance	239,426.76	247,949.00	8,522.24	3.44%
51520 Treasurer	393,964.98	432,615.00	38,650.02	8.93%
51550 Purchasing	53,798.50	54,190.00	391.50	0.72%
51590 Contingency		285,275.00	285,275.00	100.00%
51611 Bldg Maint-Courthouse and Jail	918,457.23	996,789.00	78,331.77	7.86%
51620 Bldg Maint-Courthouse Annex	8,085.42	12,556.00	4,470.58	35.61%
51630 Bldg Maint-Unified Svcs Building	86,637.11	93,743.00	7,105.89	7.58%
51640 Bldg Maint-Joint Use Building	11,663.82	15,552.00	3,888.18	25.00%
51650 Bldg Maint-Sheriff Lockup	3,021.42	11,306.00	8,284.58	73.28%
51660 Bldg Maint-CBRF's	20,118.23	29,052.00	8,933.77	30.75%
51710 Register of Deeds	371,152.66	385,450.00	14,297.34	3.71%
51711 Register of Deeds-Redaction	32,355.27	41,409.00	9,053.73	21.86%
51931 Property and Liability Insurance	466,734.90	598,914.00	132,179.10	22.07%
51933 Workers Comp Insurance	336,979.20	478,120.00	141,140.80	29.52%
51934 Sick Leave Conversion	259,299.95		(259,299.95)	0.00%
Total General Government	20,064,854.17	20,681,670.00	616,815.83	2.98%
<b>Public Safety</b>				
52110 Sheriff-Administration	2,324,036.47	2,539,785.00	215,748.53	8.49%
52130 Radio Engineer	154,078.47	180,234.00	26,155.53	14.51%
52131 Sheriff-Indian Law Enforce	12,722.47	29,165.00	16,442.53	56.38%
52140 Sheriff-Traffic Police	2,717,565.48	2,924,230.00	206,664.52	7.07%
52150 Sheriff-Civil Svc Comm		1,000.00	1,000.00	100.00%

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Funds  
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		2015	Variance	Variance %
	Actual	Budget		
52510	Emer Mgmt-SARA Title III	29,834.94	46,572.00	16,737.06 35.94%
52520	Emergency Management	272,025.52	295,154.00	23,128.48 7.84%
52601	Dispatch	1,454,298.96	1,579,866.00	125,567.04 7.95%
52530	Emer Mgmt-Bldg Numbering	3,345.66	3,400.00	54.34 1.60%
52540	Emer Mgmt-Work Relief	103,975.97	133,849.00	29,873.03 22.32%
52710	Sheriff-Jail	2,134,137.30	2,440,216.00	306,078.70 12.54%
52712	Sheriff-Electronic Monitoring	86,648.75	147,825.00	61,176.25 41.38%
52713	Sheriff-PT Transp/Safekeeper	1,051,434.72	1,076,215.00	24,780.28 2.30%
52721	Sheriff-Jail Surcharge	52,985.72	184,500.00	131,514.28 71.28%
52930	Highway Safety Committee		2,000.00	2,000.00 100.00%
	<b>Total Public Safety</b>	<b>10,397,090.43</b>	<b>11,584,011.00</b>	<b>1,186,920.57 10.25%</b>
	<b>Public Works-Highway</b>			
53110	Hwy-Administration	269,005.63	271,844.00	2,838.37 1.04%
53120	Hwy-Engineer	198,738.80	216,462.00	17,723.20 8.19%
53191	Hwy-Other Administration	244,833.59	237,478.00	(7,355.59) (3.10%)
53192	Hwy-Other Administration-Radio		265.00	265.00 100.00%
53193	Hwy-Other Administration	68,898.00	77,130.00	8,232.00 10.67%
53210	Hwy-Employee Taxes & Benefits	(573,533.36)		573,533.36 0.00%
53220	Hwy-Field Tools	(49,198.55)	3,581.00	52,779.55 1,473.88%
53230	Hwy-Shop Operations	259,887.54	250,388.00	(9,499.54) (3.79%)
53232	Hwy-Fuel Handling	11,843.25	16,228.00	4,384.75 27.02%
53240	Hwy-Machinery Operations	1,035,428.92	1,851,920.00	816,491.08 44.09%
53260	Hwy-Bituminous Ops	184,047.48	278,614.00	94,566.52 33.94%
53262	Hwy-Bituminous Ops		115,782.00	115,782.00 100.00%
53266	Hwy-Bituminous Ops	3,469,463.40	3,250,746.00	(218,717.40) (6.73%)
53270	Hwy-Buildings & Grounds	6,550.00	20,000.00	13,450.00 67.25%
53271	Hwy-Bldgs & Grounds-Wis Rapids	163,696.55	150,939.00	(12,757.55) (8.45%)
53272	Hwy-Bldgs & Grounds-Auburndale	3,144.03	3,593.00	448.97 12.50%
53273	Hwy-Bldgs & Grounds-Marshfield	12,033.13	11,533.00	(500.13) (4.34%)
53274	Hwy-Bldgs & Grounds-Pittsville	6,803.78	6,455.00	(348.78) (5.40%)
53275	Hwy-Bldgs & Grounds-Salt Shed	214.07	1,670.00	1,455.93 87.18%
53281	Hwy-Acquisition of Capital Assets	70,517.11		(70,517.11) 0.00%
53310	Hwy-Maintenance CTHS	7,325.39	11,175.00	3,849.61 34.45%
53311	Hwy-Maint CTHS Patrol Sectn	1,078,430.32	1,397,513.00	319,082.68 22.83%
53312	Hwy-Snow Remov	652,001.90	928,974.00	276,972.10 29.81%
53313	Hwy-Maintenance Gang	141,065.38	142,200.00	1,134.62 0.80%
53314	Hwy-Maint Gang-Materials	790.00	903.00	113.00 12.51%
53315	Hwy-Maint Gang	761.69	871.00	109.31 12.55%
53320	Hwy-Maint STHS	1,223,883.70	1,283,545.00	59,661.30 4.65%
53323	Hwy-Maint STHS PBM	19,294.50	25,726.00	6,431.50 25.00%
53330	Hwy-Local Roads	1,043,421.31	1,281,316.00	237,894.69 18.57%
53340	Hwy-County-Aid Road Construction	413,142.06	460,519.00	47,376.94 10.29%
53341	Hwy-County-Aid Bridge Construction	188,588.15	278,661.00	90,072.85 32.32%
53490	Hwy-State & Local Other Services	484,371.02	509,217.00	24,845.98 4.88%
	<b>Total Public Works-Highway</b>	<b>10,635,448.79</b>	<b>13,085,248.00</b>	<b>2,449,799.21 18.72%</b>
	<b>Health and Human Services</b>			
54121	Health-Public Health	1,548,818.75	1,613,910.00	65,091.25 4.03%
54122	Health-WIC Program	331,001.22	329,801.00	(1,200.22) (0.36%)
54128	Health-Public Health Grants	81,280.64	101,527.00	20,246.36 19.94%
54129	Humane Officer	28,818.62	30,499.00	1,680.38 5.51%
54130	Health-Dental Sealants	95,462.58	88,709.00	(6,753.58) (7.61%)
54210	Edgewater-Nursing	4,593,443.07	5,076,967.00	483,523.93 9.52%
54211	Edgewater-Housekeeping	154,486.07	155,900.00	1,413.93 0.91%
54212	Edgewater-Dietary	765,973.97	802,123.00	36,149.03 4.51%
54213	Edgewater-Laundry	131,785.55	137,357.00	5,571.45 4.06%
54214	Edgewater-Maintenance	369,084.41	550,911.00	181,826.59 33.00%
54217	Edgewater-Activities	186,530.98	196,198.00	9,667.02 4.93%
54218	Edgewater-Social Services	123,158.04	130,608.00	7,449.96 5.70%
54219	Edgewater-Administration	646,193.94	664,623.00	18,429.06 2.77%
54315	Mental Health/AODA Ho Chunk		27,500.00	27,500.00 100.00%
54316	Mental Institutions State Charge	1,072.46	1,072.00	(0.46) (0.04%)

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**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Funds  
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	Actual	2015 Budget	Variance	Variance %
54317 Human Services Crisis Stabilization	408,000.00	408,000.00		0.00%
54324 Norwood-SNF-CMI	884,316.05	926,295.00	41,978.95	4.53%
54325 Norwood SNF TBI	626,489.95	1,108,889.00	482,399.05	43.50%
54326 Norwood-Inpatient	2,597,683.14	2,996,335.00	398,651.86	13.30%
54330 X Norwood Nursing Administration	196,589.89	214,106.00	17,516.11	8.18%
54350 Norwood-Dietary	759,877.27	768,610.00	8,732.73	1.14%
54351 Norwood-Plant Ops & Maint	948,660.52	1,032,779.00	84,118.48	8.14%
54363 Norwood-Medical Records	178,961.37	190,581.00	11,619.63	6.10%
54365 Norwood-Administration	990,680.34	1,143,104.00	152,423.66	13.33%
54401 Human Services-Child Welfare	3,831,450.59	3,385,977.00	(445,473.59)	(13.16%)
54405 Human Services-Youth Aids	2,717,347.60	2,610,758.00	(106,589.60)	(4.08%)
54410 Human Services-Child Care	111,349.83	130,723.00	19,373.17	14.82%
54413 Human Services-Transportation	547,097.30	473,201.00	(73,896.30)	(15.62%)
54420 Human Services-ESS	1,215,911.48	1,199,887.00	(16,024.48)	(1.34%)
54425 Human Services-FSET	929,338.12	2,572,181.00	1,642,842.88	63.87%
54430 X Human Services-FSET 50/50	269,517.52	280,000.00	10,482.48	3.74%
54435 Human Services-LIEAP	109,318.92	120,325.00	11,006.08	9.15%
54440 Human Services-Birth to Three	412,158.10	420,679.00	8,520.90	2.03%
54445 Human Services-Family Support	223,098.88	334,408.00	111,309.12	33.29%
54450 Human Services-Childrens Waivers	189,860.56	200,787.00	10,926.44	5.44%
54455 Human Services-CSP	542,445.59	500,029.00	(42,416.59)	(8.48%)
54460 Human Services-OPC MH	1,061,848.66	1,229,966.00	168,117.34	13.67%
54465 Human Services-CCS	1,099,803.54	1,048,369.00	(51,434.54)	(4.91%)
54470 Human Services-Crisis Legal Svc	589,989.32	583,732.00	(6,257.32)	(1.07%)
54475 Human Services-MH Contr COP	1,279,584.42	1,606,665.00	327,080.58	20.36%
54480 Human Services-OPC AODA	339,536.41	420,443.00	80,906.59	19.24%
54485 Human Services-OPC Day Treatment	63,352.68	72,687.00	9,334.32	12.84%
54490 Human Services-AODA CBRF	239,202.23	266,760.00	27,557.77	10.33%
54495 Human Services-AODA Contract	49,699.60	134,900.00	85,200.40	63.16%
54500 Human Services-Administration	3,042,182.95	3,070,163.00	27,980.05	0.91%
54611 Aging-Committee on Aging	85,763.99	198,278.00	112,514.01	56.75%
54674 Aging-Trust Fund Schmidt	2,400.73		(2,400.73)	0.00%
54710 Veterans-Veterans Relief	3,247.33	4,161.00	913.67	21.96%
54720 Veterans-Veterans Service Officer	307,969.81	318,667.00	10,697.19	3.36%
54730 Veterans Relief Donations	125.00	300.00	175.00	58.33%
54740 Veterans-Care of Veterans Graves	2,865.00	2,865.00		0.00%
Total Health and Human Services	35,914,834.99	39,883,315.00	3,968,480.01	9.95%
<b>Culture, Recreation and Education</b>				
55112 County Aid to Libraries	805,043.00	805,042.00	(1.00)	0.00%
55210 County Parks	1,604,277.37	1,664,759.00	60,481.63	3.63%
55441 Maintenance Snowmobile Trails	328,183.59	364,425.00	36,241.41	9.94%
55442 ATV Maintenance	11,627.24	12,715.00	1,087.76	8.55%
55460 Marshfield Fairgrounds	25,000.00	25,000.00		0.00%
55620 UW-Extension	489,782.13	519,352.00	29,569.87	5.69%
55630 UW-Extension Center-Marshfield	166,568.21	187,502.00	20,933.79	11.16%
55660 UW-Extension Projects	30,531.91	34,160.00	3,628.09	10.62%
55661 UW-Ext Farm Technology Days		63,000.00	63,000.00	100.00%
Total Culture, Recreation and Education:	3,461,013.45	3,675,955.00	214,941.55	5.85%
<b>Conservation and Development</b>				
56111 State Forestry Roads		4,000.00	4,000.00	100.00%
56121 Land Conservation	135,328.12	137,439.00	2,110.88	1.54%
56122 DATCP Grant	300,564.69	310,012.00	9,447.31	3.05%
56123 Wildlife Damage Abatement	145,960.24	157,558.00	11,597.76	7.36%
56125 Non-Metalic Mining Reclamation	29,587.80	33,882.00	4,294.20	12.67%
56127 Don Aron Memorial Fund	19,270.13	25,150.00	5,879.87	23.38%
56310 County Planner	354,957.60	447,053.00	92,095.40	20.60%
56315 Census Redistricting		4,500.00	4,500.00	100.00%
56320 Land Record	134,341.94	305,312.00	170,970.06	56.00%
56340 Surveyor	42,746.77	44,750.00	2,003.23	4.48%
56720 Transp & ED-Bicycle Trails		12,927.00	12,927.00	100.00%
56730 Transp & ED-Airport Aid	15,000.00	15,000.00		0.00%
56740 Payment in Lieu of Tax	77,344.80	77,345.00	0.20	0.00%



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1/28/2016

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 All Funds  
 Thursday, December 31, 2015

	Actual	2015 Budget	Variance	Variance %
56750 Transp & Economic Develop	258,883.72	435,785.00	176,901.28	40.59%
56780 CDBG-ED	20,653.84	25,000.00	4,346.16	17.38%
56911 State Wildlife Habitat	2,785.00	3,000.00	215.00	7.17%
56913 Park & Forestry Capital Proj	120,850.33	284,330.00	163,479.67	57.50%
56943 Private Sewage System	195,198.70	266,522.00	71,323.30	26.76%
Total Conservation and Development	1,853,473.68	2,589,565.00	736,091.32	28.43%
<b>Capital Outlay</b>				
57230 Cap Projects-Police Radio	446,920.92	550,688.00	103,767.08	18.84%
57310 Highway Capital Projects	5,106,500.00	5,106,500.00		0.00%
57930 Depreciation & Amortization	(91,867.95)		91,867.95	0.00%
57940 Depreciation & Amortization	280,735.56		(280,735.56)	0.00%
Total Capital Outlay	5,742,288.53	5,657,188.00	(85,100.53)	(1.50%)
<b>Debt Service</b>				
58120 Debt Service Principal-EW	(940,000.00)		940,000.00	0.00%
58140 Debt Service Principal-Pension	940,000.00	1,940,000.00	1,000,000.00	51.55%
58240 Debt Service Interest-Pension	253,191.98	226,879.00	(26,312.98)	(11.60%)
58260 Debt Service Interest-Dispatch	6,241.67		(6,241.67)	0.00%
58295 Paying Agent & Fiscal Charges	86,622.58	87,813.00	1,190.42	1.36%
Total Debt Service	346,056.23	2,254,692.00	1,908,635.77	84.65%
<b>Other Financing Uses</b>				
59210 Transfers to General Fund	5,691,873.60	5,947,062.00	255,188.40	4.29%
59220 Transfer to Special Revenue		42,185.00	42,185.00	100.00%
59230 Transfers to Debt Service	202,476.72		(202,476.72)	0.00%
Total Other Financing Uses	5,894,350.32	5,989,247.00	94,896.68	1.58%
<b>TOTAL EXPENDITURES</b>	<b>94,309,410.59</b>	<b>105,400,891.00</b>	<b>11,091,480.41</b>	<b>10.52%</b>
<b>NET INCOME (LOSS) *</b>	<b>(1,875,415.41)</b>	<b>(7,076,343.00)</b>	<b>5,200,927.59</b>	<b>(73.50%)</b>

(X) resolutions pending entry

✓

1) we still need to enter 9/10 of the 1/7/16 payroll as a 2015 expense

\* Voided Journal Entry

Account: 290-9901-41221-000-000 Taxes - County Sales Tax

Ranges: From: To:  
Date First Last  
Source Document First Last  
Currency ID First Last

Sorted By: Transaction Date Account Balance: (\$5,691,873.60) X

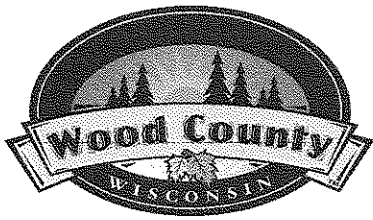
Trx Date	Jrnl No.	Source Doc	Audit Code	Reference	Currency ID	Debit	Credit
1/30/2015	172,987	CMTRX	GLTRX00090751	SALES TAX			\$510,795.10
1/30/2015	174,599	GJ	GLREV00091258	Rec Dec Sales Tax Rec'd Jan 1		\$510,795.10	
2/27/2015	174,458	CMTRX	GLTRX00091227	SALES TAX			\$458,996.33
3/31/2015	176,042	CMTRX	GLTRX00091672	SALES TAX			\$345,318.74
4/30/2015	177,546	CMTRX	GLTRX00092106	SALES TAX			\$542,048.19
5/29/2015	179,022	CMTRX	GLTRX00092539	SALES TAX			\$439,844.82
6/30/2015	180,686	CMTRX	GLTRX00093079	SALES TAX			\$453,096.09
7/31/2015	182,241	CMTRX	GLTRX00093611	SALES TAX			\$532,369.29
8/31/2015	183,664	CMTRX	GLTRX00094096	SALES TAX			\$479,918.95
9/30/2015	185,229	CMTRX	GLTRX00094592	SALES TAX			\$504,052.48
11/2/2015	186,896	CMTRX	GLTRX00095108	SALES TAX			\$534,163.15
11/30/2015	188,370	CMTRX	GLTRX00095545	SALES TAX			\$415,195.08
12/30/2015	190,116	CMTRX	GLTRX00096019	SALES TAX			\$503,278.57
12/31/2015	191,770	GJ	GLTRX00096557	December Sales Tax			\$483,591.91
Totals:						\$510,795.10	\$6,202,668.70

Total Transactions: 14

Budget 5,520,565 171,309 3.1%

Estimated 5,779,626

Actual 5,691,874 (87,752) 1.5%



# Wood County WISCONSIN

## HUMAN RESOURCES DEPARTMENT

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### Interdepartmental Memo

January 26, 2016

To: Trent Miner, Peter Hendler, Donna Rozar, Hilde Henkel and Lance Pliml

From: Warren Kraft

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

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#### **General Highlights:**

- Paula and I attended the annual training conference of the Wisconsin Public Employers Labor Relations Association (WPELRA). The keynote speaker was Aaron Davis “Working at Your Fullest Potential.” Training sessions were titled: ACA-Update and Reporting Requirements, Health Care Clinics; Police, Fire and Transit Negotiations; Wellness Program and the EEOC Standards after Act 10, A State Capitol Update with Mark O’Connell of the Wisconsin Counties Association and Jerry Deschane of the League of Wisconsin Municipalities, Generational Differences at Work, Strategies for Efficient Resolution of Claims involving Work Injuries of Protected Service Employees, Using Segmentation for Wellness Programs, and Trending Topics in Public Sector Labor Law. Atty. Robert Mulcahy of Michael, Best & Friedrich, will submit the materials necessary to secure approval for lawyers who need continuing legal education credits.
- I was one of three presenters for a webinar on Sexual Harassment Training Update. This was sponsored by the International Municipal Lawyers Association, where I serve as a member of the Personnel Section. Planning will begin this spring for personnel-related presentations at the IMLA annual conference in mid-October.
- I also conducted a two-hour seminar on the American with Disabilities Act & Wisconsin Fair Employment Law regarding disabilities for the supervisors at Behavioral Services in the Department of Human Services. A two-hour seminar on FMLA & Wisconsin FMLA will be in February.
- Work continues with IT and Finance Departments migrating to the new HRMS system.
- Online Cyber Recruiter system: 24 open positions in the system and 48 applicants, as of January 25, 2016. 1,961 applicants have applied through Cyber Recruiter since its launch on April 17, 2015.

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

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